

PRECINCT ELECTION OFFICIALS'

# TRAINING MANUAL

FRANKLIN COUNTY
—— OHIO ——

NOVEMBER 4 2025

GENERAL ELECTION

### GOOD TO KNOW

Tips and tricks to make your job easier



Margin illustrations (visual representations of items and information you will need)

# A VISUAL GUIDE TO READING THIS MANUAL

- ☐ A blue check box is an actionable task
  - ☐ A black check box is an actionable sub-task
  - This is additional clarification
- ☐ A green check box is an actionable task performed by a second judge or VLM/VLD that ensures all actions have been performed correctly
- $\hfill \square$  A purple check box is an actionable task for the VLM only
- 1 Diagram number

This is supplemental information to aid in your understanding.

THIS IS IMPORTANT INFORMATION THAT MUST BE READ.



Stop Monday Night Setup here.

START HERE TUESDAY AT 5:30 A.M. Start Tuesday Setup here.

# **GENERAL INFORMATION**

# GENERAL INFORMATION

#### As a PEO, it is your job to:

- read and understand all of the information presented in the General Information section
- read and understand the information presented in the section relating to your position

#### **GENERAL INFORMATION**

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#### **GOOD TO KNOW**

Precinct Election Officials are always in great demand. The Board of Elections hires 4,000 individuals to serve as Precinct Election Officials for each Election Day. Persons interested in becoming Precinct Election Officials should call the Board of Elections at (614) 525-5393 or apply online at vote.franklincountyohio.gov.

### WELCOME!

### and thank you for serving as a Precinct Election Official (PEO)

The Franklin County Board of Elections is committed to conducting fair and impartial elections that are well organized and professionally managed—something that would be impossible without you.

As a PEO, it is your job to assist Voters and help ensure that the election is conducted lawfully. In addition, you will:

- oversee setup of your Voting Location
- work as part of a team to ensure that Election Day runs smoothly and successfully
- help keep the entrance to the polling location open and unobstructed
- ensure that every Voter is able to check in and vote freely by preventing any attempts to obstruct, intimidate or interfere with their rights
- ensure that all forms, ballots, Touchpad(s), and machines remain available, safe and free from tampering
- escort any person from the polling location for actions that violate any provision of Title 35 of the Revised Code (the Election Laws of Ohio)
- deal with difficult or special situations (including possible riots or violence) as the need arises



**Online Precinct Election** Official Survey Form

At your earliest convenience after Election Day, please access our **online** Precinct Election Official Survey Form. The information you provide to us on the survey is very helpful in improving the Election Day experience for both PEOs and Voters. The link to our survey will be accessible for one month after any election, but we ask you to provide your comments as soon as possible, while they are still fresh in your minds.

The link to our survey site is:

https://vote.franklincountyohio.gov/Poll-Worker/Poll-Worker-Survey

### As a PEO, you're part of a team

Ohio law provides that the number of Voters assigned to a voting precinct is not to exceed 1,400, and at a minimum:

- Four Voters of the county in which a single precinct is located are to be selected by the County Board of Elections to serve as PEOs in that precinct
- Two Voters of the county in which multiple precincts are located are to be selected

The Board of Elections staff will select one PEO per location to act as a Voting Location Manager, with overall responsibility for overseeing the election process, including the opening and closing of the polling place and the transporting of ballots, and returning Touchpad(s) and voting materials to the Board of Elections after the polls close. The law requires that the Voting Location Manager has the same political affiliation as the party whose candidate for Governor received the most votes in that location at the last regular state election for Governor.

Each team is comprised of one Voting Location Manager and at least three other Election Judges. Each type of Judge has specific responsibilities, which are outlined in greater detail in dedicated sections of this book.

#### **VOTING LOCATION NUMBERS**

Every Voting Location is assigned a Location Identification Number or LID#, which is used to identify voting equipment, hardware, and some other materials and tells you how many precincts are in the Voting Location. LID#s are assigned as follows:

LID 1000s	One precinct within the Voting Location
LID 2000s	Two precincts within the Voting Location
LID 3000s	Three precincts within the Voting Location
LID 4000s	Four precincts within the Voting Location
LID 5000s	Five precincts within the Voting Location
LID 6000s	Six precincts within the Voting Location
LID 7000s	Seven precincts within the Voting Location
LID 8000s	Eight precincts within the Voting Location
LID 9000s	Nine precincts within the Voting Location

The number of Precinct Officials assigned to a Voting Location depends on how many precincts are in that location. The Voting Location Manager manages all precincts within their Voting Location.

# THE TEAM AT A GLANCE

PEOs should work in the position for which they were trained.

#### **VOTING LOCATION MANAGER/DEPUTY**

The person in charge of the Voting Location, who is responsible for the overall conduct of the Election at the precinct Polling Location.

#### **ROSTER JUDGE**

Processes Voters using Touchpad(s).

#### PAPER BALLOT JUDGE

Oversees all paper ballot voting and processes Provisional Voters.

#### **MACHINE JUDGE**

Oversees voting on the Ballot Marker, Kiosk and Ballot Counter.

#### **LOCATION LIAISON**

Welcomes and assists Voters, and ensures they deposit their ballots before leaving.

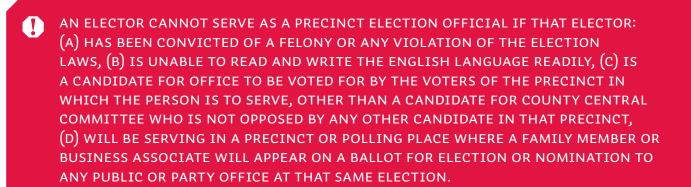
#### YOUTH AT THE BOOTH

The Youth at the Booth program has recruited several hundred high school students to work at polling locations during the Election.

#### **ELECTION SUPPORT SPECIALISTS**

Election Support Specialists provide guidance during set up and tear down of polling locations, act as the liaison between Voting Location Managers and the Board of Elections (BOE) and troubleshoot equipment and problems as needed.

Election Support Specialists are assigned to multiple locations and serve as representatives of the BOE. They are required to complete assigned tasks.



# THE BASICS **FAQs**

#### How much time will be expected of me?

#### **MANDATORY TRAINING: 2 TO 3 HOURS**

As a PEO, you are expected to attend and pass one mandatory training class before each election. Depending on your position, you should expect to spend between 2 and 3 hours for an indepth, hands-on session. Since there are always new and adjusted procedures to be learned, you must attend a class for each election you work and prove comprehension before being assigned.

#### PRACTICE MAKES PERFECT (PMP) TRAINING: VARIED

During the last weekend before the election, after you have completed your mandatory training, we offer special "Practice Makes Perfect" Open House review sessions to help you brush up on your skills, get answers to your questions, and increase your confidence. These sessions are optional for some and do not take the place of mandatory training classes. We recommend Practice Makes Perfect for all, but strongly advise first-time PEOs to attend, including those working a new position. You will find information for PMP sessions on the inside back cover of this book.

#### **MONDAY NIGHT SETUP: 2 HOURS**

#### **ONLINE PEO TRAINING: APPROXIMATELY** 1–2.5 **HOURS**

Online training is required to be completed before the Election for which a PEO has been hired to work. We strongly recommend you complete the Online Training prior to your official training session. You will receive an email containing a link to the Online Training website.

#### **ELECTION DAY: 15 HOURS**

On Election Day, you'll be expected to serve approximately 15 hours, from 5:30 a.m. until the Voting Location Manager releases the team at approximately 8:30 p.m.

#### **GOOD TO KNOW**

You will only be paid for training and all other duties if you work on election day.



#### **GOOD TO KNOW**

Most Voting Locations will be available to set up the night before the election.

#### **GOOD TO KNOW**

During the election, there must always be at least two PEOs (cannot be members of the same political party) present to assist Voters. Youth at the Booth under the age of 18 are considered to be politically neutral.

#### **GOOD TO KNOW**

Remember, compensation paid for election worker services is included in income, and may be subject to income tax and FICA taxes as well as reporting requirements.

#### How Much Will I Be Paid?

PEOs are paid for their time on Election Day, Monday Night setup, for ONE mandatory training session, Online Training, and for attending a "Practice Makes Perfect" Open House the weekend before the election. Please allow six weeks after the Election for payroll to be processed and to receive compensation. Compensation is as follows:

#### **MONDAY NIGHT SETUP**

VLM: \$90 VLD: \$60

All other Judges: \$50

#### **ELECTION DAY**

All PEOs: \$133.72

#### **MANDATORY TRAINING SESSION**

Voting Location Manager/Deputy: \$80

All Other Judges: \$60 Location Liaisons: \$30

#### **ONLINE TRAINING**

All PEOs: \$25

#### "PRACTICE MAKES PERFECT" OPEN HOUSE

All PEOs: \$30

#### VLM MATERIAL PICK-UP/DROP-OFF

Voting Location Manager: mileage for both pick-up and drop-off

Ride-Along PEO: \$20

#### Will I Get Breaks?

On Election Day, the Voting Location Manager will assign meal and break times to ensure that coverage is maintained. If Voter traffic allows, each PEO will get one hour for lunch, and potentially shorter breaks of 15 minutes as time allows. All PEOs must be back from lunch no later than 4 p.m., and must remain at the Voting Location until dismissed by the VLM.

### PEO CONDUCT

#### Setting the tone for your Voting Location

Although you will find your Election Day service to be rewarding, it can be filled with long lines and short tempers. As a PEO, your behavior sets the tone for your location and serves as an example to Voters. Treating both the Voters and the other Precinct Election Officials with courtesy and respect are the keys to ensuring a smooth process.

REMEMBER: IF YOU ARE PATIENT WITH OTHERS, THEY WILL BE PATIENT WITH YOU...EVENTUALLY:-)

#### **GETTING READY TO BE YOUR BEST**

Plan to get plenty of rest the night before so that you can work efficiently, treat Voters in a professional manner, and easily resolve any problems that may arise.

In addition, ensure your personal comfort throughout the day by:

- bringing any medications, eyeglasses, etc. you require
- wearing comfortable shoes
- bringing drinks, meals and snacks for breaks
- arranging for the care of any children, dependents, or pets
- dressing in layers, and bringing a jacket or sweater

#### **ETHICS EXPECTATIONS**

A directive issued by the Secretary of State creates a comprehensive ethics policy for all PEOs throughout the State of Ohio. Elections Officials are expected to maintain the highest level of integrity and to comply with all legal requirements. (You'll find the Ethics Directive in APPENDIX C at the back of this book.)

On Election Day, all PEOs will be asked to acknowledge that they have read the Ethics Agreement and will abide by it. This acknowledgement is included as part of the "Oath of Office."

#### **GOOD TO KNOW**

The polling place is not a place for children of PEOs. Please arrange for child care while you are working the polls.

#### **GOOD TO KNOW**

About Cell Phones: The Voting Location Manager will have an official cell phone in their supply kit, but we encourage you to have your personal cell phone with you when you arrive in case your Voting Location is not open. You may use your personal cell phone during breaks, but not while performing official duties.

See Ethics Directive by the Secretary of State in the back of this manual.

#### ×

#### **ETHICAL EXPECTATIONS INCLUDE:**

- being on the job when expected
- maintaining confidentiality
- not taking home for personal use any supplies that are provided for your Voting Location

#### UNACCEPTABLE CONDUCT

#### Under no circumstances may a PEO...

- campaign at the polling location or attempt to influence any Voter or other PEOs as to their vote for or against a candidate or issue
- wear or disseminate any campaign literature or paraphernalia, including but not limited to literature; partisan sample ballots; and campaign badges, clothing or buttons
- introduce into the polling place or use during their working time any items that might distract them from the management of the polls (e.g., laptops not provided by the Board of Elections, cell phone for personal calls, newspapers, news magazines, iPods or other music players, radios and televisions)
- solicit contributions for raffle tickets or charities, or have for sale anything at the polling location (e.g., baked goods, candy or crafts)
- place any food or drink on the Roster Table, in the Paper Ballot Area, or on or near the voting equipment and supplies
- engage in any activities identified as illegal or unacceptable according to the Board of Elections, the Secretary of State, or state or federal law
- refuse to enforce election laws, especially the laws that apply to precinct polling locations (R.C. 3501.33 and R.C. 3501.35)
- · carry a weapon or firearm into the polling location
- possess or transfer possession of a ballot outside of their official Election Day duties

Violations of any ethics policy by a Precinct Elected Official may result in dismissal from service and no opportunities for further service as a PEO.

# KEEPING POLLING INFORMATION SECURE

On both Setup and Election Days, the PEOs are responsible for ensuring that the forms, ballots and machines remain safe, undisturbed and free from tampering. Each one of the following procedures helps to keep the voting process secure, and is critical in ensuring that, after Election Day, Election Officials can account for all that has occurred at the polling place. See the individual job sections for more information about the ultimate responsibility for each of these procedures.

- Inspect and unlock the storage carts and record that information.
- Inspect machines for physical damage and check tamper-proof tapes, seal numbers and security seals.
- Keep a record of all Voters who enter the polling location.
- Keep a record of all ballots issued, including provisional ballots and spoiled ballots.
- Document any incident that may affect the election results, including:
  - delays in opening the polling location
  - machine problems
  - "fleeing" Voters who leave the polling location without having their ballot marked or counted
  - any other incidents that you believe might have an impact on the election
- Report any suspicious activity in or around the Voting Location to the Board of Elections.
- Fill out every form legibly and completely.
- Return the correct materials to the Board of Elections on Election Night.

#### **GOOD TO KNOW**

Keeping records of suspicious events while the polls are open is one of the most important duties the VLM is asked to perform. Accurate documentation in the Location Workbook tells the complete story of what transpired at your polling location on Election Day. Your records will be used by the County Board of Elections to resolve any issues that arise during the current election and to plan for future elections.

# SAFETY & SECURITY

#### AWARENESS TIPS FROM THE FRANKLIN COUNTY SHERIFF'S OFFICE

As a PEO, one of your most important duties is helping to keep your polling location safe. Be observant, check in regularly with building staff and security, and keep your eyes open for anything that seems unusual, including:

- Suspicious persons who don't vote or who spend time observing the polling place
- People who ask unusual questions or show unusual interest in when the polls close, when the ballots are to be picked up, security procedures or other procedures, not related to voting
- Vehicles that appear out of place or suspicious and cannot be accounted for by building management, employees or PEOs
- People taking pictures of the polling area, other than members of the media
- People who are reluctant to identify themselves or who are obviously avoiding PEOs
- Packages left unattended or that appear to be unusual

#### If You See Something, Say Something.

Report any suspicious behavior or activity to The Franklin County Sheriff Radio Room at 614-525-3333 or If a situation is an emergency or life threatening, call 911.

Factors such as race, ethnicity, national origin, or religious affiliation alone are not suspicious. For that reason, you should report only suspicious behavior and situations (e.g. an unattended backpack or someone trying to break into a restricted area) rather than beliefs, thoughts, ideas, expressions, associations, or speech unrelated to terrorism or other criminal activity.

Distinguishing Features

#### BE PREPARED TO REPORT THE FOLLOWING DETAILS:

#### for individuals: for vehicles: Race/Sex Make/Model/Year Height/Weight Color Hair Color License Plates (# and State) Facial Hair Description of Driver/Occupants Tattoos or Scars Activity

Clothing Description

# NOTES

# IN CASE OF EMERGENCY

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IF YOU HAVE ANY PROBLEMS, QUESTIONS OR CONCERNS CALL THE BOARD OF ELECTIONS: (614) 525-4100

#### Important procedures & telephone numbers

# IF VOTING LOCATION IS NOT OPEN AT THE SCHEDULED MONDAY EVENING SETUP TIME:

• Team Leader should call the Board of Elections.

# IF POLLING PLACE IS NOT OPEN BY 5:30 A.M. ELECTION DAY:

• VLM/VLD should call the Board of Elections at 614-525-4100, option 2

#### **MEDICAL EMERGENCY**

- Call 911
- Once the medical emergency is under control, please make a follow-up call to the Board of Elections

#### **EVACUATION OF YOUR VOTING LOCATION**

If you must leave your Voting Location due to an emergency like fire or tornado:

- Keep calm. Your safety and the safety of your co-workers and the Voters is our first concern.
- Gather and secure the following if safety and time allow:
  - Voted Ballot Bag(s)
  - Green-labeled USB Stick from the Ballot Counter
  - Touchpad(s)
  - Official Cell Phone
  - The Location Workbook
  - The Roster Workbooks
  - Paper Ballot Judge Workbook
  - Authority-to-Vote (ATV) Slips

- If any of the above are removed, at least one PEO (and preferably two, not of the same political party) must remain with the equipment at all times.
- Go to a safe location, as instructed by public safety officials or as determined by the Voting Location Manager.
- As soon as you can, contact the Board of Elections for further instructions.

# IF AND WHEN YOUR VOTING LOCATION CAN BE RE-OPENED:

- Inspect the voting area.
- Report any irregularities or problems to the Board of Elections.
- Replace Green-labeled USB Stick (if removed) into Ballot Counter, place new Blue Tamper-proof Seal across compartment door, and record new seal on Certificate #1.
- Continue processing Voters.

# IF POWER GOES OUT, THE MACHINES HAVE BATTERY BACK-UP SO YOU CAN CONTINUE VOTING.

- Call the Board of Elections Hotline to report outage.

  Allow voting to continue if the location is deemed to be safe.
- Retrieve the pad of Authority-to-Vote Slips from the VLM Supply Bag to be used as follows:
  - AUTHORITY-TO VOTE SLIPS
    - Handwrite Precinct ID and Ballot Style (and Party-Primary Elections only) on front of slip.
  - REASON FOR PROVISIONAL BALLOT SLIPS
    - Mark through front of slip.
    - Turn slip over and write "Provisional" at the top.
  - VOTER TRANSFER FORMS
    - Mark through front of slip.
    - Turn slip over and write the Name and Address of the Voter's correct location. (You will still be able to obtain this information from the County Road and Street Guide).

#### **GOOD TO KNOW**

85% of polling location accidents occur during the setting up of equipment, and most falls occur in the early morning hours.

# ACCIDENT PREVENTION & POLLING PLACE PROTECTION

The Franklin County Board of Elections is committed to making each and every polling place as safe and accident free as possible. To that end, we want every PEO to be aware of potential safety hazards and know how to prevent accidents. We've listed the top safety issues and steps for their prevention below.

#### PREVENT SLIPS, TRIPS AND FALLS

Slips generally occur when floors or other walking surfaces become wet or oily due to cleaning, rain or snow, and leaks. Trips may be caused by materials and debris left in walkways, uneven floor surfaces, improperly secured electrical cords, holes or depressions, bunched floor mats or carpets, and uneven stair risers. Should you be made aware of any of the above hazards, notify your Voting Location Manager immediately. To prevent slips and trips:

#### **KEEP THINGS CLEAN AND CLEAR**

- Keep workplaces and floors as clean, orderly and dry as possible.
- Keep all aisles and passageways clear, and remove any and all obstructions.
- Ensure that aisles are sufficiently wide for Voters to walk to voting equipment (36" per ADA guidelines).

#### **CLEAN SPILLS IMMEDIATELY**

 Alert the building steward and ask them to block off any spill as soon as it occurs. Keep it marked until it has been cleaned entirely.

#### **WEAR PROPER FOOTWEAR**

- During inclement weather, wear appropriate boots or shoes, and change into your "regular" shoes once inside the Polling Location.
- Wear closed-toed shoes rather than sandals for extra protection.

# SECURE ELECTRICAL CORDS AND OTHER TRIPPING HAZARDS

• Secure electrical and extension cords with tape placed lengthwise along the cord.

#### **PROTECT YOUR HANDS**

- When handling equipment, avoid "nip" points, which can pinch or severely injure fingers and hands.
- Never use excessive force to close machine locks.

#### **KNOW YOUR POLLING LOCATION**

- Determine where the exits are in case of fire or emergency.
- Know safest place to go during tornados or severe storms.
- Familiarize yourself with poorly lighted areas and use a flashlight in the dark to guide you.

**GOOD TO KNOW** 

comprehensive information

compliance changes to your

specific Voting Location will be included in the VLM Supply

meets all stipulations.

regarding any necessary ADA-

Bag. Please be sure to read and ensure your Voting Location

An ADA Folder with

# **ASSISTING VOTERS** WITH DISABILITIES

Under both state and federal law, Ohio polling locations are required to be accessible to people with disabilities. The Help America Vote Act (HAVA) requires that all Voters must have the ability to independently cast a private ballot. The Americans with Disabilities Act (ADA) sets standards for ensuring that people with disabilities have equal access to public services and facilities, including polling locations.

#### **GENERAL GUIDELINES**

Here are some guidelines for PEOs when interacting or communicating with all Voters who have disabilities.

- Be courteous and respectful.
- Use common sense—it will provide the answers to most questions.
- Do not underestimate persons with disabilities—disability does not equal inability.
- Allow a little extra time to get things done. It is considerate to offer a seat and give unhurried attention to the elderly, those with disabilities, and those who have difficulty speaking or hearing.
- Always speak directly to the Voter and not to their companion, aide or interpreter.
- **ASK** before you help. The person may not want or need assistance. Don't insist; respect the Voter's wishes.
- Offer assistance discreetly; your courtesy will be appreciated. Once assistance is offered, wait until the offer is accepted. Then listen and wait for instructions.
- Treat adults like...adults. Never patronize people in wheelchairs by patting them on the shoulder or head.
- Never distract a service animal; they are working.
- If your Voting Location is in a building with several routes through it, be sure that there are sufficient signs to direct people to the most accessible way around the facility.
- Relax. Common expressions like "see you later" or "walk over here" are unlikely to make a person with a disability uncomfortable; don't be embarrassed if you use one.

# ASSISTING VOTERS WITH SPECIFIC DISABILITIES

Voters needing assistance reading/marking the ballot due to blindness, disability or illiteracy may ask for assistance from the individual of their choice with the exception of:

- Their employer
- An agent of their employer
- An officer or agent of their union
- A candidate on the precinct's ballot

Voters may also receive assistance from two PEOs, each from a different political party.

# VOTERS WHO ARE IN WHEELCHAIRS OR HAVE MOBILITY IMPAIRMENTS

- Make sure chairs are available for the disabled, ill, elderly or pregnant.
- Make sure signs are posted inside and out with regard to parking and other conveniences.
- Do not push or select a person's wheelchair without prior consent.
- Do not lean or hang on a person's wheelchair; adaptive equipment is an extension of the body and part of someone's personal space.
- Place yourself at eye level by sitting or kneeling when speaking with someone in a wheelchair so that they don't have to look up at you to communicate.
- Ask before helping. Grabbing someone's elbow might throw them off balance. Opening the door for someone leaning on a door might cause them to fall.
- Fasten mats and throw rugs securely or move them out of the way.
- Keep floors as dry as possible on rainy or snowy days.
- Keep the ramps and wheelchair-accessible doors to the Voting Location unlocked and barrier-free.

#### **VOTERS WHO HAVE SPEECH OR HEARING IMPAIRMENTS**

- Gently tap a person who has a hearing impairment on the shoulder or wave your hand to get their attention.
- Follow the Voter's cues to determine whether speaking, gesturing or writing is the most effective method of communication.
- Listen carefully and never pretend to understand; instead repeat what you understood and allow the person to respond.
- Do not shout. Your facial expressions, gestures, and body movements can aid in understanding. Face the Voter at all times (they may be able to read lips), and keep your face in full light.
- Ask questions that require only short answers or a nod of the head.
- Be patient.

#### **VOTERS WHO ARE DEAF**

- Gently tap a person who is deaf or has a hearing impairment on the shoulder, or wave your hand to get their attention.
- Identify who you are by showing your name badge.
- When speaking to the Voter, do so calmly, slowly and directly. Do not shout or exaggerate.
- Communicate in writing, if necessary.
- If you are not understood at first, repeat or rephrase your thought.

#### **VOTERS WHO ARE BLIND OR VISUALLY IMPAIRED**

- Identify yourself and state that you are a Precinct Election Official as soon as you come in contact with the Voter.
- Ask if you may be of assistance and verbally offer your arm to the Voter. If assistance is
  accepted, gently place your arm under the hand of the Voter rather than taking the Voter's
  arm.
- If the Voter has a guide dog, walk on the opposite side of the Voter from the dog. Do not feed, pet or otherwise distract the dog without the permission of the owner.
- When giving verbal directions to navigate the Voting Location, be as specific as possible and indicate obstacles in the path of travel, For example, "The precinct table is at 3:00; we are processing Voters there."
- Let the Voter know if you are going to leave them.
- Offer the magnifier sheet to any Voter whose vision is impaired.
- Remember that visual impairment or blindness does not equal hearing impairment; do not shout.

# PICTURE OF A PERFECT POLLING PLACE

The VLM Supply Bag contains an ADA Folder of all changes necessary to make your voting location ADA compliant. After making all of the changes listed in your ADA Folder, double check to ensure that the following are in place. The next few pages will provide you with illustrations and more specifics to give you a preview of the sorts of things you'll be asked to do on Election Day.

# THESE ITEMS MUST ALWAYS BE IN PLACE

#### IF NOT, CORRECT THE SITUATION

Accessible parking spaces with vertical parking accessibility signs and access aisles. These signs, which include the international symbol for accessibility and fine rates of up to \$500, are posted at 60" high. If applicable, "Van" signs should designate van parking space(s).

Notify an ESS.

Directional Signs to guide Voters to the nearest accessible entrance to the polling place

Post Directional Signs to designate

accessible entrances.

**Curb cuts, level transitions or temporary ramps** that allow Voters to get from the parking lot to the sidewalk.

Call the PEO Hotline.

and ask for assistance.

Walkways to the polling place that are at least 36" wide. Doorways that are at least 32" wide

Find a new route to the polling place and place signs accordingly. Leave a 36" pathway through the voting room.

No obstacles in or on the sidewalk that could cause problems

Find a new route to the polling place if possible, or post signs directing Voters around the problem area.

Door handles that can be used with a closed fist

Prop door(s) open.

No locked doors at any alternate entrances being used specifically for accessibility

Unlock doors. Prop open, if possible.

Seats available for elderly, ill, pregnant, or disabled Voters

Place chairs in the voting room and near the lines.

No tripping hazards like loose mats or unsecured electrical cords

Do your best to avoid or secure loose mats, cords and wires.

No objects attached to the wall that protrude more than 4 inches

Place chairs, trash cans or cones underneath the protruding object(s) to make them cane-detectable.

Accessible **Entrance** 

# EQUIPMENT AT A GLANCE

Many polling locations will be provided with some or all of the following temporary ADA equipment to use on Election Day. Here's a quick overview at what each item looks like, and where it may be used.

#### **TRAFFIC CONES**

Place under qualifying wall protrusions, and use to identify tripping hazards and mark temporary handicapped parking spaces.



Use to level all uneven doorway thresholds and transitions with nonbeveled edges measuring more than 1/4" in height.

#### **RUBBER DOOR STOPS**

Use to prop open any doors not equipped with attached door stops.

#### **ACCESSIBLE ENTRANCE SIGNS**

Use wherever necessary to more clearly mark the route from the parking lot to the accessible entrance.

#### **VOTING TODAY SIGNS**

If an accessible entrance other than the main entrance is identified, use these signs to clearly mark the interior route from the door to the voting area.





Van Accessible

\$500 Fine

#### HANDICAPPED PARKING SIGNS

You may receive up to four different types of signs to help you designate handicapped parking spaces. These include:

#### Van Accessible Signs

Attach to permanent Handicap Parking signs that do not indicate van accessibility (and are wide enough (8') to accommodate a van and ramp).

#### \$500 Fine Signs

Attach to permanent Handicap Parking signs that do not already call out \$500 Fine.

#### Temporary Handicapped **Parking Signs**

Place at the head of any spaces designated as Handicapped Parking spaces in your ADA folder.

#### Temporary Handicapped/ Van Accessible Signs

Place at the head of any spaces designated as Van Accessible Handicapped Parking spaces in your ADA folder.



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# PARKING LOT

Accessible parking must be provided for people with disabilities in order for them to park and be able to enter and exit their vehicles just like any Voter. Most parking lots are already ADA compliant, with the number of ADA spaces allotted based upon a percentage of the total number of spaces in the lot.

Prior to Election Day, a team will have checked for permanent Handicapped Parking spaces at your location. It is your job to set up any designated temporary Handicapped Parking spaces as indicated in your ADA folder.

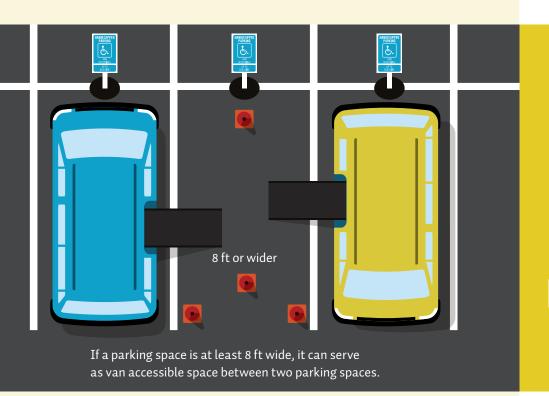
- Permanent ADA-compliant spaces will be wider than regular spaces, marked by vertical signs, painted on-ground wheelchair graphics, or both. If the space is wide enough (8') and the existing sign does not call out Van Accessibility, you will be asked to attach a temporary "Van Accessible" sign to the pole. If the existing sign does not have a "\$500 Fine" sign, you will be asked to attach one to the pole.
- The diagram below shows one possible set up of temporary Handicapped Parking spaces in regular width spaces. In this example, a center space has been left open, marked with a Van Accessible sign, and blocked with cones to allow for ramps. Your ADA folder will show you any specific set ups for your location.

#### **GOOD TO KNOW**

To attach temporary "\$ Fine" and "Van Accessible" to permanent ADA signs, position the temporary sign beneath the existing sign, wrap one loop of the rubber band around the front of one side of the temporary sign, stretch the rubber band around the back of the pole to the other side, and secure the other loop around the front of the other side.

#### **QUICK FIX**

Problem: Not enough signs to designate all spaces called for Solution: Notify a ESS.





# WALKWAYS & TRIPPING HAZARDS

People with disabilities should be able to exit their vehicles, approach the building, and enter as freely as everyone else. At least one route of travel should be safe and accessible for everyone—wide enough for wheelchairs, free of tripping hazards, and clear of obstacles.

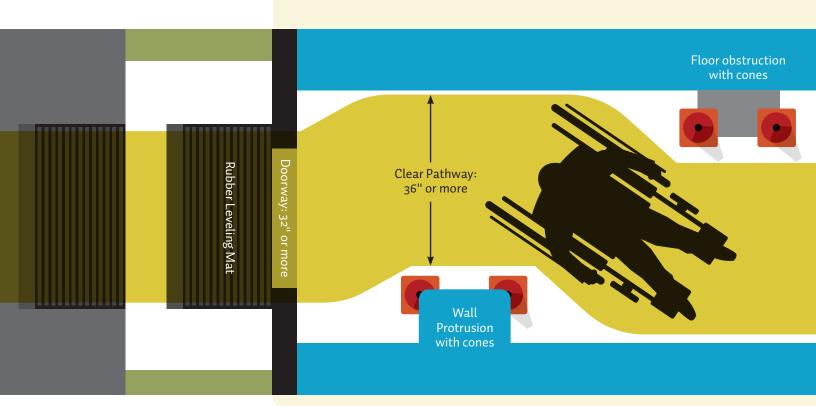
Walkways and tripping hazards at your specific location will be predetermined before Election Day, and your ADA folder will have specific instructions for you to follow. Basic guidelines are:

#### **WALKWAYS**

The accessible walkways at your Voting Location have been predetermined to be at least 36" wide to allow wheelchair access. As you walk the route outlined in your ADA folder, please check for permanent obstacles that may have been overlooked, and mark any you find with a traffic cone. In the case of obstacles that may have been accidentally moved onto the walkway, e.g. trash cans, thereby narrowing the accessible path, please move them out of the way.

#### **QUICK FIX**

Problem: Obstacles or obstructions in walkways Solution: Mark permanent obstructions with traffic cones; move portable obstacles out of the way.



#### **UNEVEN THRESHOLDS & TRANSITIONS**

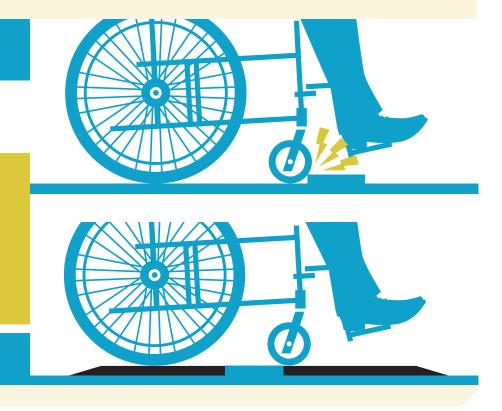
Black rubber mats must be placed on either side of a doorway threshold or transition anytime there is a change in the height of the ground greater than 1/4". If a threshold is beveled, such that a wheelchair can roll up and over smoothly, no mat is needed. If, however, the threshold has a non-beveled edge greater than 1/4" black mats must be placed on either side to smooth and even the transition.

#### **FLOOR OBSTRUCTIONS**

From heat grates to potholes to the metal cleat cleaners found in some school entrance ways, floor obstructions must be clearly marked. Use traffic cones to mark any potential obstructions, and create a clear path around them.

#### **QUICK FIX**

Problem: Uneven doorway threshold or transition Solution: Level the surface with black rubber mats placed on either side as necessary.





# DOORS & DOORWAYS

All Voters, regardless of disabilities, should be able to open doors independently and move freely through the doorway. Please double check to ensure that each doorway on your location's accessible route is:

#### **EQUIPPED WITH AN ACCESSIBLE HANDLE**

All door handles must be operable with one hand without requiring grasping, turning or twisting. Lever-type handles that can be pushed down with a closed fist may remain closed. Doors with all other types of handles must be propped open.

#### an accessible handle and must be propped open, as a courtesy advise the facilities manager or other person in charge of your Voting Location building of the necessity to keep the door

If an exterior door does not have

**GOOD TO KNOW** 

other person in charge of your
Voting Location building of
the necessity to keep the door
propped. It's likely that they
have already been informed, but
it's always nice to make sure
they understand the situation.





# WALL PROTRUSIONS

The interior accessible route must connect the Accessible Entrance with the designated voting area or room. Hallways, lobby areas, corridors, and interior rooms and spaces must all be checked for wall protrusions that could impede the circulation path or cause injury.

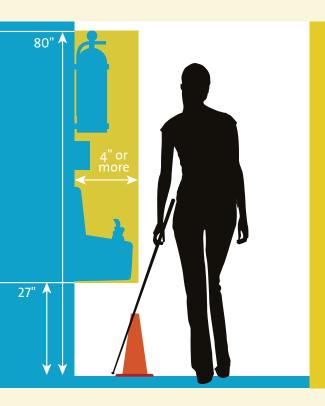
- Your ADA folder will identify any and all objects that protrude 4" or more into the circulation path, and that are between 27" and 80" from the floor. It is your job to place a traffic cone underneath each one, if any.
- If the wall protrusion has a corner that juts out farther than its base, a cone must also be placed directly beneath the corner.



#### **QUICK FIX:**

Problem: You spot a wall protrusion that wasn't called out in your ADA Folder, but which you think could cause an injury.

Solution: Go ahead, and place a traffic cone beneath it just in case; It's always better to be safe than sorry.



#### Typical protrusions:

Drinking fountains
Defibrillators
Fire alarm boxes
Trophy Cases
Air Conditioners
Fire extinguishers
Counter Tops

# WAYFINDING

#### Directions to Alternative Entrances

An accessible polling location must have at least ONE accessible entrance-connected to an accessible route to the voting areathat a person with a disability can access independently.

Your ADA folder will have instructions as to where to place wayfinding signs in order to show the way to a designated handicapped-accessible entrance. Once you've posted all the signs, walk the route again to ensure all signs are positioned correctly. Specifically:

- Make sure at least one "Accessible Entrance" sign is visible from the Handicap parking spaces.
- As you walk the route, stop by each "Accessible Entrance" sign and make sure you can see the next sign.
- Ensure that all signs are positioned with the arrows pointing the correct direction.
- Crouch to seated height to ensure no bushes or other obstacles are blocking the view of the next sign.

If, after walking the route, you determine more signs are needed, place them as necessary.

#### **GOOD TO KNOW**

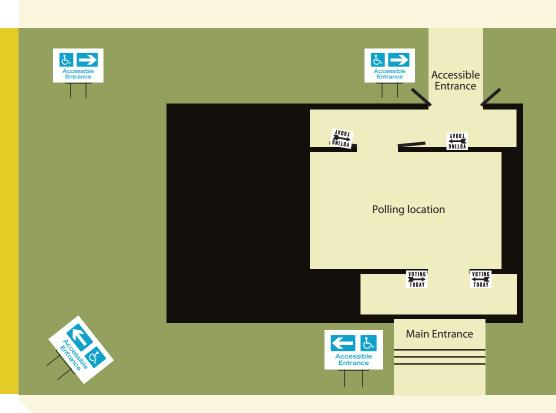
Remember to think about the interior route from the accessible entrance to the voting area. It may be necessary to post additional "Voting Today" signs along the new interior route to make the way clear.



#### **QUICK FIX**

Problem: Signs difficult to see Solution: Reposition signs slightly, or add more signs





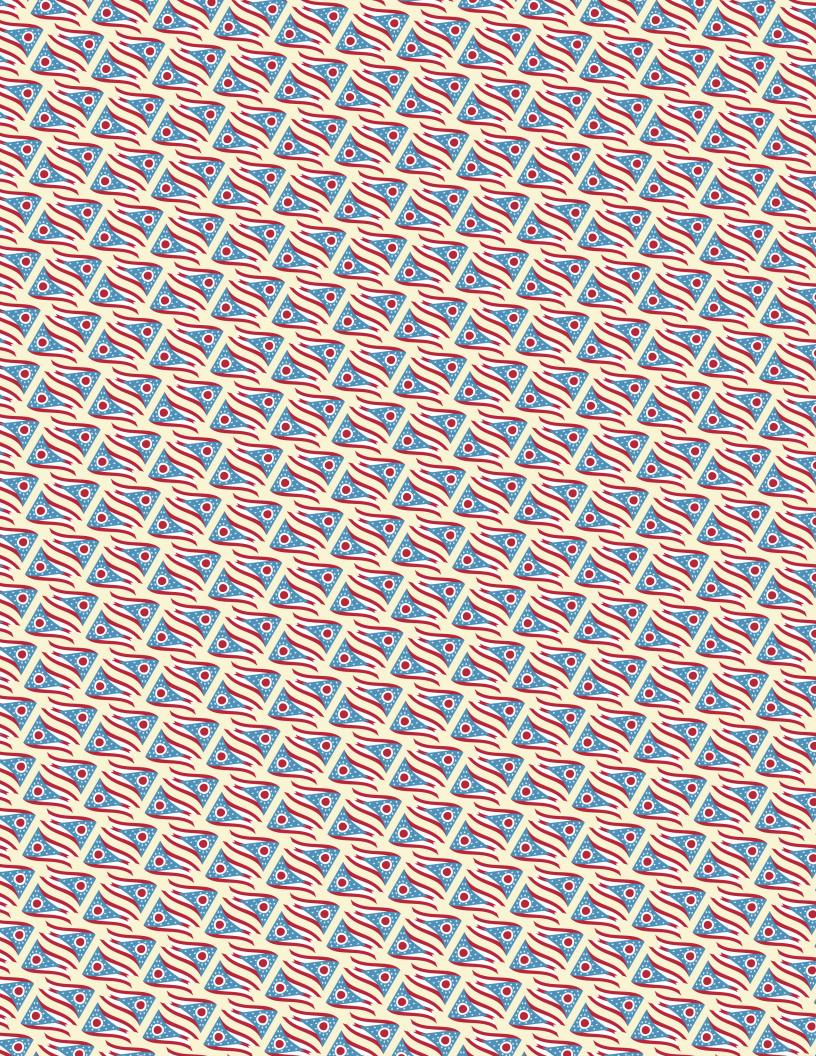
# **CURBSIDE VOTING**

When a Voter is unable to enter the Polling Location, it is every PEO's responsibility to make sure they are given the opportunity to cast their ballot from a curbside vehicle. Although Curbside Voting falls under the ultimate purview of the Voting Location Manager, ALL PEO's are permitted to help any Voter who chooses to vote curbside. Please see the Voting Location Manager section of this manual for further details on assisting Curbside Voters.

# ONCE AGAIN, PLEASE REMEMBER:

A team will have visited every Voting Location prior to Election Day to determine the temporary ADA needs of each specific site. Your role is not to change their decisions, but merely to follow the simple instructions in the official ADA folder in your VLM Supply Bag.

We're confident that our ADA team will have covered all the important bases to make each location accessible to all, but if you see something that you think might have been missed, discuss it with your rovers when they visit your location during the day.



# THE VOTING LOCATION MANAGER

# As a Voting Location Manager, it is your job to:

- pick up the Election Day supplies
- oversee the set up of the Voting Location
- check and arrange the location, inside and out
- manage the polling place throughout the day

Remember, as the VLM, your behavior sets the tone for the entire election. Be sure to treat all PEOs and Voters with the utmost courtesy.

- be able to perform the duties of other judges and fill in as needed
- supervise break down of the Voting Location
- ensure the completion of necessary forms
- return Election results

# WHERE TO FIND WHAT YOU NEED:

This section of the manual contains everything you, as a Voting Location Manager, need to know.

#### PART ONE: INITIAL PREPARATIONS PP. 30 TO 31

Visiting the Voting Location p. 30
Picking up the Election Supplies p. 31

#### PART TWO: VOTING LOCATION SETUP PP. 32 TO 51

Setup Overview p. 32 Equipment Setup p. 34

#### PART THREE: DURING THE ELECTION PP. 52 TO 64

Managing the Polling Place
Location Liaison Duties
Challenging Voters
Curbside Voting
Using the Problems and Corrections Page
p. 52
p. 52
p. 52
p. 59
Qurbside Voting
p. 60
p. 64

#### PART FOUR: CLOSING THE POLLS PP. 65 TO 70

Closing the Polls p. 65

#### PART FIVE: AFTER THE ELECTION P. 71

Returning Election Results & Supplies p. 71

#### **PART ONE:**

INTIAL PREPARATIONS

# AS VOTING LOCATION MANAGER, YOUR RESPONSIBILITIES BEGIN WELL BEFORE ELECTION DAY.

#### Before Election Day Setup:

	earlier than one week prior to the Election, visit your ing Location
	Check parking and accessibility for disabled Voters.
	Find out where Voting Location is to be set up, and which door will be unlocked.
	Check availability and possible placement of tables and chairs.
	Ensure you have a contact number for a person in the facility n case you need assistance.
	Check for the location of lights, light switches, and power outlets.
	Verify that the correct machine carts have been delivered, or confirm with the Board of Elections when they will arrive.
	Check on availability of restrooms, kitchen, microwave, refrigerator and/or water.
	Γhank your building contact for use of the facility.
Ver	ify you have received a Supply Pick-up Card (APPENDIX 7)

in the mail. If you have not received a Supply Pick-up Card by Thursday prior to Election Day, call the Board of Elections, ask for the PEO Department to receive further instructions.

#### On the Sunday before Election Day:

- ☐ Pick up your VLM Supply Bag, Cradlepoint, and Touchpad Cases(s) at the Board of Elections Warehouse.
  - Drive to the BOE located at 1700 Morse Road anytime between 8:00am and 1:00pm.
  - Don't forget to bring your signed Supply Pick-up Card.
  - Check for a tag on your Supply Bag indicating whether a key to your polling location is enclosed.
- DOUBLE-CHECK THE ADA FOLDER (FOUND IN YOUR SUPPLY BAG) FOR INFORMATION CONCERNING PARKING AND VOTING LOCATION ACCESSIBILITY FOR DISABLED VOTERS AS SET-UP INSTRUCTIONS MAY HAVE CHANGED SINCE LAST ELECTION
  - ☐ Check all supplies in the VLM Supply Bag against the Voting Location Supply Listing also included in the bag to make sure you have everything you need.
    - Be certain to check for the ADA Folder with specific instructions/ diagrams concerning parking and accessibility for disabled Voters.
    - If any of your supplies are missing, call (614) 525-6703.
  - ☐ Check to ensure the Purple Touchpad Case(s) you receive are the ones assigned to your LID number.
    - If the label(s) on the Purple Touchpad Case(s) indicate a Voting Location other than yours, call the Point of Contact indicated on the Voting Location Supply List.
- 1 TOUCHPADS ARE LOCATED IN SEALED PURPLE CASE(S). DO NOT OPEN CASE(S) UNTIL MONDAY NIGHT SET-UP.
  - ☐ Familiarize yourself with and charge your cell phone so that it is ready to go when you reach your Voting Location.

#### **GOOD TO KNOW**

The Voting Location Supply Listing (APPENDIX 2) is a detailed list that identifies which supplies you should have at the beginning of the Election and where they are located.

#### **GOOD TO KNOW**

The key attached to the cell phone bag opens the security locks on all Machine Carts. Make sure you know where it its at all times.

