

FRANKLIN COUNTY  
BOARD *of* ELECTIONS

PRECINCT ELECTION OFFICIALS'

# TRAINING MANUAL

FRANKLIN COUNTY  
— OHIO —

NOVEMBER 5  
2024

GENERAL  
ELECTION

**GOOD TO KNOW**

Tips and tricks to make your job easier



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

# A VISUAL GUIDE TO READING THIS MANUAL

A blue check box is an actionable task

A black check box is an actionable sub-task

- This is additional clarification

A green check box is an actionable task performed by a second judge or VLM/VLD that ensures all actions have been performed correctly

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](https://vote.franklincountyohio.gov).

# WELCOME!

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

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

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

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



[Online Precinct Election Official Survey Form](#)

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

The link to our survey site is:

**<https://vote.franklincountyohio.gov/Poll-Worker/Poll-Worker-Survey>**



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

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

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

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

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

### VOTING LOCATION NUMBERS

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

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

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

# THE TEAM AT A GLANCE

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

## **VOTING LOCATION MANAGER/DEPUTY**

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

## **ROSTER JUDGE**

Processes Voters using Touchpad(s).

## **PAPER BALLOT JUDGE**

Oversees all paper ballot voting and processes Provisional Voters.

## **MACHINE JUDGE**

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

## **LOCATION LIAISON**

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

## **YOUTH AT THE BOOTH**

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

## **ELECTION SUPPORT SPECIALISTS**

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

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



**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 LAWS, (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 TO 3 HOURS**

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

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

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

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

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

We strongly recommend you complete the online training prior to your official training session. (You should have received an e-mail with a link).

### **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

VLM: \$90

VLD: \$60

All other Judges: \$55

### ELECTION DAY

All PEOs: \$133.72

### MANDATORY TRAINING SESSION

Voting Location Manager/Deputy: \$80

All Other Judges: \$60

Location Liaisons: \$30

### ONLINE TRAINING

All PEOs: \$25

### “PRACTICE MAKES PERFECT” OPEN HOUSE

All PEOs: \$30

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

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

Ride-Along PEO: \$20

## Will I Get Breaks?

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







# PEO CONDUCT

## Setting the tone for your Voting Location

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

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

### GETTING READY TO BE YOUR BEST

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

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

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

### ETHICS EXPECTATIONS

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

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

### GOOD TO KNOW

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

### GOOD TO KNOW

About Cell Phones: The Voting Location Manager will have an official cell phone in 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 procedures helps to keep the voting process secure, and is critical in ensuring that, after Election Day, Election Officials can account for all that has occurred at the polling place. See the individual job sections for more information about the ultimate responsibility for each of these procedures.

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

## GOOD TO KNOW

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





# SAFETY & SECURITY

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

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

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

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

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

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

### BE PREPARED TO REPORT THE FOLLOWING DETAILS:

#### for individuals:

Race/Sex  
Height/Weight  
Hair Color  
Facial Hair  
Tattoos or Scars  
Clothing Description

#### for vehicles:

Make/Model/Year  
Color  
License Plates (# and State)  
Description of Driver/Occupants  
Activity  
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
  - Touchpad(s)
  - Official Cell Phone
  - The Location Workbook
  - The Roster Workbooks
  - Paper Ballot Judge Workbook





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

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

- Inspect the voting area.
- Report any irregularities or problems to the Board of Elections.
- Replace 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).

### GOOD TO KNOW

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

## ACCIDENT PREVENTION & POLLING PLACE PROTECTION

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

### PREVENT SLIPS, TRIPS AND FALLS

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

### KEEP THINGS CLEAN AND CLEAR

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

### CLEAN SPILLS IMMEDIATELY

- Alert the building steward and ask 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.



**GOOD TO KNOW**

An ADA Folder with comprehensive information regarding any necessary ADA-compliance changes to your specific Voting Location will be included in the VLM Supply Bag. Please be sure to read and ensure your Voting Location meets all stipulations.

# ASSISTING VOTERS WITH DISABILITIES

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

**GENERAL GUIDELINES**

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

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

# ASSISTING VOTERS WITH SPECIFIC DISABILITIES

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

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

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

## **VOTERS WHO ARE IN WHEELCHAIRS OR HAVE MOBILITY IMPAIRMENTS**

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



## VOTERS WHO HAVE SPEECH OR HEARING IMPAIRMENTS

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

## VOTERS WHO ARE DEAF

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

## VOTERS WHO ARE BLIND OR VISUALLY IMPAIRED

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

# PICTURE OF A PERFECT POLLING PLACE

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

## THESE ITEMS MUST ALWAYS BE IN PLACE

## IF NOT, CORRECT THE SITUATION

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

**Notify an ESS.**

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

**Post Directional Signs** to designate accessible entrances.

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

**Call the PEO Hotline.** and ask for assistance.

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

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

**No obstacles in or on the sidewalk that could cause problems**

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

**Door handles that can be used with a closed fist**

**Prop door(s) open.**

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

**Unlock doors. Prop open, if possible.**

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

**Place chairs in the voting room and near the lines.**

**No tripping hazards like loose mats or unsecured electrical cords**

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

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

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





# 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 non-beveled edges measuring more than 1/4" in height.

## RUBBER DOOR STOPS

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

## ACCESSIBLE ENTRANCE SIGNS

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

## VOTING TODAY SIGNS

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



Van Accessible



\$500 Fine

## HANDICAPPED PARKING SIGNS

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

These include:

- Van Accessible Signs**  
 Attach to permanent Handicap Parking signs that do not indicate van accessibility (and are wide enough (8') to accommodate a van and ramp).
- \$500 Fine Signs**  
 Attach to permanent Handicap Parking signs that do not already call out \$500 Fine.
- Temporary Handicapped Parking Signs**  
 Place at the head of any spaces designated as Handicapped Parking spaces in your ADA folder.
- Temporary Handicapped/ Van Accessible Signs**  
 Place at the head of any spaces designated as Van Accessible Handicapped Parking spaces in your ADA folder.

# PARKING LOT

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

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

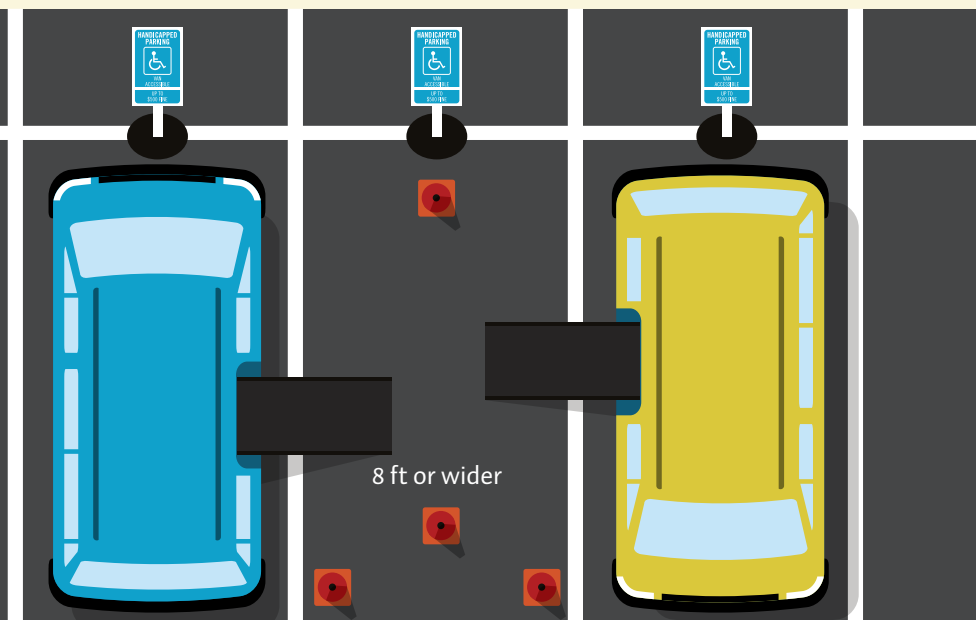
- Permanent ADA-compliant spaces will be wider than regular spaces, marked by vertical signs, painted on-ground wheelchair graphics, or both. If the space is wide enough (8') and the existing sign **does not** call out Van Accessibility, you will be asked to attach a temporary "Van Accessible" sign to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

## GOOD TO KNOW

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

## QUICK FIX

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



If a parking space is at least 8 ft wide, it can serve as van accessible space between two parking spaces.



Handicapped parking sign

Van Accessible handicapped parking sign

Van Accessible

\$500 Fine

Van Accessible Sign

\$500 Fine Sign



**QUICK FIX**

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

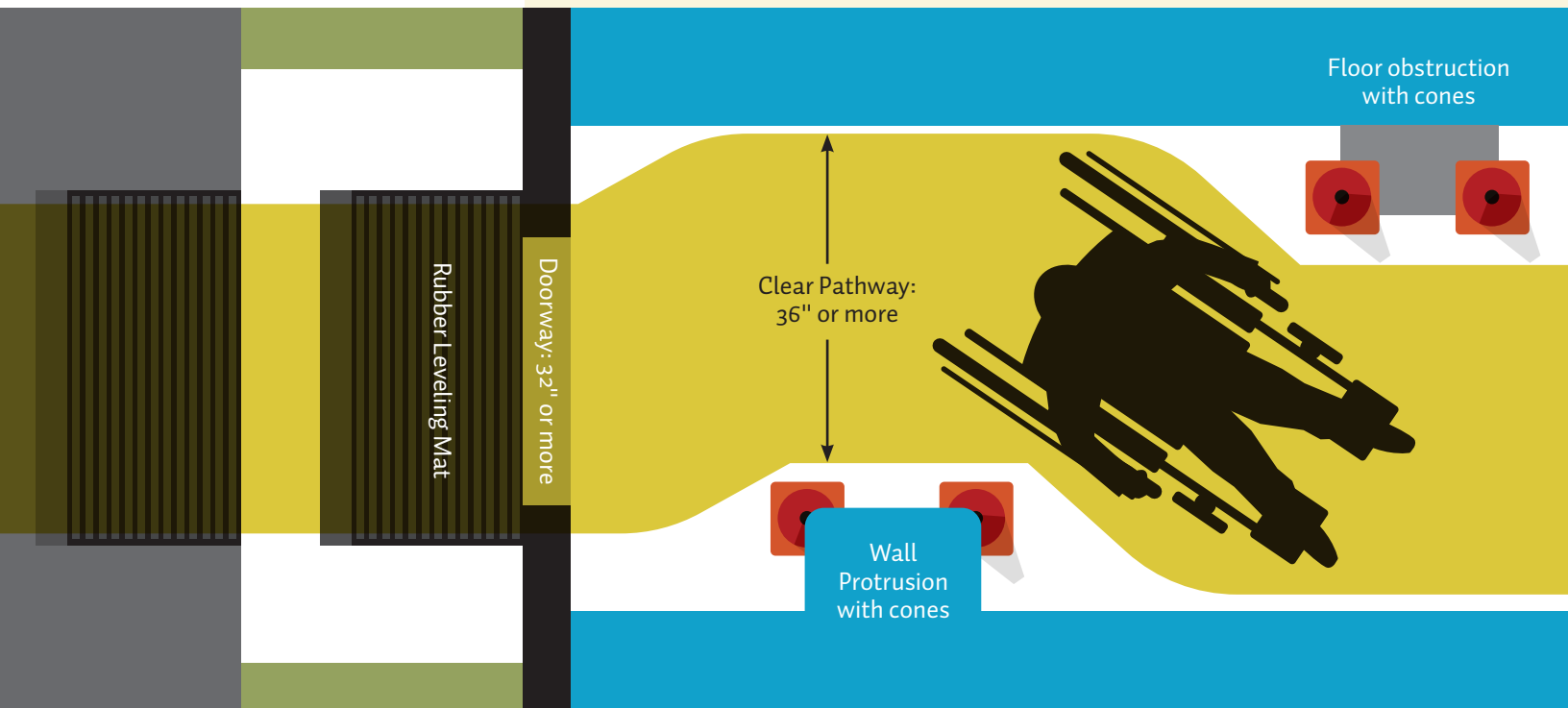
## WALKWAYS & TRIPPING HAZARDS

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.







## 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.

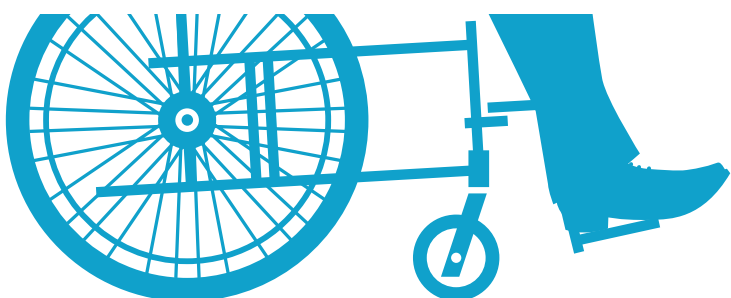
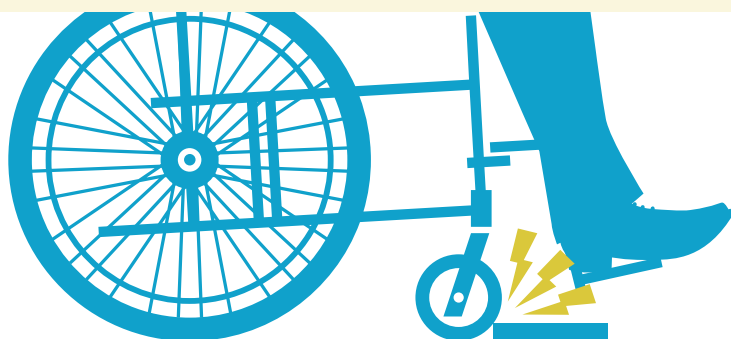
## FLOOR OBSTRUCTIONS

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.



**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.

## 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.

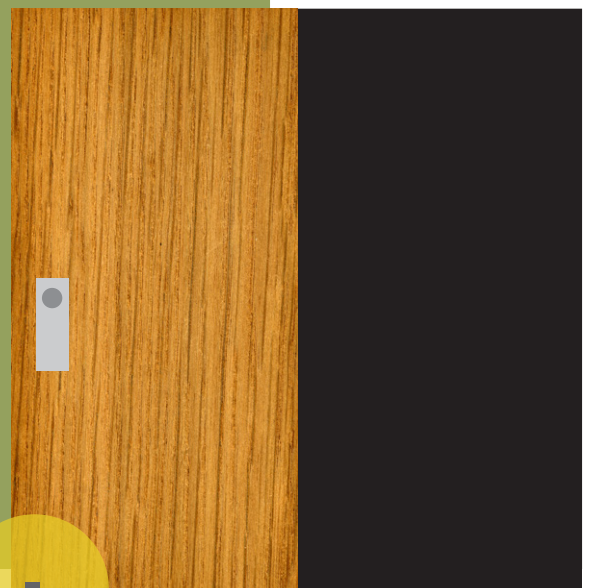


ADA lever-type handle

**QUICK FIX:**

*Problem:* Door handle can't be operated with a closed fist

*Solution:* Prop door open with attached stopper or with temporary rubber stops found on the Machine Cart

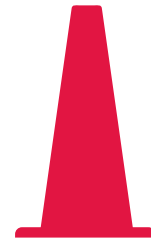


# WALL PROTRUSIONS

The interior accessible route must connect the Accessible Entrance with the designated voting area or room.

Hallways, lobby areas, corridors, and interior rooms and spaces must all be checked for wall protrusions that could impede the circulation path or cause injury.

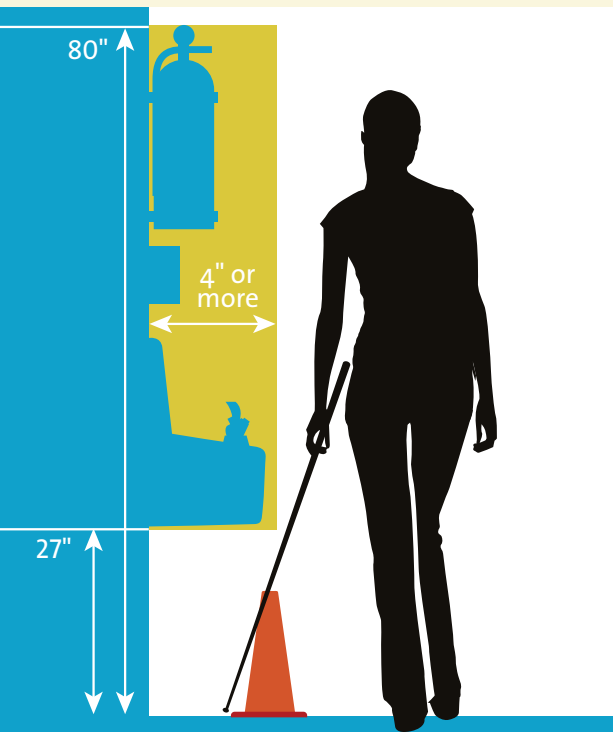
- Your ADA folder will identify any and all objects that protrude 4" or more into the circulation path, and that are between 27" and 80" from the floor. It is your job to place a traffic cone underneath each one, if any.
- If the wall protrusion has a corner that juts out farther than its base, a cone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



## QUICK FIX:

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

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



## Typical protrusions:

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



**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

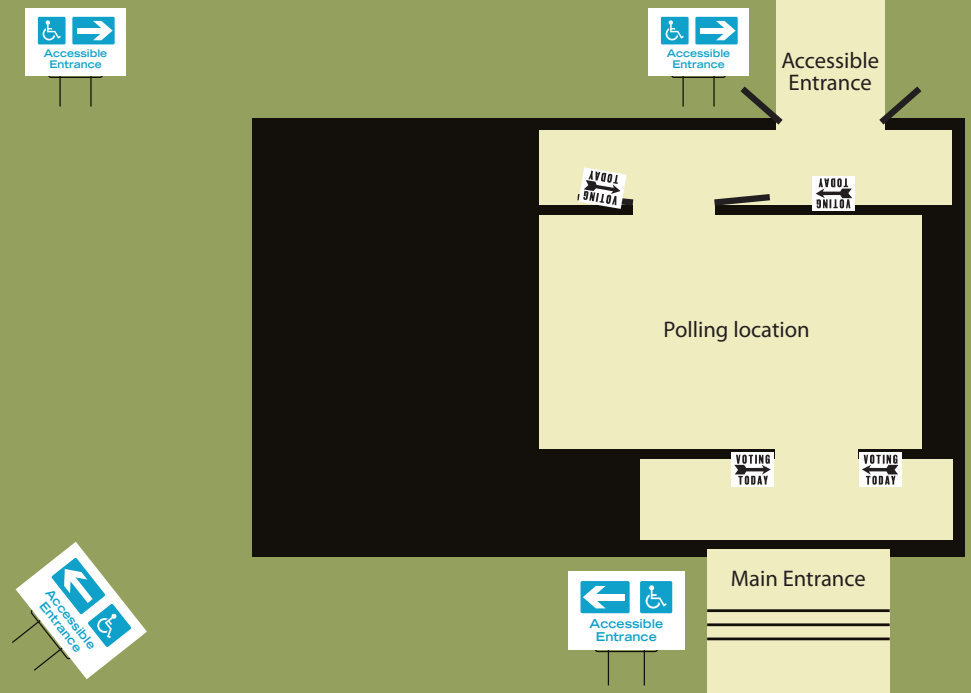
## Directions to Alternative Entrances

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 handicapped-accessible entrance. Once you’ve posted all the signs, walk the route again to ensure all signs are positioned correctly. Specifically:

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

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



# CURBSIDE VOTING

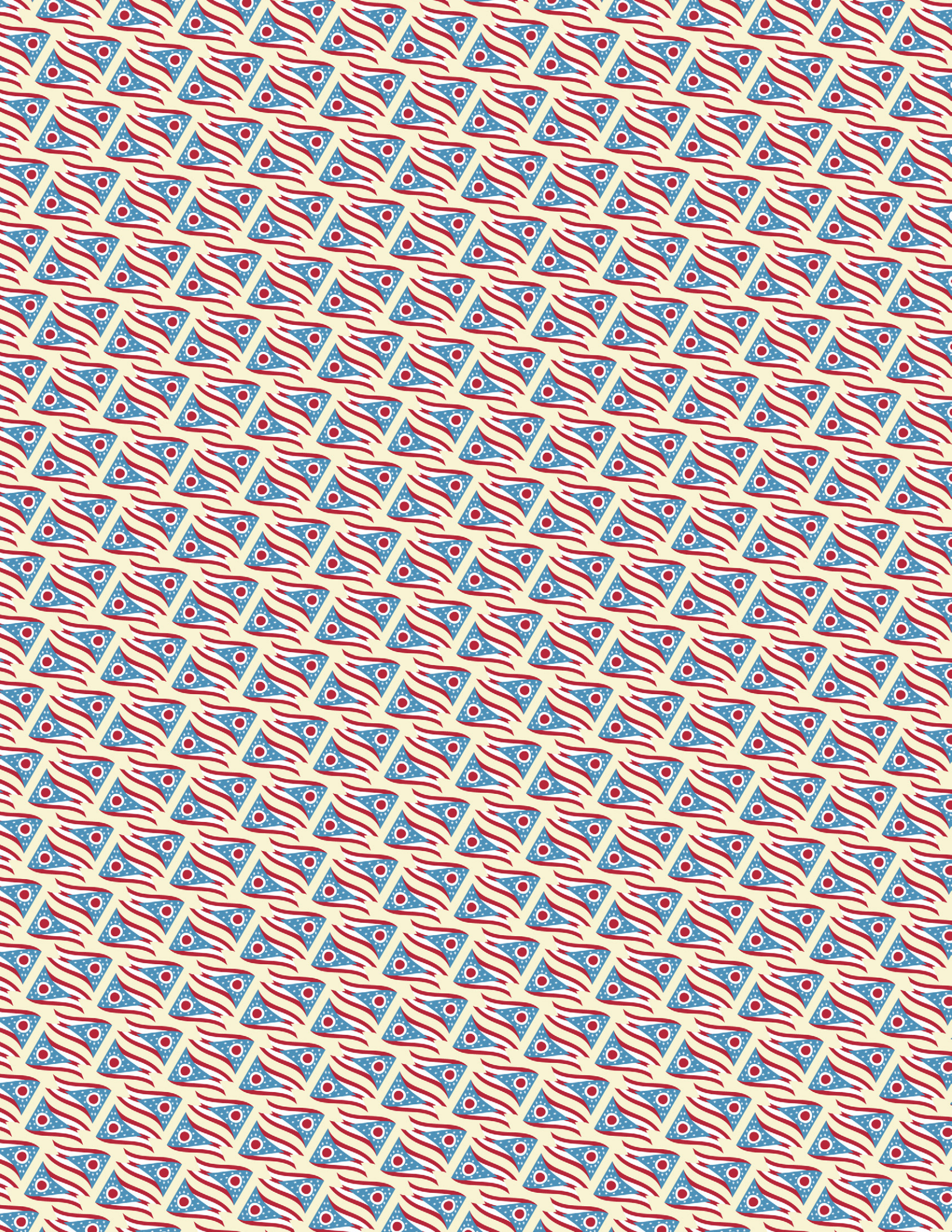
When a Voter is unable to enter the Polling Location, it is every PEO's responsibility to make sure he or she is given the opportunity to cast his or her ballot from a curbside vehicle. Although Curbside Voting falls under the ultimate purview of the Voting Location Manager, ALL PEO's are permitted to 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
- ensure the completion of necessary forms
- return Election results

**WHERE TO FIND WHAT YOU NEED:**  
This section of the manual contains everything you, as a Voting Location Manager, need to know.

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

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

## **PART TWO: VOTING LOCATION SETUP PP. 32 TO 52**

- Setup Overview p. 32
- Equipment Setup p. 34

## **PART THREE: DURING THE ELECTION PP. 54 TO 64**

- Managing the Polling Place p. 54
- Location Liaison Duties p. 54
- Challenging Voters p. 59
- Curbside Voting p. 60
- Using the Problems and Corrections Page p. 63

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

- Closing the Polls p. 65

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

- Returning Election Results & Supplies p. 71



# 1

## PART ONE:

### INITIAL PREPARATIONS

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

## Before Election Day Setup:

### Visit your Voting Location.

- Check parking and accessibility for disabled Voters.
- Find out where Voting Location is to be set up, and which door will be unlocked.
- Check availability and possible placement of tables and chairs.
- Ensure you have a contact number for a person in the facility 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. If you have not received a Supply Pick-up Card by Thursday prior to Election Day, call the Board of Elections, ask for the PEO Department to receive further instructions.







## On the Sunday before Election Day:

- Pick up your VLM Supply Bag and Touchpad(s) at the Board of Elections Warehouse.
  - Drive to the BOE located at 1700 Morse Road anytime between 8:00am and 1:00pm.
  - Don't forget to bring your signed Supply Pick-up Card.
  - Check for a tag on your Supply Bag indicating whether a key to your polling location is enclosed.



**TOUCHPADS WILL BE SEALED IN A PURPLE CASE. DO NOT OPEN CASE UNTIL MONDAY NIGHT SET-UP.**

- 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.
- Check to ensure the Purple Touchpad(s) Case you received are the ones assigned to your LID number.



**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.



**ON THE MONDAY NIGHT BEFORE ELECTION DAY, ONE OF THE FOLLOWING WILL BE DELIVERED TO YOUR VOTING LOCATION BY COURIER:**

- SUPPLEMENTAL ABSENTEE VOTERS LIST AND ACCOMPANYING MATERIALS
- 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.

# 2

## PART TWO:

### VOTING LOCATION SETUP



## SETUP OVERVIEW

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

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

### THE IDEAL POLLING LOCATION

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

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

#### 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.

# GETTING STARTED CHECKLIST

## FOR MONDAY NIGHT SETUP

- If you are unable to get into your polling place, check to see if a key to the location has been placed in the VLM Supply Bag. If not, call the point of contact found on the Contact Sheet in the Red ADA Folder.
  
- To update your progress, follow the prompts using the TED App on the VLM cell phone. Refer to the information below to set up your cell phone:
  - Plug your cell phone in to ensure it stays charged throughout setup.
  - Turn on cell phone by pressing the power button on the lower right or left side of the phone.
  - Swipe up on home screen once only; screen will load.
  - Select *TED App*.
  - Select *Login*.

**The election information and your location should be pre-loaded. If they are not, complete the following steps:**

- Select *Settings*.
- Select the Corresponding Election.
- Select *OK*.
- Select Your Location.
- Select *OK*.
- Scroll up to your location (all locations will be in alphabetical order).
- Select *OK*.
- Select *Save* (at top or bottom of screen).





Cradlepoint Case

- Select *Ready Board*.
- Select Scroll Down Bar under *Ready Board*.
- Select *Monday Night Set-up Status*.
- Select Scroll Down Bar under *Update Status To*.
- Select *Arrived to Set-up*.
- Select *Save* (at bottom of screen).

**Be sure to keep the phone on and in your possession for the entire day. Answer it when it rings.**

- Check for text messages from the BOE regarding any changes and/or updates.

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

**Set up the Cradlepoint Case.**

- Remove the power cord from the attached bag.
- Plug the power cord into the power cord receptor on the back of the Cradlepoint Case.
- If the cooling vents' covers are present, open the covers very carefully.
- Place the Cradlepoint Case at the location indicated on the Location Set-up Diagram found in the VLM's Red ADA Folder.
- Plug the Cradlepoint Case power cord into a working electrical receptacle.
- After five (5) minutes, the Cradlepoint should sync and begin broadcasting.
- Keep the Cradlepoint Case plugged in until the polls close on Election Day.



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

- Secure the assistance of a PEO from a different political party.
- Remove the white snap seal(s) located on the zipper of the Purple Touchpad case(s).
- Record the white snap seal's number(s) on the Monday Night EPB Security Record form.
- Place the removed seal(s) in the plastic Used Seal Bag located in the Office Supplies Kit.
- Remove all Touchpads from the Purple Touchpad case and place on a table.
- Flip open the lid to the Touchpads, but DO NOT LOG IN TO THE TOUCHPADS.

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

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

### □ Using a Touchpad, Clock-in the Location PEOs

- Designate one (1) Touchpad to be used to perform the Clock-in process.
- Open the Touchpad and swipe up.
- Touch the EPB icon located at the center of the bottom of the Touchpad screen. The EPB application will open.
- In the upper right corner of the application's *Start* screen, select the MENU icon, and select the entry, *PEO Clock-In*. A screen will open with a list of the PEOs assigned to the Voting Location.
  - If a PEO's name does not appear on the Clock-in list, refer to the blue box below that states "If the PEO's name does not appear on the list..." and follow instructions.



- Have each PEO find their name and select the *Clock-In* button located next to their name. A screen will open with the PEO's payroll information.
  - Have the PEO confirm the information on the screen. If the information is correct, the PEO will select *Yes, Continue*. The Signature screen will open.
    - If the PEO's information needs to be updated, they will Select *No, Need Changes*. The PEO will update the incorrect information and, when they are done, Select *Continue*. The Information Confirmation screen will open. Once the PEO has confirmed the updated information, Select *Yes, Continue*. The Signature screen will open.
  - Have the PEO sign the Signature block and select *I Accept*.
  - By signing their signature and touching the *I Accept* button, the PEO affirms that they agree to the provisions of the Oath of Office and that they have read the Ohio Secretary of State's Ethics Policy and Expectations.
- If the PEO's name does not appear on the list, select *I Am Not On The List*.
- Open the dropdown box and select the PEO's appropriate position, and then, select *Continue*.
  - Have the PEO enter the information requested in each of the provided boxes. After all required fields have been completed, the PEO will select *Continue* and the Signature screen will open.
    - The PEO will need to provide their legal name, complete mailing address, and current telephone number. The Touchpad will not allow the PEO to move forward with the clock-in process until all required information has been filled in.
  - Have the PEO sign in the signature block and select *I Accept*.
    - By signing their signature and selecting the *I Accept* button, the PEO affirms that they agree to the provisions of the Oath of Office and that they have read the Ohio Secretary of State's Ethics Policy and Expectations.

