franklin county board *of* elections

precinct election officials' training manual

franklin county — ohio —

may 2 2023



section by position

good to know

Tips and tricks to make

Margin illustrations

you will need)

(visual representations of items and information

your job easier

A VISUAL GUIDE TO READING THIS MANUAL

□ A blue check box is an actionable task

- \Box 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 HERE MONDAY

Stop Monday Night Setup here.



start here tuesday at 5:30 a.m.

Start Tuesday Setup here.

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, Signature Poll Book(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.

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

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Online Precinct Election Official Survey Form

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

Ohio law provides that the maximum number of voters assigned to a voting precinct is 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, Signature Poll Book(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 his or her voting location.

THE TEAM AT A GLANCE

PEOs should work in the position for which they were trained. VLMs and VLDs (Voting Location Deputies) should have a good working knowledge of other judges' positions.

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 Signature Poll Book(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. These students are trained to be PEOs, and receive the same training as the adults. As such, they should be accorded the same respect and held to the same expectations as adults.

field technicians

Specially trained Field Technicians visit pre-assigned voting locations to troubleshoot problems and provide Election Day support to PEOs.

an elector cannot serve as a precinct election official if that elector: (a) has

been convicted of a felony or any violation of the election faws, (b) is unable to read and write the English language readily, (c) is a candidate for office to be voted for by the voters of the precinct in which the person is to serve, other than a candidate for county central committee who is not opposed by any other candidate in that precinct, (d) will be serving in a precinct or polling place where a family member or business associate will appear on a ballot for election or nomination to any public or party office at that same election.

THE BASICS FAQs

How much time will be expected of me?

mandatory training: 2.5 to 4 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 2.5 and 4 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 an BLE Store THIS FEECTION to help you brush up an BLE Store THIS FEECTION of the provided of the 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

We strongly recommend you complete the online training prior to your official training session (Yop RoTHIS/ELECTION-mail with OTHAPPLICABLE access to a computer, you may use one of the computers at the Piedmont Building computer lab at 750 Piedmont Rd.

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 set-up, for ONE mandatory training session 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

Team Leader: \$50 Team Member: \$25

election day

All PEOs: \$133.72

mandatory training session

Voting Location Manager/Deputy: \$50 All Other Judges: \$25

online training

"practice makes of this election

All PEOs: \$10

vlm material pick-up/drop-off

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

Ride-Along PEO: \$10

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 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 key components of 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 his or her 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 his/her 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 pro- cedures 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 tamperproof 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.

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	Distinguishing Features

NOTES

IN CASE OF EMERGENCY

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 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)
 - USB Stick from the Ballot Counter
 - Signature Poll Book(s) (SPBs)
 - 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 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:
 - AS AUTHORITY-TO VOTE SLIPS
 - Handwrite Precinct ID and Ballot Style (and Party-Primary Elections only) on front of slip
 - AS REASON FOR PROVISIONAL BALLOT SLIPS
 - Mark through front of slip.
 - Turn slip over and write "Provisional" at the top.
- AS 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)

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 him/her 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

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.

good to know

comprehensive information

compliance changes to your

specific voting location will

ensure your voting location meets all stipulations.

be included in the VLM Supply Bag. Please be sure to read and

regarding any necessary ADA-

An ADA Folder with

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 touch 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 a Rover.
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	Call the PEO Hotline
allow voters to get from the parking lot to the sidewalk.	and ask for assistance.
Walkways to the polling place that are at least 36"	Find a new route to the polling place and place
wide. Doorways that are at least 32" wide	signs accordingly. Leave a 36" pathway through
	the voting room.
No obstacles in or on the sidewalk that could	Find a new route to the polling place if possible, or
cause problems	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	Unlock doors. Prop open, if possible.
specifically for accessibility	
Seats available for elderly, ill, pregnant,	Place chairs in the voting room and near the lines.
or disabled voters	
No tripping hazards like loose mats or unsecured	Do your best to avoid or secure loose mats,
electrical cords	cords and wires.
No objects attached to the wall that protrude more	Place chairs, trash cans or cones underneath the
than 4 inches	protruding object(s) to make them cane-detectable.

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.

black rubber mats

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.



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.

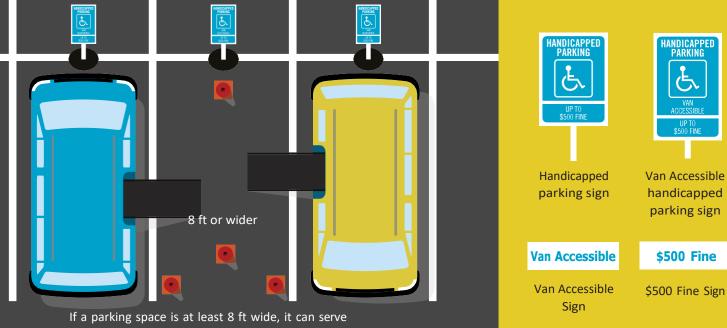
good to know

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.

21

quick fix

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



as van accessible space between two parking spaces.

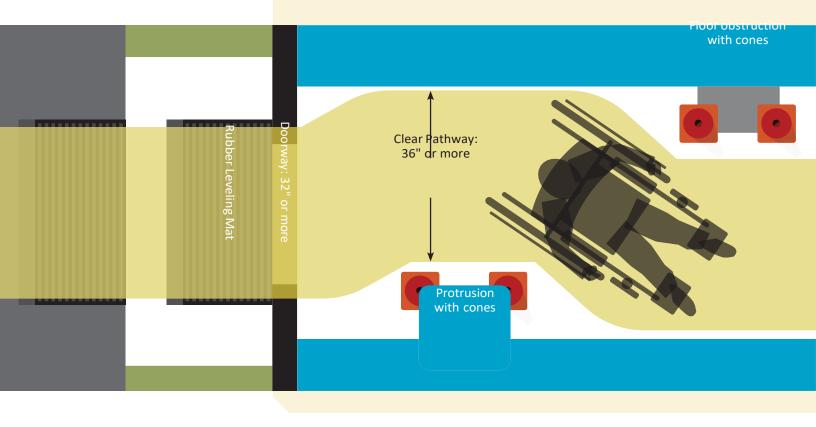
WALKWAYS & TRIPPING HAZARDS

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.



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

uneven thresholds & transitions

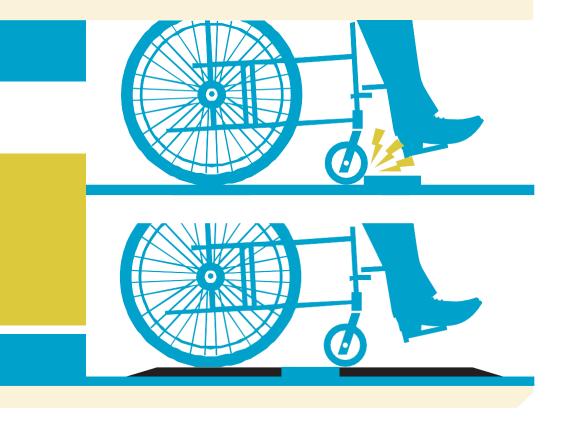
Black rubber mats must be placed on either side of a doorway threshold or transition anytime there is a change in the height of the ground greater than 1/4". If a threshold is beveled, such that a wheelchair can roll up and over smoothly, no mat is needed. If, however, the threshold has a non-beveled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

good to know

If an exterior door does not have 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 propped. It's likely that they have already been informed, but it's always nice to make sure they understand the situation.

ADA lever-type handle





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.

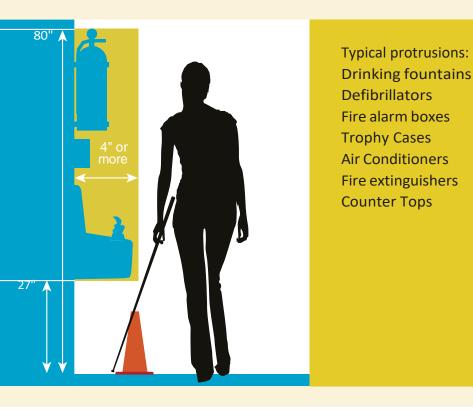
- Your ADA folder will identify any and all objects that protrude 4" or more into the circulation path, and that are between 27" and 80" from the floor. It is your job to place a traffic cone underneath each one, if any.
- If the wall protrusion has a corner that juts out farther than its base, a cone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

 \star



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

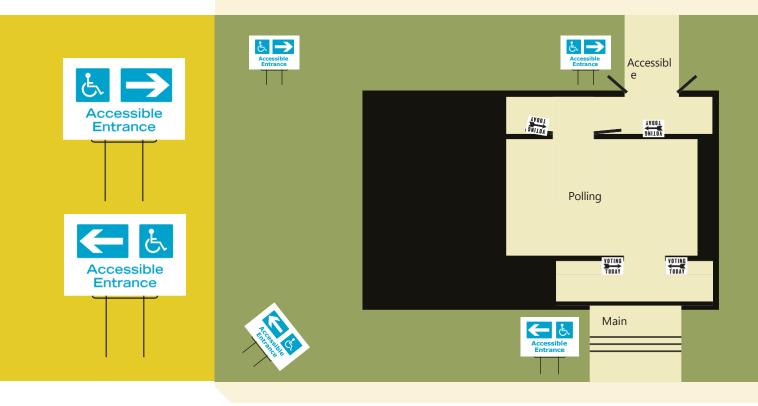
WAYFINDING Directions to Alternative Entrances

An accessible polling location must have at least ONE accessible entrance–connected to an accessible route to the voting area that 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 handicappedaccessible 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.



CURBSIDE VOTING

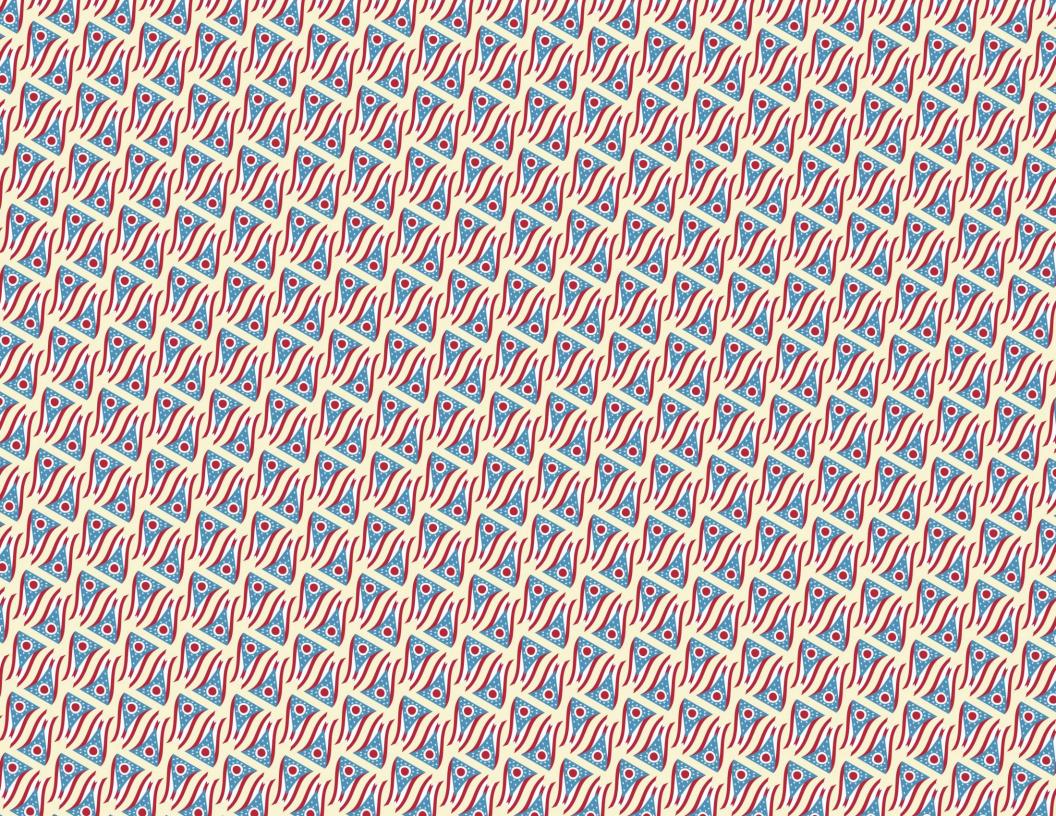
When a voter is unable to enter the Polling Location, it is every PEO's responsibility to make sure he or she is given the opportunity to cast his or her ballot from a curbside vehicle. Although Curbside Voting falls under the ultimate purview of the Voting Location Manager, ALL PEO's are permitted to 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:

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.

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

where to find	part one: initial preparations	pp. 30 to 31
what you need:	Visiting the Voting Location	p. 30
This section of the manual	Picking up the Election Supplies	p. 30
contains everything you, as		
a Voting Location Manager,	part two: voting location setup:	pp. 32 to 39
need to know.	Setup Overview	p. 32
	Equipment Setup	p. 34
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	Closing the Polls	p. 49
	part five: after the election	p. 53
	Returning Election Results & Supplies	p. 53
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AS VOTING LOCATION MANAGER, YOUR RESPONSIBILITIES BEGIN WELL BEFORE ELECTION DAY.

Before Election Day Setup:

□ Visit your voting location.

- \square 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
- \Box in 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.

Thank your building contact for use of the facility.

Verify you have received a Supply Pick-up Card
(appendix 7) in the mail. Please notify the BOE
if you did NOT receive.

On the Monday before Election Day:

Pick up your VLM Supply Bag at the Board of Elections Warehouse.

- Drive to the BOE located at 1700 Morse Road anytime between 8:00 a.m. and 4:00 p.m.
- · 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

part one:

intial preparations

Check all supplies in the VLM Supply Bag against the Supply Checklist 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

it is imperative that you check your vlm supply bag for the ada folder concerning parking and accessibility for disabled voters as instructions may have changed, and we must ensure compliance.

□ Familiarize yourself with and charge your cell phone so that it is ready to go when you reach your Voting Location.

□ One of the following will be in your VLM Supplies:

- Supplemental Paper List OR
- Notice of No Additional Absentee Voters

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. part two:

voting location setup

good to know

The flags are required by law to identify the outer boundary of the 100-foot electioneering-free 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.

good to know

The key attached to the cell phone bag opens the security locks on all storage carts. Make sure you know where it is at all times.

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 PEO Hotline at 614 525 4100, option 2.
- □ To update your progress, follow the prompts using the TED app on the VLM cellphone. Refer to the information on the Tabbed Handout in the VLM Supply Bag
- Once inside the polling place, plug your cell phone back in to ensure it stays charged throughout setup.
 - 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.

 $\hfill \square$ If you find any supplies to be missing, call the PEO Hotline.

Have each PEO complete the Oath/Payroll Record/Ethics Policy Acknowledgement Form (appendix 5) in the Location Workbook.

- Administer the Oath of Office to the PEOs
- □ Have all PEOs confirm that they have read the Secretary of State's Ethics Policies and Expectations for PEOs (appendix C).

Have all workers legibly print their name, provide their signature and full mailing address, and record the time they arrived.

IMPORTANT:

As VLM, it is **IMPERATIVE** that you ensure the Supplemental Absentee Voter List update is recorded in the Signature Poll Book(s) and Register of Voters List (Pink/Green/White copies)

For Voters listed on the Supplemental Absentee Voter List, write "AB-PROV" on their signature line in the Signature Poll Book

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

Please refer to "Sample Room Layout," appendix 8.

□ 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

If the suggested setup impedes voter privacy, use your best judgment in setting up the voting equipment

Work with Roster Judge(s) to position the Roster Tables to ensure an unobstructed view of voters from sign-in to voting

Tables should be positioned so that PEOs are able to:

- 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

ABSENTEE SUPPLEMENTAL LIST UPDATE

As VLM, it is your responsibility to have a member of a different political party check the Absentee Supplemental List Update and ensure all names on the list are recorded in the Signature Poll Book(s) and Register of Voters Lists

STOP HERE MONDAY

start here tuesday at 5:30 a.m.

- □ Upon entering building, begin following prompts using the TED App on the VLM Cell phone.
- Once inside the polling place, plug your cell phone back in to ensure it stays charged throughout the day.
- Locate the ADA Folder in the Supply Bag for compliance instructions concerning parking and accessibility for disabled voters.
- Retrieve the Worker List from your VLM Supply Bag. As workers arrive, check their names off.
- □ Have each PEO complete the Oath/Payroll Record/Ethics Policy Acknowledgement Form (appendix 5) in the Location Workbook.
 - □ Administer the Oath of Office to the PEOs
 - □ Have all PEOs confirm that they have read the Secretary of State's Ethics Policies and Expectations for PEOs (appendix c).
 - Have all workers legibly print their name, provide their signature and full mailing address, and record the time they arrived.

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, 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.

- Obtain the Social Security Number and phone number for any PEO you appoint ON Election Day.
- Ensure that the new PEO completes the Oath/Payroll Record/ Ethics Policy Acknowledgement Form.

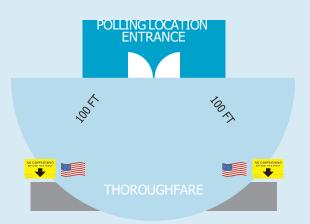
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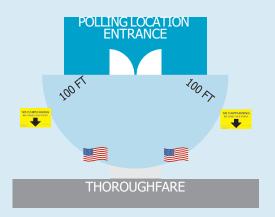
PLACEMENT OF FLAGS AND VOTING/CAMPAIGNING SIGNS

- □ 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 inside to a prominent location where voters can easily see them:
 - □ 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
 - Directive 2008-80: Voter Identification Requirements
 - General information of federal and state laws regarding
 - □ prohibitions on fraud and misrepresentation

POSTING THE REGISTER OF VOTERS LISTS

You will be asked to update and post the official Register of Voters Lists (pink/green/white) throughout the day so that the public can see which registered voters in your precinct have voted. **Members of the public** *may* take photos of the lists.

At 6:30 a.m. Post the **pink copy** with the absentee ballot names marked.

From 6:30 a.m. to 11:00 a.m. Each time a voter votes in your location, check their name on both the **green** and **white** copies of the list(s).

At 11:00 a.m. Post the **green copy** of the list with the names marked of those who voted between 6:30 a.m. and 11:00 a.m.

From 11:00 a.m. to 4:00 p.m. Each time a voter votes in your location, check their name on the **white** copy.

4:00 p.m. Post the final **white copy** with the names of those who voted between 6:30 a.m. and 4:00 p.m.

7:30 p.m. Remove the **white copy** from the wall, and put it in the VLM Supply Bag for return to the Board of Elections. Place the **green** and **pink** copies in the Large Brown Bag, and return to Compartment #1 on the Machine Cart.

part three:

during the election, 6:30 a.m. to 7:30 p.m.

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

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

- Welcoming voters and answering non-election questions
- Ensuring No Campaigning within 100' of entrance
- Assisting voters with parking and navigating the Voting Location
- Reminding Voters to have IDs ready
- Ensuring Voters Deposit Ballots Before Exiting

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 he or she wants 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 his/her behalf and

in his/her 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 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 he or she has a Certificate of Appointment for your location or precinct from a political party or other group. (*No Certificate, no admittance. Period.*)
- 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

complains about the actions of an observer, the observer is to be reminded of what he/she 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.

EXIT POLLSTERS

Persons conducting exit polls are not allowed inside the polling location. They are permitted to be outside the polling location even within 100 feet of the entrance—but they should not interfere with an orderly voting process. They may not be located within 100 feet of the entrance if they are wearing clothing or accessories that promote or oppose 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 political badges, T-shirts, hats, stickers, pins, buttons, campaign literature, newspapers/magazines with political covers, campaign paraphernalia
- 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

Occasionally, groups may station persons outside a polling location to gather signatures on a petition. This must take place more than 100' from the entrance to the voting 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.

if you experience any issues or problems with electioneering, call the peo hotline.

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 he/she is eligible to cast a ballot
 - Give the voter a provisional ballot if PEOs are unable to determine if he/she is eligible to cast a ballot

If the challenged voter refuses to fill out the Affidavit 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 affiiated with or a member of the political party whose ballot he or she has 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 signature poll book 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 his or her 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 two PEOs, one from each major political party, follow these steps:

if at any time you determine that the voter is a provisional voter, stop the curbside $(\mathbf{1})$ process and, instead, process the voter according to the "processing provisional 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 his/her vehicle, and retrieve the information necessary to complete the front of the envelope

- Do not take the Signature Poll Book out of the polling location Ask the voter to state his/her name
 - Ask the voter to state his/her current address
 - □ Ask the voter for his/her 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 then return the envelope to you

Return to the voting area to complete paperwork

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 □ Signature Poll Book

• If the voter's stated address doesn't match the one in the signature poll book, see the guidelines in the Roster Judge section of the Training Manual

Once all information has been verified, fill in the following information on the Curbside Voting Envelope:

- □ Voter ID #
 - 9-digit number printed under the bar code in the Signature Poll Book
- \Box LID #

□ Precinct Identifier

Write "Curbside" in the Signature Box of the Signature Poll Book

Fill out an Authority-to-Vote Slip, using the information from the Curbside Voting Envelope

Mark the voter's name on the green and white copies of the Register of Voters List to be posted at 11am and 4pm

Hand the Curbside Voting Envelope and completed Authority to Vote Slip to the
 VLM/VLD to take to the Paper Ballot Judge Table

 Paper Ballot Judge will fill in the Ballot Style on the Curbside Voting Envelope using the Yellow Polling Location Street Guide and choose the correct paper ballot

On the Preprinted Paper Voter Ballot Issued Log Form, fill in all requested info

- 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
- ² PEOS of different political parties take the appropriate paper ballot, Curbside Voting Envelope, Important Instructions and an I Voted Today Sticker back out to the voter
- $\hfill \square$ Wait while the voter votes the ballot and seals it in the Curbside Voting Envelope
- Return to the Polling Location and have two PEOs of different political parties sign and date the Curbside Voting Envelope, and deposit it into the Voted Ballot Bag(s)

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

At some point during the day retrieve the Seals Inventory Sheet (appendix 16) from the VLM Supply Bag and ensure all PEOs have enough seals to close. If more seals are needed, please call the Board of Elections at 614-525-4100 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.