#### **GOOD TO KNOW**

On Sunday night, you may log into the TED APP to ensure the location and election date are correct.

**PART TWO:** 

VOTING LOCATION

**SETUP** 

# SETUP OVERVIEW

As a Voting Location Manager, it is your job to oversee the set up of the Voting Location, including the machines, room arrangements, and placement of signs, flags, and temporary ADA equipment, inside and out.

Your polling location should be set up to be efficient, convenient and accessible to all Voters, including persons with disabilities. Although some polling locations offer a significant challenge, you need to ensure that the flow of traffic is logical, and that all equipment can easily be assessed by election officials and Voters.

#### THE IDEAL POLLING LOCATION

In general, you want to set up your polling location to ensure:

- PEOs can observe Voters entering, going through the voting process, and leaving
- Every step of the voting process is open to the Voter's view (except, of course, how others are voting)
- Tables and materials are organized efficiently, and all necessary voting supplies are easily accessible to PEOs
- All Voters, including those with disabilities, can easily get into and out of the polling place, have access to any voting device, and are able to easily read any signs and information postings
- Voters can move easily from the Roster Table to the place where they mark their ballot and then to the exit to cast the ballot
- Machines or voting compartments are arranged for privacy and safety
- Directional signs are posted outside the entrance and throughout the building
- Small flags and "No Campaigning" signs are placed 100 feet from the entrance
- Large flag is placed at the main entrance
- All required signs and Voter registration lists are prominently posted inside the polling location
- Food, drinks and snacks are located in an area separate from voting supplies and equipment

# GETTING STARTED CHECKLIST

#### FOR MONDAY NIGHT SETUP

	If you are unable to get into your polling place, check to see if a key to the location has been placed in the VLM Supply Bag. If not, call the point of contact found on the Monday Night Set-up Information Sheet in the Red ADA Folder.			
	To update your progress, follow the prompts using the TED App on the VLM cell phone. Refer to the information below to set up your cell phone:			
	☐ Plug your cell phone in to ensure it stays charged throughout setup.			
	☐ Turn on cell phone by pressing the power button on the lower right or left side of the phone.			
	☐ Swipe up on home screen once only; screen will load.			
	☐ Select TED Application.			
	☐ Select <i>Login</i> .			
	☐ Select <i>Ready Board</i> .			
The election information and your location should be pre- loaded. If they are not, complete the following steps:				
	☐ Select <i>Settings</i> .			
	☐ Select the Corresponding Election.			
	☐ Select <i>OK</i> .			
	☐ Select Your Location.			
	☐ Select OK.			
	☐ Scroll up to your location (all locations will be in alphabetical order).			
	□ Select <i>OK</i> .			
	☐ Select <i>Save</i> (at top or bottom of screen).			
	☐ Select Scroll Down Bar under <i>Ready Board</i> .			



Cradlepoint Case

_	Select Monady Might Set-up Status.	
	Select Scroll Down Bar under Update Status	То
	Select Arrived to Set-up.	

- ☐ Select *Save* (at bottom of screen).
- ☐ Be sure to keep the phone on and in your possession for the entire day. Answer it when it rings.
  - Check for text messages from the BOE regarding any changes and/or updates.

**The BOE cell phone** is not to be used for making or taking personal calls, text messaging or web browsing. These charges will be billed to the Board of Elections, and in turn will be billed to the Voting Location Manager who either used or allowed others to use the phone for personal business. A VLM who allows cell phone abuse will not be allowed to act as a PEO in any future elections.

#### ☐ Set up the Cradlepoint Case.

- ☐ Place the Cradlepoint Case at the location indicated on the Location Set-up Diagram found in the VLM's Red ADA Folder.
- ☐ If the cooling vents' covers are present, open the covers very carefully.
- ☐ Remove the power cord from the attached bag.
- ☐ Plug the power cord into the power cord receptor on the back of the Cradlepoint Case.
- ☐ Plug the Cradlepoint Case power cord into a working electrical receptacle.
- ☐ After fifteen (15) minutes, the Cradlepoint should begin broadcasting.
- ☐ Keep the Cradlepoint Case plugged in until the polls are closed and you are ready to leave the building on Election Day.

### ☐ Open the Purple Touchpad Case(s).

- ☐ Secure the assistance of a PEO from a different political party.
- ☐ Remove the white snap seal(s) located on the zipper of the Purple Touchpad case(s).
- ☐ Record the white snap seal's number(s) on the Monday Night EPB Security Record form.
- ☐ Place the removed seal(s) in the plastic Used Seal Bag located in the Office Supplies Kit.
- ☐ Remove all Touchpads from the Purple Touchpad case and place on a table near the Cradlepoint.
- ☐ Open the lid to each Touchpad. Press and hold the power button on the upper left hand side until the Apple symbol appears. After the gray introduction screen appears, swipe up.
- ☐ Select the EPB icon located at the center of the bottom of the Touchpad screen. The EPB application will open.



### **GOOD TO KNOW**

If the WIFI icon on a Touchpad is a Broken Red Heart, touch the icon. The Touchpad will send a signal to the Cradlepoint in an attempt to sync with its signal. When successful, the WIFI icon will turn green.



IF YOU RECEIVED TOUCHPADS THAT WERE ASSIGNED TO A DIFFERENT VOTING LOCATION OR IF A TOUCHPAD FAILS TO TURN ON, CALL THE PEO HOTLINE.

### ☐ Once the Cradlepoint starts broadcasting, check each Touchpad for:

- A Green WIFI icon below the START screen
- A Green Chain Link and a note indicating the number of "Touchpads Connected"
  - The number of "Touchpads Connected" should equal the number of Touchpads assigned to the Voting Location



### **GOOD TO KNOW**

If the Chain Link icon is red, touch the icon. A box opens, indicating which Touchpads are not connected. Go to the Touchpad(s) identified and swipe up on the screen. Touch the EPB icon to relaunch and re-initiate the application. When successful, the Chain Link icon turns Green.

### ☐ Using a Touchpad, clock in the Location PEOs

- ☐ Designate one (1) Touchpad to be used to perform the Clock-in process.
- ☐ In the upper right corner of the application's *Start* screen, select the MENU icon, and select the entry, *PEO Clock-In*. A screen will open with a list of the PEOs assigned to the Voting Location.
  - If a PEO's name does not appear on the Clock-in list, refer to the blue box below that states "If the PEO's name does not appear on the list..." and follow instructions.
- ☐ Have each PEO find their name and select the Clock-In button located next to their name. A screen will open with the PEO's payroll information.
- ☐ Have the PEO confirm the information on the screen. If the information is correct, the PEO will select *Yes*, *Continue*. The Signature screen will open.
  - If the PEO's information needs to be updated, they will Select *No, Need Changes*. The PEO will update the incorrect information and, when they are done, Select *Continue*. The Information Confirmation screen will open. Once the PEO has confirmed the updated information, Select *Yes*, *Continue*. The Signature screen will open.
- ☐ Have the PEO sign the Signature block and select *I Accept*.
- ☐ By signing their signature and touching the *I Accept* button, the PEO affirms that they agree to the provisions of the Oath of Office and that they have read the Ohio Secretary of State's Ethics Policy and Expectations.

- ☐ If a new PEO is assigned to the location or an assigned PEO's name does not appear on the Clock-In list of people assigned to the Voting Location, select ADD WORKER. A screen with a list of workers will appear.
- ☐ If the PEO's name does not appear on the list, select *I Am Not On The List*.
  - ☐ Open the dropdown box and select the PEO's appropriate position, and then, select *Continue*.
  - ☐ Have the PEO enter the information requested in each of the provided boxes. After all required fields have been completed, the PEO will select *Continue* and the Signature screen will open.
    - The PEO will need to provide their legal name, complete mailing address, and current telephone number. The Touchpad will not allow the PEO to move forward with the clock-in process until all required information has been filled in.
  - ☐ Have the PEO sign in the signature block and select *I Accept*.
    - By signing their signature and selecting the *I Accept*button, the PEO affirms that they agree to the provisions
      of the Oath of Office and that they have read the Ohio
      Secretary of State's Ethics Policy and Expectations.

# UPDATING THE ABSENTEE SUPPLEMENTAL VOTERS LIST USING CRADLEPOINT

- A BOARD OF ELECTIONS COURIER WILL DELIVER A PACKET TO YOUR LOCATION BETWEEN 6:30 PM AND 9:30 PM. THE PACKET WILL CONTAIN:
  - The Pink Printed Copy of the Absentee Supplemental Voter's List. Post it alongside the Pink Register of Voters near the Location entrance.
  - The Green Delta File Sheet. The number shown on the sheet must be the same as or greater than the number beneath the delta file icon on each Touchpad in order to update the Absentee Supplemental Voters List
  - The Manual Backup Sheets. The Manual Backup Sheets are to be used only to update the Touchpads if the automated Cradlepoint update fails. You must obtain permission from the Board of Elections before you manually update the Touchpads.



Delta File Icon

- ☐ On each Touchpad, check the number indicated under the Delta File Icon.
  - During the evening, the number below the Delta File icon should go up incrementally.
  - If the number below the Delta File icon does not go up incrementally after 15 minutes, call the PEO Hotline for assistance. Do not move or unplug the Cradlepoint.
  - Once the Delta File number reaches or exceeds the threshold number on the Green Delta File sheet, the Supplemental Absentee Voter List is considered "updated" on the Touchpad.

- ☐ Once the Touchpads have been updated, close the Touchpads, return them to the Purple Touchpad Case, and store the Touchpads in the Main Ballot Bin of the Ballot Counter.
  - One Touchpad should remain available until after the Location's PEOs have been clocked out and then secured in the Main Bin of the Ballot Counter over Monday night.

# UPDATING THE ABSENTEE SUPPLEMENTAL VOTERS LIST MANUALLY

- □ Look at the Check-in box on the Touchpad and note the number of Check-Ins next to the Mailed-in Absentee Voters icon (the Closed Envelope icon) and next to the Early Vote Center Voters icon (the Flip Chart with a Checkmark icon).
  - These two numbers should be the same on each Touchpad.
  - If there is a discrepancy between the two numbers across the Touchpads, call the PEO Hotline.
- ☐ Touch the Menu icon in the upper right-hand corner of the Touchpad(s). A dropdown box will open.
- ☐ Depending on which file you are uploading, select either Update Absentee or Update Early Voter
  - On either screen, the *Manual* and *Scan* buttons will appear.
  - The Green number will indicate the number of "Voters Successfully Updated" after each scan.
  - The Red number will indicate the number of "Voters Not Updated" after each scan.
  - Both numbers should be set at Zero(0) prior to the first scan.





**GOOD TO KNOW** 

In the process of scanning

barcodes, If a red "X" appears by a Voter's name on the

Touchpad, it has already been

uploaded to the Touchpad by

Continue verifying the update.

the BOE. Don't be alarmed.

### updating either the Mail-in Absentee Voters List or the Early Vote Center Voters list, scan the barcode on each scan sheet to update the Touchpad. Only one Touchpad needs to be updated; it will update the remaining **Touchpads**

☐ Using the appropriate barcoded scan sheets for

- To activate the Touchpad's camera for scanning, select the *Scan* button. A screen with two (2) parallel green bars appears on the Touchpad.
- For the Touchpad to successfully scan the barcode, the complete barcode must be visible between the two green lines on the Touchpad's screen.
- Remember, the Touchpad's camera is located behind its upper left-hand corner and the Scan Sheets need to be held 3 to 4 inches behind the Touchpad to be read.
- If the scan is successful, you will see the green and red numbers on the Update Absentee go up incrementally by the number of Voters successfully updated and the number of Voters not updated.
- The Touchpad creates a log of the scanned Voters that denotes Voters successfully updated in green and Voters not updated in red.
- ☐ To verify the update, add the green and red numbers together. The sum should equal the cumulative number of Voters scanned to that point.
  - Once the scan is verified, place an "X" in "Scanned" box on the Scan Sheet and your initials next to the "Scanned" box.
- ☐ After scanning all scan sheets to update either the Mailin Absentee Voters List or the Early Vote Center Voters List, note the number of Voters successfully updated on the "Number of Voters Updated" for the respective list on the Touchpad.
- ☐ Add the total number of Voters successfully updated for either the Mail-in Absentee Voter List or the Early Vote Center Voters List on Monday night to the existing number of Mail-in Absentee Voters or Early Voter Center Voters respectively before starting the upload process.

- ☐ Compare the number next to either the Mail-in Absentee Voters icon or the Early Vote Center Voters icon on the main screen to the number calculated in the step above.
  - The number next to each icon should be the same as the number calculated in the step above.
- ☐ Once the updating process is complete, collect the barcoded Scan Sheets and return them to the envelope in which they came. Place the envelope in the VLM Supply Bag.
- □ VLM/VLD or the Roster Judge should post the Pink Register of Voters List that was received in the VLM Supply Bag and the Pink Absentee Supplemental Voters List, that was received in the Courier envelope on a wall close to the Voting Location's entrance, to allow the public access to the Check-in Lists.

GOOD TO KNOW
You should post all inside

Location signage during

Monday Night Set-up

### \*

### PLACEMENT OF TABLES, MACHINES AND PAPER BALLOT BOOTHS

- ☐ Retrieve the Location Setup Page (APPENDICES 9 AND 10) from the Red ADA Folder and work with other judges to set up your location accordingly.
  - Be sure to place the Cradlepoint at the location indicated on the Location Setup Page.
- ☐ Work with Roster Judge(s) to position the Roster Tables to ensure an unobstructed view of Voters from sign-in to voting, and to set up Touchpad components.

Tables should be positioned so that PEOs are able to:

- Access electrical outlets for Touchpad printers
- Monitor activity at the entrance so that no one can enter the polling place unobserved
- Ensure that everyone who enters the polling location checks in
- ☐ Working with the Paper Ballot Judge(s), set up the Provisional Ballot Booth(s), and the equipment for Regular Voters voting on a Pre-printed Ballot.
- ☐ Work with the Machine Judges to set up the Ballot Counter and place the Ballot Marker tables, Ballot Markers and Kiosk. Ensure Ballot Counter is placed by exit.

### BEFORE YOU LEAVE

Clock out each of the location's PEOs.
Use one (1) of the Touchpads to complete the clock-out process.
☐ If necessary, open the EPB application.
In the upper right corner of the application's START screen, select the MENU icon, and select the entry PEO Clock-in. A screen will open with a list of the PEOs assigned to the Voting Location.
Clock out each PEO by touching the <i>Clock Out</i> button located beside each of the location's PEO's names.
After all PEOs have been clocked out, power off each Touchpad by pressing the Power Buttons on the upper-left side and top of the Touchpad simultaneously. Swipe the Off/On button to the right.
Close each Touchpad and return to the Purple Touchpad Case(s). Zip closed.
• NOTE: the Purple Touchpad Case(s) do NOT need to be sealed on Monday night.
Place the purple Touchpad case(s) into the Main Ballot Bin of the Ballot Counter.
☐ Ensure that the Main Ballot Bin of Ballot Counter is locked and sealed. Follow the procedures in the "Prepare For Monday Night Closing" section in the Machine Judge section of the Training Manual.

	☐ Update your location's status using the TED application on your cell phone.		
☐ If necessary, open the TED application on your cell phone			
☐ Select the scroll down bar under <i>Ready Board</i> .			
	☐ Select Monday Night Set-Up Status.		
	☐ Select the scroll down bar under <i>Update Status To.</i>		
	☐ Select <i>LID Set-Up and Ready.</i>		
☐ Select <i>Save</i> .			
☐ Wait for the green checkmark to appear.			
	☐ Push the power button (the smaller button or only button on the right-hand side of the cell phone) to put the cell phone in Sleep mode.		
	☐ Take your phone home to recharge and be ready for Election Day.		
	STOP HERE MONDAY		
F	START HERE TUESDAY AT 5:30 A.M.		
	☐ Set up your cell phone.		
	$\square$ Tap Power button on the lower right or left side of phone.		
	☐ Swipe up on Home Screen (once only, while screen loads).		
☐ Select Scroll Down Bar under <i>Ready Board</i> .			
	☐ Select Scroll Down Bar under <i>Ready Board</i> .		
	<ul> <li>□ Select Scroll Down Bar under Ready Board.</li> <li>□ Select Tuesday Election Day Status.</li> </ul>		
	<ul> <li>□ Select Scroll Down Bar under Ready Board.</li> <li>□ Select Tuesday Election Day Status.</li> <li>□ Select Scroll Down Bar under "Update Status To."</li> </ul>		
	<ul> <li>□ Select Scroll Down Bar under Ready Board.</li> <li>□ Select Tuesday Election Day Status.</li> <li>□ Select Scroll Down Bar under "Update Status To."</li> <li>□ Select In the Building.</li> </ul>		
	<ul> <li>□ Select Scroll Down Bar under Ready Board.</li> <li>□ Select Tuesday Election Day Status.</li> <li>□ Select Scroll Down Bar under "Update Status To."</li> <li>□ Select In the Building.</li> <li>□ Select Save.</li> <li>□ Once inside the polling place, plug your cell phone back</li> </ul>		

Retrieve the Purple Touchpad Case(s) from the Main
Ballot Bin of the Ballot Counter and remove Touchpads.

☐ Open the lid to each Touchpad. Press and hold the Power Button on the upper left-hand side of the Touchpad until the Apple symbol appears. After the gray introduction screen appears, swipe up.

### ☐ Check each Touchpad for the following:

- A green WIFI icon below the START screen
- A green CHAIN LINK and a note indicating the number of Touchpads connected
  - The number of Touchpads connected should equal the number of Touchpads assigned to the Voting Location.

### ☐ Check the number indicated under the Delta Files icon.

- The number should equal or exceed the threshold number on the Green Delta File Sheet.
- If there is a discrepancy, call the PEO Hotline for assistance.
- ☐ Place a Touchpad at each Roster Judge position.

### ☐ Clock in each of the Location's PEOs.

- ☐ Designate one(1) Touchpad to be used to perform the clockin process.
- ☐ Open the Touchpad and swipe up.
- ☐ Select the EPB icon located at the center of the bottom of the Touchpad screen. The EPB application will open.
- ☐ In the upper right corner of the application's START screen, select the MENU icon, and select the entry, *PEO Clock-In*. A screen will open with a list of the PEOs assigned to the Voting Location.
  - If a PEO's name does not appear on the Clock-In list, refer to the black header that reads "Adding New Workers."
- ☐ Have each PEO find their name and select the *Clock-In* button located next to their name. A screen will open with the PEO's payroll information.







Delta File Icon

- ☐ Have the PEO confirm the information on the screen. If the information is correct, the PEO will select *Yes, Continue*. The Signature screen will open.
  - If the PEO's information needs to be updated, they will select *No, Need Changes*. The PEO will update the incorrect information and, when they are done, select *Continue*. The information confirmation screen will open. Once the PEO has confirmed the updated information, they will select *Yes, Continue*. The Signature screen will open.
- ☐ Have the PEO sign in the signature block and select *I Accept*.
  - By signing their signature and touching the *I Accept* button, the PEO affirms that they agree to the provisions of the Oath of Office and that they have read the Ohio Secretary of State's Ethics Policy and Expectations.
- ☐ If not all PEOs have arrived in a timely manner, call (614) 525-4100, option 1, to report the names of those workers who did not show up.
  - ☐ If a replacement PEO is needed, either:
    - 1. The BOE will send a replacement to your polling location,  $\ensuremath{\mathsf{OR}}$
    - 2. You must obtain permission from the BOE to appoint a replacement PEO on the spot.
  - ☐ Complete the In Case of Vacancy form (APPENDIX 6) whenever you appoint a PEO on the spot.

### ADDING NEW WORKERS

ap	a new PEO is assigned to the location or an assigned PEO's name does not opear on the Clock-In list of people assigned to the Voting Location, select ADD ORKER. A screen with a list of workers will appear.
	the PEO's name appears on the list, select the PEO's name, and then, select ontinue.
	Open the dropdown box and select the PEO's appropriate position, and then, select <i>Continue</i> .
	Have the PEO confirm the information on the screen. If the information is correct, the PEO will select <i>Yes, Continue.</i> The Signature screen will open.
	• If the PEO's information needs to be updated, they will press <i>No, Need Changes</i> . The PEO will update the incorrect information and, when they are is done, select <i>Continue</i> . The information confirmation screen will open. Once the PEO has confirmed the updated information, they will select <i>Yes, Continue</i> . The Signature screen will open.
	Have the PEO sign in the signature block and select <i>I Accept</i> .
	• By signing their signature and touching the <i>I Accept</i> button, the PEO affirms that they agree to the provisions of the Oath of Office and that they have read the Ohio Secretary of State's Ethics Policy and Expectations.
If	the PEO's name does not appear on the list, select I Am Not On The List.
	Open the dropdown box and select the PEO's appropriate position, and then, select <i>Continue</i> .
	Have the PEO enter the information requested in each of the provided boxes. After all required fields have been completed, the PEO will select <i>Continue</i> and the Signature screen will open.
	• The PEO will need to provide their legal name, complete mailing address, and current telephone number. The Touchpad will not allow the PEO to move forward with the clockin process until all required information has been filled in.
	Have the PEO sign in the signature block and select <i>I Accept</i> .
	• By signing their signature and touching the <i>I Accept</i> button, the PEO affirms that they agree to the provisions of the Oath of Office and that they have read the Ohio Secretary of State's Ethics Policy and Expectations

### LOGGING INTO AND SYNCING THE TOUCHPADS

- ☐ Ensure all Touchpads are properly set up and opened at the Roster Table. Touchpads should be on the Start screen.
- ☐ Each Roster Judge taps Start on the Touchpad.
- ☐ The Roster Judge will enter their first and last name as it appeared on the Clock-in screen in the respective boxes. They will then select Continue.
- ☐ The Roster Judge will enter the Roster Judge password as provided by the VLM/VLD. They will then select Continue.
- ☐ The VLM and a PEO from a different party will enter the DEM password and REP password in the respective boxes. NOTE: The DEM password needs to be entered first.
  - The DEM and REP passwords will be found in envelopes in the Green EPB Printer Cases. Although the password envelopes are in all cases, only one set is needed for logging in.
  - If it appears envelopes have been tampered with, contact the BOE Hotline.
  - All DEM and REP envelopes, used and unused, will be placed in the brown paper bag to be returned at the end of the election.

### ☐ The VLM will select Unlock Device.

- The Touchpads are now ready to process Voters.
- ☐ Ensure all Touchpads are syncing with each other.
  - A green WiFi icon should be displayed before the Start Screen.
  - If all Touchpads are syncing, a green "Chain-Link" icon will appear on each Touchpad's screen.
  - The number of "Touchpads Connected" should equal the number of Touchpads assigned to the Voting Location.

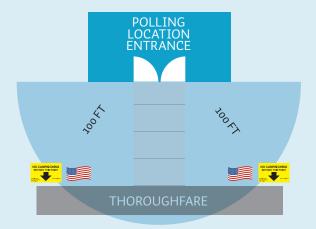
- ☐ If the WiFi icon on a Touchpad is a Red Broken Heart, touch the icon. The Touchpad will send a signal to the Cradle Point in an attempt to sync with its signal. When successful the WiFi icon will turn Green.
- ☐ If the Chain-Link icon is red, one of the location's Touchpads is not connected. If so, perform the syncing process.
  - Select the "Chain-Link" icon to determine which Touchpad(s) is/are not connected.
  - Go to the Touchpad(s) identified as not being connected and swipe up on the screen.
  - The EPB icon will appear at the bottom of the screen. Select the EPB icon to relaunch the application and re-initiate the syncing process.
  - If the Chain-Link icon is green, the re-initiation of the application was successful. If this or any other issues persist, notify BOE immediately.



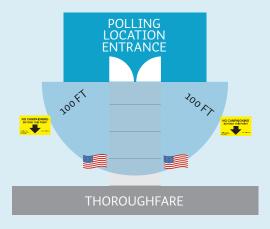
## PLACEMENT OF FLAGS AND VOTING/CAMPAIGNING SIGNS

- ☐ Remove the small U.S. flags and the yellow "No Campaigning Beyond This Point" signs from Compartment #1 of the Machine Cart.
- ☐ Remove the large U.S. Flag from the Machine Cart and place at the main entrance to the Voting Location.
- □ Place at least two small flags and the yellow "No Campaigning Beyond This Point" signs 100 feet from the entrance to the Voting Location. See diagram below.
  - Use the 100-foot ball of string in your Office Supplies Kit to measure the correct distance if necessary.
  - If there is no place to post the signs (i.e. no grassy area, etc.), place them as far as possible without going over 100 feet.

Campaigning is prohibited within 100 feet of the entrance or entrances Voters must use, as well as within the entire building itself.



In the above diagram, the 100-foot radius overlaps the thoroughfare. Notice that the area within which campaigning is prohibited extends across the street.



In the above diagram, the 100-foot radius does not overlap the thoroughfare. Place flags and signs accordingly.

Strategically place the "Voting Today" signs from the entrance through the Voting Location to guide Voters through the building.
Tape the remaining Voting Location signs in a prominent indoor location where Voters can easily see them. This can be done during Monday Night Setup.
☐ Voting Rights Information Poster
☐ Special Voting Instructions Poster (indicates how to cast a regular and provisional ballot)
☐ Notice of Double Voting Signs
☐ Official Sample Ballot
☐ Full Text of Condensed Ballot Language (for a question or issue on the ballot)
☐ Area Map
☐ General information of federal and state laws regarding prohibitions on fraud and misrepresentation

### ONCE SETUP IS COMPLETE

### □ Update your cell phone.

☐ Select Tuesday Election Day Status.

☐ Select Scroll Down Bar under *Update Status to*.

□ Select Set-up Complete, Polls Ready to Open.

☐ Select *Save* (at bottom of screen).

YOU ONLY NEED ONE TOUCHPAD (OPENED AND UPDATED), ONE BALLOT MARKER, AND ONE BALLOT COUNTER AVAILABLE TO OFFICIALLY OPEN THE POLLS ON TIME AND BEGIN PROCESSING VOTERS.

#### **GOOD TO KNOW**

The flags are required by law to identify the outer boundary of the 100-foot electioneeringfree zone for the polling place.

### **GOOD TO KNOW**

You can use sand-filled plastic jugs or other heavy objects to secure signs and flags if no grassy area is available.





DURING THE ELECTION, 6:30 A.M. TO 7:30 P.M.

#### **GOOD TO KNOW**

Location Liasons are not able to process Voters.

### **GOOD TO KNOW**

As VLM, it's your responsibility to confirm poll opening and closing times. Refer to the time displayed on the BOE cell phone to determine 6:30 a.m. poll opening and 7:30 p.m. poll closing times.

## MANAGING THE POLLING PLACE

### **KNOWING WHO'S WHO**

#### THE LOCATION LIAISON-ELECTION DAY ONLY

If your location has been assigned a Location Liaison for Election Day, you may assign them duties including:

- Assisting Voters with navigating the Voting Location
- Reminding Voters to have Photo IDs ready
- Ensuring Voters deposit ballots before exiting
- Welcoming Voters and answering non-election questions

### THE FOLLOWING NON-PEOS ARE ALLOWED IN THE POLLING PLACE:

- VOTERS
- CHILDREN OF VOTERS who are not yet of voting age
- OTHER PERSONS ASSIGNED TO A PRECINCT by the Board of Elections or the Secretary of State
- THE SECRETARY OF STATE'S LEGAL REPRESENTATIVE(S)
- EMPLOYEE(S) OF THE FACILITY housing the polling place
- PERSONS ASSISTING VOTERS

A Voter may ask for assistance in marking the ballot because of blindness, disability, illiteracy or language barrier. The Voter may choose anyone they want to provide assistance with the exception of:

- their employer
- an agent of their employer
- an officer or agent of their union, if any
- a candidate on the precinct's ballot.

The Voter may also receive assistance from two PEOs, each from a different political party. A Voter may designate an Attorney-in-Fact to sign all election-related documents on their behalf and in their presence. The Attorney-in-Fact designation is specific to Ohio election law and is not a general power of attorney. If such an Attorney-in-Fact is on file with the Board of Elections, it is required to be noted in the Poll Book.

### PERSONS CHECKING THE REGISTER OF VOTERS LISTS

Any person may enter the polling location for the sole purpose of checking the Register of Voters List that is posted at 6:30 a.m., and updated at both 11:00 a.m. and 4:00 p.m. Such persons may not wear any electioneering clothing or accessories, and may not interfere with or disrupt the election. They may not take the posted Register of Voters List, and officials should take care to position it in such a way that it cannot be removed unnoticed. Persons checking the lists may take notes or photos, but should take care not to disrupt the Voting Location if they must use their cell phones.

### THE FOLLOWING PEOPLE ARE ALLOWED IN THE POLLING PLACE WITH PROPER CREDENTIALS FROM THE COUNTY BOARD OF ELECTIONS:

 CERTIFIED POLL OBSERVERS (bearing a certificate of appointment)

Certified Poll Observers must be appointed by the political parties, groups of candidates, or issue committees, or the U.S. Congress to observe the conduct of the Election. They are allowed in the Polling Location before (as early as 6:00 a.m.), during, and after the Election.

### Before you permit an observer into the precinct's Voting Location, you must:

- Verify that they have a Certificate of Appointment from a political party or other group. The Certificate must be presented to the appropriate election official at the time of observation. (No Certificate, No Admittance).
- Retain the Certificate of Appointment while the Observer is on the premises.
- Complete the Observer Log Sheet (APPENDIX 15)
   (on which you will log the in and out times of the visit).
- Have the Observer read aloud the oath on the Log Sheet before signing the log.

### Observers may:

- Watch, observe intently or assess activities
- Be in and about the polling place
- Observe discussions between Precinct Election Officials and ask questions (but not interfere)
- During downtimes, engage precinct election officials in casual conversation, including gathering information about how the Voting Location is being run
- Send and receive text messages, emails, instant messages, and similar non-verbal, electronic communications using a communication device or audio/video device

### Observers may not:

- Handle materials
- Disrupt or intimidate Voters or PEOs
- Violate the secrecy of the ballot or the privacy of the Voter
- Engage in an audible conversation inside the polling location using a communication device or audio/video device
- Take photographs or record video within 20 feet of a Voter
- Interfere with PEOs or slow down the operation of the polling location
- Interfere with Voters in a way that interferes with or disrupts the Election
- Serve as enforcers of the laws
- Act as advocates for Voters in front of the PEOs
- Engage in any kind of election campaigning
- Carry a firearm or other deadly weapon



IF ANY VOTER OR PRECINCT ELECTION OFFICIAL COMPLAINS ABOUT THE ACTIONS OF AN OBSERVER, THE OBSERVER IS TO BE REMINDED OF WHAT THEY CANNOT DO (SEE "WORKING WITH OBSERVERS" IN YOUR LOCATION WORKBOOK), AND CAN BE ASKED TO LEAVE THE PREMISES BY THE VLM UPON THE SECOND VIOLATION. IN THIS CASE, THE VOTING LOCATION MANAGER SHOULD CONTACT THE PEO HOTLINE AND DOCUMENT THE SITUATION ON THE PROBLEMS AND CORRECTIONS PAGE IN THE LOCATION WORKBOOK.

### CREDENTIALED MEMBERS OF THE MEDIA

Representatives of the press are permitted inside the Voting Location—a right to access expressly protected by the First Amendment of the U.S. Constitution. However, they may not interfere with the PEOs, with Voters' activities, or with Voters signing in or voting. (See R.C. 3501.33 and R.C. 3501.35.)

If a member of the media arrives at your Voting Location, contact the Public Information Officer of the BOE at (614) 525-5351.

### While members of the media are in your polling location, you should:

- Ask to see credentials
- Direct them to acceptable locations, taking into consideration the room layout and length of lines
- Warn them if they are engaging in unacceptable behavior and, if necessary, ask them to leave the premises

### Members of the media may:

- Take pictures of the polling place, but not of a Voter's Ballot Marker screen or a Voter's paper ballot
- Live stream video that does not compromise Voter privacy

### Members of the media may not:

- Interfere with Voters or PEOs
- Take pictures of a Voter's Ballot Marker screen or paper ballot
- Compromise ballot secrecy or Voter privacy

### THE FOLLOWING PEOPLE ARE NOT ALLOWED IN THE POLLING PLACE:

- ANYONE OF VOTING AGE WHO IS NOT ELIGIBLE TO VOTE AT YOUR LOCATION AND IS NOT DESCRIBED IN THIS SECTION
- CANDIDATES OR CAMPAIGN WORKERS WHO ARE CAMPAIGNING OR ELECTIONEERING
- OF COURSE CANDIDATES AND CAMPAIGNERS ARE ALLOWED TO VOTE, BUT THEY MUST NOT WEAR ANY ELECTIONEERING CLOTHING OR ACCESSORIES WHILE IN THE POLLING LOCATION.

#### **GOOD TO KNOW**

If a Voter shows up to vote wearing campaign paraphernalia, please ask them to remove it or cover it as necessary. A Voter who refuses to do so must be allowed to vote if the Voter is entitled to do so (Revised Code 3501.33). You must report any such incident to the Board of Elections.

### **GOOD TO KNOW**

You may be asked to check outside to ensure that electioneering is not occurring within 100 ft of the location.

### **GOOD TO KNOW**

Slogans indirectly associated with political issues but not explicitly advocating are not prohibited

IF YOU EXPERIENCE ANY ISSUES OR PROBLEMS WITH ELECTIONEERING, CALL THE PEO HOTLINE.

### EXIT POLLSTERS

Exit polling is not electioneering and is therefore permissible within 100 feet of the entrance to a polling location (i.e., within the area marked by the placement of two small U.S. flags). Persons conducting exit polls may not enter a polling location, interfere with or disrupt the election, or otherwise violate the law. Further, persons conducting exit polls at a polling location may not wear anything that may be construed as campaigning for or against any candidate or issue on the ballot.

### PEOPLE WHO ARE ELECTIONEERING

Campaigning/Electioneering or the posting and/or distribution of campaign material within 100 feet of the Voting Location is illegal. NOTE: If the line of waiting Voters extends past the safe zone of 100 feet from the entrance to the Voting Location, electioneering is prohibited within 10 feet of any Voter waiting outside the 100-foot zone to vote.

### Electioneering includes, but is not limited to:

- Display, wearing or distribution of clothing, accessories, or literature with political or campaign paraphernalia.
  - Examples of permissible attire include clothing displaying the name of a school or mascot, even if a school levy is on the ballot
- Items explicitly calling for a vote for or against a ballot measure, candidate or party are not allowed.
- Any discussions of a political nature by Voters, PEOs, or anyone else in the location, including cell phone conversations

### PEOPLE WHO ARE COLLECTING SIGNATURES FOR ISSUES AT THE POLLING LOCATION

Anyone stationed outside a Polling Location to gather petition signatures must be more than 100' from the entrance to the Location.

### PEOPLE WHO ARE DISTRIBUTING FOOD

Ohio law prohibits anyone from procuring or offering "money or other valuable things to or for the use of another with the intent that it, or part thereof, shall be used to induce such person to vote or to refrain from voting." Food, discounts, and other such inducements are "things of value" for purposes of the election law statutes of bribery.

### PRINTING THE 11AM AND 4PM **REGISTER OF VOTERS LISTS**

- ☐ From the Home Screen, select the Menu icon.
- ☐ From the drop-down menu, select 11/4 Voted List.
- ☐ At both 11am and 4pm, select All Check-ins.
- ☐ Select Print. The Total Pages pop-up box appears.
- ☐ In the left box on the pop-up box, delete *All* and enter 1.
- ☐ In the right box on the pop-up box, delete All and enter 10.
- ☐ Press Print. The first 10 pages of the Voters List prints.

### **GOOD TO KNOW**

Copies of the Official Register of Voters Lists are posted three times a day so that the public can see which registered Voters in the location have voted. The PINK copy and Supplemental List are posted at 6:30am, the 11am printed copy is posted at 11am, and the 4:00pm printed copy is posted at 4:00pm.



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- ☐ Continue to print the Voters List 10 pages at a time by repeating the above process, increasing the number in the left and right boxes of the pop-up by 10 each time.
  - If the Voters List at 11am has 26 pages to print, you would insert in left and right boxes respectively,
    - 1 and 10, press Print
    - Press Print
    - 11 and 20, press Print
    - Press Print
    - 21 and 26, press Print
  - If the Voters List at 4pm has 59 pages to print, you would insert in the left and right boxes respectively,
    - 1 and 10, press *Print*
    - Press Print
    - 11 and 20, press *Print*
    - Press Print
    - 21 and 30, press Print
    - Press Print
    - 31 and 40, press Print
    - Press Print
    - 41 and 50, press Print
    - Press Print
    - 51 and 59, press Print
- ☐ Post printed 11am and 4pm Voters Lists alongside the Pink Register of Voters List and Pink Supplemental Absentee List.

### CHALLENGING VOTERS

### A VOTER MAY BE CHALLENGED BY A PRECINCT **ELECTION OFFICIAL FOR ANY OF THE FOLLOWING REASONS:**

- Not a resident of the Precinct
- Not a resident of Ohio
- Not a U.S. Citizen
- Not of legal voting age

### If a Voter is challenged, you must:

Have the Voter complete the Affidavit Oath Examination
of Person Challenged Form (APPENDIX 12) in the
Roster Workbook
Allow the Voter to vote a regular ballot if PEOs are ABLE to determine that they are eligible to cast a ballot
Give the Voter a provisional ballot if PEOs are UNABLE to determine if they are is eligible to cast a ballot
the challenged Voter refuses to fill out the fidavit Oath Examination, you must:
Give the Voter a provisional ballot

☐ Make a note on the Problems and Corrections Page

(APPENDIX 11) in the Location Workbook

### FOR PARTISAN PRIMARY ELECTIONS ONLY:

If a precinct official has personal knowledge that a Voter is not affiliated with or a member of the political party whose ballot they have requested, the precinct election official may challenge the Voter and ask the Voter to complete the Statement of a Person Challenged as to Party Affiliation (Form 10-W or Form 10-X).

Form 10-X, Statements of Persons Challenged as to Party Affiliation for Primary Elections Only (APPENDIX 27) will be located in the Roster Workbook where applicable. This statement states that the person desires to be affiliated with and supports the principles of the political party whose primary ballot the person desires to vote.

#### **GOOD TO KNOW**

It's a felony to falsify an Election document (Revised Code 3505.20) If you suspect falsification, make a note in the Problems and Corrections Page of the Location Workbook.



## CURBSIDE VOTING CHECKLIST

THE TOUCHPAD AND VOTING MACHINES NEVER LEAVE THE VOTING LOCATION, EVEN FOR CURBSIDE VOTERS.

Curbside Voting is a method of voting that allows a Voter who is unable to access the polling location to cast a paper ballot outside the polling location from their vehicle. When notified that there is an individual outside of the polling location who would like to vote, it is the VLM's responsibility to ensure that a Bipartisan Team follows these steps:

- IF AT ANY TIME YOU DETERMINE THAT THE VOTER IS A PROVISIONAL VOTER, STOP THE CURBSIDE PROCESS AND, INSTEAD, PROCESS THE VOTER ACCORDING TO THE "PROCESSING PROVISIONAL PRE-PRINTED BALLOT VOTERS CHECKLIST" IN THE PAPER BALLOT JUDGE SECTION. ENSURE PINK ENVELOPE IS SPOILED BY THE PAPER BALLOT JUDGE AND PLACED IN THE SPOILED BALLOT ENVELOPE.
  - ☐ Take Curbside Voting Envelope to the Voter waiting in their vehicle, and retrieve the information necessary to complete the front of the envelope.

NOTE: Do not take the Touchpad out of the polling location.

- ☐ Ask the Voter to state their name.
- ☐ Ask the Voter to state their current address.
- ☐ Ask the Voter to state their full date of birth (MM/DD/YYYY).
- ☐ Ask the Voter for their identification and ensure that it is valid.
  - If the Voter indicates they do not have a valid photo ID, continue processing as a Provisional Voter.
  - If the Voter identifies as having a religious exemption, follow the steps for "If the Voter identifies as having a religious exemption" in the Paper Ballot Judge section.

- ☐ Have the Voter sign the Curbside Voting Envelope and return it to you.
  - **For Primary Elections only:** ask the Voter to select the party choice or *Issues Only* in the space provided.
- ☐ Return to the voting area and work with a Roster Judge to complete paperwork using the Touchpad.
- ☐ Select Manual Voter Search.
- ☐ Select Appropriate ID and press Continue.
- ☐ Enter 1st three letters of both last and first names and select Search.
- ☐ Select appropriate Voter from list and select Continue.
- ☐ Together, the VLM and Roster Judge will verify that the Information provided by the Voter on the front of the Curbside Voting Envelope matches the information in the Touchpad.
  - If the Voter's stated address doesn't match the one in the Touchpad, see the "Address Does Not Match Guidelines" in the Roster Judge section of the Training Manual.
- ☐ Once all information has been verified, fill in the following on the Curbside Voting Envelope:
  - **Voter Code** 9-digit number located above the Precinct Identifier on the Touchpad
  - LID #– located on the cover of the Roster Workbook
  - **Precinct Identifier** located in the shaded box on the upper right side of the Touchpad
    - Do not include the Ballot Style Number. This should be completed by the Paper Ballot Judge
- ☐ Select More Options. Select Curbside Voter, then select Yes.

### ☐ Select Get Voter Signature.

For Primary Elections Only: Select party choice or *Issues Only* as selected by the Voter on the Curbside Voting Envelope and Select *Yes, Continue.* 

- Rotate the screen to make this selection by selecting the icon in the upper right corner of the Touchpad.
- ☐ Write "Curbside" in the Signature Box.
  - This appears upside down and is acceptable.
- ☐ Select Done.
- ☐ Select Issue Ballot.
- ☐ Select Paper Ballot. Select Complete Check-in.
- ☐ Select Continue then Process Next Voter.
- ☐ Hand the Curbside Voting Envelope and completed Authority to Vote Slip to the Bipartisan Team to take to the Paper Ballot Judge Table.
- ☐ Paper Ballot Judge will fill in the Ballot Style on the Curbside Voting Envelope using the Authority to Vote Slip and choose the correct paper ballot.
- ☐ On the Preprinted Paper Voter Ballot Issued Log Form, fill in all requested information and mark Voter as a Curbside Voter.
- ☐ Remove the ballot by tearing along the perforated edge and leaving the stub attached to the pad.
- □ Place a tick mark in the appropriate "ongoing count" box of the Paper Ballot Reconciliation Sheet in the Paper Ballot Judge's Workbook.

Place the Authority-to-Vote Slip inside the Authority-to-Vote Envelope.
The Bipartisan Team returns to the Voter, taking the appropriate paper ballot, Curbside Voting Envelope, Important Instructions, and an "Ohio Voted" Sticker.
Wait while the Voter votes the ballot and seals it in the Curbside Voting Envelope.
The Bipartisan Team returns to the Paper Table, signs and dates the Curbside Voting Envelope, and deposits it into the Voted Ballot Bag.

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### USING THE PROBLEMS AND CORRECTIONS PAGE

### THERE ARE PROBLEMS AND CORRECTIONS PAGES IN:

- The Roster Workbook
- The Location Workbook
- The Paper Ballot Judge Workbook

Although there are slight variations between the forms, they are—for the most part—more similar than different. We've featured the page from the Location Workbook as an example throughout this manual.

Use these pages to document unusual circumstances that might occur in the polling place on Election Day. Be as brief as you can in your factual description of the problem and how it was resolved (if it was). The Board of Elections staff will use this information to follow up.

## INVENTORY OF CLOSING SEALS

☐ Follow the directions included on the Seals Inventory Sheet located in the VLM Supply Bag before 4:00 PM.

### **CLOSING THE POLLS**

Anyone still in line at 7:30 p.m. is allowed to vote. At 7:30 p.m., one of the judges should stand at the end of the line and inform anyone who arrives thereafter that the polls are officially closed. Once the last Voter has voted, you are ready to secure the location and allow the Machine Judges to close the machines. This should be done at the same time the Roster and Paper Ballot Judges are finishing paperwork and packing away the supplies. Assist in disassembling the machines or closing other areas if needed.

### ☐ Close the polls on your cell phone. After last Voter has left the polling location: ☐ Select Scroll Down Bar under *Ready Board*. ☐ Select Tuesday Election Day Status. ☐ Select Scroll Down Bar under *Update Status to*. ☐ Select Polls Closed. ☐ Select *Save*. ☐ Obtain the final check-in count from a Touchpad. ☐ Using a Touchpad, clock out all PEOs and close the election on the Touchpads. ☐ Once the clock-out process is complete, direct the Roster Judges to open the Menu and select Device Info/Logout. ☐ The Roster Judges select *Close the Election* button. ☐ The Roster Judges select *Yes*. ☐ With a PEO from a different political party, enter the DEM password and then the REP password. ☐ When the "Device is Completely Synced" screen appears, select OK. The Touchpad is now locked and the Election is closed. ☐ Power each Touchpad off by pressing the power buttons on the upper left-hand side and top of the Touchpad simultaneously. Swipe the Off/On button to the right. Close each Touchpad and return to the Purple Touchpad case(s). ☐ Once all Touchpads have been returned to the Purple Touchpad Case, close the case and apply a white snap seal to lock the case. Record the seal number on the Touchpad Security Record form located in the Locations Workbook.