# NOTES

**GOOD TO KNOW**

Supplemental Absentee Voter List will be delivered to VLM

# UPDATING THE ABSENTEE SUPPLEMENTAL VOTERS LIST

□ On each Touchpad, check the number indicated under the Delta File Icon.

- During the evening, the number below the Delta File icon should go up incrementally.
- If the number below the Delta File icon does not go up incrementally, call the PEO Hotline for assistance.
- Once the Delta File number reaches a pre-determined number, as provided from the Board of Elections, the Supplemental Absentee Voters List will be considered “uploaded.”

□ Once the Delta File number reaches the pre-determined number, close the Touchpads, return them to the Purple Touchpad Case, and store the Touchpads in the Main Ballot Bin of the Ballot Counter.

- The pre-determined number will be on a Green Delta File Sheet in the packet delivered by the Courier on Monday night.

A Board of Elections courier will deliver a manual backup file in case the VLM needs to do a manual Supplemental Absentee Voters List update. Additionally, the courier also delivers the Pink Supplemental Absentee Voters List, which needs to be posted during Monday Night Set-up.



# UPDATING THE ABSENTEE SUPPLEMENTAL VOTERS LIST MANUALLY

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



**GOOD TO KNOW**

In the process of scanning barcodes, If a red “X” appears by a Voter’s name on the Touchpad, it has already been uploaded to the Touchpad by the BOE. Don’t be alarmed. Continue verifying the update.

□ Using the barcoded Scan Sheets from the Courier’s packet, scan the barcode on each Scan Sheet to update the Touchpad(s).

- To activate the Touchpad’s camera for scanning, select the *Scan* button. A screen with two (2) parallel green bars appears on the Touchpad.
- For the Touchpad to successfully scan the barcode, the complete barcode must be visible between the two green lines on the Touchpad’s screen.
- Remember, the Touchpad’s camera is located behind its upper left-hand corner and the Scan Sheets need to be held 3 to 4 inches behind the Touchpad to be read.
- If the scan is successful, you will see the green and red numbers on the Update Absentee go up incrementally by the number of Voters successfully updated and the number of Voters not updated.
- The Touchpad creates a log of the scanned Voters that denotes Voters successfully updated in green and Voters not updated in red.

□ To verify the update, add the green and red numbers together and the sum should equal the total number of Voters scanned to that point.

- Once the scan is verified, place an “X” in “Scanned” box on the Scan Sheet and your initials next to the “Scanned” box.

□ After completing all Scanned Sheets, note the total number of Voters successfully updated on the “Number of Voters Updated” on the Touchpads.

- If multiple Touchpads were used, tally the number of Voters successfully updated from each Touchpad.

- Add the total number of Voters successfully updated on Monday night to the sum of Mail-in Absentee Voters and Early Vote Center Voters noted before starting the upload process.
  - This number is the Total Number of Absentee Voters, which includes Mail-in Absentee and Early Vote Center Voters for your Voting Location.
- Add the total number of Check-Ins in the “Check-In” box on each Touchpad and compare it to the number you calculated. It should equal the Total Number of Absentee Voters.
  - Large downloads may take time. Plan accordingly.
- Once the updating process is complete, collect the barcoded Scan Sheets and return them to the envelope in which they came. Place the envelope in the VLM Supply Bag.
- VLM/VLD or the Roster Judge should post the Pink Register of Voters List that was received in the VLM Supply Bag and the Pink Absentee Supplemental Voters List, that was received in the Courier envelope on a wall close to the Voting Location’s entrance, to allow the public access to the Check-in Lists.
- If you find any supplies to be missing, call the PEO Hotline.





# 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, and to set up Touchpad components.

Tables should be positioned so that PEOs are able to:

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

# BEFORE YOU LEAVE

- Clock out each of the location's PEOs.
  
- Use one (1) of the Touchpads to complete the clock-out process.
  - If necessary, open the EPB application.
  
- In the upper right corner of the application's START screen, select the MENU icon, and select the entry *PEO Clock-in*. A screen will open with a list of the PEOs assigned to the Voting Location.
  
- Clock out each PEO by touching the *Clock Out* button located beside each of the location's PEO's names.
  
- After all the PEOs have been clocked out, place each of the location's Touchpads in the Purple Touchpad Case(s) and zip closed.
  - NOTE: the Purple Touchpad Case does NOT need to be sealed on Monday night.
  
- Place the purple Touchpad case(s) into the Main Ballot Bin of the Ballot Counter.
  - Ensure that the Main Ballot Bin of Ballot Counter is locked and sealed. Follow the procedures in the "Prepare For Monday Night Closing" section in the Machine Judge section of the Training Manual.
  
- Update your location's status using the TED application on your cell phone.





- If necessary, open the TED application on your cell phone.
- Select the scroll down bar under *Ready Board*.
- Select *Monday Night Set-Up Status*.
- Select the scroll down bar under *Update Status To*.
- Select *LID Set-Up and Ready*.
- Select *Save*.
- Wait for the green checkmark to appear.
- Push the power button (the smaller button or only button on the right-hand side of the cell phone) to put the cell phone in Sleep mode.
- Take your phone home to recharge and be ready for Election Day.



STOP HERE MONDAY



START HERE TUESDAY AT 5:30 A.M.

- Set up your cell phone.**
  - Tap Power button on the lower right or left side of phone.
  - Swipe up on Home Screen (once only, while screen loads).
  - Select Scroll Down Bar under *Ready Board*.
  - Select *Tuesday Election Day Status*.
  - Select Scroll Down Bar under “Update Status To.”
  - Select *In the Building*.
  - Select *Save*.
- 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.**



- Retrieve the Purple Touchpad Case(s) from the Main Ballot Bin of the Ballot Counter.
  
- Remove Touchpads.
  
- Check each Touchpad for the following:
  - A green WIFI icon below the START screen
  - A green CHAIN LINK and a note indicating the number of “Touchpads Connected”
    - The number of “Touchpads Connected” should equal the number of Touchpads assigned to the Voting Location.
  
- Check the number indicated under the Delta Files icon.
  - The number should be the same on each Touchpad.
  - If there is a discrepancy between Touchpads, call the PEO Hotline for assistance.
  
- Place a Touchpad at each Roster Judge position.
  
- Clock in each of the Location’s PEOs.
  - Retrieve the Purple Touchpad Case(s) from the Main Ballot Bin of the Ballot Counter.
  - Remove all Touchpads from the Purple Touchpad Case(s) and place one on each Roster Table.
  - Designate one(1) Touchpad to be used to perform the clock-in process.
  - Open the Touchpad and swipe up.
  - Select the EPB icon located at the center of the bottom of the Touchpad screen. The EPB application will open.
  - In the upper right corner of the application’s START screen, select the MENU icon, and select the entry, *PEO Clock-In*. A screen will open with a list of the PEOs assigned to the Voting Location.
    - If a PEO’s name does not appear on the Clock-In list, refer to the blue box below for the procedure to add a PEO whose “name does not appear on the list.”



- Have each PEO find their name and select the *Clock-In* button located next to their name. A screen will open with the PEO's payroll information.
  - Have the PEO confirm the information on the screen. If the information is correct, the PEO will select *Yes, Continue*. The Signature screen will open.
    - If the PEO's information needs to be updated, they will select *No, Need Changes*. The PEO will update the incorrect information and, when they are done, select *Continue*. The information confirmation screen will open. Once the PEO has confirmed the updated information, they will select *Yes, Continue*. The Signature screen will open.
  - Have the PEO sign in the signature block and select *I Accept*.
    - By signing their signature and touching the *I Accept* button, the PEO affirms that they agree to the provisions of the Oath of Office and that they have read the Ohio Secretary of State's Ethics Policy and Expectations.
- If not all PEOs have arrived in a timely manner, call (614) 525-4100, option 1, to report the names of those workers who did not show up.
- If a replacement PEO is needed, either:
    1. The BOE will send a replacement to your polling location, 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.
- Add any New Workers.
- If a new PEO is assigned to the location or an assigned PEO's name does not appear on the Clock-In list of people assigned to the Voting Location, select ADD WORKER. A screen with a list of workers will appear.





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



# LOGGING INTO AND SYNCING THE TOUCHPADS

- Ensure all Touchpads are properly set up and opened at the Roster Table. Touchpads should be on the *Start* screen.
- Each Roster Judge will tap *Start* on the Touchpad.
- The Roster Judge will enter their first and last name as it appeared on the Clock-in screen in the respective boxes. They will then select *Continue*.
- The Roster Judge will enter the Roster Judge password as provided by the VLM/VLD. They will then select *Continue*.
- The VLM and a PEO from a different party will enter the DEM password and REP password in the respective boxes. NOTE: The DEM password needs to be entered first.
  - The DEM and REP passwords will be found in envelopes in the Green EPB Printer Cases. Although the password envelopes are in all cases, only one set is needed for logging in.
  - If it appears envelopes have been tampered with, contact the BOE Hotline.
  - All DEM and REP envelopes, used and unused, will be placed in the brown paper bag to be returned at the end of the election.
- The VLM will select *Unlock Device*.
  - The Touchpads are now ready to process Voters.
- Ensure all Touchpads are syncing with each other.
  - A green WiFi icon should be displayed before the Start Screen.
  - If all Touchpads are syncing, a green “Chain-Link” icon will appear on each Touchpad’s screen.
  - The number of “Touchpads Connected” should equal the number of Touchpads assigned to the Voting Location.



□ If the Chain-Link icon is red, one of the location's Touchpads is not connected. If so, perform the syncing process.

- Select the "Chain-Link" icon to determine which Touchpad(s) is/are not connected.
- Go to the Touchpad(s) identified as not being connected and swipe up on the screen.
- The EPB icon will appear at the bottom of the screen. Select the EPB icon to relaunch the application and re-initiate the syncing process.
- If the Chain-Link icon is green, the re-initiation of the application was successful. If this or any other issues persist, notify your VLM immediately.

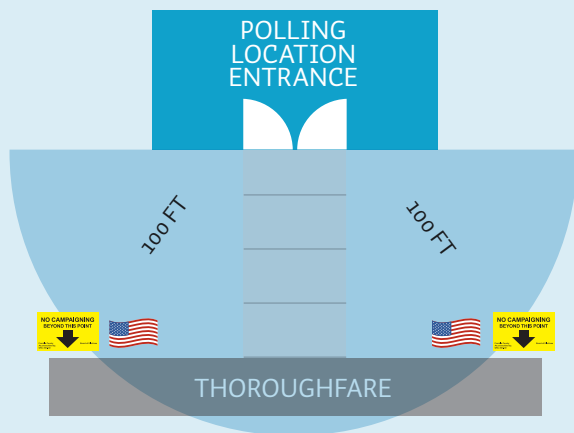


IF ALL OF YOUR TOUCHPADS FAIL TO TURN ON (NOT THE PRINTERS) OR IF YOU RECEIVED TOUCHPADS THAT WERE ASSIGNED TO ANOTHER LOCATION, AFTER CALLING THE PEO HOTLINE AND RECEIVING THE "OKAY TO PROCESS", OPEN THE BUMPER PACKET IN THE VLM SUPPLY BAG, AND USE THE CONTENTS TO PROCESS VOTERS UNTIL YOU ARE ABLE TO CONTACT THE BOE AND RESOLVE THE PROBLEM.

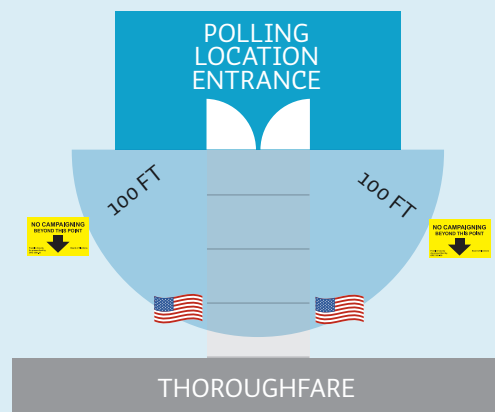
# PLACEMENT OF FLAGS AND VOTING/CAMPAIGNING SIGNS

- ❑ 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
  - General information of federal and state laws regarding prohibitions on fraud and misrepresentation





### GOOD TO KNOW

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

## ONCE SETUP IS COMPLETE

### Update your cell phone.

- Select Scroll Down Bar under *Ready Board*.
- Select *Tuesday Election Day Status*.
- Select Scroll Down Bar under *Update Status to*.
- Select *Set-up Complete, Polls Ready to Open*.
- Select *Save* (at bottom of screen).



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

## PRINTING THE 11AM AND 4PM REGISTER OF VOTER LISTS

- From the Home Screen, select the Menu Icon.
- Select *11:00/4:00 Voted List*.
- Select *Print twice*.
- Select Home button.
- Deliver report to Roster Judge to post at 11am and 4pm along with the Pink Register of Voters List. Both must remain posted all day.

# NOTES

# 3

## PART THREE:

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

### GOOD TO KNOW

Location Liasons are not able to process Voters.

### GOOD TO KNOW

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



# MANAGING THE POLLING PLACE

## KNOWING WHO'S WHO

### THE LOCATION LIAISON—ELECTION DAY ONLY

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

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

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

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

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

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

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





- **PERSONS CHECKING THE REGISTER OF VOTERS LISTS**

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

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

- **CERTIFIED POLL OBSERVERS  
(bearing a certificate of appointment)**

Certified Poll Observers must be appointed by the political parties, groups of candidates, or issue committees 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



IF ANY VOTER OR PRECINCT ELECTION OFFICIAL 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.



#### • CREDENTIALLED 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

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

#### • PEOPLE WHO ARE ELECTIONEERING

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

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

- Display, wearing or distribution of 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 they are eligible to cast a ballot
- Give the Voter a provisional ballot if PEOs are UNABLE to determine if they are 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 affiliated with or a member of the political party whose ballot they have requested, the precinct election official may challenge the Voter and ask the Voter to complete the Statement of a Person Challenged as to Party Affiliation (Form 10-W or Form 10-X).

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

#### GOOD TO KNOW

It's a felony to falsify an Election document (Revised Code 3505.20)

If you suspect falsification, make a note in the Problems and Corrections Page of the Location Workbook.



# CURBSIDE VOTING CHECKLIST



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

Curbside Voting is a method of voting that allows a Voter who is unable to access the polling location to cast a paper ballot outside the polling location from their vehicle. When notified that there is an individual outside of the polling location who would like to vote, it is the VLM's responsibility to ensure that 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 PROCESS AND, INSTEAD, PROCESS THE VOTER ACCORDING TO THE "PROCESSING PROVISIONAL PRE-PRINTED BALLOT VOTERS CHECKLIST" IN THE PAPER BALLOT JUDGE SECTION. ENSURE PINK ENVELOPE IS SPOILED BY THE PAPER BALLOT JUDGE AND PLACED IN THE SPOILED BALLOT ENVELOPE.

- Take Curbside Voting Envelope to the Voter waiting in their vehicle, and retrieve the information necessary to complete the front of the envelope.
  - Do not take the Touchpad out of the polling location.
    - Ask the Voter to state their name.
    - Ask the Voter to state their current address.
    - Ask the Voter to state their year of birth.
    - Ask the Voter for their identification and ensure that it is valid.
  - If the Voter indicates they do not have a valid photo ID, continue processing as a Provisional Voter.
  - If the Voter identifies as having a religious exemption, follow the steps for "If the Voter identifies as having a religious exemption" in the Paper Ballot Judge section.
- Have the Voter sign the Curbside Voting Envelope and return it to you.
  - For Primary Elections only: ask the Voter to select the party choice or *Issues Only* in the space provided.
- Return to the voting area and work with a Roster Judge to complete paperwork using the Touchpad.
- Select *Manual Voter Search*.
- Select *Appropriate ID* and press *Continue*.





- Enter 1st three letters of both last and first names and 4-digit year of birth, and select *Search*.
  - Select appropriate Voter from list and select *Continue*.
  - Together, the VLM and Roster Judge will verify that the Information provided by the Voter on the front of the Curbside Voting Envelope matches the information in the Touchpad.
    - If the Voter’s stated address doesn’t match the one in the Touchpad, see the “Address Does Not Match Guidelines” in the Roster Judge section of the Training Manual.
  - Once all information has been verified, fill in the following on the Curbside Voting Envelope:
    - Voter ID #– 9-digit number located above the Precinct Identifier on the Touchpad
    - LID #– located on the cover of the Roster Workbook
    - Precinct Identifier– located in the shaded box on the upper right side of the Touchpad
      - Do not include the Ballot Style Number. This should be completed by the Paper Ballot Judge
  - Select *More Options*. Select *Curbside Voter*, then select *Yes*.
  - Select *Issue Ballot*.
- For Primary Elections Only:** Select party choice or *Issues Only* as selected by the Voter on the Curbside Voting Envelope and Select *Yes, Continue*.
- Rotate the screen to make this selection by selecting the icon in the upper right corner of the Touchpad.
- Write “Curbside” in the Signature Box.
    - This will appear upside down and is acceptable.
  - Select *Done*.
  - Select *Paper Ballot* then select *Complete Check-in*.
  - Select *Continue* then *Process Next Voter*.



- 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 information and mark Voter as a Curbside Voter.
- Remove the ballot by tearing along the perforated edge and leaving the stub attached to the pad.
- Place a tick mark in the appropriate “ongoing count” box of the Paper Ballot Reconciliation Sheet in the Paper Ballot Judge’s Workbook.
- Place the Authority-to-Vote Slip inside the Authority-to-Vote Envelope.
- Have two PEOS of different political parties take the appropriate paper ballot, Curbside Voting Envelope, Important Instructions, and an “Ohio Voted” Sticker back to the Voter.
- 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

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



# NOTES



# CLOSING THE POLLS

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

## ❑ Close the polls on your cell phone.

After last Voter has left the polling location:

- ❑ Select Scroll Down Bar under *Ready Board*.
- ❑ Select *Tuesday Election Day Status*.
- ❑ Select Scroll Down Bar under *Update Status to*.
- ❑ Select *Polls Closed*.
- ❑ Select *Save*.

## ❑ Obtain the final check-in count from a Touchpad.

## ❑ Using a Touchpad, clock out all PEOs and close the election on the Touchpads.

- ❑ Once the clock-out process is complete, direct the Roster Judges to open the Menu and select *Device Info/Logout*.
- ❑ The Roster Judges will select *Close the Election* button.
- ❑ The Roster Judges will select *Yes*.
- ❑ The VLM and a PEO from a different political party will enter the DEM password and then the REP password.
- ❑ If the “Device is Completely Synced” screen appears, select *OK*.
- ❑ The Touchpad is now locked and the election is closed. Put each Touchpad to sleep by pressing the power button on the upper left hand side. Close each Touchpad and return to the Purple Touchpad case.
- ❑ Once all Touchpads have been returned to the Purple Touchpad Case, close the case and apply a white snap seal to lock the case. Record the seal number on the Touchpad Security Record form located in the Locations Workbook.

### 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.



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

- Follow these instructions for closing the Cradlepoint Case:
  - Unplug the Cradlepoint Case from its electrical receptacle.
  - Detach the power cord from the rear of the Cradlepoint Case and place it in the attached pouch.
  - Carefully close the covers on the cooling vents.
  
- Return the Cradlepoint Case with your other equipment and supplies to the Board of Elections on Tuesday evening.



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

#### PLACE INSIDE THE MACHINE CART:

- Green EBP Printer Cases
- Ballot Marker tables
- Black bags with Ballot Markers
- Provisional Ballot Booth(s)
- Equipment for Regular Voters voting on a Pre-printed ballot
- Box of Unused Blank Ballot Cards

#### PLACE IN COMPARTMENT 1:

- “No Campaigning” Sign
- Wire Cutters
- Flags
- Extension Cords and Adaptors

#### PLACE IN COMPARTMENT 2:

- Voting Equipment Supply Pack** (Cake Box), containing:
  - Blue Tape
  - Headphones
- Magnifying Sheet/Clipboard
- Rolls of “Ohio Voted” Stickers
- The Office Supplies Kit**, containing:
  - Alcohol Wipes
  - Plastic Bag for discarded seals
  - Ink Pens
  - Roll of Masking Tape
  - Rubber Fingers
  - 100-foot string
  - 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 with both locks’ keyholes in the upright position facing outward.
- Seal the locked carts with Red Tamper-proof Security Seals.

- Record the seal numbers on the Storage Cart Security Seals Form (APPENDIX 1) in the Location Workbook.
- Stack All temporary ADA equipment near the Machine Cart.

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

- |  |   |
|--|---|
| <input type="checkbox"/> All unused ENVELOPES          | <input type="checkbox"/> Important Instructions Pad                                   |
| <input type="checkbox"/> County Street & Road Guide    | <input type="checkbox"/> Form 12-D Pads   |
| <input type="checkbox"/> Provisional Ballot Notice Pad | <input type="checkbox"/> Ballot Privacy Folders                                       |
| <input type="checkbox"/> Religious Objection Forms     | <input type="checkbox"/> Instructions for 17-year-old Voters (Primary Elections only) |

- Complete the Items to be Returned Checklist (APPENDIX 18) found in the VLM Supply Bag.
- Pack the following items in the VLM Supply Bag (be sure to check this list against the items marked with a fluorescent triangle on your Precinct Supplies List):

- |   |   |
|---|---|
| <input type="checkbox"/> BUMPer Bag   | <input type="checkbox"/> Location Workbook— <i>Remember to sign cover and record time last vote was cast.</i>   |
| <input type="checkbox"/> VOTR Book (should contain components packed by Machine Judge(s) including voting equipment keys) | <input type="checkbox"/> Roster Workbook(s)   |
| <input type="checkbox"/> Pink Register of Voters List(s)  | <input type="checkbox"/> Items to be Returned Checklist (signed by you and ride-along judge of different party) |
| <input type="checkbox"/> Absentee Supplemental Voters List(s)   | <input type="checkbox"/> Provisional Ballot Template  |
| <input type="checkbox"/> <i>State Your Name and Address</i> signs   | <input type="checkbox"/> Printed Register of Voters Lists (11:00/4:00)  |

- Leave the polling location making sure you have the packed VLM Supply Bag, all **Voted** and **Unvoted** Ballot Bags, Sealed Secured Ballot Bag(s), Purple Touchpad Case(s), and Cradlepoint Case in your possession for drop off.



IF YOU LEAVE ANY OF THE ABOVE ITEMS AT THE POLLING PLACE, YOU WILL BE REQUIRED TO RETURN THAT EVENING TO RETRIEVE THEM. IF YOU DO NOT, YOU WILL NOT BE PAID!

- Keep the Cell Phone in Bag with Key attached with you (keep phone on and available until you reach the drop-off location).
- Lock the polling location if you have the key.
  - Place the key in the green envelope and return it to the Red Pouch in the VOTR Book.



**BE SAFE!** ALL JUDGES SHOULD WALK TO THEIR VEHICLES TOGETHER. IF ONE JUDGE HAS TO WAIT FOR A RIDE, ANOTHER JUDGE—NOT THE VOTING LOCATION MANAGER—SHOULD WAIT WITH HIM/HER IN A VISIBLE, SECURE AND WELL-LIGHTED PLACE.





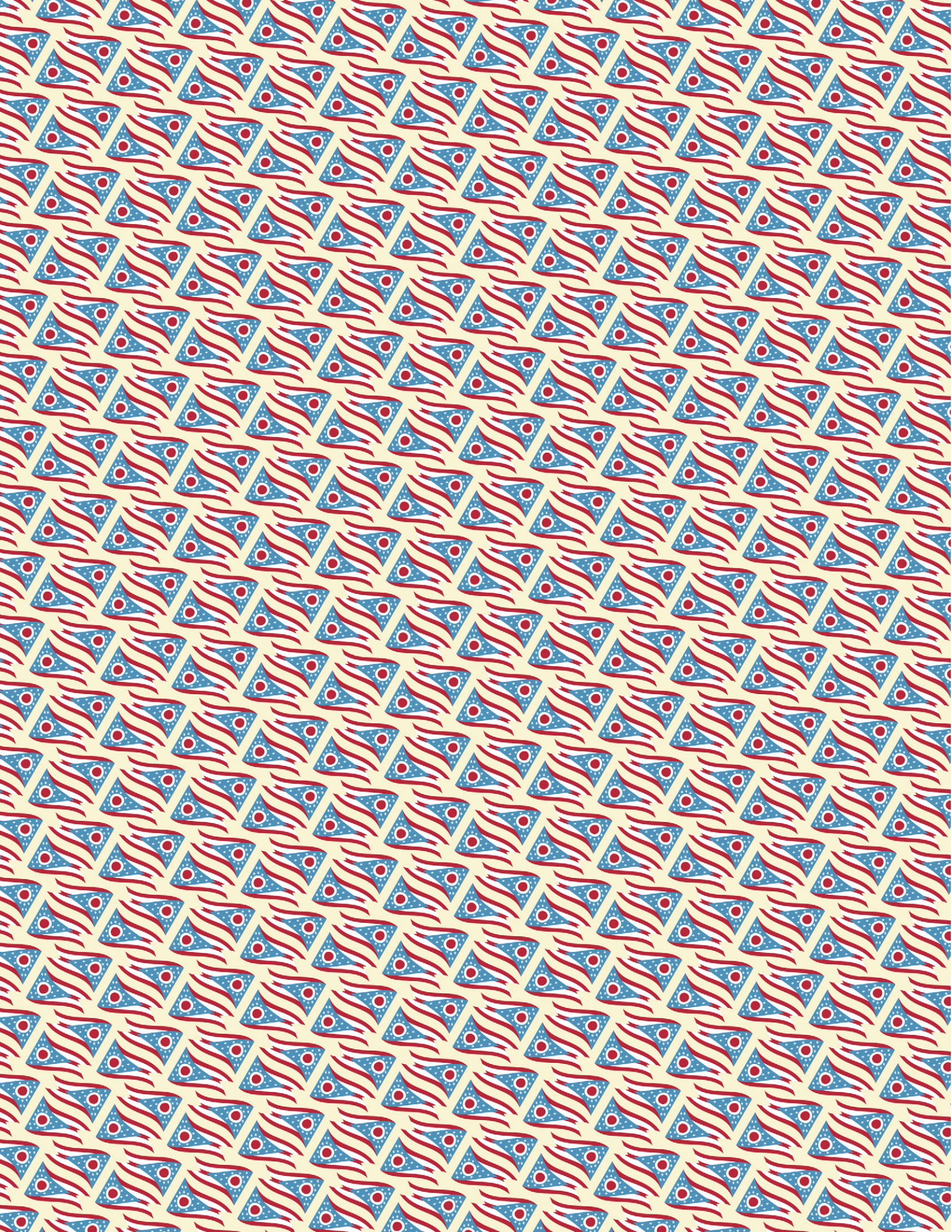
# RETURNING THE ELECTION RESULTS AND SUPPLIES CHECKLIST

- 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
  - All Sealed Secured Ballot Bag(s) from the Ballot Counter(s)
  - Cell Phone in Bag with Key attached
  - Purple Touchpad Case(s)
  - Cradlepoint Case
  - Red VOTR Book

## GOOD TO KNOW

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





# THE ROSTER JUDGE

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

If you are a **Roster Judge**, you will also serve as an **Outside Election Worker**.