 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 Roster Judges have completed all Signature Poll
 Book tasks outlined in the Roster Judge section of this manual

Take possession of the Signature Poll Book(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

part four:

Election Day: closing the polls after 7:30 p.m.

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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. 50

Ensure that the Machine Judges have followed all instructions for closing machines, and printed the results tape

- □ Sign both copies of the results tape
- Take possession of the VOTR Book, ensuring the Ballot Counter USB Sticks are included

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:

- □ Ballot Marker tables
- □ Black bags with Ballot Markers
- Provisional Ballot Booth(s)

place in compartment 1:

- □ "No Campaigning" Sign
- 🛛 Flags
- □ Wire Cutters
- "State Your Name" signs with stands

- Equipment for Regular voters voting on a Pre-printed ballot
- D Box of Unused Blank Ballot Cards
- □ All signs hung on wall
- □ Sample Ballots
- Extension Cords and Adaptors

place in compartment 2:

□ Voting Equipment Supply Pack (Cake Box), **The Office Supplies Kit**, containing: containing: □ Alcohol Wipes □ Headphones Plastic Bag for discarded seals Magnifying Sheet Ink Pens Write-in Candidate Instructions Roll of Masking Tape Voting Locations List & Area Map **Rubber** Fingers Cell Phone Instructions 100-foot string Secretary of State Quick Reference Guide Rolls of "I Voted Today" Stickers \Box Ruler □ Unused PEO Name Tags □ Note Pad □ Post-it Note Pads Markers for spoiling ballots

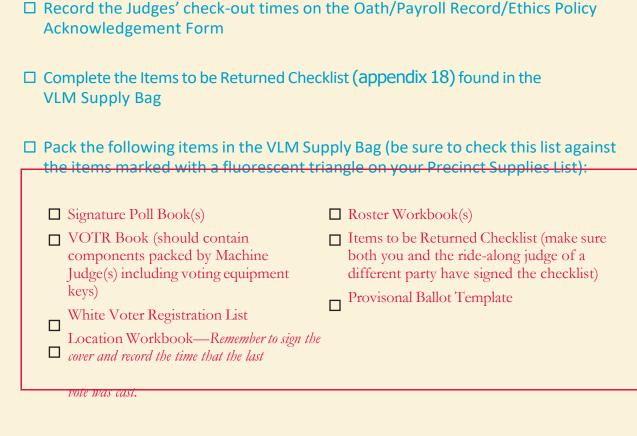
□ Remove Red Tamper-proof Security Seals from the Seals Pouch in the VOTR Book.

- □ Lock the Carts.
- □ 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.

The following supplies are to be placed in the Main Ballot Bin of the Ballot Counter:

- □ All unused ENVELOPES
- □ Yellow Polling Location Street Guide
- County Street & Road Guide
- Provisional Ballot Notice Pad
- □ Religious Exemption Forms

- □ Important Instructions Pad
- Form 12-D Pads
- Ballot Privacy Folders
- □ Instructions for 17-year-old Voters (Primary Elections only)



Leave the polling location making sure you have the packed VLM Supply Bag, all *Voted* and *Unvoted* Ballot Bags, and Sealed Ballot Counter Box(es) in your possession for drop off

if you leave any of the above items at the polling place, you will be required to return than 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
 - \Box 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.

RETURNING THE ELECTION RESULTS AND SUPPLIES CHECKLIST

- 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
 - Directions to the drop-off location are located in the VOTR Book.

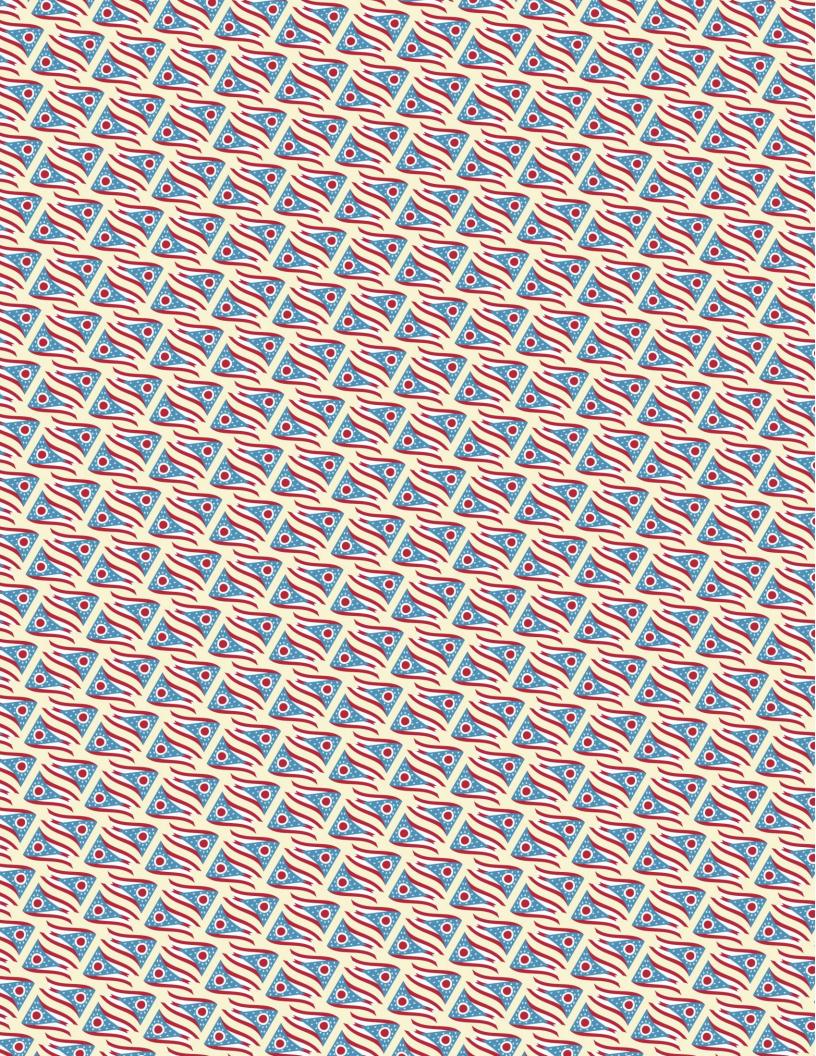
□ Return the following to the drop-off location:

- VLM Supply Bag
- Voted and Unvoted Ballot Bags
- Sealed Ballot Counter Box(es)
- Cell Phone in Bag with Key attached

part five:

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.



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THE ROSTER JUDGE

As a Roster Judge, it is your job to:

Remember, as a Roster Judge, you are usually the first person voters meet when they enter the voting location, and your excellent customer service and professionalism will set the tone for their entire voting experience. If at any time you are in need of guidance, ask your VLM for assistance and follow their lead.

- process voters
- check for valid identification •
- determine whether voters are regular or provisional ٠
- record voter information in Signature Poll Books ٠
- issue Authority-to-Vote slips and blank Ballot Cards •
- issue Reason for Paper Ballot Slips ٠
- maintain voter registration lists ٠
- balance Signature Poll Books
- help keep the voting location secure ٠
- determine Wrong Location Voters and direct them • to the Paper Table

	part one: before the polls open	pp. 56 to 59
where to find what you need: This section of the manual	Locating Your Supplies Roster Table Set-Up	p. 56 p. 58
contains everything you, as a	part two: during the election	pp. 60 to 76
Roster Judge, need to know.	Understanding the Two Types of Voters Understanding the Signature Poll Book Making Corrections in the Signature Poll Book Processing Voters Assisting Provisional Voters	p. 60 p. 68 p. 69 p. 71 p. 76
	part three: Closing the polls Closing the Roster Table	p. 77 p. 77

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.



Red Tamper-proof Poll Book Seal (applied at the end of the day)

YOUR RESPONSIBILITIES, STEP BY STEP

FIRST THINGS FIRST:

Locate your supplies

in the red votr book:

• Red Tamper-proof Poll Book Seals

in the vlm supply bag:

- Location Workbook
- Pads of Authority-to-Vote Slips
- Yellow Polling Location Street Guide
- Roster Workbook, which contains:
 - Form 10-L Legal Name Change Forms
 - Voter Contact Sheet
 - Form 10-X Statements of Persons Challenged as to Party Affiliation (Primary Elections only)
 - Problems & Corrections Page
 - Voter Registration Forms
- Accordion File, which contains:
 - Write-in Candidate List (if applicable)
- · Pink, green and white copies of Register of Voters List
- "State Your Name" signs
- Signature Poll Books
- Pads of Reason for Paper Ballot Forms
- Alpha-Queue Signs
- Options to Mark Your Ballot Sheets

 \star

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in machine cart compartments #1 & #2:

- Box of blank Ballot Cards divided into bundles of 25 (save the box for return to BOE)
- Full-page Magnifying Glass
- Office Supplies Kit, which contains:
 - Ink Pens
 - PEO Nametags
 - Ruler
 - Masking Tape
 - 100' string
 - "I Voted Today" stickers
 - Note Pad
 - Post-It Note Pads
 - Rubber Fingers
- Large 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.



VLM Supply Bag (may differ in smaller voting locations)



Ballot Counter

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 is posted at 6:30 a.m., the GREEN copy is posted at 11:00 a.m., and the WHITE copy is posted at 4:00 p.m.

good to know

Supplemental Absentee Voter List will be delivered to VLM

FOR MONDAY NIGHT SETUP ROSTER TABLE SETUP LIST:

□ Per the diagram, place the following items on the table:

- □ Authority-to-Vote Pads
- □ Signature Poll Book
- ☐ Yellow Polling Location Street Guide
- \square Pads of Reason for Paper Ballot Forms
- Roster Workbook
- Alpha-Queue Signs
 - "Voter states name and current address" taped hext to Alpha-Queue Signs
 - Register of Voters Lists
- □ Options to Mark Your Ballot Sheet
- □ Ballot Privacy Folders

Ask the Voting Location Manager to record absentee voters I listed on Supplemental Absentee List(s) into the SPB(s) and

on the Register of Voters Lists.

Retrieve and post the **pink** copy of the Register of Voters Lists (with the absentee voters marked).

Count Blank Ballot Card BUNDLES and multiply by 25.

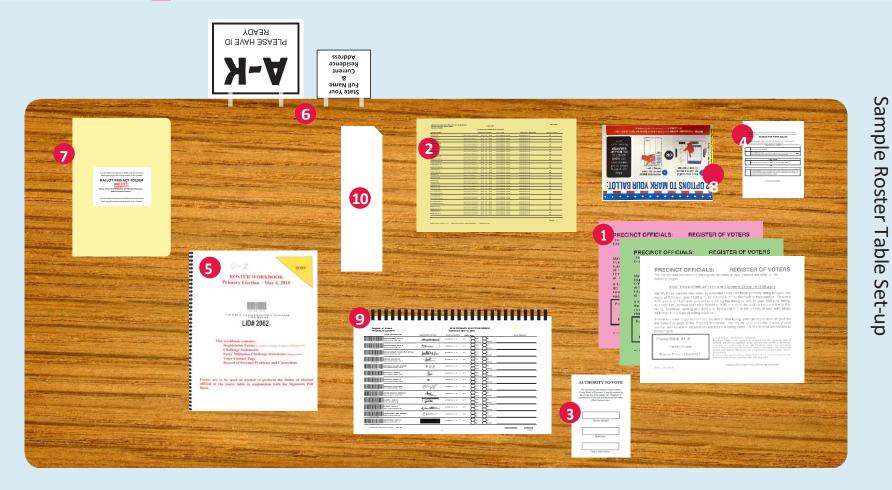
Verify that total number of Blank Ballot cards agrees with number listed on the Election Day Balance Sheet

Gather all blank Ballot Cards and Signature Poll Books and place them in the Main Ballot Bin of the Ballot Counter

stop here monday

start here tuesday at 5:30 a.m.

Retrieve the blank Ballot Cards from the Main Ballot Bin of the Ballot Counter (the VLM will distribute the Signature Poll Books)



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

- 1. Register of Voters Lists
- 2. Yellow Polling Location Street Guide
- 3. Authority-to-Vote Pads

- 4. Reason for Paper Ballot Form Pads
- 5. Roster Workbook
- 6. Alpha-Queue Signs (with "State Your Full Name & Current Residence Address" sign)
- 7. Ballot Privacy Folder
- 8. Options to Mark Your Ballot Sheet

- On Tuesday, add the following supplies to the Table:
- 9. Signature Poll Book
- 10. Blank Ballot Cards

part two:

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 his or her name appears in the Signature Poll Book, in order to update the county's voter files he or she must complete a Voter Registration Form. Regardless, he or she is 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

If the voter's STATED name and/or address are not acceptable matches to those in the Signature Poll Book, the voter cannot restate to make a match. Once it's said, it's set in stone.

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 ID
- The voter is in the correct Precinct
- The voter's stated name is an acceptable match to the name that appears in the Signature Poll Book(s)

the valid forms of id are:

- 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 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
 - Ohio National Guard

provisional voters

A Provisional Voter is one who meets **one** or **more** of the following criteria, and thereby must vote a paper ballot.

- The voter's name is not found in the Signature Poll Book
- The voter is marked ABSENTEE or PROVISIONAL in the Signature Poll Book
- The voter does not provide proper ID
- The voter has changed his or her 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 Elections
- 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 his/her vote on either the voting machine or on a pre-printed ballot without assistance?

See "Assisting Voters with Specific Disabilities" for instruction

good to know

The Signature Poll Book(s) entries are legal documents, so it's important to keep them error-free. Our best advice for accomplishing this is to focus on what you are doing at all times so that you can ensure all information is recorded accurately each time.

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 Signature Poll Book.
- 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 SIgnature Poll Book 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 electionsrelated 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

A Photo ID is valid if it's OPEN

O Ohio Resident **P** Person matches photo **E** Not Expired **N** Name matches name in SPB

Ohio law does not allow a PEO to accept any form of ID from any state other than Ohio

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.

Name on Driver's License	Name on Screen	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 SPB.

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 expiration date, near the small photo.

Ohio Interim ID Form issued by BMV

that displays an expiration date that has not passed

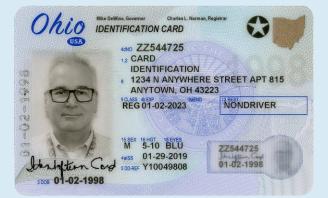
→

)		DRIVER LI	CENSE	
	Name: BUCKEYE BETTY Address: 1970 W BUSAD STREET COLUMBUS, OH 43223 DOB: 4/22/1969 License/ID No: AB123456 Issued On: 12/13/2022 Class: D Expires On: 4/22/2026 Endorsements:	Height: 5'6" Gender: F Eye Color: BRO Hair Color: BLK Weight: 135	TYPE: COMPLIANT Armed Forces Organ Donor Health Care POA Life Sustaining Equipment	9911 / ZA123456
	Restrictions: B			Betty Buckeye

Standard Driver License Under 21 Years of Age



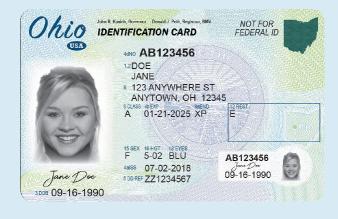
State Identification Card– Over 21 Years of Age



The photo IDs represented below 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 designated "License No." and is not the number above the photo.

State Identification Card– Under 21 Years of Age



U.S. Veterans Military ID Card



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

MILITARY IDS

We accept Military IDs. 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.

Please keep in mind that Military IDs:

- must include a name and photo
- may not include an expiration date (but if it does, the ID cannot be accepted if it has expired)

id back. 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



Passport



UNDERSTANDING THE SIGNATURE POLL BOOK

The Signature Poll Book contains the names and address of every voter who is registered in the location. It provides you with any special directions needed to process the voter, and serves as a legal document when the Election is over. The illustration below will give you an idea of what type of information is both already in the book or needs to be recorded by you or the voter.

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v	OTER INFORMATION	SIGNATURE ON FILE	PRECINCT	BALLOT STYLE	PARTY	VOTER SIGNATURE
200010154	RONALD ANTHONY ABRAL; 553 E JENKINS AVE , COLU.::BUS, OH 43207	No-	COLS 01-A - 01	010001, 020001		MUST VOTEPROVISIONAL
150051347	CLIFTON J R ADAMS 524 E JENKINS AVE , COLUMBUS, OH 43207	Uftor dilans	COLS 01-A - 01	010001, 020001	□ D,□ R	17 MUST VOTE PAPER
180009169	SCOTT MARSHALL ADAMS 275 SOUTHWOOD AVE , COLUMBUS, OH 43207	, & hr	COLS 01-A - 01	010001, 020001	□ D,□ R	

- 1. Voter ID Number for Curbside Voters only
- 2. Voter's Name and Address
- 3. Precinct Identifier
- 4. Ballot Style Number

- 5. Requested Party Voter fills in square
- 6. Voter Signature Area you may find a notation here
- 7. Special Note of Voter's Status e.g. Absentee Voter, Provisional Voter
- 8. Special Note of Voter's Status 17-Year-Old Voter



Primary Elections only

thou shalt not:

- draw, doodle or write on or deface any information on the cover or in the pages of the signature poll book
- leave tabs, post-it notes or other materials in the signature poll book

what if the voter signs on the wrong line of the signature poll book?

example: Scott Adams signed on Clifton Adams' Line. You discover it after Scott has left.

- Draw a line through Scott's Signature in Clifton's box.
- \square Write "no signature" in Scott's box.
- Record the problem on the Problem and Corrections Page, in the Roster Workbook, making sure to include the page number and line number.

In the example below, you might write, "Scott Adams signed on Clifton Adams' line. We crossed through Scott's name and had Clifton sign to the right. We then wrote, 'no signature' on Scott Adam's line."

When Clifton comes in to vote, have him sign to the **right** of his signature box.

Clifton Adams

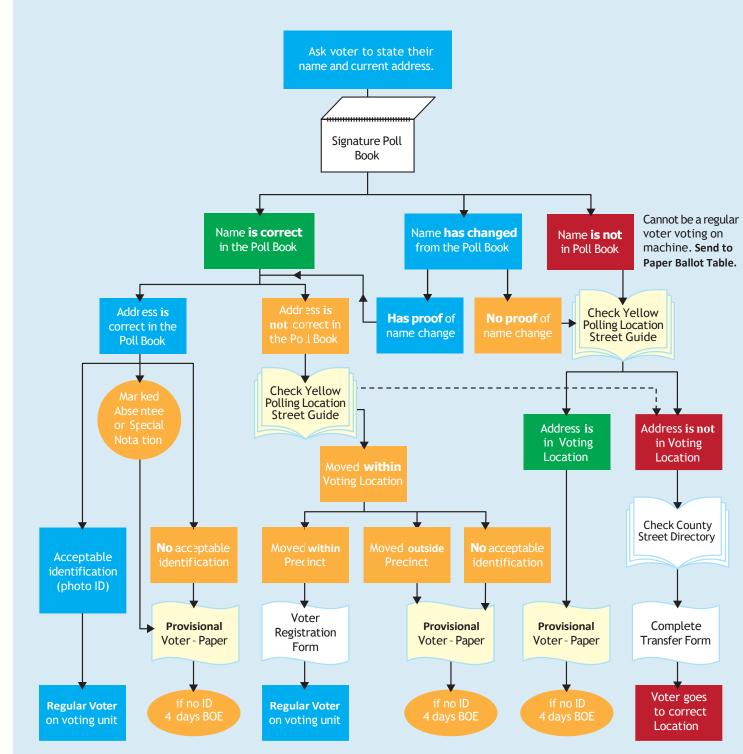
CLIFTON J R ADAMS 524 E JENKINS AVE , COLUMBUS, OH 43207		COLS 01-A - 01	010001, 020001	□ D,□ R	Scott Adams
SCOTT MARSHALL ADAMS 275 SOUTHWOOD AVE , COLUMBUS, OH 43207	Scott Adams	COLS 01-A - 01	010001, 020001	□ D,□ R	No Signature

what if an eligible voter is unable to sign his or her name in the poll book?

If the voter is able, ask him or her to make his or her legal mark, such as an "X" on the signature line in the poll book. Then write the voter's name on the same line next to the mark.

Alternatively, if the voter has filed an Attorney-in-Fact with the BOE, he or she may have the Attorney-in-Fact sign the voter's name in the Signature Poll Book in the voter's presence.