# PART FOUR:

ELECTION DAY:
CLOSING THE POLLS
AFTER 7:30 P.M.

### **GOOD TO KNOW**

Remember, the only time we stay open past 7:30pm is if the BOE issues a specific order. See APPENDIX D for steps to follow.

### **GOOD TO KNOW**

Ensure you have the final count from the Ballot Counters before they are closed.

☐ Ensure all judges have provided the necessary information to complete their corresponding section of the Election Day Balance Sheet in the Location Workbook.
☐ Ensure the Paper Ballot Judge(s) have completed the following forms in the Paper Ballot Judge's Workbook; Pre-printed Ballot Station Security Seal Form, Tracking Pre-printed Ballots Used Sheet.
☐ Ensure all Roster Judges have disassembled and returned all Touchpads to the VLM/VLD and placed ALL components in the Green EPB Printer Case(s).
☐ Take possession of the Purple Touchpad Case(s) for return to the Board of Elections.
☐ Ensure that the Paper Ballot Judge(s) disassemble the Provisional Ballot Booth(s) and the equipment for Regular Voters voting on a Pre-printed Ballot and return them to the Machine Cart.
☐ Take possession of the Voted and Unvoted Ballot Bag(s for return to the BOE Warehouse.
☐ Ensure that the Machine Judges have followed all instructions for closing machines, and printed the results tape.
<ul> <li>□ Place all used ATV Slips into an ATV Envelope and seal it.</li> <li>□ Place all of the ATV Envelopes into one Secure Ballot Bag before the Machine Judges seal it.</li> </ul>
☐ Sign both copies of the results tape.
☐ Take possession of the VOTR Book, ensuring the Ballot Counter Green-labeled USB Sticks(s) are included.

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☐ Follow these instructions for closing the Cradlepoint Case		
$\hfill\square$ Unplug the Cradlepoint Case from its electrical receptacle.		
☐ Detach the power cord from the rear of the Cradlepoint Case and place it in the attached pouch.		
☐ Carefully close the covers on the cooling vents.		
Datumenth of Cuardian sint Casa with wave ather as without		

☐ Return the Cradlepoint Case with your other equipment and supplies to the Board of Elections on Tuesday evening.

The following non-essential supplies are to be placed in the Machine Cart, which will remain at the Voting Location:

PLACE INSIDE THE MACHINE CART:			
☐ Green EBP Printer Cases	☐ Provisional Ballot	t Booth(s)	
☐ Ballot Marker tables	1 1	nent for Regular Voters voting on a	
☐ Black bags with Ballot Markers	Pre-printed Ballo		
	☐ Box(es) of Unused	d Blank Ballot Cards	
PLACE IN COMPARTMENT 1:			
☐ "No Campaigning" Sign	☐ Wire Cutters		
☐ Flags	☐ Extension Cords	and Adaptors	
PLACE IN COMPARTMENT 2:			
□ Voting Equipment □	The Office Supplies Kit, contain	ning:	
<b>Supply Pack</b> (Cake Box), containing:	☐ Alcohol Wipes	☐ Unused PEO	
☐ Blue Tape	☐ Ink Pens	Name Tags	
☐ Headphones	☐ Roll of Masking Tape	□ Note Pad	
☐ Magnifying Sheet/	☐ Rubber Fingers	☐ Post-it Note Pads	
Clipboard	☐ 100-foot string	☐ Markers for spoiling ballots	
☐ Rolls of "Ohio Voted"  Stickers	☐ Ruler		
Stickers			
☐ Remove Red Tamper-proof Se	curity Spale from the Spale D	ouch in the VOTR Book	
Remove Red Tamper-proof Se	curity Seats from the Seats P	oden in the vork book.	
☐ Lock the Carts with both locks' keyholes in the upright position facing outward.			
☐ Seal the locked carts with Red Tamper-proof Security Seals.			
☐ Record the seal numbers on the Storage Cart Security Seals Form (APPENDIX 1) in the Location Workbook.			
☐ Stack all temporary ADA equipment near the Machine Cart.			
☐ Complete the "Items to be Returned Checklist" found in the VLM Supply Bag.			

### The following supplies are to be placed in the Main Ballot Bin of the Ballot Counter: ☐ All unused ENVELOPES ☐ Important Instructions Pad ☐ Form 12-D Pads ☐ County Street & Road Guide ☐ Provisional Ballot Notice Pad ☐ Ballot Privacy Folders ☐ Religious Objection Forms ☐ Instructions for 17-year-old Voters (Primary Elections only) The following items are to be placed in the VLM Supply Bag: Check this list against the "Where to Place Supplies for Return to the BOE" Sheet (Yellow Triangle Sheet). ☐ BUMPer Bag ☐ State Your Name and Address signs ☐ Pink Register of Voters List(s) ☐ Location Workbook ☐ Absentee Supplemental Voters List(s) ☐ Roster Workbook(s) ☐ Printed Register of Voters Lists (11:00/4:00) ☐ Provisonal Ballot Template The following items are to be placed in the VOTR Tabulation Book: Check this list against the "Where to Place Supplies for Return to the BOE" Sheet (Yellow Triangle Sheet). ☐ The Red Pouch containing: ☐ The Green-labeled USB Stick(s) from each Ballot Counter placed in the designated • The voting equipment flat slot(s) and Barrel Keys ☐ Facility Key, if provided • The AM and PM Ballot Status Accounting Reports

• One Voting Results Report

- ☐ Before leaving the Voting Location, ensure you have the packed VLM Supply Bag, all Voted and Unvoted Ballot Bags, Sealed Secure Ballot Bag(s), Purple Touchpad Case(s), Cradlepoint Case, and Red VOTR Book in your possession for drop off.
- IF YOU LEAVE ANY OF THE ABOVE ITEMS AT THE POLLING PLACE, YOU WILL BE REQUIRED TO RETURN THAT EVENING TO RETRIEVE THEM. IF YOU DO NOT, YOU WILL NOT BE PAID!
  - ☐ Keep the Cell Phone in Bag with Key attached with you (keep phone on and available until you reach the drop-off location).
  - ☐ Lock the polling location if you have the key.
    - ☐ Place the key in the green envelope and return it to the Red Pouch in the VOTR Book.
- BE SAFE! ALL JUDGES SHOULD WALK TO THEIR VEHICLES TOGETHER. IF ONE JUDGE HAS TO WAIT FOR A RIDE, ANOTHER JUDGE—NOT THE VOTING LOCATION MANAGER—SHOULD WAIT WITH HIM/HER IN A VISIBLE, SECURE AND WELL-LIGHTED PLACE.

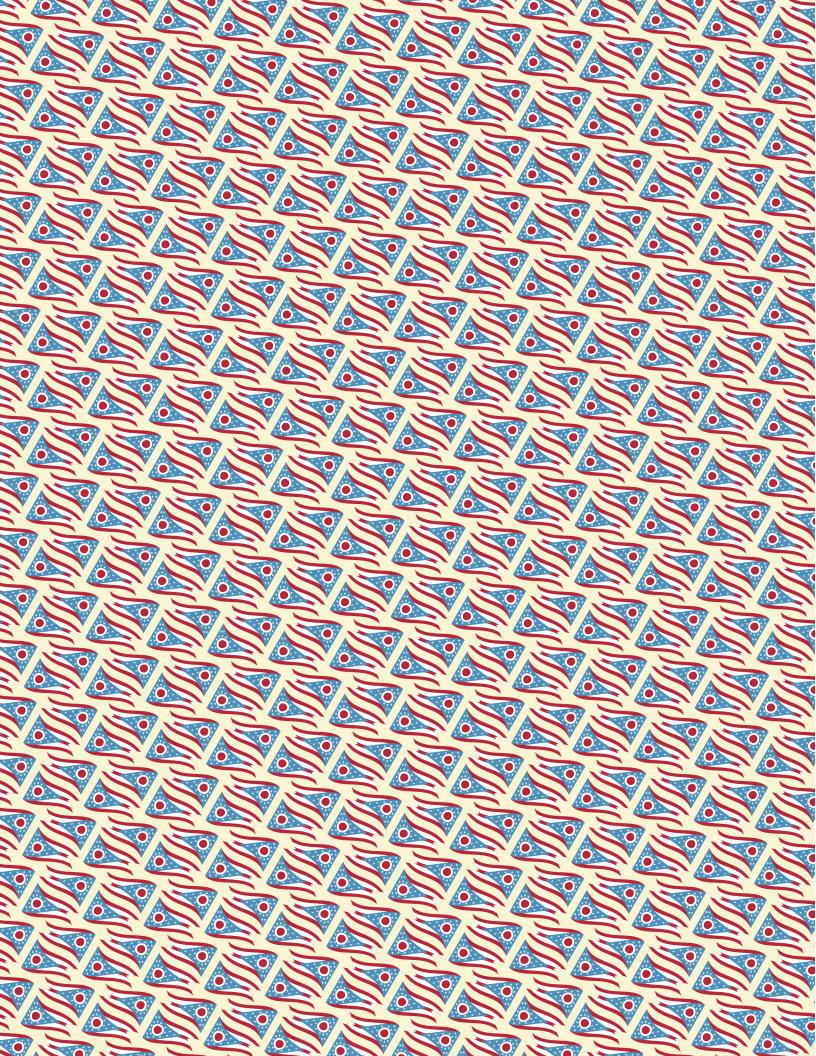
# CHECKLIST FOR RETURN OF ELECTION RESULTS AND SUPPLIES

- ☐ With a Ride Along judge of a different political party with you in the car, drive immediately to the drop-off location to deliver the election supplies.
- ☐ Return the following to the drop-off location:
  - VLM Supply Bag
  - Voted and Unvoted Ballot Bags
  - All Sealed Secured Ballot Bag(s) from the Ballot Counter(s)
  - Cell Phone in Bag with Key attached
  - Purple Touchpad Case(s)
  - Cradlepoint Case
  - Red VOTR Book



### **GOOD TO KNOW**

It is unlawful for the Voting Location Manager and Ride-Along Judge to make any unauthorized stops on their way to the drop-off location.



# THE ROSTER JUDGE

# As a Roster Judge, it is your job to:

it is your job to:

- If you are a **Roster Judge,** you will also serve as an **Outside Election Worker**.
- Answer non-election questions
- Help ensure No Campaigning within 100 feet of entrance
- Assist PEOs with curbside Voters
- Assist with parking
- Assist Voters with navigating through the Voting Location

- process Voters
- check for valid photo identification
- determine whether Voters are regular or provisional
- record Voter information in Touchpad(s)
- issue Authority-to-Vote slips and blank Ballot Cards
- issue Reason for Paper Ballot Slips
- help keep the Voting Location secure
- determine Wrong Location Voters and direct them to the correct location

# WHERE TO FIND WHAT YOU NEED:

This section of the manual contains everything you, as a Roster Judge, need to know.

### PART ONE: BEFORE THE POLLS OPEN PP. 74 TO 83

Locating Your Supplies	p. 74
Roster Table Set-Up	p. 76
Understanding the Touchpad(s)	p. 78

### PART TWO: DURING THE ELECTION PP. 84 TO 122

Understanding the Two Types of Voters	p. 84
Guide to Valid Photo IDs	p. 88
Processing Voters	p. 98
Addresses Do Not Match Guidelines	p. 106
Name Change Guidelines	p. 111
Assisting Provisional Voters	p. 114
Adding a Voter	p. 120

### PART THREE: CLOSING THE POLLS P. 124 TO 125

Closing the Roster Table p. 124

### **PART ONE:**

**BEFORE THE POLLS OPEN** 

### **GOOD TO KNOW**

Supplies have a funny way of changing locations. If you don't find your supplies where they are listed here, check the VLM Supply Bag and both compartments on the carts before calling the Election Day Hotline.



Purple Touchpad Case



**VLM Supply Bag** 

# YOUR RESPONSIBILITIES, STEP BY STEP

### FIRST THINGS FIRST:

Locate your supplies

### IN THE PURPLE TOUCHPAD CASE(S):

ALL Touchpad(s) (from the VLM)

### IN THE VLM SUPPLY BAG:

- Location Workbook
- ADA Folder
- Roster Workbook, which contains:
  - Form 10-L Legal Name Change Forms
  - Form 10-U, Affidavit-Oath-Examination of Person Challenged
  - Voter Contact Sheet
  - Form 10-X Statements of Persons Challenged as to Party Affiliation (Primary Elections only)
  - Problems & Corrections Page
  - Voter Registration Forms

### Red Plastic Zipper Pouch, containing

- Yellow Polling Street Guide
- Write-in Candidate List (if applicable)
- "State Your Name" signs
- "Options to Mark Your Ballot" sheets
- PINK copy of Register of Voters Lst
- BUMPer Bag
- Pads of Authority-to-Vote Slips

### **IN MACHINE CART:**

- Green EPB Printer Case (s)
  - Including the Red Security Lock Tie Seal used at Closing
- Box(es) of blank Ballot Cards divided into packs of 25 (save the box for return to BOE)

### IN MACHINE CART COMPARTMENTS #1 & #2:

- Full-page Magnifying Glass
- Office Supplies Kit, which contains:
  - Ink Pens
  - PEO Nametags
  - Ruler
  - 100-foot string
  - Note Pad
  - Post-It Note Pads
  - Rubber Fingers
- Brown Paper Bag (for returned Election Supplies)

### IN THE BALLOT COUNTER

• Ballot Privacy Folders

YOU ARE NOW READY TO BEGIN SETTING UP THE ROSTER TABLE.



Machine Cart



**Ballot Counter** 

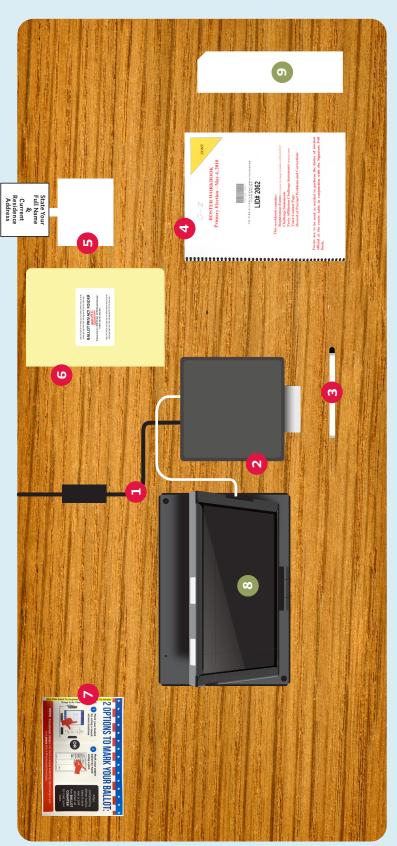
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### FOR MONDAY NIGHT SETUP

# ROSTER TABLE SETUP LIST:

Per the diagram, place the following items on the table:
☐ All items from the Green EPB Printer Case except Dem/Rep Passwords and Red Lock-tie Seal
☐ Roster Workbook
☐ State Your Name sign
☐ Ballot Privacy Folders
☐ Options to Mark Your Ballot Sheet
Retrieve Blank Ballot Cards from the Machine Cart.
Count Blank Ballot Card bundles received
☐ Multiply total number of small bundles by 25.
☐ Add totals together to get total number of cards received.
Do not open shrink-wrapped Blank Ballot Card bundles.
Provide the VLM/VLD with the total number of blank Ballot Cards received.
VLM/VLD writes the total number of cards received in the "Blank Ballot Cards Received" box at the upper left-hand side of the Election Day Balance Sheet in the Location Workbook.

### Monday Night/Election Day Sample Roster Tables Setup



# You should place the following supplies on the Roster Table on Monday night:

1. Touchpad Components

2. Touchpad Printer

- 3. Touchpad Stylus
- Roster Workbook

- Options to Mark Your Ballot Sheet
  - Ballot Privacy Folder

5. "State Your Name" Sign

- On Tuesday, add the following supplies to the Table:
  - 8. Touchpad

Blank Ballot Cards

# Touchpad at a Glance

buttons





Green EPB Printer Case



Printer



Stylus



**Cleaning Cloth** 

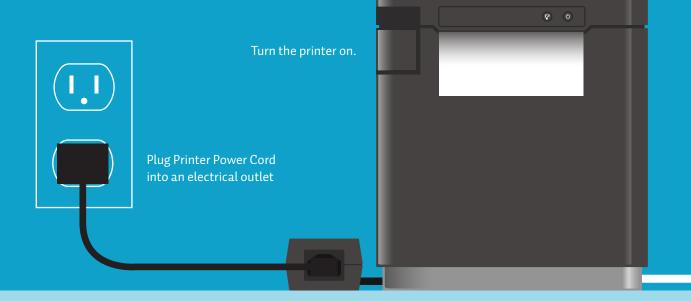


Printer Power Cable



Red Security Lock Tie Seal

Insert the USB-C into the charging port of the Touchpad. Plug the printer into a wall outlet.





### Changing the printer paper

- 1. Open the front of the printer by pulling the lever on the front, top-left corner and it will pop open.
- 2. Reload paper with the paper flap towards you, feeding from the top/above the roll.
- 3. Close front and begin printing.

# LOCATING THE TOUCHPAD COMPONENTS

- ☐ Locate the Green EPB Printer Cases in the Machine Cart and remove.
- ☐ Locate the Green EPB Printer Case numbers on the tan luggage tags on the handles. Record each case number on the EPB Security Record Form in the Location Workbook.
- ☐ Remove the Red Security Lock Tie from the Green EPB Printer Cases and record the security lock tie numbers on the EPB Security Record Form.
- □ Place the used Red Security Lock Ties in the Used Seals Bag found in the Office Supplies Kit.
- ☐ Open the Green EPB Printer Case(s) and double check the contents against the Components Checklist supplied by the VLM. Remove all items and place them on the Roster Table.
  - If any Touchpad components are missing, inform your VLM.
  - Leave the Red Security Lock Tie in the Green EPB Printer Case(s) until you need to close the polls on Election night.
- ☐ Place the Green EPB Printer Case(s) back on the Machine Cart.
- ☐ Connect the Printer Power Cord to the Printer Power Supply.

### ☐ Plug the Printer Power Cord into an electrical outlet.

- You have power when you see a solid blue power light on the front of the printer.
- If you do not see a solid blue power light, press and hold down on the Power Button until it comes on.
- If you still do not see the blue power light, check the power cord connections and ensure the outlet has power. If the issue is not resolved, contact the Election Day Hotline.
- ☐ Advance tape by pressing the Feed button on the front of the printer. This verifies printer is working.
- ☐ Gather all blank Ballot Cards and return them to the box(es) in which they came. Place boxes in the Machine Cart.

STOP HERE MONDAY







- ☐ Retrieve the box(es) of Blank Ballot Cards from the Machine Cart.
  - Keep Ballot Cards in the provided box(es) until needed throughout Election Day.
- ☐ Either you or the VLM/VLD must place a Touchpad at each Roster Judge position.

# ASSEMBLING THE TOUCHPADS

☐ Connect charging cable (attached to the printer) to the right-side of the Touchpad.

### IF THE TOUCHPAD DOES NOT POWER ON

- Press and hold the power button on the upper left-side of the device until an "Apple" screen or an election system screen appears.
- NOTE: Your Touchpad may go into "sleep" mode (the screen goes dark/black). If that happens, tap the power button on the upper left-hand side of the Touchpad and swipe up on the screen.

	□ When the device powers on, swipe up on the screen to unlock the device.
[	☐ Select the EPB icon at the bottom of the screen to launch the Election Day application.
[	☐ To begin the Touchpad Login process, select the START button on the screen.
[	On the next screen, enter your first and last names into the appropriate boxes as your name appeared on the Clock-in Screen. Select Continue.
	☐ Enter the Roster Judge password provided to you by the VLM. Select Continue.
	☐ The VLM and a PEO from a different party will enter the Election Day codes provided by the Board of Elections. This action unlocks the Touchpads.
	☐ Once the VLM unlocks the Touchpad, the Voter

Processing screen appears.

### ☐ Check the Voter Processing screen for accuracy.

- ☐ Ensure the Touchpad is charging as indicated by the "Plug" icon.
- ☐ Ensure the number of check-ins on the TouchPad is "0" (zero).
- ☐ Ensure the number of check-ins for this Location is "0" (zero).
- ☐ Ensure the "Chain Link" icon is green.
  - If the "chain link" icon is red, contact the VLM to perform the syncing process.



### ☐ Check for printer connection.

- If the printer is connected, a "Green Printer" icon appears.
  - Select the "Green Printer" icon and Printer menu will open.
  - Select *Test* and a Test Slip prints.
  - Select *Save* to close the box.
- A yellow icon indicates that the printer is not connected to the Touchpad.
  - Select the Printer icon to open the Printer menu.
  - Select the printer name that appears in the first block.
  - Select *Test* and a Test Slip prints.
  - Select *Save* to close the box.



DURING THE ELECTION, 6:30 A.M. TO 7:30 P.M.

### **GOOD TO KNOW**

If the Voter has moved within the same precinct, and their name appears in the Touchpad, in order to update the county's Voter files they must complete a Voter Registration Form. Regardless, they are eligible to cast a regular ballot.

If the Voter has moved to a different precinct within the Voting Location, that Voter must vote provisionally.

### **GOOD TO KNOW**

A suspended Driver's License that is not expired may still be used as photo identification for voting.

# UNDERSTANDING THE TWO TYPES OF VOTERS

### **REGULAR VOTERS**

A Regular Voter is one who meets ALL THREE of the following criteria, and thereby is eligible to cast a regular ballot.

- The Voter has a valid photo ID
- The Voter is in the correct Precinct
- The Voter's stated name and address match the information that appears in the Touchpad(s)

### THE VALID FORMS OF ID ARE:

- Current and valid Ohio Driver's License that does not state "Non-Renewable/Non-Transferable" on the front of the ID
- State of Ohio Photo ID that does not state "Non-Renewable/ Non-Transferable" on the front of the ID
- Ohio Interim ID Form issued by the BMV that does not state "Non-Renewable/Non-Transferable" on the front of the ID
- U.S. Passport or Passport Card
- U.S. Military ID Card issued by:
  - U.S. Army
  - U.S. Navy
  - U.S. Airforce
  - U.S. Marine Corps
  - U.S. Space Force
  - U.S. Coast Guard
  - U.S. Department of Veterans Affairs
    - Digital Veterans ID Card (VIC)
  - Ohio National Guard

### **PROVISIONAL VOTERS**

A Provisional Voter is a Voter who did not meet the criteria to be a Regular Voter for one of more of the following reasons and therefore must vote a Paper Ballot.

- The Voter's name is not found in the Touchpad.
- The Voter is marked ABSENTEE or PROVISIONAL in the Touchpad.
- The Voter does not provide proper ID.
- The Voter has changed their name, and does not have the legal proof required to complete Form 10-L (Notice of Name Change).
- The Voter has moved from one Franklin County Voting Precinct to another without changing his or her Voter registration.
- The Voter was challenged before the election, a hearing was held, and the challenge was found to have merit by the Board of Election.
- The Voter's eligibility was challenged by the PEO on Election Day AND the Voter refuses to complete the Affidavit/Oath Examination of Person Challenged form.

# WHAT IF THE VOTER IS UNABLE TO CAST THEIR VOTE ON EITHER THE VOTING MACHINE OR ON A PRE-PRINTED BALLOT WITHOUT ASSISTANCE?

See "Assisting Voters with Specific Disabilities" in the "General Information" Section of the Manual for instructions.

### WHAT IS AN ATTORNEY-IN-FACT?

An Attorney-in-Fact is a person, not necessarily an attorney, of the Voter's choice, who may sign all election-related documents on behalf of the Voter.

- In order to have an Attorney-in-Fact, the Voter must have filled out and filed the correct forms (Form 10F or 10G) with the Board of Elections prior to the election.
- At any time, the Attorney-in-Fact's power may be rescinded by completing the Attorney-in-Fact Revocation Form at the Board of Elections.
- If the Voter has an Attorney-in-Fact on file with the Board of Elections, the Attorney-in-Fact's signature will be on file, and it will be noted in the Touchpad.
- The Voter must have the Attorney-in-Fact accompany him or her to the polling place. If the Attorney-in-Fact is not present, the Voter must vote provisionally.
- The Attorney-in-Fact may sign the Voter's name in the Touchpad as long as the Voter is present.

### **REGARDING POWER OF ATTORNEY**

If a person holds a Power-of-Attorney for another, it does not necessarily mean that the person with the Power-of-Attorney has the special authority of an Attorney-in-Fact to sign elections-related documents. Because the Power-of-Attorney generally offers broad discretion to sign documents, many incorrectly believe that they can sign an elections document on behalf of the person who gave them the Power-of-Attorney responsibility. A person who holds Power-of-Attorney cannot, under any circumstance, sign an elections-related document for another Voter unless a valid Attorney-in-Fact form is on file with the Board of Elections.

# NOTES

### \*

# A GUIDE TO VALID PHOTO IDs

In an Ohio election, only a Photo ID is acceptable for voting purposes. Acceptable Photo IDs include:

- Ohio Driver's License
- State of Ohio Identification Card
- Ohio Interim ID form issued by the BMV
- A U.S. Passport or Passport Card
- A U.S. Military ID Card
- A U.S. Department of Veterans Affairs physical or digital ID Card.

If the Voter presents an Ohio-issued Photo ID with "Nonrenewable" or "Non-transferrable" printed on the FRONT of the ID, the ID is not valid for voting purposes.

Ask the Voter for another form of photo ID, such as a U.S. Passport or Passport Card.
If the Voter presents an alternate Valid-for-Voting-Purposes form of photo ID, continue processing the Voter as a Regular Voter.
If the Voter does not present a Valid-for-Voting-Purposes form of photo ID, process the Voter according to the steps outlined in the "If the Voter is unable to provide a valid photo ID" section under the "Assisting Provisional Voters" heading in this Training Manual.
the Voter presents an Ohio-issued Photo ID with "Noncitizen" printed the BACK, follow the steps below:
Ask the Voter for another form of Photo ID, such as a U.S. Passport or Passport Card.
If the Voter presents an alternative Valid-for-Voting-Purposes form of photo ID, continue processing the Voter as a Regular Voter.
If the Voter does not possess an alternate Valid-for-Voting-Purposes Photo ID, the VLM/VLD completes the Voter's ID processing as follows:

- VLM/VLD completes the Form 10-U, "Affldavit-Oath-Examination of Person Challenged," found in the Roster Workbook.
- All completed Forms 10-U are maintained in the Roster Workbook(s).
- Voter completes the Voter section of the Form 10-U.
- VLM/VLD asks the Voter the four (4) questions listed in Section (A) of the Form 10-U and inspects any documents the Voter offers to establish their citizenship.

- If the Voter provides a valid Certificate of Naturalization or Certificate of Citizenship, the "Noncitizen" annotation on the presented Ohio-issued ID is "cured." If the "cured" Ohio-issued ID meets the O-P-E-N criteria for Ohio-issued Photo IDs, the Voter has presented a Valid-for-Voting-Purposes Photo ID. If the Voter meets the criteria to vote as a Regular Voter, the Voter may vote a Regular Ballot.
- If the Voter provides a valid Certificate of Naturalization or Certificate of Citizenship, the "Noncitizen" annotation on the presented Ohio-issued ID is "cured." If the "cured" Ohio-issued ID meets the O-P-E-N criteria for Ohio-issued Photo IDs, the Voter has presented a Valid-for-Voting-Purposes Photo ID. If the Voter does NOT meet the criteria to vote as a Regular Voter, the Voter may vote a Provisional Ballot.
- If the Voter provides a valid Certificate of Naturalization or Certificate of Citizenship, the "Noncitizen" annotation on the presented Ohio-issued ID is "cured." If the "cured' Ohio-issued ID DOES NOT meet the O-P-E-N criteria for Ohio-issued Photo IDs, the presented Ohio-issued ID is NOT Valid-for-Voting-Purposes. The Voter may vote a Provisional Ballot BUT is processed as a "No Valid Photo ID" Voter at the Roster Table and a "No ID" Voter at the Paper Table.
- If the Voter DOES NOT provide a valid Certificate of Naturalization or Certificate of Citizenship, the "Noncitizen" annotation on the presented Ohio-issued ID is NOT "cured." The presented Ohio-issued ID is NOT Valid-for-Voting-Purposes. The Voter may vote a Provisional Ballot BUT is processed as a "No Valid Photo ID" Voter at the Roster Table and a "No ID" Voter at the Paper Table.

If the Voter presents an Ohio-issued Photo ID without "Nonrenewable" or "Non-transferrable" printed on the FRONT or "Noncitizen" printed on the BACK **OR** if the ID with "Noncitizen" printed on the BACK has been cured, check the ID against the following criteria, often shortened to the acronym OPEN:

O-the ID is an ID issued by the state of Ohio

 $\boldsymbol{P}$  -the Photo on the ID matches the person presenting it

E - the Expiration Date on the ID must be current

**N**-The Name on the ID is an acceptable match to the name displayed on the Touchpad or Yellow Provisional Envelope.

If the Voter's presented Ohio-issued Photo ID **meets** the above criteria, the presented Photo ID is valid for voting purposes.

If the Voter's presented Ohio-issued photo ID **does NOT meet** the above criteria, the presented Photo ID is NOT valid for voting purposes.

If the Voter presents a non-Ohio-issued Photo ID from the Department of State, Department of Defense, the US Coast Guard, the Ohio National Guard, or the Department of Veterans Affairs, check the ID against the following criteria, often shortened to the acronym, PEN:

- P the Photo on the ID matches the person presenting it
- E-if an Expiration Date is indicated on the ID, the Expiration Date on the ID must be current
- **N**-the Name on the ID is an acceptable match to the name displayed on the Touchpad or the Yellow Provisional Envelope.

Please note that a Military ID Card may or may not have an expiration date; however, if one is indicated, the date must be current. Also, a military dependent may present a military ID as a Valid-for-Voting-Purposes ID, although a federal civilian employee may not.

Additionally, if a Voter presents a digital Veteran's ID Card, known as a VIC, it is accepted as a Valid-for-Voting-Purposes Photo ID. NOTE: This is the only ID Card that can be presented digitally.

If the Voter's presented non-Ohio-issued photo ID **meets** the above criteria, the presented Photo ID is valid for voting purposes.

If the Voter's presented non-Ohio-issued photo ID **does NOT meet** the above criteria, the presented Photo ID is NOT valid for voting purposes.

# NOTES

# ACCEPTABLE AND UNACCEPTABLE NAME MATCHES ON PHOTO ID

If minor differences exist, there is room for a little flexibility. Look at the photo on the ID to ensure that the Voter is, indeed, the person representing himself or herself. Then check the chart below to see examples of acceptable and unacceptable name matches between the name on the presented Photo ID and the name displayed on the Touchpad or Yellow Provisional Envelope

Name on Photo ID	Name in Touchpad/YPE	Acceptable match?
Cynthia Atkins	Cindy Atkins	YES
Alan Thompson	Alan Thomson	YES
Aaron W. Howell	Aaron Howell	YES
J. Bradley Stone	James B. Stone	YES
Lucy C. Dawson	Lucille Dawson	YES
F. Stanford Wayne	F. S. Wayne	YES
Mary Hendricks/Mary Jackson	Mary Hendricks Jackson	YES
Melva M. Jones	Melva Smith	NO
Elizabeth Daughty	Edward Daughty	NO

NOTE: An Ohio Driver's License or State ID with an old address IS ACCEPTABLE as a valid form of identification necessary to cast a regular ballot when the Voter's correct address is listed in the Touchpad.

### Standard Ohio Driver License 🔸

that displays an expiration date that has not passed



A star may or may not appear on the license

The license also comes in a vertical orientation for Voters under 21 years of age.

On each card, the license number is designated on the bottom right corner of the ID card, above the signature and birth date, near the small photo.

# Standard Driver License Under 21 Years of Age



### State Identification Card-Over 21 Years of Age



The photo IDs represented here are for training purposes only. Information shown is OK even if it appears to be expired. Colors and content are for placement only.

Note: On each card, the license number is printed above the driver's name.



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THE "OHIO MOBILE ID" IS NOT ENUMERATED IN STATE LAW AS A FORM OF PHOTO IDENTIFICATION VALID FOR VOTING PURPOSES. THEREFORE, THIS TYPE OF IDENTIFICATION IS NOT VALID WHEN CASTING A BALLOT.

**NONCITIZEN** declaration on back of Driver's License and State ID

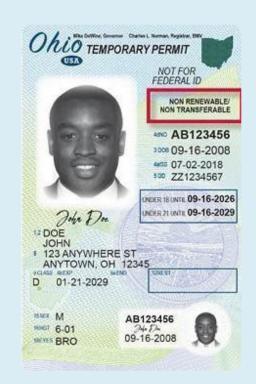
### 94

### Non-Transferable/ Non-Renewable ID 🛂









### Ohio Interim ID Form issued by BMV

This Interim ID displays a current expiration date. If "Non-Renewable/Non-Transferable" were printed on the Interim ID, the annotation would appear on the lower left-hand side of the ID.

 $\rightarrow$ 

### State Identification Card-Under 21 Years of Age

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## MILITARY IDS

We accept Military IDs from service members and their dependants. We do, however, ask that a Precinct Election Official be allowed to determine that it is, indeed, the Military ID card of the person who is presenting it.

NOTE: We do not accept military IDs issued to Federal Civilian employees

Please keep in mind that Military IDs:

- must include a name and photo
- may not include an expiration date. If it does, the ID cannot be accepted if it has expired
- Precinct election officials must accept the digital Veteran ID card (VIC), if the Voter presents it

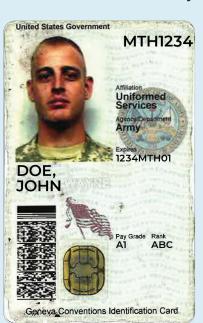
### U.S. Department of Veterans Affairs ID Card





### U.S. Veterans Military ID Card





This is only one example of the many styles of valid military ID cards.

### Digital Veteran Identification Card (VIC)





A ENSURE YOU RETURN EACH VOTER'S ID. IF AN ID IS ACCIDENTALLY LEFT BEHIND, PLEASE PLACE IT IN THE CELL PHONE BAG, WHICH GETS RETURNED TO THE B.O.E. WAREHOUSE ON ELECTION NIGHT.

# **PASSPORTS**

### Passport Card (U.S. Passports only)



### Passport (U.S. Passports only)



### **GOOD TO KNOW**

Please note that passport/ passport cards, military IDs, and veteran's IDs will be validated using **PEN**: the ID should have a Photo and a current Expiration date (if required), and the Name on the ID must be an acceptable match to the name that appears on the Touchpad.

### **GOOD TO KNOW**

We only accept passports/ passport cards from the United States of America.

# EXAMPLES OF PROOF OF CITIZENSHIP

### Certification of Naturalization



### Certification of Citizenship



### 木

# PROCESSING VOTERS

- ☐ Greet the Voter.
- ☐ Ask the Voter for a valid Photo ID.
  - If the Voter's Ohio-issued Photo ID does not have "Nonrenewable" or "Non-transferrable" printed on the front of the ID, skip the next Blue Box.
  - If the Voter presents an Ohio-issued Photo ID with "Nonrenewable" or "Non-transferrable" printed on the FRONT of the ID, the ID is not Valid-for-Voting-Purposes. Skip to the next Blue Box.
  - If the Voter presents a non-Ohio-issued ID, skip to the Blue Box titled "If the Voter presents a non-Ohio-issued Photo ID" and continue processing the Voter.
- ☐ Ask the Voter for another ID, such as a U.S. Passport or U.S. Passport Card.
  - If the Voter presents a valid form of ID, skip to the Blue Box titled "If the Voter presents a non-Ohio-issued ID" and continue processing the Voter.
  - If the Voter does not present a valid form of ID, process the Voter using the procedures outline in the "If the Voter is unable to provide a valid photo ID,..." section under the "Assisting Provisional Voters" heading.
- ☐ If "Non-renewable" or Non-transferrable" is NOT on the front of the presented ID, turn the ID over to see if "Noncitizen" is printed on the back.
  - If the Voter's Ohio-issued ID does not have "Noncitizen" printed on the back, continue to the next Blue Box and continue processing the Voter.
  - If "Noncitizen" is printed on the back of the presented ID, ask Voter for another ID such as a U.S. Passport or U.S. Passport Card.
  - If the Voter presents a non-Ohio-issued ID, skip the next Blue Box.
  - If the Voter does not possess an alternate valid Photo ID, inform the VLM who completes the Voter 's ID processing.

- All completed Forms 10-U are maintained in the applicable Roster Workbook.
- Voter completes the Voter section of the Form 10-U.
- VLM/VLD asks the Voter the four (4) questions listed in Section (A) of the Form and inspects any documents the Voter offers to establish their citizenship.
- If the Voter provides a valid Certificate of Naturalization or Certificate of Citizenship, the "Noncitizen" annotation on the presented Ohio-issued ID is "cured." Continue to the next Blue Box.
- If the Voter does not provide a valid Certificate of
  Naturalization or Certificate of Citizenship, the
   "Noncitizen" annotation on the presented Ohio-issued ID is
  NOT "cured." The presented Ohio issued ID is NOT valid
  for voting purposes. Follow the steps in the ASSISTING
  PROVISIONAL VOTERS section that addresses a Voter
  who presents an ID printed with "Noncitizen" and DOES
  NOT present a valid Certificate of Naturalization or
  Certificate of Citizenship.
- ☐ If the Voter's ID is not annotated "Non-renewable" or "Nontransferrable" on the FRONT OR the "Noncitizen" printed on the BACK has been cured, validate the ID using the acronym OPEN:
  - O the ID is an ID issued by the State of Ohio
  - P Photo on the ID card matches the person presenting it
  - E Expiration date on the ID is current
  - **N** Name on the ID Card is an acceptable match to the name on the Touchpad.
    - If the Voter's ID is valid, skip the next Blue Box and continue processing the Voter.
    - If the Voter presented an expired Photo ID, ask the Voter for another form of ID.
    - If the Voter does not present an alternative valid form of ID, process the Voter using the procedures outlined in the "If the Voter is unable to provide a valid photo ID,..." section under the "Assisting Provisional Voters" heading.

- ☐ If the Voter presents a non-Ohio-issued ID from the Department of State (US Passport/Passport Card), Department of Defense, the US Coast Guard, the Ohio National Guard, orthe Department of Veterans Affairs, validate the ID using the acronym PEN:
  - P the Photo on the ID card matches the person presenting it
  - **E** if an Expiration Date is indicated on the ID, the Expiration Date on the ID must be current
  - **N** Name on the ID Card is an acceptable match to the name on the Touchpad
    - Please note that a Military ID Card may or may not have an expiration date; however, if one is indicated on the ID, the date must be current. Also, a military dependent may present a military ID as a Valid-for-Voting-Purposes photo ID, although a federal civilian employee may not.
    - Additionally, if a Voter presents a digital Veteran's ID
       Card, known as a VIC, it is accepted as a Valid-for-Voting-Purposes photo ID. NOTE: this is the only ID
       Card that can be presented digitally.
    - If the Voter's ID is valid, skip the next Blue Box and continue processing the Voter.
    - If the Voter presented an expired Photo ID, ask the Voter for another form of valid ID.
    - If the Voter does not present an alternative valid form of ID, process the Voter using the procedures outlined in the "If the Voter is unable to provide a valid photo ID...." section under the "Assisting Provisional Voters" heading.
- ☐ If a valid Ohio Driver's License or State of Ohio Identification Card is presented, select Driver's License/State ID Scan on the Touchpad.
  - ☐ Scan the barcode on the photo ID using camera on the back upper left corner of the Touchpad.
  - ☐ Choose the correct Voter from the Voter list, select: *Continue*.
    - The Voter's information will appear on the screen.
    - If the Voter's record on the Touchpad indicates "Wrong Location," go to the "Addresses Do Not Match Guidelines" section.

- If the Voter's address on the Touchpad indicates "Secure Address," notify the VLM/VLD. They continue the processing of the Voter.
- If the Voter's record indicates "Absentee Ballot Returned," go to "Assisting Provisional Voters Section."
- ☐ If no Voter Found for this Location:
  - Select the red "Not in this Location" box at the top of the screen.
  - Select the correct Voter from the Voter List. Select Continue.
  - Go to the "If the Voter's stated address does not match" section to continue to process the Voter.
- ☐ If no Voter is found, go to next Blue Box.
- ☐ If the photo ID does not scan, or if another valid photo ID is presented that cannot be scanned, select Manual Voter Search on the Touchpad.
  - ☐ Select the photo ID type that was presented by the Voter and press *Continue*.
  - ☐ Type first three letters of Voter's last/ first names. Select *Search*.
  - ☐ If more than one Voter meets Search Criteria:
    - Select the correct Voter from the list by touching the Voter's record and select *Continue*.
    - If the Voter cannot be found, select *Search by Voter's First Name and Birth Date.* Input Voter's complete first name and full birth date and select *Search.*
    - If the Voter still cannot be found, notify VLM/VLD.
- ☐ Check name on the valid photo ID against name on the Touchpad to ensure it is an acceptable match.
  - If there are minor discrepancies (such as nickname) between the name on the photo ID and that on the Touchpad, see the Acceptable and Unacceptable Name Matches chart.
  - If the names are not an acceptable match, ask the Voter if they have changed their name.
     If their name has changed, follow the Name Change
    - If their name has changed, follow the Name Change Guidelines section.



☐ Ask the Voter to state their name and current address.

IF THE VOTER ASKS WHY WE NEED THEIR NAME AND CURRENT ADDRESS, INFORM THE VOTER THAT "WE ARE REQUIRED BY LAW TO ASK THESE QUESTIONS TO ENSURE YOU, AS A VOTER, ARE IN THE CORRECT VOTING PRECINCT SO THAT YOUR VOTE WILL COUNT."

- If the Voter's stated name and/or address are not acceptable matches to those in the Touchpad, the Voter cannot restate to make a match. Once it's said, it's set in stone.
- If the Voter's stated name is not an acceptable match with the Touchpad due to a name change, follow the "Name Change Guidelines" section.
- NOTE: The Voter's ID may contain either their previous or new name.
- ☐ If the Voter's stated address matches what is shown on the Touchpad, select Get Voter Signature, and flip the Touchpad towards the Voter.

For Primary Elections Only: Ask the Voter to select their party affiliation or *Issues Only* and select *Yes, Continue*.

- If the stated address DOES NOT match the address on the Touchpad, follow the steps in the "Addresses Do Not Match Guidelines" section of this manual.
- If the Voter's address cannot be found, notify the VLM/ VLD.
- If the Voter's record reads "Voter is not eligible to cast a regular ballot," follow steps outlined in the Assisting Provisional Voters section.
- If the Voter's record reads "17-Year-Old," follow the steps outlined in the 17-Year-Old Voter Section.
- ☐ Ask the Voter to sign on the Signature Line using a stylus and to select Done after signing.

### **GOOD TO KNOW**

If a Voter has forgotten their Photo ID, they may either go home to get a valid-for-voting Photo ID or vote a Provisional Ballot and bring their validfor-voting ID to the Board of Elections within four (4) calendar days of the Election.

☐ Flip the screen back to face you and ensure there is a signature from the Voter in the current signature box.

☐ Select Issue Ballot.

- ☐ Ask the Voter their ballot preference and make the appropriate selection on the Touchpad; Select, Express Vote or Paper Ballot.
- □ Select Complete Check-In. The Voter's Authority to Vote (ATV) slip prints.
- ☐ Select Continue and select Process Next Voter.
- IF A TOUCHPAD FAILS TO PRINT THE ATV SLIP, ASK YOUR VLM TO REPRINT THE ATV SLIP. IF THAT FAILS, THE VLM WILL GIVE YOU A PAT OF ATV SLIPS (LOCATED IN THE VLM SUPPLY BAG). CONTINUE TO PROCESS THE VOTER BY HANDWRITING THE VOTER'S INFORMATION ON THE ATV SLIP.
  - ☐ Give the Voter the printed ATV slip and a blank ballot card, offer them a Ballot Privacy Folder, and direct them to the voting machines.
    - If the Voter requested a pre-printed paper ballot, give them the ATV slip, offer them a Ballot Privacy Folder, and direct them to the Paper Ballot Table.

# SPECIAL INSTRUCTIONS FOR PROCESSING A 17-YEAR-OLD VOTER (PRIMARY ELECTIONS ONLY)

If "SEVENTEEN-YEAR-OLD Voter "appears, the Voter is a 17-year-old Voter who will be 18 on or before the November general election. The 17-YO Voter may vote on the nomination (but not the election) of candidates, because they will be eligible to vote for the candidate(s) nominated for these offices at the November general election, and in a presidential primary election, for Presidential convention delegates. A 17-YO Voter CANNOT vote on: any candidacy for a state or county political party's central committee, or any question or issue, such as a school tax levy, charter amendment, or local liquor option. If the 17-YO Voter is a Regular Voter, have the Voter sign the Touchpad and follow the Special Instructions for Processing a 17-Year-Old Voter.