- process Voters
  - check for valid photo identification
  - determine whether Voters are regular or provisional
  - record Voter information in Touchpad(s)
  - issue Authority-to-Vote slips and blank Ballot Cards
  - issue Reason for Paper Ballot Slips
  - balance Touchpad(s)
  - help keep the Voting Location secure
  - determine Wrong Location Voters and direct them to the correct location
- Answer non-election questions
  - Help ensure No Campaigning within 100 feet of entrance
  - Assist PEOs with curbside Voters
  - Assist with parking
  - Assist Voters with navigating through the Voting Location

### WHERE TO FIND WHAT YOU NEED:

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

### PART ONE: BEFORE THE POLLS OPEN

- Locating Your Supplies
- Roster Table Set-Up
- Understanding the Touchpad(s)

### PP. 74 TO 83

- p. 74
- p. 76
- p. 78

### PART TWO: DURING THE ELECTION

- Understanding the Two Types of Voters
- Guide to Valid Photo IDs
- Processing Voters
- Assisting Provisional Voters

### PP. 84 TO 105

- p. 84
- p. 88
- p. 92
- p. 100

### PART THREE: CLOSING THE POLLS

- Closing the Roster Table

### P. 106 TO 107

- p. 106

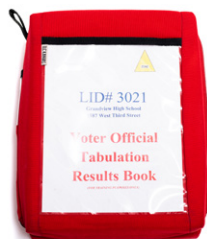


# PART ONE:

## 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 VOTR Book



Purple Touchpad Case



Red Security Lock Tie Seal  
(applied at the end of the day)

# YOUR RESPONSIBILITIES, STEP BY STEP

## FIRST THINGS FIRST:

Locate your supplies

### IN THE RED VOTR BOOK:

- White Snap Security Seals for the Purple Touchpad Case(s)

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

- ALL Touchpad(s) (from the VLM)

### 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 copy of Register of Voters List
- “State Your Name” signs
- Options to Mark Your Ballot Sheets
- BUMPer Bag



### IN MACHINE CART:

- Green EPB Printer Case(s)

### 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
  - 100-foot string
  - Note Pad
  - Post-It Note Pads
  - Rubber Fingers
- Brown Paper Bag (for returned Election Supplies)

### IN THE BALLOT COUNTER

- Ballot Privacy Folders

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



VLM Supply Bag



Ballot Counter



Machine Cart

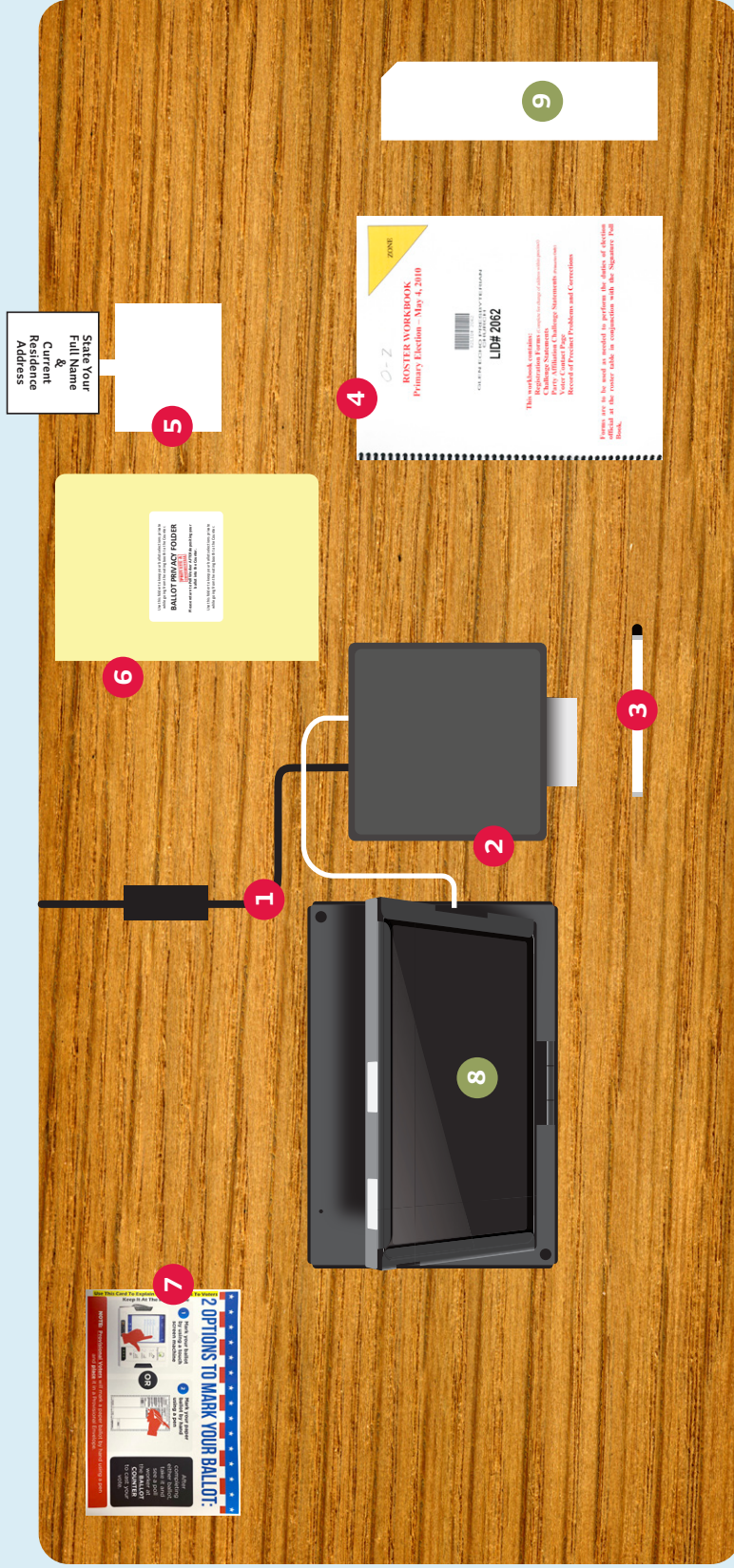


## FOR MONDAY NIGHT SETUP

# ROSTER TABLE SETUP LIST:

- Per the diagram, place the following items on the table:
  - All items from the Green EPB Printer Case
  - Roster Workbook
  - State Your Name sign
  - Ballot Privacy Folders
  - Options to Mark Your Ballot Sheet
  
- Retrieve Blank Ballot Cards from the Machine Cart.
  
- Count Blank Ballot Card bundles received
  - Multiply total number of small bundles by 25.
  - Multiply total number of large bundles by 250.
  - Add totals together to get total number of cards received.
    - Do not open shrink-wrapped Blank Ballot Card bundles.
  
- Write the total number of cards received in the “Blank Ballot Cards Received” box at the top of the Election Day Balance Sheet .

# Monday Night/Election Day Sample Roster Tables Setup



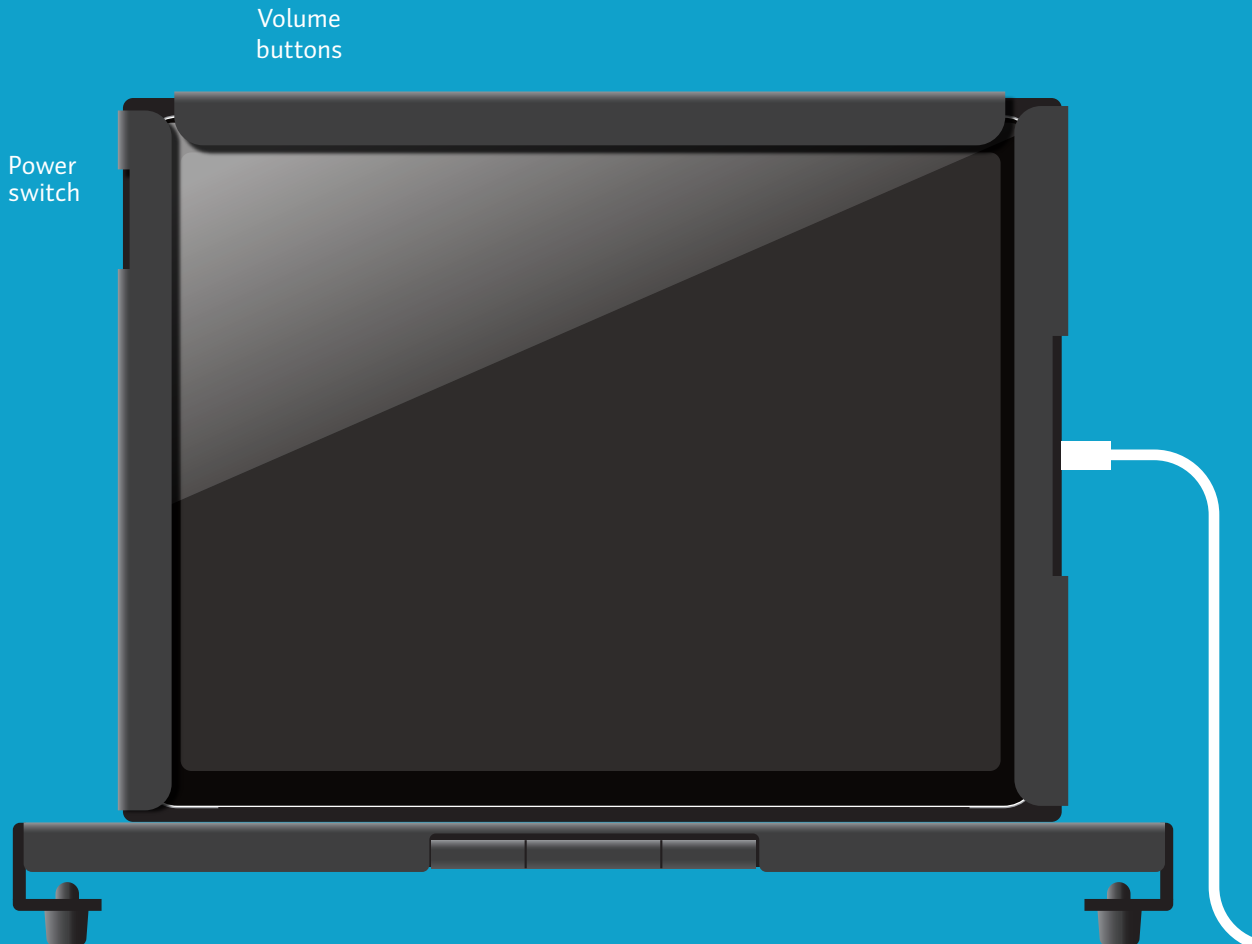
## You should place the following supplies on the Roster Table on Monday night:

1. Touchpad Components
2. Touchpad Printer
3. Touchpad Stylus
4. Roster Workbook
5. "State Your Name" Sign
6. Ballot Privacy Folder
7. Options to Mark Your Ballot Sheet

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

8. Touchpad
9. Blank Ballot Cards

# Touchpad at a Glance



Green EPB Printer Case



Stylus



Printer Power Cable



Printer



Cleaning Cloth

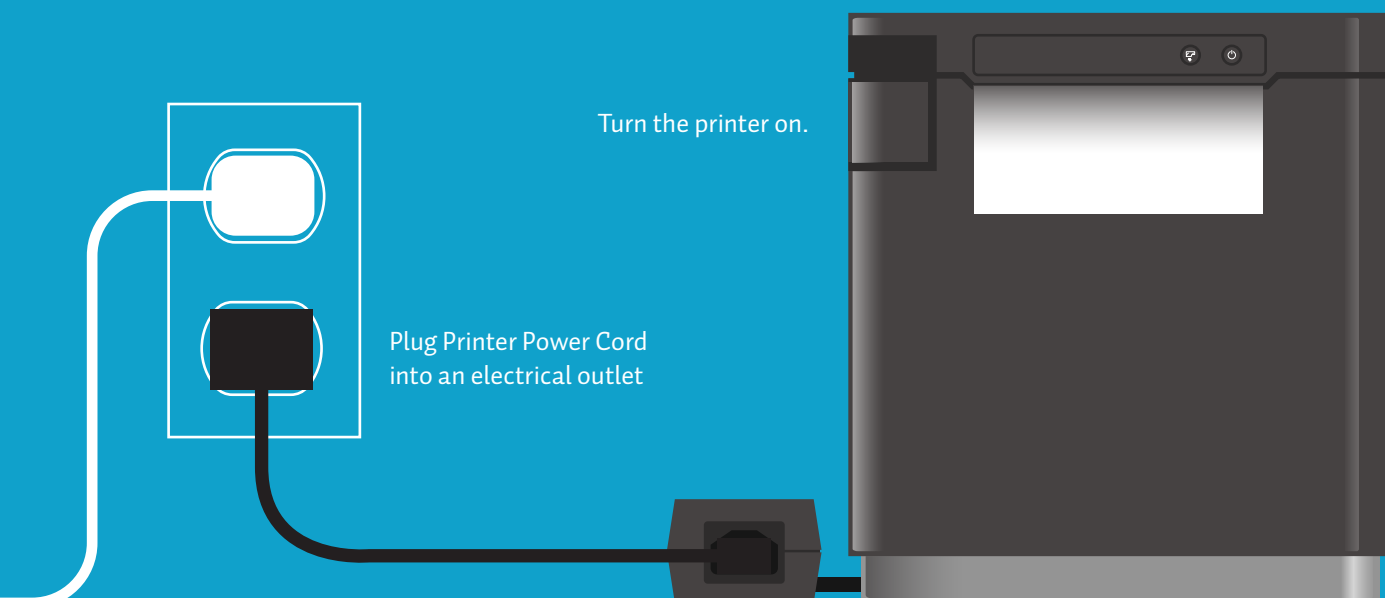


Red Security Lock Tie Seal



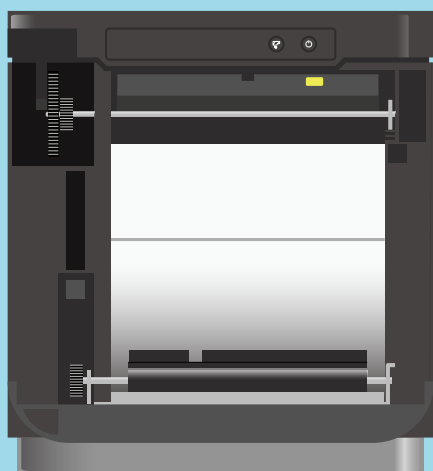


Insert the USB-C into the charging port of the Touchpad. Plug the printer into a wall outlet.



Turn the printer on.

Plug Printer Power Cord into an electrical outlet



## Changing the printer paper

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

# LOCATING THE TOUCHPAD COMPONENTS

- Locate the Green EPB Printer Cases in the Machine Cart and remove.
- Locate the Green EPB Printer Case numbers (4-digits) on the tan luggage tags on the handles. Record each case number on the EPB Security Record Form in the Location Workbook.
- Remove the Red Security Lock Tie from the Green EPB Printer Cases and record the security lock tie numbers on the EPB Security Record Form.
- Place the used Red Security Lock Ties in the plastic bag found in the Office Supplies Kit.
- Open the Green EPB Printer Case(s) and double check the contents against the Components Checklist supplied by the VLM. Remove all items and place them on the Roster Table.
  - If any Touchpad components are missing, inform your VLM.
  - Leave the Red Security Lock Tie in the Green EPB Printer Case(s) until you need to close the polls on Election night.
- Place the Green EPB Printer Case(s) back on the Machine Cart.
- Connect the Printer Power Cord to the Printer Power Supply.
- Plug the Printer Power Cord into an electrical outlet.
  - You have power when you see a solid blue lightening icon on the front of the printer.
  - If you do not see a solid blue power light, press and hold down on the Power Button until it comes on.



- If you still do not see the blue power light, check the power cord connections and ensure the outlet has power. If the issue is not resolved, contact the Election Day Hotline.

- Advance tape by pressing the Feed button on the front of the printer. This verifies printer is working.
- Gather all blank Ballot Cards and return them to the box(es) in which they came. Place boxes in the 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.
  - Keep Ballot Cards in the provided box(es) until needed throughout Election Day.
- Place Touchpads, distributed by VLM, on table.



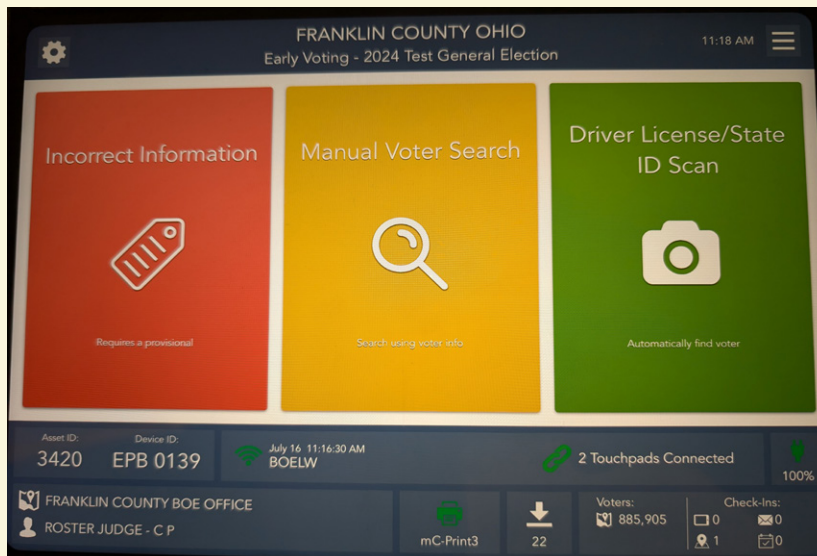
# ASSEMBLE THE TOUCHPADS

- Flip Touchpad case open.
  
- Set Touchpad on the table and connect charging cable (attached to the printer) to the right-side of the Touchpad.
  - The Touchpad should power on automatically when the charging cable is connected.
  - If it does not, press and hold the power button on the upper left-side of the device until an “Apple” screen or an election system screen appears.
  - NOTE: Your Touchpad may go into “sleep” mode (the screen goes dark/black). If that happens, tap the power button on the upper left-hand side of the Touchpad and swipe up on the screen.
  
- When the device powers on, swipe up on the screen to unlock the device.
  
- Select the EPB icon at the bottom of the screen to launch the Election Day application.
  
- To begin the Touchpad Login process, select the START button on the screen.
  
- On the next screen, enter your first and last names into the appropriate boxes as your name appeared on the Clock-in Screen. Select *Continue*.
  
- Enter the Roster Judge password provided to you by the VLM. Select *Continue*.
  
- The VLM and a PEO from a different party will enter the Election Day codes provided by the Board of Elections. This action will unlock the Touchpads.
  
- Once the VLM unlocks the Touchpad, the Voter Processing screen will appear.



## □ Check the Voter Processing screen for accuracy.

- Ensure the Touchpad is charging as indicated by the “Plug” icon.
- Ensure the number of votes is “0” (zero).
- Ensure the “Chain Link” icon is green.
  - If the “chain link” icon is red, contact the VLM to perform the syncing process.



## □ Check for printer connection.

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



**YOU ONLY NEED TO OPEN AND LOG INTO ONE (1) TOUCHPAD TO ENSURE THE POLLS ARE OPENED ON TIME AND YOU CAN BEGIN PROCESSING VOTERS**

# 2

## 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 their name appears in the Touchpad, in order to update the county's Voter files they must complete a Voter Registration Form. Regardless, they are eligible to cast a regular ballot.

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

### GOOD TO KNOW

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

# UNDERSTANDING THE TWO TYPES OF VOTERS

## REGULAR VOTERS

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

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

## THE VALID FORMS OF ID ARE:

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

## **PROVISIONAL VOTERS**

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

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

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





## WHAT IS AN ATTORNEY-IN-FACT?

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

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

### REGARDING POWER OF ATTORNEY

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



# NOTES

# A GUIDE TO VALID PHOTO IDs

A Photo ID is valid if it's OPEN

**O** Ohio Resident **P** Person matches photo **E** Not Expired **N** Name matches name in Touchpad or YPE  
 “NONCITIZEN” must not be stated on the back of the Driver’s License or State ID or front of Interim ID  
 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

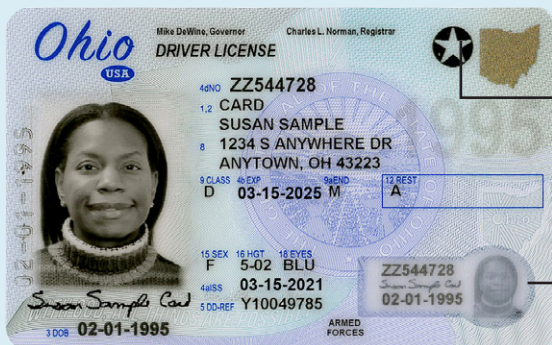
If minor differences exist, there is room for a little flexibility. Look at the photo on the ID to ensure that the Voter is, indeed, the person representing himself or herself. Then check the chart below to see examples of acceptable and unacceptable name matches.

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

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

## Standard Ohio Driver License

that displays an expiration date that has not passed



A star may or may not appear on the license

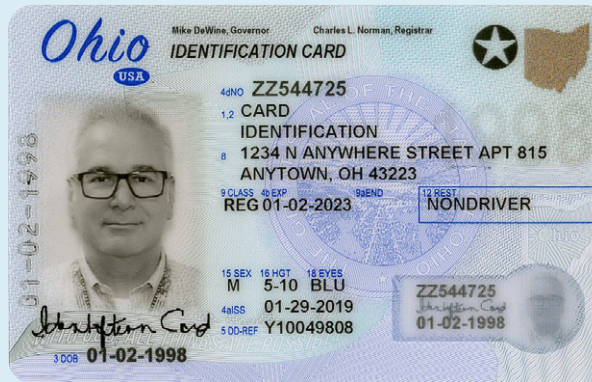
The license also comes in a vertical orientation for Voters under 21 years of age.

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

## Standard Driver License Under 21 Years of Age



## State Identification Card Over 21 Years of Age



The photo IDs represented 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.




**!** SINCE “OHIO MOBILE ID” IS NOT ENUMERATED IN STATE LAW AS A FORM OF PHOTO IDENTIFICATION FOR VOTING PURPOSES, THIS MEDIUM OF IDENTIFICATION IS NOT A VALID FORM OF PHOTO IDENTIFICATION WHEN CASTING A BALLOT.

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

Ohio Interim ID Form issued by BMV that displays an expiration date that has not passed

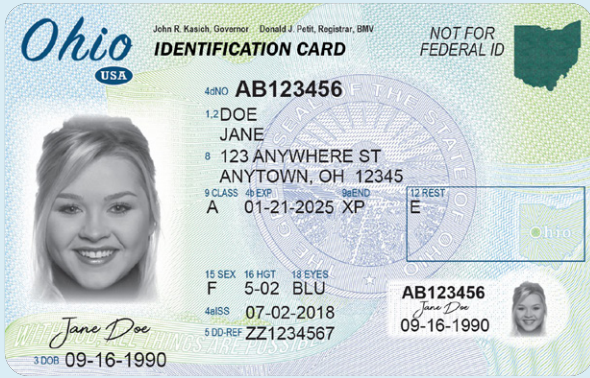


DRIVER LICENSE

<p>Name: BUCKEYE BETTY Address: 1970 W BROAD STREET COLUMBUS, OH 43223</p> <p>DOB: 4/22/1969 License/ID No.: AB123456 Issued On: 12/13/2022 Class: D Expires On: 4/22/2026</p> <p>Endorsements:</p> <p>Restrictions: B</p>	<p style="text-align: right;">9911 / ZA123456</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-bottom: 10px;">TYPE: COMPLIANT</div> <p>Height: 5'6" Gender: F Eye Color: BRO Hair Color: BLK Weight: 135</p> <p>Armed Forces Organ Donor Health Care POA Life Sustaining Equipment</p>  <p style="text-align: right; font-family: cursive;">Betty Buckeye</p>
--	---



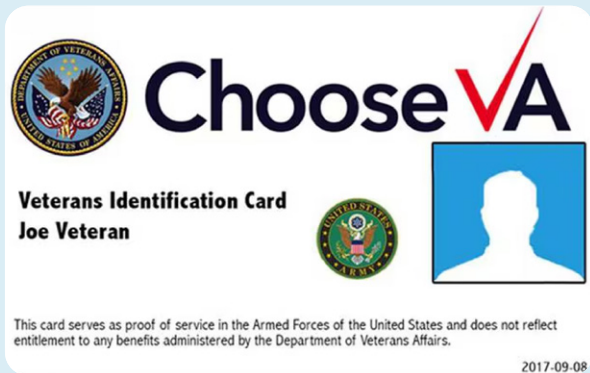
## State Identification Card— Under 21 Years of Age



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



## Digital Veteran Identification Card (VIC)



## 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.

NOTE: We do not accept military IDs from military dependents or Federal Civilian employees

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)
- Precinct election officials must accept the digital Veteran ID card (VIC), if the Voter presents it



**MAKE SURE EACH VOTER GETS THEIR 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.**



# PROCESSING VOTERS

## Greet the Voter.

## Ask the Voter for a valid Photo ID.

- 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 Card, U.S. Military ID Card, or VIC Card. Ensure it is valid by checking against the criteria in “A Guide to Valid Photo IDs.”
  - *If the photo ID is not expired*, process as a Regular Voter.
  - *If the photo ID is expired or annotated “NONCITIZEN” on the ID*, 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 Voter is unable to provide valid ID*, follow the steps outlined in the *Assisting Provisional Voters* section.

## If a valid Ohio Driver’s License or State of Ohio Identification Card is presented, select *Driver’s License/State ID Scan on the Touchpad*.

- Scan the barcode on the photo ID using camera on the back upper left corner of the Touchpad.
  - The Voter’s information will appear on the screen.
  - If the Voter’s record on the Touchpad indicates “Wrong Location,” go to the “Addresses Do Not Match Guidelines” section.
  - If the Voter’s address on the Touchpad indicates “Secure Address” notify the VLM/VLD. They will continue the processing of the Voter.

## If the photo ID does not scan, or if another valid photo ID is presented that cannot be scanned, select *Manual Voter Search on the Touchpad*.

- Select the photo ID type that was presented by the Voter and press *Continue*.
- Type first three letters of Voter’s last/ first names. Select *Search*.
- If more than one Voter meets Search Criteria:
  - Select the correct Voter from the list by touching the Voter’s record and select *Continue*.
  - If the Voter cannot be found, select Back, input Voter’s birth year and select *Search*.
  - If the Voter still cannot be found, notify VLM/VLD.





- Check name on the valid photo ID against name on the Touchpad to ensure it is an acceptable match.
  - If there are minor discrepancies (such as nickname) between the name on the photo ID and that on the Touchpad, see the Acceptable and Unacceptable Name Matches chart.
  - If the names are not an acceptable match, ask the Voter if they have changed their name. If their name has changed, follow the Name Change Guidelines section.
- Return the Voter's ID.
- Ask the Voter to state their name and current address.



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

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

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

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

**GOOD TO KNOW**

If the Voter has forgotten their 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.

- Flip the screen back to face you and ensure there is a signature from the Voter in the current signature box.
- Select *Issue Ballot*.
- Ask the Voter their ballot preference and make the appropriate selection on the Touchpad; *Select, Express Vote or Paper Ballot*.
- Select *Complete Check-In*. The Voter's Authority to Vote (ATV) slip will print.
- Select *Continue* and select *Process Next Voter*.



IF THE TOUCHPAD FAILS TO PRINT THE ATV SLIP, ASK YOUR VLM FOR THE PAD OF ATV SLIPS (LOCATED IN THE VLM SUPPLY BAG) AND CONTINUE TO PROCESS THE VOTER BY HANDWRITING THE VOTER'S INFORMATION ON THE ATV SLIP.

- Give the Voter the printed ATV slip and a blank ballot card, offer them a Ballot Privacy Folder, and direct them to the voting machines.
  - If the Voter requested a pre-printed paper ballot, give them the ATV slip, offer them a Ballot Privacy Folder, and direct them to the Paper Ballot Table.



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

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

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



# ADDRESSES DO NOT MATCH GUIDELINES

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

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

## If the Voter is in the same precinct

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

- Ask the Voter to complete the Voter Registration Form in the Roster Workbook.
- Select *Issue Ballot*.
- Flip the screen and have the Voter use the stylus to sign on the signature line. Instruct the Voter to select *Yes, Continue*.

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

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





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

The Voter's record will say *Address Change - New Precinct*. This Voter is a provisional Voter.

- Select *Process Provisional*. The Voter will NOT sign the Touchpad.  
**For Primary Elections Only:** The Voter will select their party affiliation or *Issue Only* and select *Yes, Continue*.
- Select *Complete Check-In* and the Voter's Reason for Provisional Ballot Slip (RFPB) will print.
- Select *Continue* and select *Process Next Voter*.
- Give the Voter the Printed Reason for Provisional Ballot Slip (RFPB) and direct them to the Paper Ballot Table.

## If the Voter has moved outside of the Voting Location

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

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

**WAIT!** Do not select any options on the screen while the Voter is deciding if they will go to their correct Voting Location.

- If the Voter agrees to go to their correct Voting Location, select *Continue* on the pop-up screen, then select *Continue* again on the Re-direct Screen.
  - The Touchpad will display that the Voter has been "Successfully Re-directed."
- Select *Process Next Voter*.
- Document the Voter's information on the Problems and Corrections Page in the Roster Workbook. State that the Voter was re-directed to their correct Polling Location.

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

- Explain to Voter that a provisional ballot cast in the wrong precinct cannot be counted. If Voter has not yet called the Provisional Voter Hotline, the Voter can call (614) 525-6455 to discuss the issue.
- Notify your VLM/VLD. The VLM/VLD will complete the following steps:
  - Select *Back* to return to the Voter's record.
  - The Voter's record will say "Voter is not eligible to vote a regular ballot." This Voter is a Provisional Voter.
  - Select *Process Provisional*. The Voter will NOT sign the Touchpad.  
**For Primary Elections Only:** Ask the Voter to select their party affiliation or *issues only*.

- From the Ballot Menu, select any Ballot Style Number from the list and select *Continue*. Remember, if Voter is in wrong Voting Location, the Ballot Style Number selected will not change the stated fact that their vote will not be counted.
- Select *Complete Check-In* and the Voter's Reason for Provisional Ballot Slip (RFPB) will print.
- Select *Continue* and select *Process Next Voter*
- Give the Voter the Reason for Provisional Ballot Slip and the Voter's Re-direct Slip, and the VLM/VLD will escort them to the Paper Ballot Table
- On the Problems and Corrections Page in the Roster Workbook, document that the Voter refused to go to their correct Voting Location and elected to vote here. The Voter was advised that a Provisional Vote cast in the wrong location would not be counted. The VLM/VLD completed processing the Voter.

### NAME CHANGE GUIDELINES

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

- Update the Voter's name. Select *More Options* and select *Update Voter Info*.
- On the Voter Update screen, select *Edit* to change the Voter's name.
- Modify the Voter's name by touching the gray "X" in the box that contains the information to be updated, and enter the Voter's new information.
- Select *Continue*.
- A pop-up menu will appear with acceptable options for appropriate legal proof of name change. Document must be certified. NO PHOTOCOPIES.
- Official Court Document (Change of Name, Divorce Decree) that includes both former AND current name.

#### 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).

NOTE: If the Voter is unable to provide appropriate legal proof of name change, select *None*, and this Voter must vote provisionally. Follow the steps outlined in the Assisting Provisional Voters section. Advise the Voter that they will need to present legal proof of the name change at the Board of Elections no later than four (4) calendar days after the election.
- Have the Voter complete the top portion of Form 10-L in the Roster Workbook. The Voter is REQUIRED to complete this form to remain eligible to be a Regular Voter.
  - If the Voter refuses to complete their portion of Form 10-L, follow the steps outlined in the Assisting Provisional Voters section.

- Retrieve the Roster Workbook from the Voter and complete the bottom portion of Form 10-L. Ensure you mark the appropriate legal proof you verified.
  - This completed form remains in the Roster Workbook to be returned to the Board of Elections.
- Verify the document provided by the Voter and select the type of legal proof provided on the Touchpad. Select *Continue*.
- Return all legal proof documentation to the Voter.
- Ask the Voter to state their current address and ensure that it matches the address on the Touchpad.
  - If the stated address DOES NOT match the address on the Touchpad, follow the Addresses Do Not Match Guidelines.
- Select *Continue*.
- Flip the screen and have Voter verify the information entered and select the appropriate button to proceed. If the information is correct, have the Voter select *Correct*.
- Select *Continue* once the information has been confirmed accurate by the Voter.
- Select *Issue Ballot*.
  - For Primary Elections Only:** Ask the Voter to select their party affiliation or *Issues Only*. After making their choice, have the Voters select *Yes, Continue*.
  - If “None” was selected as Proof of Name Change, follow the “Assisting Provisional Voters Guidelines.”
- Flip the screen and have the Voter use the stylus to sign their new name on the signature line. Instruct the Voter to select *Done*.
- Flip the screen back to face you and ensure the Voter Signature with new name appears in the Current Signature Box.
- Select *Issue Ballot*.
- Select *Express Vote or Paper Ballot*. Ask the Voter their ballot preference and make the appropriate selection on the Touchpad.
- Select *Complete Check-In* and the Voter’s Authority to Vote (ATV) slip will print.
- Select *Continue* and select *Process Next Voter*.
- Note the name change on the Problems and Corrections page in the back of the Roster Workbook.
- Give the Voter the printed ATV slip and a blank ballot card, offer them a Ballot Privacy Folder, and direct them to the voting machines.
  - If the Voter requested a pre-printed Paper Ballot, give them the ATV slip, offer them a Ballot Privacy Folder, and direct them to the Paper Ballot Table.