Flow Chart for Processing a Voter as a Regular Voter or Provisional



★ roster judge

roster judge 🔸

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PROCESSING REGULAR VOTERS

Greet the voter and ask, "What is your name?"

Look up the voter's stated name in the Signature Poll Book and verify that the stated name and poll book name are an acceptable match.

if voter's name is not listed in the signetate ON book, cheepfor ABk Eddendum in the back of the book and see if the name is there.

- *If the voter's stated name is not in the Signature Poll Book,* fill out a Reason for Paper Ballot form, and send the voter to the Provisional Voter / 17 Y.O. Paper Table.
- If the voter's stated name is not an acceptable match with the name in the Signature Poll Book due to a name change, he or she will need to complete Form 10-L before voting as a Regular Voter. See complete instructions under Name Change Guidelines
- NOTE: The Voter's ID may or may not contain the Voter's reported change in name

Ask, "What is your current address?"

• We are required by law to ask this to ensure voters are in the right voting location.

Verify that the voter's stated address is the same as the address in the Signature Poll Book

- If the addresses don't match, look up the stated address in the Yellow Polling Location Street Guide to ensure voter is in the correct voting location.
 - *If the voter is in the wrong location,* follow the steps outlined in the "Assisting Provisional Voters" section.

- *If the voter is in the right location, but in the wrong precinct,* he or she must vote as a Provisional Voter. Follow the steps outlined in the "Assisting Provisional Voters" section
- *If the voter is in the right location AND the correct precinct,* ask the voter to complete a Voter Registration Form, and proceed to ask for ID.

Ask the voter for a valid State of Ohio Identification Card

- Voters who arrive at your voting location must present you with a photo ID either an Ohio Driver's License, Ohio Interim ID form issued by BMV, State of Ohio Identification Card, U.S. Passport or Passport Card, or U.S. Military ID Card. Ensure it is valid by checking against the criteria in "A Guide to Valid Photo IDs"
 - *If the photo ID is expired,* ask for another form of ID. If no other form of ID is available, follow the steps outlined in the "Assisting Provisional Voters" section.
 - If the photo ID is not expired, continue to process as a regular voter.
 - If the voter is unable to provide valid ID, follow the steps outlined in "Assisting Provisional Voters" section.

Check the name on the valid ID against the name in the Signature Poll Book

- □ If there are minor discrepancies (such as a nickname) between the name on the ID and the name in the Signature Poll Book, see the Acceptable & Unacceptable Name Matches chart.
 - If the names are not an acceptable match, ask voter if he/she has changed their name. If name has changed, follow "Name change guidelines".

Look for any special notations noted in the Signature line of the Signature Poll Book.

• If nothing appears, the voter is a regular voter. Have the voter sign the Signature Poll Book on the correct line.

• For Primary Elections Only: have voter check party affiliation or Issues Only in the Signature Poll Book

good to know

If the Voter has forgotten his/her photo ID, it's a good time to tell them they can either go home and get their ID or go to the BOE within four days and present a valid ID to make their Paper Ballot count.

- If "SEVENTEEN MUST VOTE PAPER" 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 he or she 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 Signature Poll Book on the correct line and follow Special Instructions for Processing a 17-year-old Voter.
- If "FORCED PROVISIONAL OR PROVISIONAL PENDING" appears, the registration acknowledgment sent to the voter by the Board of Elections was returned as undeliverable, and the voter must vote a provisional ballot. The voter does not sign the Poll Book. Follow the steps in the "Assisting Provisional Voters" section.
- IF "ABSENTEE STATUS: SENT, ABSENTEE VOTED, ABSENTEE STATUS SENT UOCAVA VOTER: CIVILIAN OVERSEAS, OR ABSENTEE VOTED UOCAVA VOTER"

appears, the voter has applied for an Absentee Ballot, and must vote a provisional ballot or return their absentee ballot to the Board of Elections by 7:30 p.m. 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 Poll Book, follow the steps in the "Assisting Provisional Voters" section.

Mark the voter's name on the green and white copies of the Register of Voters Lists to be posted at 11:00 a.m. and 4:00 p.m.

good to know

NO absentee ballots can be accepted at the polling location. The voter must return the absentee ballot to the County Board of Elections before 7:30 p.m. on Election Day or vote provisionally at their voting location. **no exceptions!**

special instructions for processing a 17-year-old voter (primary elections only)

If the 17-year-old voter is a regular voter, and has signed the Signature Poll Book and selected the correct party ballot:

- Mark the voter's name on the green and white copies of the Register of Voters Lists to be posted at 11:00 a.m. and 4:00 p.m.
- Fill out an Authority-to-Vote slip with the Party Preference, Ballot Style and Precinct Identifier.
- Fill out a Reason for Paper Ballot form, and check the box that reads, "17-year-old Voter."
- Hand the Authority-to-Vote slip and the Reason for Paper Ballot form to the voter, and send him or her to the Provisional Voter / 17 Y.O Paper Table.

Fill out an Authority-to-Vote (ATV) Slip

 Fill in the voter's Ballot Style and Precinct Identifier as listed in the Signature Poll Book or the Yellow Polling Location Street
 Guide.

For Primary Elections Only: on the ATV Slip, also record the voter's party.

If you have not already done so, return the voter's ID.

Give the voter the ATV Slip and a blank ballot card and direct them to the machines.

 If the voter chooses to vote a Pre-Printed Ballot, give the voter the ATV Slip and an RFPB form and direct them to the Regular Voter Paper Table.

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name change guidelines

If the voter's stated name does not match the name in the Signature Poll Book:

- □ Ask voter for a valid form of ID(OPEN)
- Ask the voter for the appropriate legal proof of name change (Document must be certified. NO photocopies.) Appropriate documents are:
 - Official Court Document that includes both former AND current name
 - Change of Name
 - Divorce

Decree OR

- Marriage License (Abstract of Marriage NOT a souvenir License)
 - New last name must either 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, follow the steps outlined in the "Assisting Provisional Voters" section.

Once you have verified the document, ask voter to state their current address and ensure that the voter still resides in their registered precinct, have him/her fill out the top portion of

Form 10-L, bound in the Roster Workbook. Do not remove the form from the Roster Workbook. If the voter does not reside in their current precinct, follow the steps outlined in the "Assisting Provisional Voters" section.

Take the Roster Workbook back from the voter and fill out the bottom portion of Form 10-L.

Have the voter sign the NEW name in the Signature Poll Book. Mark the voter's name on the green and white copies of the Register of Voters Lists to be posted at 11am and 4pm.

□ Notate the name change on the "Problems & Corrections" page at the back of the Roster Judge Workbook.

Give the voter an Authority-to-Vote Slip, and blank ballot card and have him/her proceed to vote on the machine or a Pre-Printed Ballot.

NOTE: If voter chooses to vote on a pre-printed ballot, give the voter an ATV slip and an RFPB form and send the voter to the Regular Voter Paper Table.

ASSISTING PROVISIONAL VOTERS

If you determine that a voter must vote a provisional ballot, follow the steps below:

- □ Fill out a Reason For Paper Ballot form.
- □ Record "PROV" in the Signature line of the Signature Poll Book.
- Mark the voter's name on the green and white copies of the Register of Voters Lists to be posted at 11:00 a.m. and 4:00 p.m.
- ☐ Give the voter the form, and send him or her to the Paper Ballot Judge(s).
- under no circumstances may you accept an absentee ballot at the polling location. the voter must drop off their ballot at the county board of elections before the polls close at 7:30 on election day or vote provisionally at their voting location. no exceptions!
- if you have any questions or need assistance during the processing of a provisional voter, call the provisional hotline at (614) 525-6455.

CLOSING THE ROSTER TABLE CHECKLIST

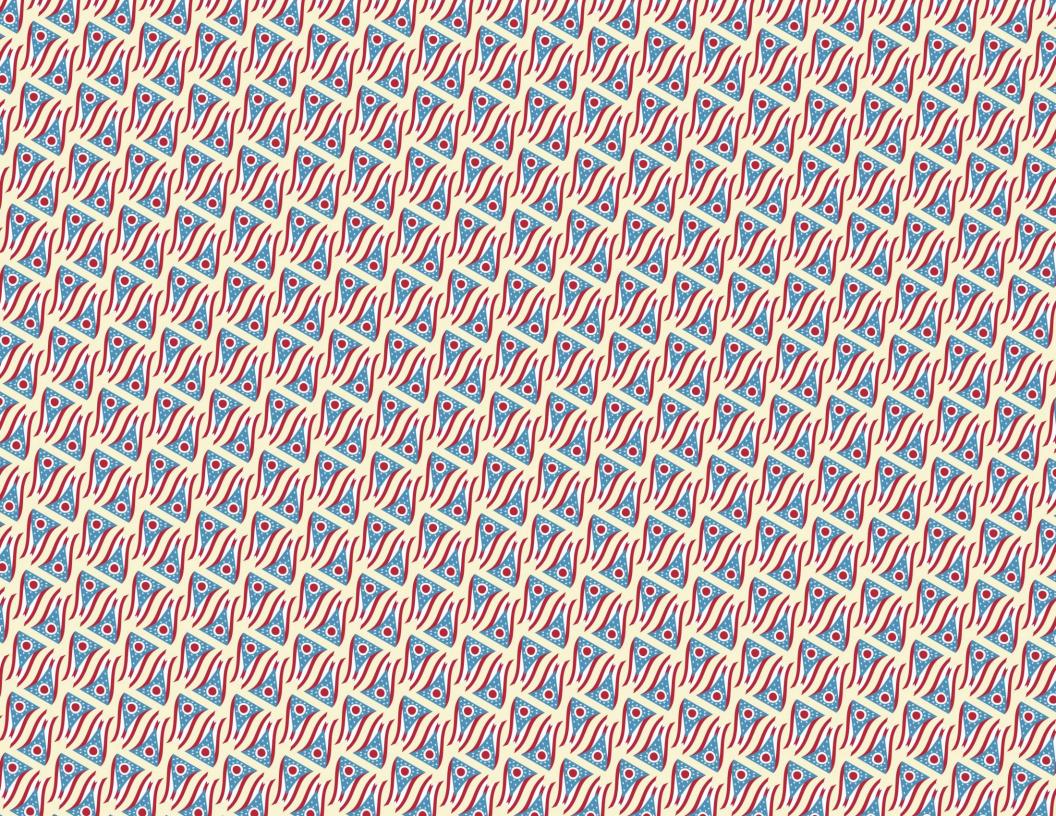
- Count all signatures in each SPB and record each book's total on its front cover.
- □ Sign the cover of the Signature Poll Book(s) for which you had responsibility at any time during the day.
- Complete the Roster Judge portion of the Election Day Balance Sheet by writing in the total number of signatures found in the Signature Poll Books.
- Count the unused ballot cards and record the number on the Election Day Balance Sheet.
- Place unused cards in the box in which they were received, then place in the machine cart.
- □ Make sure the VLM signs the cover of each SPB.
- □ Seal the right side of each Signature Poll Book with a Red Tamper-proof Security Seal (no need to record)
- Give the Roster Judge Workbooks and the Signature Poll Books to the VLM.
- □ Assist the VLM in gathering all inside and outside flags and signs, and placing them in Compartment #1 (Large U.S. Flag goes back on top of Machine Cart).
- □ Assist the VLM in gathering all materials and office supplies and placing them in Compartment #1 of Machine Cart.
- Ensure that you have taken the posted white copy of the register of voters list from the wall and put it in the VLM Supply Bag. Place the green and pink copies in the large brown bag and return it to Compartment #1 on the Machine Cart.
- Collect the Ballot Privacy Folders and return them to the Main Ballot Bin of the Ballot Counter

part three:

after the election: closing the polls at 7:30 p.m.



Red Tamper-proof Poll Book Seal (applied at the end of the day)



THE VOTING MACHINE JUDGE

As a Machine Judge, it is your job to:

If you are a Machine Judge, you will rotate between two positions:

- Ballot Marker position
- Ballot Counter position

- 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 ٠ of Authority-to-Vote (ATV) slips four times throughout the day (at 9 a.m., 1 p.m., 4 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. 80 to 99
Locating Your Supplies	p. 80
Equipment Set Up	p. 82
Reopening the Ballot Counter	p. 88
Opening the Ballot Marker	p. 90
Opening the Kiosk	р. 92

part two: during the election

nart one: voting location setup

p. 100
p. 104
p. 108
p. 109
p. 110
p. 112
p. 113

part three: closing the polls

Closing the Equipment

p. 114 to 119

p. 114

pp. 100 to 113

voting machine judge 79 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 with Adaptors

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
- 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 Seals Record (appendix 1)
 - Certificate #1 (appendix 49)
 - Certificate #2 (appendix 50)
 - Election Day Balance Sheet (appendix 25)
 - Problems and Corrections Page (appendix 11)
- Authority-to-Vote Envelopes (appendix 34)

machine cart compartment #1





Wire Cutters

Extension Cord with Adapter

machine cart compartment #2

OFFICE SUPPLIES KIT CONTAINING:



Office Supply Box



Name Tags





Plastic Bag for used seals

Static Wipes

THE CAKE BOX CONTAINING:



Voting Equipment Supply Pack (Cake Box)



Headphones

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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 storage carts

- □ 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.

Remove the Red Tamper-proof Seal from each cart lock

- Record the serial numbers printed on each Red Tamper-
- proof Seal on the Storage Cart Security Seals Record (appendix 1) in the Location Workbook.

Discard used seals in the plastic bag in Office Supplies Kit.

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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 ramp, and remove the blue separator bar

Working with other PEOs, move the Ballot Marker tables, Ballot Markers, boxes of blank ballot cards

and Voter Privacy Shields to the areas recommended on the Location Setup Page

SETTING UP THE BALLOT COUNTER

- Retrieve the keys for the Ballot Counter. You'll find them 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
- □ 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 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 box
 - Remove Pre-Printed Ballot pads and Paper Table supplies from box and take to the Paper Table
 - Remove Privacy Folders and take to the Roster Table

Return empty ballot box to Main Ballot Bin and relock

□ Roll Ballot Counter to its designated place and unlock the back compartment using the flat key

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 no green light/power, check the cord connection to the power cord block

good to know

Flat Key opens the outside of the Ballot Counter.





Keys



Location Workbook



Red Wire-cutters



Plastic Bag for Collecting Used Seals

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 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
- □ Stand the tables upright
- Two Ballot Markers can be placed on each table

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 Certificate #1

- Discard used lock ties in the plastic 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.
- 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
- Connect the power cord to an outlet
- Retrieve all ATV Scanners from the side pouch of the Ballot Marker Bags
- Ensure the number and colored dot on each ATV Scanner matches the number (upset EECTION and NOT APPLICABLER FOR THIS BALLOT Marker 5
- There is no power button on the ATV Scanner. It will power on when the Ballot Marker unit is powered on
- Connect the gray cable of the ATV Scanner to the USB/Scanner port just above the power block cable

Stand Ballot Marker up on table

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

$\hfill\square$ 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")

Push green tabs inward to release and tilt front of the Kiosk into the Standing Position notch

Connect the Kiosk power cable to the the power

• 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 scannes de FOR THIS ELECTION NOT APPIUNCE access to the ATV Scanne 7

- □ Lock the front access door 8
- Verify there is a green power light (outlet icon signifying there's power) on the lower left corner of the Ballot Marker

PREPARE FOR MONDAY NIGHT CLOSING

- Unlock Main Ballot Bin of the Ballot Counter and place the following inside:
 - Box of Blank Ballot Cards
 - Pre-printed Paper Ballots
 - Signature Poll Book(s)
 - Green Voted/Unvoted Bags
- Retrieve a new blue security lock tie seal from the
 Seals pouch in the VOTR book, and place on the Main
 Ballot Bin. Record new seal number on Certificate #1

□ Lock the door using the flat key

STOP HERE MONDAY

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.

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 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 Signature Poll Book(s) and box(es) of Blank Ballot Cards and take to the Roster Table

_ Return the empty Ballot box to the Main Ballot Bin

ensure the lid of the ballot box 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
 - UNDER NO CIRCUMSTANCES should you remove this seal

Remove the blue security lock tie seal from the lid of the BALLOT COUNTER and record number on Certificate #1



USB Stick

- 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
- □ 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

• UNDER NO CIRCUMSTANCES should you remove this seal

Record the seal number on the battery compartment on Certificate #1

 A Configuration Report will print automatically during
 □ the opening process. DO NOT REMOVE the report from the Ballot Counter at this time

Three (3) green check marks will appear on the screen indicating the polls are ready to be opened



Barrel Key

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. 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.
 On the screen, verify that polling location, date and time are correct
 Select "Open Poll" button
 A Ballot Status Accounting Report will print 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

you can start scanning ballots as soon as one ballot counter is open!

OPENING THE BALLOT MARKERS

 $(\mathbf{1})$

Record last 4 digits of Ballot Marker ID number/bar code (at top left) onto Certificate #1

Remove the tamper-proof seal from the left side access
 door and record the number on Certificate # 1 and place
 in the Used Seal Bag

- 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 the "On" button to power 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 notches
- 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 you
 - Verify that the correct LID number appears on the screen. If not, inform the VLM
- 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.

you are now ready and able to process voters on this first ballot marker

 Repeat this process for all Ballot Markers, setting up the remainder of the Voter Privacy Shields once all Ballot Markers are in place









OPENING THE KIOSK

- Remove the tamper-proof seal from the left side access door, record the number on Certificate #1, and place in the Used Seal Bag
- Use the barrel key to open the access door on the left side of the Ballot Marker (ADA pad side)
- Press the "On" button to power on the Ballot Marker. If the unit battery is charging successfully, the battery indicator icon will be green
- Close and lock the left side access door, ensuring cord is back in its notch 1
- □ Enter the Election Code that has been provided to you.
 - Verify that the correct LID number appears on the screen. If not, inform the VLM
- Attach an "Authority-to-Vote" Envelope to the side panel of the Kiosk

you are now ready and able to process voters

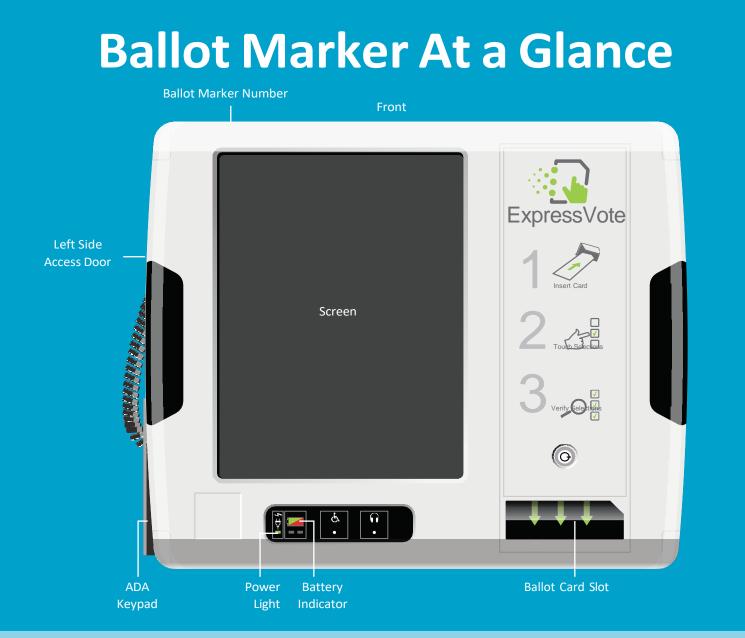
- Repeat this process for all Kiosks in the location
- □ Return the Barrel Key and Flat Key to the VLM

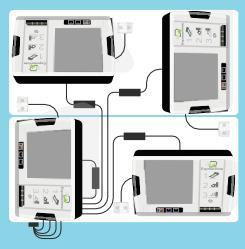
Kiosk power cord



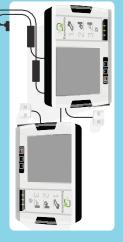
NOTES







2-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. voting machine judge 🛛 ★

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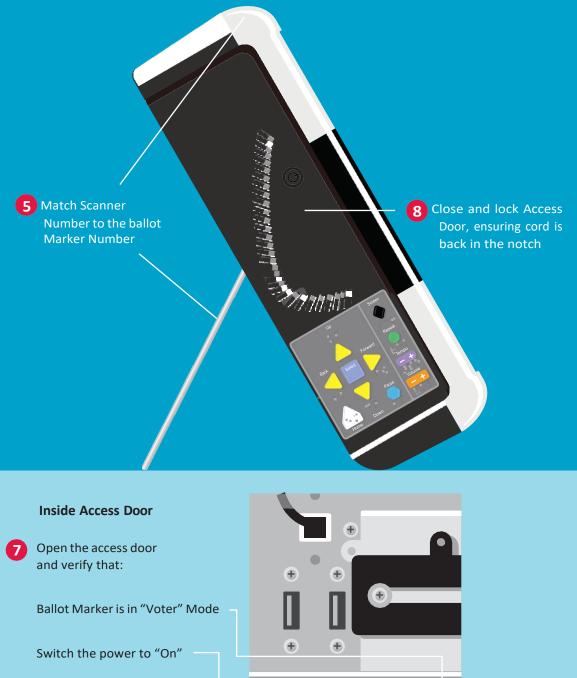
1-table Ballot Marker Setup

Ballot Marker Setup

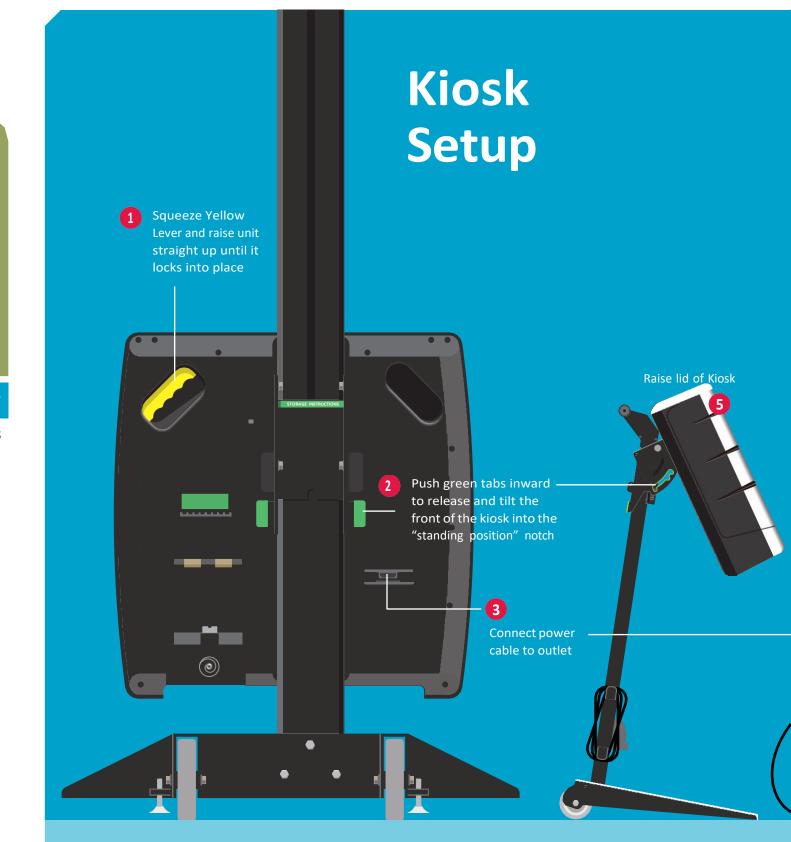
1 Lay the Ballot marker flat, screen-side down



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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

□ Take the ATV slip and blank Ballot Card from the Voter

Insert the blank Ballot Card into the Ballot Marker/Kiosk

if the ballot appears onscreen for the voter, then your Voting Location only has one ballot style, and there is no need to use the search function as outlined in the step below.