☐ Flip the Touchpad towards the Voter and ask the Voter to select

a party affiliation, and select Yes, Continue.
Have the Voter use the stylus to sign on the signature line. Instruct the Voter to select <i>Done</i> .
Flip the screen back to face you and ensure there is a signature from the Voter in the current signature box.
Select Issue Ballot.
Select the ballot type as Paper Ballot.
• NOTE: 17-year old Voters MUST vote using a pre-printed paper ballot at the Paper Table.
Select <i>Complete Check-In</i> . The Voter's Authority to Vote (ATV) slip prints.
Write "17-Year-Old" on the top of the ATV Slip prior to handing it to the Voter.
Select Continue and select Process Next Voter.
Give the Voter the printed ATV slip, offer them a Ballot Privacy Folder, and direct them to the Paper Ballot Table.

# NOTES

# ADDRESSES DO NOT MATCH GUIDELINES

# If the Voter's stated address does not match address on the Touchpad

VLM/VLD: When processing a "Noncitizen" Voter, if an RFPB Slip is printed, give the Voter the RFPB Slip, escort the Voter to the Paper Table, and advise the Paper Ballot Judge that the "Noncitizen" annotation on the Voter's Ohio-issued ID has been "cured" and the Voter's ID is valid for voting purposes.

Select More Options. Select Update Voter Info.
On the Voter Update screen, select <i>Edit</i> to change the Voter's address.
Modify the Voter's address by entering the Voter's stated house number and the <b>first three letters</b> of the stated street name. Select Search.
Select the entire stated street name from the list and select Continue.
• If the stated street name is not displayed and you have confirmed the correct spelling with the Voter, notify your VLM/VLD.
Enter a unit number if applicable.
Flip the screen to allow the Voter to verify information and have Voter select the appropriate button to proceed

☐ Select Continue once the information has been confirmed

by the Voter.

#### If the Voter is in the same precinct

The Voter's record displays *Address Change - Same Precinct.* This Voter is a Regular Voter.

- ☐ Ask the Voter to complete the Voter Registration Form in the Roster Workbook.
- ☐ Select Get Voter Signature.
- ☐ Flip the screen and have the Voter use the stylus to sign on the signature line. Instruct the Voter to select Yes, Done.

**For Primary Elections Only:** The Voter will select their party affiliation or *issues only* prior to signing.

- ☐ Flip the screen back to face you and ensure there is a signature from the Voter in the current signature box.
- ☐ Select Issue Ballot.
- ☐ Select Express Vote or Paper Ballot. Ask the Voter their ballot preference and make the appropriate selection on the Touchpad.
- ☐ Select Complete Check-In. The Voter's ATV slip prints.
- ☐ Select Continue and select Process Next Voter.
- ☐ Give the Voter the printed ATV slip and a Blank Ballot Card, offer them a Ballot Privacy Folder, and direct them to the voting machines.
  - If the Voter requests a pre-printed paper ballot, give them the ATV slip, offer a Ballot Privacy Folder, and direct to the Paper Ballot Table

# If Voter is in correct Voting Location but in a new/different precinct

The Voter's record displays *Address Change - New Precinct.* This Voter is a Provisional Voter.

☐ Select Process Provisional. The Voter does NOT sign the Touchpad.

For Primary Elections Only: The Voter selects their party affiliation or *Issue Only* and selects *Yes, Continue*.

- ☐ Select Complete Check-In and the Voter's Reason for Provisional Ballot Slip (RFPB) prints. Select Continue. Then, select Process Next Voter.
- ☐ Give the Voter the Printed Reason for Provisional Ballot Slip (RFPB) and direct them to the Paper Ballot Table.

# If the Voter has moved outside of the Voting Location

The Voter's record displays *Wrong Location*. Re-direct Voter to their correct Voting Location.

- ☐ Select Re-Direct Voter.
- ☐ Select the "Printer" icon and a slip prints. Remove the slip from the printer and give it to the Voter to direct them to their new Voting Location.

WAIT! Do not select any options on the screen until the Voter decides whether to go to their correct precinct/Voting Location or stay at this Voting Location to vote.

- ☐ Select Continue on the pop-up screen, then select Continue again on the Re-Direct Screen.
  - The Touchpad displays that the Voter has been "Successfully Re-directed."
- ☐ Record the Voter's information on the Problems and Corrections Page in the Roster Workbook. State that the Voter was re-directed to their correct Precinct/Voting Location.
- ☐ Select Process Next Voter.

If Voter refuses to go to their correct Voting Location and wants to vote in the current/your location:

- □ Explain to Voter that a provisional ballot cast in the wrong precinct cannot be counted. If Voter has not yet called the Provisional Voter Hotline, the Voter can call (614) 525-6455 to discuss the issue.
- ☐ On the Problems and Corrections Page in the Roster Workbook, document that the Voter refused to go to their correct Voting Location and elected to vote here. The Voter was advised that a Provisional Vote cast in the wrong Location/Precinct would not be counted.

#### □ Notify your VLM/VLD.

#### VLM/VLD:

- ☐ Select *Back* to return to the Voter's record.
  - The Voter's record says "Voter is not eligible to vote a regular ballot." This Voter is a Provisional Voter.
- ☐ Select Process Provisional. The Voter will NOT sign the Touchpad.

**For Primary Elections Only:** Ask the Voter to select their party affiliation or *issues only*.

- From the Ballot Menu, select any Ballot Style Number from the list and select *Continue*. Remember, if Voter is in wrong Voting Location/Precinct, the Ballot Style Number selected does not change the stated fact that their vote will not be counted.
- ☐ Select *Complete Check-In* and the Voter's Reason for Provisional Ballot Slip (RFPB) prints.
- ☐ Select *Continue* and select *Process Next Voter*.
- ☐ Give the Voter the Reason for Provisional Ballot Slip and the Voter's Re-direct Slip, and escort them to the Paper Ballot Table.

### NAME CHANGE GUIDELINES

If Voter's stated name does not match the name on the Touchpad:

- ☐ Update the Voter's name. Select More Options and select Update Voter Info.
- ☐ On the Voter Update screen, select Edit to change the Voter's name.
- ☐ Modify the Voter's name by touching the gray "X" in the box that contains the information to be updated, and enter the Voter's new information. Select Continue.
  - A pop-up menu appears with acceptable options for appropriate legal proof of name change. A presented document must be original and certified, and can be either:
    - An Official Court Document (Change of Name, Divorce Decree) that includes both former AND current name. OR
    - A Marriage License issued by a government entity. The Voter's new last name must match the name of the spouse or be a combination of both spouses' last names (i.e. hyphenated).
  - ☐ If the Voter is unable to provide appropriate legal proof of name change, select None. Follow the steps outlined in the Assisting Provisional Voters section.
- ☐ Have the Voter complete the Voter Section of Form 10-L in the Roster Workbook.
  - To vote as a Regular Voter, they must complete the Form
  - If the Voter does not complete the Form, follow the steps outlined in the Assisting Provisional Voters section.

- ☐ Retrieve the Roster Workbook from the Voter and complete the bottom portion of Form 10-L. Ensure you mark the appropriate legal proof you verified.
  - This completed form remains in the Roster Workbook to be returned to the Board of Elections.
- □ Verify the document provided by the Voter and select the type of legal proof provided on the Touchpad. Select *Continue.*
- ☐ Return all legal proof documentation to the Voter.
- ☐ Ask the Voter to state their current address and ensure that it matches the address on the Touchpad.
  - If the stated address DOES NOT match the address on the Touchpad, follow the Addresses Do Not Match Guidelines.
- ☐ Select Continue.
- ☐ Flip the screen and have Voter verify the information entered and select the appropriate button to proceed. If the information is correct, have the Voter select *Correct*.
- ☐ Select Continue once the information has been confirmed accurate by the Voter.
- ☐ Select Get Voter Signature.

**For Primary Elections Only:** Ask the Voter to select their party affiliation or *Issues Only.* After making their choice, have the Voters select *Yes, Continue*.

- If "None" was selected as Proof of Name Change, follow the "Assisting Provisional Voters Guidelines."
- ☐ Flip the screen and have the Voter use the stylus to sign their new name on the signature line. Instruct the Voter to select *Done*.
  - Flip the screen back to face you and ensure the Voter Signature with new name appears in the Current Signature Box.

Select Issue ballot.
Select Express Vote or Paper Ballot. Ask the Voter their ballot preference and make the appropriate selection on the Touchpad.
Select Complete Check-In and the Voter's Authority to Vote (ATV) slip prints.
Select Continue and select Process Next Voter.
Note the name change on the Problems and Corrections page in the back of the Roster Workbook.
Give the Voter the printed ATV slip and a blank ballot card, offer them a Ballot Privacy Folder, and direct them to the voting machines.

• If the Voter requested a pre-printed Paper Ballot, give them the ATV slip, offer them a Ballot Privacy Folder, and direct them to the Paper Ballot Table.

### **ASSISTING** PROVISIONAL VOTERS

### Reasons a Voter may appear as provisional on the Touchpad

If ABSENTEE, the Voter has applied for an Absentee Ballot (one has been sent or it has been returned), and must vote a provisional ballot OR return their absentee ballot to the Franklin County Board of Elections by 7:30 p.m. on Election Day. We DO NOT accept absentee ballots at the Voting Location. Should the Voter choose to vote at the Voting Location, the Voter DOES NOT sign the Touchpad and must vote a provisional ballot.

If FORCED PROVISIONAL, the registration acknowledgement sent to the Voter by the Board of Elections was returned as undeliverable. The Voter must vote a provisional ballot and the Voter DOES NOT sign the Touchpad.

### If Voter's record says "Voter is not eligible to cast a regular ballot"

- ☐ Select Process Provisional. The Voter will NOT sign the Touchpad.
  - For Primary Elections Only: Ask Voter to select their party affiliation OR issues only and select Yes, Continue.
- ☐ Select Complete Check-In and the Voter's Reason for Provisional Ballot Slip (RFPB) prints.
- ☐ Select Continue and select Process Next Voter.
- ☐ Give the Voter the printed Reason for Provisional Ballot Slip (RFPB), offer a Ballot Privacy Folder, and direct them to the Paper Ballot Table.

IF YOU HAVE ANY QUESTIONS OR NEED ASSISTANCE DURING THE PROCESSING OF A PROVISIONAL VOTER, CALL THE PROVISIONAL HOTLINE AT (614) 525-6455.

If the Voter is unable to provide a valid photo ID, provides an expired ID, or presents an ID with "Non-Renewable" or "Non-Transferrable" printed on the ID

IF THE VOTER IS UNABLE TO PROVIDE VALID PHOTO ID OR PROVIDES EXPIRED ID, DO NOT SCAN THE EXPIRED PHOTO ID PROVIDED.

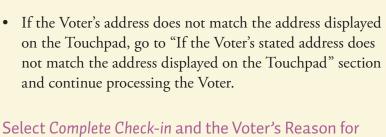
- ☐ From the Voter-processing screen, select No Valid Photo.
- ☐ Ask the Voter to state their name.
- ☐ Type the first three letters of the Voter's last and first names and select Search.
- ☐ Choose the correct Voter from the list by touching the Voter's record. Select Continue.
- ☐ Ask the Voter to state their name and current address.
  - If the Voter's stated address matches the address displayed on the Touchpad, select Process Provisional. The Voter does not sign the Touchpad nor have an option to choose type of ballot.
    - **For Primary Elections Only:** Select *Issue Ballot*. Ask the Voter to select their Party or *Issues Only* ballot. Select *Yes, Continue*.
  - If the Voter's address does not match the address displayed on the Touchpad, go to the "Addresses Do Not Match Guidelines" section.

- ☐ Select Complete Check-in and the Voter's Reason for Paper Ballot (RFPB) Slip prints.
- ☐ Select Continue and select Process Next Voter.
- ☐ Give the Voter the RFPB Slip, offer a Ballot Privacy Folder, and direct the Voter to the Paper Table.
  - Advise the Voter that they have four (4) calendar days to present a valid photo ID at the Franklin County Board of Elections for their vote to count.

If the Voter has established their citizenship by presenting a valid Certificate of Naturalization or Certificate of Citizenship but does not present an Ohio Photo ID that passes the OPEN criteria.

The VLM/VLD will complete the following steps.

- ☐ From the Voter-Processing Screen, select No Valid Photo ID.
- ☐ Ask the Voter to state their name.
- ☐ Type the first three letters of the Voter's last name and first name in the respective boxes. Select Search.
- ☐ Choose the correct Voter from the list by touching the Voter's Record. Select Continue.
- ☐ Ask the Voter to state their name and current address.
  - If the Voter's stated address matches the address displayed on the Touchpad, select *Process Provisional*. The Voter does not sign the Touchpad nor have an option to choose type of ballot.
    - For Primary Elections Only: Select Issue Ballot. Ask the Voter to select their Party or Issues Only ballot. Select Yes, Continue.



- ☐ Select Complete Check-in and the Voter's Reason for Paper Ballot (RFPB) Slip prints.
- ☐ Select Continue and select Process Next Voter.
- ☐ Give the Voter the RFPB Slip, offer a Ballot Privacy Folder, and escort the Voter to the Paper Table.
  - Advise the Voter that they have four (4) calendar days after the Election to present a Valid-for-Voting-Purposes Photo ID at the Franklin County Board of Elections for their vote to count.
- ☐ At the Paper Table, advise the Paper Ballot Judge that the Voter is to be processed as a "No ID" Voter.

If the Voter presents an ID printed with "Non-Citizen" and DOES NOT present a valid Certificate of Naturalization or Certificate of Citizenship.

The VLM/VLD will complete the following steps.

- $\hfill\Box$  From the Voter-Processing Screen, select No Valid Photo ID.
- ☐ Ask the Voter to state their name.
- ☐ Type the first three letters of the Voter's last name and first name in the respective boxes. Select Search.
- ☐ Choose the correct Voter from the list by touching the Voter's Record. Select Continue.

 If the Voter's stated address matches the address displayed on the Touchpad, select Process Provisional. The Voter does not sign the Touchpad nor have an option to choose type of ballot.

**For Primary Elections Only:** Select *Issue Ballot*. Ask the Voter to select their Party or *Issues Only Ballot*. Select *Yes, Continue*.

- If the Voter's address does not match the address displayed on the Touchpad, skip to "If the Voter's stated address does not match the address displayed on the Touchpad" section and continue processing the Voter.
- ☐ Select Complete Check-in and the Voter's Reason for Paper Ballot (RFPB) Slip prints.
- ☐ Select Continue and select Process Next Voter.
- Give the Voter the RFPB Slip, offer a Ballot Privacy Folder, and escort the Voter to the Paper Table.
  - Advise the Voter that they have four (4) calendar days after the Election to present a Valid-for-Voting-Purposes Photo ID at the Franklin County Board of Elections for their vote to count.
- ☐ At the Paper Table, advise the Paper Ballot Judge that the Voter is to be processed as a "No ID" Voter.

If the Voter's stated address does not match the address displayed on the Touchpad.

The VLM/VLD will complete the following steps.

- ☐ Select More Options.
- ☐ Select Update Voter Info.
- ☐ Select Edit next to the Voter's Address.

Type in the Voter's house number and first three letters of the Voter's street name in the respective boxes. Select Search.
Highlight the Voter's Street Name by touching the appropriate choice. Select Continue.
Ask the Voter if they have a unit or apartment number. Select the Voter's response and complete the form as required. Select <i>Continue</i> .
Flip the Touchpad's screen to allow the Voter to verify the changes. The Voter selects the appropriate button to proceed.
Select Continue once the Voter has confirmed the information on the screen is accurate.
Select Process Provisional. The Voter does NOT sign the Touchpad.
For Primary Elections Only: Select Issue Ballot. Ask the Voter to select their Party or Issues Only Ballot. Select Yes, Continue.
Select Complete Check-in and the Voter's Reason for Provisional Ballot (RFPB) prints.
Give the Voter the RFPB Slip, offer a Ballot Privacy Folder, and escort the Voter to the Paper Table.
• Advise the Voter that they have four (4) calendar days after the Election to present a Valid-for-Voting-Purposes Photo ID at the Franklin County Board of Elections for their vote to count.
At the Paper Table, advise the Paper Ballot Judge that the Voter is to be processed as a "No ID" Voter.

### ADDING A VOTER

If the Voter's stated name still cannot be found on the Touchpad.

The VLM/VLD will complete the following steps.

☐ On the Touchpad screen left by the Roster Judge, select <i>Back</i> .
□ Select Menu.
☐ From the MENU drop-down box, select Device Info/Logout.
☐ On the pop-up menu, select Logout Temporarily.
□ Select Start.
☐ Enter your complete first and last names in the respective boxes, then select <i>Continue</i> .
☐ Enter the Touchpad's VLM/VLD Advanced Password and select Continue.
☐ On the next screen, ensure VLM/VLD and your name appear in the lower left-hand corner.
□ Select Manual Entry.
☐ Select Valid ID Type and select Continue.
☐ Select the tab labeled First Name and Birthdate.

 $\hfill\square$  Enter the Voter's complete first name and birthdate in

the respective boxes and select Search.

If the Voter's name is shown, highlight the Voter's name and select <i>Continue</i> . Process the Voter as a Regular or Provisional Voter.
If the Voter's name is not shown, press No Voter Found.
Enter the Voter's complete last name in the Last Name box and select <i>Continue</i> .
Enter the Voter's stated house number and the first three letters of the Voter's stated street name in the respective boxes and select Search.
Locate the entire stated street name on the list and select Continue.
• If the stated street name is not displayed and you have confirmed the correct spelling with the Voter, contact the Election Day Hotline at (614) 525-4100
Enter a unit number, if applicable.
Flip the screen to the Voter to verify the information. If it is correct, have the Voter select <i>Correct</i> .
Once the information has been confirmed as accurate by the Voter, select <i>Continue</i> .
Select Process Provisional. The Voter will NOT sign the Touchpad.
• For Primary Elections Only: Ask the Voter to select their party affiliation or <i>issues only</i> and select <i>Yes, Continue</i> .
Select Complete Check-In and the Voter's Reason for Provisional Ballot Slip (RFPB) prints.
Select Continue and select Process Next Voter.

Give the Voter the printed Reason for Provisional Ballot
Slip (RFPB), offer a Ballot Privacy Folder, and direct
them to the Paper Ballot Table.

☐ Make an entry on the Problems and Corrections Page in the Roster Workbook stating, "Voter was added to the Voter Roll in the Touchpad."

# NOTES



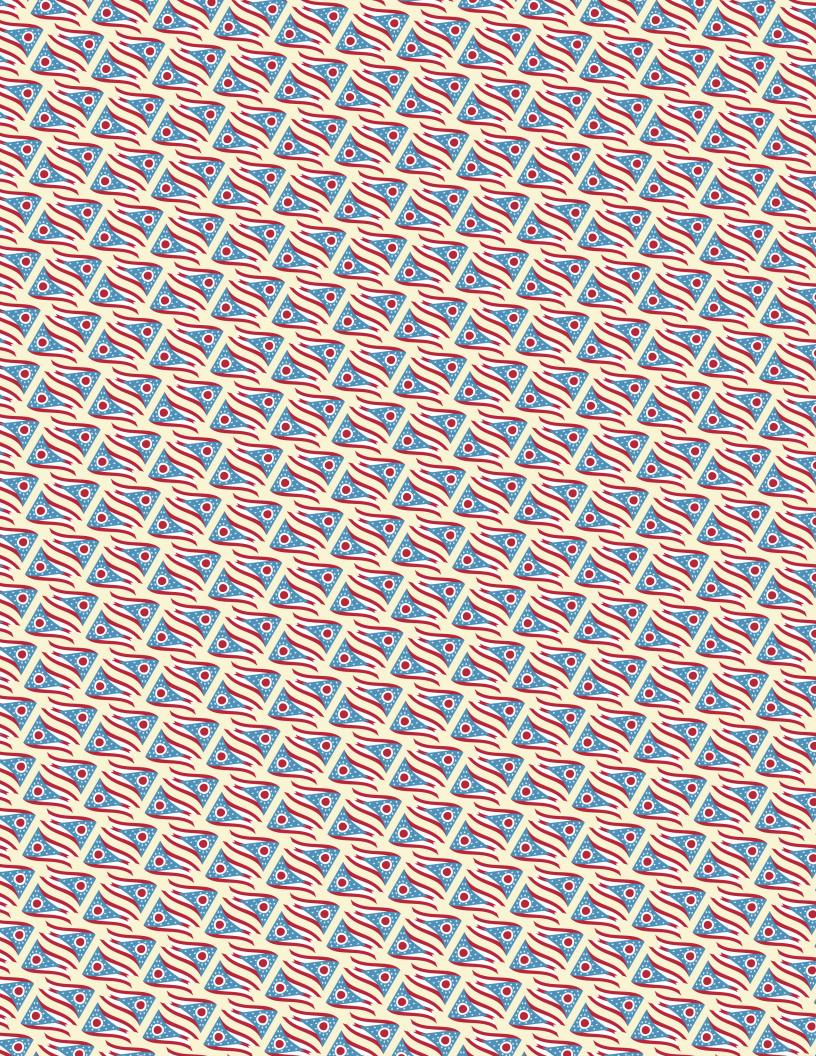
**AFTER THE ELECTION: CLOSING THE POLLS** AT 7:30 P.M.

## CLOSING THE ROSTER TABLE

number to the VLM for inclusion on the Election Day Balance Sheet.
Return the unused ballots to the box in which they were received and place the box on a Machine Cart.
Once the VLM/VLD directs you to close the Touchpads:
□ Note the Locations' final check-in count on one of the Touchpads and provide the number to the VLM for inclusion on the Election Day Balance Sheet.
☐ Ensure all Touchpads indicate the same number of check-ins.
☐ Select Device Info/Logout from the Menu in the upper right corner of the Touchpad and select <i>Close the Election</i> .
☐ Select <i>Yes</i> on the Warning screen.
☐ The VLM/VLD completes the "lock" process.
Once the Touchpads are locked, disconnect the Touchpads from the printers and give them to the VLM.
Disassemble the printer components and place all components inside the Green EPB Printer Cases.
☐ Power off the printer by pressing and holding the power button on the front of the printer until the power light turns off.
☐ Disconnect the printer from the electrical outlet.
$\hfill\square$ Disconnect the printer power cord from the printer power supply.
NOTE: The printer power cord and the Touchpad charging cable should NOT be disconnected from the printer.
Seal each Green EPB Printer Case(s) with a new Red Security Lock Tie and record the Red Security Lock Tie numbers on the EPB Security Record form.

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Place all Green EPB Printer Case(s) in the Machine Cart.
Give all Roster Workbooks to the VLM.
Ensure all posted Pink Register of Voters Lists, Pink Supplemental Absentee Voters Lists and the Voters Check-in Lists from 11:00 and 4:00 are given to the VLM.
Collect all Ballot Privacy Folders and return to the Main Ballot Bin of the Ballot Counter.
Assist the VLM in gathering all inside and outside flags and signs, any other election materials, and all office supplies, and place them back on the Machine Cart.
• The large U.S. Flag goes back on the side of the Machine Cart.
Assist the VLM in gathering all materials that must be returned to the Board of Elections.



### THE VOTING MACHINE JUDGE

# As a Machine Judge, it is your job to:

If you are a **Machine Judge**, you will rotate between **Ballot Marker** and **Ballot Counter** positions.

### You will also serve as an **Outside Election Worker**:

- Answer non-election questions
- Help ensure No Campaigning within 100' of entrance
- Assist PEOs with curbside Voters
- · Assist with parking
- Assist Voters with navigating through the Voting Location

- set up and open the Ballot Counters, Ballot Markers and Kiosks and record seal numbers
- assist Voters in getting started on the Ballot Markers
- cancel ballots on Ballot Markers and Kiosks when necessary
- assist Voters who have special needs
- balance the public count on the Ballot Counters against number of Authority-to-Vote (ATV) slips two times throughout the day (at 2 p.m. and at closing)
- close and store equipment, record seal numbers, and print results tapes
- pack the VOTR (Voter Official Tabulation Results) Book

## WHERE TO FIND WHAT YOU NEED:

This section of the manual contains everything you, as a Machine Judge, need to know.

### PART ONE: VOTING LOCATION SETUP PP. 128 TO 147

Locating Your Supplies	p. 128
Equipment Set Up	p. 130
Setting up the Ballot Counter	p. 131
Setting up the Ballot Marker	p. 133
Setting up the Kiosk	p. 134

#### PART TWO: DURING THE ELECTION PP. 148 TO 163

Processing Regular Voter on Ballot Marker/Kiosk	p. 148
Correcting Mistakes at Ballot Marker/Kiosk	p. 151
Prov. Voters Unable to Complete Paper Ballot	
Audio-assisted Voting	p. 158
About Write-in Votes	p. 159
Processing Voters at the Ballot Counter	p. 160
Balancing the Public Count	p. 161

#### PART THREE: CLOSING THE POLLS P. 164 TO 170

Closing the Equipment p. 164

#### **PART ONE:**

VOTING LOCATION **SETUP** 

#### **GOOD TO KNOW**

If you don't find your supplies where they are listed here, check the VLM Supply Bag and both compartments on the Machine Carts before calling the PEO Hotline.

## YOUR RESPONSIBILITIES, STEP BY STEP

#### MONDAY NIGHT

FIRST THINGS FIRST: Locate your supplies

#### IN MACHINE CART COMPARTMENT #1

- Red Wire Cutters
- Extension Cords/Adapters

#### IN MACHINE CART COMPARTMENT #2:

- Office Supplies Kit with name tags, plastic bag for used seals and static wipes
- Voting Equipment Supply Pack (Cake Box)
  - Headphones
- Ohio Voted Stickers
- DS 200 Ballot Counter Paper Rolls
- Blue Tape
- Brown Paper Bag
- Voter Official Tabulation Results (VOTR) Book, which contains:
  - Seals Pouch
- Results Tape Pouch with keys for Ballot Counter, Ballot Markers and Kiosk

#### IN THE VLM SUPPLY BAG:

- Storage Cart Key (attached to the cell phone bag)
- Location Workbook, which contains the following forms:
  - Storage Cart Security Seal Records—Monday Night (APPENDIX I)
  - Storage Cart Security Seal Records—Election Day (APPENDIX I)
  - Certificate #1 for Monday Night (APPENDIX 49)
  - Certificate #1 for Tuesday, Election Day
  - Certificate #2 for Tuesday, Election Day (APPENDIX 50)
  - Election Day Balance Sheet (APPENDIX 25)
  - Problems and Corrections Page (APPENDIX 11)
- Authority-to-Vote Envelopes (APPENDIX 34)

#### MACHINE CART COMPARTMENT #1







Extension Cord with Adapter

#### MACHINE CART COMPARTMENT #2

#### **OFFICE SUPPLIES KIT CONTAINING:**







Static Wipes



Plastic Bag for used seals

#### **THE CAKE BOX** CONTAINING:



Voting Equipment Supply Pack (Cake Box)



Blue Tape



Headphones



Ohio Voted Stickers



DS 200 Paper Rolls

#### **VOTR BOOK CONTAINING:**



**VOTR Book** 



Seals Pouch



Results Tape Pouch (with Keys)

#### **VLM SUPPLY** BAG:



Storage Cart Key and Cell Phone Bag



**Location Workbook** 



Authority-to-Vote Envelopes

### \*

### **EQUIPMENT SETUP:**

Refer to Location Setup Page in the red ADA folder for guidelines on placement of all equipment.

#### **OPENING THE MACHINE CARTS**

- ☐ Locate the Machine Cart(s).
  - ☐ Check the label on the front of the compartment and verify the Location ID number (LID#). Single precinct locations will be in the 1000 range; multiple precinct locations will be in the 2000-9000 range.
    - If your LID # is incorrect, inform the VLM/VLD.
- ☐ Remove the Red Tamper-proof Seal from each cart lock.
  - ☐ Record the serial numbers printed on each Red Tamperproof Seal on the Storage Cart Security Seals Record--Monday Night Setup in the Location Workbook.
  - ☐ Discard used seals in the plastic bag in Office Supplies Kit.
- DO NOT PLACE ANY USED SEALS INSIDE THE CLEAR POUCH INSIDE THE RED VOTR BOOK.
  - ☐ Unlock the storage carts with the cart key and remove locks.
    - ☐ Place the locks in the Voting Equipment Supply Pack (Cake Box), where you will retrieve them at the end of the day.
  - ☐ Lower the ramp.
  - ☐ Working with other Machine Judges, move the Ballot Marker tables, Ballot Markers, box(es) of blank Ballot Cards and Voter Privacy Shields to the areas recommended on the Location Setup Page.
- DO NOT TURN ON OR LOG INTO ANY BALLOT COUNTERS, BALLOT MARKERS, OR KIOSKS ON MONDAY NIGHT.



Red Tamper-proof Seal

#### GOOD TO KNOW Flat Key opens the out

**Flat Key** opens the outside of the Ballot Counter.

Barrel Key unlocks the inside



Keys



**Location Workbook** 



**Red Wire-cutters** 



Plastic Bag for Collecting Used Seals

#### **SETTING UP THE BALLOT COUNTER**

- ☐ Retrieve the keys for the Ballot Counter found in the Results Tape Pouch in the VOTR Book on the machine carts.
- ☐ Check the LID # on your Ballot Counter(s) to ensure it/ they are in the correct polling location.
  - If you have the wrong Ballot Counter, inform the VLM/VLD.
- ☐ Roll the Ballot Counter to the Paper Table.
- ☐ Using the Red Wire-cutters, remove the Blue Security Lock Tie Seal from the Main Ballot Bin (bottom door) of the Ballot Counter and record the number on the Monday Night Certificate #1 in the Location Workbook.
- ☐ Place the old seal in the used seal bag found in the brown office supply box from the Machine Cart.
- ☐ Open the Main Ballot Bin door using the Flat Key and remove the Secured Ballot Bag.
  - Remove Pre-printed Ballot pad, Green Voted and Unvoted Bags, and Paper Table supplies from box and take to the Paper Table.
  - Remove Privacy Folders and take to the Roster Table.
- ☐ Return empty Secured Ballot Bag to Main Ballot Bin and re-lock.
- □ Roll Ballot Counter to its designated place and unlock the back compartment using the Flat Key.
- $\square$  Remove the power cord and plug into a wall outlet.
  - Check for a green "power on" light in the upper right corner of the power cord block.
  - If there is no green light/power, check the cord connection to the power cord block.

**GOOD TO KNOW** 

Machine cords can be tripping

hazards. Please be aware

of them, and be careful. Extension cords can be taped securely to all floors except

hardwood.

#### ☐ Look through the left side plexi window below the power cord block.

- Amber light = Battery Pack is charging
- Solid green light = Battery Pack is fully charged.
- ☐ If there is no light/power, run an extension cord to the BALLOT COUNTER from another outlet. Remember, the unit must remain at the exit door.
- ☐ Keep the back compartment door open while the equipment is connected to power.
- ☐ Lock front wheels on the front of the BALLOT COUNTER.

#### SETTING UP THE BALLOT MARKER TABLES

☐ Refer to Location Setup Page in the red ADA folder for proper table set up to best ensure Voter privacy. ☐ Lay the tables flat on the ground, face down and unfold. It's suggested that two poll workers work together to open tables. ☐ Press the gray tab at the center of the table's underside to prevent the table from collapsing. ☐ Open both legs out and ensure they lock/click into place. ☐ Press in the silver pegs and extend the legs. Legs are fully extended when silver pegs are locked into the uppermost holes.

☐ Two Ballot Markers can be placed on each table.

☐ Stand the tables upright.

#### SETTING UP THE BALLOT MARKERS

NOTE: red numbers in this section relate to illustrations on the *Ballot Marker Setup Diagram*.

- ☐ Remove the Blue Security Lock Tie(s) from the Ballot Marker Bag(s). Record on Monday Night Certificate #1.
  - ☐ Discard used lock ties in the Used Seals Bag in Office Supplies Kit.
- ☐ Remove Ballot Marker from main compartment of bag.
- ☐ Record last 4 digits of Ballot Marker ID number/bar code (at top left) onto Certificate #1.
- ☐ Lay Ballot Marker flat, screen side down. 1
- ☐ Pull the silver stand up until it stops, then squeeze sides inward and continue to slide stand until it locks into a 90-degree position. 2
- ☐ Connect the power cord to an outlet. 3
- ☐ Retrieve all ATV Scanners from the side pouch of the Ballot Marker Bags.
- ☐ Connect the gray cable of the ATV Scanner to the USB/Scanner port just above the power block cable. 5
- ☐ Stand Ballot Marker up on table. 4
- □ Verify that the green power light (plug icon) in the lower left corner is glowing "on" ADA Pad side.



Blue Security Lock Tie Seal

#### **GOOD TO KNOW**

Use caution when removing the unit from the bag. It's suggested that two poll workers complete this step.



Black Power Block Cable and power cord



**ATV Scanner** 

#### SETTING UP THE KIOSK

NOTE: red numbers in this section relate to illustrations on the *Kiosk Setup Diagram*.

- ☐ Locate the Kiosk in the polling location.
  - It is strongly suggested that two poll workers set up the Kiosk.
- ☐ Verify that LID # on Kiosk is correct for your polling location.
  - If you have the wrong kiosk, inform the VLM.
- ☐ Position the Kiosk according to the Location Setup page.
  - You should not try to move the unit once it's in the upright position.
- ☐ With one person on each side of unit, squeeze yellow lever and raise unit straight up, release lever and continue to raise until unit locks into place (make sure it "clicks") 1
- ☐ Push green tabs inward to release and tilt front of the Kiosk into the Standing Position notch. 2
- ☐ Connect the Kiosk power cable to the the power outlet. 3
  - Units can be daisy-chained together using the outlet located on the side of the unit.
- ☐ Remove the Tamper Proof Seal from the Kiosk lid and record the number on Certificate #1.
- ☐ Using the Barrel Key, open the front access door 4 and raise the lid of the Kiosk. 5
- Open the privacy panels from the lid and secure in the slots on the front of the Kiosk. 6

Open the scanner door to the right of the fro	nt a	access
door to provide access to the ATV Scanner.	7	

- ☐ Lock the front access door. 8
- ☐ Verify that the Power Light (the Plug icon) in the lower left corner of the Kiosk is illuminated green.

#### PREPARE FOR MONDAY NIGHT CLOSING

- ☐ Unlock Main Ballot Bin of the Ballot Counter and place the following inside:
  - Pre-printed Paper Ballots
  - Touchpad(s)
  - Green Voted/Unvoted Bags
- ☐ Lock the door using the Flat Key.
- □ Retrieve a new Blue Security Lock-tie Seal from the Seals Pouch in the VOTR Book and apply to the Main Ballot Bin Door of the Ballot Counter. Record the new seal's number on the Monday Night Set-up Certificate #1 in the Location Workbook.
- ☐ Retrieve new Red Tamper-proof Seals from the Seals Pouch in the VOTR Book. Record the new seals' numbers on the Storage Cart Security Seals Records Form in the Location Workbook.
- ☐ Place the Flat Key and Barrel Key used to open the Ballot Counter(s), Ballot Markers, and Kiosk(s) in the Red Pouch in the VOTR Book.
- ☐ Return the box(es) of blank Ballot Cards to the Machine Cart.

#### **GOOD TO KNOW**

If your location has any withdrawal notices, attach them to the inside of the Privacy Shield of all Ballot Markers and Kiosk.

- $\hfill\Box$  Place the VOTR Book in Compartment #1 of the Machine Cart.
- ☐ Retrieve the Machine Cart Locks from the Cake Box.
- ☐ Lock the Machine Cart and apply the Red Tamper-proof Seals over each Lock's keyhole. Ensure each lock's keyhole is pointing upward.
- ☐ Record new seal numbers on the Storage Cart Security Seal Records Form.



#### STOP HERE MONDAY



#### START HERE TUESDAY AT 5:30 A.M.



- ☐ Remove and record Red Tamper-proof Seals on the Election Day Storage Cart Security Seals Record form.
- ☐ Unlock and remove cart locks and place inside the Cake Box.
- ☐ Retrieve Red VOTR Book and remove the Flat Key and Barrel Key from the Results Tape Pouch.

#### REOPENING THE BALLOT COUNTER

- ☐ Using the Red Wire-cutters, remove the Blue Security Lock
  Tie Seal from the Main Ballot Bin (bottom door) of the Ballot
  Counter and record the number on Election Day Certificate
  #1 in the Location Workbook.
- ☐ Place the old seal in the Used Seal Bag found in the Brown Office Supply Box from the Machine Cart.
- ☐ Open the Main Ballot Bin door using the Flat Key and remove the ballot boxes.
  - Remove Pre-printed Ballot Pads and Green Voted/Unvoted Bags and take to Paper Ballot Judge.
  - Remove Touchpad(s) and give to the VLM/VLD.

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ENSURE THE LID OF THE SECURED BALLOT BAG REMAINS OPEN SO THAT BALLOTS CAN FULLY DROP INSIDE.

- ☐ Lock the door using the Flat Key.
- ☐ Retrieve a new Blue Security Lock Tie Seal from the Seals Pouch in the Red VOTR Book, and place on the Main Ballot Bin. Record the new seal number on Certificate #1.
- ☐ Record the number of the Blue Security Lock Tie Seal on the Auxiliary Bin (top door) on Certificate #1.
  - DO NOT REMOVE THE SEAL AT THIS TIME.
- ☐ Remove the Blue Security Lock Tie Seal from the lid of the BALLOT COUNTER and record number on Certificate #1.
- $\square$  Place the old seal in the used seal bag.
- ☐ Unlock the lid of the BALLOT COUNTER using the Flat Key.
- ☐ Open the latches and raise the lid to the upright position.
- ☐ Verify that the Tamper-proof Seal on the battery compartment has not been broken or removed. If it has been compromised, inform the VLM.
  - NEVER REMOVE THIS SEAL.
- ☐ Record the seal number on the battery compartment on Certificate #1.
- ☐ Raise the screen; the opening process will begin automatically (after a few seconds).
  - If screen is locked, use the Barrel Key to open.
  - If the screen does not come on automatically when raised into position, close it and check your power source.

#### • Once power is restored, wait a few minutes for the unit to reset. Raise the screen again. The Ballot Counter will power on automatically.

- If the unit does not respond, inform the VLM.
- ☐ Record number of the Blue Tamper-proof Seal on the USB/ Power Button Compartment on Certificate #1.
  - DO NOT REMOVE THE SEAL AT THIS TIME.
- ☐ A Configuration Report prints automatically during the opening process. DO NOT REMOVE the report from the Ballot Counter at this time.
- ☐ Three (3) green check marks appear on the screen indicating the polls are ready to be opened.
- ☐ Record Public Count and Protective Count from the screen on Certificate #1.
  - The Public Count should be 0. If it is not, inform the VLM/VLD.
- ☐ On the screen, verify that polling location, date and time are correct.
- ☐ Select "Open Poll" button.
- ☐ A Ballot Status Accounting Report prints automatically.
- ☐ Remove the Configuration Report and the connected Ballot. Status Accounting Report, and place both in the Red Results Tape Pouch in the VOTR Book.
- ☐ Select "Go To Voting Mode"
  - Ballot Counter is now ready to process votes
- ☐ Repeat the above instructions for all BALLOT COUNTERS in the polling location
  - All units must be placed at the exit of the polling location as illustrated on the Location Setup Page

#### **GOOD TO KNOW**

There is a difference between the Public Count and the Protective Count. The Public Count reflects all votes on each Ballot Counter tallied during ONE election. The Protective Count shows all votes tallied on the Ballot Counter for ALL elections to date.

PRIOR TO THE POLLS OPENING, YOU NEED AT LEAST ONE BALLOT COUNTER OPEN TO SCAN BALLOTS.

#### **OPENING THE BALLOT MARKERS**

- ☐ Use the Barrel Key to open the left-side access door (ADA Pad Side). To ensure you don't stretch cord, open door slightly, lift cord out of notch, then fully open door.
- ☐ Press up on toggle switch to turn on the Ballot Marker.
- ☐ If the unit battery is charging successfully, the battery indicator icon on the front of the unit will glow green.
- ☐ Close and lock the left-side access door, ensuring cord is back in its notch. 8
- ☐ Place a Voter Privacy Shield around the Ballot Marker. Tuck the bottom tabs underneath the Ballot Marker to hold the shield firmly in place.
- ☐ Enter the Election Code that has been provided to your VLM/VLD.
  - Verify that the correct LID number appears on the screen. If not, inform the VLM/VLD.
- ☐ Attach at least one Authority-to-Vote Envelope to the exterior of a privacy shield on each Ballot Marker Table.
  - You will not have an envelope for every Ballot Marker.

Note: The ATV Scanner becomes active after the election code has been entered

☐ Attach any withdrawal notices to the inside of the privacy shields.

YOU ARE NOW READY AND ABLE TO PROCESS VOTERS ON THIS FIRST BALLOT MARKER

#### **GOOD TO KNOW**

There is no power button on the ATV Scanner. It will power on when the Ballot Marker unit is powered on



Voter Privacy Shield



ATV Envelope



OPENING THE KIOSK
☐ Use the Barrel Key to open the access door on the left side of the Kiosk (ADA pad side). To ensure you don't stretch the cord, open the door slightly, lift the cord out, then fully open door.   9
☐ Press up on the toggle switch to turn on the Kiosk.
☐ If the unit battery is charging successfully, the battery indicator icon on the front of the unit glows green
Close and lock the left side access door, ensuring cord is back in its notch.
☐ Enter the Election Code that has been provided to your VLM/VLD.
<ul> <li>Verify that the correct LID number appears on the screen.</li> <li>If not, inform the VLM.</li> </ul>
<ul> <li>NOTE: The ATV Scanners will become active after the Election Code has been entered.</li> </ul>
☐ Attach an "Authority-to-Vote" Envelope to the side panel of the Kiosk.
☐ Attach any withdrawal notices to the inside of the privacy shields.
YOU ARE NOW READY AND ABLE TO PROCESS VOTERS AND OPEN THE POLLS ON TIME

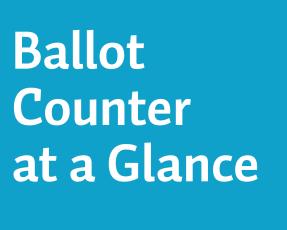
 $\square$  Repeat this process for all Kiosks in the location.

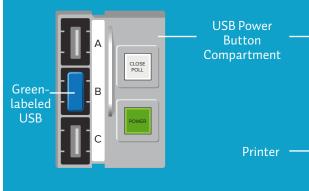
☐ Return the Barrel Key and Flat Key to the VLM.



Kiosk power cord

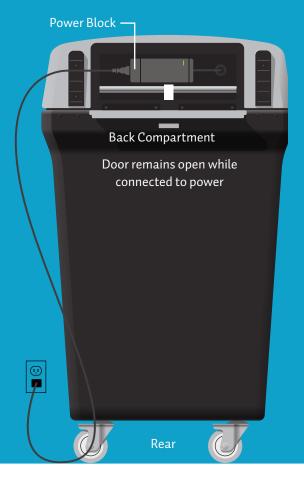
# NOTES







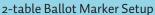




# Ballot Marker At a Glance









### 1-table Ballot Marker Setup

# Ballot Marker Table Setup

Position Ballot Markers on tables as shown to ensure Voter privacy.

Once Ballot Markers are in position, remember to place a Voter Privacy Shield around each Marker.

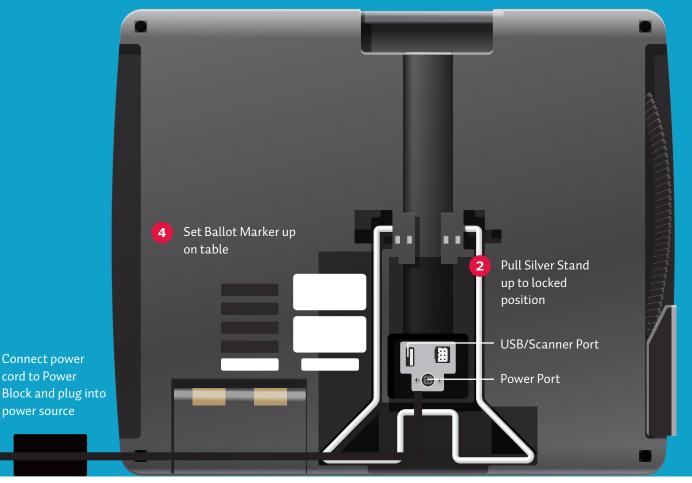


3 Connect power cord to Power

power source



1 Lay the Ballot marker flat, screen-side down



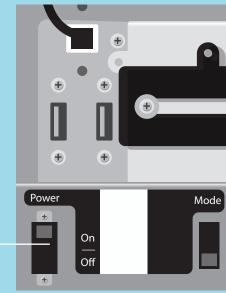


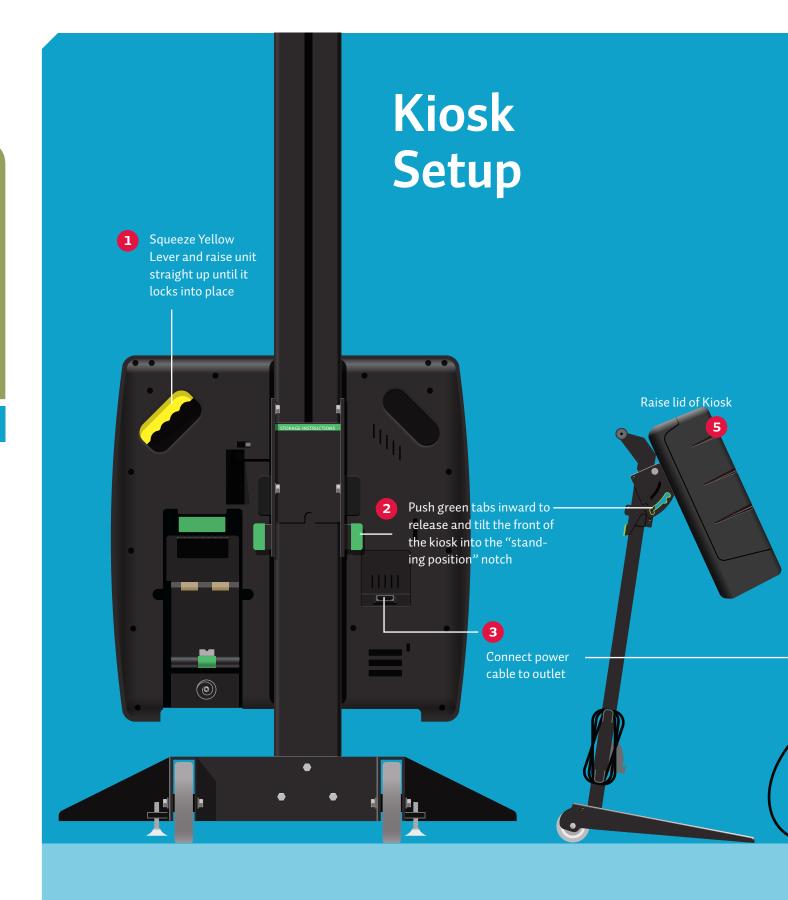


# **Inside Access Door**

6 Open the access door and verify that:

Switch the power to "On"







# PART TWO:

DURING THE ELECTION, 6:30 A.M. TO 7:30 P.M.