# ASSISTING PROVISIONAL VOTERS

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

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

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

## If Voter'S RECORD SAYS "Voter IS NOT ELIGIBLE TO CAST A REGULAR BALLOT"

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



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

If the Voter is unable to provide a valid photo ID or provides an expired ID or an ID annotated NONCITIZEN:

- From the Voter-processing screen, select No Valid Photo.*
  - Advise the Voter that they will have four (4) calendar days to present a valid photo ID at the Board of Elections for their vote to count.

- Ask the Voter to state their name.
- Type the first three letters of the Voter's last and first names and select *Search*.
- Ask the Voter to state their current address.
- Select the correct Voter from the list by touching the Voter's record. Select *Continue*.

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

- Select *More Options*.
- Select *Update Voter Info*.
- Select *Edit Voter's address*.
- Type in the Voter's house number and first three letters of the street name. Select *Search*.
- Highlight Voter's Street Name by touching the appropriate choice. Select *Continue*.
- Ask the Voter if they have a unit number. Select the Voter's answer and complete the form. Select *Continue*.
- .
- Flip the screen to allow the Voter to verify changes. The Voter will select the appropriate button to proceed.
- Select *Continue* once the Voter has confirmed the information on screen is accurate.
- If Voter isn't found, select *Search* and input last name, first name, and birth year, then select *Search*.
- If Voter still can't be found, notify VLM/VLD.





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



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



# NOTES

# ADDING A VOTER

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

- From the top of the Search Results menu, select the *Not in this Location* box to view any Registered Voters outside your Voting Location that meet the search criteria entered (first three letters of last and first names and full date of birth).
  - If your search information shows multiple Voters, select the name of the Voter you are looking for and select *Continue*.
- If the Voter still cannot be found, select *No Voter Found*.
  - The VLM/VLD will continue to process this Voter.
- Enter the Voter's full first and last names and full date of birth and select *Continue*.
- Enter the Voter's stated house number and the first three letters of the stated street name and select *Search*.
- Locate the entire stated street name from the list and select *Continue*.
  - If the stated street name is not displayed and you have confirmed the correct spelling with the Voter, contact the Election Day Hotline at (614) 525-4100.
- Enter a unit number if applicable.
- Ensure you flip the screen to have the Voter verify the information entered and select the appropriate button to proceed.
- Select *Continue* once the information has been confirmed accurate by the Voter.



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

# 3

## PART THREE:

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



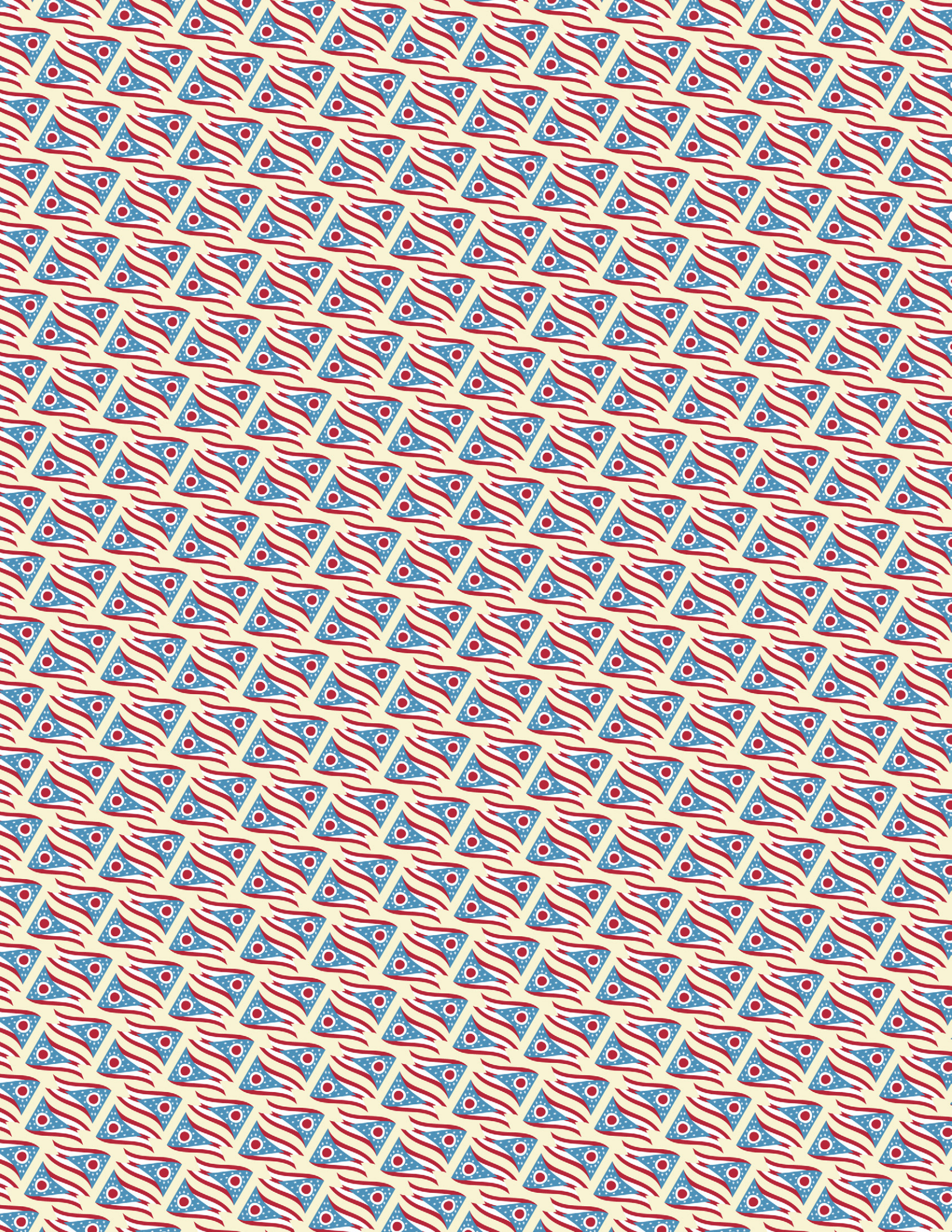
## CLOSING THE ROSTER TABLE

- Count the number of remaining unused ballots and give the number to the VLM for inclusion on the Election Day Balance Sheet.
- Return the unused ballots to the box in which they were received and place the box on a Machine Cart.
- Once the VLM directs you to close the Touchpads:
  - Note the Locations' final check-in count on one of the Touchpads and provide the number to the VLM for inclusion on the Election Day Balance Sheet.
  - Ensure all Touchpads indicate the same number of check-ins.
  - Select Device Info/Logout from the Menu in the upper right corner of the Touchpad and select *Close the Election*.
  - Select *Yes* on the Warning screen.
  - The VLM will complete the “lock” process.
- Once the Touchpads are locked, disconnect the Touchpads from the printers and give them to the VLM.
- Disassemble the printer components and place all components inside the Green EPB Printer Cases.
  - Power off the printer by pressing and holding the power button on the front of the printer until the power light turns off.
  - Disconnect the printer from the electrical outlet.
  - Disconnect the printer power cord from the printer power supply.

NOTE: The printer power cord and the Touchpad charging cable should NOT be disconnected from the printer.

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





# THE VOTING MACHINE JUDGE

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

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

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

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

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

## WHERE TO FIND WHAT YOU NEED:

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

### PART ONE: VOTING LOCATION SETUP

PP. 110 TO 129

Locating Your Supplies	p. 110
Equipment Set Up	p. 112
Setting up the Ballot Counter	p. 113
Setting up the Ballot Marker	p. 115
Setting up the Kiosk	p. 116

### PART TWO: DURING THE ELECTION

PP. 130 TO 145

Processing Regular Voter on Ballot Marker/Kiosk	p. 130
Correcting Mistakes at Ballot Marker/Kiosk	p. 134
Prov. Voters Unable to Complete Paper Ballot	p. 138
Audio-assisted Voting	p. 139
About Write-in Votes	p. 140
Processing Voters at the Ballot Counter	p. 142
Balancing the Public Count	p. 143

### PART THREE: CLOSING THE POLLS

P. 146 TO 153

Closing the Equipment	p. 146
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# 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/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
  - Ohio Voted Stickers
  - DS 200 Ballot Counter
  - Blue Tape
  - Paper Rolls
- Brown Paper Bag
- Voter Official Tabulation Results (VOTR) Book, which contains:
  - Seals Pouch
  - Results Tape Pouch with keys for Ballot Counter, Ballot Markers and Kiosk

#### IN THE VLM SUPPLY BAG:

- Storage Cart Key (attached to the cell phone bag)
- Location Workbook, which contains the following forms:
  - One Electronic Poll Book Security Record Form for Monday Night
  - One Electronic Poll Book Security Form for Tuesday, Election Day– Storage Cart Security Seals Record (APPENDIX 1)
  - One Certificate #1 for Monday Night (APPENDIX 49)
  - One Certificate #1 for Tuesday, Election Day
  - One Certificate #2 for Tuesday, Election Day (APPENDIX 50)
  - Election Day Balance Sheet (APPENDIX 25)
  - Problems and Corrections Page (APPENDIX 11)
- Authority-to-Vote Envelopes (APPENDIX 34)





## MACHINE CART COMPARTMENT #1



Wire Cutters



Extension Cord with Adapter

## MACHINE CART COMPARTMENT #2

### OFFICE SUPPLIES KIT CONTAINING:



Name Tags



Static Wipes



Plastic Bag for used seals

### THE CAKE BOX CONTAINING:



Voting Equipment Supply Pack (Cake Box)



Blue Tape



Headphones

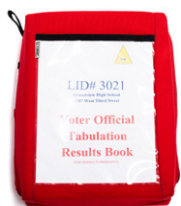


Ohio Voted Stickers



DS 200 Paper Rolls

### VOTR BOOK CONTAINING:



VOTR Book



Seals Pouch

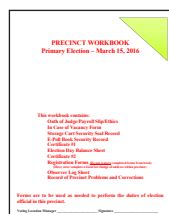


Results Tape Pouch (with Keys)

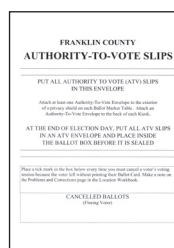
### VLM SUPPLY BAG:



Storage Cart Key and Cell Phone Bag



Location Workbook



Authority-to-Vote Envelopes



# EQUIPMENT SETUP:

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

## OPENING THE MACHINE CARTS

- Locate the machine 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 I) in the Location Workbook.
  - Discard used seals in the plastic bag in Office Supplies Kit.



**DO NOT PLACE ANY USED SEALS INSIDE THE CLEAR POUCH INSIDE THE RED VOTR BOOK**

- Unlock the storage carts with the cart key and remove locks .
  - Place the locks in the Voting Equipment Supply Pack (Cake Box), where you will retrieve them at the end of the day.
- Lower the ramp.
- Working with other Machine Judges, move the Ballot Marker tables, Ballot Markers, boxes of blank ballot cards and Voter Privacy Shields to the areas recommended on the Location Setup Page.



**DO NOT TURN ON ANY BALLOT COUNTERS, BALLOT MARKERS, OR KIOSKS ON MONDAY NIGHT**



Red Tamper-proof Seal

## 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 the Monday Night Certificate #1 in the Location Workbook.
- ❑ Place the old seal in the used seal bag found in the brown office supply box from the Machine Cart.
- ❑ Open the Main Ballot Bin door using the flat key and remove the Secured Ballot Bag.
  - Remove Pre-Printed Ballot pad, Green Voted and Unvoted Bags, and Paper Table supplies from box and take to the Paper Table.
  - Remove Privacy Folders and take to the Roster Table.
- ❑ Return empty Secured Ballot Bag to Main Ballot Bin and 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.

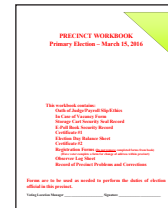
## GOOD TO KNOW

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

**Barrel Key** unlocks the inside



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 Monday Night 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. **1**
- Pull the silver stand up until it stops, then squeeze sides inward and continue to slide stand until it locks into a 90-degree position. **2**
- Connect the power cord to an outlet. **3**
- Retrieve all ATV Scanners from the side pouch of the Ballot Marker Bags.
- Connect the gray cable of the ATV Scanner to the USB/Scanner port just above the power block cable. **5**
- Stand Ballot Marker up on table. **4**
- Verify that the green power light (plug icon) in the lower left corner is glowing “on” ADA Pad side.



Blue Security Lock Tie Seal

### GOOD TO KNOW

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



Black Power Block Cable and power cord



ATV Scanner





## SETTING UP THE KIOSK

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

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

- Open the scanner door to the right of the front access door to provide access to the ATV Scanner. **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
  - Touchpad(s)
  - Green Voted/Unvoted Bags
- Lock the door using the flat key.
- Retrieve a new Blue Security Lock-tie Seal from the Seals Pouch in the VOTR Book and apply to the Main Ballot Bin Door of the Ballot Counter. Record the new seal’s number on the Monday Night Set-up Certificate #1 in the Location Workbook.
- Retrieve new Red Tamper-proof Seals from the Seals Pouch in the VOTR Book. Record the new seals’ numbers on the Storage Cart Security Seals Records Form in the Location Workbook.
- Place the flat key and barrel key used to open the Ballot Counter(s), Ballot Markers, and Kiosk(s) in the Red Pouch in the VOTR Book.
- Place the VOTR Book in Compartment #1 of the Machine Cart.

### GOOD TO KNOW

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





Barrel Key

- Retrieve the Machine Cart Locks from the Cake Box.
- Lock the Machine Cart and apply the Red Tamper-proof Seals over each Lock's keyhole. Ensure each lock's keyhole is pointing upward.
- Record new seal numbers on the Storage Cart Security Seal Records Form.



STOP HERE MONDAY



START HERE TUESDAY AT 5:30 A.M.

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

## REOPENING THE BALLOT COUNTER

- Using the Red Wire-cutters, remove the blue security lock tie seal from the Main Ballot Bin (bottom door) of the Ballot Counter and record the number on Election Day Certificate #1 in the Location Workbook.
- Place the old seal in the Used Seal Bag found in the Brown Office Supply Box from the Machine Cart.
- Open the Main Ballot Bin door using the flat key and remove the ballot boxes.
  - Remove Pre-printed Ballot Pads and Green Voted/Unvoted Bags and take to Paper Ballot Judge.
  - Remove Touchpad(s) and box(es) of Blank Ballot Cards and take to the Roster Table.



- Return the empty Secured Ballot Bag to the Main Ballot Bin.



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

- Lock the door using the flat key.
- Retrieve a new blue security lock tie seal from the Seals Pouch in the Red VOTR Book, and place on the Main Ballot Bin. Record the new seal number on Certificate #1.
- Record the number of the blue security lock tie seal on the Auxiliary Bin (top door) on Certificate #1.
  - UNDER NO CIRCUMSTANCES should you remove seal.
- Remove the blue security lock tie seal from the lid of the BALLOT COUNTER and record number on Certificate #1.
- 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.
- Record the seal number on the battery compartment on Certificate #1.
- Raise the screen; the opening process will begin automatically (after a few seconds).
  - If screen is locked, use the barrel key to open.
  - If the screen does not come on automatically when raised into position, close it and check your power source.
  - Once power is restored, wait a few minutes for the unit to





### 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.

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.
- 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.
- 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, WHICH ALLOWS THE POLLS TO OPEN ON TIME!**

## OPENING THE BALLOT MARKERS

- ❑ Use the barrel key to open the left-side access door (ADA Pad Side). To ensure you don't stretch cord, open door slightly, lift cord out of notch, then fully open door. **7**
- ❑ Press up on toggle switch to turn on the Ballot Marker.
- ❑ If the unit battery is charging successfully, the battery indicator icon on the front of the unit will glow green.
- ❑ Close and lock the left-side access door, ensuring cord is back in its notch. **8**
- ❑ Place a Voter Privacy Shield around the Ballot Marker. Tuck the bottom tabs underneath the Ballot Marker to hold the shield firmly in place.
- ❑ Enter the Election Code that has been provided to your VLM.
  - 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.

**Note:** The ATV Scanner will become active after the election code has been entered
- ❑ Attach any withdrawal notices to the inside of the privacy shields.

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

## GOOD TO KNOW

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



Voter Privacy Shield



ATV Envelope





Kiosk power cord

- 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

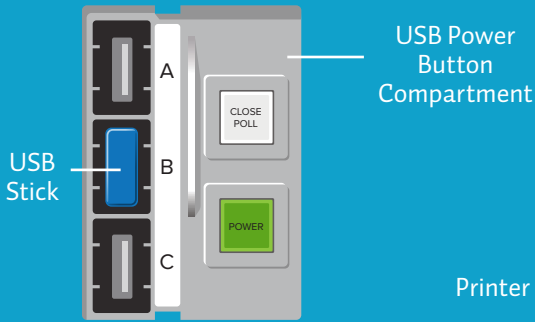
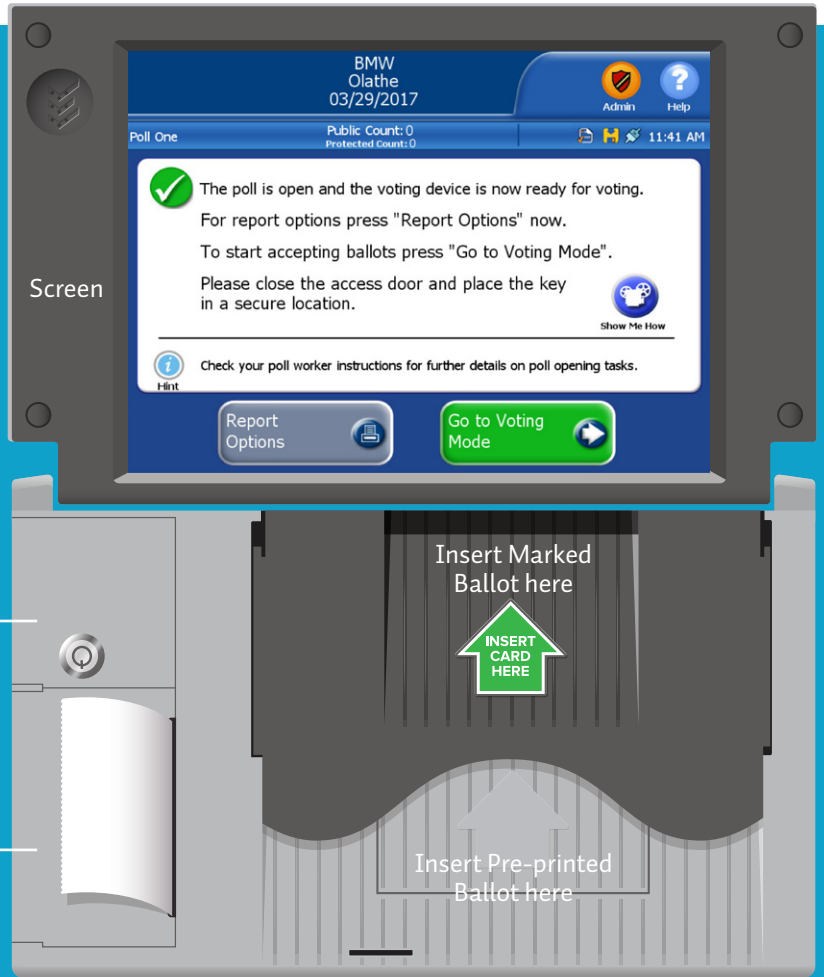
- Use the barrel key to open the access door on the left side of the Ballot Marker (ADA pad side). **9**
- Press the “On” button to power on the Ballot Marker. If the unit battery is charging successfully, the battery indicator icon will be green
- Close and lock the left side access door, ensuring cord is back in its notch. **10**
- 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.
  - **NOTE:** The ATV Scanners will become active after the Election Code has been entered.
- Attach an “Authority-to-Vote” Envelope to the side panel of the Kiosk.
- Attach any withdrawal notices to the inside of the privacy shields.

## **YOU ARE NOW READY AND ABLE TO PROCESS VOTERS AND OPEN THE POLLS ON TIME**

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

# NOTES

# Ballot Counter at a Glance



# Ballot Marker At a Glance



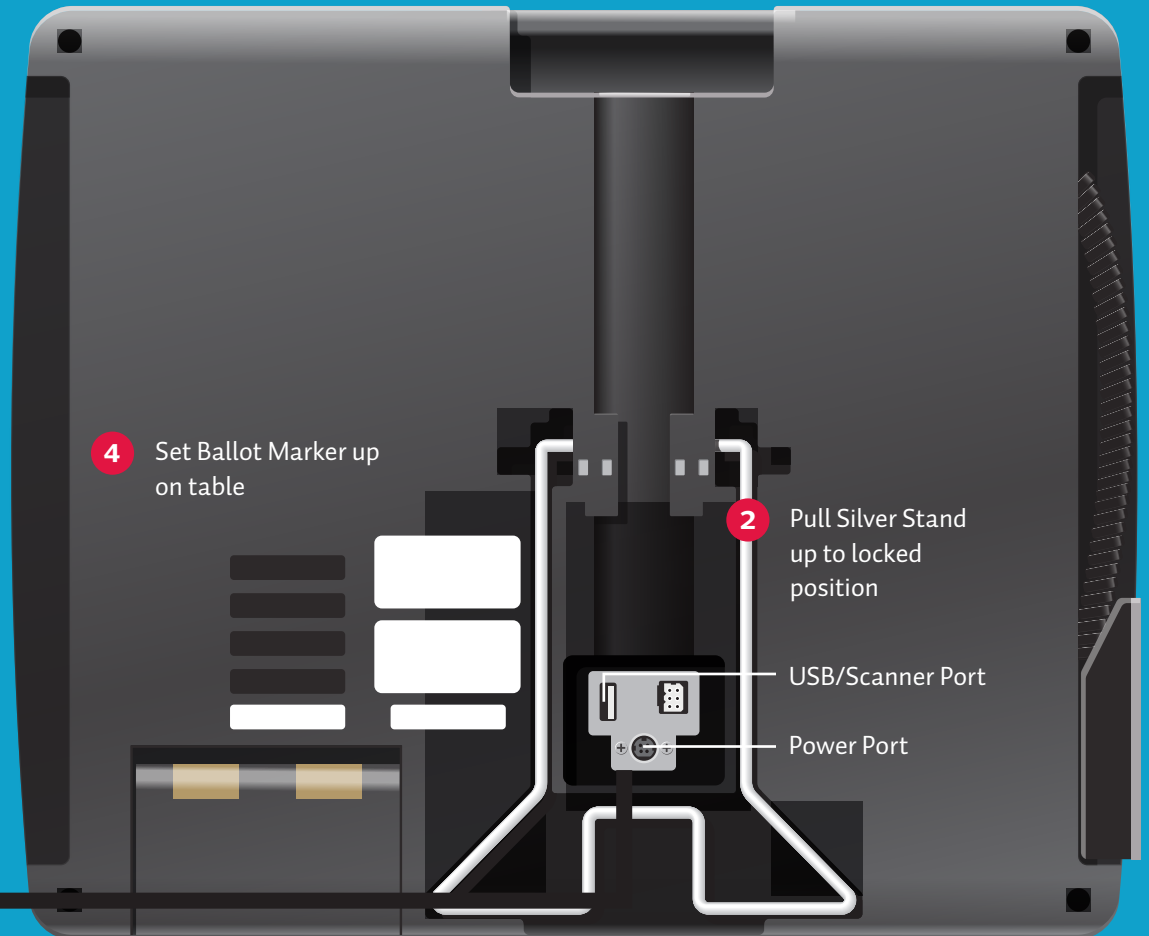
## Ballot Marker Table Setup

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

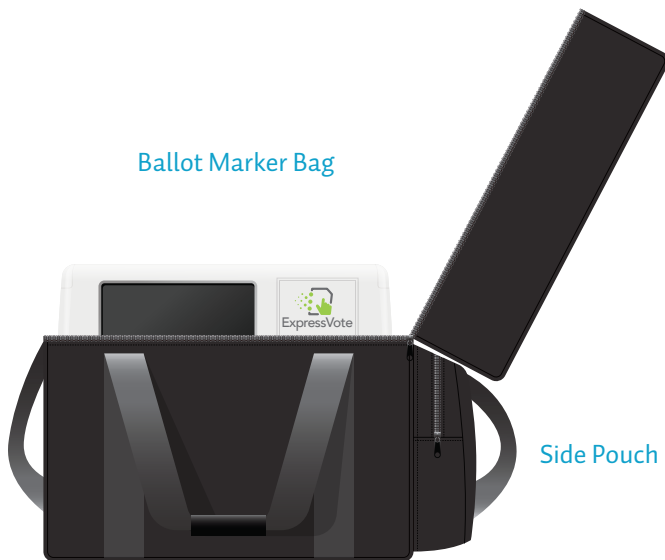
Once Ballot Markers are in position, remember to place a Voter Privacy Shield around each Marker.

# Ballot Marker Setup

1 Lay the Ballot marker flat, screen-side down



Ballot Marker Bag



Ballot Marker



Power Block



Power Cord



ATV Scanner





**5** Attach gray Scanner Cable to USB Port on Ballot Marker

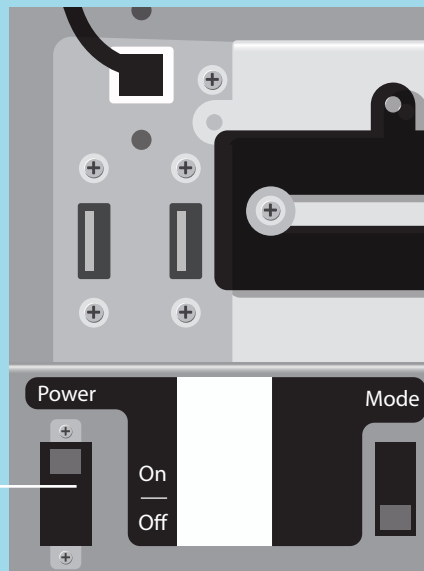
**7** Close and lock Access Door, ensuring cord is back in the notch



**Inside Access Door**

**6** Open the access door and verify that:

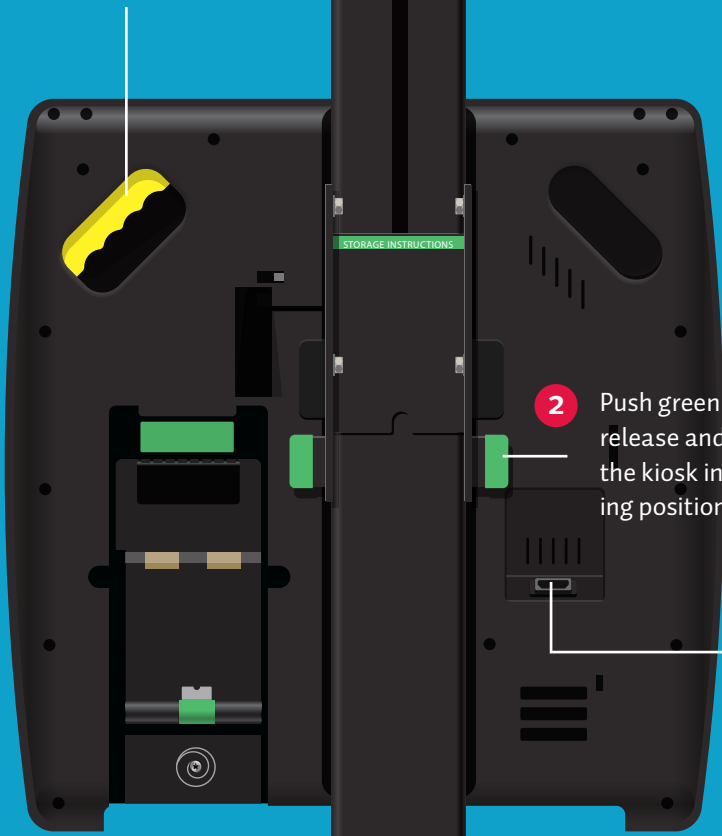
Switch the power to “On”





# Kiosk Setup

**1** Squeeze Yellow Lever and raise unit straight up until it locks into place

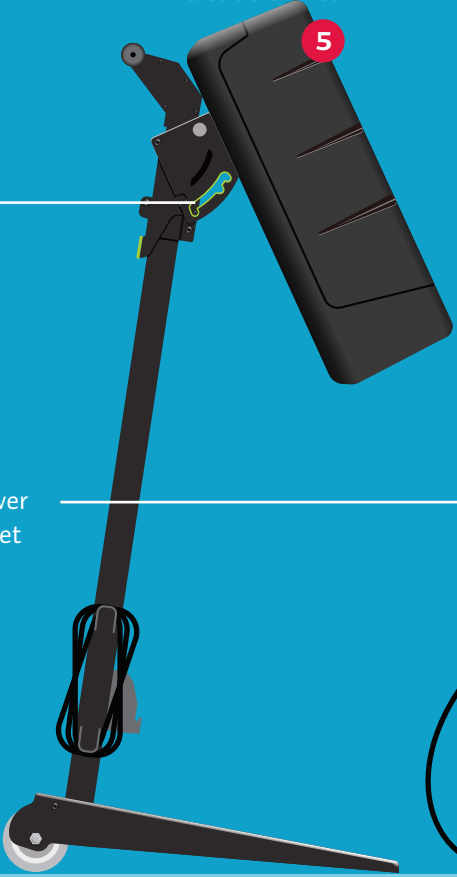


**2** Push green tabs inward to release and tilt the front of the kiosk into the "standing position" notch

**3** Connect power cable to outlet

Raise lid of Kiosk

**5**





**6** Open the privacy panels from the lid and rest on the front of the Kiosk.

**9** Open the access door and press "ON" Button.

**10** Close and lock access door, ensuring cord is back in the notch.

**8** Close and lock Access Door

**4** Unlock front access door

**7** Open Scanner Door



# 2

## PART TWO:

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

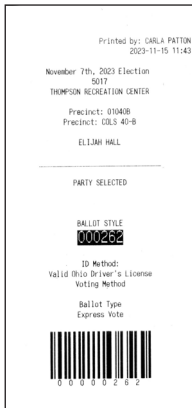


# PROCESSING VOTERS: BALLOT MARKER/KIOSK POSITION

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.