AUTHORITY TO VOTE

Blank Ballot Cards

part two:

during the election, 6:30 a.m. to 7:30 p.m.

> 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.



ATV Slip

Scan the ATV slip with the external scanetection llot Marker APPLICABLE FIOR on the Kiosk; the Precinct Identifier and Ballot Style will appear onscreen.

Select the Precinct Identifier on the screen that matches the Precinct Identifier on the ATV slip

• If applicable, Select the Ballot Style for the party printed on the ATV Slip

Confirm with the Voter that the Precinct Identifier 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 Precinct Identifier and Party Selection (Primary Elections Only) shown on screen are now a match to the information on the ATV Slip

The Machine Judge will select *Accept* and the Instructions Screen will appear

Remind the voter that there are information/help
buttons in the upper right corner of the screen for help navigating the ballot

• Text Size, Display, Help

REMIND THE VOTER THAT THEY SHOULD NOT SELECT THE PEO ONLY BUTTON (QUIT VOTING) 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 will make their selections on Touch Screen
- Voter will select *Review Selections* and verify them on the Ballot Marker/Kiosk Summary Screen
- Voter selects *Print Ballot* and selects *Print*; Ballot Card will print
- Voter should verify the selections on their Printed Ballot Card before moving to the Ballot Counter
- If the Voter finds he/she has 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

• If the VLM issued a duplicate ATV Slip, write "VOID" on the ATV Slip, and place it in the Form 10-L Wrong Location Voter Envelope at the Paper Table

NOTES

CORRECTING CHANGES OR MISTAKES AT THE BALLOT MARKER AND KIOSK

VOTER CHANGES MIND ABOUT USING THE BALLOT MARKER/ KIOSK AND WANTS TO SWITCH TO A PRE-PRINTED BALLOT

- □ Inform VLM/VLD, who will in turn ensure you have the assistance of a PEO of a different political party
- □ If the Voter decides to vote a Paper Ballot prior to the instructions appearing on the screen:

□ Select *PEO Only* Button, then select *exit*. The unmarked ballot card will be returned OR

If the Machine Judge has selected Accept on Confirmation screen: Once the Instructions have appeared and the voter does not wish to continue, ask the Machine Judge for assistance

- The Machine Judge will select PEO Only Button, then select Quit Voting
 - Select the Red Circle
 - Select Continue
 - Enter the Election Code to cancel the
 - vote Select Accept
 - Select a Reason
 - Select *Continue* and the Unmarked Ballot Card will be returned

IF you are still in possession of the ATV Slip (it has not yet been put in ATV □ Envelope) take Voter and ATV Slip to Paper Table

Take the Unmarked Ballot Card to the Roster Table

IF you are NOT still in possession of the ATV Slip, inform the VLM/VLD. VLM
 will re-issue the ATV Slip at the Roster Table and take the voter and the NEW ATV Slip to the Paper Table

Take the Unmarked Ballot Card to the Roster Table

VOTER BELIEVES HE/SHE IS VOTING THE WRONG BALLOT WHILE IN THE PROCESS OF MARKING BALLOT

- □ Inform VLM/VLD, who will in turn ensure you have the assistance of a PEO of a different political party
- □ If the voter has selected *Accept* on screen: Once the Instructions have appeared and the voter does not wish to continue, ask the Machine Judge for assistance
 - The Machine Judge will select *PEO Only* button, then select
 Quit Voting
 - □ Select the Red Circle
 - Select Continue
 - \square Enter the Election Code to cancel the
 - vote Select *Accept*
 - Select a Reason
 - □ Select *Continue* and the Unmarked Ballot Card will
 - □ be returned

Take the Unmarked Ballot Card and the Voter to the □ VLM/VLD

Give the Voter the New ATV Slip and Blank Ballot Card

Take Voter back to the Ballot Marker

VLM/VLD will process voter as a Regular voter and
 follow instructions for "Processing a Regular Voter using the Ballot Marker and Kiosk" section

VLM/VLD will write "VOID" on the ATV Slip, and place the slip in the 10-L Wrong Location Voter Envelope

Make a note on the "Problems and Corrections" page in the Location Workbook 105

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VOTER'S SCREEN HAS TIMED OUT

- If Voter is still at Ballot Marker, the Ballot MUST be reloaded by a Machine Judge
- □ Select "End Voting" and enter "Election Code"
- Select "Accept" and select Reason "Voter Abandoned Ballot"
- Select "Continue", Unmarked Ballot Card will be returned
- □ Take voter and blank Ballot Card to the VLM/VLD
- □ Give the Voter the New ATV Slip and Blank Ballot Card
- □ Take Voter back to the Ballot Marker
- VLM/VLD will process voter as a Regular voter and follow instructions for "Processing a Regular Voter using the Ballot Marker and Kiosk" section
- □ VLM/VLD will write "VOID" on the ATV Slip, and place the slip in the 10-L Wrong Location Voter Envelope
- Make a note on the "Problems and Corrections" page in the Location Workbook
- If Voter is NOT AT Ballot Marker, and screen says "Has Been Inactive for 5 minutes", follow instructions for "Voter is a Fleeing Voter"

VOTER 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, you'll need to select *PEO Only* Button then select quit voting
- □ Select the Red Circle
- □ Select *Continue* and enter Election Code
- Select Accept and select Reason, Voter Abandoned Ballot
- Select Continue, Unmarked Ballot Card will be returned
- 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

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.

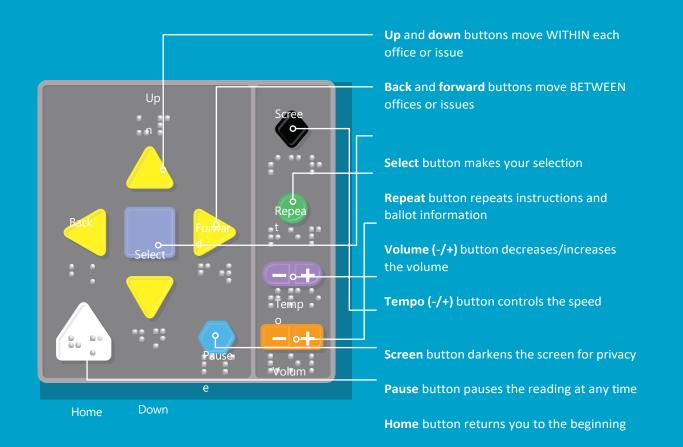
if the voter actually printed his/her card, it MUST be spoiled. under NO circumstances may a PEO cast a vote for a fleeing voter.

ASSISTING PROVISIONAL VOTERS UNABLE TO COMPLETE A PAPER BALLOT

- Only provisional voters who express a disability that prevents them from using a pre-printed paper ballot, and who request to vote on the ballot marker will be allowed to do so. all other provisional voters must use a preprinted 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 ballot card from the voter
 - □ 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 will automatically appear onscreen for the voter
 - You will continue to process Voter following the instructions for "Processing a Regular Voter using the Ballot Marker and Kiosk" section. HOWEVER:
 - Do not follow instructions in that section's 6th Black Bullet and last Blue Box
 - 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

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



good to know

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

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 writein candidates, and therefore no "Write-in" button will appear on the Ballot Marker screen. If your form DOES contain names, a "Writein" 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 BLE FOR THIS FLECTION NOT APPLICABLE FOR THIS FLECTION.

A pop-up keyboard will appear 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—This is NOT an option!

NOTES

PROCESSING VOTERS: BALLOT COUNTER POSITION

As a Machine Judge, you will rotate between the positions of Ballot Marker/Kiosk and Ballot Counter 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.
- Collect the Ballot Privacy Folders from the voters and return them to the Roster Table

Offer each Voter who cast a ballot an "I Voted Today" sticker.

BALLOT COUNTER TROUBLESHOOTING OVERVOTING:

- If Voter has voted a pre-printed ballot, and has overvoted in any contest, a message will appear 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

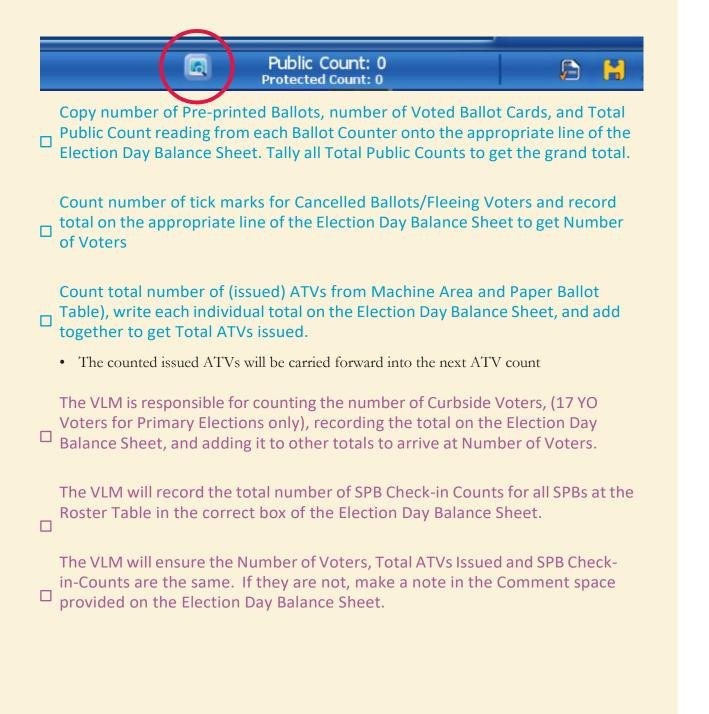
good to know

For best results when feeding ballots into the Ballot Counter, make sure Marked Ballot Cards are 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.

BALANCING THE PUBLIC COUNT

Four times a day (9:00am, 1:00pm, 4:00pm, 7:30pm or after polls close), you are required to check the Public Count (the number of voters that day) for each Ballot Counter and record it, along with the number of ATVs issued and the number of fleeing voters 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



part three:

closing the polls, after 7:30 p.m.

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.

CLOSING THE EQUIPMENT

CLOSING THE BALLOT COUNTER

Ensure all voters have finished voting in the polling location

you are now ready to close the polls.

- □ Get the Barrel Key and the Flat Key from the VLM
- 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
- Bipartisan team of two unlocks the Auxiliary Ballot
 Bin, and reaches inside to see if any ballots were
 placed there
 - □ Remove them and send through the Ballot Counter
 - □ If needed, raise the silver slot door, close, and relock the Auxiliary Ballot Bin
- □ 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
- Record (DO NOT REMOVE) the seal number on the Battery Compartment on Certificate # 2
- Use the barrel key to unlock this compartment
- Press the "Close Poll" button inside the

compartment. Touch the "Close Poll" button on the screen.

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

Remove all printed 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 USB Stick from the USB/Power Button compartment and place in the designated slot Red VOTR Book
- Close and lock the compartment door
- Unplug the unit, wrap and store the power supply 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 seal bag in the office supply box
- Bipartisan team of two unlocks the Main Ballot Bin, and removes the Ballot Box ensuring no Pre-printed Ballots or printed Ballot Cards are left inside the compartment
- double and triple check the main ballot bin for rogue ballots. once the ballot box is sealed, it will be too late to include them.
 - □ Collect all of the Authority-To-Vote Envelopes, including the ones at the Paper Ballot Station, as well as all issued ATV Slips and place them in the Ballot Box
- a peo must not, under any circumstances remove any voted ballots from the ballot box
 - □ Seal the Ballot Box with two (2) Blue Security Lock Tie seals threaded through the pre-punched holes. Record the seal numbers on Certificate #2.
 - Deliver the sealed Ballot Box to the VLM, for return on election night
 - □ Wheel the Ballot Counter to the Paper Table, and ensure all unused paper ballot supplies are placed inside the Main Ballot Bin
 - □ Lock the Main Ballot Bin
 - □ Repeat this process for each BALLOT COUNTER in the polling location.

CLOSING 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 wraphe gray cable around the icen FOR THIS telle pocket of the NOTBAPPRLIKE 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

Place the Ballot Marker inside the Ballot Marker bag □ and zip shut

Place the bag back on the Machine Cart

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

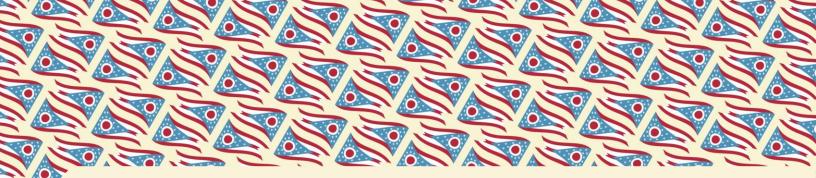
CLOSING THE KIOSK

- □ 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

NOT APPLICABLE FOR THIS ELECTION

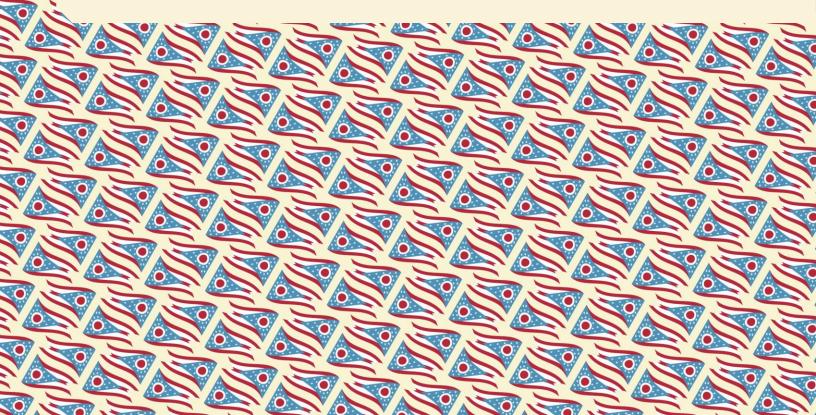
- Close the lid ensuring side tabs fit into slots.
 Then close and lock the front access door
- Unplug the kiosk from the outlet and secure cord using the velcro strap

- 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
- Standing in front of the unit, squeeze the yellow lever and gently press down on the Kiosk, holding the unit as you 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
- the vlm is responsible for placing the following materials into the votr book at the end of the election:
 - ballot counter usb sticks
 - one copy of the results tape connected to ballot status accounting report



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 when necessary
- look up voter's address in the Yellow Polling Location Street Guide to ensure the correct ballot style was issued
- 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



THE PAPER BALLOT JUDGE

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

NOTE: Second Ballot Judge responsibilities are printed in green

- ensure an "X" has been placed in box at upper-left corner of Ballots marked "Provisional and 17-year-old Voters (Primary Elections Only)
- use Yellow Polling Location Street Guide to look up voter's current Ohio address listed on the Provisional Envelope
- ensure the voter's LID#, Precinct Identifier, and Ballot Style# on the Provisional Envelope matches information in Yellow Polling Location Street Guide
- confirm the correct paper ballot was issued by ensuring the Precinct Identifier, Ballot Style Number and Party Selection (Primary Elections Only) are the same as those on the Provisional Envelope
- NOT APPLICABLE FOR THIS ELECTION required information has been filled in on the Provisional

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	part one: voting location setup	pp. 122 to 127
where to find what you need: This section of the manual contains everything you, as a Paper Ballot Judge, need to know.	Locating Your Supplies Paper Ballot Station Setup	р. 122 р. 126
	part two: during the election Processing Regular Pre-printed Ballot Voters Processing Provisional Pre-printed Ballot Voters Spoiled Ballots Prov Voters Unable to Complete Paper Ballot	pp. 128 to 145 p. 128 p. 130 p. 138 p. 140

Processing 17-year-old Voters

part three: closing the polls

Closing the Paper Ballot Station

pp. 146 to 148

p. 146

p. 144

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

in the vlm supply bag:

- Yellow Polling Location Street Guide (appendix 40), in supply folder
- 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)

in main ballot bin of ballot counter:

- Voted Ballot Bag
- Pads of Pre-printed Paper Ballots
- White Spoiled Ballot Envelope (appendix 33)
- 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)
- Provisional Ballot Notice (appendix 36)
- Provisional Envelopes (appendix 29)
- Pink Curbside Voting Envelopes (appendix 17)
- Unvoted Ballot Bag
- Reason for Provisional Ballot Slip Envelope
- Envelope for 17-year-old Voters (Primary Elections) (appendix 42)
- Religious Exemption Forms

in machine cart



Provisional Voting Booth

Image: state of the	vlm supply bag	Transformed a contrast of the contrast of t	RECEIVENCE DE LECTION PORTONICIONAL DE LECTION Provisional Envelope Template	
Image: Control of the con		HOMORTANT INSTRUCTIONS 4. ele casar grant addit, und del ved del instructiona ad tri laggerget 4. man, en un ved strategistica factore factore to be del del casardone 4. man, en un ved strategistica factore factore to be del del casardone 4. man, en un ved strategistica factore factore to be del del casardone 4. man, en un ved strategistica factore factore o un ved strategistica 4. man, en un ved strategistica factore factore o un ved strategistica 4. man, en un ved strategistica factore o un ved strategistica 4. man, en un ved strategistica factore o un ved strategistica 4. man, en un ved strategistica factore o un ved strategistica 4. man, en un ved strategistica factore o un ved strategistica 4. man, en un ved strategistica factore o un ved strategistica 4. man, en un ved strategistica factore o un ved strategistica 4. man, en un ved strategistica factore o un ved strategistica 4. man, en un ved strategistica factore o un ved strategistica 4. man, en un ved strategistica factore o un ved strategistica 4. man, en un ved strategistica factore o un ved strategistica 4. man, en un ved strategistica factore o un ved strategistica 4. man, en un ved strategistica factore o un ved strategistica 4. man, en un ved strategistica factore o un ved strategistica 4. man, en un ved strategistica factore o un ved strategistica 4. man, en un ved strategistica factore o un ved strategistica 4. man, en un ved strategistica factore o un ved strategist		
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	main ballot bin of ballot	counter	in seals pouch in votr bc	ook
Reason For Provisional Ballot Slip Envelope Reason For Reason For 17 Y.O. Envelope	Franklin County Board of Elections		Ballot Bag Security Seals	

(Primary Elections

Only)

Prov. Ballot

Slip Envelope

Unvoted Ballot Bag

Voted Ballot Bag

ELECTION DAY TABLE SETUPS

REGULAR BALLOT PAPER TABLE



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

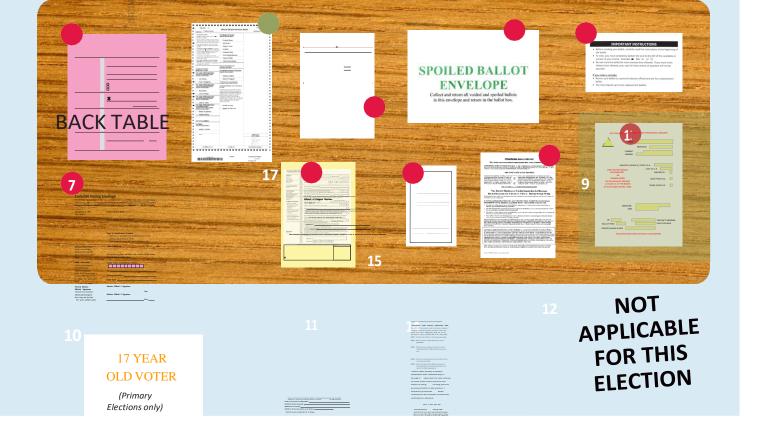
- 6. Paper Ballot Judge Workbook
- 7. Pink Curbside Voting Envelopes
- 8. Spoiled Ballot Envelope
- 9. Important Instructions
- 10. Envelope for 17-year-old Voter

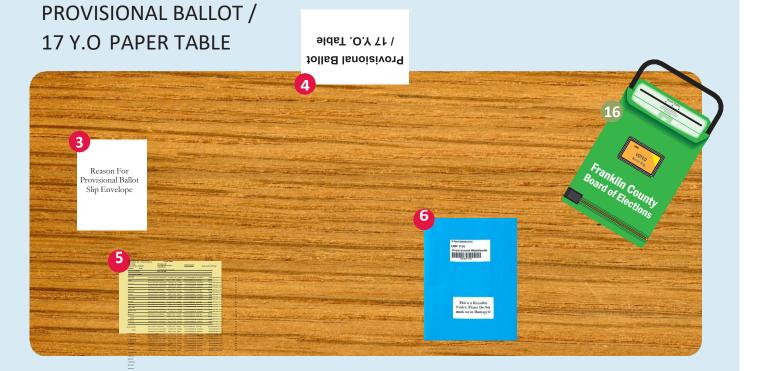
- 11. Provisional Envelopes
- 12. Provisional ballot Notice
- 13. Provisional Envelope Template
- 14. Form 12-D
- 15. Religious Exemption Form

On Tuesday, add the following supplies to the Tables:

16. Voted Bag

17. Pre-printed Paper Ballots





*

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.
- \Box 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 left of each ballot.
 - Ballot Pads will be grouped together by ballot style.
 - Ensure you have all the ballot styles noted on your Tracking Pre-printed Ballots Used 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.

start here tuesday at 5:30 a.m.