Blank Ballot Cards



ATV Slip

# PROCESSING VOTERS: BALLOT MARKER/KIOSK POSITION

Remember, as a Machine Judge, you will be rotating between the positions of Ballot Marker/Kiosk and Ballot Counter throughout the election. Your VLM will assign you to a position in the morning and determine the rotation schedule throughout the day.

# PROCESSING A REGULAR VOTER USING THE BALLOT MARKER AND KIOSK

- ☐ Greet the Voter.
- ☐ Take the ATV slip and blank Ballot Card from the Voter.
- ☐ Insert the blank Ballot Card into the Ballot Marker/Kiosk and wait 3 to 5 seconds for your Ballot selection to appear on-screen. Keep the ATV Slip facing away from the Scanner to avoid an inadvertent scanning of the Slip.

**IF THE VOTER'S BALLOT APPEARS IMMEDIATELY ON SCREEN,** your Voting Location only has one ballot style, and there is no need to use the search function as outlined in the step below.

- ☐ Scan the ATV slip with the external scanner on the Ballot Marker or on the built-in Scanner on the Kiosk; the Precinct Identifier and Ballot Style appear onscreen.
  - If ATV scanner is not working, select *search* from the bottom of the screen and select the Precinct Identifier and Ballot style that match those printed on the ATV slip; the chosen Precinct Identifier and Ballot Style appears on screen.
  - For Primary Elections Only: If applicable, select the Ballot Style for the party printed on the ATV Slip.

☐ Confirm with the Voter that the Ballot Style and Party Selection (Primary Elections Only) shown on the screen matches the information on the ATV Slip.

## If they don't match:

- Select *Back* on the screen next to the item that is incorrect.
- Choose the correct selection.
- Confirm with the Voter that the Ballot Style and Party Selection (Primary Elections Only) shown on screen are now a match to the information on the ATV Slip.
- ☐ The Machine Judge selects Accept. The Instructions Screen appears.
- ☐ Remind the Voter that there are information/help buttons in the upper right corner of the screen for help in navigating the ballot.
  - Text Size, Display, Help
- ☐ Remind the Voter that they should not select the PEO Only button as this will cancel the ballot.
- ☐ Remind the Voter that the marked ballot can be placed in the Ballot Privacy Folder when they take it to the Ballot Counter.
- ☐ Tell Voter to select Start Voting to start their ballot.



Ballot Privacy Folder

- ☐ Leave the Voter to mark their ballot in private and remind the Voter that they MUST deposit their printed Ballot Card in the BALLOT COUNTER before exiting (printed Ballot Card is NOT a receipt).
  - Voter makes their selections on Select Screen.
  - Voter selects *Review Selections* and verify them on the Ballot Marker/Kiosk Summary Screen.
  - Voter selects *Print Ballot* and selects *Print*; Ballot Card prints.
  - Voter verifies the selections on their Printed Ballot Card before moving to the Ballot Counter.
  - If the Voter finds they have made an error on the printed Ballot Card, see Correcting Changes and Mistakes section.
  - Voter places Ballot Card in an optional Ballot Privacy Folder and proceeds to the Ballot Counter.
- ☐ Place the ATV slip in the ATV Envelope.

# VOTER CHANGES MIND ABOUT USING THE BALLOT MARKER/KIOSK AND WANTS TO VOTE ON A PRE-PRINTED PAPER BALLOT

If a Voter changes their mind and requests to vote on a Pre-printed Paper Ballot **BEFORE** you select *Accept* on the Ballot Marker Screen:

Select thr PEO Only button and then select Exit. The Unmarked Ballot Card is returned.
Take the Voter and the ATV Slip to the VLM/VLD. Return the Unmarked Ballot Card to the Roster Table

If a Voter changes their mind and requests to vote on a Pre-printed Paper Ballot **AFTER** you have selected *Accept* and the Instructions have appeared on the Ballot Marker Screen:

- ☐ Inform the VLM/VLD, who will ensure you have the assistance of a PEO of a different political party to form a Bipartisan Team.
- ☐ The Bipartisan Team will select the PEO Only Button and, then, select Quit Voting.
  - Select the PEO Only Button and then select Quit Voting
  - Select the Red Circle on the Ballot Marker's screen.
  - Select Continue.
  - Enter the Election Code to cancel their vote and, then, select *Accept*.
  - Select a Reason.
  - Select *Continue* and the unmarked Ballot Card is returned.
- ☐ If the Team is still in possession of the Voter's ATV Slip, take the Voter and the ATV Slip to the VLM/VLD.
- ☐ Return the unmarked Ballot Card to the Roster Table.
- ☐ If the ATV Slip has already been deposited into an ATV envelope, take the Voter to the VLM/VLD and explain that the Voter's ATV has already been collected.

# **GOOD TO KNOW**

All actions in purple are to be performed by the VLM/VLD

☐ Return the unmarked Ballot Card to the Roster Table.
The VLM will complete the following steps
☐ Reprint the Voter's ATV Slip per the Instructions on the bac of Secure Address Voter Checklist.
☐ Write "DUPLICATE" across the top of the reprinted ATV Slip.
☐ Take the Voter and the "DUPLICATE" ATV Slip to the Paper Table
☐ After the Paper Table Judge has finished using the "DUPLICATE" ATV Slip, place the "DUPLICATE" ATV slip into the Form 10-L/Wrong Location Envelope located at the Paper Table.
☐ Make a note on the Problems & Corrections Page in the Location Workbook.
VOTER BELIEVES THEY ARE VOTING THE WRONG BALLOT WHILE IN THE PROCESS OF MARKING BALLOT  If a Voter believes they are voting the wrong ballot and requests another ballot BEFORE you select Accept on the Ballot Marker screen:
☐ Select the PEO Only Button and, then, select Exit. The unmarked Ballot Card is returned.
☐ Take the Voter and the ATV Slip to the VLM/VLD.
□ VLM/VLD: Skip to the next magenta box.
☐ Return the unmarked Ballot Card to the Roster Table.

If a Voter believes they are voting the wrong ballot **AFTER** you have selected *Accept* and the Instructions have appeared on the Ballot Marker's screen:

☐ Inform the VLM/VLD, who will ensure you have the assistance of a PEO of a different political party to form a Bipartisan Team.

### ☐ The Bipartisan Team:

- will select the *PEO Only* Button and, then, select *Quit Voting*.
- Select the Red Circle on the Ballot Marker's screen.
- Select Continue.
- Enter the Election Code to cancel the vote. Select *Accept*. Select a Reason.
- Select Continue and the Unmarked Ballot Card is returned.

□ Ta	ke the	Voter to	the VL	.M/VLD.
------	--------	----------	--------	---------

□ **VLM/VLD:** Skip to the next magenta box.

☐ Return the unmarked Ballot Card to the RosterTable.

During a **Primary Election**, use the following steps:

- □ Void the Voter's original check-in and issue a new ballot to the Voter per the Void a Voter's Check-in Checklist.
- ☐ Print the Voter's ATV Slip and write "DUPLICATE" across the top of the ATV Slip.
- ☐ Take the Voter and the "DUPLICATE" ATV Slip to the Ballot Marker or Paper Table, depending upon which ballot type they chose on which to vote.
- ☐ Process the Voter as a Regular Voter at the Ballot Marker/Kiosk or the Paper Table.

- ☐ After completing the processing of the Voter at the Ballot Marker or Kiosk using the "DUPLICATE" ATV Slip, place the "DUPLICATE" ATV Slip into the Form 10-L/Wrong Location Envelope located at the Paper Table.
- ☐ Make a note on the Problems & Corrections Page in the Location Workbook.

During a General Election, go to the "If the Voter is in the correct Voting Location and insists on voting a ballot other than the one assigned to them based on current address:" in the Paper Ballot Judge section.

# Voter's SCREEN HAS TIMED OUT

☐ If Voter is still at Ballot Marker, the Voting Session MUST be restarted by a Machine Judge.
□ Select PEO Only.
☐ Select End Voting and enter "Election Code."
☐ Select Accept and select Voter Abandoned Ballot.
☐ Select Continue. Unmarked Ballot Card is returned.
☐ Take Voter and blank Ballot Card to the VLM/VLD.
VLM/VLD:
☐ Reprint the Voter's ATV Slip per the Reprint a Voter's ATV Checklist.
☐ Write "DUPLICATE" across the top of the reprinted ATV.

☐ Take the Voter and the "DUPLICATE" ATV Slip to the Ballot

Marker.

	Process the Voter as a Regular Voter, following the instructions for "Processing a Regular Voter Using the Ballot Marker/Kiosk" section of the Training Manual
	After completing the processing of the Voter at the Ballot Marker using the "DUPLICATE" ATV Slip, place the "DUPLICATE" ATV Slip into the Form 10-L/Wrong Location Envelope located at the Paper Table.
	Make a note on the Problems & Corrections Page of the Location Workbook.
	If the Voter is NOT at the Ballot Marker and the Ballot Marker screen says, "Has Been Inactive for 5 Minutes," follow the instructions in the "Voter is a Fleeing Voter" section.
V	OTER IS A FLEEING VOTER
	Inform VLM/VLD who will, in turn, ensure you have the assistance of a PEO of a different political party.
	If the screen displayed is the "Ballot" Screen, the Bipartisan Team needs to select the PEO Only Button and then select Quit Voting.
	Select the Red Circle.
	Select Continue and enter Election Code.
	Select Accept and select Reason, Voter Abandoned Ballot.
	Select Continue.
	• The Ballot Marker ejects the Unmarked Ballot Card.
	Make a tick mark in the "Cancelled Ballots/Fleeing Voter" section of the ATV Envelope, AND a note on the "Problems and Corrections" page in the Location Workbook.
	Return the Unmarked Ballot Card to Roster Table.

### **GOOD TO KNOW**

Voters will have access to a list of authorized Write-in Candidates upon request.

# SPOILING A MARKED BALLOT CARD

If, for any reason, a marked ballot needs to be spoiled, take the Voter to the VLM, who will ensure the ballot is spoiled according to the Spoiled Ballots procedures in the Paper Ballot Judge section.



IF A VOTER'S ABANDONED BALLOT CARD IS ALREADY PRINTED, THE BALLOT CARD MUST BE SPOILED. UNDER NO CIRCUMSTANCES MAY A PEO CAST A VOTE FOR A FLEEING VOTER.

# ASSISTING PROVISIONAL VOTERS UNABLE TO COMPLETE A PAPER BALLOT

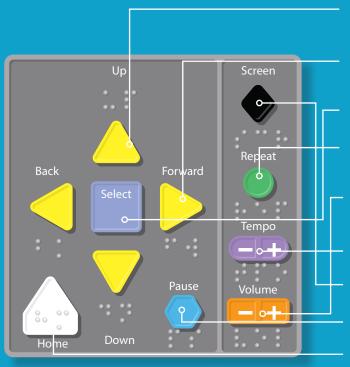
ONLY PROVISIONAL VOTERS WHO (1) EXPRESS A DISABILITY THAT PREVENTS THEM FROM USING A PRE-PRINTED PAPER BALLOT AND (2) REQUEST TO VOTE ON THE BALLOT MARKER WILL BE ALLOWED TO DO SO. ALL OTHER PROVISIONAL VOTERS MUST USE A PRE-PRINTED PAPER BALLOT. IF ASSISTANCE IS NEEDED TO MARK THE BALLOT, A BIPARTISAN TEAM IS REQUIRED TO HELP.

☐ Ensure Voter has their Provisional Envelope.	
☐ Place Voter on the available Ballot Marker closest to the Paper Table.	
☐ Take the Yellow Provisional Envelope and the Blank Ballo Card from the Voter.	ot
☐ If Voter has requested an Audio Ballot, follow the steps outlined in the Voter Requesting Audio-Assisted Ballot	

Checklist.

## ☐ Insert the blank Ballot Card into Ballot Marker.

- If your Voting Location only has one ballot style, the ballot automatically appears onscreen for the Voter.
- ☐ Continue to process Voter following the instructions for "Processing a Regular Voter using the Ballot Marker and Kiosk" section.
- ☐ Remind Voter to review and place the printed Ballot Card in the completed Provisional Envelope and to return the envelope to the Paper Table. Keep an eye open to ensure Voter follows steps correctly.
  - If the Voter finds he/she has made an error on the printed Ballot Card, see Correcting Changes and Mistakes section.



**Up** and **down** buttons move WITHIN each office or issue

Back and forward buttons move BETWEEN offices or issues

**Select** button makes your selection

Repeat button repeats instructions and ballot information

**Volume (-/+)** button decreases/increases

Tempo (-/+) button controls the speed

**Screen** button darkens the screen for privacy

Pause button pauses the reading at any time

Home button returns you to the beginning of the ballot

# **VOTER REQUESTING** AUDIO-ASSISTED BALLOT CHECKLIST

- ☐ Remove the headphones from the Cake Box.
- ☐ Plug the headphones into the Ballot Marker.
- ☐ Hand the headphones to the Voter.
- ☐ Hand the Voter the ADA keypad and offer your assistance if needed. Point out the fact that universal shapes are raised for easy indentification, and each button is also labeled with Braille.
- ☐ Follow the steps for processing a Regular Voter using the Ballot Marker.
- ☐ Return the headphones to the Cake Box once the Voter finishes voting.

# ASSISTING A VOTER WHO WANTS TO CAST A WRITE-IN VOTE

The VLM will have a list of eligible write-in names of candidates and offices. If your form contains no names, your location has no write-in candidates, and therefore no "Write-in" button will appear on the Ballot Marker screen. If your form DOES contain names, a "Write-in" button will appear on the screen, and Voters can write in their candidates by completing the following steps:

Have the Voter press the Write-In button when	presented
with a list of candidates for a particular office.	

- ☐ A pop-up keyboard appears on the screen.
- ☐ Have the Voter key in the candidate's name and press Accept.
- ☐ Have the Voter return to the ballot. They should see that the write-in name has been recorded and added to the list of other candidates.
- ☐ Retrieve the Write-in List from the Voter and RETURN IT TO THE VLM.

**GOOD TO KNOW** 

For best results when

feeding ballots into the

inserted in the top slot, marked by a green arrow,

and Pre-printed Ballots are fed into the wider slot

below. If Marked Ballot Cards are fed into the wide

slot, there's a chance they could jam the machine.

Ballot Counter, make sure Marked Ballot Cards are

# PROCESSING VOTERS: BALLOT COUNTER POSITION

As a Machine Judge, you will rotate between the positions of Ballot Marker/Kiosk, Ballot Counter, and Outside Worker throughout the day. Your VLM will assign you to a position and determine the rotation schedule.

Position yourself between the exit door and the Ballot Counter.
 Ensure no one leaves Voting Location holding a marked ballot card or Pre-printed Ballot.
 As Voters approach Ballot Counter, show them where to feed their marked ballots and ensure Ballots are accepted.
 If the Ballot Counter fails to scan a Ballot Card or any/all pages of a Pre-printed Paper Ballot, call for the VLM/VLD.
 The VLM or VLD escorts the Voter, who carries the unscanned Ballot Card or unscanned page(s) of the Pre-printed Paper Ballot to the Paper Ballot Table.
 Collect the Ballot Privacy Folders from the Voters and return them to the Roster Table.

☐ Offer each Voter who cast a ballot an "Ohio Voted" sticker.

# BALLOT COUNTER TROUBLESHOOTING **OVERVOTING:**

- ☐ If Voter has voted a Pre-printed Ballot, and has overvoted in any contest, a message appears onscreen saying "You filled in too many ovals...these results will not count."
- ☐ The Voter may choose to have ballot returned or to cast ballot knowing parts will not count. Press either Return or cast accordingly.
- ☐ If Voter chooses to have ballot returned, contact the VLM who will follow steps to spoil a ballot.

ALERT YOUR VLM/VLD IF ANY BALLOT BECOMES JAMMED IN THE BALLOT COUNTER.

### BALANCING THE PUBLIC COUNT

Two times a day (at 2:00 pm and After the Polls Close), you are required to obtain the Public Count (the number of ballots cast on each Ballot Counter), the number of ATVs gathered in all Machine and Paper Table areas, and the number of Fleeing Voters. The collected numbers are recorded on the Election Day Balance Sheet (APPENDIX 25)

When completing the Election Day Balance Sheet:

☐ Access the Public Count reading on the Ballot Counter by selecting the magnifying glass icon.



Public Count: 0 Protected Count: 0





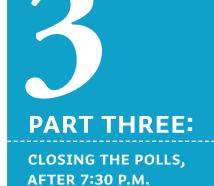
☐ Copy number of Pre-printed Ballots, number of Voted Ballot Cards, and Total Public Count reading from each Ballot Counter onto the appropriate line of the Election Day Balance Sheet.

- ☐ Sum the Total Public Count of each Ballot Counter to arrive at the Grand Total. Record the Grand Total on the appropriate line of the Election Day Balance Sheet.
- ☐ Count number of tick marks for Cancelled Ballots/Fleeing Voters and record total on the appropriate line of the Election Day Balance Sheet to get Number of Voters.
- ☐ Count total number of (issued) ATVs from Machine Area and Paper Ballot Table, write each individual total on the Election Day Balance Sheet, and add together to get Total ATVs issued.
  - The counted issued ATVs will be carried forward into the next ATV count.

### VLM/VLD:

- ☐ Obtain the number of Curbside Voters (and 17 YO Voters during Primary Elections) from the "Tracking Preprinted Ballots Used" form in the Paper Ballot Judge Workbook. Record the number on the appropriate line on the Election Day Balance Sheet.
- □ Add the numbers on the Grand Total, Fleeing Voter, and Curbside Voter /17-Year-Old lin es to arrive at the Number of Voters . Record the total in the Number of Voter line on the Election Day Balance Sheet.
- ☐ Record the total number of Touchpad Check-ins from a Touchpad at the Roster Table in the "Touchpad Check-in Count" block on the Election Day Balance Sheet.

- ☐ Compare the numbers recorded in the "ATVs Issued" block, "Touchpad Check-in-Count" block, and the "Number of Voters" block on the Election Day Balance Sheet.
  - If the three numbers are the same, the Voting Location is considered in "balance." No explanatory remarks are required.
  - If the numbers vary between the blocks after completing the "Final Polls Closed Counts," make a note regarding the difference in the "Comment" space on the back of the Election Day Balance Sheet.



### **GOOD TO KNOW**

Remember, anyone in line at 7:30 p.m. is allowed to vote.
At 7:30 p.m., one of the judges should stand at the end of the Roster Table line and inform anyone who arrives after that time that the polls are now officially closed.



Green-labeled USB Stick

# CLOSING THE EQUIPMENT

# **CLOSING THE BALLOT COUNTER**

Ш	Ensure all Voters have finished voting.
YC	OU ARE NOW READY TO CLOSE THE POLLS.
	Get the Barrel Key and the Flat Key from the VLM/VLI
	Remove the Blue Security Lock Tie Seal from the Auxiliary Ballot Bin of the BALLOT COUNTER.
	Record the seal number on Certificate #2.
	Place the used seal in the Used Seal Bag in the Office Supply Box.
	A Bipartisan Team of two PEOs unlocks the Auxiliary Ballot Bin and reaches inside to see if any ballots were placed there.
	<ul> <li>□ Remove them and send through the Ballot Counter.</li> <li>□ If needed, raise the silver slot door, close, and relock the Auxiliary Ballot Bin.</li> </ul>
	Remove the Tamper-proof Seal from the USB/Power Button Compartment.
	Place the used seal in the Used Seal Bag in the office supply box.
	Use the Barrel Key to unlock the USB/Power Button Compartment.

Press the "Close Poll" button inside the compartment
Select the "Close Poll" button on the screen.

- The Ballot Status Accounting Report prints. Do Not Remove from the Ballot Counter.
- The Voting Results Report Tape prints. Two copies of the Voting Results Report Tape prints by default.

П	Remove al	Inrinted	conies
_	nemove at	i printeu	copies.

- ☐ Using the information printed on the Voting Results Report Tape, record the Protective Count and Public Count on Certificate #2.
- □ Have the Voting Location Manager and all Voting Machine Judges sign both copies of the Voting Results Report Tape.
- ☐ Tear off the second copy of the Voting Results Report Tape to post at the Voting Location.
- ☐ Place the Ballot Status Accounting Report and connected first copy of the Voting Results Report Tape in the red zipper pouch of the VOTR Book.
- ☐ Select the "Finished-Turn Off" button when done printing.
- ☐ When the unit is completely off, the light goes out on the "Power" button inside the compartment door.
- ☐ Remove the Green-labeled USB Stick from the USB/ Power Button compartment and place in the designated slot in the Red VOTR Book.
- $\square$  Close and lock the compartment door.
- ☐ Unplug the unit, wrap the power supply cord, and store cord in the back compartment. Lock the back compartment.

- □ Close the screen.
  - The screen does not need to be locked.
- ☐ Close, latch and lock the lid to the unit.
- ☐ Place a new Blue Security Lock Tie Seal on one of the lid latches and record the seal number on Certificate #2.
- ☐ Remove the Blue Security Lock Tie Seal from the Main Ballot Bin of the BALLOT COUNTER. Record the seal number on Certificate #2.
- ☐ Place the used seal in the Used Seals Bag in the Office Supply Box.
- ☐ The Bipartisan Team of two unlocks the Main Ballot Bin and removes the Secured Ballot Bag ensuring no Preprinted Ballots or printed Ballot Cards are left inside the compartment.
- DOUBLE AND TRIPLE CHECK THE MAIN BALLOT BIN FOR LOOSE BALLOTS. ONCE THE SECURED BALLOT BAG IS SEALED, IT WILL BE TOO LATE TO INCLUDE THEM.
  - ☐ Collect all issued ATV slips (including those at the Paper Table). Place in an Authority-To-Vote Envelope and seal. Place all ATV Envelopes (sealed and unsealed) in the Secure Ballot Bag.
- PLACE ONLY THE ATV ENVELOPES INTO THE SECURE BALLOT BAG. UNDER NO CIRCUMSTANCES SHOULD YOU REMOVE ANY VOTED BALLOTS FROM THE SECURE BALLOT BAG.
  - ☐ Seal the Secured Ballot Bag with a new White Snap Security Seal. Record the seal number on Certificate #2.

	Deliver the sealed Secured Ballot Bag to the VLM, for return on election night.
	Prior to locking the Ballot Counter, ensure the Paper Ballot Judges and Roster Judges have placed their supplies inside the Main Ballot Bin of one Ballot Counter.
	Lock the Main Ballot Bin.
	Repeat this process for each BALLOT COUNTER in the polling location.
CI	LOSING THE BALLOT MARKERS
	Remove all Voter Privacy Shields and return them to the Machine Cart.
	Take down all signage specific to this election and place in the large brown paper bag.
	Using the Barrel Key, unlock and open the side access door.
	Press the Off button, select Shutdown, and wait for the screen to go dark.
	Close and lock the side access door.
	Disassemble the unit.
	☐ Place the unit face down on the table.
	☐ Disconnect the ATV Scanner from the back, wrap the gray cable around the scanner, and return to side pocket of the Ballot Marker Bag.
	☐ Unplug the unit from the outlet and secure cord using the Velcro strap.
	☐ Gently pull outwards on the sides of the silver stand and lower it flush to the back of the Ballot Marker until it clicks into place.
	☐ Make sure the last four digits of the barcode match the four-digit numbers on the zippered pouch.
	Place the Ballot Marker inside the Ballot Marker Bag with the Ballot Marker's Serial Number facing up. Ensure the last four digits of the Serial Number of the Ballot Marker match the last four digits of the Serial Number indicated on the tag attached to the Ballot Marker Bag. Close the zipper on the Ballot Marker

Bag.
☐ Place the bag back on the Machine Cart. Ensure the tag on the Ballot Machine is facing outward.
☐ Repeat steps until all Ballot Markers have been closed
CLOSING THE BALLOT MARKER TABLE
☐ Turn each table upside down so legs are facing upwards.
☐ Press in the silver pegs on each side of the legs to release and lower them fully.
☐ Release the channel lock on the legs to fold them inward.
☐ Release the gray tab and fold the table, and squeeze sides together until they click and lock.
☐ Replace folded tables on the machine carts.
CLOSING THE KIOSK

☐ Lift up and fold the privacy panels, tucking them back into the lid and locking them in place.

	Using the Barrel Key, unlock and open the side access door.
	Press the Off button, select Shutdown, and wait for the screen to go dark.
	Close and lock the side access door.
	Unlock and open the front access door.
	Close the scanner door.
	Close the lid ensuring side tabs fit into slots. Then close and lock the front access door.
	Unplug the kiosk from the outlet and secure cord using the Velcro strap.
	Working in a pair, one PEO at each side of the Kiosk, hold the Ballot Marker unit at the bottom and lift away from the stand slightly while simultaneously pressing both green tabs inward. Return unit to the Lowering Position notch.
	While still working in a pair, the PEO on the right hand side of the kiosk will squeeze the yellow lever. Both PEOs will then gently press down on the Kiosk, holding the unit as they lower it to the floor.
	Repeat steps with all Kiosks.
	Return the Barrel Key and Flat Key to the red pouch in the VOTR book, and give to the VLM.
CI	LOSING THE MACHINE CART
	Ensure all items placed in the Machine Cart are in their correct location. Refer to the inventory sheet located on

the side of each Machine Cart.

- ☐ Retrieve Red Tamper-proof Security Seals from the clear pouch inside the Red VOTR Book.
- ☐ Record the seal numbers on the Storage Cart Security Seal Records form in the Location Workbook.
- ☐ Lock the carts with the keyhole in the upright position.
- ☐ Seal the locked carts with the Red Tamper-proof Security Seals.
- ☐ Stack all Temporary ADA Equipment near the Machine Carts.

# NOTES



PP. 204 TO 206

# THE PAPER BALLOT JUDGE

# As a Paper Ballot Judge, it is your job to:

- set up Provisional Voting Booth and equipment for Regular Voters voting a Pre-printed Ballot
- ensure you have received *Voted* ballot bags from the main ballot bin of the Ballot Counter
- take inventory of unused Paper Ballot supplies at both the beginning and the end of the election
- complete/verify the Provisional Ballot Envelopes
- secure completed ballots in *Voted* Ballot Bag(s)
- void Paper Ballots and Ballot Cards when necessary
- assist Voters at the Paper Ballot table when needed
- break down/store Paper Ballot supplies/equipment
- return all unvoted Pre-printed Ballots, Paper Ballot Judge Workbook, Spoiled Ballot Envelope, and used ballot stubs to the Unvoted Ballot Bag

# WHERE TO FIND WHAT YOU NEED:

This section of the manual contains everything you, as a Paper Ballot Judge, need to know.

# PART ONE: VOTING LOCATION SETUP PP. 174 TO 179

Locating Your Supplies	p. 174
Paper Ballot Station Setup	p. 178

# PART TWO: DURING THE ELECTION PP. 180 TO 203

Processing Regular Pre-printed Ballot Voters	p. 180
Processing Provisional Pre-printed Ballot Voters	p. 182
Spoiled Ballots	p. 194
Prov. Voters Unable to Complete Paper Ballot	p. 196
Processing 17-year-old Voters	p. 202

### **PART THREE: CLOSING THE POLLS**

Closing the Paper Ballot Station p. 204

# PART ONE:

VOTING LOCATION SETUP

# YOUR RESPONSIBILITIES

# MONDAY NIGHT

# FIRST THINGS FIRST: Locate your supplies

# ON THE MACHINE CART(S):

- Provisional Ballot Voting Booths
- Equipment for Regular Voters voting on a Pre-printed Ballot

### IN MACHINE CART COMPARTMENT #2:

- Office Supplies Kit
- Ohio Voted Stickers (Cake Box)

### IN THE VLM SUPPLY BAG:

- Yellow Polling Location Street Guide (APPENDIX 40)
- Provisional Voter Precinct Verification Form 12-D (APPENDIX 35)
- Provisional Envelope Template (APPENDIX 31)
- 10-L/Wrong Location Voter Envelope
- Important Instructions for Filling Out a Ballot (APPENDIX 41)
- Authority-to-Vote Slip Envelope (APPENDIX 34)
- County Street and Road Guide (APPENDIX 39)
- Letter informing you of any 17-year-old Voters (Primary Elections) (APPENDIX 44)
- Instructions for 17-year-old Voters (Primary Elections) (APPENDIX 43)
- Envelope for 17-year-old Voters (Primary Elections) (APPENDIX 42)
- Affidavit for Religious Objection Forms
- Voter Transfer Forms

### IN MAIN BALLOT BIN OF BALLOT COUNTER:

- Voted Ballot Bag
- Pads of Pre-printed Paper Ballots
- White Spoiled Ballot Envelope (APPENDIX 33)
- Provisional Ballot Notice (APPENDIX 36)
- Provisional Envelopes (APPENDIX 29)
- Pink Curbside Voting Envelopes (APPENDIX 17)
- Unvoted Ballot Bag

- Reason for Provisional Ballot Slip Envelope
- Paper Ballot Judge Workbook, which contains:
  - Pre-printed Ballot Station/ Security Seal Form (APPENDIX 37)
  - Tracking Pre-printed Ballots Used Sheet (APPENDIX 38)
  - Pre-Printed Paper Voter Ballot Issued Log Form (APPENDIX 51)

## IN MACHINE CART



Provisional Voting Booth



Ohio Voted stickers



Regular Voters Booth



Cake Box

### **VLM SUPPLY BAG**



Yellow Polling Location Street Guide



Post-it Pads of Form 12-D



Provisional Envelope Template



10-L /Wrong Location Voter Envelope



ATV Envelope



**Important Instructions** 



County Street and Road Guide with voting locations



Instructions for 17-yearold Voters (Primary Elections Only)



Affidavit of Religious Objection



17 Y.O. Envelope (Primary Elections Only)



Voter Transfer Form

### MAIN BALLOT BIN OF BALLOT COUNTER



Voted Ballot Bag



**Unvoted Ballot Bag** 

Reason For Provisional Ballot Slip Envelope

Reason For Prov. Ballot Slip Envelope

### IN SEALS POUCH IN VOTR BOOK





White Snap Security Seals

# ELECTION DAY TABLE SETUPS

# You should place the following supplies on Tables on Monday night:

- 1. Authority-to-Vote Slip Envelope
- 2. Regular Ballot Table Sign
- 3. Reason for Provisional Ballot Slip Envelope
- 4. Provisional Ballot / 17 YO Table Sign
- 5. Yellow Polling Location Street Guide
- 6. Paper Ballot Judge Workbook

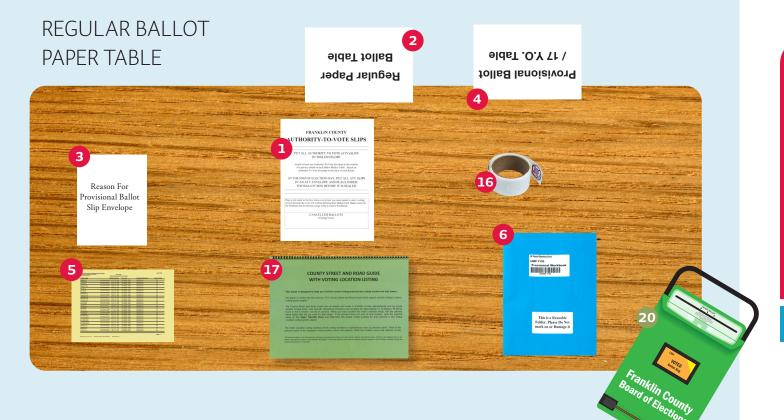
- 7. Pink Curbside Voting Envelopes
- 8. Spoiled Ballot Envelope
- 9. Important Instructions
- 10. Envelope for 17-year-old Voter
- 11. Provisional Envelopes
- 12. Provisional Ballot Notice
- 13. Provisional Envelope Template
- 14. Form 12-D

- 15. Affidavit for Religious Objection Form
- 16. Ohio Voted sticker
- 17. County Street and Road Guide
- 18. 10-L Envelope
- 19. Voter Transfer Form

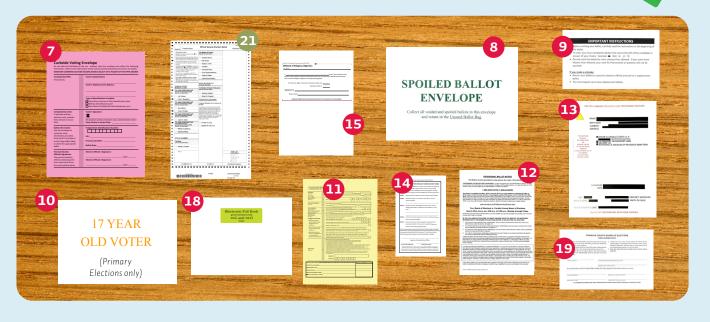
# On Tuesday, add the following supplies to the Tables:

20. Voted Bag

21. Pre-printed Paper Ballots



# **BACK TABLE**



# PAPER BALLOT STATION SETUP CHECKLIST:

Remove Provisional Ballot Booth(s) and equipment for Regular Voters voting on a
Pre-printed Ballot from the Machine Cart.

Assemble the Provisional booth(s), and position according to the diagram found in the Red ADA Folder.
☐ Attach the legs, making sure that the wider legs are in front.
☐ Open the privacy panels.
☐ Place the booth(s) near the Paper Ballot Table, with Voters' backs to the wall for privacy

- ☐ Assemble the equipment for Regular Voters voting on a Pre-printed Ballot.
- ☐ Ensure you have received supplies from Main Ballot Bin of Ballot Counter and VLM Supply Bag.
- ☐ Without removing shrink wrap, verify number of Paper Ballots by comparing per-pad counts listed on the Pre-printed Ballot Reconciliation Sheet in Paper Ballot Judge Workbook. Every pad should consist of 25 ballots with consecutive numbers printed on the bottom right side of each ballot stub.
  - Ballot Pads will be grouped together by ballot style.
  - Ensure you have all the ballot styles noted on your Pre-printed Ballot Reconciliation Sheet.
  - If there are any discrepancies, make a note in the Problems and Corrections Page of the Paper Ballot Workbook and notify the VLM.
- ☐ Attach any Withdrawal Notices to the inside of the privacy shield(s) of the Provisional Voting Booth(s).
- ☐ Gather all Paper Ballots and Voted/Unvoted Ballot Bags and place them in the Main Ballot Bin of the Ballot Counter. All other paper supplies remain on the Paper Table(s) per earlier diagram.

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- ☐ Retrieve all Pre-printed Paper Ballots and Voted/ Unvoted Ballot Bags from the Main Ballot Bin of the Ballot Counter and place them on the table.
- ☐ Check all **Voted** Ballot Bags to ensure they are empty. Then, zip them to close.
- ☐ Retrieve one White Snap Security Seal from the Seals Pouch in the VOTR Book.
- ☐ Seal the zippered side of one **Voted** Ballot Bag with new White Snap Security Seal and record the number of the seal on the Pre-printed Ballot Station/Security Seal Form under the heading "Opening the Polls/Voted Ballot Bag(s)/Zippered Side (apply new seal)."
- ☐ Place the Voted Ballot Bag by the Paper Ballot Table in a way that ensures you are able to assist Voters who deposit their envelopes and ensures the bag is secure.
- ☐ Place the remaining Voted Ballot Bags (if any) and the Unvoted Ballot Bag(s) in a Machine Cart.



**CONGRATULATIONS! YOU ARE NOW SET UP** AND READY TO PROCESS PAPER BALLOT VOTERS.





DURING THE ELECTION, 6:30AM TO 7:30PM

### **GOOD TO KNOW**

Do not open a pack of Preprinted Ballots until you need that particular ballot style.

### **GOOD TO KNOW**

For Primary Elections you must choose the correct Pre-printed Ballot based on the Voter's Party choice first, then Ballot Style number. This is because multiple parties may have the same ballot style number although they are different ballots.

### **GOOD TO KNOW**

Remember: all actions printed in green are to be performed by a second Paper ballot Judge or your VLM/VLD

### **GOOD TO KNOW**

Remember: all actions printed in purple are to be performed by your VLM/VLD

# PROCESSING REGULAR PRE-PRINTED BALLOT VOTERS

☐ Take the Authority to Vote (ATV) Slip from the Voter. ☐ Select the correct Pre-printed Ballot, based on the ballot style indicated on the ATV Slip. • Use the numbers of the Ballot Style printed on the ATV slip. • Ballot Style Number is indicated in two places: on the ballot itself, designated by "ED Style" and at the right side of the stub. ☐ On the Pre-Printed Paper Voter Ballot Issued Log Form (APPENDIX 51), fill in all requested information and mark Voter as Paper by Choice (Regular Voter). ☐ Remove the ballot by tearing at the perforation and leaving the stub stapled to the pad. ☐ Place tick mark in the appropriate box of the Tracking Preprinted Ballots Used Sheet in the Paper Ballot Workbook. ☐ Give the Ballot and ATV Slip to the second Paper Ballot Judge or VLM/VLD. ☐ Ensure that the correct Pre-printed Ballot was issued to the Voter according to the information on the ATV Slip. ☐ Place the Authority-to-Vote Slip in the designated Authorityto-Vote Slip Envelope. ☐ Hand the Voter the Ballot and the Important Instructions. ☐ Direct the Voter to the area designated for Regular Voters voting on a Pre-printed Ballot. ☐ Remind the Voter to vote both sides of all ballot pages then

deposit their completed Pre-printed Ballot at the Ballot

Counter.

# REASONS UNDER OHIO LAW FOR ISSUING A PROVISIONAL BALLOT

Ohio law outlines specific situations in which a provisional ballot should be issued:

- The Voter's name does not appear in the Touchpad
- The Voter has changed his or her name and is unable to provide the legal proof required to complete Form 10-L
- The Voter has moved into your precinct but did not update their registration with the Board of Elections 30 days prior to the election
- A message appears in the Touchpad stating that the Voter requested an absentee ballot or voted an earlier provisional ballot
- A message appears in the Touchpad stating that a Notice of Election card sent to the Voter by the Board of Elections was returned as undeliverable
- The Voter is unable or refuses to provide a valid ID
- The Voter has changed their name and moved to a different precinct without updating their address by the Voter Registration Deadline of 30 days prior to the election
- The Voter's signature does not match the signature on file at the Board of Elections
- The Voter has been challenged and the challenge has either not been resolved or has been resolved against the Voter

### **GOOD TO KNOW**

Security is paramount in any election. Be sure to keep a close eye on the **Voted** Ballot Bags all day, and keep unused ballots, envelopes and handouts secured at all times.

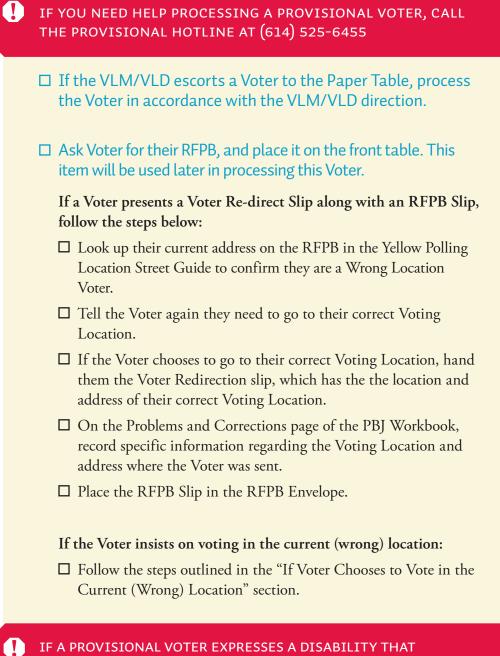
### **GOOD TO KNOW**

Having to vote a provisional ballot can be unnerving or intimidating for some Voters. As a Paper Ballot Judge, you should do everything you can to make this process as simple for the Voter as possible. Additionally, a federal court has determined that PEO error can sometimes be the reason that a Board of Elections is unable to count a Voter's provisional ballot. To reduce the chances that you or the Voter make a mistake in completing the Provisional Ballot Envelope, take your time to ensure that every necessary blank on the envelope is completed. Please do not fill in the blanks on a Provisional Ballot Envelope before one is needed. Doing so can lead to errors.

### **GOOD TO KNOW**

Secure addresses are used by Peace Officers, Public Officials, Judges, Federal Agents, Government Officials, and any person who has filed paperwork with the Franklin County Board of Elections to have their address secured. If a Voter is sent to the Paper Table with a secure address, contact the VLM/VLD to process the Voter.

# PROCESSING **PROVISIONAL**PRE-PRINTED BALLOT VOTERS



PREVENTS THEM FROM USING A PRE-PRINTED BALLOT, THEY MAY VOTE ON A BALLOT MARKER. FOLLOW INSTRUCTIONS IN "PROCESSING PROVISIONAL VOTERS UNABLE TO COMPLETE A PAPER BALLOT"

☐ Ask the Voter to legibly complete the Provisional Ballot

### Affirmation side of the Provisional Envelope.

- 1. Full name (printed)
- 2. Date of birth (MM/DD/YYYY)
- 3. Current Ohio Address
- 4. Former address (optional)
- 5. Provide one of the following Current and Valid Photo IDs:
  - Current and Valid Ohio Driver's License
  - State of Ohio Photo ID
  - Ohio Interim ID Form Issued by BMV
  - U.S. Passport or Passport Card
  - U.S. Military ID Card
  - Ohio National Guard ID Card
  - U.S. Department of Veteran Affairs ID Card/VIC Card (Digital Only)
- 6. If you need to update your Voter registration (optional)
- 7. Affirmation-Signature and Date
- 8. Party Affiliation (Primary Elections Only)
- ☐ Retrieve the Yellow Provisional Envelope from the Voter and check for accuracy, ensuring all required actions are completed correctly
  - 1. Full Name (printed)
  - 2. Date of birth (MM/DD/YYYY)
  - 3. Current Address
  - 4. Former Address (Optional)
  - 5. Identification. When reviewing Block 5, ask the voter to present the ID they indicated on the Envelope. Validate the presented ID using the criteria below.
  - 6. Registration Update (Not required)
  - 7. Affirmation. The voter must sign with their legal signature and write the correct Election Day date as a two-digit month, two-digit day, and four-digit year.
    - ☐ If Voter is only able to make their mark, such as an "X," print their name next to the mark.
  - 8. Party Affiliation (Primary Elections Only)

- ☐ Ask the Voter to present the Photo ID they indicated in Item 5 on the Yellow Provisional Envelope.
  - If the Voter presents an Ohio-issued Photo ID with "Non-renewable" or Nontransferrable" printed on the FRONT of the ID, the ID is not valid for voting purposes. Skip to the Blue Box titled "If the Voter does not present a Valid-for-Voting-Purposes ID."
  - If the Voter presents a non-Ohio-issued Photo ID, skip to the Blue Box titled "If the Voter presents a non-Ohio-issued Photo ID."
- ☐ If the Voter presents an Ohio-issued Photo ID without "Non-renewable" or "Non- transferrable" printed on the FRONT, validate the ID using the acronym OPEN:
  - O-the ID is an ID issued by the State of Ohio
  - P- the Photo on the ID matches the person presenting it
  - E- the Expiration Date on the ID must be current
  - N-the Name on the ID is an acceptable match to the name displayed on the Yellow Provisional Envelope
  - If the Voter's ID is valid for voting purposes, compare the number printed on the ID to the number recorded by the Voter in the blocks on Item 5.
  - If the Voter's ID is valid for voting purposes, skip the next four Blue Boxes and continue processing the Voter.
  - If the Voter presented an expired Photo ID, ask the Voter for another form of valid ID.
  - If the Voter does not present an alternative valid form of ID, skip to the Blue Box titled "If the Voter does not present a Valid-for-Voting-Purposes Photo ID."