Blank Ballot Cards



ATV Slip

## 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 and wait 3 to 5 seconds for your selection to appear onscreen.
- Scan the ATV slip with the external scanner on the Ballot Marker or on the built-in Scanner on the Kiosk; the Precinct Identifier and Ballot Style will appear onscreen.
  - If ATV scanner is not working, select *search* from the bottom of the screen and select the Precinct Identifier and Ballot style that match those printed on the ATV slip; the chosen Precinct Identifier and Ballot Style will appear on screen.
  - **For Primary Elections Only:** If applicable, Select the Ballot Style for the party printed on the ATV Slip.

**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.



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

If they don't match:

- Select *Back* on the screen next to the item that is incorrect.
- Choose the correct selection.
- Confirm with the Voter that the Ballot Style and Party Selection (Primary Elections Only) shown on screen are now a match to the information on the ATV Slip.

- The Machine Judge 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**



REMINDE THE VOTER THAT THEY SHOULD NOT SELECT THE PEO ONLY BUTTON AS THIS WILL CANCEL THE BALLOT

- Remind the Voter that the marked ballot can be placed in the Ballot Privacy Folder when they take it to the Ballot Counter.
- Tell Voter to select *Start Voting* to start their ballot.



Ballot Privacy Folder



□ Leave the Voter to mark their ballot in private and remind the Voter that they MUST deposit their printed Ballot Card in the BALLOT COUNTER before exiting (printed Ballot Card is NOT a receipt).

- Voter will make their selections on Select 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 returnedOR
  
- 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 the VLM/VLD.
  - 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, write “void” on the ATV Slip, and take the Voter and the ATV Slip to the Paper Table. Once the ballot has been issued to the Voter, place the ATV Slip in the 10-L Wrong Location Voter Envelope.
  - Take the Unmarked Ballot Card to the Roster Table. And make a note on the Problems and Corrections page.



## 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 Machine Judge has selected *Accept* on screen: Once the Instructions have appeared and the Voter does not wish to continue, ask a second 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.
  
- 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 "DUPLICATE" on the ATV Slip, and place the slip in the 10-L Wrong Location Voter Envelope at the Paper Table.
  
- Make a note on the "Problems and Corrections" page in the Location Workbook.

### GOOD TO KNOW

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





## VOTER'S SCREEN HAS TIMED OUT

- If Voter is still at Ballot Marker, the Voting Session **MUST** be restarted by a Machine Judge.
- Select *PEO Only*.
- Select *End Voting* and enter "Election Code."
- Select *Accept* and select *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 "DUPLICATE" on the ATV Slip, and place the ATV Slip in the 10-L Wrong Location Envelope at the Paper Table.
- 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 THEIR 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



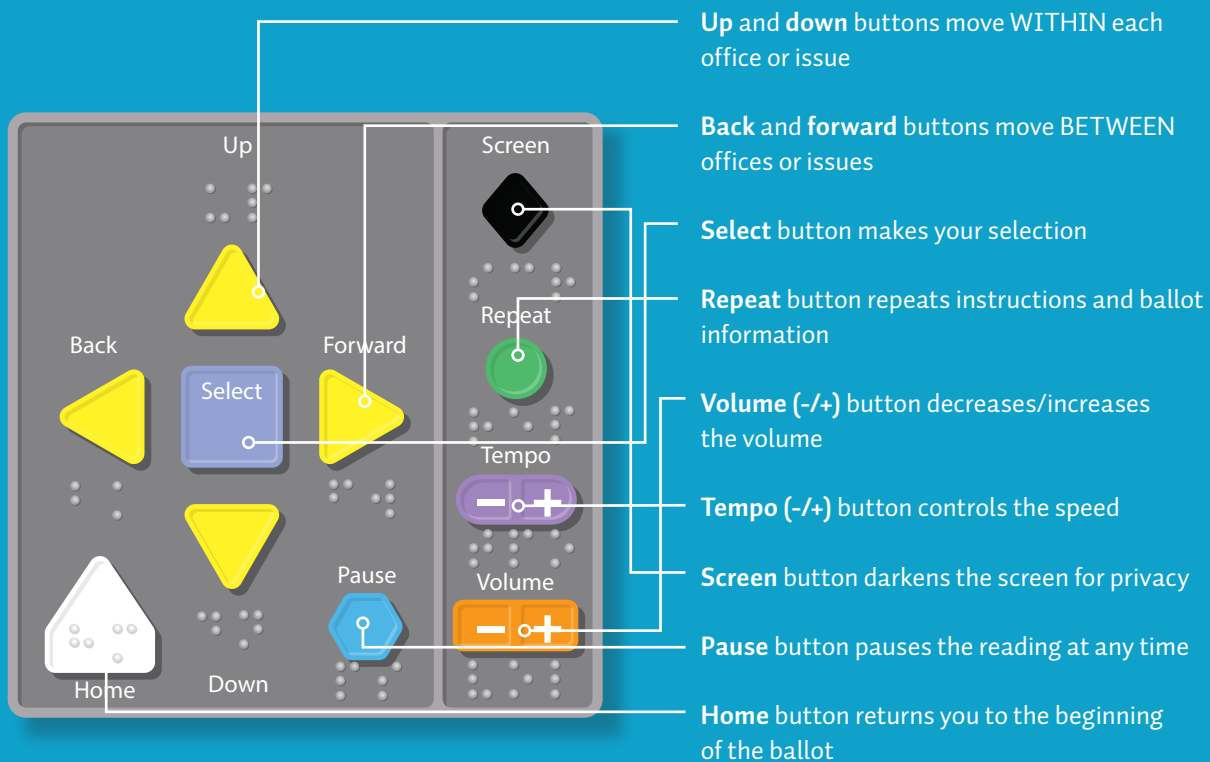
ONLY PROVISIONAL VOTERS WHO EXPRESS A DISABILITY THAT PREVENTS THEM FROM USING A PRE-PRINTED PAPER BALLOT, AND WHO REQUEST TO VOTE ON THE BALLOT MARKER WILL BE ALLOWED TO DO SO. ALL OTHER PROVISIONAL VOTERS MUST USE A PRE-PRINTED PAPER BALLOT. IF ASSISTANCE IS NEEDED TO MARK THE BALLOT, A BIPARTISAN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

- Ensure Voter has their Provisional Envelope.
- Place Voter on the available Ballot Marker closest to the Paper Table.
- Take the Yellow Provisional Envelope and the blank 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.
- 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 identification, 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 write-in candidates, and therefore no “Write-in” button will appear on the Ballot Marker screen. If your form DOES contain names, a “Write-in” button will appear on the screen, and Voters can write in their candidates by completing the following steps:

- Have the Voter press the *Write-In* button when presented with a list of candidates for a particular office.
  - A pop-up keyboard 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

**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.

# PROCESSING VOTERS: BALLOT COUNTER POSITION

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

- Position yourself between the exit door and the Ballot Counter.
- Ensure no one leaves Voting Location holding a marked ballot card or pre-printed ballot.
- As Voters approach Ballot Counter, show them where to feed their marked ballots and ensure Ballots are accepted.
- Collect the Ballot Privacy Folders from the Voters and return them to the Roster Table.
- Offer each Voter who cast a ballot an "Ohio Voted" sticker.

## BALLOT COUNTER TROUBLESHOOTING OVERVOTING:

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

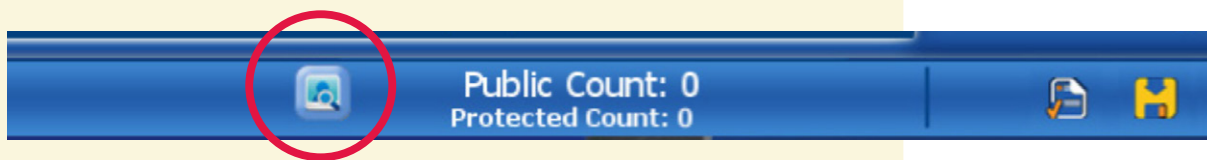


## BALANCING THE PUBLIC COUNT

Two times a day (2:00pm. and 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.



- Copy number of Pre-printed Ballots, number of Voted Ballot Cards, and Total Public Count reading from each Ballot Counter onto the appropriate line of the Election Day Balance Sheet. Tally all Total Public Counts to get the grand total.
- Count number of tick marks for Cancelled Ballots/ Fleeing Voters and record total on the appropriate line of the Election Day Balance Sheet to get Number of Voters.
- Count total number of (issued) ATVs from Machine Area and Paper Ballot Table), write each individual total on the Election Day Balance Sheet, and add together to get Total ATVs issued.
  - The counted issued ATVs will be carried forward into the next ATV count.
- The VLM is responsible for counting the number of Curbside Voters, (17 YO Voters for Primary Elections only), recording the total on the Election Day Balance Sheet, and adding it to other totals to arrive at Number of Voters.





- The VLM will record the total number of Touchpad Check-ins from one Touchpad at the Roster Table in the “Touchpad Check-in Count” block on the Election Day Balance Sheet.
  
- The VLM will compare the numbers recorded in the “ATVs Issued” block, “Touchpad Check-in-Count” block, and the “Number of Voters” block on the Election Day Balance Sheet.
  - If the three numbers are the same, the Voting Location is considered in “balance.” No explanatory remarks are required.
  - If the numbers vary between the blocks, make a note regarding the difference in the “Comment” space on the Election Day Balance Sheet.

# NOTES

# 3

## 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.



USB Stick

## CLOSING THE EQUIPMENT

### CLOSING THE BALLOT COUNTER

- Ensure all Voters have finished voting.

### 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.
- A 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.
- Use the barrel key to unlock the USB/Power Button Compartment.

- Press the “Close Poll” button inside the compartment. Select the “Close Poll” button on the screen.
  - The Ballot Status Accounting Report 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 in the 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.
- Record (DO NOT REMOVE) the seal number on the Battery Compartment on Certificate # 2.



- 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.
- A bipartisan team of two unlocks the Main Ballot Bin, and removes the Secured Ballot Bag ensuring no Pre-printed Ballots or printed Ballot Cards are left inside the compartment.



**DOUBLE AND TRIPLE CHECK THE MAIN BALLOT BIN FOR LOOSE BALLOTS. ONCE THE SECURED BALLOT BAG IS SEALED, IT WILL BE TOO LATE TO INCLUDE THEM.**

- Collect all 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 Secured Ballot Bag.



**A PEO MUST NOT, UNDER ANY CIRCUMSTANCES REMOVE ANY VOTED BALLOTS FROM THE SECURED BALLOT BAG.**

- Seal the Secured Ballot Bag with a new White Snap Security Seal. Record the seal number on Certificate #2.
- Deliver the sealed Secured Ballot Bag to the VLM, for return on election night.
- 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, wrap the gray cable around the scanner, and return to side pocket of the Ballot Marker Bag.
  - Unplug the unit from the outlet and secure cord using the velcro strap.
  - Gently pull outwards on the sides of the silver stand and lower it flush to the back of the Ballot Marker until it clicks into place.
  - Make sure the last four digits of the barcode match the four-digit numbers on the zippered pouch.
- Place the Ballot Marker inside the Ballot Marker Bag with the Ballot Marker's Serial Number facing up. Ensure the last four digits of the Serial Number of the Ballot Marker match the last four digits of the Serial Number indicated on the tag attached to the Ballot Marker Bag. Close the zipper on the Ballot Marker Bag.
- Place the bag back on the Machine Cart. Ensure the tag on the Ballot Machine is facing outward.
- Repeat steps until all Ballot Markers have been closed



## CLOSING THE BALLOT MARKER TABLE

- Turn each table upside down so legs are facing upwards.
- Press in the silver pegs on each side of the legs to release and lower them fully.
- Release the channel lock on the legs to fold them inward.
- Release the gray tab and fold the table, and squeeze sides together until they click and lock.
- Replace folded tables on the machine carts.

## CLOSING THE KIOSK

- Lift up and fold the privacy panels, tucking them back into the lid and locking them in place.
- Using the barrel key, unlock and open the side access door.
- Press the *Off* button, select *Shutdown*, and wait for the screen to go dark.
- Close and lock the side access door.
- Unlock and open the front access door.
- Close the scanner door.
- Close the lid ensuring side tabs fit into slots. Then close and lock the front access door.



- Unplug the kiosk from the outlet and secure cord using the velcro strap.
- Working in a pair, one PEO at each side of the Kiosk, hold the Ballot Marker unit at the bottom and lift away from the stand slightly while simultaneously pressing both green tabs inward. Return unit to the Lowering Position notch.
- 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.

## **CLOSING THE MACHINE CART**

- Ensure all items placed in the Machine Cart are in their correct location. Refer to the inventory sheet located on the side of each Machine Cart.
- Retrieve Red Tamper-proof Security Seals from the clear pouch inside the Red VOTR Book.
- Record the seal numbers on the Storage Cart Security Seal Records form in the Location Workbook.
- Lock the carts with the keyhole in the upright position.
- Seal the locked carts with the Red Tamper-proof Security Seals.
- Stack all Temporary ADA Equipment near the Machine Carts.






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

# NOTES



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

**NOTE: Second Ballot Judge responsibilities and processes 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
- use the Provisional Envelope Template to ensure all required information has been filled in on the Provisional Envelope

# THE PAPER BALLOT JUDGE

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

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

**WHERE TO FIND  
WHAT YOU NEED:**  
This section of the manual  
contains everything you, as a  
Paper Ballot Judge,  
need to know.

### **PART ONE: VOTING LOCATION SETUP**

**PP. 156 TO 161**

Locating Your Supplies

p. 156

Paper Ballot Station Setup

p. 159

### **PART TWO: DURING THE ELECTION**

**PP. 162 TO 179**

Processing Regular Pre-printed Ballot Voters

p. 162

Processing Provisional Pre-printed Ballot Voters

p. 164

Spoiled Ballots

p. 172

Prov. Voters Unable to Complete Paper Ballot

p. 174

Processing 17-year-old Voters

p. 178

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

**PP. 180 TO 182**

Closing the Paper Ballot Station

p. 180



# 1

## PART ONE:

### VOTING LOCATION SETUP



# YOUR RESPONSIBILITIES

## MONDAY NIGHT

### FIRST THINGS FIRST: Locate your supplies

#### ON THE MACHINE CART(S):

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

#### IN MACHINE CART COMPARTMENT #2:

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

#### IN THE VLM SUPPLY BAG:

- Yellow Polling Location Street Guide (APPENDIX 40), 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)
- Affidavit for Religious Objection Forms
- Voter Transfer Forms

## IN MACHINE CART



Provisional  
Voting Booth



Ohio Voted  
stickers

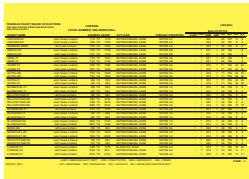


Regular Voters  
Booth

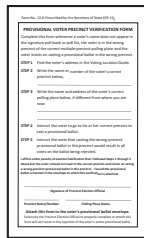


Cake Box

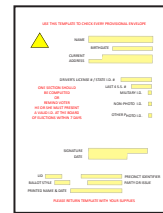
## VLM SUPPLY BAG



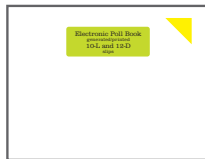
Yellow Polling Location Street Guide



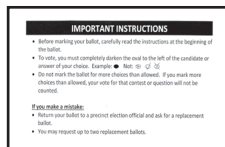
Post-it Pads of Form 12-D



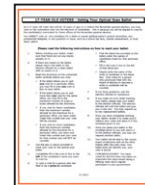
Provisional Envelope Template



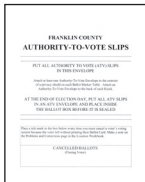
10-L /Wrong Location  
Voter Envelope



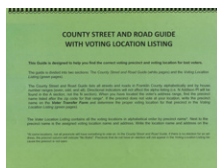
Important Instructions



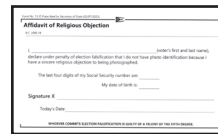
Instructions for 17-year-old Voters  
(Primary Elections Only)



ATV Envelope



County Street and Road Guide  
with voting locations



Affidavit of  
Religious Objection



Voter Transfer  
Form

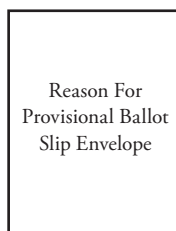
## MAIN BALLOT BIN OF BALLOT COUNTER



Voted Ballot Bag



Unvoted Ballot Bag



Reason For  
Prov. Ballot  
Slip Envelope



17 Y.O. Envelope  
(Primary Elections  
Only)

## IN SEALS POUCH IN VOTR BOOK



Zip Tie



White Snap  
Security Seals



# ELECTION DAY TABLE SETUPS

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

1. Authority-to-Vote Slip Envelope
2. Regular Ballot Table Sign
3. Reason for Provisional Ballot Slip Envelope
4. Provisional Ballot / 17 YO Table Sign
5. Yellow Polling Location Street Guide
6. Paper Ballot Judge Workbook
7. Pink Curbside Voting Envelopes
8. Spoiled Ballot Envelope
9. Important Instructions
10. Envelope for 17-year-old Voter
11. Provisional Envelopes
12. Provisional ballot Notice
13. Provisional Envelope Template
14. Form 12-D
15. Affidavit for Religious Objection Form
16. Ohio Voted sticker
17. County Street and Road Guide
18. 10-L Envelope
19. Voter Transfer Form

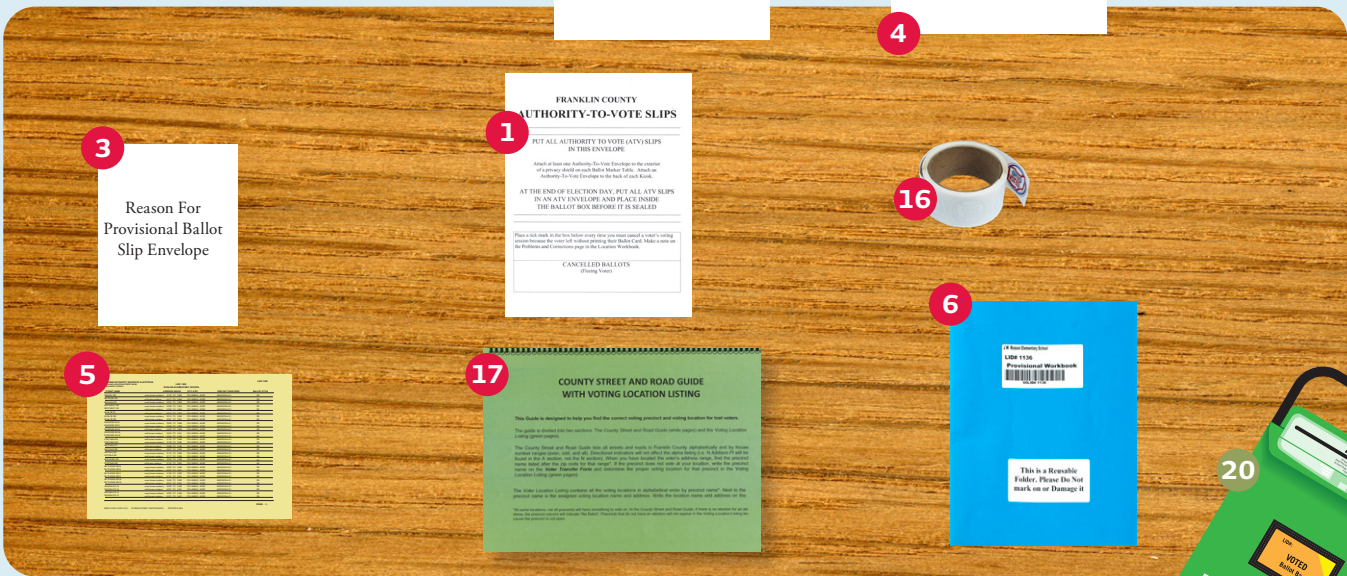
## On Tuesday, add the following supplies to the Tables:

20. Voted Bag
21. Pre-printed Paper Ballots

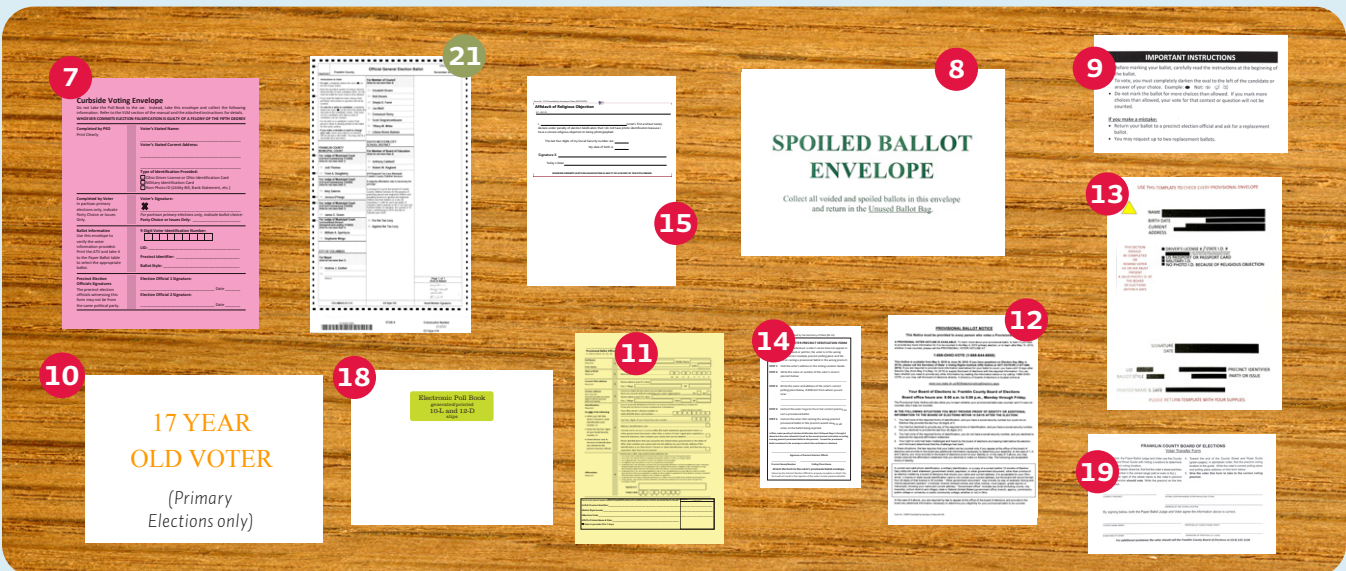




# REGULAR BALLOT PAPER TABLE



# BACK TABLE



# PAPER BALLOT STATION SETUP CHECKLIST:

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

 STOP HERE MONDAY





- 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 White Snap Security Seal from the Seals Pouch in the VOTR Book.
- Seal the zippered side of one **Voted Ballot Bag** with new White Snap Security Seal and record the number of the seal on the Pre-printed Ballot Station/Security Seal Form under the heading “Opening the Polls/**Voted** Ballot Bag(s)/Zippered Side (apply new seal).”
- Place the Voted Ballot Bag by the Paper Ballot Table in a way that ensures you are able to assist Voters who deposit their envelopes and ensures the bag is secure.
- Place the remaining Voted Ballot Bags (if any) and the Unvoted Ballot Bag(s) in a Machine Cart.



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.**



# 2

## 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.

### GOOD TO KNOW

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

### GOOD TO KNOW

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

### GOOD TO KNOW

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

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

- Take the Authority to Vote (ATV) Slip from the Voter.
- Select the correct Pre-printed Ballot, based on the ballot style indicated on the ATV Slip.
  - Use the numbers of the Ballot Style printed on the ATV slip.
  - Ballot Style Number is indicated in two places: on the ballot itself, designated by "ED Style" and at the right side of the stub.
- On the Pre-Printed Paper Voter Ballot Issued Log Form (APPENDIX 51), fill in all requested information and mark Voter as Paper by Choice (Regular Voter).
- Remove the ballot by tearing at the perforation and leaving the stub stapled to the pad.
- Place tick mark in the appropriate box of the Tracking Pre-printed 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 then deposit their completed Pre-printed Ballot at the Ballot Counter.



## REASONS UNDER OHIO LAW FOR ISSUING A PROVISIONAL BALLOT

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

- The Voter's name does not appear in the Touchpad
- The Voter has changed his or her name and is unable to provide the legal proof required to complete Form 10-L
- The Voter has moved into your precinct but did not update his or her registration with the Board of Elections 30 days prior to the election
- A message appears in the Touchpad stating that the Voter requested an absentee ballot or voted an earlier provisional ballot
- A message appears in the Touchpad stating that a Notice of Election card sent to the Voter by the Board of Elections was returned as undeliverable
- The Voter is unable or refuses to provide a valid ID
- The Voter has changed 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



### GOOD TO KNOW

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

### GOOD TO KNOW

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

### GOOD TO KNOW

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

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



**IF YOU NEED HELP PROCESSING A PROVISIONAL VOTER, CALL THE PROVISIONAL HOTLINE AT (614) 525-6455**

- Ask Voter for Reason for Provisional Ballot Slip (RFPB), and place on the front table. This item will be used later in processing this Voter.

**If a Voter presents a Voter Re-direct Slip along with an RFPB Slip, follow the steps below:**

- Look up their current address on the RFPB in the Yellow Polling Location Street Guide to confirm they are a Wrong Location Voter.
- Tell the Voter again they need to go to their correct Voting Location.
- If the Voter chooses to go to their correct Voting Location, hand them the Voter Redirection slip, which has the the location and address of their correct Voting Location.
- On the Problems and Corrections page of the PBJ Workbook, record specific information regarding the Voting Location and address where the Voter was sent.
- Place the RFPB Slip in the RFPB Envelope.

**If the Voter insists on voting in the current (wrong) location:**

- Follow the steps outlined in the "If Voter Chooses to Vote in the Current (Wrong) Location" section.



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



□ Ask the Voter to legibly complete the Provisional Ballot Affirmation side of the Provisional Envelope.

1. Full name (printed)
2. Date of birth (MM/DD/YYYY)
3. Current Ohio Address
4. Former address 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
  - VIC Card (Digital Only)
6. If you need to update your Voter registration (not required)
7. Signature and Date
8. Party Affiliation (Primary Elections Only)

□ Retrieve the Yellow Provisional Envelope from Voter and check for accuracy, ensuring all required actions are complete.

- Full name (printed)
- Date of birth (MM/DD/YYYY)
- Current 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 – no NONCITIZEN on back of license
  - State of Ohio Photo ID – no NONCITIZEN on back of ID
  - Ohio Interim ID Form Issued by BMV – no NONCITIZEN on front of ID
    - An ID that lists “NONCITIZEN” is treated as no ID. Advise the Voter that a Valid Photo ID will need to be presented at the Franklin County Board of Elections within four (4) days of the Election





- If the State of Ohio Driver's License, Interim ID, or State of Ohio ID lists "NONCITIZEN," make a note on the Problems and Corrections Page in the Paper Ballot Judge Workbook
- U.S. Passport or Passport Card
- U.S. Military ID Card
- U.S. Department of Veteran Affairs ID Card
- VIC Card (Digital Only)
- Ensure photo ID is valid by checking against the criteria in "A Guide to Valid Photo IDs"
- If the Voter does not have a Valid for Voting Purposes Photo ID, advise the Voter that a Valid for Voting Purposes Photo ID will need to be presented within four (4) calendar days at the Franklin County Board of Elections for their ballot to be counted.
- Write "NO ID" on the top right-hand corner of the Yellow Provisional Envelope
- If the Voter identifies as having a Religious Objection, contact your VLM/VLD and follow the steps for "If the Voter identifies as having a Religious Objection"
- Signature and Date
- Party Affiliation (Primary Elections Only)

**If the Voter indicates that they will leave and return with a valid ID, follow these steps:**

- Spoil the Yellow Provisional Envelope and place in the Spoiled Ballot Envelope
- Place RFPB in the RFPB Envelope.
- Document the Problems and Corrections page in the Paper Ballot Judge Workbook.
- Take Voter to the VLM/VLD.
- VLM/VLD will void the Voter's Check-in. Voter Departs.

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

- Complete the Affidavit of Religious Objection form (Appendix 4)
- Write "RO" on top right corner of the Yellow Envelope; attach Affidavit to front of Provisional Envelope .



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



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

- Explain to the Voter that a Provisional Ballot cast in the wrong Voting Location cannot be counted. If the Voter has not yet called the Provisional Voter Hotline, the Voter can call (614) 525-6455 to discuss the issue.
- Place the RFPB in the RFPB Envelope
- Ask the Voter to legibly complete the Provisional Ballot Affirmation side of the Provisional Envelope
- Retrieve the Provisional Envelope from the Voter and check for accuracy
- Check the address on the Provisional Envelope against the Yellow Polling Location Street Guide. If the address is not found on the Yellow Polling Location Street Guide, select any preprinted Ballot from an open package.
- Place an “X” in the check box in the upper left corner of the preprinted Ballot, so the Ballot cannot be read by the Ballot Counter
- Fill in LID#
- Use the Precinct Identifier and the Ballot Style from the preprinted Ballot that you’ve selected to fill in the box at the bottom of the Provisional Envelope
- Place an asterisk (\*) in the margin next to the Ballot Style # written at the bottom of the Provisional Envelope
  - Make a note on the Problems & Correction 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 two (2) steps

At any point throughout the process, if the Voter chooses to go to their correct Voting Location, make a note on the Problems & Corrections page of the Paper Ballot Judge Workbook. Spoil any completed ballots and/or envelopes and place them in the Spoiled Ballot Envelope

### Place RFPB in the RFPB Envelope

### Referring to the Ballot Style listed on the Provisional Envelope, select the correct Pre-printed Ballot and place 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 Voter information, Ballot Style #, and Consecutive Number from the right side of the Ballot Stub, 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 Pre-printed Ballots Used Sheet (APPENDIX 38) in the Paper Ballot Judge’s Workbook
- ❑ Give the ballot and the Provisional Envelope to the second Paper Ballot Judge or the VLM/VLD.