- 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, and zipped closed.
- Remove one Ballot Bag Security Seal from the Seals Pouch in the VOTR Book.
- Seal the zippered side of all *Voted* Ballot Bags with new plastic Security Seals and record the # of each 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

the seal on the zippered side of the **voted** ballot bag must not be removed, and must be intact when the bag is returned to the warehouse. if the seal breaks, call the board of elections immediately.

congratulations! you are now set up and ready to process paper ballot voters.



part two:

during the election, 6:30am to 7:30pm

good to know

Do not open a pack of Pre-printed Ballots until you need that particular ballot style.

PROCESSING **REGULAR** PRE-PRINTED BALLOT VOTERS

□ Take the Authority-to-Vote slip from the voter

□ Select the correct Pre-printed Ballot, based on the information on the Authority-to-Vote Slip

- Use last three numbers of the 6-digit Ballot Style printed on 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

- 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 Authority-to-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 and deposit completed Pre-printed Ballot at the Ballot Counter

paper ballot judge

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

NOTES

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.

PROCESSING **PROVISIONAL** PRE-PRINTED BALLOT VOTERS

- if you need help processing a provisional voter, call the provisional hotline at (614) 525-6455
 - Ask voter for Reason for Provisional Ballot Slip (appendix 21), and place in Reason For Provisional Ballot Slip Envelope
 - If a Voter's Reason for Paper Ballot Slip is marked "Lost Voter":
 - □ Look up their current address in the Yellow Polling Location Street Guide OR if the address is still not found, look up the address in the County Street and Road Guide.
 - Ask the Voter if they wish to go to their correct Voting Location or vote at the current location
 - If a Voter chooses to vote in the current location, read first black box under "If the voter is a Wrong Location Voter
 - If the Voter chooses to go to their current Voting Location and
 - □ the location is open, complete the Voter Transfer Form according to the steps written on the form.
 - On the Problems and Corrections page of the PBJ Workbook, record specific information regarding the Voting Location and
 - address where the voter was sent. If the voter chooses to vote in this location, follow the steps below:

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"

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.

□ 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 if voter has moved without updating voter registration (NOT required)
- 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
- 6. Signature and Date
- 7. Party Affiliation (Primary Elections Only)

□ Retrieve the Provisional Envelope from Voter and check for accuracy

- Full name (printed)
- Date of birth (MM/DD/YYYY)
- Current Ohio Address
- Former address if voter has moved without updating voter registration (NOT required)
- Ask the voter to provide a valid photo ID
- Check the box once they have provided one of the following:
 - 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
- Ensure photo ID is valid by checking against the criteria in "A Guide to Valid Photo IDs"
- If the voter indicates, they do not have a valid photo ID continue processing the voter as a provisional voter
- If the voter identifies as having a Religious Exemption, contact your VLM/VLD and follow the steps for "If the voter identifies as having a Religious Exemption"
- Signature and Date
- Party Affiliation (Primary Elections Only)

If the Voter identifies as having a Religious Exemption, the VLM/VLD will follow these steps:

Complete the Religious Exemption Affidavit (appendix 4)

Write "RE" on the top right corner of the Yellow Envelope and attach the Affidavit to the front of the Provisional Envelope

Check the address that the voter recorded on the Provisional Envelope against the Yellow Polling Location Street Guide to ensure that the voter votes in your location

× 132

paper ballot judge

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If the voter is a Wrong Location Voter, follow these steps:

- Explain to the voter that a Provisional Ballot cast in the wrong precinct 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
- □ Select any Pre-printed ballot from an open package
- Place an "X" in the check box in the upper left corner so it cannot be read by the Ballot Counter
- Use the Precinct Identifier and Ballot Style from the Pre-printed ballot that you've selected to fill in the box at the bottom of the Provisional Envelope
- Place an asterisk (*) next the Ballot Style # written at the bottom of the Provisional Envelope
- □ Fill in the LID#
- Make a note on the Problems and 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
- Skip the next 2 steps

At any point throughout this process, if the voter chooses to go to his/her correct location, make a note in the Problems and Corrections pages of the Paper Ballot Judge Workbook. Spoil any completed ballots or envelopes and place in Spoiled Ballots Envelope.

- From the Yellow Polling Location Street Guide, fill in section at bottom of the Provisional Envelope (appendix 29), including LID#, Precinct Identifier and Ballot Style Issued. Print your name and date
- Referring to the Ballot Style listed on the Provisional Envelope, select the correct Pre-printed Ballot and place an "X" in the check box in the upper left corner 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 information and 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 Preprinted 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

if the voter cannot or will not provide a form of identification, he/she must go to the franklin county board of elections on or before the 4th day following the election to provide a qualifying form of identification. let them know this is the only way their ballot will count. make a note on the problem & corrections page in the paper ballot judge workbook

Double check to ensure there is an "X" in the check box in the upper left corner of the Voter's Pre-printed Ballot. Verify the voter's LID#, precinct identifier, and ballot style number in the Yellow Polling Location Street Guide

□ Confirm address by comparing the current Ohio address written on the Provisional Envelope to that in Yellow Polling Location Street Guide

□ Ensure that the correct paper ballot was issued to the voter

- Compare the ballot style on the Pre-printed Ballot to the ballot style number 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
- Use the Provisional Envelope Template to ensure all required information has bNOTIAPPLICABLE, FOR THIS ELECTION

Hand the Pre-printed Ballot, Provisional Envelope and Important Instructions to the Voter and direct him/her 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 him/her based on current address:

- □ 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 he/she requested, and place an "X" 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 he or she places the ballot in the Provisional Ballot Envelope, seals it, and deposits 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 "I Voted Today" sticker

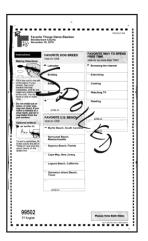
REASONS UNDER OHIO LAW FOR ISSUING A PROVISIONAL BALLOT

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

- The voter's name does not appear in the Signature Poll Book
- 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 his or her registration with the Board of Elections 30 days prior to the election
- A message appears in the Signature Poll Book stating that the voter requested an absentee ballot or voted an earlier provisional ballot
- A message appears in the Signature Poll Book 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 his/her name and moved to a different precinct without updating his/her 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

NOTES







SPOILED BALLOTS

What to do when a voter makes an error or changes his or her 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 П Ballots" section of the Tracking Pre-printed Ballots Used Sheet in the Paper Ballot Judge Workbook.

instructions for spoiling a marked ballot card

Retrieve the Marked Ballot Card from the voter

Using a wide black marker, black out at least one entire section

 \Box 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.

if a voter tears, soils, defaces or incorrectly marks 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 \square new consecutive number

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 his/her 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

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 will escort 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"

 Place duplicate ATV Slip(s) in the Form 10-L Wrong Location Voter Envelope

three strikes, you're out! under no circumstances

may more than three paper ballots be issued to a voter. no voter voting a paper ballot may leave the polling place until he or she returns every ballot issued to him or her, regardless of whether or not any marks have been made on the ballot

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
 - Place Reason for Paper Ballot Slip in Reason for Provisional Ballot Slip Envelope
 - □ Retrieve a Blank Ballot Card from the Roster Judge
 - Ask the Voter to legibly complete the Provisional Ballot Affirmation side of the Provisional Envelope. If the Voter requests assistance, help the Voter complete any or all portions of the Provisional Envelope (except signature)
 - Full Name (printed)
 - Date of Birth (MM/DD/YYYY)
 - Current Ohio Address
 - Former Address if Voter has moved without updating voter registration (NOT required)
 - Ask the Voter to provide a valid photo ID
 - Check the box once they have provided one of the following:
 - 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

- Ensure photo ID is valid by checking against the criteria in "A Guide to Valid Photo IDs"
- If the Voter indicates they do not have a valid photo ID, continue processing the Voter
- If the Voter identifies as having a Religious Exemption, contact your VLM/VLD and follow the steps for "If the Voter identifies as having a Religious Exemption"
- Signature and Date
- Party Affiliation (Primary Elections Only)

Ensure the voter has filled in the top part of the
 Provisional Envelope and check the address recorded on the Provisional Envelope against the Yellow
 Polling Location Street Guide to confirm that the Voter votes in your location

 Use the information from the Yellow Polling Location
 Street Guide to fill in the box at the bottom of the Yellow Provisional Envelope (Appendix 30), including the LID#, Precinct Identifier and Ballot Style issued. Print your name and the date. Primary Elections Only: Ask the Voter to write his/her party choice in the correct box

Give the Provisional Envelope to the second Paper Ballot Judge or the VLM/VLD

Confirm address by comparing the current Ohio address written on the Provisional Envelope to the Yellow Polling Location Street Guide.

Ensure the Voter's LID#, precinct identifier, and ballot style number in the bottom box of the Provisional Envelope match the information in the Yellow Polling Location Street Guide.

Use the Provisional Envelope Template to ensure NOT APPLICABLE FOR THIS ELECTION Provisional Envelope.

- Be sure to place a tick mark in the bottom section of the Tracking Pre-printed Ballots Used Sheet
- □ Send the voter to the Machine Judge
- □ When the voter has finished marking his/her ballot, the Machine Judge will instruct the voter to place the Provisional Envelope in the **Voted** Ballot Bag
- Give and explain The Provisional Ballot Notice to the voter before they leave the polling location. Give the voter an "I Voted Today" 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 Reason for Provisional Ballot Slip and place it in the Reason for Provisional Ballot Slip Envelope

Take the printed Authority-to-Vote Slip from the 17-year-old voter

Select the correct Pre-printed Ballot, based on the information on the Authority-to-Vote 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 "X" 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

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 "X" 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 Authority-to-Vote Slip in the designated Authority-to-Vote Slip Envelope.
- Give the Voter the Ballot, Instruction Sheet for 17-year-old Voters, Important Instructions, and 17y.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 "I Voted Today" sticker

CLOSING THE PAPER BALLOT STATION CHECKLIST:

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 line and inform anyone who arrives after that time that the polls are now officially closed.

 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.

Give the Authority-to-Vote Envelope to the

designated Machine Judge to include in the total Authority-to-Vote Slip tally

Retrieve a new plastic Ballot Bag Security Seal from

 the Seals Pouch in the VOTR Book for each Voted Ballot Bag, and record the number(s) on the Preprinted 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 Security Seal(s).

part three:

closing the polls, after 7:30 p.m.

Retrieve a new plastic Ballot Bag 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 close at hand.

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 security seal
- Using the Zip Tie, tie the Voted and Unvoted Ballot Bags together.
- □ 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 Ballot Box has been removed

- Yellow Polling Location Street Guide
- 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)
- Religious Exemption Forms

Storage Cart Security Seal Records Election Day

LID# 3021

Opening the Polls

The voting machines assigned to this voting location were on site upon our arrival and were secured within the storage and transportation carts for this location. The total number of storage carts for this location is: _____ Carts

Please record the seal number from the red Tamper-proof security seal located over keyhole of storage cart locks. After recording the seal numbers for each cart remove the seals and use key on cell phone bag to open the storage 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/security cart, the locks applied to the doors of the cart and the tamper proof security seal applied over the keyhole of the lock. Please record the seal numbers of seals applied to the locks below.

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 #	

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.
 - Poster: ID with former address is acceptable if...
 - Map of precincts in the location: Post on the wall at the location.
 - **Provisional Ballot Cutout Template** place at Paper Ballot Table
 - Voting Location Street Listing: Several copies. Post one on the wall at the location.
 - 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)
 - Proper location for items to be returned to B.O.E. sheet
 - Security Seal List Instructions on different types of seals, quantity and location
 - 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
 - "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.*

• 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 Un-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)
 - 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:
 - o Election Day Guidelines
 - o Special Voting Instructions
 - o 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

appendix 2

ITEMS THAT MUST BE RETURNED AFTER THE ELECTION:

the vlm supply bag, containing:



VLM Supply Bag (may differ)



Bag with Storage Cart Key, Cell Phone and any collected lost items



White Register of Voters List



Location Workbook

.....

Register of Voters. PRANKLIN COUNTY		2018 PRIN TURISDAY			1828 8	
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Signature Poll Book(s)



Roster Workbook(s)

the *unvoted* ballot bag, containing:



Unvoted Ballot Bag



Spoiled Ballot Envelope



Paper Ballot Judge Workbook



Unused Pre-printed Ballots



Used Paper Ballot Stubs

the *voted* ballot bag:



Voted Ballot Bag

the voter official tabulation results (votr) book:



Contents of the Red **Zipper Pouch**

Ballot Box

Facility Key and Return Envelope (if applicable)

Flat Key

appendix 3

 \star

Today's Date:
Signature X
My date of birth is:
The last four digits of my Social Security number are:
have a sincere religious objection to being photographed.
(voter's first and last name),
R.C. 3505, 19
Affidavit of Religious Objection
Form No. 12-O Prescribed by Secretary of State (02/07/2023).
WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.
Today's Date:
Signature X
My date of birth is:
The last four digits of my Social Security number are:
have a sincere religious objection to being photographed.
l,(voter's first and last name),
R.C. 3505.79
Affidavit of Religious Objection

OATH OF JUDGE OF ELECTIONS/PAYROLL RECORD/ETHICS POLICY ACKNOWLEDGMENT FORM

STATE OF OHIO, COUNTY OF FRANKLIN, ss.

By reading aloud and signing below, I am solemnly swearing and affirming under penalty of perjury that I will support the Constitution of the United States of America and the Constitution of the State of Ohio, and its laws; that I have not been convicted of a felony or any violation of the election laws; that I will discharge to the best of my ability, the duties of Precinct Election Official to which I have been assigned, in the County of Franklin, in the election to be held on <<Election Date>> as required by law and the rules and instructions of the Board of Elections of said county; and that I will endeavor to prevent fraud in such election, and will report immediately to said Board any violations of the election laws which come to my attention, and will not disclose any information as to how any elector voted which is gained by me in the discharge of my official duties; and hereby acknowledge that I have received materials from the board of elections regarding the secretary of state's ethics policy and Ohio ethics laws, that I will comply with the same and that failure to comply with the ethics policy or Ohio ethics laws may serve as good and sufficient reason for my removal from my appointed position.

Numbers of workers serving today:

Please obtain an address and phone number for workers appointed on Election Day.

1					
NAME	Position		Ti		Please Print Full Mailing Address
		Phone #	Reporting		City/State/Zip
			In	Out	
Print:	Voting Location				
Sign:	Location Manager				
Print:	Ride				
Sign:	Along				V
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Sign:	Judge				
Print:	VOD				
Sign:	Y@B				
Print:					
Sign:	Y@B				

Oath of office to be administered to all precinct election officials by the Voting Location Manager All workers must sign this affidavit to receive payment

«LID_NAME»

«POLL_LOCATION»

Zone #«ZONE»

	IN CASE OF VACA	ANCY
Certificate of Appointment of	Judge to Fill Vacancy and Oath.	
< <election date="">></election>		
Precinct	of Ward	
		Township, City or Village
for opening the polls, thereup Officials present, appointed:_ party of which such absent Pr	oon the Voting Location Manager, with the co a queecinct Election Official is a member, to fill the	the election at the time set for meeting before the hour neurrence of a majority of the remaining Precinct Ele tailified elector who is a member of the same pole evacancy pending action by the Board of Elections.
for opening the polls, thereup	ials in this precinct, was absent on the day of the total of total of the total of the total of total of the total of total of the total of tota	e election at the time set for meeting before the hour neurrence of a majority of the remaining Precinct Ele tailified elector who is a member of the same pol evacancy pending action by the Board of Elections.
of the Precinct Election Office for opening the polls, thereup	oon the Voting Location Manager, with the co	the election at the time set for meeting before the hour neurrence of a majority of the remaining Precinct Ele nalified elector who is a member of the same pol
of the Precinct Election Offic for opening the polls, thereup Officials present, appointed:_ party of which such absent Pr	ials in this precinct, was absent on the day of the on the Voting Location Manager, with the concentration of the	the election at the time set for meeting before the hour neurrence of a majority of the remaining Precinct Ele halified elector who is a member of the same pole evacancy pending action by the Board of Elections.
of the Precinct Election Offic for opening the polls, thereup Officials present, appointed:_ party of which such absent Pr Said Election Officer thereup Witness our hands this < <el< td=""><td>ials in this precinct, was absent on the day of the on the Voting Location Manager, with the concentration of the Voting Location Manager, with the concentration of the Voting Location of the Voting Locatio</td><td>ncurrence of a majority of the remaining Precinct Ele alified elector who is a member of the same pol</td></el<>	ials in this precinct, was absent on the day of the on the Voting Location Manager, with the concentration of the Voting Location Manager, with the concentration of the Voting Location of the Voting Locatio	ncurrence of a majority of the remaining Precinct Ele alified elector who is a member of the same pol
of the Precinct Election Offic for opening the polls, thereup Officials present, appointed:_ party of which such absent Pr Said Election Officer thereup Witness our hands this < <el< td=""><td>ials in this precinct, was absent on the day of the on the Voting Location Manager, with the concentration of the</td><td>ncurrence of a majority of the remaining Precinct Ele alified elector who is a member of the same pol</td></el<>	ials in this precinct, was absent on the day of the on the Voting Location Manager, with the concentration of the	ncurrence of a majority of the remaining Precinct Ele alified elector who is a member of the same pol
of the Precinct Election Offic for opening the polls, thereup Officials present, appointed:_ party of which such absent Pr Said Election Officer thereup Witness our hands this < <el< td=""><td>ials in this precinct, was absent on the day of the on the Voting Location Manager, with the concentration of the Voting Location Manager, with the concentration of the Voting Location of the Voting Locatio</td><td>ncurrence of a majority of the remaining Precinct Ele alified elector who is a member of the same pol</td></el<>	ials in this precinct, was absent on the day of the on the Voting Location Manager, with the concentration of the Voting Location Manager, with the concentration of the Voting Location of the Voting Locatio	ncurrence of a majority of the remaining Precinct Ele alified elector who is a member of the same pol
of the Precinct Election Offic for opening the polls, thereup Officials present, appointed:_ party of which such absent Pr Said Election Officer thereup Witness our hands this < <el Voting Location Manger</el 	ials in this precinct, was absent on the day of the bon the Voting Location Manager, with the constraint of the Voting Location Manager, with the Voting Loc	ncurrence of a majority of the remaining Precinct Ele alified elector who is a member of the same pol