- ☐ If the Voter presents a non-Ohio-issued ID from the Department of State (US Passport/ Passport Card), Department of Defense, the US Coast Guard, the Ohio National Guard, or the Department of Veterans Affairs, validate the ID using the acronym PEN:
  - P- the Photo on the ID matches the person presenting it.
  - **E** if an Expiration Date is indicated on the ID, the Expiration Date on the ID must be current.
  - **N-** the Name on the ID is an acceptable match to the name displayed on the Yellow Provisional Envelope.
  - Please note that a Military ID Card may or may not have an expiration date; however, if one is present, the date must be current. Also, a military dependent may present a military ID as a valid for voting purposes photo ID, although a federal civilian employee may not.
  - Additionally, if a Voter presents a digital Veteran's ID Card, known as a VIC, it will be accepted as a valid-for-votingpurposes photo ID. NOTE: this is the only ID Card that can be presented digitally.
  - If the Voter's ID is valid for voting purposes, skip the next three Blue Boxes and continue processing the Voter.
  - If the Voter presented an expired Photo ID, ask the Voter for another form of valid ID.
  - If the Voter does not present an alternative valid form of ID, skip to the Blue Box titled "if the Voter does not present a Valid-for-Voting-Purposes Photo ID."

# ☐ If the Voter claims to have a Religious Objection to being photographed:

- Contact your VLM/VLD to continue processing the Voter.
- VLM/VLD: Ask the Voter to complete the Affidavit of Religious Objection form (APPENDIX 4)
- Attach the Form to the front of the Yellow Provisional Envelope via the adhesive on the Form's back.
- Write "RO" in the upper right-hand corner of the Yellow Provisional Envelope.
- Return the Yellow Provisional Envelope with attachment to the Paper Ballot Judge.
- Skip the next two Blue Boxes.

☐ If the Voter does not present a Valid-for-Voting- Purposes Photo ID, process the Voter as follows:	
	Election to present a Valid-for-Voting-Purposes Photo ID at

☐ Write "No ID" in the upper right-hand corner of the Yellow Provisional Envelope.

the Board of Elections for their ballot to be counted.

- ☐ If the Voter indicated any type of ID in Item 5 of the Yellow Provisional Envelope, draw a line through the entry and initial.
- ☐ Skip the next Blue Box.

# ☐ If the Voter indicates that they will leave and return with a valid ID:

- ☐ Spoil the Yellow Provisional Envelope and place it in the Spoiled Ballot Envelope.
- ☐ Place the RFPB in the RFPB Envelope.
- ☐ Document the Problems & Corrections page in the Paper Ballot Judge Workbook.
- ☐ Take the Voter to the VLM/VLD.
- □ VLM/VLD: Void the Voter's Check-in per the Void a Voter's Check-in Checklist.

☐ Check the address the Voter recorded on the Yellow Provisional Envelope against the address on the RFPB. If the addresses do not match, skip the next Blue Box.

☐ If the address on the Yellow Provisional Envelope matches the address on the RFPB, complete the bottom of the Yellow Provisional Envelope using the information on the RFPB Slip—including the LID#, Precinct Identifier, and Ballot Style number—and print your name and date

☐ If the address on the Provisional Envelope does not match the address on the RFPB. check the address on the Provisional Envelope against the Yellow Polling Location Street Guide to ensure the Voter votes in your location. If the address is on the Street Guide, complete the bottom of the Provisional Envelope using the information from the Yellow Polling Location Street Guide, including LID#, Precinct Identifier, and Ballot Style#, and print your name and the date. Skip next Blue Box.

☐ If the address is not found, look up the address in the County Street & Road Guide and instruct the Voter to go to the correct Voting Location (ensure the Location is open). Complete the Voter Transfer Form according to the steps listed on the form. Spoil any completed envelopes and place them in the Spoiled Ballot Envelope. On the Problems and Corrections page in the Paper Ballot Judge Workbook, record specific information regarding the Voting Location and address where the Voter was sent to vote.

# IF Voter CHOOSES TO VOTE IN THE CURRENT (WRONG) LOCATION:

	Explain to the Voter that a Provisional Ballot cast in the <b>WRONG</b> Voting Location cannot be counted. If the Voter has not yet called the Provisional Voter Hotline, the Voter can call (614) 525-6455 to discuss the issue.
	Place the RFPB in the RFPB Envelope
	Ask the Voter to legibly complete the Provisional Ballot Affirmation side of the Provisional Envelope
	Retrieve the Provisional Envelope from the Voter and check for accuracy
	Check the address on the Provisional Envelope against the Yellow Polling Location Street Guide. If the address is not found on the Yellow Polling Location Street Guide, select any preprinted Ballot from an open package.
	Place an "O" in the check box in the upper left corner of the preprinted Ballot, so the Ballot cannot be read by the Ballot Counter
	Fill in LID#
	Use the Precinct Identifier and the Ballot Style from the preprinted Ballot that you've selected to fill in the box at the bottom of the Provisional Envelope
	Place an asterisk (*) in the margin next to the Ballot Style # written at the bottom of the Provisional Envelope
	<ul> <li>Make a note on the Problems &amp; Corrections Page of the Paper Ballot Judge Workbook, stating that the Voter voted in the wrong location. Include the Voter's name, and the Precinct and Ballot Style from the Ballot issued to the Voter</li> </ul>
	Skip the next two (2) steps
coi pa	any point throughout the process, if the Voter chooses to go to their rrect Voting Location, make a note on the Problems & Corrections ge of the Paper Ballot Judge Workbook. Spoil any completed ballots d/or envelopes and place them in the Spoiled Ballot Envelope

☐ Place RFPB in the RFPB Envelope

- □ Referring to the Ballot Style listed on the Provisional Envelope, select the correct Pre-printed Ballot and place a capital "O" in the check box in the upper left corner of each Ballot page to ensure it cannot be read by the Ballot Counter
  - The Ballot Style Number is indicated in two places on each ballot: On the ballot itself, designated by "ED Style" and at the right side of the Ballot stub (APPENDIX 45).
  - Be sure to remove all pages (if multiples) of each ballot by tearing at the perforation and leaving the stub attached to the pad. There will be a page printed with a stop sign between each complete ballot.
- ☐ On the Pre-printed Paper Voter Ballot Issued Log Form (APPENDIX 52), fill in all requested Voter information, Ballot Style #, and Consecutive Number from the right side of the Ballot Stub. Mark Voter as a Provisional Voter.
- ☐ Be sure to remove the ballot by tearing at the perforation and leaving the stub stapled to the pad
- □ Place a tick mark in the appropriate "Ongoing Count" box of the Tracking Pre-printed Ballots Used Sheet (APPENDIX 38) in the Paper Ballot Judge's Workbook
- ☐ Give the ballot and the Provisional Envelope to the second Paper Ballot Judge or the VLM/VLD.
- □ Double check to ensure there is an "O" in the check box in the upper left corner of each page of the Voter's Pre-printed Paper Ballot to ensure the ballot CANNOT be read by the Ballot Counter.
- □ Look up the Voter's Ohio Address by comparing the current written address in Section 3 of the Provisional Envelope to that in the Yellow Polling Location Street Guide.
  - Compare the Ballot Style # on the preprinted Ballot to the Ballot Style # in the Yellow Polling Location Street Guide.

- Compare the Precinct Identifier on the Pre-printed Ballot to the Precinct Identifier in the Yellow Polling Location Street Guide.
- ☐ Ensure that the correct Paper Ballot was issued to the Voter.
  - Compare the Ballot Style # and Precinct Identifier on the preprinted Ballot with the Ballot Style # and Precinct Identifier recorded on the Provisional Envelope.
- ☐ Use the Provisional Envelope Template to ensure all required sections of the Provisional Envelope have been completed by the Voter.
- ☐ Hand the Pre-printed Ballot, Provisional Envelope and Important Instructions to the Voter and direct them to the Provisional Voting Booth.
  - Be sure to remind the Voter to vote both sides of all ballot pages.

If the Voter is in the correct Voting Location and insists on voting a ballot other than the one assigned to them based on current address, the VLM/VLD will:

Spoil the Voter's issued ballot.
Complete the Form 12-D (Provisional Voter Precinct Verification form) (APPENDIX 35).
Review steps 4 and 5 on the form with the Voter.
Adhere form to the front of the Provisional Envelope.
Write "12-D" on the top of the Envelope.
Give the Voter the Ballot they requested, and place an "O" on the upper left-hand corner of the Ballot so that it can't be read by the Ballot Counter.
Make a note on the Problems and Corrections Page of the Paper Ballot Judge Workbook stating that the Voter insists on voting a wrong ballot. Include the Voter's name, and the precinct and ballot

style from the ballot issued to the Voter.

- ☐ Once the Voter has finished voting, ensure that they place the ballot in the Provisional Ballot Envelope, seal it, and deposit it into the Voted Ballot Bag.
  - The Voter can fold the ballot page(s) once if necessary to fit it into the envelope.
- ☐ Give and explain to the Voter the Provisional Ballot Notice (APPENDIX 36) before they leave the polling location.
- ☐ Give the Voter an "Ohio Voted" sticker.

# BALLOTS UNABLE TO BE SCANNED AT THE BALLOT COUNTER

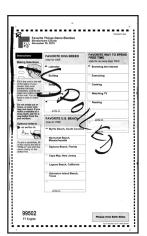
If the Ballot Counter fails to scan a Ballot Card or a one-page Pre-printed Paper Ballot:

- ☐ Process the unscannable Ballot Card per the "Instructions for Spoiling a Marked Ballot" section.
- ☐ Process the unscannable Pre-printed Paper Ballot received from the Voter and issue a new ballot per the "If the Voter Tears, Soils, Defaces, or Incorrectly Marks a Pre-printed Ballot" section.

If the Ballot Counter fails to scan one (or more) pages of a multi-page Pre-printed Paper Ballot:

- ☐ Spoil the unscannable page(s) of the Pre-printed Paper Ballot received from the Voter per the "Instructions for Spoiling a Pre-printed Ballot" section.
- ☐ Issue the page(s) of the Pre-printed Ballot that were spoiled from a new Pre-printed Paper Ballot of the same Ballot Style per the "If the Voter Tears, Soils, Defaces, or Incorrectly Marks a Pre-printed Ballot" section.
  - Prior to issuing the Ballot, spoil the page(s) of the newly issued Pre-printed Paper Ballot that has been successfully scanned by the Ballot Counter per the "Instructions for Spoiling a Pre-printed Ballot" section.
  - Make an entry on the Problems & Corrections page in the Paper Ballot Judge Workbook.
- ☐ Ask the Voter to complete their vote on the newly issued Pre-printed Ballot page(s) and deposit the pages in the same Ballot Counter the Voter originally used.

# NOTES





# SPOILED BALLOTS

What to do when a Voter makes an error or changes their mind

# INSTRUCTIONS FOR SPOILING A PRE-PRINTED BALLOT

	Retrieve the Ballot from the Voter.
	Using a wide black marker, draw a vertical line through the dotted-line barcode along the left-hand side of the ballot, as shown.
	Write "SPOILED" on the front of the ballot.
	Place the Spoiled Ballot in the Spoiled Ballot Envelope.
	Place a tick mark in the "Spoiled and Voided Pre-printed Ballots" section of the Tracking Pre-printed Ballots Used Sheet in the Paper Ballot Judge Workbook.
	ISTRUCTIONS FOR SPOILING A MARKED BALLOT
	Retrieve the Marked Ballot Card from the Voter.
[	Using a wide black marker, black out at least one entire section of the barcode.
	Write "SPOILED" on the front of the ballot.
	Place the Spoiled Ballot in the Spoiled Ballot Envelope.
	Place a tick mark in the "Spoiled and Voided Ballot Cards." section of the Tracking Pre-printed Ballots Used Sheet in the Paper Ballot Judge Workbook.
	A VOTER TEARS, SOILS, DEFACES OR INCORRECTLY ARKS A PRE-PRINTED BALLOT:
[	Spoil the ballot following the steps outlined in "Instructions for Spoiling a Pre-printed Ballot."
	Issue the Voter a new ballot (all pages) of the same ballot style.
	Draw a line through the previous consecutive number on the Pre-printed Paper Voter Ballot Issued Log, and write in the new consecutive number.

☐ Place a tick mark in the appropriate "ongoing count" box of

Judge Workbook

the Tracking Pre-printed Ballots Used Sheet in the Paper Ballot

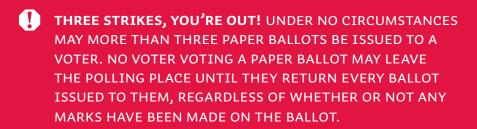
IF A BALLOT IS REMOVED FROM PAD BUT NOT USED, SPOIL THE BALLOT FOLLOWING THE STEPS OUTLINED IN "INSTRUCTIONS FOR SPOILING A PRE-PRINTED BALLOT."

# IF A VOTER WHO ORIGINALLY CHOSE TO VOTE A PRE-PRINTED BALLOT CHANGES THEIR MIND AND ASKS TO VOTE ON A BALLOT MARKER:

- ☐ Spoil the ballot following the steps outlined in "Instructions for Spoiling a Pre-printed Ballot."
- ☐ On the Tracking Pre-printed Ballots Used Sheet in the Paper Ballot Judge Workbook, place a tick mark in the Method Changes Section on the Pre-printed Ballot to Ballot Card line.
- ☐ Take the Voter to the VLM/VLD.

# IF A VOTER WHO ORIGINALLY CHOSE TO VOTE ON A BALLOT MARKER CHANGES THEIR MIND AFTER MARKING THEIR CARD, AND ASKS TO VOTE ON A PRE-PRINTED BALLOT:

- ☐ Your VLM/VLD escorts the Voter to the Paper Ballot Station with a duplicate Authority-To-Vote Slip.
- ☐ Spoil the ballot following the steps outlined in "Instructions for Spoiling a Marked Ballot Card."
- ☐ On the Tracking Pre-printed Ballots Used Sheet in the Paper Ballot Judge Workbook, place a tick mark in the Method Changes Section on the Ballot Card to Pre-printed Ballot line.
- ☐ Issue the Voter the correct Pre-printed Ballot following the "Processing REGULAR Pre-printed Ballot Voters Checklist."
- □ VLM/VLD: place "DUPLICATE" ATV Slip(s) in the Form 10-L Wrong Location Voter Envelope.



### **GOOD TO KNOW**

If you determine that a curbside Voter is, in fact, a provisional Voter, you must spoil the Pink Envelope and replace it with a Yellow Provisional Envelope from the Paper Ballot Table. To spoil the Pink Envelope, write "SPOILED" across the front and place in the "Spoiled" Envelope at the Paper Ballot Table.

# PROCESSING PROVISIONAL VOTERS UNABLE TO COMPLETE A PAPER BALLOT

- ONLY PROVISIONAL VOTERS WHO EXPRESS A DISABILITY THAT PREVENTS THEM FROM USING A PRE-PRINTED BALLOT, AND WHO REQUEST TO VOTE ON THE BALLOT MARKER WILL BE ALLOWED TO DO SO. ALL OTHER PROVISIONAL VOTERS MUST USE A PRE-PRINTED BALLOT.
  - ☐ Ask Voter for Reason for Provisional Ballot Slip (APPENDIX 21) and place on the table. This item will be used later in processing this Voter.
  - ☐ Retrieve a Blank Ballot Card from the Roster Table.
  - ☐ Assist the Voter in completing any or all parts of the Yellow Provisional Envelope (except the Voter's signature):
    - 1. Full Name (Printed)
    - 2. Date of Birth (MM/DD/YYYY)
    - 3. Current Ohio Address
    - 4. Former Address (Optional)
    - 5. Photo ID
    - 6. Registration Update (Optional)
    - 7. Signature & Date
      - If the Voter is only able to make their mark, such as an "X," print their name next to the
    - 8. Party Affiliation (Primary Elections Only)
  - ☐ For Item 5, ask the Voter for a valid Photo ID and indicate the type of Photo ID the Voter presented.
    - If the Voter presents an Ohio-issued Photo ID with "Non-renewable" or Non-transferrable" on the FRONT of the ID, the ID is not valid for voting purposes. Skip to the Blue Box titled "If the Voter does not present a Valid-for-Voting-Purposes Photo ID."
    - If the Voter presents non-Ohio-issued Photo ID, skip to the Blue Box titled "If the Voter presents a non-Ohio-issued Photo ID."

- ☐ If the Voter presents an Ohio-issued Photo ID without "Non-renewable" or "Nontransferrable" printed on the FRONT, validate the ID using the acronym OPEN:
  - O-the ID is an ID issued by the state of Ohio
  - P-the Photo on the ID matches the person presenting it
  - **E**-the Expiration Date on the ID must be current
  - **N**-the Name on the ID is an acceptable match to the name displayed on the Touchpad
  - If the Voter's ID is valid for voting purposes, compare the number printed on the ID to the number recorded by the Voter in the blocks on Item 5.
  - If the Voter's ID is valid for voting purposes, skip the next three Blue Boxes and continue processing the Voter.
  - If the Voter presented an expired Photo ID, ask the Voter for another form of valid ID.
  - If the Voter does not present an alternative valid form of ID, skip to the Blue Box titled "if the Voter does not present a Valid-for-Voting-Purposes Photo ID."
- ☐ If the Voter presents a non-Ohio-issued ID from the Department of State (Passport/ Passport Card), Department of Defense, the US Coast Guard, the Ohio National Guard, or the Department of Veterans Affairs, validate the ID using the acronym PEN:
  - P-the Photo on the ID matches the person presenting it
  - **E**-if an Expiration Date is indicated on the ID, the Expiration Date on the ID must be current
  - **N**-the Name on the ID is an acceptable match to the name displayed on the Yellow Provisional Envelope
  - Please note that a Military ID Card may or may not have an expiration date; however, if one is present, the date must be current. Also, a military dependent may present a military ID as a valid for voting purposes photo ID, although a federal civilian employee may not.
  - Additionally, if a Voter presents a digital Veteran's ID
     Card, known as a VIC, it is accepted as a Valid-for-Voting-Purposes photo ID. NOTE: this is the only ID Card that can be presented digitally.
  - If the Voter's ID is valid for voting purposes, skip the next two Blue Boxes and continue processing the Voter.

- If the Voter presented an expired Photo ID, ask the Voter for another form of valid ID.
- If the Voter does not present an alternative valid form of ID, skip to the Blue Box titled "if the Voter does not present a Valid-for-Voting-Purposes Photo ID."

# ☐ If the Voter claims to have a Religious Objection to being photographed:

- ☐ Contact your VLM/VLD to continue processing the Voter.
- □ VLM/VLD: Ask the Voter to complete the Affidavit of Religious Objection form (APPENDIX 4)
- ☐ Attach the Form to the front of the Yellow Provisional Envelope via the adhesive on the Form's back.
- ☐ Write "RO" in the upper right-hand corner of the Yellow Provisional Envelope.
- ☐ Return the Yellow Provisional Envelope with attachment to the Paper Ballot Judge.
- ☐ Skip the next Blue Box.

### ☐ If the Voter does not present a Valid-for-Voting-Purposes Photo ID, process the Voter as follows:

- Advise the Voter they have four calendar (4) days after the Election to present a Valid-for-Voting-Purposes Photo ID at the Board of Elections for their ballot to be counted.
- Write "No ID" in the upper right-hand corner of the Yellow Provisional Envelope.

- ☐ Check the address the Voter recorded on the Yellow Provisional Envelope against the address on the RFPB. If the addresses do not match, skip the next Blue Box.
- ☐ If the address on the Yellow Provisional Envelope matches the address on the RFPB, complete the bottom of the Yellow Provisional Envelope using the information on the RFPB Slip—including the LID#, Precinct Identifier, and Ballot Style number—and print your name and date. Skip next two Blue Boxes.
- ☐ If the address on the Provisional Envelope does not match the address on the RFPB. check the address on the Provisional Envelope against the Yellow Polling Location Street Guide to ensure the Voter votes in your location. If the address is on the Street Guide, complete the bottom of the Provisional Envelope using the information from the Yellow Polling Location Street Guide, including LID#, Precinct Identifier, and Ballot Style#, and print your name and the date. Skip next Blue Box.
- ☐ If the address is not found, look up the address in the County Street & Road Guide and instruct the Voter to go to the correct Voting Location (ensure the Location is open). Complete the Voter Transfer Form according to the steps listed on the form. Spoil any completed envelopes and place them in the Spoiled Ballot Envelope. On the Problems and Corrections page in the Paper Ballot Judge Workbook, record specific information regarding the Voting Location and address where the Voter was sent to vote.
- ☐ Place the RFPB in the RFPB Envelope.
- ☐ Give the Yellow Provisional Envelope to the Second Paper Ballot Judge or the VLM/VLD.

Look up the Voter's Ohio address by comparing
the current written address in Item 3 of the Yellow
Provisional Envelope to that in the Yellow Polling Street
Guide.

- Ensure the Ballot Style # and Precinct Identifier on the Yellow Polling Location Street Guide MATCHES the Ballot Style # and Precinct Identifier recorded on the Yellow Provisional Envelope.
- ☐ Use the Provisional Envelope Template to ensure all required sections of the Yellow Provisional Envelope have been completed by the Voter.
- ☐ Return the Yellow Provisional Envelope to the First Paper Ballot Judge.
- ☐ Place a tick mark in the ADA Provisional Ballot section of the Tracking Pre-printed Ballots Used Sheet in the Paper Ballot Judge Workbook.
- ☐ Escort the Voter to the Machine Area. Explain to the Voter that after they have completed voting and the Ballot Card is returned to them by the Ballot Marker, to fold the Ballot Card in half, place it in the Yellow Provisional Envelope, seal it, and return to the Paper Table.
- ☐ Once the Voter has completed voting on the Ballot Marker, the Machine Judge directs the Voter back to the Paper Table.
- ☐ Upon returning to the Paper Table, the Voter places their sealed Yellow Provisional Envelope containing their marked Ballot Card into the Voted Bag.
- ☐ Prior to the Voter departing, give and explain to the Voter the Provisional Ballot Notice and an "Ohio Voted" sticker.

# NOTES

# PROCESSING 17-YEAR-OLD **VOTERS**

### (Primary Elections Only)

A 17-year-old Voter who will be 18 years of age on or before the November General election, may vote on the nomination (but not the election) of candidates. This is because the 17-year-old Voter will be eligible to vote for the candidate(s) nominated for these offices at the November general election.

A 17-year-old Voter CANNOT vote on: any candidacy for a state or county political party's central committee, or any question or issue, such as a school tax levy, charter amendment, or local liquor option.

- ☐ Take the Ballot Privacy Folder from Voter and return it to the Roster Judge.
- ☐ Take the printed ATV Slip from the 17-year-old Voter.
- ☐ Select the correct Pre-printed Ballot, based on the ballot style on the ATV Slip.
  - The Precinct Identifier and the Ballot Style Number are indicated in two places on each ballot: on the ballot itself beneath the right and center columns, and to the right side of the stub. The political party is indicated at the top of the ballot. The correct ballot may include issues, however, as long as the ballot is placed in the Envelope for 17-year-old Voters, the issues will not be counted.
  - NOTE: 17-year-old Voters may not vote on issues, and may not receive an "Issues Only" ballot.
- ☐ Place an "O" in the check box in the upper left corner to ensure the ballot cannot be read by the Ballot Counter.
- ☐ On the Pre-Printed Paper Voter Ballot Issued Log Form (APPENDIX 52), fill in all requested information and mark Voter as a 17-year-old Voter.

Be sure to remove the ballot by tearing at the perforation and leaving the stub stapled to the pad.
Place a tick mark in the appropriate "Ongoing Count" box of the Pre-printed Reconciliation Sheet in the Paper Ballot Judge's Workbook.
Give the Paper Ballot and ATV Slip to the second Paper Ballot Judge or VLM/VLD.
Double-check that there is an "O" in the check box in the upper left corner to ensure the ballot cannot be read by the Ballot Counter.
Ensure that the correct Paper Ballot was issued to the Voter according to the ATV Slip.
Place the ATV Slip in the designated ATV Slip Envelope.
Give the Voter the Ballot, Instruction Sheet for 17-year-old Voters, and 17-Y.O. Envelope.
Direct the Voter to the Provisional Ballot Booth.
• Be sure to remind the Voter to vote all sides of the ballot page(s).
Once the 17-year-old Voter has finished voting, have the Voter place the Pre-printed Ballot in the Envelope for 17-year-old Voters, seal it, and deposit it into the Voted Ballot Bag.
• The Voter can fold the ballot page once if necessary to fit in the envelope.
Give the 17-year-old Voter an "Ohio Voted" sticker.

PART THREE:

CLOSING THE POLLS,
AFTER 7:30 P.M.

# CLOSING THE PAPER BALLOT STATION CHECKLIST:

- ☐ Give the ATV Envelope to the designated Machine Judge to include in the total ATV Slip tally.
- ☐ Tally the number of Ballots remaining on each Paper Ballot Pad and record the total on the Pre-printed Ballot Reconciliation Sheet in the Paper Ballot Judge Workbook.
- ☐ Tally the number of tick marks on the top section of the Tracking Pre-printed Ballots Used Sheet and record the numbers from each row into the column on the right side. Then total all lines to achieve the grand total of all Ballots used.
- Retrieve a new plastic White Snap Security Seal from the Seals Pouch in the VOTR Book for each **Voted** Ballot Bag, and record the number(s) on the Pre-printed Ballot Station/Security Seal Form (APPENDIX 37) under the heading **Voted** Ballot Bag(s)/Closing the Polls/ Slotted Side (apply new seal).
- ☐ Record the number(s) of the seal(s) on the zippered side(s) of the **Voted** Ballot Bag(s) on the Pre-printed Ballot Station/Security Seal Form (APPENDIX 37) under the heading **Voted** Ballot Bag(s)/Closing the Polls/Zippered Side.
- ☐ Seal the slotted side of the **Voted** Ballot Bag(s) with the new White Snap Security Seal(s).

- ☐ Retrieve a new White Snap Security Seal from the Seals Pouch in the VOTR Book for each Unvoted Ballot Bag, along with one Zip Tie.
- ☐ Record the Security Seal number(s) on the Security Seal Form under the heading Unvoted Ballot Bag(s)/Zippered Side. Set the Zip Tie aside, but keep it nearby.
- ☐ Retrieve an **Unvoted** Ballot Bag from the Machine Cart and place the following items inside, before zipping shut:
  - Spoiled Ballots Envelope
  - Paper Ballot Judge Workbook
    - Fold and place Reason for Provisional Ballot Slip Envelope in back pocket
    - Place 10-L/Wrong Location Voter Envelope in front pocket
    - Place Pre-Printed Paper Voter Ballot Issued Log Form in front pocket
  - Used Ballot Stubs
  - Unvoted Pre-printed Ballots
- ☐ Seal the zippered side of the Unvoted Ballot Bag(s) with the new White Snap Security Seal.
- ☐ Using the Zip Tie, loosely tie the Voted and Unvoted Ballot Bags together. Ensure you are able to place two fingers in the zip tie to allow for separation of the bags without damaging the handles.
- ☐ Give all **Voted and Unvoted** Ballot Bags to your VLM.
- ☐ Give the Provisional Envelope Template to the VLM.
- ☐ Disassemble the Provisional Voting Booth and the equipment for Regular Voters voting on a Pre-printed Ballot and return them to the Machine Cart.

- ☐ Place the following items into the Main Ballot Bin of the Ballot Counter once the Secured Ballot Bag has been removed.
  - County Street & Road Guide
  - Provisional Ballot Notice Pad
  - Important Instructions Pad
  - Form 12-D Pads
  - Provisional Ballot Envelopes
  - Pink Curbside Voting Envelopes
  - Instructions for 17-year-old Voters (Primary Elections only)
  - 17-year-old Voter Envelope (Primary Elections only)
  - Affidavit of Religious Objection Forms
  - Voter Transfer Form

DO NOT PLACE ANY OF THE ABOVE ITEMS INTO THE SECURE BALLOT BAG

## Storage Cart Security Seal Records Election Day

LID# 3021

	Oı	pening	the	Polls
--	----	--------	-----	-------

The voting machines assigned to this voting location were on storage and transportation carts for this location. The totalCarts	
Please record the seal number from the red Tamper-proof socks. After recording the seal numbers for each cart removatorage carts.	
Cart 1 Tamper-proof Security Seals #	and #
Cart 2 Tamper-proof Security Seals #	and #
Cart 3 Tamper-proof Security Seals #	and #
Cart 4 Tamper-proof Security Seals #	and #
Cart 5 Tamper-proof Security Seals #	and #
Cart 6 Tamper-proof Security Seals #	and #
Cart 7 Tamper-proof Security Seals #	and #
Closing the Polls	
The ballot markers must be returned to the transportation/s eart and the tamper proo <mark>f securit</mark> y seal applied over the key seals applied to the locks b <mark>elow</mark> .	
Cart 1 Tamper-proof Security Seals #	and #
Cart 2 Tamper-proof Security Seals #	and #
Cart 3 Tamper-proof Security Seals #	and #
Cart 4 Tamper-proof Security Seals #	and #
Cart 5 Tamper-proof Security Seals #	and #
Cart 6 Tamper-proof Security Seals #	and #
Cart 7 Tamper-proof Security Seals #	and #

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### 200

# **Voting Location Supply List**

## Election Date / Election Type

### **Supply Bag**

Single precinct voting locations receive a messenger style supply bag. Multiple precinct voting locations receive a wheeled case style supply bag. The following items should be in the supply bag. If any items are missing, call the Precinct Election Official section at 614-525-5393 (on Election Day call 614-525-4100 #2).

- Keys to the voting location: Only supply bags with a <u>colored label</u> contain keys/key codes to the voting location. Most locations will provide someone to unlock the location.
- Location Workbook: One per location.
- Roster Workbooks: One book for each EPB at Roster table.
- Pink Registration List (Keep posted alongside EPB Voter printouts)
- State Your Name and Address Sign: 1 per EPB at Roster table.
- Supply Envelope (Red Expandable Accordion Envelope)
  - Voting Location Supply List (this document)
  - Sample Ballots: Post on the wall at the location.
  - o Poster: ID with former address is acceptable if...
  - Map of precincts in the location: Post on the wall at the location.
  - o **Provisional Ballot Cutout Template** place at Paper Ballot Table
  - o Voting Location Street Listing: Several copies. Post one on the wall at the location.
  - o List of Write-in Candidates (if applicable) 2 copies (1) at paper ballot table (1) at Roster Table
  - EPB Components Checklist (1 per EPB unit)
  - o Proper location for items to be returned to B.O.E. sheet
  - Security Seal List Instructions on different types of seals, quantity and location
  - o Envelope for 10-L and 12-D Forms printed from EPB printer place at Paper Ballot Table
  - "Use Your Legal Signature" (1 per EPB place on table next to EPB)
  - Reference Book (Steps to: Reprint an ATV slip/ cancel a voter check in, Add a provisional voter, Clear a ballot from the ballot counter, Use ballot counter auxiliary bin, Use the BOE cell phone)
- Authority to Vote Slip Envelopes 1 envelope for each voting machine assigned to location and one
  envelope for use at the paper ballot station
- Reason For Provisional Ballot Slip Envelope Place at Paper Ballot station
- Withdrawn Candidates List (if applicable) 1 for each voting machine and 5 for use at the paper ballot station
- County Street and Road Directory/Voting Location Listing
- Secretary of State Reference Guide
- Statewide Issue Poster Post on wall in location
- Pads of Forms
  - o "Important" Paper Ballot Instructions 1 pad per precinct
  - Provisional Voter Precinct Verification Form (12-D) –1 pad per precinct "Post-It" style pad. Stick completed form to provisional envelope if voter voting in the wrong precinct.
  - Contact Forms 1 pad per precinct location. Form provides the public phone number for the Franklin County Board of Elections.
  - Authority to Vote Slips (to be used only as a back-up if Poll Pad Printer is not working)
- Poll Worker Assignment List: List of workers assigned to your voting location. Call 614-525-4100 #1 to report missing or lost poll workers the morning of the election
- Cellular Phone in Labeled Bag (Instruction sheet for use provided above) A LID# 3000 or above may have multiple phones. Key to voting machine security cart locks is attached to this bag.
  - o Quick Reference Phone Help Card
- BUMPer Packet <u>ONLY OPEN IF INSTRUCTED BY BOE STAFF!!!</u>

Signature Poll book, Rest of 3-Part Registration List: (Green and White), Authority to Vote Slips (in pad form-200 per pad), Reason for Paper Ballot Form, Voter Transfer, Alpha Sign Packet, Understanding A Precinct Identifier, "Regular or Provisional" (laminated document for determining regular or provisional voter), Red Tamper Proof Poll book Seals, Revert to Paper Supplemental Manual

■ EPB BAG(S)

All Poll Pads assigned to location

# **Voting Location Supply List**

## Election Date / Election Type

### **Voting Machine Storage/Security Cart**

### Paper/Provisional Ballot Supply Box

The following supplies are located in the provisional ballot box in the paper supply box on the cart. Break the seal and unzip the bag to remove the supplies. Reseal the bag and use for voted paper ballots.

- Optical Scan Ballots in Pad Form Ballots are provided to accommodate every applicable ballot style
  in each voting location. The label on the ballot pads designates the precinct and the ballot style.
- Provisional Ballot Envelopes (yellow)
- Curbside Voter Envelope (pink)
- Spoiled Ballot Envelopes (white w/green ink)
- Provisional Ballot Notice Forms (12-H)
- Secrecy manila folder (to be used by voter to carry ballot to be scanned)
- Paper/Provisional Ballot Workbook 1 per location
  - Use these forms to inventory and audit ballot supplies. Return this booklet in the <u>U</u>n-voted ballot bag with your Unused ballots.

### **Compartment #1**

- Flags
- No Campaigning Beyond this Point Signs
- Extension Cords
- Wire Cutters
- Large paper bag for the return of non-zone supplies
- Surge Protector

### Compartment #2

- Voter Official Tabulation Results (VOTR) book:
  - o Counter Stick (Green Label) (larger locations may have multiple Counter Sticks)
  - o Marker Stick (White Label)
  - Red Pouch (enclose result tape in the pouch, iSync Drive and Barrel/Flat Keys for return to the warehouse)
  - Clear Pouch (contains Red Tamper-Proof Seals, Blue and Red Security Lock Tie Seals, White Snap Seals and Short Zip-Tie)
  - Checklist of Items to be Returned
- Office Supply Kit (rectangular cardboard box) Box containing ink pens, roll of masking tape, 100 ft length of string (use to measure 100 ft distance from entrance of polls), Election Official Nametags, "I Voted Stickers", Plastic Bag for Discarded Seals (secure seals removed from voting machines in this bag and return bag to the office supply kit at the end of the day), rubber fingers, notepad, post-it note, a 12"ruler and static (alcohol) wipes, black marker.
- Full Page Magnifying Glass
- Packet of Signs:
  - Election Day Guidelines
  - o Special Voting Instructions
  - Voting Rights Information
  - Notice of Double Voting Signs (2)
  - Voting Today Signs (5)
- Voting Machine Supply Pack (Cake Box) (Master Cart ONLY): headphones, power cord for Kiosk, Scanner for Table Top Markers
- Additional paper rolls for EPB Printer in sealed plastic bag



R.C. 3501.01(AA), 3503.16; 3505	ot Affirmation 5.18; .181; .182; .183.	Print clearly
Full Name	First	Middle
Required	Last	Suffix
Date of Birth Required 2	Date of Birth (MM/DD/YYYY) (Do not write today's date here)	
Current Ohio Address Required	Street Address (No P.O. Boxes)City/Village	County
Former Address	Have you moved without updating your voter registration?   Yes	] No
you do not provide your former address, it will not cause your ballot to be rejected.	Street Address (No P.O. Boxes)  City/Village State	ZIP
Required		
Registration Update Recommended	Form No. 12-O Prescribed by Secretary of State (02/07/2023).  Affidavit of Religious Objection  R.C. 3505.19	
Affirmation Required	I,	
WHOEVER COM	WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF	F A FELONY OF THE FIFTH DEGREE.
Failure by the precinct e		
LID: P		

# IN CASE OF VACANCY Rev. Code, Sec. 3501.31

Certificate of Appointment of Judge to Fill Vacancy and Oath.				
< <election date="">&gt;</election>				
Precinct of Ward				
	Township, City or Village			
Worker 1: WE HEREBY CERTIFY, that one of the Precinct Election Officials in this precinct, was absent on the day of the election at the time set for meeting before the hour fixed for opening the polls, thereupon the Voting Location Manager, with the concurrence of a majority of the remaining Precinct Election Officials present, appointed: a qualified elector who is a member of the same political party of which such absent Precinct Election Official is a member, to fill the vacancy pending action by the Board of Elections.				
Worker 2: WE HEREBY CERTIFY, that	one			
of the Precinct Election Officials in this precinct, was absent on the day of the election at the time set for meeting before the hour fixed for opening the polls, thereupon the Voting Location Manager, with the concurrence of a majority of the remaining Precinct Election Officials present, appointed:				
Worker 3: WE HEREBY CERTIFY, that				
Voting Location Manger				
Precinct Official	Precinct Official			
Precinct Official	Precinct Official			
Precinct Official	Precinct Official			

Please follow these steps for using this form to appoint a precinct election official. Providing the proper information can expedite the payroll verification process.

- 1. Call the precinct election official's desk to report all vacancies; (614) 525-4100 #1.
- 2. If you find someone that wants to fill the vacancy and work the polls, complete this form.
- Administer the "Oath of Judge" and have replacement worker sign payroll affidavit and provide payroll information. Workers appointed on Election Day should also provide their social security number and phone number on the payroll slip.
- Call the precinct election officials desk to report that the vacancy has been filled and provide the name, social security number and contact information via the phone to the precinct election official coordinator for the party of the replacement worker.



# VLM SUPPLY PICK-UP CARD

# FRANKLIN COUNTY BOARD OF ELECTIONS YOU MUST BRING THIS CARD WITH YOU

I accept these election supplies and agree to carry out the duties required of me on Election Day.

I further agree to return the required precinct election supplies and results to the drop off location

### LID# 4006



R-VLM

#### Signature

Supplies will be distributed at: Board of Elections Warehouse 1700 Morse Rd - 9:00 AM to 1:00 PM

FRANKLIN COUNTY BOARD OF ELECTIONS
PRESIDING JUDGE AUTHORITY

LID# 4006



DISPLAY ON CAR DASHBOARD 020138

## LOCATION SETUP GUIDELINES

## **Location Setup Guidelines**

You have authority to adjust your location setup to account for your facility (outlets, walls, bleachers, etc.) so that you can ensure efficient flow of voters as well as ensure the voters' privacy. Just keep in mind the following:

- 1. Counter(s) must be placed at the exit of your voting area
- 2. Set up Roster Tables within sight of the voting area entrance
- 3. Designate an area for Provisional / Regular Voter Paper Ballots processing near the Roster Tables
  - a. Provisional / 17 Y.O. Ballot Table
  - b. Paper Ballot Table
  - c. Back Table (within easy access of other two tables)
- 4. Set up area for Provisional Privacy Booth(s)
- 5. Set up area for Paper Ballot privacy tables
- 6. Designate an area for Ballot Markers
  - a. If in pods of 4, offset the ballot markers by 90 degrees
- 7. Set up Kiosk(s) near Ballot Markers

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# INSTRUCTIONS FOR 17-YEAR-OLD VOTERS

### 17-Year Old Voter Instructions: Voting Your Optical Scan Ballot

A 17-year old registered voter who will be 18 years of age on or before the date of the next general election may vote in a primary election, including for Presidential delegates. You CANNOT vote on: any candidacy for a state or county political party's central committee, or any question or issue, such as a school tax levy, charter amendment, or local liquor option.

### Please read the following instructions on how to mark your ballot:

- 1. Before marking your ballot, make sure that there are not any marks on it.
- 2. If there are marks on the ballot, please return the ballot to the election officials for a clean ballot with no marks already on it.
- 3. Read the directions on the unmarked ballot carefully before you vote:
  - ✓ If the ballot allows you to cast **one** vote for a particular office, you may fill in only **one** oval or box on your ballot.
  - ✓ If the ballot allows you to cast more than **one** vote for the same office, you may fill in the maximum number of ovals or boxes allowed by the directions.
  - ✓ If you vote for fewer candidates than the maximum number allowed by the directions for a particular office, you have under voted that contest and your vote will be counted
  - ✓ If you vote for more candidates than the maximum number allowed by the directions for a particular office, you have over voted that contest and your vote for that contest only will NOT be counted.
- 4. Use the pen or pencil provided to mark your vote on the optical scan ballot.
- 5. Completely fill in the oval or box to the left of the candidate's name you want to vote for.
- 6. To cast a vote for a person who has filed to be a write-in candidate:
  - Find the blank line provided on the ballot under the names of candidates listed for that particular office.
  - ✓ Fill in the oval or box to the left of that blank line.
  - ✓ Clearly write the name of the write-in candidate on the blank line. Only votes for a person who previously filed with the board of election to become a write-in candidate will be counted.
- 7. If you have questions, ask the election officials for assistance.
- 8. If you make an error while marking your ballot, please take your ballot to the election officials. The election officials will void that ballot and give you a new one. You may request up to two replacement ballots.
- 9. Once you have completed marking your ballot, review it to make sure it reflects your votes and place it in the envelope given to you.
- 10. Once you place your ballot in the envelope given to you and return it to the election officials, you may not request another ballot.
- 11. Your ballot will be sent to the county board of elections with all the other ballots after the polls close. Your ballot does not identify you; your vote is secret.
- 12. CONGRATULATIONS! You have voted for the first time and taken an important first step toward being a lifelong voter and a regular participant in your government.

#### LOCATION WORKBOOK PROBLEMS AND CORRECTIONS PAGE

Please provide notes on all items that should be reported to the Board below and initial your entry.

Please	provide notes	s on all items that should be reported to the Board below and initial your entry.
Date/Time of Note	PEO's Initials	Specific description of item(s) to be reported to the Board
0111000	IIIIIII	

Form No. 10-U Prescribed by Secretary of State (10/2024)

#### Affidavit-Oath-Examination of Person Challenged

R.C. 350	5.20	
The St	ate of Ohio,	County, ss.
I,		the undersigned, swear or affirm under penalty of election
	ation that I will fully and tor at this election.	nd truly answer all of the following questions put to me, concerning my qualifications as
Being	challenged as unqu	alified on the grounds that:
(A)	The person is	not a citizen, the following question shall be asked:
		tizen of the United States? Ans.
	100	ative or naturalized citizen? Ans.
	100	you born? Ans.
	(4) What officia	I documentation do you possess to prove your citizenship? Ans.
		ride that identification.
	and photo	ct election official must inspect docume <mark>ntati</mark> on, including any certificate of naturalization identification the voter provides.)
	If the person them, the parents we (If the person identificate the requirement)	n must declare under oath that the person is the identical person named in the certificate. In states under oath that, by reason of the naturalization of the person's parents or one of person has become a citizen of the United States, and when or where the person's are naturalized, the certificate of naturalization need not be produced.) on declares under oath and provides the required documentation and photo ion proving their citizenship, they may vote a regular ballot. If they do not provide a documentation and photo identification proving their citizenship, they must be a provisional ballot.)
(B)	following ques	not a resident of the state for thirty days immediately preceding election, the stions shall be asked: esided in this state for thirty days immediately preceding this election? Ans.
	If yes:	Para you recided? Ape
	200	ave you resided? Ans.
	AND STATE OF STREET STREET STREET	perly register to vote? Ans.
	(4) Have you vo	ot <mark>ed or</mark> attempted to vote at any other location in this or in any other state at this election?
	(5) Have you a	oplied for an absent voter's ballot in any state for this election? Ans.
		above responses, the precinct election officials are unable to determine the person's he precinct election officials shall provide and the person may vote a provisional ballot.)
(C)	The person is questions sha	not a resident of the precinct where the person offers to vote, the following II be asked:
	(1) Do you resid	de in this precinct? Ans.
	(2) When did yo	ou move into this precinct? Ans.
		ame into this precinct, did you come for a temporary purpose merely or for the purpose your home? Ans.
	(4) What is you	r current mailing address? Ans

(5) Do you have some official identification	n containing your current address in this precinct?
Ans.	_
Please provide that identification.	
(6) Have you voted or attempted to vote at election? Ans.	t any other location in this or in any other state at this
(7) Have you applied for any absent voter's	s ballot in any state for this election? Ans.
person to the correct polling place. If the precinct election officials are unable to	polling place, the precinct election officials shall direct the the person refuses to go to the appropriate polling place or the odetermine the person's eligibility to cast a ballot, the precince person may vote a provisional ballot.)
(D) The person is not of legal voting age, the (1) Are you eighteen years of age or more	
	er Alls.
(2) What is your date of birth? Ans.	
(3) Do you have some official identification	n verifying your age? Ans.
Please provide that identification.	
	able to determine the person's age and eligibility to and the person may vote a provisional ballot.)
	Signature
	Challenged person's signature
orn to before me and signed in my presence, this	day of
	(Day) (Month) (Year)
	Signature of Voting Location Manager
	Signature of Young Location Manager
	Name of Precinct or Voting Location
	Township or Ward and City or Village

If a person refuses to fully answer the questions, is unable to answer the questions, refuses to sign or make the person's mark or if the majority of precinct election officials believe that the person is not entitled to vote, the precinct election officials shall provide, and the person may vote a provisional ballot.