IF THE VOTER CANNOT OR WILL NOT PROVIDE A FORM OF IDENTIFICATION, OR DID NOT COMPLETE THE AFFIDAVIT FORM OF RELIGIOUS OBJECTION AFTER IDENTIFICATION THEY MUST GO TO THE FRANKLIN COUNTY BOARD OF ELECTIONS ON OR BEFORE THE 4TH CALENDAR 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 Paper Ballot to ensure the ballot CANNOT be read by the Ballot Counter.
- ❑ Look up the Voter’s Oho Address by comparing the current written address in Section 3 of the Provisional Envelope to that in the Yellow Polling Location Street Guide.



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

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

- Spoil the Voter's issued ballot.
- Complete the Form 12-D (Provisional Voter Precinct Verification form) (APPENDIX 35).
- Review steps 4 and 5 on the form with the Voter.
- Adhere form to the front of the Provisional Envelope.
- Write "12-D" on the top of the Envelope.
- Give the Voter the Ballot they requested, and place an "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 they place the ballot in the Provisional Ballot Envelope, seal it, and deposit it into the Voted Ballot Bag.
  - The Voter can fold the ballot page(s) once if necessary to fit it into the envelope.
- Give and explain to the Voter the Provisional Ballot Notice (APPENDIX 36) before they leave the polling location.
- Give the Voter an “Ohio Voted” sticker.



Favorite Things Demo Election  
Electionware County  
November 26, 2019

Instructions: Marking Selections

FAVORITE DOG BREED - Vote for ONE

FAVORITE WAY TO SPEND FREE TIME - Vote for no more than THREE

FAVORITE U.S. BEACH - Vote for ONE

99502  
If English

Please Vote Both Sides

ELECTIONWARE COUNTY/ELECTIONWARE STATE  
FAVORITE THINGS ENGLISH (EV5 6.9.9.0)  
11/26/2019  
PRECINCT 1 - PRECINCT 1

FAVORITE DOG BREED - DISTRICT ONE  
DISTRICT ONE - REP LABRADOR

FAVORITE U.S. BEACH -  
DEM CAPE MAY, NEW JERSEY

FAVORITE WAY TO SPEND FREE TIME -  
DEM COOKING  
NO SELECTION MADE

PROPOSITION 1 - YES

PROPOSITION 2 - YES

# 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 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 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 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 THEIR MIND AND ASKS TO VOTE ON A BALLOT MARKER:**

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

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

- Your VLM/VLD 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.

**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.



**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 THEY RETURN EVERY BALLOT ISSUED TO THEM, REGARDLESS OF WHETHER OR NOT ANY MARKS HAVE BEEN MADE ON THE BALLOT.**

# PROCESSING PROVISIONAL VOTERS UNABLE TO COMPLETE A PAPER BALLOT



ONLY PROVISIONAL VOTERS WHO EXPRESS A DISABILITY THAT PREVENTS THEM FROM USING A PRE-PRINTED BALLOT, AND WHO REQUEST TO VOTE ON THE BALLOT MARKER WILL BE ALLOWED TO DO SO. ALL OTHER PROVISIONAL VOTERS MUST USE A PRE-PRINTED BALLOT.

- Ask Voter for Reason for Provisional Ballot Slip (APPENDIX 21) and place on the table. This item will be used later in processing this Voter.
  
- Retrieve a Blank Ballot Card from the Roster 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 – no NONCITIZEN on back of license
    - State of Ohio Photo ID – no NONCITIZEN on back of ID
    - Ohio Interim ID Form Issued by BMV – no NONCITIZEN on front of ID
    - U.S. Passport or Passport Card
    - U.S. Military ID Card
    - Ohio National Guard ID Card
    - U.S. Department of Veteran Affairs ID Card
    - VIC Card (Digital Only)
  - Ensure photo ID is valid by checking against the criteria in “A Guide to Valid Photo IDs”







IF THE VOTER CANNOT OR WILL NOT PROVIDE A VALID ID FOR VOTING PURPOSES PHOTO ID OR DID NOT COMPLETE AN AFFIDAVIT OF RELIGIOUS OBJECTION FORM, ADVISE THE VOTER THEY MUST GO TO THE BOARD OF ELECTIONS ON OR BEFORE FOUR (4) CALENDAR DAYS FOLLOWING THE ELECTION AND PRESENT A VALID FOR VOTING PURPOSES PHOTO ID FOR THEIR BALLOT TO BE COUNTED. MAKE A NOTE ON THE PROBLEMS & CORRECTIONS PAGE IN THE PAPER BALLOT JUDGE WORKBOOK

- Write “NO ID” on the top right-hand corner of the Yellow Provisional Envelope
- If the Voter identifies as having a Religious Objection, contact your VLM/VLD and follow the steps for “If the Voter identifies as having a Religious Objection”
- Signature and Date
- Party Affiliation (Primary Elections Only)

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

- Complete the Affidavit of Religious Objection form (Appendix 4)
  - Write “RO” on top right corner of the Yellow Envelope; attach Affidavit to front of Provisional Envelope
- 
- Check address that Voter recorded on Provisional Envelope against the address on the RFPB. If the address on the Provisional Envelope matches the address on the RFPB, complete the bottom of the Provisional Envelope using the information from the RFPB Slip, including LID#, Precinct Identifier, and Ballot Style#, and print your name and the date.
  - If the address on the Provisional Envelope does not match the address on the RFPB, check the address on the Provisional Envelope against that in the Yellow Polling Location Street Guide to ensure Voter votes in your location. If the address is in the Street Guide, complete the bottom of the Provisional Envelope using the information from the Yellow Polling Location Street Guide, including LID#, Precinct Identifier, and Ballot Style#, and print your name and the date





- If address is not found, look up the address in the County Street and Road Guide, and instruct the Voter to go to the correct Voting Location (ensure location is open). Complete the Voter Transfer Form according to the steps listed on the form. Spoil any completed envelopes and place them in the Spoiled Ballot Envelope. On the Problems and Corrections page in the Paper Ballot Judge Workbook, record specific information regarding the Voting Location and address where the Voter was sent to vote.
- Place RFPB in the RFPB Envelope.
  - Give the Provisional Envelope to the second Paper Ballot Judge or the VLM/VLD.
  - Double check to ensure there is an “X” in the check box in the upper left corner of the Voter’s pre-printed paper ballot to ensure the ballot CANNOT be read by the Ballot Counter.
  - Look up the Voter’s Ohio address by comparing the current written address in Section 3 of the Provisional Envelope to that in the Yellow Polling Street Guide.
  - Ensure that the correct paper ballot was issued to the Voter.
    - Compare the Ballot Style # on the preprinted Ballot to the Ballot Style # in the Yellow Polling Location Street Guide.
    - Compare the Precinct Identifier on the Pre-printed Ballot to the Precinct Identifier in the Yellow Polling Location Street Guide.
    - Compare the Ballot Style # and Precinct Identifier on the preprinted Ballot with the Ballot Style # and Precinct Identifier recorded on the Provisional Envelope
  - Use the Provisional Envelope Template to ensure all required sections of the Provisional Envelope have been completed by the Voter.

- ❑ Hand the Provisional Envelope and the blank Ballot Card to the Voter.
- ❑ Be sure to place a tick mark in the bottom section of the Tracking Pre-printed Ballots Used Sheet in the Paper. Ballot Judge Workbook.
- ❑ Send the Voter to the Machine Judge.
- ❑ When the Voter has finished marking their Ballot, the Machine Judge will instruct the Voter to insert their Ballot Card into the Provisional Envelope, seal it, and return to the Paper Table and place the sealed Provisional Envelope into the Voted Bag.
- ❑ Give and explain The Provisional Ballot Notice to the Voter before they leave the polling location. Give the Voter an “Ohio Voted” sticker.



# PROCESSING 17-YEAR-OLD VOTERS

## (Primary Elections Only)

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

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

- Take the Ballot Privacy Folder from Voter and return it to the Roster Judge.
- Take the printed ATV Slip from the 17-year-old Voter.
- Select the correct Pre-printed Ballot, based on the ballot style on the ATV Slip.
  - The Precinct Identifier and the Ballot Style Number are indicated in two places on each ballot: on the ballot itself beneath the right and center columns, and to the right side of the stub. The political party is indicated at the top of the ballot. The correct ballot may include issues, however, as long as the ballot is placed in the Envelope for 17-year-old Voters, the issues will not be counted.
  - NOTE: 17-year-old Voters may not vote on issues, and may not receive an “Issues Only” ballot.
- Place an “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 Voter.
- Be sure to remove the ballot by tearing at the perforation and leaving the stub stapled to the pad.
- Place a tick mark in the appropriate “Ongoing Count” box of the Pre-printed Reconciliation Sheet in the Paper Ballot Judge’s Workbook.

- Give the Paper Ballot and ATV Slip to the second Paper Ballot Judge or VLM/VLD.
- Double-check that there is an “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 ATV Slip in the designated ATV Slip Envelope.
- Give the Voter the Ballot, Instruction Sheet for 17-year-old Voters, Important Instructions, and 17-Y.O. Envelope.
- Direct the Voter to the Provisional Ballot Booth.
  - Be sure to remind the Voter to vote all sides of the ballot page(s).
- Once the 17-year-old Voter has finished voting, have the Voter place the Pre-printed Ballot in the Envelope for 17-year-old Voters, seal it, and deposit it into the Voted Ballot Bag.
  - The Voter can fold the ballot page once if necessary to fit in the envelope.
- Give the 17-year-old Voter an “Ohio Voted” sticker.



# 3

## PART THREE:

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



## 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.

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

- Retrieve a new White Snap Security Seal from the Seals Pouch in the VOTR Book for each Unvoted Ballot Bag, along with one Zip Tie.
  
- Record the Security Seal number(s) on the Security Seal Form under the heading Unvoted Ballot Bag(s)/Zippered Side. Set the Zip Tie aside, but keep it 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 White Snap Security Seal.
  
- Using the Zip Tie, loosely tie the Voted and Unvoted Ballot Bags together. Ensure you are able to place two fingers in the zip tie to allow for separation of the bags without damaging the handles.
  
- Give all **Voted and Unvoted** Ballot Bags to your VLM.
  
- Give the Provisional Envelope Template to the VLM.
  
- Disassemble the Provisional Voting Booth and the equipment for Regular Voters voting on a Pre-printed ballot and return them to the Machine Cart.





□ Place the following items into the Main Ballot Bin of the Ballot Counter once the Secured Ballot Bag has been removed.

- County Street & Road Guide
- Provisional Ballot Notice Pad
- Important Instructions Pad
- Form 12-D Pads
- Provisional Ballot Envelopes
- Pink Curbside Voting Envelopes
- Instructions for 17-year-old Voters (Primary Elections only)
- 17-year-old Voter Envelope (Primary Elections only)
- Affidavit of Religious Objection Forms
- Voter Transfer Form



## 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 colored label 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** – **ONLY OPEN IF INSTRUCTED BY BOE STAFF!!!**  
**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:**
  - 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:**
  - Election Day Guidelines
  - Special Voting Instructions
  - Voting Rights Information
  - Notice of Double Voting Signs (2)
  - Voting Today Signs (5)
- **Voting Machine Supply Pack (Cake Box) (Master Cart ONLY):** headphones, power cord for Kiosk, Scanner for Table Top Markers
- **Additional paper rolls for EPB Printer in sealed plastic bag**

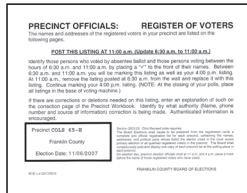


# ITEMS THAT MUST BE RETURNED AFTER THE ELECTION:

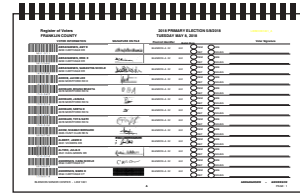
## THE VLM SUPPLY BAG, CONTAINING:



VLM Supply Bag (may differ)



White Register of Voters List



Touchpad(s)



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



Location Workbook



Roster Workbook(s)

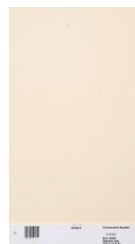
## THE UNVOTED BALLOT BAG, CONTAINING:



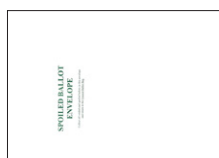
Unvoted Ballot Bag



Paper Ballot Judge Workbook



Used Paper Ballot Stubs



Spoiled Ballot Envelope



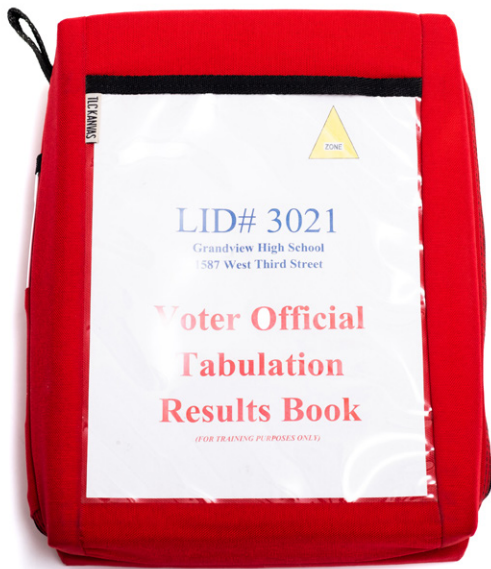
Unused Pre-printed Ballots

## THE VOTED BALLOT BAG:



Voted Ballot Bag

## THE VOTER OFFICIAL TABULATION RESULTS (VOTR) BOOK:



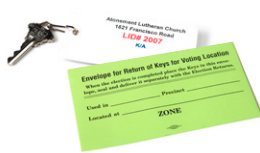
Seals Pouch



USB Sticks



Contents of the Red Zipper Pouch



Facility Key and Return Envelope (if applicable)



Flat Key



Secured Ballot Bag





## Affidavit of Religious Objection

R.C. 3505.19

I, \_\_\_\_\_ (voter's first and last name),  
declare under penalty of election falsification that I do not have photo identification because I  
have a sincere religious objection to being photographed.

The last four digits of my Social Security number are: \_\_\_\_\_

My date of birth is: \_\_\_\_\_

Signature X \_\_\_\_\_

Today's Date: \_\_\_\_\_

**WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.**



## Affidavit of Religious Objection

R.C. 3505.19

I, \_\_\_\_\_ (voter's first and last name),  
declare under penalty of election falsification that I do not have photo identification because I  
have a sincere religious objection to being photographed.

The last four digits of my Social Security number are: \_\_\_\_\_

My date of birth is: \_\_\_\_\_

Signature X \_\_\_\_\_

Today's Date: \_\_\_\_\_

**WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.**



# NOTES

## IN CASE OF VACANCY

Rev. Code, Sec. 3501.31

\_\_\_\_\_  
Certificate of Appointment of Judge to Fill Vacancy and Oath.

<<Election Date>>

Precinct \_\_\_\_\_ of Ward \_\_\_\_\_  
Township, City or Village

**Worker 1:** WE HEREBY CERTIFY, that \_\_\_\_\_ one of the Precinct Election Officials in this precinct, was absent on the day of the election at the time set for meeting before the hour fixed for opening the polls, thereupon the Voting Location Manager, with the concurrence of a majority of the remaining Precinct Election Officials present, appointed: \_\_\_\_\_ a qualified elector who is a member of the same political party of which such absent Precinct Election Official is a member, to fill the vacancy pending action by the Board of Elections.

**Worker 2:** WE HEREBY CERTIFY, that \_\_\_\_\_ one of the Precinct Election Officials in this precinct, was absent on the day of the election at the time set for meeting before the hour fixed for opening the polls, thereupon the Voting Location Manager, with the concurrence of a majority of the remaining Precinct Election Officials present, appointed: \_\_\_\_\_ a qualified elector who is a member of the same political party of which such absent Precinct Election Official is a member, to fill the vacancy pending action by the Board of Elections.

**Worker 3:** WE HEREBY CERTIFY, that \_\_\_\_\_ one of the Precinct Election Officials in this precinct, was absent on the day of the election at the time set for meeting before the hour fixed for opening the polls, thereupon the Voting Location Manager, with the concurrence of a majority of the remaining Precinct Election Officials present, appointed: \_\_\_\_\_ a qualified elector who is a member of the same political party of which such absent Precinct Election Official is a member, to fill the vacancy pending action by the Board of Elections.

Said Election Officer thereupon was duly sworn as required by law.

Witness our hands this <<Election Date>>.

\_\_\_\_\_  
Voting Location Manger

_____ Precinct Official	_____ Precinct Official
_____ Precinct Official	_____ Precinct Official
_____ Precinct Official	_____ Precinct Official

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

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





# VLM SUPPLY PICK-UP CARD

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

ON Sunday, 8/2/2016  
2016 SPECIAL ELECTION 8/2/2016

I accept these election supplies and agree to carry out the duties required of me on Election Day.  
I further agree to return the required precinct election supplies and results to the drop off location

LID# 4006



020138691

R-VLM

Signature

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

FRANKLIN COUNTY BOARD OF ELECTIONS  
PRESIDING JUDGE AUTHORITY

# LID# 4006

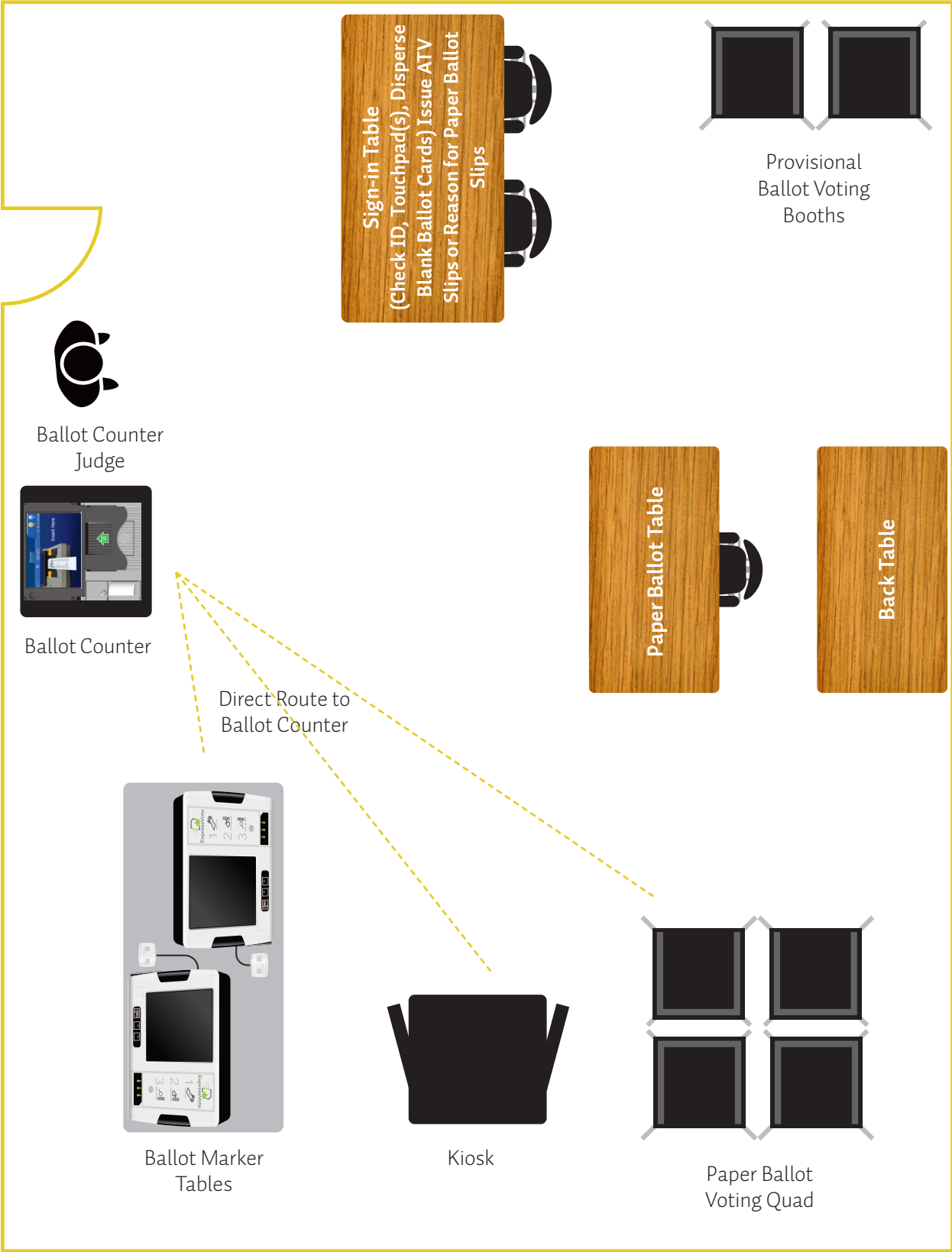


DISPLAY ON CAR DASHBOARD 020138691

2016 SPECIAL ELECTION 8/2/2016



# SAMPLE ROOM LAYOUT



# LOCATION SETUP GUIDELINES

## Location Setup Guidelines

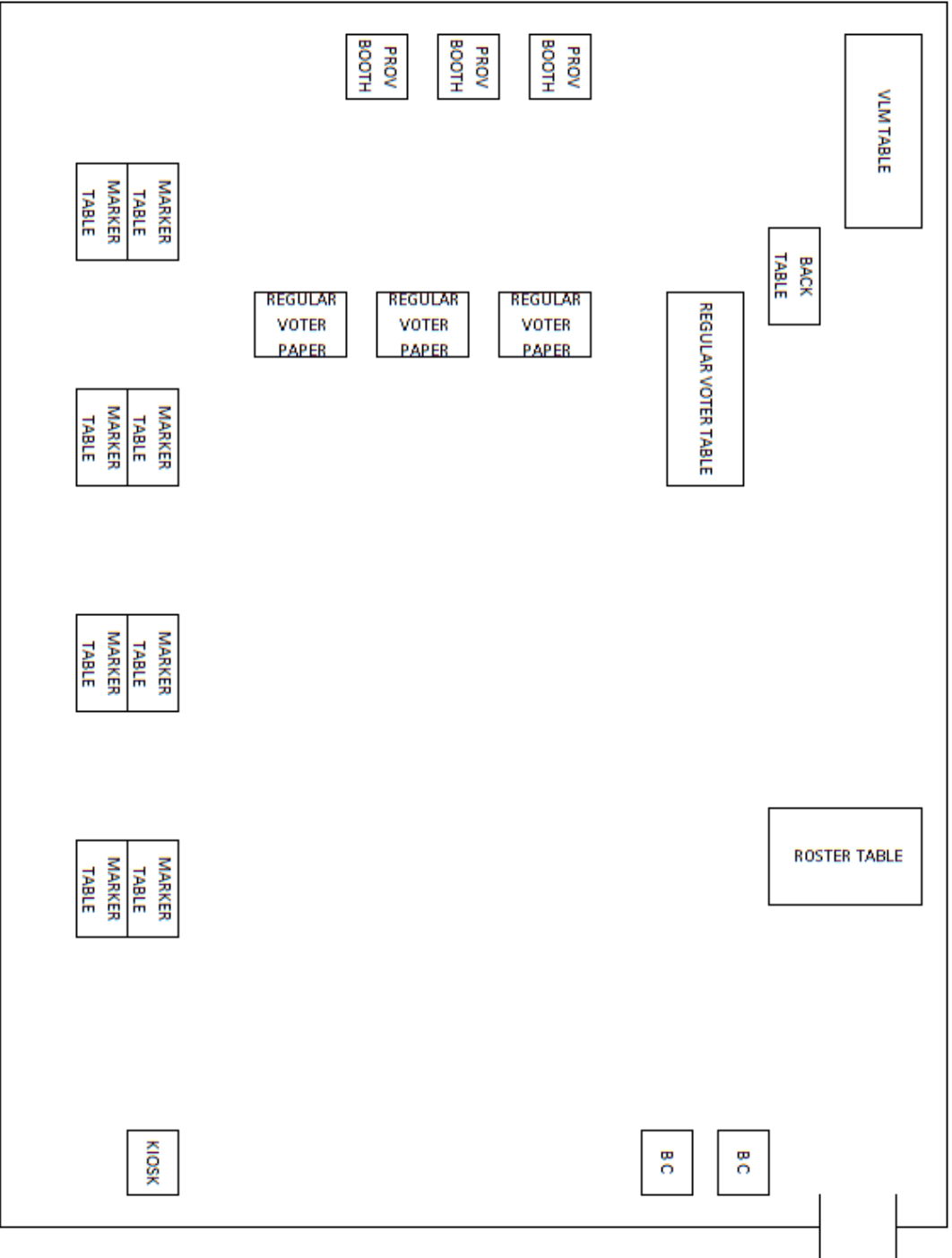
You have authority to adjust your location setup to account for your facility (outlets, walls, bleachers, etc.) so that you can ensure efficient flow of voters as well as ensure the voters' privacy. Just keep in mind the following:

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



# SAMPLE LOCATION

## LOCATION SETUP PAGE EXAMPLE (LID 4)



<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



## Affidavit-Oath-Examination of Person Challenged

R.C. 3505.20

The State of Ohio, \_\_\_\_\_ County, ss.

I, \_\_\_\_\_ the undersigned, swear or affirm under penalty of election falsification that I will fully and truly answer all of the following questions put to me, concerning my qualifications as an elector at this election.

### Being challenged 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. \_\_\_\_\_

(If, from the above responses, the precinct election officials are unable to determine the person's eligibility, the precinct election officials shall provide and the person may vote a provisional ballot.)

- (C)  **The person is not a resident of the precinct where the person offers to vote, the following questions shall be asked:**

(1) Do you reside in this precinct? 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 following 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 your age? Ans. \_\_\_\_\_  
Please provide that identification.

(If the precinct election officials are unable to determine the person's age and eligibility to cast a ballot, the judges shall provide and the person may vote a provisional ballot.)

**Other Questions and Answers Necessary to Determine Person's Qualifications to Vote in this Election (if necessary)**

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---

Signature \_\_\_\_\_  
Challenged person's signature \_\_\_\_\_

Sworn to before me and signed in my presence, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ .  
(Day) (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.





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

**ITEMS INSIDE GREEN OUTLINED BOX AND YELLOW TRIANGLE MUST BE RETURNED TO B.O.E. ON ELECTION NIGHT**

**ITEMS INSIDE RED OUTLINED BOX AND NO YELLOW TRIANGLE WILL BE PICKED UP BY B.O.E. STAFF LATER**

### IN VLM SUPPLY BAG

**ITEMS TO BE PLACED IN RED ACCORDION FOLDER**

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

BUMPer BAG

Location Workbook  
Roster Workbooks  
Board Cell Phone

### ITEMS TO BE PLACED IN VOTR BOOK

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

**DO NOT PLACE USED SEALS IN VOTR BOOK!!!**

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

All Touchpads

CRADLEPOINT CASE

### SEALED BALLOT BOX(ES) containing:

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

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

### VOTED BALLOT BAG(S)

### UNVOTED BALLOT BAG(S)

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

### ITEMS TO BE RETURNED IN CAKE BOX

- Headphones

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

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

**DO NOT PUT ITEMS IDENTIFIED IN THIS BOX IN THE BALLOT BOX!!!**

### ITEMS TO BE RETURNED IN MACHINE CART

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

07/2024

### ITEMS TO BE PLACED IN THE LARGE BROWN ELECTION TRASH BAG (place this bag in the Machine Cart for return)

Used Seals Bag with all used seals, Supply list, Sample Ballots, Precinct Maps, Yellow Street Guides, List of Write-in Candidates, Role of Observers/Role of PEO's, Cell Phone Instruction Sheet List, Withdrawn Candidates List, Poll Worker Assignment





# GENERAL ELECTION

## AUTHORITY TO VOTE

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

*Ballot Style*

*Precinct Identifier*

# PRIMARY ELECTION

## AUTHORITY TO VOTE

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

*Precinct Identifier*

*Ballot Style*

*Voter's Party Choice*

## OBSERVER LOG SHEET

---






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

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

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

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

## Inventory Sheet of Seals Needed for MONDAY NIGHT SETUP and ELECTION DAY:

Seal Type	Quantity	Calculate	Use	Location	Picture
Red Tamper-Proof Seals	2 Per Lock on Transportation/Storage Carts	_____ carts x 4 _____ Seals = _____ Seals	Seal Transportation/Storage Cart Lock (MONDAY AND TUESDAY)	Seal pouch in Votr Book	
Blue Security Lock-Tie Seals	5 Per Counter	_____ Counters x 5 _____ Seals = _____ Seals	Ballot Box; Counters X 5 (1 for Auxiliary Bin if needed) (MONDAY AND TUESDAY)	Seal pouch in Votr Book	
Red Security Lock-Tie Seals	1 Per Green EPB Case	_____ Green EPB Printer Cases = _____ Seals	Seal Green EPB Cases	Green EPB Printer Cases	
White Snap Seals	2 Per Voted Ballot Bag, 1 Per Unvoted Ballot Bag, 1 Per Purple EPB Bag and 1 Per Ballot Box	_____ Voted Bag(s) x 2 + _____ Unvoted Ballot Bag(s) + _____ Purple EPB Bag(s) + _____ Ballot Box(es) = _____ Seals	2 Per Voted / 1 Per Unvoted Bag / 1 Per Purple EPB Bag / 1 Per Ballot Box	Seal pouch in Votr Book	
Short Zip-Tie	1 Per Location	N/A	Zip Tie Voted and Unvoted Ballot Bags together at closing	Seal pouch in Votr Book	





# Curbside Voting Envelope

Do not take the Poll Book to the car. Instead, take this envelope and collect the following information. Refer to the VLM section of the manual and the attached instructions for details.

**WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE**

**Completed by PEO**

Print Clearly

**Voter's Stated Name:**

\_\_\_\_\_

**Voter's Stated Current Address:**

\_\_\_\_\_

**Type of Identification Provided:**

- Ohio Driver's License, State ID Card, or Interim ID form issued by the Ohio BMV
- U.S. Passport or Passport Card
- U.S. Military ID Card, Ohio National Guard ID Card, or U.S. Department of Veterans Affairs ID Card

**Completed by Voter**

In partisan primary elections only, indicate Party Choice or Issues Only.

**Voter's Signature:**



*For partisan primary elections only, indicate ballot choice:*

**Party Choice or Issues Only:** \_\_\_\_\_

**Ballot Information**

Use this envelope to verify the voter information provided. Print the ATV and take it to the Paper Ballot table to select the appropriate ballot.

**9-Digit Voter Identification Number:**

--	--	--	--	--	--	--	--	--

**LID:** \_\_\_\_\_

**Precinct Identifier:** \_\_\_\_\_

**Ballot Style:** \_\_\_\_\_

**Precinct Election**

**Officials Signatures**

The precinct election officials witnessing this form may not be from the same political party.

**Election Official 1 Signature:**

\_\_\_\_\_ Date \_\_\_\_\_

**Election Official 2 Signature:**


\_\_\_\_\_ Date \_\_\_\_\_

FRANKLIN COUNTY OHIO  
Early Voting - 2024 Test General Election

11:18 AM




**Incorrect Information**




Requires a provisional

**Manual Voter Search**



Search using voter info

**Driver License/State ID Scan**



Automatically find voter

Asset ID: 3420 EPB 0139

Device ID: July 16 11:16:30 AM BOELW



2 Touchpads Connected

100%

FRANKLIN COUNTY BOE OFFICE  
ROSTER JUDGE - C P

mC-Print3

22

Voters: 885,905

Check-Ins: 0



# REASON FOR PAPER BALLOT FORM

## REASON FOR PAPER BALLOT

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

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

### PROVISIONAL VOTER:

<input type="checkbox"/>	Voter needs to vote provisionally.
<input type="checkbox"/>	If <b>ATTORNEY IN FACT</b> 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.

OR

### LOST VOTER

<input type="checkbox"/>	Voter has moved and needs to be directed to their new polling location.
--------------------------	---

OR

### 17 YEAR OLD VOTER:

<input type="checkbox"/>	<b>17 Year Old Voter</b> - 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:

<input type="checkbox"/>	<b>Paper Ballot Option</b> - 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 \_\_\_\_\_

Problem \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Problem \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Problem \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Problem \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Problem \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Problem \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Problem \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Problem \_\_\_\_\_



LID# 3021

Zone #1

**Roster Workbook Problems and Corrections**

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

Page #	Voter's Name	Time of Day	PEO's Initials	Specific description of item(s) to be reported to the Board

«ELECTION\_NAME»

Roster Workbook





# VOTER REGISTRATION/ CHANGE OF ADDRESS FORM

**1. Are you a U.S. citizen?**  Yes  No  
**2. 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.**

3. Last Name		First Name	Middle Name or Initial	Jr., II, etc.
4. House Number and Street (Enter new address if changed)		Apt. or Lot #	5. City or Post Office	6. ZIP Code
7. Additional Rural or Mailing Address (if necessary)			8. County where you live	
9. 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)		11. Phone No. (voluntary)	
12. PREVIOUS ADDRESS IF UPDATING CURRENT REGISTRATION - Previous House Number and Street				
Previous City or Post Office		County	State	
13. CHANGE OF NAME ONLY Former Legal Name			Former Signature	
I declare under penalty of election falsification I am a citizen of the United States, will have lived in this state for 30 days immediately preceding the next election, and will be at least 18 years of age at the time of the general election.				
14. Your Signature →				
Date <u>    </u> / <u>    </u> / <u>    </u> MO DAY YR				

FOR BOARD USE ONLY SEC4010 (Rev. 07/08)
City, Village, Twp.
Ward
Precinct
School Dist.
Cong. Dist.
Senate Dist.
House Dist.



# ELECTION DAY BALANCE SHEET

Blank Ballot Cards Received

Prior to 6:30 A.M.

November 5, 2024 General Election  
ELECTION DAY BALANCE SHEET

LID# 3021

Around the times specified, record the public count from each Ballot Counter. Copy the total Public Count Reading from each Ballot Counter to the table below. Record and add the total number of tick marks for Fleeing Voters and the number of tick marks for Curbside Voters and 17 Year Old Voters to get the Number of Voters. Record and add the number of ATVs at the Ballot Markers and the Paper Table to get the Total ATVs Issued. Record the total number of EPB Signature Counts for all SPBs at the Roster Table. Compare the Number of Votes, Total ATVs Issued and EPB Signature Counts. **If they do not agree at the final counts, please make a note on the back side of this form.**

Ballot Counter 5	Ballot Counter 4	Ballot Counter 3	Ballot Counter 2	Ballot Counter 1
Pre-Printed Ballots (05200 Ballots)	Pre-Printed Ballots (05200 Ballots)	Pre-Printed Ballots (05200 Ballots)	Pre-Printed Ballots (05200 Ballots)	Pre-Printed Ballots (05200 Ballots)
+	+	+	+	+
Voted Ballot Cards (Express/Vote Cards)	Voted Ballot Cards (Express/Vote Cards)	Voted Ballot Cards (Express/Vote Cards)	Voted Ballot Cards (Express/Vote Cards)	Voted Ballot Cards (Express/Vote Cards)
+	+	+	+	+
Total Public Count	Total Public Count	Total Public Count	Total Public Count	Total Public Count
+	+	+	+	+
Grand Total	=			
Fleeing Voter (Total Tick Marks on ATV Envelopes at Markers)				
+	=			
Curbside/17 Year Old Voters (Total Tick Marks on Pre-Paid Paper Ballot (05000000))				
+	=			
ATVs at Ballot Markers & Kiosk(s)				
+	=			
ATVs at Paper Table				
+	=			
Total ATVs Issued				
=	=			
EPB Signature Counts				
=	=			
Number of Voters as of 2 P.M.				
=	=			

## FINAL POLLS CLOSED COUNTS

Ballot Counter 5	Ballot Counter 4	Ballot Counter 3	Ballot Counter 2	Ballot Counter 1
Pre-Printed Ballots (05200 Ballots)	Pre-Printed Ballots (05200 Ballots)	Pre-Printed Ballots (05200 Ballots)	Pre-Printed Ballots (05200 Ballots)	Pre-Printed Ballots (05200 Ballots)
+	+	+	+	+
Voted Ballot Cards (Express/Vote Cards)	Voted Ballot Cards (Express/Vote Cards)	Voted Ballot Cards (Express/Vote Cards)	Voted Ballot Cards (Express/Vote Cards)	Voted Ballot Cards (Express/Vote Cards)
+	+	+	+	+
Total Public Count	Total Public Count	Total Public Count	Total Public Count	Total Public Count
+	+	+	+	+
Grand Total	=			
Total ATVs from 2 P.M. COUNTS				
+	=			
ATVs at Ballot Markers & Kiosk(s)				
+	=			
Blank Ballot Cards Remaining				
+	=			
ATVs at Paper Table				
+	=			
Total ATVs Issued				
=	=			
EPB Signature Counts				
=	=			
Final Number of Voters after Polls Closed				
=	=			
Curbside/17 Year Old Voters (Total Tick Marks on Pre-Paid Paper Ballot (05000000))				
+	=			



## OFFICIALS:

## REGISTER OF VOTERS

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

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

Before posting, identify those persons who voted by absentee ballot by placing a "X" to the front of their names. Two additional listings have been provided and must be posted at 11:00 a.m. and again at 4:00 p.m. (NOTE: At the closing of your polls, place the pink and the green listings in the cart in compartment #2 with Alpha Que and Sign Kits. Place the white listing in the canvas bag to be returned on election night.)

If the  
of the  
corre

## OFFICIALS:

## REGISTER OF VOTERS

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

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

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

If the  
of the  
corre

## OFFICIALS:

## REGISTER OF VOTERS

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

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

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

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

**Precinct: LID# 2100-SEC-1**

EMERITUS AT CHESTNUT HILL  
Franklin County

**Election date: 5/3/2011**

Section 3503.23, Ohio Revised code requires:

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

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



### Statements Of Persons Challenged As To Party Affiliation

R.C. 3513.19, .20

\_\_\_\_\_ (ward)

\_\_\_\_\_ (precinct)

\_\_\_\_\_ (city, village or township)

(fill in date, year, county, city, village or township, ward and precinct before electors sign)

At the Primary Election held on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ each of the electors named below were challenged as being ineligible to vote on the basis that he or she was not affiliated with or was not a member of the political party whose ballot he or she requested.

State of Ohio, County of \_\_\_\_\_ :

#### WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE

I, \_\_\_\_\_, of \_\_\_\_\_  
(Name of Person Challenged) (Address)

hereby state, under penalty of election falsification, that I desire to be affiliated with and that I support the principles of 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, \_\_\_\_\_, of \_\_\_\_\_  
(Name of Person Challenged) (Address)

hereby state, under penalty of election falsification, that I desire to be affiliated with and that I support the principles of 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, \_\_\_\_\_, of \_\_\_\_\_  
(Name of Person Challenged) (Address)

hereby state, under penalty of election falsification, that I desire to be affiliated with and that I support the principles of 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, \_\_\_\_\_, of \_\_\_\_\_  
(Name of Person Challenged) (Address)

hereby state, under penalty of election falsification, that I desire to be affiliated with and that I support the principles of 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



### 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

- Your Ohio driver's license or state ID card number (two letters followed by six numbers)             , or, if you do not have either,
- The last four digits of your Social Security number    , or, if you have neither,
- Please check this box indicating that you have none of the above.

**I hereby declare, under penalty of election falsification, I am a citizen of the United States, have lived in this state for 30 days immediately preceding this election, and am at least 18 years of age.**

**X** \_\_\_\_\_ MM/DD/YYYY  
(Signature of Voter) (Date Signed)

Your former signature: \_\_\_\_\_

**WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.**

**INSTRUCTIONS TO PRECINCT ELECTION OFFICIAL:**

1. Verify the address provided by the voter above matches the address printed in the pollbook. If the addresses are different, but the address above is in your precinct (based on the precinct street listing), then the voter may cast a *regular* ballot. If the addresses are different and the address above is not in your precinct, direct the voter to the correct precinct where he or she may cast a *provisional* ballot.
2. Check the appropriate box indicating type of legal proof of name change provided:
  - Marriage License
  - Court Order
  - Other: \_\_\_\_\_

3. Precinct Election Official Signature: \_\_\_\_\_



# PROVISIONAL ENVELOPE

Form No. 12-B Prescribed by the Secretary of State (02/24/2023)

## Provisional Ballot Affirmation

Print clearly

R.C. 3501.01(AA), 3503.16, 3505.18; .181; .182; .183.

**Full Name**  
Clearly print your name.  
**Required**

**1** First \_\_\_\_\_ Middle \_\_\_\_\_  
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) \_\_\_\_\_ County \_\_\_\_\_  
City/Village \_\_\_\_\_ ZIP \_\_\_\_\_

**Former Address**  
**Not Required**  
If you do not provide your former address, it will not cause your ballot to be rejected.

**4** Have you moved without updating your voter registration?  Yes  No

Street Address (No P.O. Boxes) \_\_\_\_\_  
City/Village \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

**Identification**  
**Required**

**5** You must show photo ID to the election official that includes your name and photograph and is not expired. Check the type of photo ID you provided:

An Ohio driver's license, state ID card, or interim ID form issued by the Ohio BMV.  
If you checked the box above, you must write your full driver's license or state ID card number (2 letters followed by 6 numbers):  
[ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]

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

If you do not have photo ID because you have a religious objection to being photographed, complete an affidavit of religious objection, which you can obtain from your precinct election official. The precinct election official will attach it to the provisional ballot envelope.

**Note:** If you did not show photo ID to the election official or complete an affidavit of religious objection, you must appear at the office of the board of elections **within four days** after the election and provide photo ID or complete an affidavit of religious objection for your vote to be eligible to be counted.

**Registration Update**  
**Recommended**

**6** If you need to update your voter registration, you may provide additional information below. This information will not be used for ballot counting purposes.

Write your full Ohio driver's license or state identification card number (2 letters followed by 6 numbers): [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]

Write the last four digits of your Social Security number: [ ][ ][ ][ ]

Mailing Address (if different than above)

Street Address (Or P.O. Box) \_\_\_\_\_ County \_\_\_\_\_  
City/Village \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

**Affirmation**  
**Required**

**7** I solemnly swear or affirm, under penalty of election falsification, that:

- I am a citizen of the United States and will be at least 18 years of age at the time of the general election.
- I am eligible to vote in the election in which I am voting this provisional ballot.
- I have lived in this state for 30 days immediately preceding this election in which I am voting this ballot.
- I am a registered voter in the precinct in which I am voting this provisional ballot.
- I understand that, if the information I provide on this provisional ballot affirmation is not fully completed and correct, if the board of elections determines that I am not registered to vote, a resident of this precinct, or eligible to vote in this election, or if the board of elections determines that I have already voted in this election, my provisional ballot will not be counted.
- I understand that, if I am not currently registered to vote or if I am not registered at my current address or under my current name, this form will serve as an application to register to vote or update my registration for future elections, as long as I provide all of the information required to register to vote or update my registration.
- I understand that knowingly providing false information is a violation of law and subjects me to possible criminal prosecution.
- I hereby declare, under penalty of election falsification, that the above statements are true and correct to the best of my knowledge and belief.

Signature X \_\_\_\_\_  
Today's Date (MM/DD/YYYY) \_\_\_\_\_

**WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.**

Failure by the precinct election official to complete this section will not affect whether or not this provisional ballot is counted.	
LID: _____ Precinct Identifier: _____	For Office Use Only
Ballot Style: _____ Party or Issues Only: _____ (PARTISAN PRIMARIES ONLY)	
PEO's Printed Name & Date: _____	



# PROVISIONAL ENVELOPE TEMPLATE

USE THIS TEMPLATE TO CHECK EVERY PROVISIONAL ENVELOPE



NAME [REDACTED]  
BIRTH DATE [REDACTED]  
CURRENT ADDRESS [REDACTED]

THIS SECTION SHOULD BE COMPLETED OR REMIND VOTER HE OR SHE MUST PRESENT A VALID PHOTO I.D. AT THE BOARD OF ELECTIONS WITHIN 4 DAYS

- DRIVER'S LICENSE # / STATE I.D. #  
If voter checked the box above, voter must write full license or state ID card number (2 letters followed by 6 numbers)
- US PASSPORT OR PASSPORT CARD
- MILITARY I.D.
- NO PHOTO I.D. BECAUSE OF RELIGIOUS OBJECTION

SIGNATURE [REDACTED]  
DATE [REDACTED]

LID [REDACTED] [REDACTED] PRECINCT IDENTIFIER  
BALLOT STYLE [REDACTED] [REDACTED] PARTY OR ISSUE

PRINTED NAME & DATE [REDACTED]

PLEASE RETURN TEMPLATE WITH YOUR SUPPLIES



# SPOILED BALLOT ENVELOPE

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



# AUTHORITY-TO-VOTE ENVELOPE

## FRANKLIN COUNTY AUTHORITY-TO-VOTE SLIPS

---

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

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

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

---

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

CANCELLED BALLOTS  
(Fleeing Voter)





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

### Provisional Voter Precinct Verification Form

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

**STEP 1** Find the voter's address in the Voting Location Guide.

**STEP 2** Write the name or number of the voter's correct precinct below:

\_\_\_\_\_

**STEP 3** Write the name and address of the voter's correct polling place below, if different from where you are now:

\_\_\_\_\_

\_\_\_\_\_

**STEP 4** Instruct the voter to go to his or her correct precinct to cast a provisional ballot.

**STEP 5** Instruct the voter that casting the wrong-precinct provisional ballot in this precinct would result in all or a portion of the votes on the ballot being rejected.

**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.**

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

**(866) OHIO-VOTE (866-644-6868)**

**This hotline is available until the end of the month following the election.** If you are required to provide more information (see below) for your ballot to count, you have **until the fourth day after the election** to supply the board of elections with the required information. You can learn whether you need to provide any other information by reading the information below or by calling (866) OHIO-VOTE, or you may call the board of elections directly. A directory of boards of elections is located online at:

[OhioSoS.gov/boards](http://OhioSoS.gov/boards)

**Your Board of Elections is:** \_\_\_\_\_

**County Board of Elections**

**Board office hours:**

The Provisional Voter Hotline will also allow you to learn after the official certification whether your provisional ballot was counted, and if it was not counted, why it was not counted.

**IN THE FOLLOWING SITUATIONS YOU MUST PROVIDE PROOF OF IDENTITY OR ADDITIONAL INFORMATION TO THE BOARD OF ELECTIONS WITHIN 4 DAYS AFTER THE ELECTION:**

1. You did not present photo identification and did not complete an affidavit of religious objection.
2. Your right to vote had been challenged and heard by the board of elections at a hearing held before the election, and the board determined that the challenge had merit.

In these situations, the law requires that your ballot can be counted only if you appear at the office of the board of elections and provide to the board any additional information necessary to determine your eligibility.

**The following are acceptable forms of photo identification:**

- A driver's license, state ID card, or interim ID form issued by the Ohio BMV;
- A US passport or passport card; or
- A US military ID card, Ohio National Guard ID card, or US Department of Veterans Affairs ID card.

If you do not have a photo identification due to a religious objection, you may complete an affidavit of religious objection. You may ask elections staff for an affidavit form.



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

**Opening the Polls – Pre-Printed Ballot Station**

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

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

**Closing the Polls – Pre-Printed Ballot Station**

1. **Voted Ballot Bag(s)**
  - a. Seal the ballot slot using a ballot bag security seal and record the number in the chart below.
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.
  - b. 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					
Voted Ballot Bag(s)	Opening the Polls			Closing the Polls	
	Zippered side (apply new seal)	Slotted side		Zippered side (same)	Slotted side (apply new seal)
Bag 1		<i>do not seal</i>			
Bag 2		<i>do not seal</i>			
Bag 3		<i>do not seal</i>			
Bag 4		<i>do not seal</i>			
Bag 5		<i>do not seal</i>			
Bag 6		<i>do not seal</i>			

Unvoted Ballot Bag(s)	Store in Machine Cart until Closing	Zippered side (apply new seal)
Bag 1		
Bag 2		
Bag 3		
Bag 4		
Bag 5		
Bag 6		

**The VLM must return ALL Voted and Unvoted Ballot Bags to the Warehouse at the end of Election Day**



LID# 3021

**PRE-PRINTED BALLOT RECONCILIATION SHEET**

Remove the pad(s) of ballots from the Main Bin of the Ballot Counter and inventory the ballots issued to your location. Verify the party and ballot style number on the pad and also verify the number of ballots supplied. At the end of the day, count the number of ballots on the pad that are unused and record that number in the space provided.

Precinct Name and Split	Ballot Style #	Applicable Party Ballots (Party ballot choice available in said split)	Number of Ballots (as the polls open)	Number of Ballots Remaining (unused – as the polls are closed)
COLS 33-D 01	185	Democrat	25	
COLS 33-G 01	190	Democrat	25	
COLS 33-G 02	192	Democrat	25	
GRANDVIEW-B 01	195			
GRANDVIEW-B 02	200			
COLS 33-D 01	185			
COLS 33-G 01	190			
COLS 33-G 02	192			
GRANDVIEW-B 01	195			
GRANDVIEW-B 02	200			

**TURN PAGE FOR**

**Tracking Pre-Printed Ballots Used**

- In the space provided below, please keep track of the number of persons voting **Regular Pre-Printed Ballots, Curbside Pre-Printed Ballots or Provisional Pre-Printed Ballots** by placing a tick mark in the appropriate category below for each ballot issued.
- Voided and mismarked Pre-Printed Ballots, Poll Print Ballots or Ballot Cards returned by the voter and exchanged for a replacement ballot should be secured in the "Spoiled Ballots Envelope" and returned in the **UNVOTED Ballot Bag**.

**\*\*NO MORE THAN 2 REPLACEMENT BALLOTS MAY BE ISSUED TO A VOTER\*\***

Ballot Type	Ongoing Count (Record a tick mark below as a ballot is issued)	Total
Regular Pre-Printed Ballots		
Provisional Pre-Printed Ballots (Yellow)		
Curbside Pre-Printed Ballots (Pink)		
Total Pre-Printed Ballots Used		

**DO NOT INCLUDE COUNTS BELOW WHEN RECONCILING PRE-PRINTED BALLOTS**

Track the number of Pre-Printed Ballots, Poll Print Ballots and Ballot Cards (if any) spoiled/voided.

SPOILED BALLOTS		
Spoiled and Voided PRE-PRINTED Ballots		
Spoiled and Voided BALLOT CARDS		
Spoiled and Voided POLL PRINT Ballots		

Also, track the number (if any) of Voters who change their voting method.

METHOD CHANGES		
Pre-Printed/Poll Print Ballot to Ballot Card		
Ballot Card to Pre-Printed Ballot		
POLL PRINT Ballot to PRE-PRINTED Ballot		

ADA Provisional Ballots (voted on Ballot Marker)		
--	--	--





# YELLOW POLLING LOCATION STREET GUIDE

For General Elections, The Ballot Style Column will only show one ballot style per precinct identifier.

FRANKLIN COUNTY BOARD OF ELECTIONS POLLING LOCATION STREET AND ROAD GUIDE RUN DATE: 03/06/2014		LOCAL NUMBER 1466 UNION HALL		LID# 5004		PRECINCT IDENTIFIER		LID# 5004	
STREET NAME	ADDRESS RANGE	CITY & ZIP	PRECINCT IDENTIFIER	DEM	GRE	LIB	REP	ISS	BALLOT STYLE
AMBROSE BND	7700 TO 7999	REYNOLDSBURG, 43068	REYNOLDSBURG, 43068	951	951	951	951	951	951
AMELIA DR	7700 TO 7798	REYNOLDSBURG, 43068	REYNOLDSBURG, 43068	952	952	952	952	952	952
AMELIA DR	7701 TO 7799	REYNOLDSBURG, 43068	REYNOLDSBURG, 43068	952	952	952	952	952	952
ANNE CT	7100 TO 7200	REYNOLDSBURG, 43068	REYNOLDSBURG, 43068	952	952	952	952	952	952
ANNE CT	7101 TO 7199	REYNOLDSBURG, 43068	REYNOLDSBURG, 43068	952	952	952	952	952	952
ASDEN CT	7500 TO 7698	REYNOLDSBURG, 43068	REYNOLDSBURG, 43068	950	950	950	950	950	950
ASDEN CT	7501 TO 7699	REYNOLDSBURG, 43068	REYNOLDSBURG, 43068	950	950	950	950	950	950
ASTRA CIR	7700 TO 7898	REYNOLDSBURG, 43068	REYNOLDSBURG, 43068	950	950	950	950	950	950
ASTRA CIR	7701 TO 7899	REYNOLDSBURG, 43068	REYNOLDSBURG, 43068	950	950	950	950	950	950
ASTRA CT	200 TO 398	REYNOLDSBURG, 43068	REYNOLDSBURG, 43068	950	950	950	950	950	950
ASTRA CT	201 TO 399	REYNOLDSBURG, 43068	REYNOLDSBURG, 43068	950	950	950	950	950	950
BAINBROOK CT	600 TO 698	REYNOLDSBURG, 43068	REYNOLDSBURG, 43068	946	946	946	946	946	946
BAINBROOK CT	601 TO 699	REYNOLDSBURG, 43068	REYNOLDSBURG, 43068	946	946	946	946	946	946
BELLOW PARK CT	500 TO 599	REYNOLDSBURG, 43068	REYNOLDSBURG, 43068	951	951	951	951	951	951
BELLOW PARK DR	7998 TO 8272	REYNOLDSBURG, 43068	REYNOLDSBURG, 43068	951	951	951	951	951	951
BELLOW PARK DR	8282 TO 8344	REYNOLDSBURG, 43068	REYNOLDSBURG, 43068	951	951	951	951	951	951
BELLOW PARK DR	7981 TO 8339	REYNOLDSBURG, 43068	REYNOLDSBURG, 43068	951	951	951	951	951	951
BLACKBURN CT	7701 TO 7743	REYNOLDSBURG, 43068	REYNOLDSBURG, 43068	952	952	952	952	952	952
BLACKOAK CT	600 TO 698	REYNOLDSBURG, 43068	REYNOLDSBURG, 43068	946	946	946	946	946	946
BLACKOAK CT	601 TO 699	REYNOLDSBURG, 43068	REYNOLDSBURG, 43068	946	946	946	946	946	946
BLACKOAK DR	6900 TO 7100	REYNOLDSBURG, 43068	REYNOLDSBURG, 43068	946	946	946	946	946	946
BLACKOAK DR	6901 TO 7099	REYNOLDSBURG, 43068	REYNOLDSBURG, 43068	946	946	946	946	946	946
BRIAN DR	800 TO 999	REYNOLDSBURG, 43068	REYNOLDSBURG, 43068	955	955	955	955	955	955
BRIARCLIFF RD	7100 TO 8000	REYNOLDSBURG, 43068	REYNOLDSBURG, 43068	946	946	946	946	946	946
BRIGHTSTONE DR	500 TO 600	REYNOLDSBURG, 43068	REYNOLDSBURG, 43068	951	951	951	951	951	951
BRIGHTSTONE DR	501 TO 599	REYNOLDSBURG, 43068	REYNOLDSBURG, 43068	951	951	951	951	951	951
E BROAD ST	7303 TO 7375	BLACKLICK, 43004	REYNOLDSBURG, 43068	950	950	950	950	950	950
E BROAD ST	7543 TO 8455	REYNOLDSBURG, 43068	REYNOLDSBURG, 43068	950	950	950	950	950	950
CADY CT	0 TO 199	BLACKLICK, 43004	REYNOLDSBURG, 43068	950	950	950	950	950	950
CATON DR	635 TO 709	REYNOLDSBURG, 43068	REYNOLDSBURG, 43068	952	952	952	952	952	952
CHEYENNE WAY	309 TO 412	REYNOLDSBURG, 43068	REYNOLDSBURG, 43068	946	946	946	946	946	946
COTTINGHAM DR	976 TO 1063	REYNOLDSBURG, 43068	REYNOLDSBURG, 43068	955	955	955	955	955	955
CULPEPPER DR	603 TO 706	REYNOLDSBURG, 43068	REYNOLDSBURG, 43068	952	952	952	952	952	952
DAUGHERTY DR	6868 TO 7168	REYNOLDSBURG, 43068	REYNOLDSBURG, 43068	946	946	946	946	946	946

DEM = DEMOCRATIC GRE = GREEN LIB = LIBERTARIAN REP = REPUBLICAN ISS = ISSUES AND QUESTIONS ONLY  
 MENU/PATHFILES.13.01 SCREEN/STREET MAINTENANCE REPORT.#1079 PAGE: -1-

# 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: ⊕ ⊖ ⊗
- Do not mark the ballot for more choices than allowed. If you mark more choices than allowed, your vote for that contest or question will not be counted.

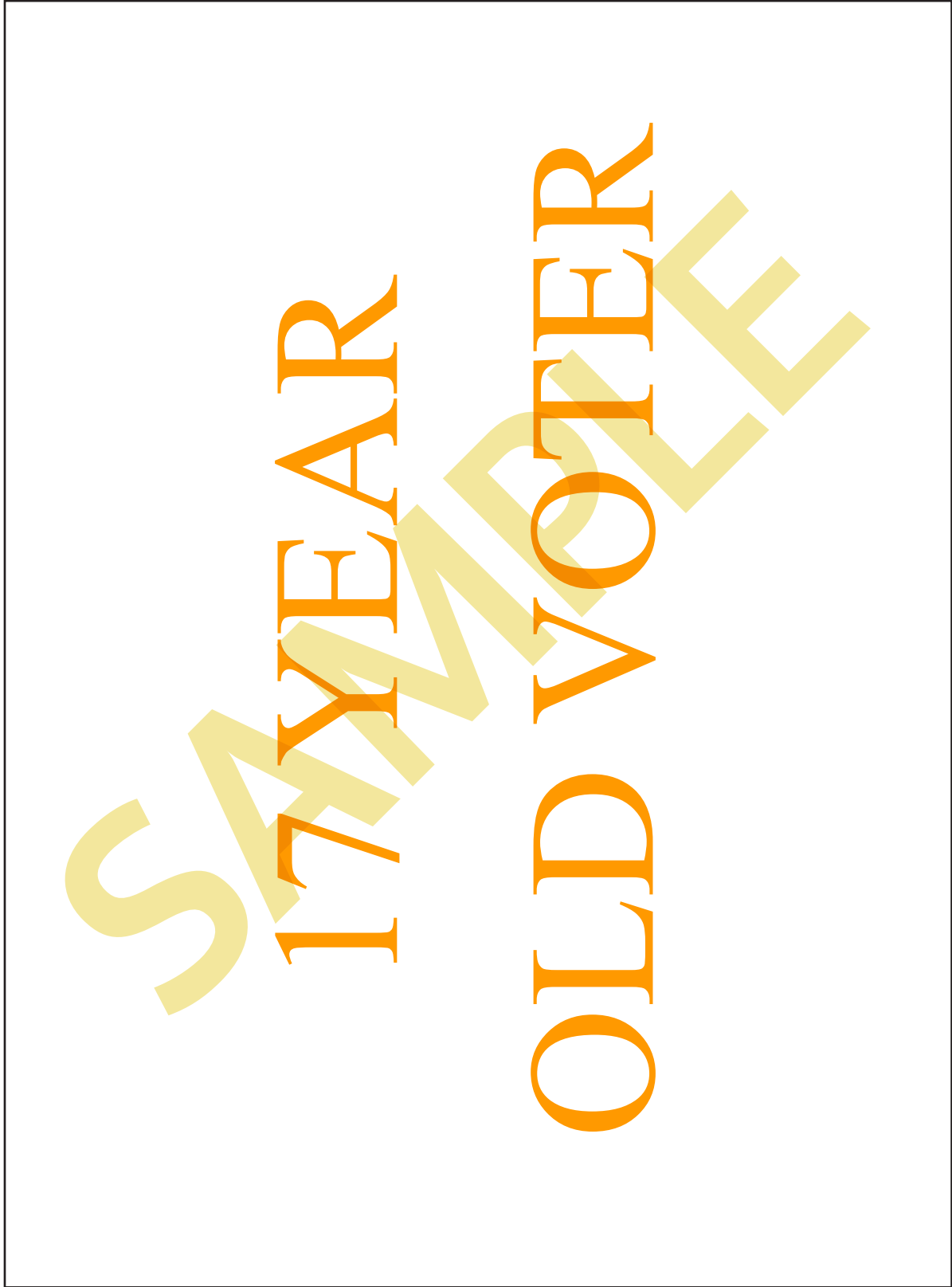
### **If you make a mistake:**

- Return your ballot to a precinct election official and ask for a replacement ballot.
- You may request up to two replacement ballots.