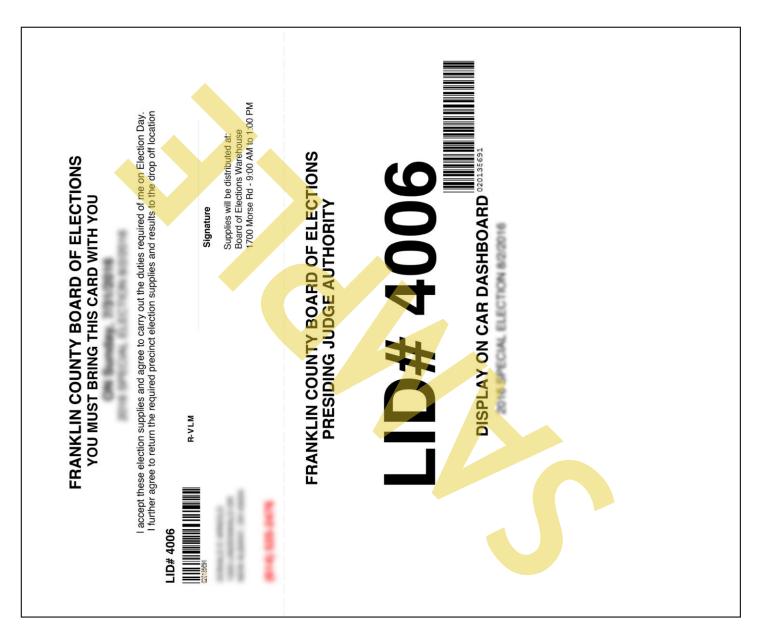
Workers appointed on Election Day should also provide their social security number and phone number on the payroll slip.Call the precinct election officials desk to report that the vacancy has been filled and provide the name, social security number and contact information via the phone to the precinct election official coordinator for the party of the replacement

worker.

appendix 6

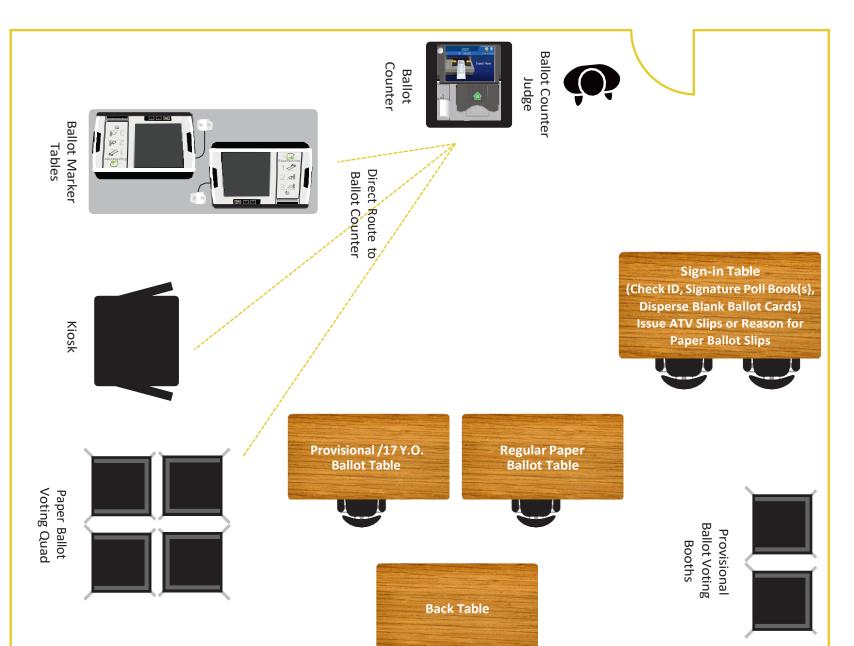
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appendix 7

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SAMPLE ROOM LAYOUT

appendix 8

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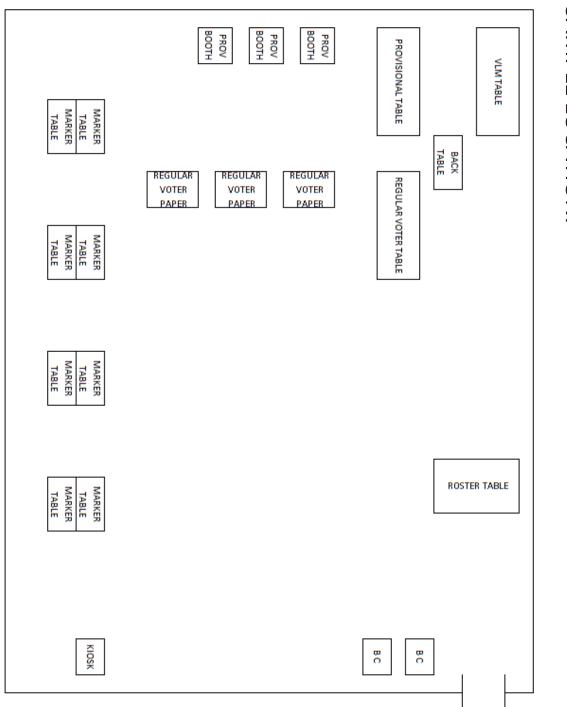
LOCATION SETUP GUIDELINES



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. Regular 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

LOCATION SETUP PAGE EXAMPLE (LID 4)



SAMPLE LOCATION:

<Election Date>, <Election Type>

LOCATION WORKBOOK PROBLEMS AND CORRECTIONS PAGE

Please provide notes 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

LID# 3021 GRANDVIEW HIGH SCHOOL

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Form No. 10-U Prescribed by Secretary of State (08-17)

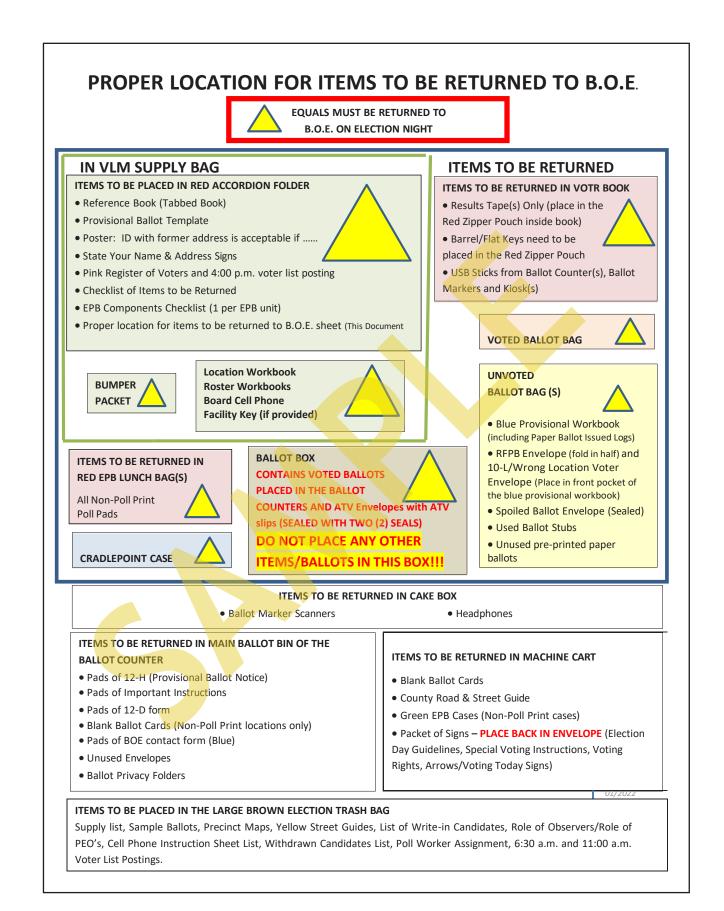
Affidavit-Oath-Examination of Person Challenged

R.C. 350	05.20	g
The S	State	of Ohio,County, ss.
I,		the undersigned, swear or affirm under penalty of election
falsific	cation	that I will fully and truly answer all of the following questions put to me, concerning my ns as an elector at this election.
Being	g cha	llenged as unqualified on the grounds that:
(A)		The person is not a citizen, the following question shall be asked:
		Are you a citizen of the United States? Ans.
		(If the person offering to vote answers the question in the affirmative the person shall be entitled to vote a regular ballot.)
(B)		The person is not a resident of the state for thirty days immediately preceding election, the following questions shall be asked:
		(1) Have you resided in this state for thirty days immediately preceding this election?
		Ans If yes:
		(a) Where have you resided? Ans.
		(2) Did you properly register to vote? Ans.
		(3) Can you provide some form of identification containing your current mailing address in this precinct? Ans Please provide that identification.
		(4) Have you voted or attempted to vote at any other location in this or in any other state at
		this election? Ans.
		(5) Have you applied for an absent voter's ballot in any state for this election? Ans
(C)		The pers <mark>on is not a resident of the pre</mark> cinct where the person offers to vote, the following questions shall be asked:
		(1) Do you r <mark>eside in this precinct?</mark> Ans
		(2) When did you move into this precinct? Ans
		(3) When you came into this precinct, did you come for a temporary purpose merely or for the purpose of making it your home?
		Ans.
		(4) What is your current mailing address? Ans
		(5) Do you have some official identification containing your current address in this precinct?
		Ans Please provide that identification.
		(6) Have you voted or attempted to vote at any other location in this or in any other state at this election?
		Ans
		(7) Have you applied for any absent voter's ballot in any state for this election?
		Ans

(If the person is not at the appropriate polling place, the precinct election officials shall direct the person to the correct polling place. If the person refuses to go to the appropriate polling place or the precinct election officials are unable to determine the person's eligibility to cast a ballot, the precinct election officials shall provide and the person may vote a provisional ballot.)

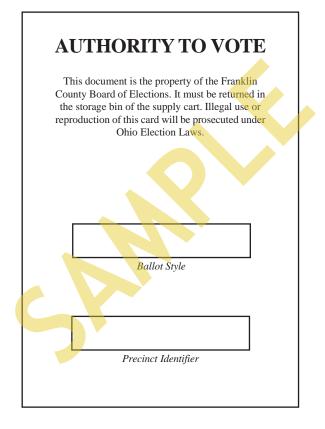
(D)	The person is not of legal voting age, the follow	ving questions shall be asked:
	(1) Are you eighteen years of age or more? Ans	
	(2) What is your date of birth? Ans.	
	(3) Do you have some official identification verifying Please provide that identification.	g your age? Ans
	(If the precinct election officials are unable to detern cast a ballot, the judges shall provide and the perso	
	uestions and Answers Necessary to Determine Pe n (if necessary)	rson's Qualifications to Vote in this
	Signature	
		Challenged person's signature
Sworn to	b before me and signed in my presence, thisd (Day)	lay of, (Month) (Year)
		Signature of Voting Location Manager
		Name of Precinct
		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.

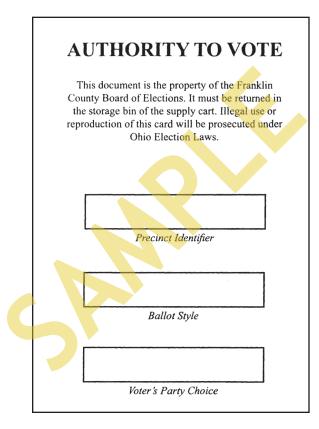


appendix 13

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GENERAL ELECTION



PRIMARY ELECTION

OBSERVER LOG SHEET

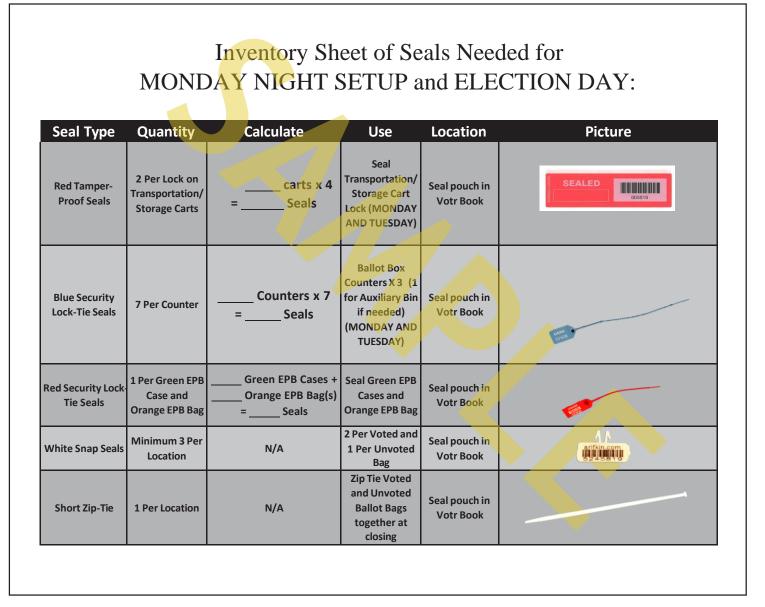
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STATE OF OHIO, COUNTY OF FRANKLIN, ss.

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 Reporting			
		In	Out		
Print:					
Sign:					
Print:					
Sign:					
Print:					
Sign:					
Print:					
Sign:					
Print:					
Sign:					
Print:					
Sign:					
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INVENTORY SHEET FOR ALL OF THE SEALS NEEDED AT THE END OF THE DAY

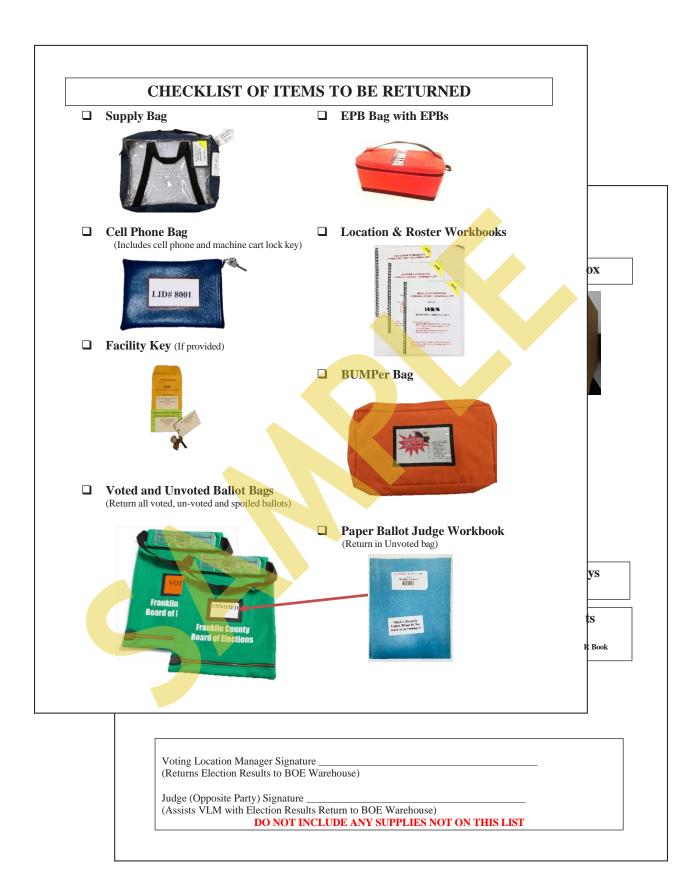
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X

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:				
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	9-Digit Voter Identification Number: UD: Precinct Identifier: Ballot Style:				
ballot. Precinct Election Officials Signatures	Election Official 1 Signature:				
The precinct election officials witnessing this form may not be from	Date Date				
the same political party.	Date				



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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 ATTORNEY IN FACT is printed in the signature box, mark the box to the left <u>and</u> mark the box above for the voter to vote provisionally.

LOST VOTER

Voter has moved and needs to be directed to their new polling location.

OR

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

LID# 3021				Zone #1
				orkbook Problems and Corrections I corrections below and initial your entry in the space provided.
Page # Time of Day Page In		PEO's Initials	Specific description of item(s) to be reported to the Board	
	•			
FLECTIC	DN_NAME»	•	•	Roster Workbook



VOTER REGISTRATION/ CHANGE OF ADDRESS FORM

	Jr., II, etc.	6. ZIP Code	FOR BOARD USE ONLY SEC4010 (Rev. 07/08)	City, Village, Twp.	Ward	Precinct	School Dist.	Cong. Dist.	Senate Dist.	House Dist.		
 Are you a U.S. citizen? □ Yes □ No Will you be at least 18 years of age on or before the next general election? □ Yes □ No If you answered NO to either of the questions, do not complete this form. 	. Last Name (Middle Name or Initial	. House Number and Street (Enter new address if changed) Apt. or Lot # 5. City or Post Office		Birthdate (MO-DAY-YR) (required) 10. Ohio driver's license No. OR last 4 digits of Social Security No. (one form of ID required to be listed or provided)	2. PREVIOUS ADDRESS IF UPDATING CURRENT REGISTRATION - Previous House Number and Street	Previous City or Post Office County State	3. CHANGE OF NAME ONLY Former Legal Name Former Signature	declare under penalty of election falsification I am a citizen of the United States, will have lived in this state for 30 davs immediately preceding the next election. and will be at least 18 years of age at the time of the general election.	l₄. Your Signature →	Date	MO DAY YR	

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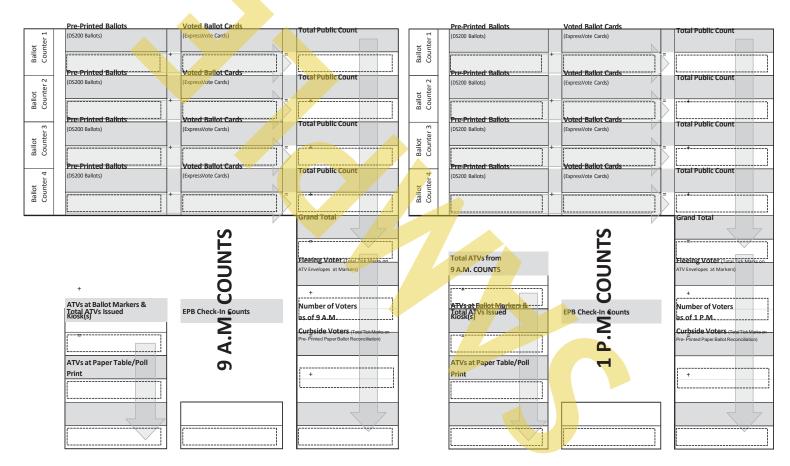
Blank Ballot Cards Received

ELECTION DAY BALANCE SHEET

NOT APPLICABLE THIS ELECTION

LID# 3021

Around the times specified, record the public rount from each Ballot Counter. Copy the total <u>Public Count Reading</u> from each Ballot Counter to the table at the bottom of the page. Record and add the total number of tick marks for Fleeing Voters and the number of tick marks for Curbside Voters to get the <u>Number of Voters</u>. Record and add the number of ATVs at the Ballot Markers and the Paper Table to get the <u>Total ATVs Issued</u>. Record the total number of <u>EPB Check-in Counts</u> for all EPBs at the Roster Table. Compare the <u>Number of Votes</u>, <u>Total ATVs Issued</u> and <u>EPB Check-in Counts</u>. If they do not agree, please make a note at the end of this form.