#### WHERE TO PLACE SUPPLIES FOR RETURN TO B.O.E.

ITEMS INSIDE GREEN OUTLINED BOX AND WITH A YELLOW TRIANGLE MUST BE RETURNED TO B.O.E. ON ELECTION NIGHT ITEMS INSIDE RED OUTLINED BOX AND NO YELLOW TRIANGLE WILL BE PICKED UP BY B.O.E. STAFF LATER

#### IN VLM SUPPLY BAG

#### ITEMS TO BE PLACED IN RED DOCUMENTS BAG

- Provisional Ballot Template
- · Poster: ID with former address is acceptable if ......
- State Your Name & Address Signs
- Pink Register of Voters, Pink Supplemental lists and All voter list
- · Checklist of Items to be Returned Signed
- EPB Components Checklist
- Where to Place Supplies for Return to B.O.E. sheet (This Document)

**BUMPer** BAG

**Location Workbook** Roster Workbooks **Board Cell Phone** 



#### ITEMS TO BE PLACED IN VOTR BOOK

- · Results Tape(s) Only (place in the Red Zipper Pouch inside book)
- Barrel/Flat Keys need to be placed in the Red Zipper Pouch
- Green Labeled USB Stick(s) from Ballot Counter(s)
- Facility Key (if provided) needs to be placed in the Red Zipper Pouch

DO NOT PLACE USED SEALS IN VOTR BOOK!!!

**VOTED BALLOT BAG(S)** 



#### UNVOTED BALLOT BAG(S)



- Blue Provisional Workbook (including Paper Ballot Issued Logs)
- · RFPB Envelope (fold in half) and 10-L/Wrong Location Voter Envelope (Place in front pocket of the blue provisional workbook)
- Spoiled Ballot Envelope (Sealed)
- Used Ballot Stubs
- · Unused pre-printed paper ballots

#### ITEMS TO BE RETURNED IN PURPLE EPB BAG(S)

All Touchpads



**CRADLEPOINT CASE** 



#### SECURE BALLOT BAG(S) containing:

- ONLY VOTED BALLOTS SCANNED INTO THE BALLOT COUNTERS
- SEALED ATV Envelopes with Issued ATV slips

DO NOT PLACE ANY OTHER **ITEMS/BALLOTS IN THIS BAG!!!** 

#### ITEMS TO BE RETURNED IN CAKE BOX

Headphones

#### ITEMS TO BE RETURNED IN MAIN BALLOT BIN OF THE **BALLOT COUNTER**

- Pads of 12-H (Provisional Ballot Notice)
- Pads of Important Instructions
- Pads of 12-D and 12-O forms
- Pads of BOE contact form (Blue) | TEMS IDENTIFIED
- Unused Envelopes
- Ballot Privacy Folders
- County Road & Street Guide

#### DO NOT PUT

IN THIS BOX IN THE

**BALLOT BAG!!!** 

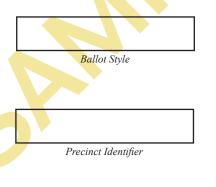
#### ITEMS TO BE RETURNED IN MACHINE CART

- Blank Ballot Cards DO NOT put these in
- the ballot bag!!!
- Green EPB Printer Cases
- Packet of Signs PLACE BACK IN ENVELOPE (Election Day Guidelines, Special Voting Instructions, Voting Rights, Arrows/Voting Today Signs)
- · Large Brown Election Trash Bag

ITEMS TO BE PLACED IN THE LARGE BROWN ELECTION TRASH BAG (place this bag in the Machine Cart for return) Used Seals Bag with all used seals, Supply list, Sample Ballots, Precinct Maps, Yellow Street Guides, List of Write-in Candidates, Role of Observers/Role of PEO's, Withdrawn Candidates List, Poll Worker Assignment

#### **AUTHORITY TO VOTE**

This document is the property of the Franklin County Board of Elections. It must be returned in the storage bin of the supply cart. Illegal use or reproduction of this card will be prosecuted under Ohio Election Laws.

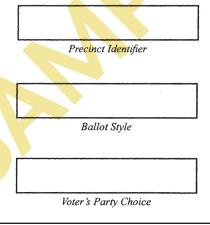


# GENERAL ELECTION

# PRIMARY ELECTION

#### **AUTHORITY TO VOTE**

This document is the property of the Franklin County Board of Elections. It must be returned in the storage bin of the supply cart. Illegal use or reproduction of this card will be prosecuted under Ohio Election Laws.





#### **OBSERVER LOG SHEET**

#### STATE OF OHIO, COUNTY OF FRANKLIN, ss.

By reading aloud and signing below, I do solemnly swear that I will faithfully and impartially discharge the duties as an official observer, assigned by law; that I will not cause any delay to persons offering to vote; and that I will not disclose or communicate to any person how any elector has voted at such election.

Name of Observer	Voting Location Manager Initials	Time I	Reporting
		In	Out
Print:			
Sign:			
Print:			
Sign:			
Print:			
Sign:			
Print:			
Sign:			
Print:			
Sign:			
Print:			
Sign:			
Print:			
Sign:			
Print:			
Sign:			
Print:			
Sign:			
Print:			
Sign:			
Print:			
Sign:			

## INVENTORY SHEET FOR ALL OF THE SEALS NEEDED AT THE END OF THE DAY

ed for	MONDAY NIGHT SETUP and ELECTION DAY:	Picture	SEALED				
ls Need	id ELEC	Location	Seal pouch in Votr Book	Seal pouch in Votr Book	Green EPB Printer Cases	Seal pouch in Votr Book	Seal pouch in Votr Book
et of Sea	ETUP an	Use	Seal Transportation/S torage Cart Lock (MONDAY AND TUESDAY)	Ballot Box; Counters X 5 (1 for Auxiliary Bin if needed) (MONDAY AND TUESDAY)	Seal Green EPB Cases	2 Per Voted / 1 Per Unvoted Bag / 1 Per Purple EPB Bag / 1 Per Ballot Box	Zip Tie Voted and Unvoted Ballot Bags together at closing
Inventory Sheet of Seals Needed for	AY NIGHT S	Calculate	=seals	Counters x 5 = Seals	Green EPB Printer Cases = Seals	Voted Bag(s) x 2 +	N/A
	MOND	Quantity	2 Per Lock on Transportation/ Storage Carts	5 Per Counter	1 Per Green EPB Case	2 Per Voted Ballot Bag, 1 Per Unvoted Ballot Bag, 1 Per Purple EPB Bag and 1 Per Ballot Box	1 Per Location
		Seal Type	Red Tamper- Proof Seals	Blue Security Lock-Tie Seals	Red Security Lock-1 Tie Seals	White Snap Seals	Short Zip-Tie

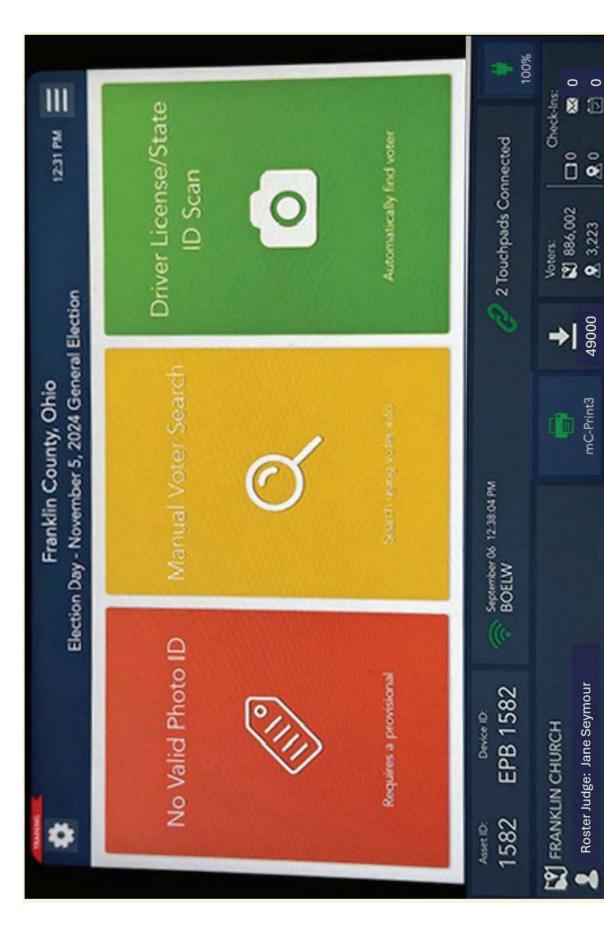
#### \*

#### **Curbside Voting Envelope**

Do not take the Poll Book to the car. Instead, take this envelope and collect the following information. Refer to the VLM section of the manual and the attached instructions for details. WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE

Completed by PEO Print Clearly	Voter's Stated Name:
	Voter's Stated Current Address:
	Type of Identification Provided:  Ohio Driver's License, State ID Card, or Interim ID form issued by the Ohio BMV  U.S. Passport or Passport Card  U.S. Military ID Card, Ohio National Guard ID Card, or U.S. Department of Veterans Affairs ID Card
Completed by Voter In partisan primary elections only, indicate Party Choice or Issues Only.	Voter's Signature:  For partisan primary elections only, indicate ballot choice:  Party Choice or Issues Only:
Ballot Information Use this envelope to verify the voter information provided. Print the ATV and take it to the Paper Ballot table to select the appropriate ballot.	9-Digit Voter Identification Number:  LID:  Precinct Identifier:  Ballot Style:
Precinct Election Officials Signatures The precinct election officials witnessing this form may not be from	Election Official 1 Signature:  Date Election Official 2 Signature:
the same political party.	Date

0



#### REASON FOR PAPER BALLOT FORM

#### **REASON FOR PAPER BALLOT**

Roster Judge: Please mark below the reason the voter is being sent to the Paper Ballot Station. Voter takes the completed form to the Paper Ballot Station for assistance.

Paper Ballot Judge: Please verify that the voter is in the correct location by using your yellow Polling Location Street and Road Guide.

PROVISIONAL VOTER:
Voter needs to vote provisionally.
If <b>ATTORNEY IN FACT</b> is printed in the signature box, mark the box to the left and mark the box above for the voter to vote provisionally.
OR .
LOST VOTER
Voter has moved and needs to be directed to their new polling location.
OR
17 YEAR OLD VOTER:
17 Year Old Voter - Voter is a regular voter but must cast their ballot on paper. The voter must sign the signature poll book and receive an Authority to Vote slip prior to reporting to the paper ballot station for a ballot.
OR
 PAPER BY CHOICE VOTER:
Paper Ballot Option - Voter is a regular voter but requests to cast their ballot on paper. The voter must sign the signature poll book and receive an authority to vote slip prior to reporting to paper ballot station for a ballot.

#### **VOTER CONTACT PAGE**

The following voters appeared at the polls to vote on this date and were unable to cast a ballot due to problems. Name, address and phone number are to be recorded and the voter contacted when the problem is corrected.

Name	Phone Number
Address	
Name	Phone Number
Address	
Problem	
Name	Phone Number
Address	
Problem	
Name	Phone Number
Address	
Problem	
Name	Phone Number
Address	
	Y
Name	Phone Number
Address	
Problem	
Name	Phone Number
Problem	
Name	Phone Number
Address	
Problem	

# **Zone** #1

# Roster Workbook Problems and Corrections

LID# 3021

Record problems and corrections below and initial your entry in the space provided.

Roster Workbook		«ELECTION_NAME»	«ELECT
Time PEO's Specific description of item(s) to be reported to the Board	of I	Voter's Name	Page #

226

#### VOTER REGISTRATION/ CHANGE OF ADDRESS FORM

#### **NEED NEW IMAGE**

1. Are you a U.S. citizen? ☐ Yes ☐ No 2. Will you be at least 18 years of age on or			
If you answered NO to either of the quest 3. Last Name	First Name	Middle Name or Initial	Jr., II, etc.
4. House Number and Street (Enter new address if changed)	Apt. or Lot #	5. City or Post Office	6. ZIP Code
7. Additional Rural or Mailing Address (if necessary)		8. County where you live	FOR BOARD USE ONLY SEC4010 (Rev. 07/08)
Birthdate (MO-DAY-YR) (required)     10. Ohio driver's license No. Clast 4 digits of Social Section (one form of ID required to	urity No. be listed or provided)	11. Phone No. (voluntary)	City, Village, Twp.
12. PREVIOUS ADDRESS IF UPDATING CURRENT REGISTRATION	ON - Previous House Number an	d Street	Ward .
Previous City or Post Office County		State	Precinct 
13. CHANGE OF NAME ONLY Former Legal Name	Former Signature		School Dist.
I declare under penalty of election falsification I am a cit days immediately preceding the next election, and will be			Cong. Dist.
14. Your Signature →			Senate Dist.
Date / / MO DAY YR			House Dist.

# **APPENDIX 25**

#### 228

#### ELECTION DAY BALANCE SHEET

# **ELECTION DAY BALANCE SHEET** <ELECTION DATE> Primary/Special Election

Prior to 6:30 A.M.

Blank Ballot Cards Received LID# 3021

Ballot Markers and the Paper Table to get the Total ATVs Issued. Record the total number of EPB Signature Counts for all EPBs at the Roster Table. Compare the Number of Votes, Total number of tick marks for Fleeing Voters and the number of tick marks for Curbside Voters and 17 Year Old Voters to get the Number of Voters. Record and add the number of ATVs at the Around the times specified, record the public count from each Ballot Counter. Copy the total Public Count Reading from each Ballot Counter to the table below. Record and add the total

ATVs Issued and EPB Signature Counts. If they do not agree at the final counts, please make a note on the back side of this form.

Ballot Counter Ballot Ballot Ballot Counter 1 Ballot Counter 5 Counter Counter 2 ATVs at Paper Table ATVs at Ballot Markers & **Total ATVs Issued** Standard Ballots Standard Ballots Standard Ballots Standard Ballots Standard Ballots 2 P.M. COUNTS **EPB Signature Counts ExpressVote Cards ExpressVote Cards ExpressVote Cards ExpressVote Cards** ExpressVote Cards Total Public Count **Total Public Count Total Public Count Total Public Count** s of 2 P.M. **Fotal Public Count** Ieeing Voter (Total Tick Marks on TV Envelopes at Markers) rand Total urbside/17 Year Old Voters mber of Voters Ballot Ballot Ballot Ballot Counter 3 Counter FINAL POLLS CLOSED COUNTS Total ATVs from 2 P.M. COUNTS ATVs at Ballot Markers & ATVs at Paper Table Kiosk(s) otal ATVs Issued Standard Ballots Standard Ballots Standard Ballots Standard Ballots Standard Ballots **EPB Signature Counts Blank Ballot Cards ExpressVote Cards** ExpressVote Cards **ExpressVote Cards** ExpressVote Cards ExpressVote Cards Total Public Count **Total Public Count Total Public Count Total Public Count Total Public Count** leeing Voter (Total Tiok Marks on ATV Envelopes at Markers) Grand Total Surbside/17 Year Old Voters Total Tick Marks on Pre-Printed Paper Ballot (econciliation) inal Number of Voters after olls Closed

#### **OFFICIALS:**

#### REGISTER OF VOTERS

The names and addresses of the registered voters in your precinct are listed on the following pages.

#### POST THIS LISTING AT 6:30 a.m. BEFORE POLLS OPEN

Before posting, identify those persons who voted by absentee ballot by placing a "X" to the front of their names. Two additional listings have been provided and must be posted at 11:00 a m, and again at 4:00 p.m. (NOTE: 4)

Sign If the of th

corre

#### **OFFICIALS:**

#### REGISTER OF VOTERS

The names and addresses of the registered voters in your precinct are listed on the following pages.

POST THIS LISTING AT 11:00 a.m. (Update 6:30 a.m. to 11:00 a.m.)

Identify those persons who voted by absentee ballot and those persons voting between the hours of 6:30 a.m. and 11:00 a.m. by placing a "X" to the front of their names. Between 6:30 a.m. and 11:00 a.m. you will be marking this listing as well as your 4:00 p.m. listing. At 11:00 a.m., remove the listing posted at 6:30 a.m. from

listing

If the of th corre

#### **OFFICIALS:**

#### REGISTER OF VOTERS

The names and addresses <mark>of th</mark>e re<mark>gistered</mark> voters in your precinct are listed on the following pages.

POST THIS LISTING AT 4:00 p.m. (Update 6:30 a.m. to 4:00 p.m.)

Identify those persons who voted by absentee ballot and those persons voting between the hours of 6:30 a.m. and 4:00 p.m. by placing a "X" to the front of their names. At 4:00 p.m., remove the listing posted at 11:00 a.m. from the wall and replace it with this listing. You will not be updating any of these three listings for the remainder of the day. At the closing of your polls, place the pink and the green listings in the cart in compartment #2 with Alpha Que and Sign Kits. Place the white listing in the canvas bag to be returned on election night

If there are corrections or deletions needed on this listing, enter an explanation of such on the correction page of the Precinct Workbook. Identify by what authority (Name, phone number and source of information) the correction is being made. Authenticated information is encouraged.

Precinct: LID# 2100-SEC-1

EMERITUS AT CHESTNUT HILL Franklin County

Election date: 5/3/2011

Section 3503.23. Ohio Revised code requires: The Board of Elections shall cause to be prepared from the registration database a complete and official registration list for each precinct, containing the names, addresses, and political party whose ballot the elector voted in the most recent primary election of all qualified registered voters in the precinct. The poll workers shall conspicuously post and display one copy of each precinct list at the polling place in each precinct.

On election day, precinct election officials shall at 6:30 a.m., 11 a.m. and 4 p.m. place a mark before the name of those registered voters who have voted.





#### Statements Of Persons Challenged As To Party Affiliation R.C. 3513.19, 20

(ward)	(city, village or township)
(fill in date, year, county, city, village or township,	ward and precinct before electors sign)
At the Primary Election held on the day o	feach of the electors
named below were challenged as being ineligible or was not a member of the political party whose	to vote on the basis that he or she was not affiliated with ballot he or she requested.
State of Ohio, County of	:
WHOEVER COMMITS ELECTION FALSIFICAT	TION IS GUILTY OF A FELONY OF THE FIFTH DEGREE
I,(Name of Person Challenged)	, of(Address)
hereby state, under penalty of election falsification principles of the	on, that I desire to be affiliated with and that I support the Party and wish to cast a ballot in the party's primary
election this year.	
	(Signature of Person Challenged)
(Signature of Precinct Election Official)	— Pight to Voto
	Right to Vote  Approved Rejected
l,	, of
(Name of Person Challenged)	(Address)
principles of the	on, that I desire to be affiliated with and that I support the Party and wish to cast a ballot in the party's primary
election this year.	Tarty and mornte odds a ballet in the party o primary
	(Signature of Person Challenged)
(Signature of Precinct Election Official)	Right to Vote
	☐ Approved ☐ Rejected
	, , , , , , , , , , , , , , , , , , , ,
l,	, of
(Name of Person Challenged)	(Address)
principles of the	on, that I desire to be affiliated with and that I support the Party and wish to cast a ballot in the party's primary
election this year.	
	(Signature of Person Challenged)
(Signature of Precinct Election Official)	— Right to Vote
	☐ Approved ☐ Rejected
l,	, of
(Name of Person Challenged)	(Address)
principles of the	on, that I desire to be affiliated with and that I support the Party and wish to cast a ballot in the party's primary
election this year.	
	(Signature of Person Challenged)
(Signature of Precinct Election Official)	Dight to Vote
	Right to Vote  ☐ Approved ☐ Rejected

Form No. 10-L Prescribed by the Secretary of State (03/2023)

#### **Notice of Change of Name**

R.C. 3503.16(B)(1)(b)

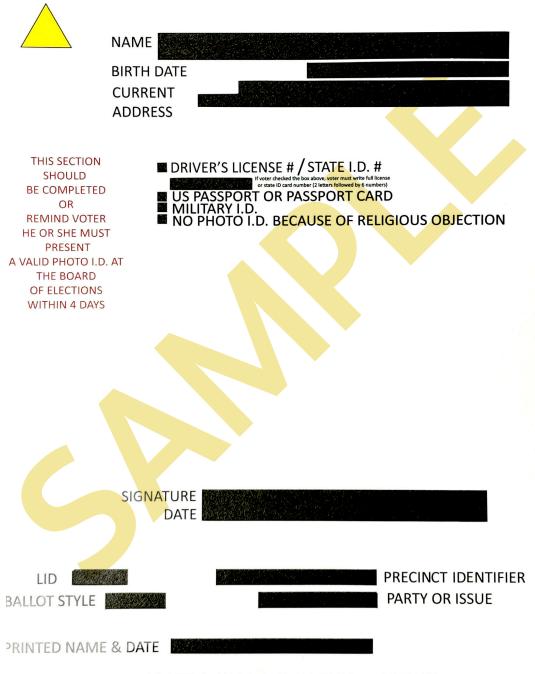
Voter's new legal name:	
Voter's former name:	
Voting residence address:	
Street Address	
City, Village or Post Office	
County	ZIP Code
Date of Birth	MM/DD/YYYY
<ul> <li>The last four digits of your Social S</li> <li>Please check this box indicating the</li> <li>I hereby declare, under penalty</li> </ul>	
X	MM/DD/YYYY
(Signature of Voter)	(Date Signed)
Your former signature: WHOEVER COMMITS ELECTION	ON FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.
INSTRUCTIONS TO PRECINC	ELECTION OFFICIAL:
add <mark>res</mark> ses are different, the listing), then the voter ma	ed by the voter above matches the address printed in the pollbook. If the pout the address above is in your precinct (based on the precinct street ay cast a <i>regular</i> ballot. If the addresses are different and the address inct, direct the voter to the correct precinct where he or she may cast a
2. Check the appropriate bo	ox indicating type of legal proof of name change provided:
☐Marriage License	
☐Court Order	
Other:	
3. Precinct Election Official	Signature:

#### PROVISIONAL ENVELOPE

Full Name Clearly print your name. Required	1	First	
Date of Birth	2	Date of Birth (MM/DD/YYYY) (Do not write today's date here)	
Required Current Ohio Address	3	Street Address (No P.O. Boxes)	County
Former Address Not Required If you do not provide your former address, it will not cause your ballot to be rejected.	4	City/Village  Have you moved without updating your voter registration? Yes No Street Address (No PO. Boxes)  City/Village State	
<b>Identification</b> Required	5	You must show photo ID to the election official that includes your name and photo photo ID you provided:  An Ohio driver's license, state ID card, or interim ID form issued by the Ohi If you checked the box above, you must write your full driver's license or state ID.  U.S. Passport or Passport Card  U.S. Millitary ID Card, Ohio National Guard ID Card, or U.S. Department of If you do not have photo ID because you have a religious objection to being religious objection, which you can obtain from your precinct election official to the provisional ballot envelope.  Note: If you did not show photo ID to the election official or complete an affidat the office of the board of elections within four days after the election and provreligious objection for your vote to be eligible to be counted.	o BMV. D card number (2 letters followed by 6 numbers):  Veterans Affairs ID Card g photographed, complete an affidavit of . The precinct election official will attach it at of religious objection, you must appear at
Registration Update Recommended	6	If you need to update your voter registration, you may provide additional i will not be used for ballot counting purposes.  Write your full Ohio driver's license or state identification card number (2 letters foil) Write the last four digits of your Social Security number:  Mailing Address (if different than above) Street Address (Or P.O. Box) City/Village	towed by 6 numbers);
Affirmation Required	7	I solemnly swear or affirm, under penalty of election falsification, that:  I am a citizen of the United States and will be at least 18 years of age I am eligible to vote in the election in which I am voting this provision. I have lived in this state for 30 days immediately preceding this electi I am a registered voter in the precinct in which I am voting this provision. I understand that, if the information I provide on this provisional ballot correct. If the board of elections determines that I am not registered to vote in this election, or if the board of elections determines that I his provisional ballot will not be counted. I understand that, if I am not currently registered to vote or if I am not my current name, this form will serve as an application to register to velections, as long as I provide all of the information required to register. I understand that knowingly providing false information is a violation of prosecution. I hereby declare, under penalty of election falsification, that the above of my knowledge and belief.  Signature X  Today's Date (MM/DD/YYYY)	al ballot.  on in which I am voting this ballot.  ional ballot.  affirmation is not fully completed and o vote. a resident of this precinct, or eligible ave already voted in this election, my  registered at my current address or under vote or update my registration for future er to vote or update my registration.  of law and subjects me to possible criminal estatements are true and correct to the best
WHOEVER CO	ММІТ	S ELECTION FALSIFICATION IS GUILTY OF A FELON	Y OF THE FIFTH DEGREE.
Failure by the precin	ct elect	ion official to complete this section will not affect whether or not	this provisional ballot is counted.  For Office Use Only
LID:	Preci	nct Identifier:	Tot Office use Offig
Ballot Style:		Party or Issues Only:(PARTISAN PRIMARIES ONLY)	
PEO's Printed Nam	ne & D	ate:	

#### PROVISIONAL ENVELOPE TEMPLATE

#### USE THIS TEMPLATE TO CHECK EVERY PROVISIONAL ENVELOPE



PLEASE RETURN TEMPLATE WITH YOUR SUPPLIES

# SPOILED BALLOT

ENVELOPE

Collect all voided and spoiled ballots in this envelope and return in the Unused Ballot Bag.

#### **AUTHORITY-TO-VOTE ENVELOPE**

## FRANKLIN COUNTY AUTHORITY-TO-VOTE SLIPS

#### PUT ALL AUTHORITY TO VOTE (ATV) SLIPS IN THIS ENVELOPE

Attach at least one Authority-To-Vote Envelope to the exterior of a privacy shield on each Ballot Marker Table. Attach an Authority-To-Vote Envelope to the back of each Kiosk.

## AT THE END OF ELECTION DAY, PUT ALL ATV SLIPS IN AN ATV ENVELOPE AND PLACE INSIDE THE BALLOT BOX BEFORE IT IS SEALED

Place a tick mark in the box below every time you must cancel a voter's voting session because the voter left without printing their Ballot Card. Make a note on the Problems and Corrections page in the Location Workbook.

#### CANCELLED BALLOTS

(Fleeing Voter)

Form No. 12-D Prescribed by the Secretary of State (08-17)

#### **Provisional Voter Precinct Verification Form**

Complete this form whenever a voter's name does not appear in the signature poll book or poll list, the voter is in the wrong precinct of the correct multiple-precinct polling place and the voter insists on casting a provisional ballot in the wrong precinct.

STEP 1	Find the voter's address in the Voting Location Guide.
STEP 2	Write the name or number of the voter's correct precinct below:
STEP 3	Write the name and address of the voter's correct polling place below, if different from where you are now:
STEP 4	Instruct the voter to go to his or her correct precinct to cast a provisional ballot.
STEP 5	Instruct the voter that casting the wrong-precinct provisional ballot in this precinct would result in all or a portion of the votes on the ballot being rejected.
through 5 and insists	der penalty of election falsification that I followed Steps 1 above but the voter refused to travel to the correct precinct on voting a wrong-precinct provisional ballot in this precinct. e provisional ballot contained in the envelope to which this is attached.
	Signature of Precinct Election Official
Preci	nct Name/Number Polling Place Name
	form to the voter's provisional ballot envelope.

Failure by the Precinct Election Official to properly complete or attach this form will not result in the rejection of the voter's entire provisional ballot.

#### PROVISIONAL BALLOT NOTICE

This notice must be provided to every person who votes a provisional ballot.

A PROVISIONAL VOTER HOTLINE IS AVAILABLE: To learn if you need to provide a required form of photo identification in order for your ballot to be counted or to learn after the official certification whether it was counted, please call the PROVISIONAL VOTER HOTLINE at:

#### (866) OHIO-VOTE (866-644-6868)

This hotline is available until the end of the month following the election. If you are required to provide more information (see below) for your ballot to count, you have until the fourth day after the election to supply the board of elections with the required information. You can learn whether you need to provide any other information by reading the information below or by calling (866) OHIO-VOTE, or you may call the board of elections directly. A directory of boards of elections is located online at:

OhioSoS.gov/boards

Your Board of Elections is:		County Board of Elections
	Board office hours:	

The Provisional Voter Hotline will also allow you to learn after the official certification whether your provisional ballot was counted, and if it was not counted, why it was not counted.

#### IN THE FOLLOWING SITUATIONS YOU MUST PROVIDE PROOF OF IDENTITY OR ADDITIONAL INFORMATION TO THE BOARD OF ELECTIONS WITHIN 4 DAYS AFTER THE ELECTION:

- 1. You did not present photo identification and did not complete an affidavit of religious objection.
- 2. Your right to vote had been challenged and heard by the board of elections at a hearing held before the election, and the board determined that the challenge had merit.

In these situations, the law requires that your ballot can be counted only if you appear at the office of the board of elections and provide to the board any additional information necessary to determine your eligibility.

#### The following are acceptable forms of photo identification:

- A driver's license, state ID card, or interim ID form issued by the Ohio BMV;
- A US passport or passport card; or
- A US military ID card, Ohio National Guard ID card, or US Department of Veterans Affairs ID card.

If you do not have a photo identification due to a religious objection, you may complete an affidavit of religious objection. You may ask elections staff for an affidavit form.

#### LID# 3021 - Columbus 33 D, Columbus 33 G & Grandview B PRE-PRINTED BALLOT STATION SECURITY SEAL FORM

#### Opening the Polls - Pre-Printed Ballot Station

- 1. Voted Ballot Bag(s)
  - a. Verify that there is nothing in the bag.
  - b. Seal the zipper side with a ballot bag security seal (found in the Seal Pouch in the red VOTR Book). **Do not seal the ballot slot**. Record the seal number in the chart below.

If you need additional Voted Ballot Bags call the Board of Elections at 614/525-4100.

#### Closing the Polls - Pre-Printed Ballot Station

- 1. Voted Ballot Bag(s)
  - a. Seal the ballot slot using a ballot bag security seal and record the number in the chart below.
- Pre-Printed Ballot Reconciliation Form
  - a. Inventory the unused and spoiled Pre-Printed Ballots and record the information.
- Unvoted Ballot Bag(s)
  - a. Record the number of a new ballot bag security seal (for the zippered side) in the chart below.
  - Place unvoted pre-printed ballots, unvoted blank ballot cards, any pre-printed ballot stubs, the Spoiled Ballots Envelope and Paper Workbook inside.
  - Seal the zippered side with the new recorded ballot bag security seal.

	Ballot Bag Security Seal Numbers						
	Opening the Polls			Closing t	the Polls		
Voted Ballot	Zippered side	Slotted side		Zippered side	Slotted side		
Bag(s)	(apply new seal)			(same)	(apply new seal)		
Bag 1		do not seal					
Bag 2		do <mark>not seal</mark>					
Bag 3		do n <mark>ot se</mark> al					
Bag 4		do not <mark>sea</mark> l		•			
Bag 5		do not seal					
Bag 6		do not seal					

Unvoted Ballot Bag(s)	Store in Machine Cart until Closing	Zippered side (apply new seal)	
Bag 1			
Bag 2			
Bag 3			
Bag 4			
Bag 5			
Bag 6			

The VLM must return ALL Voted and **Unvoted Ballot Bags** to the Warehouse at the end of Election Day

N 5

#### LID# 3021

195

200

#### PRE-PRINTED BALLOT RECONCILIATION SHEET

Remove the pad(s) of ballots from the Main Bin of the Ballot Counter and inventory the ballots issued to your location. Verify the party and ballot style number on the pad and also verify the number of ballots supplied. At the end of the day,

Precinct Name and Split	Ballot Style #	Applicable Party Ballots (Party ballot choice available in said split)	Number of Ballots (as the polls open)	Number of Ballots Remaining (unused – as the polls are closed)
COLS 33-D 01	185	Democrat	25	
COLS 33-G 01	190	Democrat	25	
COLS 33-G 02	192	Democrat	25	
GRANDVIEW-B 01	195	т	ID 1004	- Tracking I
GRANDVIEW-B 02	200	• In the sp	ace provided below, pl	lease keep track of the num
COLS 33-D 01	185	ballot iss • Voided a	aued. and mismarked Pre-Pri	nted Ballots or Ballot Card
COLS 33-G 01	190	**NO M	ORE THAN 2 R	secured in the "Spoiled Ba EPLACEMENT BAI Ongoing Count (Record

#### TURN PAGE FOR

GRANDVIEW-B 01

GRANDVIEW-B 02

- e-Printed Ballots Used

  persons voting Regular Pre-Printed Ballots, Curbside tick mark in the appropriate category below for each
- med by the voter and exchanged for a replacement ballot envelope" and returned in the UNVOTED Ballot Bag. IS MAY BE ISSUED TO A VOTER\*\*

Ballot Type	Ongoing Count (Record a tick mark below as a ballot is issued)	Total
Regular Pre- Printed Ballots		
17-Year-Old Pre- Printed Ballots (White w/ Orange)	ONA	
Provisional Pre- Printed Ballots (Yellow)		
Curbside Pre-Printed Ballots (Pink)		
Total Pre-Printed		

#### DO NOT INCLUDE COUNTS BELOW WHEN RECONCILING PRE-PRINTED BALLOTS

Track the number of Pre-Printed Ballots and Ballot Cards (if any) spoiled/voided.

SPOILED BALLOTS				
CONTROL DESCRIPTION OF THE PARTY NAMED IN COLUMN TWO IS NOT THE PARTY NAMED IN COLUMN				

Also, track the number (if any) of Voters who change their voting method.

Pre-Printed Ballot to Ballot Card	
Ballot Card to Pre- Printed Ballot	

ADA Provisional Ballots (voted on Ballot Marker)	



#### COUNTY STREET AND ROAD GUIDE WITH VOTING LOCATION LISTING

This Guide is designed to help you find the correct voting precinct and voting location for lost voters.

The guide is divided into two sections: The County Street and Road Guide (white pages) and the Voting Location Listing (green pages).

The County Street and Road Guide lists all streets and roads in Franklin County alphabetically and by house number ranges (even, odd, and all). Directional indicators will not affect the alpha listing (i.e. N Addison PI will be found in the A section, not the N section). When you have located the voter's address range, find the precinct name listed after the zip code for that range\*. If the precinct does not vote at your location, write the precinct name on the **Voter Transfer Form** and determine the proper voting location for that precinct in the **Voting** Location Listing (green pages).

The Voter Location Listing contains all the voting locations in alphabetical order by precinct name. Next to the precinct name is the assigned voting location name and address. Write the location name and address on the

\*At some locations, not all precincts will have something to vote on. In the County Street and Road Guide, if there is no election for an address, the precinct column will indicate "No Ballot". Precincts that do not have an election will not appear in the Voting Location Listing be-

#### ELECTION POLL LOCATIONS BY CONSOLIDATED PRECINCT REPORT PRINTED : 7/28/2011 8:17:27 AM

#### FRANKLIN COUNTY BOARD OF ELECTIONS 2011 GENERAL ELECTION

43214

GTON

PREC NAME	POLL LOCATION 2011 GENERAL ELECTION
COLS 69-I	NOOR ISLAMIC CULTURAL CENTER 5001 WILCOX ROAD DUBLIN, OH 43017
COLS 69-J	THOMAS ELEMENTARY SCHOOL 4671 TUTTLE CROSSING BOULEVARD DUBLIN, OH 43017
COLS 69-K	NOOR ISLAMIC CULTURAL CENTER 5001 WILCOX ROAD DUBLIN , OH 43017
COLS 70-A	ECOLE KENWOOD ELEMENTARY SCHOOL 3770 SHATTUCK AVENUE COLUMBUS, OH 43220
COLS 70-B	WINTERSET ELEMENTARY SCHOOL 4776 WINTERSET DRIVE COLUMBUS, OH 43220
COLS 70-C	NORTHWEST CHRISTI <mark>AN CHURC</mark> H 1340 <mark>FISHING</mark> ER ROAD COLUMBUS, OH 43221
	DID GEVIEW A RIDDLE COULOG AND DUDY DO A D. COLUMBIA COLUMBIA

#### POLL LOCATION STREET GUIDE

#### FRANKLIN COUNTY BOARD OF ELECTIONS

PRINTED :07/28/201	11 8:15:30 AM						
STREET NAME	HOUSE RANGE	CITY	PRECINCT	STREET NAME	HOUSE RANGE	CITY	PRECINCT
BLENDON POND DR	4949 ALL #TO 5040	WESTERVILLE, 43081	COLS 73-A	BLODWEN CIR	2230 EVEN#TO 2332	GROVE CITY, 43123	GROVE CITY 4-D
BLENDON RAVINE CT	4961 ALL #TO 5042	GAHANNA, 43230	COLS 73-C	BLODWEN CIR	2241 ODD#TO 3325	GROVE CITY, 43123	GROVE CITY 4-D
BLENDON VALLEY DR	5600 ALL # TO 5799	GAHANNA, 43230	COLS 73-A	BLOOM DR	2582 ALL #TO 2687	COLUMBUS, 43219	COLS 25-H
BLENDON VIEW CT	5600 EVEN#TO 5700	GAHANNA, 43230	COLS 73-A	BLOOMFIELD PL	7400 ALL # TO 7499	DUBLIN, 43016	COLS 74-B
BLENDON VIEW CT	5601 ODD # TO 5699	GAHANNA, 43230	COLS 73-A	BLOOMINGTON BLVD	1405 ODD # TO 1465	COLUMBUS, 43228	COLS 75-F
BLENDON WAY DR	4016 EVEN#TO 4126	GAHANNA, 43230	COLS 73-D	BLOOMINGTON BLVD	1410 EVEN#TO 1456	COLUMBUS, 43228	COLS 75-F
BLENDON WAY DR	4021 ODD # TO 4129	GAHANNA, 43230	COLS 73-D	BLOSSOM AVE	2643 ODD # TO 2745	COLUMBUS, 43231	COLS 66-E
BLENDON WOODS BLVD	2500 EVEN#TO 2840	COLUMBUS, 43231	COLS 66-F	BLOSSOM AVE	2644 EVEN#TO 2836	COLUMBUS, 43231	COLS 66-C
BLENDON WOODS BLVD	2551 ODD # TO 2631	COLUMBUS, 43231	COLS 66-E	BLOSSOM AVE	2769 ODD # TO 2835	COLUMBUS, 43231	COLS 66-C
BLENDON WOODS BLVD	2655 ODD # TO 2839	COLUMBUS, 43231	COLS 66-C	BLOSSOM AVE	2837 ODD # TO 2955	COLUMBUS, 43231	COLS 66-C
BLENDON WOODS BLVD	2841 ODD # TO 2999	COLUMBUS, 43231	COLS 66-C	BLOSSOM AVE	2838 EVEN#TO 2926	COLUMBUS, 43231	COLS 66-C
BLENDON WOODS BLVD	2842 EVEN#TO 4000	COLUMBUS, 43231	COLS 66-D	BLOSSOM AVE	2928 EVEN#TO 2960	COLUMBUS, 43231	COLS 66-C
BLENDON WOODS BLVD	3001 ODD # TO 3007	COLUMBUS, 43231	COLS 66-C	BLOSSOM CT	5864 EVEN#TO 5898	COLUMBUS, 43231	COLS 66-C
BLENDONBROOK LN	5700 EVEN # TO 5898	GAHANNA, 43230	COLS 73-D	BLOSSOM CT	5865 ODD # TO 5899	COLUMBUS, 43231	COLS 66-C
BLENDONBROOK LN	5701 ODD # TO 5899	GAHANNA, 43230	COLS 73-D	BLOSSOM CT	0 ALL #TO 99999	GROVEPORT, 43125	GROVEPORT-A
BLENDONRIDGE DR	5613 ODD # TO 5699	GAHANNA, 43230	COLS 73-D	BLOSSOM WAY	4870 ALL # TO 4939	GROVE CITY, 43123	GROVE CITY 2-E
BLENDONRIDGE DR	5622 EVEN # TO 5688	GAHANNA, 43230	COLS 73-D	BLOSSOM GATE DR	7179 ODD#TO 7237	PICKERINGTON, 43147	COLS 86-D
BLENHEIM RD	1 ODD # TO 317	COLUMBUS, 43214	COLS 19-D	BLOSSOM GATE DR	7200 EVEN#TO 7228	PICKERINGTON, 43147	COLS 86-D
BLENHEIM RD	2 EVEN # TO 168	COLUMBUS, 43214	COLS 19-D	BLOSSOM GREEN WAY	6600 ALL #TO 6699	CANAL WINCHESTER, 43110	COLS 86-D
BLENHEIM RD	170 EVEN # TO 318	COLUMBUS, 43214	COLS 19-D	BLOXOM ST	2300 EVEN#TO 2600	GROVE CITY, 43123	COLS 79-C
BLENHEIM RD	319 ODD # TO 523	COLUMBUS, 43214	COLS 19-G	BLOXOM ST	2301 ODD#TO 2601	GROVE CITY, 43123	COLS 79-C
BLENHEIM RD	320 EVEN#TO 524	COLUMBUS, 43214	COLS 19-G	BLUE ASH CT	7769 ALL #TO 7788	CANAL WINCHESTER, 43110	CANAL WIN-A
BLENHEIM RD	525 ODD # TO 685	COLUMBUS, 43214	COLS 19-G	BLUE ASH PL	1680 EVEN#TO 1760	COLUMBUS, 43229	COLS 54-C
BLENHEIM RD	526 EVEN#TO 686	COLUMBUS, 43214	COLS 19-G	BLUE ASH PL	1681 ODD#TO 1761	COLUMBUS, 43229	COLS 54-D
BLENHEIM RD	687 ODD # TO 799	COLUMBUS, 43214	COLS 43-A	BLUE ASH RD	5100 EVEN#TO 5338	COLUMBUS, 43229	COLS 54-D
BLENHEIM RD	688 EVEN#TO 798	COLUMBUS, 43214	COLS 43-A	BLUE ASH RD	5101 ODD # TO 5337	COLUMBUS, 43229	COLS 54-D
BLENHEIM RD	800 EVEN#TO 1030	COLUMBUS, 43224	COLS 43-A	BLUE ASH RD	5339 ODD#TO 5601	COLUMBUS, 43229	COLS 54-C
BLENHEIM RD	801 ODD#TO 849	COLUMBUS, 43224	COLS 43-A	BLUE ASH RD	5340 EVEN#TO 5600	COLUMBUS, 43229	COLS 54-D
BLENHEIM RD	851 ODD#TO 1031	COLUMBUS, 43224	COLS 43-A	BLUE BELL CT	5300 EVEN#TO 5500	GROVE CITY, 43123	GROVE CITY 3-D
E BLENKNER ST	1 ODD # TO 99	COLUMBUS, 43215	COLS 08-C	BLUE BELL CT	5301 ODD#TO 5499	GROVE CITY, 43123	GROVE CITY 3-D
E BLENKNER ST	2 EVEN#TO 98	COLUMBUS, 43215	COLS 08-C	BLUE BELL LN	2100 EVEN#TO 2300	GROVE CITY, 43123	GROVE CITY 3-D
E BLENKNER ST	100 EVEN#TO 128	COLUMBUS, 43206	COLS 08-C	BLUE BELL LN	2101 ODD#TO 2299	GROVE CITY, 43123	GROVE CITY 3-D
E BLENKNER ST	101 ODD#TO 127	COLUMBUS, 43206	COLS 08-C	BLUE CLOUD LN	5400 EVEN#TO 5498	WESTERVILLE, 43081	COLS 82-A
E BLENKNER ST	129 ODD#TO 191	COLUMBUS, 43206	COLS 08-C	BLUE CLOUD LN	5401 ODD#TO 5499	WESTERVILLE, 43081	COLS 82-A
E BLENKNER ST	130 EVEN#TO 190	COLUMBUS, 43206	COLS 08-C	BLUE COAT LN	4072 ALL # TO 4105	GAHANNA, 43230	COLS 73-E
E BLENKNER ST	192 EVEN#TO 218	COLUMBUS, 43206	COLS 08-C	BLUE FOX CT	2215 ALL # TO 2255	COLUMBUS, 43235	COLS 74-E
E BLENKNER ST	193 ODD#TO 219	COLUMBUS, 43206	COLS 08-C	BLUE FOX LN	7463 ALL # TO 7511	COLUMBUS, 43235	COLS 74-E
E BLENKNER ST	220 EVEN#TO 340	COLUMBUS, 43206	COLS 08-D	BLUE HEN PL	6059 ALL #TO 6102	WESTERVILLE, 43081	BLENDON-D
E BLENKNER ST	221 ODD#TO 341	COLUMBUS, 43206	COLS 08-D	BLUE HERON LN	6320 EVEN#TO 6352	COLUMBUS, 43230	COLS 73-J
E BLENKNER ST	342 EVEN#TO 594	COLUMBUS, 43206	COLS 08-D	BLUE HERON LN	6323 ODD#TO 6355	COLUMBUS, 43230	COLS 73-J
E BLENKNER ST	343 ODD#TO 595	COLUMBUS, 43206	COLS 08-D	BLUE JACKET RD	4600 EVEN#TO 4898	WESTERVILLE, 43081	COLS 82-C
W BLENKNER ST	1 ODD # TO 99	COLUMBUS, 43215	COLS 08-C	BLUE JACKET RD	4601 ODD#TO 4899	WESTERVILLE, 43081	COLS 82-C
W BLENKNER ST	2 EVEN#TO 98	COLUMBUS, 43215	COLS 08-C	BLUE JACKET RD	4900 EVEN#TO 5200	WESTERVILLE, 43081	COLS 82-A
BLESSING DR	8680 EVEN#TO 8770	POWELL, 43065	COLS 65-C	BLUE JACKET RD	4901 ODD#TO 5201	WESTERVILLE, 43081	COLS 82-A
BLESSING DR	8701 ODD # TO 8747	POWELL, 43065	COLS 65-C	BLUE KNOLL DR	6300 ALL # TO 6499	CANAL WINCHESTER, 43110	COLS 86-E
BLESSINGTON CT	7100 EVEN#TO 7200	DUBLIN, 43017	DUB 4-E	BLUE LAGOON LN	5500 EVEN#TO 5700	HILLIARD, 43026	COLS 75-D
BLESSINGTON CT	7101 ODD # TO 7199	DUBLIN, 43017	DUB 4-E	BLUE LAGOON LN	5501 ODD#TO 5699	HILLIARD, 43026	COLS 75-D
BLICKLING DR	6487 ALL #TO 6523	DUBLIN, 43017	COLS 64-B	BLUE LAKE AVE	8300 ALL # TO 8599	GALLOWAY, 43119	PRAIRIE-E
BLIND BROOK CT	8100 ALL #TO 8199	COLUMBUS, 43235	PERRY-A	BLUE LAKE CIR	8400 ALL # TO 8599	GALLOWAY, 43119	PRAIRIE-E
BLIND BROOK DR	800 ALL #TO 1299	COLUMBUS, 43235	PERRY-A	BLUE LARGO CT	4503 ALL # TO 4546	GAHANNA, 43230	COLS 83-B
BLINNTON PL	5696 ALL # TO 5731	COLUMBUS, 43235	COLS 63-G	BLUE MEADOW CT	5000 EVEN#TO 5100	COLUMBUS, 43231	COLS 81-E
BLISS ST	1400 ALL #TO 1599	COLUMBUS, 43219	COLS 06-A	BLUE MEADOW CT	5031 ODD#TO 5099	COLUMBUS, 43231	COLS 81-E

PAGE: 36 BLENDON POND DR - BLUE MEADOW (
MENU PATH:FILES.13.01 SCREEN:STREET MAINTENANCE REPORT:#923

#### YELLOW POLLING LOCATION STREET GUIDE

For General Elections, The Ballot Style Column will only show one ballot style per precict identifier.

FRANKLIN COUNTY BOARD OF ELECTIONS POLLING LOCATION STREET AND ROAD GLIDE	SNI	LID# 5004	04			LID# 5004	
RUN DATE: 03/06/2014	LOCAL NUN	LOCAL NUMBER 1466 UNION HALL	ION HAL	_		BALLOT STYLE	
STREET NAME		ADDRESS RANGE	ANGE	CITY & ZIP	PRECINCT IDENTIFIER	DEM GRE LIB REP I	ISS
AMBROSE BND	all house numbers	7700 TO	7999	REYNOLDSBURG, 43068	REYNS 02-A 02	951 951 951 951 8	951
AMELIA DR	even house numbers	OT 0077	7798	REYNOLDSBURG, 43068	REYNS 02-B 01	952 952 952 952 9	952
	odd house numbers	7701 TO	7799	REYNOLDSBURG, 43068	REYNS 02-B 01	952 952 952	952
ANNE CT	even house numbers	7100 TO	7200	REYNOLDSBURG, 43068	REYNS 02-B 01	952 952 952	952
	odd nouse numbers	01 101/	6617	RE INOLDSBURG, 43068	HEYNS 02-B 01	952 952 950 950	228
ASDEN CI ASDEN CT	even house numbers odd house numbers	/500 TO 7501 TO	869/	REYNOLDSBURG, 43068 REYNOLDSBURG, 43068	REYNS 02-A 01 REYNS 02-A 01	950 950 950 950 950 950	350 350
ASTRA CIR ev	even house numbers	7700 TO	7898	REYNOLDSBURG, 43068	REYNS 02-A 01	950 950 950 950 950	950
ASTRA CIR 00	odd house numbers	7701 TO	7899	REYNOLDSBURG, 43068	REYNS 02-A 01	950 950 950	950
ASTRA CT	even house numbers	200 TO	398	REYNOLDSBURG, 43068 REYNOLDSBURG, 43068	REYNS 02-A 01 REYNS 02-A 01	950 950 950 950 950 950	950
OKCT	even house numbers	OT 009	869	REYNOLDSBURG, 43068	BEYNS 01-C 01	946 946	946
	odd house numbers	601 TO	669	REYNOLDSBURG, 43068	REYNS 01-C 01	946 946	946
BELLOW PARK CT	all house numbers	500 TO	599	REYNOLDSBURG, 43068	REYNS 02-A 02	951 951 951 951 951	151
	even house numbers	OT 8667	8272	REYNOLDSBURG, 43068	REYNS 02-A 02	951 951	951
	even house numbers	8282 TO	8344	REYNOLDSBURG, 43068	REYNS 02-A 02	951 951	951
BLACKBURN CT	all house numbers	7701 TO	7743	REYNOLDSBURG, 43068	REVNS 02-A 02	957 957 957 957 957	151
	even house numbers	OT 009	869	REYNOLDSBURG, 43068	REYNS 01-C 01	946 946	346
	odd house numbers	601 TO	669	REYNOLDSBURG, 43068	REYNS 01-C 01	946 946	946
BLACKOAK DR	even house numbers	OT 0069	7100	REYNOLDSBURG, 43068	REYNS 01-C 01	946 946 946 946 946	946
	all house numbers	00 TO	000	BEYNOLDSBURG, 43068	BEXNS 03-E 01	940 940 945 945	740 77
FERD	armodes numbers	7100 TO	8000	BEYNOI DSBLIBG 43068	BEYNS 01-C 01	946 946	270
	even house numbers	500 TO	009	REYNOLDSBURG, 43068	REYNS 02-A 02	951 951	951
BRIGHTSTONE DR 00	odd house numbers	501 TO	599	REYNOLDSBURG, 43068	REYNS 02-A 02	951 951 951	951
E BROAD ST	odd house numbers	7303 TO	7375	BLACKLICK, 43004	REYNS 02-A 01	950 950 950 950 950	950
	all house numbers	OT 0	199	BLACKLICK, 43004	BEYNS 02-A 01	950 950 950	950
CATON DR	all house numbers	635 TO	602	REYNOLDSBURG, 43068	REYNS 02-B 01	952 952 952	952
CHERITON CIR	all house numbers	7700 TO	7999	REYNOLDSBURG, 43068	REYNS 02-A 02	951 951 951 951 951	151
CHEYENNE WAY	all house numbers	309 TO	412	REYNOLDSBURG, 43068	REYNS 01-C 01	946 946 946 946 946	946
COTTINGHAM RD	all house numbers	976 TO	1063	REYNOLDSBURG, 43068	REYNS 02-E 01	955 955 955 955 955	355
CULPEPPER DR	all house numbers	603 TO	902	REYNOLDSBURG, 43068	REYNS 02-B 01	952 952 952 952 952	152
DAUGHERTY DR ev	even house numbers	OT 8989	7168	REYNOLDSBURG, 43068	REYNS 01-C 01	946 946 946 946 946	946
	DEM = DEMOCRATIC		LIB = LIBE	GRE = GREEN LIB = LIBERTARIAN REP = REPUBLICAN	ISS = ISSUES AND QUESTIONS ONLY		PAGE: -1
MENU PATH.FILES. 13.01 SCREEN:STREET N	MAINTENANCE REPO	REPORT:#1079					

### IMPORTANT INSTRUCTIONS FOR FILLING OUT A BALLOT

#### **IMPORTANT INSTRUCTIONS**

- Before marking your ballot, carefully read the instructions at the beginning of the ballot.
- To vote, you must completely darken the oval to the left of the candidate or answer of your choice. Example: Not: ⑤ Ø 🌣
- Do not mark the ballot for more choices than allowed. If you mark more choices than allowed, your vote for that contest or question will not be counted.

#### If you make a mistake:

- Return your ballot to a precinct election official and ask for a replacement ballot.
- You may request up to two replacement ballots.

#### ENVELOPE FOR 17-YEAR-OLD VOTERS



#### **BALLOT STUB**

Franklin County	Official General Election Ballo	November 05, 2019
Prov/17 Y.O.		
Instructions to Voter  • To vote: completely darken the oval (●) to the left of your choice.	For Member of Council (Vote for not more than 4)	
<ul> <li>Note the permitted number of choices directly below the title of each candidate office. Do not</li> </ul>	Elizabeth Brown	
mark the ballot for more choices than allowed.  If you mark the ballot for more choices than	O Rob Dorans	
permitted, that contest or question will not be counted.	○ Shayla D. Favor	
<ul> <li>To vote for a write-in candidate: completely darken the oval (●) to the left of the blank lin</li> </ul>	e O Joe Motil	
and write in the candidate's name. Only votes cast for candidates who filed as write-in candidates can be counted.	○ Emmanuel Remy	
Do not write in a candidate's name if that person's name is already printed on the ballot	Scott Singratsomboune	
for that same contest.  If you make a mistake or want to change	○ Tiffany M. White	
your vote: return your ballot to an election official and get a new ballot. You may ask for a	Liliana Rivera Baiman	
new ballot up to two times.	SOUTH-WESTERN CITY	
FRANKLIN COUNTY	SCHOOL DISTRICT	
MUNICIPAL COURT For Judge of Municipal Court	For Member of Board of Education (Vote for not more than 2)	
(Full term commencing 1/1/2020) (Vote for not more than 1)	Anthony Caldwell	
<ul><li>Jodi Thomas</li></ul>	Robert W. Ragland	\ \ \
○ Trent A. Dougherty	#10 Proposed Tax Levy (Renewal)	
For Judge of Municipal Court (Full term commencing 1/2/2020) (Vote for not more than 1)	<ul> <li>Franklin County Children Services</li> <li>A majority affirmative vote is necessary for passage.</li> </ul>	
<ul> <li>Amy Salerno</li> </ul>	A renewal of a tax for the benefit of Franklin County Children Services for the purpose of	
○ Jessica D'Varga	protecting abused and neglected children and	
For Judge of Municipal Court (Full term commencing 1/3/2020) (Vote for not more than 1)	children and their families at a rate not exceeding 3. mills for each one dollar of valuation, which amounts to 50.31 for each one hundred dollars of valuation, for a period of 10 years, commencing in 2019. first due in	
O James E. Green	year <mark>s, com</mark> mencin <mark>g in 2019, first</mark> due in calendar year 2020.	
For Judge of Municipal Court Environmental Division	○ For the Tax Levy	
(Unexpired term ending 1/7/2022) (Vote for not more than 1)	O Against the Tax Levy	
○ William A. Sperlazza		
<ul> <li>Stephanie Mingo</li> </ul>		
CITY OF COLUMBUS		
For Mayor (Vote for not more than 1)		
<ul> <li>Andrew J. Ginther</li> </ul>		
0	_	David of A
Write-in		Page 1 of 1 End of Ballot
	7	Dry France Kimberly C. Warineller
		Muchel Editor
COLUMBUS 67-C 01	ED Style 519	Board Member Signatures

3100	0051905	5	

STUB A

Consecutive Number 213721 ED Style 519

#### PRINTED RESULTS TAPE GUIDE

(TOP OF RESULTS TAPE)

\*\*\* VOTING RESULTS REPORT \*\*\* 08:38 PM March 12, 2019 Unit Serial Number: 0318390140 Franklin County 2019 Primary Training Election LID# 3021 LID# 3021 Grandview Heights Hig h School Election Date: May 07, 2019 Poll Opened Date: March 12, 2019 Poll Opened Time: 06:40 PM Poll Closed Date: March 12, 2019 Poll Closed Time: 08:38 PM Public Count: 4 Protected Count: 97 Poll Voting Report Total Standard Ballot Sheets: 1 Total ExpressVote Cards: 3 Total Sheets Processed: 4 REP For Member of Council City of Ours Number to Vote For Rep Candidate 1 Rep Candidate 2 0 Rep Candidate 3 0 Rep Candidate 4

RECORD THE RESULTS



The Machine Judge must record the Public and Protective Count of each machine at closing after printing.

(BOTTOM OF RESULTS TAPE)

	*************	
	PRECINCT: COLS 33-G 01	
	Public Count:	41
	Ballot Style Counts	
	Ballot Style #234	41
	CTY0001 #1 Proposed Charter Amendment	
	(Vote for 1) Total:	41
	Yes	11
	No	30
	UnderVotes For Above contest:	0
	*****************	
	PRECINCT: GRANDVIEW-B 01	
	Public Count:	
	Ballot Style Counts	
	Ballot Style 234	
	CTY0001 #1 Proposed Charter Amendment	
	(Vote for 1) Total:	66
	Yes	12
	No	44
	Unde <mark>rVote</mark> s For Ab <mark>ove conte</mark> st:	0
	Time/ Date: 20:12:23 <election date=""></election>	
	0 and $0$ $0$ $0$ $0$ $0$ $0$ $0$ $0$ $0$ $0$	
	Signature: Janice L Porter	
	Signature: Johnathan A. Liang	
N		
	Signature: Rebecca Martinez	
	Signature.	
	Signature: Bethany Ann Roberts	
	orginature.	
, '		

#### 2 VERIFY THE RESULTS

All Machine Judges and Voting Location Managers who have operated the voting machines on Election Day are required to sign both printed results tapes.





Two results tapes must be printed. One copy will be returned to the BOE inside the red VOTR book. The other copy must be posted at the entrance of the voting location for public display of the results.



#### **CERTIFICATE #1**

(BEFORE THE OPENING OF THE POLLS)

LID# 3021

#### (To be completed by the Voting Location Manager and Election Officials)

WE HEREBY CERTIFY that on this November 5, 2024, before the polls were open, the voting equipment listed below was delivered to your voting location.

Said equipment storage/transportation carts were sealed.

				orage/transportation ca			
Ballot Counter #1					Battery		2.15.0
er	Main Ballot Bin	Main Ballot Bin	Auxiliary Bin	Counter Lid	Compartment	USB/Power Button Comp	Public Count
Ĕ	Blue Security Lock Tie Number	Tamper Proof Security Seal Number	Tamper Proof Security Seal Number				
8			(Do Not Remove)				
ပ	(Remove)	(Add)	(Do Not Remove)	(Remove)	(Do Not Remove)	(Do Not Remove)	Protective Count
<u>ō</u>							Protective Count
a							
<b>†</b> 2					Battery		
## E	Main Ballot Bin	Main Ballot Bin	Auxiliary Bin	Counter Lid	Compartment	USB/Power Button Comp	Public Count
ate .	Blue Security Lock	Blue Security Lock	Blue Security Lock	Blue Security Lock	Tamper Proof Security	Tamper Proof Security	
Ę	Tie Number	Tie Number	Tie Number	Tie Number	Seal Number	Seal Number	
Ballot Counter #2	(Remove)	(Add)	(Do Not Remove)	(Remove)	(Do Not Remove)	(Do Not Remove)	
ŏ							Protective Count
<u></u>							
Ω							
6					Battery		
Ballot Counter #3	Main Ballot Bin	Main Ballot Bin	Auxiliary Bin	Counter Lid	Compartment	USB/Power Button Comp	Public Count
<u>te</u>	Blue Security Lock	Blue Security Lock	Blue Security Lock	Blue Security Lock	Tamper Proof Security	Tamper Proof Security	
5	Tie Number	Tie Number	Tie Number	Tie Number	Seal Number	Seal Number	
္မ	(Remove)	(Add)	(Do Not Remove)	(Remove)	(Do Not Remove)	(Do Not Remove)	
ž							Protective Count
ĕ							
ő							
44					Battery		
#	Main Ballot Bin	Main Ballot Bin	Auxiliary Bin	Counter Lid	Compartment	USB/Power Button Comp	Public Count
昏	Blue Security Lock	Blue Security Lock	Blue Security Lock	Blue Security Lock	Tamper Proof Security		
돌	Tie Number	Tie Number	Tie Number	Tie Number	Seal Number	Seal Number	
ദ	(Remove)	(Add)	(Do Not Remove)	(Remove)	(Do Not Remove)	(Do Not Remove)	
Ballot Counter #4		, ,				,	Protective Count
ĕ							
m							
10					Battery		
Ballot Counter #5	Main Ballot Bin	Main Ballot Bin	Auxiliary Bin	Counter Lid	Compartment	USB/Power Button Comp	Public Count
te	Blue Security Lock	Blue Security Lock	Blue Security Lock	Blue Security Lock	Tamper Proof Security		. LL Count
Ē	Tie Number	Tie Number	Tie Number	Tie Number	Seal Number	Seal Number	
င်	(Remove)	(Add)	(Do Not Remove)	(Remove)	(Do Not Remove)	(Do Not Remove)	
ž	, ,	` ′					Protective Count
ĕ							
ñ							
					I		

#### **CERTIFICATE #2**

LID# 3021

(AFTER THE CLOSING OF THE POLLS)

(To be completed by the Voting Location Manager and Election Officials)

WE HEREBY CERTIFY that on this <ELECTION DATE>, after the polls were closed and the last voter had voted, the following equipment was immediately closed, and the required Green Labeled USB sticks removed to be taken to the Board of Elections by the Voting Location Manager.

unter #1	Auxillary Bin Blue Security Lock Tie Number (Remove)	Counter Lid Blue Security Lock Tie Number (Add)	Main Ballot Bin Blue Security Lock Tie Number (Remove)	Secure Ballot Bag White Snap Seal Number (Add 1)	Public Count (from Results Tape)
Ballot Counter #1	(Remove)	(Add)	(Remove)	(Add 1)	Protective Count (from Results Tape)
Ballot Counter #2	Auxillary Bin Blue Security Lock Tie Number (Remove)	Counter Lid Blue Security Lock Tie Number (Add)	Main Ballot Bin Blue Security Lock Tie Number (Remove)	Secure Ballot Bag White Snap Seal Number (Add 1)	Public Count (from Results Tape)
Ballot Co					Protective Count (from Results Tape)
Ballot Counter #3	Auxillary Bin Blue Security Lock Tie Number (Remove)	Counter Lid Blue Security Lock Tie Number (Add)	Main Ballot Bin Blue Security Lock Tie Number (Remove)	Secure Ballot Bag White Snap Seal Number (Add 1)	Public Count (from Results Tape)
Ballot Co					Protective Count (from Results Tape)
4	Auxillary Bin	Counter Lid	Main Ballot Bin	Secure Ballot Bag	Public Count
er 4	Blue Security Lock	Blue Security Lock	Blue Security Lock	White Snap Seal	(from Results Tape)
Ĭ	Tie Number	Tie Number	Tie Number	Number	
Ballot Counter #4	(Remove)	(Add)	(Remove)	(Add 1)	Protective Count (from Results Tape)
nter #5	Auxillary Bin Blue Security Lock Tie Number	Counter Lid Blue Security Lock Tie Number	Main Ballot Bin Blue Security Lock Tie Number	Secure Ballot Bag White Snap Seal Number	Public Count (from Results Tape)
Ballot Counter #5	(Remove)	(Add)	(Remove)	(Add 1)	Protective Count (from Results Tape)

ALL <u>Secure Ballot Bags</u> and ALL <u>Green Labeled Ballot</u>

<u>Counter USB Sticks <u>MUST</u> be returned to the Board of

<u>Elections by the Voting Location Manager.</u></u>



#### LID# 3021 - Pre-Printed Paper Voter

LIDII SOLI TTC	· · · · · · · · · · · · · · · · · · ·	<b>5. p 5</b> .					
Ballot	Issued Lo	og		This voter scans ballot in Ballot Counter		provided envelopes the nand drop in Green V	
Voter's Name from RFPB (Reg/Curb/17 Y.O. voters) or Yellow Envelope (Provisional voters)	Ballot Style #from ATV (Reg/Curb/17 Y.O. voters) or Yellow Envelope (Provisional voters)	Ballot Style # from Ballot being issued	Consecutive Number (from Right side of Ballot Stub)	✓ if Paper By Choice (Regular) Voter (Verify 'X' IS NOT in Box in upper left corner of Ballot)	✓ if Curbside Voter (Verify 'X' IS NOT in Box in upper left corner of Ballot)	✓ if Provisional Voter (Verify 'X' IS in Box in upper left corner of Ballot)	✓ if 17 Y.O. Voter (Verify 'X' IS in Box in upper left corner of Ballot)
		7					

#### NOTES

#### PROBLEMS & SOLUTIONS:

#### IN THE MORNING (TO OPEN)

#### **POSSIBLE PROBLEM**

#### Voting location is not unlocked or will not be unlocked by 5:30 AM

#### **POSSIBLE SOLUTION**

Open the TED mobile app on your phone – select Ready
Board and set the status to 'needs assistance'

Follow TED App instructions given on the VLM tabbed packet in your VLM Supply Bag

If you cannot get the Ready Board status successfully set then call the PEO Hotline

If keys are missing make sure to check with the VLM first to see if they are in their supplies

#### **Equipment not found**

# For non-essential supplies not preventing you from processing Voters at 6:30 AM - call the PEO Hotline after 9:00 AM For essential equipment needs - call the PEO Hotline immediately

#### Cell phone will not power on

Make sure you turned it on by holding down the bottom black button on the right side of the phone Swipe up on the screen to unlock the phone Determine if the battery is dead (Charging instructions in next listing)

#### Cell phone has a low battery indicator

Verify the power cord is attached to the phone and plugged into a working outlet

Make sure the phone is powered on while charging

#### The screen went black

Press the bottom black button on the right side of the phone If the screen does not light up try charging the phone

#### Can't receive calls on my phone

Incoming calls will display on the phone and you will need to slide the circle to right across the bar to answer

The upper right side of the phone will show how many bars you have related to signal strength – move to another spot in the room to see if there is a dead zone for service

#### Can't end calls on my cell phone

Press the red button on the screen to disconnect from a call

### **DURING VOTING**

#### **POSSIBLE PROBLEM**

#### **POSSIBLE SOLUTION**

The Voter brings an absentee ballot to the Voting Location

Absentee ballots cannot be accepted at the Voting Location. The Voter can bring the voted absentee ballot to the Board of Elections Office (1700 Morse Road) by 7:30 p.m. on Election Day or vote a provisional ballot at their Voting Location.

Voter moved outside precinct

Have Voter vote a Provisional Ballot

Voter refuses to go to correct precinct

Have Voter vote a Provisional Ballot.

Voter cannot provide ID

Any Voter not providing valid ID must vote a Provisional Ballot. The Voter must complete the provisional ballot application.

Voter has "Attorney-in-Fact" next to name

This notation means that someone can sign election documents on behalf of the Voter, only in the Voter's presence.

Voter has changed name

If the Voter has changed names and has not notified the Board of Elections or the Voter's name is different from the Touchpad, the Voter must provide documentation of proof of name change and valid ID to complete Form 10-L or vote provisionally.

Voter has moved into your precinct

If the Voter has moved into your precinct and has not notified the Board of Elections, the Voter must vote a provisional ballot.

A Provisional Voter wants to vote by machine instead of using a paper ballot Provisional Voters must vote a paper ballot. The only exception is for Provisional Voters who say they are *disabled* and express the desire to vote provisionally on the voting machine.

The screen has gotten dirty

Use a static wipe to clean the Ballot Marker screen.

## IN THE EVENING (TO CLOSE)

#### **PROBLEM**

#### **POSSIBLE SOLUTION**

**Voters are in line after 7:30 p.m.** Any Voter in line at 7:30 p.m. is entitled to vote.

I want to close the polls at 7:15 p.m. because no Voters are around

It is illegal to close the polls before 7:30 p.m.. You must wait until that time before you begin to close the equipment.



# STEPS TO USE THE BALLOT COUNTER AUXILIARY BIN TO COLLECT MARKED BALLOTS

If you are unable to clear a marked ballot that is jammed.

OR

If the Ballot Counter runs out of power completely.



#### Call the PEO Hotline report the problem 614.525.4100 option 2, then:

- Close and lock the Ballot Counter screen using the barrel key
- Close and latch the Ballot Counter lid
- Remove the Blue Security Lock Tie Seal on the Auxiliary Bin door
- Unlock the door using the flat key
- Lower the silver flap (emergency slot door) so that marked ballots can be inserted
- Using the flat key, lock the door
- Add a new Blue Security Lock Tie Seal
- Make a note on the Problems and Corrections Page in the Location Workbook – include the new Seal number in the note



## Once the problem has been fixed, you must:

- Open the latches on the Ballot Counter
- Unlock the screen using the barrel key
- Raise the screen and begin processing voters normally
- Keep the silver flap lowered, however ensure that voters ARE NOT placing marked ballots into the Auxiliary Bin



## After the last voter has voted and the polls are closed:

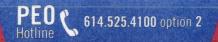




## THESE STEPS REQUIRE A BIPARTISAN TEAM

- Remove the Blue Security Lock Tie Seal on the Auxiliary Bin door
- Record the Seal number on Certificate #2
- Open the Auxiliary Bin door and remove all of the marked Ballot Cards and Pre Printed Paper Ballots
- Feed all marked Ballot Cards and Pre-Printed Ballots in to the Ballot Counter, ensuring that ALL ballots are accepted
- Follow the remaining steps in the CLOSING THE BALLOT COUNTER section of the Training Manual





# STEPS TO CLEAR A JAMMED BALLOT FROM THE BALLOT COUNTER

### THESE STEPS REQUIRE A BIPARTISAN TEAM





- If the voter is still at the Ballot Counter, ask if he/she is able to stay for a few minutes until the issue is resolved (in case a new ballot would need to be marked)
- Make sure that you have the Barrel Key and the Flat Key for the Ballot Counter
- Contact the PEO Hotline at 614.525.4100 option 2 for guided instructions



# SECRETARY OF STATE FREQUENTLY ASKED QUESTIONS

#### 1. Must a Voter show to an election official an acceptable proof of identity to vote a regular ballot?

Yes. If they do not, they must vote a provisional ballot.

#### 2. Are passports an acceptable form of Voter ID?

Yes, Ohio law does include U.S. Passports and U.S. Passport Cards as acceptable forms of identification.

#### 3. Who is required to transport voted ballots to the Board of Elections after the polls close?

The ballots and required voting materials and supplies are to be transported to the Board of Elections by a Voting Location Manager with a precinct election official, employee, or appointee of the board to whom an oath was given and who is a member of a different political party than the presiding judge. Please also refer to specific transport instructions provided by your Board of Elections for more details.

## 4. How should a precinct election official respond when a Voter asks specific questions about candidates or issues?

Precinct election officials should respond that they cannot advise, instruct, or educate Voters on candidates or issues.

#### 5. If a Voter arrives by 7:29 p.m., can they still vote?

Yes. Allow any Voter in line at 7:30 p.m. to vote. At 7:30 p.m. lock the doors, if possible, or direct a precinct election official to stand at the end of line and inform any Voters arriving after 7:30 p.m. that the polls are closed.

#### 6. Is there a time limit for Voters to vote?

Yes. Am. S.B. No. 10 was signed in March 2013, and establishes a ten-minute time limit when all machines are in use and Voters are waiting to use them. The ten-minute time limit for occupying a voting compartment does not apply to any Voter requiring the use of a disabled-accessible voting machine. Precinct election officials should be flexible in enforcing the time limit, and should ask Voters who are taking longer than normal if they need assistance or explanation.

#### 7. Can I refuse an irate or drunken Voter?

No. If necessary, the sheriff, police or other peace officers may be called upon for assistance, but all electors should be allowed to vote. Use common sense, prudent judgment, and superior customer service when dealing with difficult Voters.

## 8. What should a precinct election official do with a list of eligible write-in candidates provided by the Board of Elections?

The list should be shown to any Voter who asks for a list of write-in candidates. Precinct election officials may not post the list.

#### 9. A Voter enters the polling location wearing campaign attire. What do you do?

Politely ask the Voter to remove or cover the items, because, by law, the polling location must be free of any campaign paraphernalia, including attire. If the Voter refuses, the Voter can still vote, but you must notify the Board of Elections of the incident.

#### 10. A Voter brings an absentee ballot to the Voting Location. What do you do?

Absentee ballots cannot be accepted at the polling location on Election Day. Advise the Voter that he or she can take the voted absentee ballot to the Board of Elections office by 7:30 p.m. on Election Day or vote a provisional ballot at the Voting Location.

11. Is the Secretary of State prescribed Identification Envelope - Provisional Ballot Affirmation (Form 12-B) that has been printed on a provisional ballot identification envelope sufficient to register a non-registered Voter for future elections?

Yes. The envelope can be used to register a previously unregistered person if it is properly completed.

#### **Ohio Secretary of State Ethics Policy**

#### **Compliance with Ohio Ethics Laws**

Ohio ethics laws are enumerated in Ohio Revised Code Chapters 102 and 2921 as well as in the Ohio Ethics Commission's advisory opinions and in case law. All members and employees of the Ohio boards of elections shall familiarize themselves with Ohio ethics laws and comply with Ohio ethics laws at all times.

#### A. Overview of the Ohio ethics laws:

Public officials in Ohio are subject to the Ohio ethics law. The intent of the ethics law is to prevent public officials from using their public positions to make or influence decisions that directly affect their personal interests. The Ohio Ethics Commission is tasked with investigating alleged violations of the Ohio ethics law. For additional information concerning the Ohio ethics law, visit the Ohio Ethics Commission's website: www.ethics.ohio.gov.

## B. Ohio ethics law provisions applicable to members and employees of the board of elections.

- 1. Under Ohio ethics laws, a member or employee of the board of elections may not take any part in the decision to hire his or her family member<sup>1</sup> as a board employee. Board of elections members may hire/appoint precinct election officials who are family members of an individual board member, the director, or the deputy director, as long as the individual board member, director, deputy director, or board employee does not participate in the decision to hire his/her own family member or in any decision specifically concerning the terms and conditions of his/her own family member's employment/appointment.
- 2. All members and employees of the boards of elections shall comply with the provisions of Ohio law that limit their political activity:
  - a. Under R.C. 3501.15, no member, director, deputy director, or employee of a board of elections shall be a candidate for elective office while employed by the board of elections, except for candidates for election as delegate or alternate to a political party convention, presidential elector, member of a political party committee, or board of directors of a county agricultural society.
  - b. R.C. 3517.092(D)(1) prohibits all public employees from soliciting contributions from anyone while the public employee is performing his or her

<sup>&</sup>lt;sup>1</sup> For the purpose of this ethics policy, "family member" includes spouse, domestic partner, mother, father, stepmother, step-father, mother-in-law, father-in-law, brother, sister, step-brother, step-sister, half brother, half sister, brother-in-law, sister-in-law, grandmother, grandfather, aunt, uncle, child, step-child, son-in-law, daughter-in-law, or other family member living in the same household.

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- duties or is in the areas of a public building where official business is transacted or conducted.
- c. R.C. 3517.092(D)(2) prohibits anyone from soliciting contributions from any public employee while the public employee is performing his or her duties or is in the areas of a public building where official business is transacted or conducted.
- 3. Members and employees<sup>2</sup> of the boards of elections shall not engage in the following political activities:
  - a. Serving as caucus coordinator for any presidential candidate at a congressional district caucus to select delegates and alternates to a political party convention.
  - b. Circulating a petition for any candidate (other than their own petition for an elected or political party office), issue, initiative, referendum, or constitutional amendment, when that employee's regular or intermittent duties involve the processing of the petitions in question, including but not limited to the determination of the sufficiency and validity of the petition in question.
  - c. Wearing or distributing shirts, buttons, stickers, or other campaign paraphernalia for or against any candidate or issue at the office of the Secretary of State, at the office of the board of elections, or at any polling place.
  - d. Engaging in any political activity while on state time or board of elections time.
  - e. Any board of elections member or employee seeking elected office, other than the offices listed in R.C. 3501.15, shall resign his or her position with the board of elections upon the certification of his or her candidacy by a board of elections or the Secretary of State.
  - f. Board of elections members and employees shall not serve as campaign treasurer, paid campaign staff, paid consultant, or any other paid campaign capacity for any candidate, issue, initiative, or referendum in the county or within the jurisdiction of the board of elections while serving as a board member or employee of the board of elections.
  - g. Members and employees of the boards of elections, may be members of political parties, hold political party offices, serve as a member of political party committees and caucuses, serve as delegate or alternate to a political party convention, serve as a presidential elector, contribute to candidate and

<sup>&</sup>lt;sup>2</sup> For the purposes of section B(3) of this policy, "employees of the boards of elections" **do not include** precinct election officials, rovers, scouts, or other similar, temporary election workers. For specific restrictions on precinct election officials and other similar, temporary board of election employees, see **section** C below.

issue campaign committees, sign candidate and issue petitions (as an elector), and engage in other political activities when not performing their official duties, not in public buildings or polling places, and not on state or board of elections time, as long as the political activities do not violate this ethics policy, Ohio law, or federal law.

- h. No service or benefit may be provided by a member or employee of a board of elections while performing his or her official duties to any political party, candidate, or issue group unless the same service or benefit is available on the same terms to all political parties, candidates, and issue groups.
- i. Employees of the board of elections (other than the director and deputy director) may circulate petitions for candidates, issues, initiatives, and referenda only if they do not participate in any way in reviewing or determining the sufficiency or validity of those petitions filed with or reviewed by the board of elections.
- 4. Members and employees of the boards of elections should avoid actions and associations that create an appearance of impropriety, that undermine public confidence in Ohio elections officials, or that interfere with the performance of duties by Ohio elections officials.
  - a. Members and employees of the boards of elections shall not participate in the consideration of any matter involving family members, <sup>3</sup> business associates, <sup>4</sup> or other individuals or entities with whom they have a close association. For example, a member of a board of elections shall not participate in the consideration of any matter related to the certification of the candidacy of his or her family member or business associate.
  - b. Members or employees of the board of elections shall not participate in the consideration of any matter in which they have a personal or economic interest. For example, no employee of a board of elections may review the petition of a committee seeking a referendum repealing a zoning ordinance affecting his or her real property or that of a family member or business associate.
  - c. Members and employees of the boards of elections are hereby advised not to write letters to the editor of a newspaper or post comments on an internet blog in favor of or against any candidate or issue, identifying his or her position as an Ohio elections official.
  - d. Members of the board of elections who sign candidate and issue petitions as an elector should not participate in any way in reviewing or determining the

<sup>&</sup>lt;sup>3</sup> See footnote 1, above for the definition of "family member."

<sup>&</sup>lt;sup>4</sup> For the purpose of this ethics policy, "business associate" means any person with whom the election official is pursuing an ongoing business enterprise. See Ohio Ethics Commission Advisory Opinion No. 2003-02. Examples include, but are not limited to, the election official's employer, employee, and business partner.

sufficiency or validity of those petitions filed with or reviewed by the board of elections.

#### 5. Training, Reporting, and Enforcement

- a. All current and future members and current and future employees of the boards of elections (including precinct election officials, rovers, scouts, and other similar, temporary election employees appointed by the boards of elections) shall sign a statement indicating their knowledge of and familiarity with Ohio ethics laws and the Secretary of State's ethics policy. For board of elections members and employees, a copy of the completed form shall be forwarded to the Secretary of State's Elections Division. For precinct election officials (including rovers, scouts, and other similar, temporary election employees) the completed form shall be kept at the board of elections.
- b. All members and employees of the boards of elections shall participate in any training offered by the Secretary of State regarding ethics that is developed by the legal services, elections, and human resources divisions of the Secretary of State's office in coordination with other state ethics agencies.
- c. Questions about this ethics policy may be addressed to the board's legal counsel, the county prosecuting attorney, the elections attorney assigned to your county, or the Ohio Ethics Commission: www.ethics.ohio.gov or 614-466-7090.
- d. Violations of this policy may be reported to the director of elections in the Secretary of State's office, your regional liaison, or the elections attorney assigned to your county. Reports also may be made anonymously by mailing a written statement in a sealed envelope to the Secretary of State's office to the attention of the director of elections.
- e. Violations of this ethics policy may result in disciplinary action in accordance with the Secretary of State's statutory authority under Title 35 of the Ohio Revised Code, including removal of a board member or board employee.

## C. Ohio ethics law provisions applicable to precinct election officials (including rovers, scouts, or other similar, temporary election workers).

- 1. R.C. 3501.15 prohibits precinct election officials from serving in any precinct where the precinct election official is a candidate on the ballot, except for unopposed candidates for a political party county central committee.
- 2. Precinct election officials may not serve in any precinct in which a family member or business associate is a candidate for elected office, unless the candidate is unopposed, including no declared write-in candidates for the office.
- 3. Precinct election officials shall not wear or distribute shirts, buttons, stickers, or other campaign paraphernalia for or against any candidate or issue at the office of

- the Secretary of State, at the office of the board of elections, or at any polling place.
- 4. Precinct election officials shall not engage in any political activity while on board of elections time.
- 5. Precinct election officials should avoid actions and associations that create an appearance of impropriety, that undermine public confidence in Ohio elections officials, or that interfere with the performance of duties by Ohio elections officials.
- 6. Violations of this policy may be reported to the director or deputy director of the board of elections. Reports also may be made anonymously by mailing a written statement in a sealed envelope to the board of elections to the attention of the director or deputy director.
- 7. Violations of this ethics policy may result in dismissal from service and no opportunities for further service as a precinct election official.

Violations of Ohio ethics laws may be reported to the Ohio Ethics Commission: www.ethics.ohio.gov or 614-466-7090.

Violations of Ohio ethics laws may be a criminal offense and may result in criminal sanctions.

## PROCEDURES FOR LATE VOTING

PROCEDURES IF COURTS RULE SOME OR ALL POLLING LOCATIONS MUST STAY OPEN BEYOND 7:30 P.M. (IF APPLICABLE)

If a court were to order that all or some of the polling places in Franklin County must stay open beyond 7:30 p.m., follow these procedures:

- First, DO NOTHING unless the Board of Elections directly notifies your polling place with this
  information. Do NOT accept instructions or hearsay from the media, Voters, observers, or general
  public. Remember, just because other locations might be ordered to stay open later, yours may not.
  - Voting Location Managers must make doubly sure the Voting Location cell phone has been plugged in and TURNED ON for the entire day. The Board of Elections will notify your location with details about any extended hours with a message directed to your cell phone. Always be sure to have someone answer the phone as soon as possible when it rings.
- 2. Let's say, for example, the courts rule that your Voting Location is one that must remain open until 8:30 p.m. (or another specified time):

#### FOR A SINGLE PRECINCT VOTING LOCATION

- a. At 7:30 p.m., send a Judge to the end of the line (if one exists), and note who the last Voter is in line. Clearly indicate to all present that this is the last person allowed to be processed with normal voting procedures.
- b. Continue to allow others to get in line behind the person specified as the last Voter at 7:30p.m. For individuals getting in line past 7:30 p.m.:
  - 1. Verify from the Yellow Polling Location Street Guide that the Voter is in your precinct, and send the Voter to the Paper Ballot Station to be processed.
  - 2. The Voter MUST VOTE A PROVISIONAL BALLOT (this is Federal law). The Voter WILL NOT sign the Touchpad. The Voter WILL NOT vote on a Machine NOR vote a Regular Paper Ballot.
  - 3. The Voter must complete a provisional envelope. You will still allow the machine exception for a Voter with a disability.

4. In the upper right-hand corner of the Provisional Envelope, write:

#### "After Close of Polls by Order of the Court"

before you give it to the Voter. The Board can then monitor Voters who vote provisionally after the 7:30 normal location closing time.

Give the Voter a correct ballot, based on his/her ballot style (make sure you provide all pages if the ballot contains multiple pages) and ask the Voter to complete the ballot and place it in the Provisional Envelope prior to placing it in the **Voted** Ballot Bag(s).

Continue to vote all individuals in line from 7:30 p.m. to until 8:30 p.m. (or for whatever time the court has mandated) as PROVISIONAL VoterS. Send a PEO to the end of the line at 8:30 p.m., for example. Announce at that time that voting is now closed and do not allow persons to enter the line.

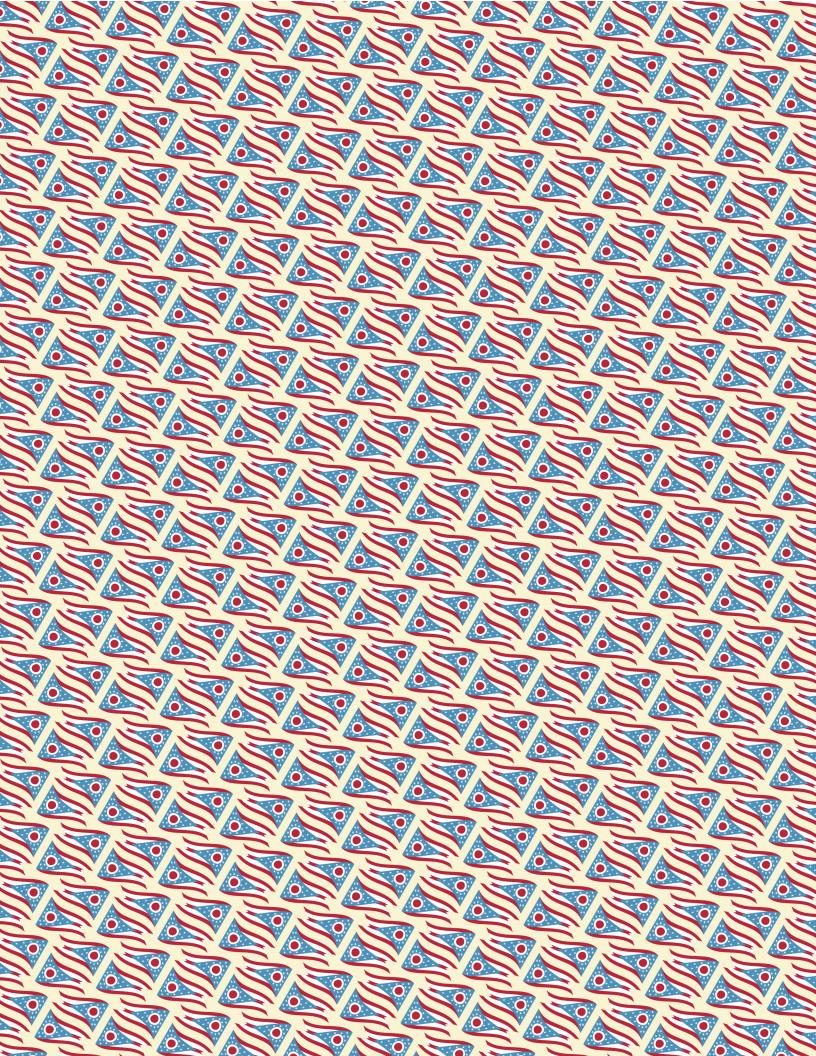
#### FOR A MULTIPLE PRECINCT VOTING LOCATION

- a. The steps described above apply to a Multiple Precinct Location as well. However, it is possible that some precincts in the location will be allowed to vote after 7:30 p.m., and others will not.
- b. It is important that the Paper Ballot Judge check the Yellow Polling Location Street Guide and, using the Precinct Identifier, note each Voter's Precinct before allowing the Voter to vote. If the Voter does not belong in the precinct(s) specified in the court order, the Voter is NOT eligible to vote.
- c. As in all cases, if a Voter insists on voting, even though he/she lives in a Precinct that is not eligible to vote after the close of the polls, allow the Voter to cast a PROVISIONAL BALLOT. However, only votes cast by eligible Voters will be counted by the Franklin County Board of Elections.

IMPORTANT: REMEMBER TO KEEP ALL AREAS OF THE POLLING LOCATION OPEN, INCLUDING THE ROSTER TABLE AND ALL MACHINES, UNTIL THE LAST VOTER HAS VOTED.

# NOTES

## NOTES



GENERAL ELECTION

**Our mission:** "To recruit, train and place the best PEOs who are committed to serving voters with excellence and civic pride."

### Acronyms at a glance

ADA Americans with Disabilities Act

ATV Authority to Vote

**BOE** Board of Elections

**EPB** Electronic Poll Book

**ESS** Election Support Specialist

LID Location Identification Number

**LL** Location Liaison

MJ Machine Judge

PBJ Paper Ballot Judge

**PEO** Precinct Election Official

**PMP** Practice Makes Perfect

**RFPB** Reason For Paper Ballot

**RJ** Roster Judge

**VLM** Voting Location Manager

**VOTR** Voter Official Tabulation Results Book

**VLD** Voting Location Deputy

YPE Yellow Provisional Envelope

#### PHONE NUMBERS:

PEO HOTLINE (MONDAY SETUP & ON ELECTION DAY): 614-525-4100

Franklin County Sheriff Radio Room: 614-525-3333

VOTERS CALL: 614-525-3100

PROVISIONAL HOTLINE: 614-525-6455

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