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Form No. 10-X Prescribed by Secretary of State (08-17)

R.C. 3513.19, .20

(ward) ((precinct) (city, village or township)
ll in date, year, county, city, village or township, w	vard and precinct before electors sign)
t the Primary Election held on the day of	each of the electors
amed below were challenged as being ineligible to r was not a member of the political party whose b	o vote on the basis that he or she was not affiliated wi allot he or she requested.
tate of Ohio, County of	:
WHOEVER COMMITS ELECTION FALSIFICATION	ON IS GUILTY OF A FELONY OF THE FIFTH DEGR
I,	of
(Name of Person Challenged)	(Address)
principles of the	n, 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
I,(Name of Person Challenged)	, of
	(Address) n, that I desire to be affiliated with and that I support th
(Signature of Precinct Election Official)	(Signature of Person Challenged) Right to Vote
	Approved Rejected
I,	, of
(Name of Person Challenged)	(Address)
hereby state, under penalty of election falsification principles of the election this year.	n, that I desire to be affiliated with and that I support the Party and wish to cast a ballot in the party's primary
	(Signature of Person Challenged)
(Signature of Precinct Election Official)	- Right to Vote
	Approved Rejected
I,	, of
(Name of Person Challenged)	(Address)
principles of the	n, 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)	-
	(Signature of Person Challenged) - Right to Vote □ Approved □ Rejected

Form No. 10-L Prescribed by the Secretary of State (08-17)

Notice of Change of Name

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

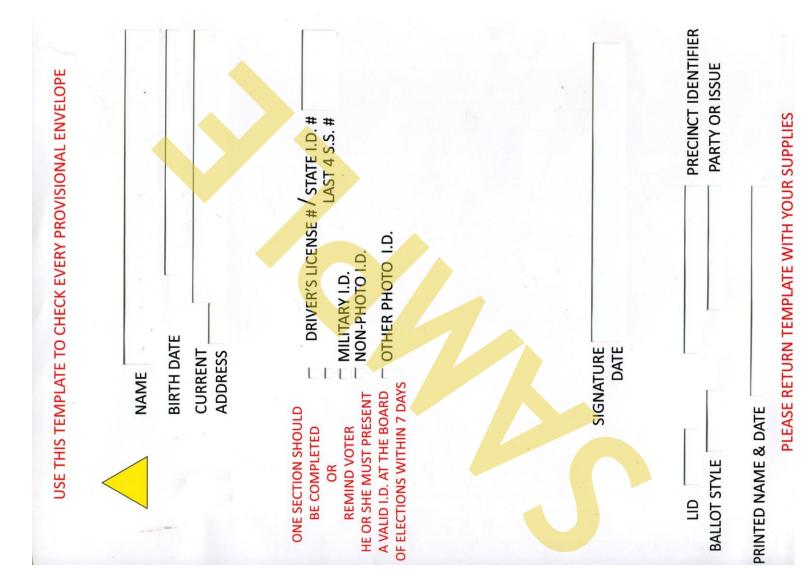
Voter's new legal name:		
Voter's former name:		
Voting residence address:		
Street Address		
City, Village or Post Office		
County	ZIP Code	
Date of Birth	MM/DD/YYYY	
Vour Ohio driver's license number (two letter	ars followed by six numbers)	, or, if you do not have a driver's license,
The last four digits of your Social Secur	rity number	, or, if you have neither,
Please check this box indicating that yo	ou have none of the above.	
(Signature of Voter)	(D	ate Signed)
Your former signature:		
WHOEVER COMMITS ELECTION I	FALSIFICATION IS GUILTY O	F A FELONY OF THE FIFTH DEGREE.
INSTRUCTIONS TO PRECINCT EL	ECTION OFFICIAL:	
1. Ver <mark>ify t</mark> he address provided b	by the voter above matches the	address printed in the pollbook. If the
		ecinct (based on the precinct street
	-	esses are different and the address
provisional ballot.	direct the voter to the correct p	precinct where he or she may cast a
2. Check the appropriate box in	dicating type of legal proof of na	ame change provided:
Marriage License		
Court Order		
Other:		

3. Precinct Election Official Signature: _____

PROVISIONAL ENVELOPE

Full Name Stearly print your name.	1	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	3	Street Address (No.P.O. Boxes)City/Village	County
Former Address lot Required You do not provide your former iddress, it will not cause your iallot to be rejected.	4	Have you moved without updating your voter registration? Yes [Street Address (No P.O. Boxes)	ZIP
dentification Required	5	You must show photo ID to the election official that includes your name of photo ID you provided: An Ohio driver's license, state ID card, or interim ID form issued by if you checked the box above, you must write your full driver's license of the box above, you must write your full driver's license of the you checked the box above, you must write your full driver's license of the you checked the box above, you must write your full driver's license of the you checked the photo ID because you have a religious objection religious objection abolts of the provisional ballot envelope. Note: If you din ot show photo ID to the election official or complete ar the office of the board of elections within four days after the election a religious objection or your vote to be counted.	the Ohio BMV. or state ID card number (2 letters followed by 6 numbers): ment of Veterans Affairs ID Card to being photographed, complete an affidavit of official. The precinct election official will attach it affidavit of religious objection, you must appear at
Registration Update Recommended	6	If you need to update your voter registration, you may provide addi will not be used for ballot counting purposes. Write your full Ohio driver's license or state identification card number (2 Write the last four digits of your Social Security number:	letters followed by 6 numbers):
Affirmation Required	7	 I solemnly swear or affirm, under penalty of election falsification, th am a citizen of the United States and will be at least 18 year I am eligible to vote in the election in which I am voting this pr I have lived in this state for 30 days immediately preceding th I am a registered voter in the precinct in which I am voting this I understand that, if the information I provide on this provision correct, if the board of elections determines that I am not registored voter in the board of elections determines that I am not registored voter in this election, or if the board of elections determines provisional ballot will not be counted. I understand that, if I am not currently registered to vote or if I my current name, this form will serve as an application to registered that that have involve as in application to registered to the thethat that have have the second. I understand that the thermities information is a vis prosecution. I hereby declare, under penalty of election falsification, that the of my knowledge and belief. 	s of age at the time of the general election. ovisional ballot. is election in which I am voting this ballot. is provisional ballot. al ballot affirmation is not fully completed and stered to vote, a resident of this precinct, or eligible that I have already voted in this election, my am not registered at my current address or under ster to vote or update my registration for future or register to vote or update my registration. olation of Iaw and subjects me to possible criminal
WHOEVER CO	омміт	Today's Date (MM/DD/YYYY)	ELONY OF THE FIFTH DEGREE.
Failure by the precine	t elect	ion official to complete this section will not affect whether or	
LID:	Prec	inct Identifier:	For Office Use Only
		Party or Issues Only:	





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SPOILED BALLOT ENVELOPE

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



AUTHORITY-TO-VOTE ENVELOPE



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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.

I affirm under penalty of election falsification that I followed Steps 1 through 5 above but the voter refused to travel to the correct precinct and insists on voting a wrong-precinct provisional ballot in this precinct. I issued the provisional ballot contained in the envelope to which this verification is attached.

Signature of Precinct Election Official

Precinct Name/Number

Polling Place Name

Attach this 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. (866) OHIO-VOTE (866-644-6868) is located online at: **OhioSoS.gov/boards** Your Board of Elections is: **Board office hours: ELECTION:** objection. 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

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.

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Form No. 12-H Prescribed by Secretary of State (02/2023)

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:

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

County Board of Elections

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

- 1. You did not present photo identification and did not complete an affidavit of religious
- 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

 A US military ID card, Ohio National Guard ID card, or US Department of Veterans Affairs ID card.

LID# 3021 – Columbus 33 D, Columbus 33 G & Grandview B PRE-PRINTED BALLOT STATION SECURITY SEAL FORM

Opening the Polls – Pre-Printed Ballot Station

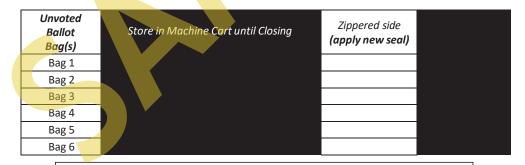
- 1. Voted Ballot Bag(s)
 - a. Verify that there is nothing in the bag.
 - b. Seal the zipper side with a ballot bag security seal (found in the Seal Pouch in the red VOTR Book).
 <u>Do not seal the ballot slot</u>. Record the seal number in the chart below.

If you need additional Voted Ballot Bags call the Board of Elections at 614/525-4100.

Closing the Polls – Pre-Printed Ballot Station

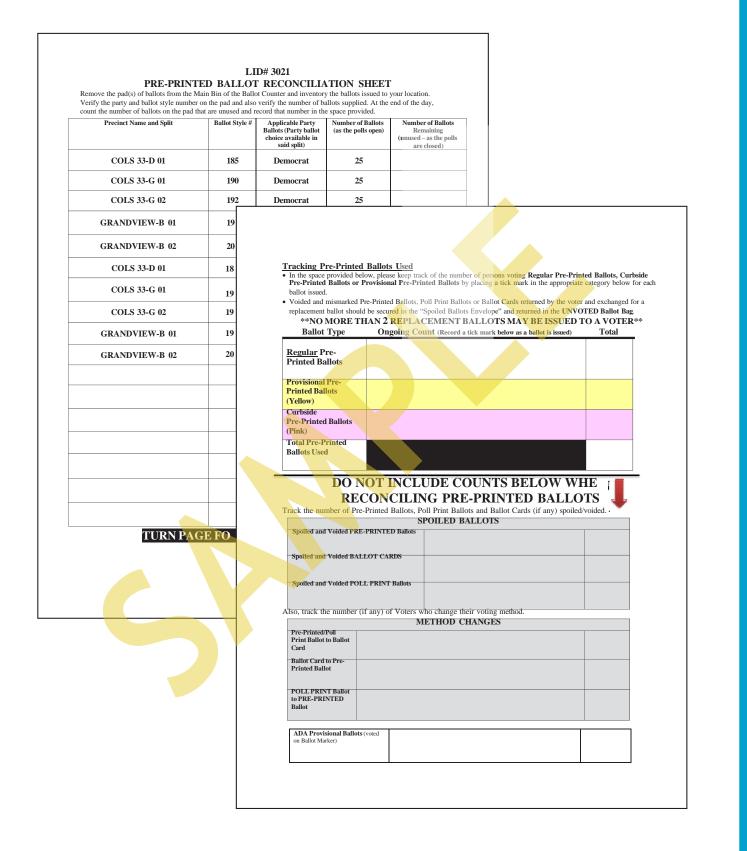
- 1. Voted Ballot Bag(s)
- a. Seal the ballot slot using a ballot bag security seal and record the number in the chart below.
- 2. Pre-Printed Ballot Reconciliation Form
 - a. Inventory the unused and spoiled Pre-Printed Ballots and record the information.
- 3. Unvoted Ballot Bag(s)
 - a. Record the 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.
 - c. Seal the zippered side with the new recorded ballot bag security seal.

	Ballot Bag Security Seal Numbers									
	Opening	the Po <mark>lls</mark>		Closing	the Polls					
Voted Ballot Bag(s)	Zippered side (apply new seal)	Slotted side		Zippere <mark>d side</mark> (same)	Slotted side (apply new seal)					
Bag 1		do not seal								
Bag 2		do not seal								
Bag 3		do not seal								
Bag 4		do not seal								
Bag 5		do not seal								
Bag 6		do not seal								



The VLM must return ALL <u>Voted and</u> <u>Unvoted Ballot Bags</u> to the Warehouse at the end of Election Day





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 Pl 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 ad-dress, the precinct colume will indicate "No Ballet". Precincts that do not have an election will not appear in the Voting Location Listion be-

ause	ELECTION POLL LOCATIONS BY	CONSOLIDATED	PRECINCT	REPO

GTON,

81 81

cuase	PRINTED : 7/28/2011 8:17:27 Al	M SCONSOLIDATED PRECINCI REPORT
	PREC NAME	POLL LOCATION
	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
5.84724	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 CHRISTIAN CHURCH 1340 FISHINGER ROAD COLUMBUS, OH 43221
	COLS 70-D	RIDGEVIEW MIDDLE SCHOOL 4241 RUDY ROAD COLUMBUS, OH 43214
		43214

HOUSE RANGE 4949 ALL #10 5040 4961 ALL #10 5042 5600 ALL #10 5799 5600 EVEN #10 5700 5601 ODD #10 5699 4016 EVEN #10 4126 4021 ODD #10 4129	CITY WESTERVILLE, 43081 GAHANNA, 43230 GAHANNA, 43230 GAHANNA, 43230 GAHANNA, 43230	PRECINCT COLS 73-4 COLS 73-4 COLS 73-4 COLS 73-7 COLS 73-7 COLS 73-7 COLS 73-7 COLS 73-7 COLS 73-7 COLS 73-7 COLS 73-4 COLS 73-6 COLS 73	STREET NAME BLODWEN CIR BLODWEN CIR	HOUSE RANGE 2230 EVEN # 10 2332 2241 ODD # TO 3325	CITY GROVE CITY, 43123	PRECINCT GROVE CITY
4961 ALL # TO 5042 5600 ALL # TO 5799 5600 EVEN # TO 5700 5601 ODD # TO 5699 4016 EVEN # TO 4126 4021 ODD # TO 4129	GAHANNA, 43230 GAHANNA, 43230 GAHANNA, 43230	68E\$ 73-9	BLODWEN CIR			
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4016 EVEN # TO 4126 4021 ODD # TO 4129	GAHANNA 43230		BLOOMFIELD PL	7400 ALL # TQ 7499	DUBLIN, 43016	COLS
4016 EVEN # TO 4126 4021 ODD # TO 4129			BLOOMINGTON BLVD	7400 ALL # TO 7499 1405 ODD # TO 1465 1410 EVEN # TO 1455 2644 EVEN # TO 2836	COLUMBUS, 43228	k des
4021 ODD # TO 4129	GAHANNA, 43230	2213 88-5	BEOOMINGTON BEVD BEOSSION AVE	2643 EVEN#TPO 27456	COLUMBUS, 43228	2013
	GAHANNA, 43230	COLS 55-C	BLOSSOM AVE	2769 ODD # TO 2835	COLUMBUS, 43231	b des
2500 EVEN # TO 2840	COLUMBUS, 43231	Cors 73-c	BLOSSOM AVE	2837 ODD # TO 2955	COLUMBUS, 43231	CROCEES
2551 ODD # TO 2631	COLUMBUS, 43231		BLOSSOM AVE	2838 EVEN # TO 2926	COLUMBUS, 43231	GKOVĚŢĨĬ
		EXES 18		2928 EVEN # TO 2960		<u>kat</u> s
2841 ODD # TO 2999		COLS 19-1				cdes
2842 EVEN # TO 4000				5865 ODD # TO 5899		0010
		CQE\$ 19-3				
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		ESES ASA	BEQSSOM GATE RB	7378 PAPN#T8 7338		
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		COLS 08-C	BEREARISTEN	2380 585N##58228808		
		28F\$ 88:9	BENE CEQUE IN	2101 ODD # TO 2299		
		C XES X8-X	BLUE COATLIN	5400 EVEN # TO 5498	CANAL WINCHESTER, 43110	
		C 252 28-2	BEUE FOX CN	5401 ODD # TO 5499	GROVE-CITY 43123	
		COF\$ 88:P	BHHE HERON IN			
		28F§ 88:B	BEUE HERON IN	2215 ALL # TR 2255		CANAL V
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		DUB 4-E COLS 64-B	E BELEVEREN BEREVER	6323 ABB # TA 6355	GROVE CITY, 43123	GROVECT
		BEBBY-A	BERETAKECIR	4600 EVEN_#TO-4898		
		CQF2 83-0	BLUE MEADOW CT.	4693 PPP.##A-48890		
		0020 00-4	BLUE MEADOW CI	4900 EVEN # 10 5200		
				490Y 600 # 60520Y		GROVE CITY
						GROVE CHY
				5500 EVEN # TO 5700		EREVE EREVE
				5501 ODD # TO 5699		ESES
				8300 ALL # TO 8599		ELENDO
				8400 ALL # TO 8599		ESES
				4503 ALL # TO 4546		EBES
				5000 EVEN # TO 5100		ESES
				5031 ODD # TO 5099		EBES
						ERAIRIE
						COLS
						ESES a
					COLUMBUS, 43231	
					COLUMBUS, 43231	
1400 ALL # TO 1599	COLUMBUS, 43219					
223555512133556688881211111223312887768855	2842 EVEN #TO 4000 501 QDD #-D 3007 5700 EVEN #TO 5889 5511 QDD #TO 5899 5513 QDD #TO 5899 5513 QDD #TO 5899 10 QDD #TO 5899 10 QDD #TO 5899 10 QDD #TO 5898 10 QDD #TO 5898 10 QDD #TO 5838 10 QDD #TO 593 10 QDD #TO 599 10 QDD #TO 199 10 QDD #TO 199 12 VENH #TO 1303 10 QDD #TO 199 12 VENH #TO 198 10 QDD #TO 595 10 QDD #TO 595 10 QDD #TO 595 10 QDD #TO 595 10 QDD #TO 199 20 VENH #TO 5808 10 QDD #TO 199 20 VENH #TO 159 10 QDD #TO 199 10 QDD #TO 199 20 VENH #TO 159 10 QDD #TO 199 10 QD #T	2841 00.00 FTO 299 COLUMBUS, 4231 2842 EVEN #TO 400 COLUMBUS, 4231 3001 00.01 FTO 599 GAHANNA, 4329 5701 00.01 FTO 599 GAHANNA, 43230 5701 00.01 FTO 599 GAHANNA, 43230 5822 EVEN #TO 589 GAHANNA, 43230 5822 EVEN #TO 589 CAHANNA, 43230 5822 EVEN #TO 589 CAHANNA, 43230 100 #TO 517 COLUMBUS, 4214 100 #TO 517 COLUMBUS, 4214 2 EVEN #TO 588 COLUMBUS, 4214 319 000 #TO 522 COLUMBUS, 4214 327 000 #TO 580 COLUMBUS, 4214 328 000 #TO 580 COLUMBUS, 4214 329 000 #TO 580 COLUMBUS, 4214 321 000 #TO 580 COLUMBUS, 4214 323 000 #TO 580 COLUMBUS, 4214 324 000 #TO 590 COLUMBUS, 4215 325 000 #TO 1051 COLUMBUS, 4224 321 000 #TO 198 COLUMBUS, 4225 321 000 #TO 198 COLUMBUS, 4225 321 000 #TO 198 COLUMBUS, 4235 322 000 #TO 191 COLUMBUS, 4235 322 000 #TO 192 COLUMBUS, 4235	2841 0DD FTO 289 COLUMBUS, 4231 2801 0DD FTO 389 CALMANNA, 4230 5801 0DD FTO 389 CALMANNA, 4230 5801 0DD FTO 389 CALMANNA, 4230 5802 EVEN FTO 588 CALMANNA, 4230 580 EVEN FTO 588 CALMANNA, 4230 581 COLMEUS, 4214 581 COLMEUS, 4215 582 EVEN FTO 588 CALMANNA, 4230 582 EVEN FTO 598 CALMANNA, 4230 582 EVEN FTO 598 CALMANNA, 4230 582 EVEN FTO 598 CALMANNA, 4230 583 EVEN FTO 798 CALMANNA, 4230 583 EVEN FTO 798 CALMANNA, 4230 584 CALMANNA, 4230 584 CALMANNA, 4230 585 EVEN FTO 798 CALMANNA, 4230 585 EVEN FTO 798 CALMANNA, 4230 585 EVEN FTO 798 CALMANNA, 4230 586 EVEN FTO 798 CALMANNA, 4230 587 CALMANNA, 4230 588 EVEN FTO 798 CALMANNA, 4230 589 CALMANNA, 4230 580 EVEN FTO 799 CALMANNA, 4307 580 CA	2841 000 FTO 299 COLUMBUS, 43231 2801 000 FTO 397 COLUMBUS, 43231 5901 000 FTO 398 GAHANA 4230 5911 000 FTO 599 COLUMBUS, 43231 5911 000 FTO 599 COLUMBUS, 43231 5921 VEVA TO 5889 CAHANA 4230 5922 VEVA TO 5889 COLUMBUS, 4224 592 VEVA TO 5889 COLUMBUS, 4224 592 VEVA TO 589 COLUMBUS, 4224 593 COLUMBUS, 4226 594 COLUMBUS, 4226 594 COLUMBUS, 4226 594 COLUMBUS, 4226 594 COLUMBUS, 4226 595 COLUMBU	2841 000 F10 289 COLUMBUS, 4231 2822 EVEN F1 0 400 COLUMBUS, 4231 5830 00 BT 0 397 COLUMBUS, 4231 5830 00 BT 0 398 GAMANNA, 4230 5830 00 BT 0 589 GAMANNA, 4230 5830 00 BT 0 589 GAMANNA, 4230 5822 EVEN F1 0 588 GAMANNA, 4230 5828 EVEN F1 0 580 GALLBER, 5324 583 GODB F10 590 COLUMBUS, 5324 584 EVEN F10 586 GALLBER, 5324 594 EVEN F10 586 594 GALLBER, 5324 595 OUENER, 533 595 OUENE	2841 000 F10 259 COLUMBUS 4321 COLUMBUS 4321 3801 000 F10 307 COLUMBUS 4321 COLUMBUS 4321 3801 000 F10 307 COLUMBUS 4321 COLUMBUS 4321 3801 000 F10 589 CAHANNA 4320 COLUMBUS 4321 3810 000 F10 589 CAHANNA 4320 COLUMBUS 4321 3810 000 F10 589 CAHANNA 4320 COLUMBUS 4321 3810 000 F10 589 CAHANNA 4320 COLUMBUS 4321 3822 EVEN F10 588 COLUMBUS 4321 COLUMBUS 4321 3822 EVEN F10 588 COLUMBUS 4321 COLUMBUS 4321 3822 EVEN F10 588 COLUMBUS 4321 COLUMBUS 4321 2 EVEN F10 588 COLUMBUS 4321 COLUMBUS 4321 38 DOD F10 589 COLUMBUS 4321 COLUMBUS 4323 38 DOD F10 589 COLUMBUS 4321 COLUMBUS 4323 38 DOD F10 599 COLUMBUS 4321 COLUMBUS 4323 </td

FRANKLIN COUNTY BOARD (DF ELECTIONS	ID# 5004			
POLLING LOCATION STREET AND R RUN DATE:03/06/2014	OAD GUIDE -				· · · · · · · · · · · · · · · · · · ·
	LOCAL NUME	ER 1466 UNION HALL			
STREET NAME		ADDRESS RANGE	CITY & ZIP	PRECINCT IDENTIFIER	
AMBROSE BND	all house numbers	7700 TO 7999	REYNOLDSBURG, 43068	REYNS 02-A 02	
AMELIA DR	even house numbers	7700 TO 7798	REYNOLDSBURG, 43068	REYNS 02-B 01	
AMELIA DR	odd house numbers	7701 TO 7799	REYNOLDSBURG, 43068	REYNS 02-B 01	
ANNE CT	even house numbers	7100 TO 7200	REYNOLDSBURG, 43068	REYNS 02-B 01	
ANNE CT	odd house numbers	7101 TO 7199	REYNOLDSBURG, 43068	REYNS 02-B 01	
ASDEN CT	even house numbers	7500 TO 7698	REYNOLDSBURG, 43068	REYNS 02-A 01	
ASDEN CT	odd house numbers	7501 TO 7699	REYNOLDSBURG, 43068	REYNS 02-A 01	
ASTRA CIR ASTRA CIR	even house numbers odd house numbers	7700 TO 7898 7701 TO 7899	REYNOLDSBURG, 43068 REYNOLDSBURG, 43068	REYNS 02-A 01 REYNS 02-A 01	
ASTRA CIK		200 TO 398	REYNOLDSBURG, 43068		
ASTRA CT	even house numbers odd house numbers	200 TO 398 201 TO 399	REYNOLDSBURG, 43068	REYNS 02-A 01 REYNS 02-A 01	
BAINBROOK CT	even house numbers	600 TO 698	REYNOLDSBURG, 43068	REYNS 01-C 01	
BAINBROOK CT	odd house numbers	601 TO 699	REYNOLDSBURG, 43068	REYNS 01-C 01	
BELLOW PARK CT	all house numbers	500 TO 599	REYNOLDSBURG, 43068	REYNS 02-A 02	
BELLOW PARK DR	even house numbers	7998 TO 8272	REYNOLDSBURG, 43068	REYNS 02-A 02	
BELLOW PARK DR	even house numbers	8282 TO 8344	REYNOLDSBURG, 43068	REYNS 02-A 02	
BELLOW PARK DR	odd house numbers	7981 TO 8339	REYNOLDSBURG, 43068	REYNS 02-A 02	
BLACKBURN CT	all house numbers	7701 TO 7743	REYNOLDSBURG, 43068	REYNS 02-B 01	
BLACKOAK CT	even house numbers	600 TO 698	REYNOLDSBURG, 43068	REYNS 01-C 01	
BLACKOAK CT	odd house numbers	601 TO 699	REYNOLDSBURG, 43068	REYNS 01-C 01	
BLACKOAK DR	even house numbers	6900 TO 7100	REYNOLDSBURG, 43068	REYNS 01-C 01	
BLACKOAK DR	odd house numbers	6901 TO 7099	REYNOLDSBURG, 43068	REYNS 01-C 01	
BRIAN DR	all house numbers	800 TO 999	REYNOLDSBURG, 43068	REYNS 02-E 01	
BRIARCLIFF RD	even house numbers	7100 TO 8000	REYNOLDSBURG, 43068	REYNS 01-C 01	
BRIGHTSTONE DR	even house numbers	500 TO 600	REYNOLDSBURG, 43068	REYNS 02-A 02	
BRIGHISTONE DR	odd house numbers	501 IO 599	REYNOLDSBURG, 43068	REYNS 02-A 02	
E BROAD ST	odd house numbers	7303 TO 7375	BLACKLICK, 43004	REYNS 02-A 01	
E BROAD ST	odd house numbers	7543 IU 8455	REYNOLDSBURG, 43068	REYNS 02-A 01	
CADY CT	all house numbers	0 TO 199	BLACKLICK, 43004	REYNS 02-A 01	
CATON DR	all house numbers	635 TO 709	REYNOLDSBURG, 43068	REYNS 02-B 01	
CHERITON CIR	all house numbers	7700 TO 7999	REYNOLDSBURG, 43068	REYNS 02-A 02	
CHEYENNE WAY	all house numbers	309 TO 412	REYNOLDSBURG, 43068	REYNS 01-C 01	
COTTINGHAM RD	all house numbers	976 TO 1063	REYNOLDSBURG, 43068	REYNS 02-E 01	
CULPEPPER DR	all house numbers	603 TO 706	REYNOLDSBURG, 43068	REYNS 02-B 01	
DAUGHERTY DR	even house numbers	6868 TO 7168	REYNOLDSBURG, 43068	REYNS 01-C 01	
	DEM = DEMOCRATIC	GRE = GREEN LIB = LIBE	RTARIAN REP = REPUBLICAN	ISS = ISSUES AND QUESTIONS ONLY	

DEM = DEMOCRATIC GRE = GREEN LIB = LIBERTARIAN REP = REPUBLICAN ISS = ISSUES AND QUESTIONS ONLY

MENU PATH:FILES.13.01 SCREEN:STREET MAINTENANCE REPORT:#1079

show one ballot style per precict identifier.

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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: ③ Ø X
- 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.

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ENVELOPE FOR 17-YEAR-OLD VOTERS

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.

Letter Informing of 17-Year-Old Voters

Dear Precinct Election Official:

There are persons registered from your assigned voting location who are currently seventeen (17) years of age and who will turn eighteen (18) years of age on or before the date of the General Election. By law, these voters are permitted to nominate candidates to offices they will be eligible to vote for at the General Election.

A 17-Year-Old voter has a message printed on the record in the E-Poll Book. Have the voter sign the Electronic Poll Book at the Roster table. Issue the 17-Year-Old voter the printed 17 Y.O. ATV slip and have the voter report to the paper ballot station for a ballot.

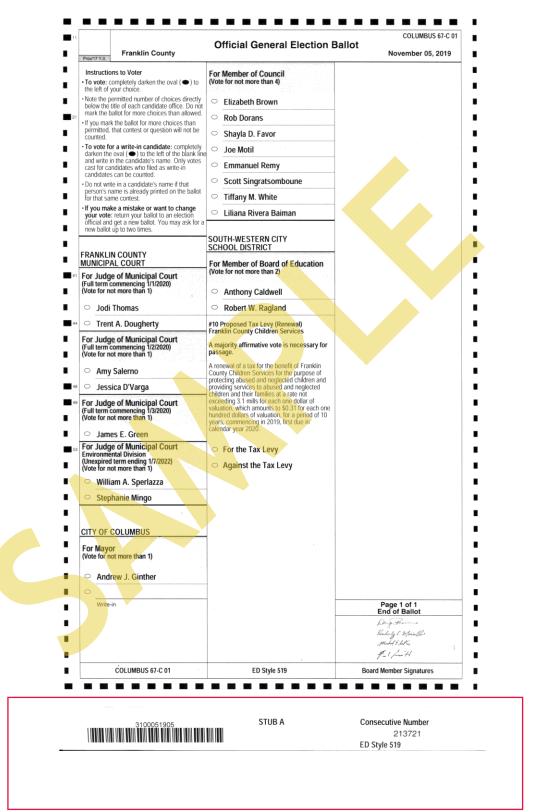
At the Paper Ballot table, provide an orange lettered 17-Year-Old envelope, the 17-Year-Old voter instructions, and the correct paper ballot based on the voter's ballot style (obtained from 17 Y.O. ATV slip).

The 17-Year-Old voter will seal their marked ballot in the orange lettered envelope and drop it in the voted ballot bag.

NOTE: If you determine that a 17-Year-Old voter must vote a provisional ballot, please process that voter as a provisional voter.

Franklin County Board of Elections

BALLOT STUB



PRINTED RESULTS TAPE GUIDE

(TOP OF RESULTS TAPE)

(BOTTOM OF RESULTS TAPE)

*** VOTING RESULTS REPORT *** 08:38 PM March 12, 2019 Unit Serial Number: 0318330140	
Franklin Coùnty 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: 09:38 PM Public Count: 4	
Protected Count: 97	
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 3	
Rep Candidate 1 1 Rep Candidate 2 0 Rep Candidate 3 0 Rep Candidate 4 1	

RECORD THE RESULTS

The Machine Judge must record the Public and Protective Count of each machine at closing after printing.

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
UnderVotes For Above contest:	0

Time/ Date: 20:12:23 <Election Date>



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.



3 POST/RETURN RESULTS

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

LID# 3021

(BEFORE THE OPENING OF THE POLLS)

(To be completed by the Voting Location Manager and Election Officials)

WE HEREBY CERTIFY that on this May 3, 2022, before the polls were open, the voting equipment listed below and on the reverse side was delivered to your voting location. Said equipment storage/transportation carts were sealed.

Tie Number (Remove) Main Ballot Bin Blue Security Lock Tie Number (Remove) Main Ballot Bin Blue Security Lock Tie Number (Remove)	Tie Number (Add) Main Ballot Bin Blue Security Lock Tie Number (Add) Main Ballot Bin Blue Security Lock Tie Number (Add)	Tie Number (Do Not Remove) Auxiliary Bin Blue Security Lock Tie Number (Do Not Remove) Auxiliary Bin Blue Security Lock Tie Number (Do Not Remove)	Tie Number (Remove) Counter Lid Blue Security Lock Tie Number (Remove) Counter Lid Blue Security Lock Tie Number	Seal Number (Do Not Remove) USB/Power Button Comp Tamper Proof Security Seal Number (Do Not Remove) USB/Power Button Comp Tamper Proof Security Seal Number	Protective Count Public Count Protective Count Public Count	
Blue Security Lock Tie Number (Remove) Main Ballot Bin Blue Security Lock Tie Number	Blue Security Lock Tie Number (Add) Main Ballot Bin Blue Security Lock Tie Number	Blue Security Lock Tie Number (Do Not Remove) Auxiliary Bin Blue Security Lock Tie Number	Blue Security Lock Tie Number (Remove) Counter Lid Blue Security Lock	Comp Tamper Proof Security Seal Number (Do Not Remove) USB/Power Button Comp Tamper Proof Security	Public Count Protective Count	
Blue Security Lock Tie Number (Remove) Main Ballot Bin Blue Security Lock Tie Number	Blue Security Lock Tie Number (Add) Main Ballot Bin Blue Security Lock Tie Number	Blue Security Lock Tie Number (Do Not Remove) Auxiliary Bin Blue Security Lock Tie Number	Blue Security Lock Tie Number (Remove) Counter Lid Blue Security Lock	Comp Tamper Proof Security Seal Number (Do Not Remove) USB/Power Button Comp Tamper Proof Security	Protective Count	
Tie Number (Remove) Main Ballot Bin Blue Security Lock Tie Number	Tie Number (Add) Main Ballot Bin Blue Security Lock Tie Number	Tie Number (Do Not Remove) Auxiliary Bin Blue Security Lock Tie Number	Tie Number (Remove)	Seal Number (Do Not Remove) USB/Power Button Comp Tamper Proof Security		
Main Ballot Bin Blue Security Lock Tie Number	Main Ballot Bin Blue Security Lock Tie Number	Auxiliary Bin Blue Security Lock Tie Number	Counter Lid Blue Security Lock	USB/Power Button Comp Tamper Proof Security		
Blue Security Lock Tie Number	Blue Security Lock Tie Number	Blue Security Lock Tie Number	Blue Security Lock	Comp Tamper Proof Security	Public Count	
Tie Number	Tie Number	Tie Number				
			(Remove)	(Do Not Remove)		
					Protective Count	
Main Ballot Bin	Main Ballot Bin	Auxiliary Bin	Counter Lid	USB/Power Button Comp	Public Count	
Blue Security Lock Tie Number (Remove)	Blue Security Lock Tie Number (Add)	Blue Security Lock Tie Number (Do Not Remove)	Blue Security Lock Tie Number (Remove)	Tamper Proof Security Seal Number (Do Not Remove)		
					Protective Count	
Kiosk #1 Lid	Kiosk #1 Side Door		Kiosk #2 Lid Tamper Proof Security	Kiosk #2 Side Door		
Seal Number	Seal Number		Seal Number	Seal Number		
			((100000)		
NOT APPLICABLE						
3	lue Security Lock Tie Number (Remove) Kiosk #1 Lid nper Proof Security	lue Security Lock Tie Number (Remove) Blue Security Lock Tie Number (Add) Kiosk #1 Lid Kiosk #1 Side Door Tamper Proof Security Seal Number (Remove) (Remove)	lue Security Lock Tie Number (Remove) Blue Security Lock Tie Number (Add) Blue Security Lock Tie Number (Do Not Remove) Kiosk #1 Lid mper Proof Security Seal Number (Remove) Kiosk #1 Side Door Tamper Proof Security Seal Number (Remove)	Iue Security Lock Tie Number (Remove) Blue Security Lock Tie Number (Add) Blue Security Lock Tie Number (Do Not Remove) Blue Security Lock Tie Number (Remove) Kiosk #1 Lid nper Proof Security Seal Number (Remove) Kiosk #1 Side Door Tamper Proof Security Seal Number (Remove) Kiosk #2 Lid Tamper Proof Security Seal Number (Remove)	Iue Security Lock Tie Number (Remove) Blue Security Lock Tie Number (Add) Blue Security Lock Tie Number (Do Not Remove) Blue Security Lock Tie Number (Remove) Tamper Proof Security Seal Number (Do Not Remove) Kiosk #1 Lid nper Proof Security Seal Number (Remove) Kiosk #1 Side Door Tamper Proof Security Seal Number (Remove) Kiosk #2 Lid Tamper Proof Security Seal Number (Remove) Kiosk #2 Side Door Tamper Proof Security Seal Number (Remove)	

TURN PAGE FOR BALLOT MARKER INFORMATION

appendix 49

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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 May 3, 2022, after the polls were closed and the last voter had voted, the following equipment was immediately closed and the required memory devices removed to be taken to the Board of Elections by the Voting Location Manager. Public Count Auxillary Bin Counter Lid Main Ballot Bin **Ballot Container** Ballot Counter #1 (from Results Tape) Blue Security Lock Blue Security Lock Blue Security Lock Blue Security Lock Tie Number Tie Number Tie Number Tie Number (Remove) (Add) (Remove) (Add 2) **Protective Count** (from Results Tape) **Public Count** Auxillary Bin Counter Lid Main Ballot Bin Ballot Container Ballot Counter #2 (from Results Tape) Blue Security Lock Blue Security Lock Blue Security Lock Blue Security Lock Tie Number Tie Number Tie Number Tie Number (Add 2) (Remove) (Add) (Remove) **Protective Count** (from Results Tape) Public Count Auxillary Bin Counter Lid Main Ballot Bin **Ballot Container** Ballot Counter #3 (from Results Tape) Blue Security Lock Blue Security Lock Blue Security Lock Blue Security Lock Tie Number Tie Number Tie Number Tie Number (Remove) (Add) (Remove) (Add 2) Protective Count (from Results Tape) Public Count Auxillary Bin **Counter Lid** Main Ballot Bin **Ballot Container Ballot Counter #4** (from Results Tape) Blue Security Lock Blue Security Lock Blue Security Lock Blue Security Lock Tie Number Tie Number Tie Number Tie Number (Remove) (Add) (Remove) (Add 2) **Protective Count** (from Results Tape) Poll Print #1 **NOT APPLICABLE** ALL Main Ballot Bin Containers and ALL USB Sticks **MUST** be returned to the Board of Elections by the Voting Location Manager.

LID# 3021 - Pre-Printed Paper Voter

					Voter's Name from RFPB (Reg/Curb/17 Y.O. voters) (I or Yellow Envelope (Provisional voters)	Ballot
					Ballot Style # from ATV (Reg/Curb/17Y.O. voters) or Yellow Envelope (Provisional voters)	Ballot Issued Log
					Ballot Style # from Ballot being issued	g
					Consecutive Number (from Right side of Ballot Stub)	
		2			 ✓ if Paper By Choice (Regular) Voter (Verify '<u>X IS NOT</u> in Box in upper left corner of Ballot) 	This voter scans ballot in Ballot Counter
					✓ if Curbside Voter (Verify <u>X' IS NOT</u> in Box in upper left comer of Ballot)	These voters are p ballots i
					 ✓ if Provisional ✓ if 17 Y.O. Voter Voter (Verify <u>X' IS</u> in Box in upper left Box in upper left corner of Ballot) ✓ if 17 Y.O. Voter ✓ if 17 Y.O. Voter<td>These voters are provided envelopes that they must place ballots in and drop in Green Voted Bag</td>	These voters are provided envelopes that they must place ballots in and drop in Green Voted Bag
					 ✓ if 17 Y.O. Voter (Verify '<u>X' IS</u> in Box in upper left corner of Ballot) 	at they must place oted Bag

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DAY	TIME	DONE?	TASK	REFERENCES
MONDAY	6:00pm		Turn on BOE Cell Phone and Validate Election	VLM Cell Phone Instructions
			Set TED App to "Arrived to Set-up"	VLM Cell Phone Instructions
			Administer Oath and Sign-In	TM, p 33; Location Workbook
			Ensure respective judges record seals removed	
			from and added to Machine Storage Carts,	TM pp 66, 98-103, p 140 Monday Set-Up Section,
			Electronic Poll Books, Ballot Counter(s), Ballot	Location Workbook
			Markers, and Kiosks	
			Ensure Roster judges verify number of Blank	TM, p 62; Election Day Balance Sheet,
			Ballot Marker Cards rcvd	Location Workbook
			Ensure Paper judges verify number of Blank Pre- printed Ballots rcvd	TM p 140; Paper Ballot Judge Workbook
			Update EPBs with iSync and Validate Names	iSync Update Handout
			Direct the posting of indoor signage	TM, pp 39-40
			Set TED App to "LID Set-up and Ready"	VLM Cell Phone Instructions
			Take home cellphon <mark>e, phone bag, and key (if</mark>	
			provided)	
TUESDAY	5:30am -		Set TED App to "In the Building"	VLM Cell Phone Instructions
	6:29am		Administer Oath and initiate Sign-In process	TM, p 38; Location Workbook
			Ensure Machine judges record seals removed	TM, pp 104-108; Election Day Section,
			from and added to Ballot Counter(s), Ballot	Location Workbook
			Marker(s), and Kiosk(s)	
			Ensure Machine judges place Configuration/Ballot Accounting report(s) in the VOTR Book	TM, p 106
			Ensure Machine judges record the Public and	
			Protective counts from the Ballot Counter(s)	TM, p 105
			screens on the Certificate 1	
			Log-in to each EPB	TM, p 38
			Print the Supplemental Absentee Voter List	TM, p 41
			Ensure Roster judges post the Pink Register of Voters and Supplemental Absentee Voter List	TM, p 41
			Ensure ADA accommodations are complete	TM, p 38
			Ensure Flags and Signage are set	ТМ, pp 39-40
			Set TED App to "Setup Complete, Polls Ready to Open"	VLM Cell Phone Instructions

VLM MONDAY NIGHT/ELECTION DAY TASK LIST

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PROBLEMS & SOLUTIONS:

IN THE MORNING (TO OPEN)

possible problem possible solution Open the TED mobile app on your phone - select Ready Voting location is not Board and set the status to 'needs assistance' unlocked or will not be unlocked by 5:30 AM 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 Make sure you turned it on by holding down the bottom black Cell phone will not power on 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 Verify the power cord is attached to the phone and plugged indicator 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 Incoming calls will display on the phone and you will need to phone 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 Press the red button on the screen to disconnect from a call phone

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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 of 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 a notation of "Attorney-in-Fact" next to name in Electronic Poll Book	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 Signature Poll Book, the voter must provide documentation of proof a 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 on the voting 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 <i>disabled</i> and express the desire to vote provisionally on the voting machine.
The screen has gotten dirty or smudged by fingerprints	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.

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.

Any voter in line at 7:30 p.m. is entitled to vote.

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NOTES

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.

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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 member¹ 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

¹ 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 employees² 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

 $^{^{2}}$ 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, ³ business associates,⁴ 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

³ See footnote 1, above for the definition of "family member."

⁴ 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 Signature Poll Book. 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.

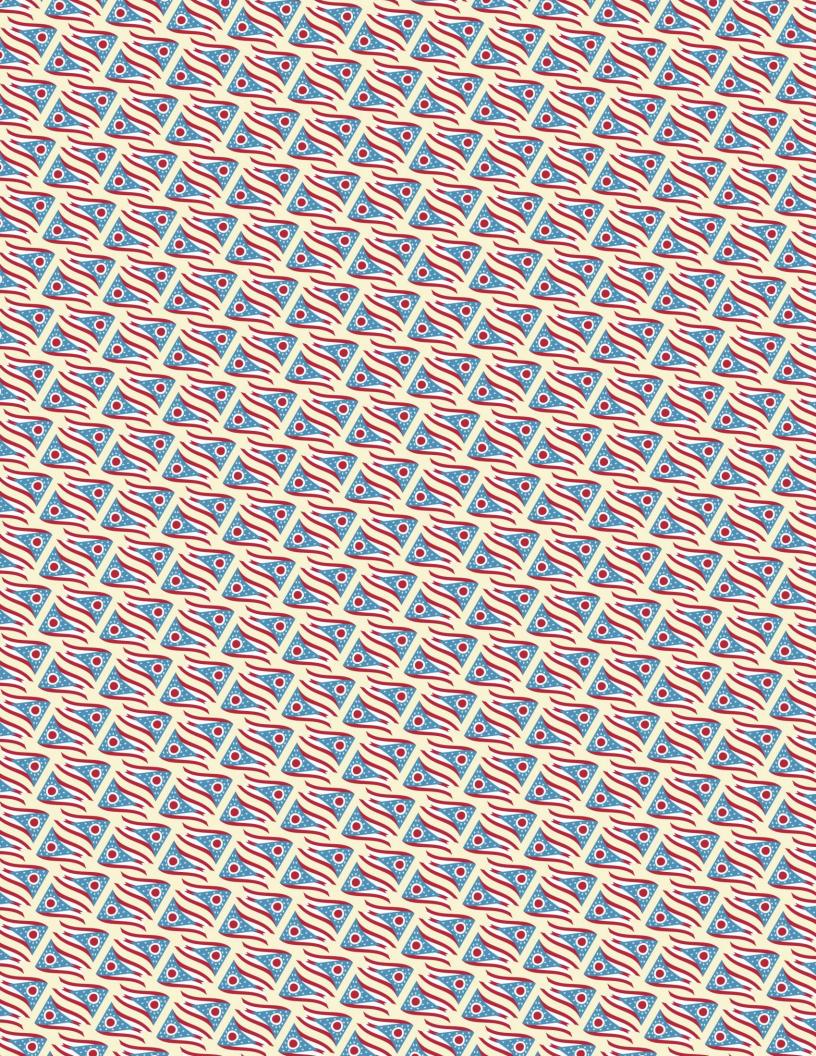
for a multiple precinct voting location

- 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





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
- 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
- SPB Signature Poll Book
- VLM Voting Location Manager
- **VOTR** Voter Official Tabulation Results Book
- VLD Voting Location Deputy

1700 morse road, columbus, ohio 43229 vote.franklincountyohio.gov rev may 2023