# ENVELOPE FOR 17-YEAR-OLD VOTERS



# 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.

3/11/2016



## *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



Franklin County		Official General Election Ballot	COLUMBUS 67-C 01
Precinct: Y.O.		November 05, 2019	
<p><b>Instructions to Voter</b></p> <ul style="list-style-type: none"> <li>To vote: completely darken the oval (●) to the left of your choice.</li> <li>Note the permitted number of choices directly below the title of each candidate office. Do not mark the ballot for more choices than allowed.</li> <li>If you mark the ballot for more choices than permitted, that contest or question will not be counted.</li> <li>To vote for a write-in candidate: completely darken the oval (●) to the left of the blank line and write in the candidate's name. Only votes cast for candidates who filed as write-in candidates can be counted.</li> <li>Do not write in a candidate's name if that person's name is already printed on the ballot for that same contest.</li> <li>If you make a mistake or want to change your vote: return your ballot to an election official and get a new ballot. You may ask for a new ballot up to two times.</li> </ul>		<p><b>For Member of Council</b> (Vote for not more than 4)</p> <ul style="list-style-type: none"> <li><input type="radio"/> Elizabeth Brown</li> <li><input type="radio"/> Rob Dorans</li> <li><input type="radio"/> Shayla D. Favor</li> <li><input type="radio"/> Joe Motil</li> <li><input type="radio"/> Emmanuel Remy</li> <li><input type="radio"/> Scott Singratsomboune</li> <li><input type="radio"/> Tiffany M. White</li> <li><input type="radio"/> Liliana Rivera Baiman</li> </ul>	
<p><b>FRANKLIN COUNTY MUNICIPAL COURT</b></p> <p><b>For Judge of Municipal Court</b> (Full term commencing 1/1/2020) (Vote for not more than 1)</p> <ul style="list-style-type: none"> <li><input type="radio"/> Jodi Thomas</li> <li><input type="radio"/> Trent A. Dougherty</li> </ul>		<p><b>SOUTH-WESTERN CITY SCHOOL DISTRICT</b></p> <p><b>For Member of Board of Education</b> (Vote for not more than 2)</p> <ul style="list-style-type: none"> <li><input type="radio"/> Anthony Caldwell</li> <li><input type="radio"/> Robert W. Ragland</li> </ul>	
<p><b>For Judge of Municipal Court</b> (Full term commencing 1/2/2020) (Vote for not more than 1)</p> <ul style="list-style-type: none"> <li><input type="radio"/> Amy Salerno</li> <li><input type="radio"/> Jessica D'Varga</li> </ul>		<p><b>#10 Proposed Tax Levy (Renewal)</b> Franklin County Children Services</p> <p>A majority affirmative vote is necessary for passage.</p> <p>A renewal of a tax for the benefit of Franklin County Children Services for the purpose of protecting abused and neglected children and providing services to abused and neglected children and their families at a rate not exceeding 3.1 mills for each one dollar of valuation, which amounts to \$0.31 for each one hundred dollars of valuation, for a period of 10 years, commencing in 2019, first due in calendar year 2020.</p> <ul style="list-style-type: none"> <li><input type="radio"/> For the Tax Levy</li> <li><input type="radio"/> Against the Tax Levy</li> </ul>	
<p><b>For Judge of Municipal Court</b> (Full term commencing 1/3/2020) (Vote for not more than 1)</p> <ul style="list-style-type: none"> <li><input type="radio"/> James E. Green</li> </ul>			
<p><b>For Judge of Municipal Court</b> Environmental Division (Unexpired term ending 1/7/2022) (Vote for not more than 1)</p> <ul style="list-style-type: none"> <li><input type="radio"/> William A. Sperlazza</li> <li><input type="radio"/> Stephanie Mingo</li> </ul>			
<p><b>CITY OF COLUMBUS</b></p> <p><b>For Mayor</b> (Vote for not more than 1)</p> <ul style="list-style-type: none"> <li><input type="radio"/> Andrew J. Ginther</li> <li><input type="radio"/> Write-in</li> </ul>			
COLUMBUS 67-C 01		ED Style 519	<p>Page 1 of 1 End of Ballot</p> <p><i>[Signatures]</i></p>

<p>3100051905</p>	STUB A	Consecutive Number 213721 ED Style 519
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# PRINTED RESULTS TAPE GUIDE

(TOP OF RESULTS TAPE)

```

*** VOTING RESULTS REPORT ***
08:38 PM March 12, 2019
Unit Serial Number: 0318330140

Franklin County
2019 Primary Training Election
LID# 3021 LID# 3021 Grandview Heights High School
Election Date: May 07, 2019
Poll Opened Date: March 12, 2019
Poll Opened Time: 06:40 PM
Poll Closed Date: March 12, 2019
Poll Closed Time: 08:38 PM
Public Count: 4
Protected Count: 97
Poll Voting Report

Total Standard Ballot Sheets: 1
Total ExpressVote Cards: 3
-----
Total Sheets Processed: 4

REP For Member of Council City of Ours
Number to Vote For      3

Rep Candidate 1          1
Rep Candidate 2          0
Rep Candidate 3          0
Rep Candidate 4          1
    
```

## 1 RECORD THE RESULTS

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

(BOTTOM OF RESULTS TAPE)

```

*****
PRECINCT: COLS 33-G 01
Public Count: 41
Ballot Style Counts
Ballot Style #234 41

CTY0001 #1 Proposed Charter Amendment
(Vote for 1) Total: 41
Yes 11
No 30
UnderVotes For Above contest: 0

*****
PRECINCT: GRANDVIEW-B 01
Public Count:
Ballot Style Counts
Ballot Style 234

CTY0001 #1 Proposed Charter Amendment
(Vote for 1) Total: 66
Yes 12
No 44
UnderVotes For Above contest: 0

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

Signature: Janice L Porter
Signature: Johnathan A. Liang
Signature: Rebecca Martinez
Signature: Bethany Ann Roberts
    
```

## 2 VERIFY THE RESULTS

All Machine Judges and Voting Location Managers who have operated the voting machines on Election Day are required to sign both printed results tapes.

## 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

(BEFORE THE OPENING OF THE POLLS)

LID# 3021

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

WE HEREBY CERTIFY that on this November 5, 2024, before the polls were open, the voting equipment listed below was delivered to your voting location.  
Said equipment storage/transportation carts were sealed.

Ballot Counter #1	Main Ballot Bin	Main Ballot Bin	Auxiliary Bin	Counter Lid	Battery Compartment	USB/Power Button Comp	Public Count
	Blue Security Lock Tie Number <b>(Remove)</b>	Blue Security Lock Tie Number <b>(Add)</b>	Blue Security Lock Tie Number <b>(Do Not Remove)</b>	Blue Security Lock Tie Number <b>(Remove)</b>	Tamper Proof Security Seal Number <b>(Do Not Remove)</b>	Tamper Proof Security Seal Number <b>(Do Not Remove)</b>	
							Protective Count
Ballot Counter #2	Main Ballot Bin	Main Ballot Bin	Auxiliary Bin	Counter Lid	Battery Compartment	USB/Power Button Comp	Public Count
	Blue Security Lock Tie Number <b>(Remove)</b>	Blue Security Lock Tie Number <b>(Add)</b>	Blue Security Lock Tie Number <b>(Do Not Remove)</b>	Blue Security Lock Tie Number <b>(Remove)</b>	Tamper Proof Security Seal Number <b>(Do Not Remove)</b>	Tamper Proof Security Seal Number <b>(Do Not Remove)</b>	
							Protective Count
Ballot Counter #3	Main Ballot Bin	Main Ballot Bin	Auxiliary Bin	Counter Lid	Battery Compartment	USB/Power Button Comp	Public Count
	Blue Security Lock Tie Number <b>(Remove)</b>	Blue Security Lock Tie Number <b>(Add)</b>	Blue Security Lock Tie Number <b>(Do Not Remove)</b>	Blue Security Lock Tie Number <b>(Remove)</b>	Tamper Proof Security Seal Number <b>(Do Not Remove)</b>	Tamper Proof Security Seal Number <b>(Do Not Remove)</b>	
							Protective Count
Ballot Counter #4	Main Ballot Bin	Main Ballot Bin	Auxiliary Bin	Counter Lid	Battery Compartment	USB/Power Button Comp	Public Count
	Blue Security Lock Tie Number <b>(Remove)</b>	Blue Security Lock Tie Number <b>(Add)</b>	Blue Security Lock Tie Number <b>(Do Not Remove)</b>	Blue Security Lock Tie Number <b>(Remove)</b>	Tamper Proof Security Seal Number <b>(Do Not Remove)</b>	Tamper Proof Security Seal Number <b>(Do Not Remove)</b>	
							Protective Count
Ballot Counter #5	Main Ballot Bin	Main Ballot Bin	Auxiliary Bin	Counter Lid	Battery Compartment	USB/Power Button Comp	Public Count
	Blue Security Lock Tie Number <b>(Remove)</b>	Blue Security Lock Tie Number <b>(Add)</b>	Blue Security Lock Tie Number <b>(Do Not Remove)</b>	Blue Security Lock Tie Number <b>(Remove)</b>	Tamper Proof Security Seal Number <b>(Do Not Remove)</b>	Tamper Proof Security Seal Number <b>(Do Not Remove)</b>	
							Protective Count



## 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 November 5, 2024, 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.

Ballot Counter #1	Auxillary Bin	Public Count	Battery Comp	Counter Lid	Main Ballot Bin	Ballot Box
	Blue Security Lock Tie Number (Remove)	(from Results Tape)	Verify Tamper Proof Security Seal Number (DO NOT REMOVE)	Blue Security Lock Tie Number (Add)	Blue Security Lock Tie Number (Remove)	White Snap Seal Number (Add 1)
		Protective Count (from Results Tape)				
Ballot Counter #2	Auxillary Bin	Public Count	Battery Comp	Counter Lid	Main Ballot Bin	Ballot Box
	Blue Security Lock Tie Number (Remove)	(from Results Tape)	Verify Tamper Proof Security Seal Number (DO NOT REMOVE)	Blue Security Lock Tie Number (Add)	Blue Security Lock Tie Number (Remove)	White Snap Seal Number (Add 1)
		Protective Count (from Results Tape)				
Ballot Counter #3	Auxillary Bin	Public Count	Battery Comp	Counter Lid	Main Ballot Bin	Ballot Box
	Blue Security Lock Tie Number (Remove)	(from Results Tape)	Verify Tamper Proof Security Seal Number (DO NOT REMOVE)	Blue Security Lock Tie Number (Add)	Blue Security Lock Tie Number (Remove)	White Snap Seal Number (Add 1)
		Protective Count (from Results Tape)				
Ballot Counter #4	Auxillary Bin	Public Count	Battery Comp	Counter Lid	Main Ballot Bin	Ballot Box
	Blue Security Lock Tie Number (Remove)	(from Results Tape)	Verify Tamper Proof Security Seal Number (DO NOT REMOVE)	Blue Security Lock Tie Number (Add)	Blue Security Lock Tie Number (Remove)	White Snap Seal Number (Add 1)
		Protective Count (from Results Tape)				
Ballot Counter #5	Auxillary Bin	Public Count	Battery Comp	Counter Lid	Main Ballot Bin	Ballot Box
	Blue Security Lock Tie Number (Remove)	(from Results Tape)	Verify Tamper Proof Security Seal Number (DO NOT REMOVE)	Blue Security Lock Tie Number (Add)	Blue Security Lock Tie Number (Remove)	White Snap Seal Number (Add 1)
		Protective Count (from Results Tape)				

**ALL Ballot Boxes and ALL COUNTER (Green Labeled) USB Sticks MUST be returned to the Board of Elections by the Voting Location Manager.**



## LID# 3021 - Pre-Printed Paper Voter

### Ballot Issued Log

Voter's Name from RFPB (Reg/Curb/17 Y.O. voters) or Yellow Envelope (Provisional voters)	Ballot Style # from ATV (Reg/Curb/17 Y.O. voters) or Yellow Envelope (Provisional voters)	Ballot Style # from Ballot being issued	Consecutive Number (from Right side of Ballot Stub)	This voter scans ballot in Ballot Counter	These voters are provided envelopes that they must place ballots in and drop in Green Voted Bag			
				<input type="checkbox"/> ✓ if Paper By Choice (Regular) Voter (Verify 'X' <b>IS NOT</b> in Box in upper left corner of Ballot)	<input type="checkbox"/> ✓ if Curbside Voter (Verify 'X' <b>IS NOT</b> in Box in upper left corner of Ballot)	<input type="checkbox"/> ✓ if Provisional Voter (Verify 'X' <b>IS</b> in Box in upper left corner of Ballot)	<input type="checkbox"/> ✓ if 17 Y.O. Voter (Verify 'X' <b>IS</b> in Box in upper left corner of Ballot)	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SAMPLE





# NOTES

# PROBLEMS & SOLUTIONS:

## IN THE MORNING (TO OPEN)

### POSSIBLE PROBLEM

**Voting location is not unlocked or will not be unlocked by 5:30 AM**

### POSSIBLE SOLUTION

Open the TED mobile app on your phone – select Ready Board and set the status to ‘needs assistance’

Follow TED App instructions given on the VLM tabbed packet in your VLM Supply Bag

If you cannot get the Ready Board status successfully set then call the PEO Hotline

If keys are missing make sure to check with the VLM first to see if they are in their supplies

**Equipment not found**

For non-essential supplies not preventing you from processing Voters at 6:30 AM - call the PEO Hotline after 9:00 AM

For essential equipment needs - call the PEO Hotline immediately

**Cell phone will not power on**

Make sure you turned it on by holding down the bottom black button on the right side of the phone

Swipe up on the screen to unlock the phone

Determine if the battery is dead (Charging instructions in next listing)

**Cell phone has a low battery indicator**

Verify the power cord is attached to the phone and plugged into a working outlet

Make sure the phone is powered on while charging

**The screen went black**

Press the bottom black button on the right side of the phone

If the screen does not light up try charging the phone

**Can't receive calls on my phone**

Incoming calls will display on the phone and you will need to slide the circle to right across the bar to answer

The upper right side of the phone will show how many bars you have related to signal strength – move to another spot in the room to see if there is a dead zone for service

**Can't end calls on my cell phone**

Press the red button on the screen to disconnect from a call

# DURING VOTING

## POSSIBLE PROBLEM

## POSSIBLE SOLUTION

<b>The Voter brings an absentee ballot to the Voting Location</b>	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.
<b>Voter moved outside precinct</b>	Have Voter vote a Provisional Ballot
<b>Voter refuses to go to correct precinct</b>	Have Voter vote a Provisional Ballot.
<b>Voter cannot provide ID</b>	Any Voter not providing valid ID must vote a Provisional Ballot. The Voter must complete the provisional ballot application.
<b>Voter has “Attorney-in-Fact” next to name</b>	This notation means that someone can sign election documents on behalf of the Voter, only in the Voter’s presence.
<b>Voter has changed name</b>	If the Voter has changed names and has not notified the Board of Elections or the Voter’s name is different from the Touchpad, the Voter must provide documentation of proof of name change and valid ID to complete Form 10-L or vote provisionally.
<b>Voter has moved into your precinct</b>	If the Voter has moved into your precinct and has not notified the Board of Elections, the Voter must vote a provisional ballot.
<b>A Provisional Voter wants to vote by machine instead of using a paper ballot</b>	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.
<b>The screen has gotten dirty</b>	Use a static wipe to clean the Ballot Marker screen.

# IN THE EVENING (TO CLOSE)

## PROBLEM

## POSSIBLE SOLUTION

<b>Voters are in line after 7:30 p.m.</b>	Any Voter in line at 7:30 p.m. is entitled to vote.
<b>I want to close the polls at 7:15 p.m. because no Voters are around</b>	It is illegal to close the polls before 7:30 p.m.. You must wait until that time before you begin to close the equipment.



# STEPS TO USE THE BALLOT COUNTER AUXILIARY BIN TO COLLECT MARKED BALLOTS

If you are unable to clear a  
marked ballot that is jammed.

OR

If the Ballot Counter runs out  
of power completely.



**Call the PEO Hotline -  
report the problem  
614.525.4100 option 2, then:**

- Close and lock the Ballot Counter screen using the barrel key
- Close and latch the Ballot Counter lid
- Remove the Blue Security Lock Tie Seal on the Auxiliary Bin door
- Unlock the door using the flat key
- Lower the silver flap (emergency slot door) so that marked ballots can be inserted
- Using the flat key, lock the door
- Add a new Blue Security Lock Tie Seal
- Make a note on the Problems and Corrections Page in the Location Workbook – include the new Seal number in the note



**Once the problem  
has been fixed, you must:**

- Open the latches on the Ballot Counter
- Unlock the screen using the barrel key
- Raise the screen and begin processing voters normally
- Keep the silver flap lowered, however ensure that voters ARE NOT placing marked ballots into the Auxiliary Bin



**After the last voter has voted  
and the polls are closed:**



**THESE STEPS REQUIRE A  
BIPARTISAN TEAM.**

- Remove the Blue Security Lock Tie Seal on the Auxiliary Bin door
- Record the Seal number on Certificate #2
- Open the Auxiliary Bin door and remove all of the marked Ballot Cards and Pre Printed Paper Ballots
- Feed all marked Ballot Cards and Pre-Printed Ballots in to the Ballot Counter, ensuring that ALL ballots are accepted
- Follow the remaining steps in the CLOSING THE BALLOT COUNTER section of the Training Manual

# STEPS TO CLEAR A JAMMED BALLOT FROM THE BALLOT COUNTER

## THESE STEPS REQUIRE A BIPARTISAN TEAM



- If the voter is still at the Ballot Counter, ask if he/she is able to stay for a few minutes until the issue is resolved (in case a new ballot would need to be marked)
- Make sure that you have the Barrel Key and the Flat Key for the Ballot Counter
- Contact the PEO Hotline at **614.525.4100 option 2** for guided instructions

# SECRETARY OF STATE

## FREQUENTLY ASKED QUESTIONS

**1. Must a Voter show to an election official an acceptable proof of identity to vote a regular ballot?**

Yes. If they do not, they must vote a provisional ballot.

**2. Are passports an acceptable form of Voter ID?**

Yes, Ohio law does include U.S. Passports and U.S. Passport Cards as acceptable forms of identification.

**3. Who is required to transport voted ballots to the Board of Elections after the polls close?**

The ballots and required voting materials and supplies are to be transported to the Board of Elections by a Voting Location Manager with a precinct election official, employee, or appointee of the board to whom an oath was given and who is a member of a different political party than the presiding judge. Please also refer to specific transport instructions provided by your Board of Elections for more details.

**4. How should a precinct election official respond when a Voter asks specific questions about candidates or issues?**

Precinct election officials should respond that they cannot advise, instruct, or educate Voters on candidates or issues.

**5. If a Voter arrives by 7:29 p.m., can they still vote?**

Yes. Allow any Voter in line at 7:30 p.m. to vote. At 7:30 p.m. lock the doors, if possible, or direct a precinct election official to stand at the end of line and inform any Voters arriving after 7:30 p.m. that the polls are closed.

**6. Is there a time limit for Voters to vote?**

Yes. Am. S.B. No. 10 was signed in March 2013, and establishes a ten-minute time limit when all machines are in use and Voters are waiting to use them. The ten-minute time limit for occupying a voting compartment does not apply to any Voter requiring the use of a disabled-accessible voting machine. Precinct election officials should be flexible in enforcing the time limit, and should ask Voters who are taking longer than normal if they need assistance or explanation.



**7. Can I refuse an irate or drunken Voter?**

No. If necessary, the sheriff, police or other peace officers may be called upon for assistance, but all electors should be allowed to vote. Use common sense, prudent judgment, and superior customer service when dealing with difficult Voters.

**8. What should a precinct election official do with a list of eligible write-in candidates provided by the Board of Elections?**

The list should be shown to any Voter who asks for a list of write-in candidates. Precinct election officials may not post the list.

**9. A Voter enters the polling location wearing campaign attire. What do you do?**

Politely ask the Voter to remove or cover the items, because, by law, the polling location must be free of any campaign paraphernalia, including attire. If the Voter refuses, the Voter can still vote, but you must notify the Board of Elections of the incident.

**10. A Voter brings an absentee ballot to the Voting Location. What do you do?**

Absentee ballots cannot be accepted at the polling location on Election Day. Advise the Voter that he or she can take the voted absentee ballot to the Board of Elections office by 7:30 p.m. on Election Day or vote a provisional ballot at the Voting Location.

**11. Is the Secretary of State prescribed Identification Envelope - Provisional Ballot Affirmation (Form 12-B) that has been printed on a provisional ballot identification envelope sufficient to register a non-registered Voter for future elections?**

Yes. The envelope can be used to register a previously unregistered person if it is properly completed.

# Ohio Secretary of State Ethics Policy

## Compliance with Ohio Ethics Laws

Ohio ethics laws are enumerated in Ohio Revised Code Chapters 102 and 2921 as well as in the Ohio Ethics Commission’s advisory opinions and in case law. All members and employees of the Ohio boards of elections shall familiarize themselves with Ohio ethics laws and comply with Ohio ethics laws at all times.

### A. Overview of the Ohio ethics laws:

Public officials in Ohio are subject to the Ohio ethics law. The intent of the ethics law is to prevent public officials from using their public positions to make or influence decisions that directly affect their personal interests. The Ohio Ethics Commission is tasked with investigating alleged violations of the Ohio ethics law. For additional information concerning the Ohio ethics law, visit the Ohio Ethics Commission’s website: [www.ethics.ohio.gov](http://www.ethics.ohio.gov).

### B. Ohio ethics law provisions applicable to members and employees of the board of elections.

1. Under Ohio ethics laws, a member or employee of the board of elections may not take any part in the decision to hire his or her family member<sup>1</sup> as a board employee. Board of elections members may hire/appoint precinct election officials who are family members of an individual board member, the director, or the deputy director, as long as the individual board member, director, deputy director, or board employee does not participate in the decision to hire his/her own family member or in any decision specifically concerning the terms and conditions of his/her own family member’s employment/appointment.
2. All members and employees of the boards of elections shall comply with the provisions of Ohio law that limit their political activity:
  - a. Under R.C. 3501.15, no member, director, deputy director, or employee of a board of elections shall be a candidate for elective office while employed by the board of elections, except for candidates for election as delegate or alternate to a political party convention, presidential elector, member of a political party committee, or board of directors of a county agricultural society.
  - b. R.C. 3517.092(D)(1) prohibits all public employees from soliciting contributions from anyone while the public employee is performing his or her

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<sup>1</sup> For the purpose of this ethics policy, “family member” includes spouse, domestic partner, mother, father, step-mother, 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.





duties or is in the areas of a public building where official business is transacted or conducted.

- c. R.C. 3517.092(D)(2) prohibits anyone from soliciting contributions from any public employee while the public employee is performing his or her duties or is in the areas of a public building where official business is transacted or conducted.
3. Members and employees<sup>2</sup> of the boards of elections shall not engage in the following political activities:
- a. Serving as caucus coordinator for any presidential candidate at a congressional district caucus to select delegates and alternates to a political party convention.
  - b. Circulating a petition for any candidate (other than their own petition for an elected or political party office), issue, initiative, referendum, or constitutional amendment, when that employee's regular or intermittent duties involve the processing of the petitions in question, including but not limited to the determination of the sufficiency and validity of the petition in question.
  - c. Wearing or distributing shirts, buttons, stickers, or other campaign paraphernalia for or against any candidate or issue at the office of the Secretary of State, at the office of the board of elections, or at any polling place.
  - d. Engaging in any political activity while on state time or board of elections time.
  - e. Any board of elections member or employee seeking elected office, other than the offices listed in R.C. 3501.15, shall resign his or her position with the board of elections upon the certification of his or her candidacy by a board of elections or the Secretary of State.
  - f. Board of elections members and employees shall not serve as campaign treasurer, paid campaign staff, paid consultant, or any other paid campaign capacity for any candidate, issue, initiative, or referendum in the county or within the jurisdiction of the board of elections while serving as a board member or employee of the board of elections.
  - g. Members and employees of the boards of elections, may be members of political parties, hold political party offices, serve as a member of political party committees and caucuses, serve as delegate or alternate to a political party convention, serve as a presidential elector, contribute to candidate and

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<sup>2</sup> For the purposes of section B(3) of this policy, "employees of the boards of elections" **do not include** precinct election officials, rovers, scouts, or other similar, temporary election workers. For specific restrictions on precinct election officials and other similar, temporary board of election employees, see **section C** below.





- issue campaign committees, sign candidate and issue petitions (as an elector), and engage in other political activities when not performing their official duties, not in public buildings or polling places, and not on state or board of elections time, as long as the political activities do not violate this ethics policy, Ohio law, or federal law.
- h. No service or benefit may be provided by a member or employee of a board of elections while performing his or her official duties to any political party, candidate, or issue group unless the same service or benefit is available on the same terms to all political parties, candidates, and issue groups.
  - i. Employees of the board of elections (other than the director and deputy director) may circulate petitions for candidates, issues, initiatives, and referenda only if they do not participate in any way in reviewing or determining the sufficiency or validity of those petitions filed with or reviewed by the board of elections.
4. Members and employees of the boards of elections should avoid actions and associations that create an appearance of impropriety, that undermine public confidence in Ohio elections officials, or that interfere with the performance of duties by Ohio elections officials.
- a. Members and employees of the boards of elections shall not participate in the consideration of any matter involving family members,<sup>3</sup> business associates,<sup>4</sup> or other individuals or entities with whom they have a close association. For example, a member of a board of elections shall not participate in the consideration of any matter related to the certification of the candidacy of his or her family member or business associate.
  - b. Members or employees of the board of elections shall not participate in the consideration of any matter in which they have a personal or economic interest. For example, no employee of a board of elections may review the petition of a committee seeking a referendum repealing a zoning ordinance affecting his or her real property or that of a family member or business associate.
  - c. Members and employees of the boards of elections are hereby advised not to write letters to the editor of a newspaper or post comments on an internet blog in favor of or against any candidate or issue, identifying his or her position as an Ohio elections official.
  - d. Members of the board of elections who sign candidate and issue petitions as an elector should not participate in any way in reviewing or determining the

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<sup>3</sup> See footnote 1, above for the definition of “family member.”

<sup>4</sup> For the purpose of this ethics policy, “business associate” means any person with whom the election official is pursuing an ongoing business enterprise. See Ohio Ethics Commission Advisory Opinion No. 2003-02. Examples include, but are not limited to, the election official’s employer, employee, and business partner.

sufficiency or validity of those petitions filed with or reviewed by the board of elections.

## 5. Training, Reporting, and Enforcement

- a. All current and future members and current and future employees of the boards of elections (including precinct election officials, rovers, scouts, and other similar, temporary election employees appointed by the boards of elections) shall sign a statement indicating their knowledge of and familiarity with Ohio ethics laws and the Secretary of State's ethics policy. For board of elections members and employees, a copy of the completed form shall be forwarded to the Secretary of State's Elections Division. For precinct election officials (including rovers, scouts, and other similar, temporary election employees) the completed form shall be kept at the board of elections.
- b. All members and employees of the boards of elections shall participate in any training offered by the Secretary of State regarding ethics that is developed by the legal services, elections, and human resources divisions of the Secretary of State's office in coordination with other state ethics agencies.
- c. Questions about this ethics policy may be addressed to the board's legal counsel, the county prosecuting attorney, the elections attorney assigned to your county, or the Ohio Ethics Commission: [www.ethics.ohio.gov](http://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](http://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:

1. First, **DO NOTHING** unless the Board of Elections directly notifies your polling place with this information. Do **NOT** accept instructions or hearsay from the media, Voters, observers, or general public. Remember, just because other locations might be ordered to stay open later, yours may not.

Voting Location Managers must make doubly sure the Voting Location cell phone has been plugged in and **TURNED ON** for the entire day. The Board of Elections will notify your location with details about any extended hours with a message directed to your cell phone. Always be sure to have someone answer the phone as soon as possible when it rings.

2. Let's say, for example, the courts rule that your Voting Location is one that must remain open until 8:30 p.m. (or another specified time):

### FOR A SINGLE PRECINCT VOTING LOCATION

- a. At 7:30 p.m., send a Judge to the end of the line (if one exists), and note who the last Voter is in line. Clearly indicate to all present that this is the last person allowed to be processed with normal voting procedures.
- b. Continue to allow others to get in line behind the person specified as the last Voter at 7:30p.m. For individuals getting in line past 7:30 p.m.:
  1. Verify from the Yellow Polling Location Street Guide that the Voter is in your precinct, and send the Voter to the Paper Ballot Station to be processed.
  2. The Voter **MUST VOTE A PROVISIONAL BALLOT** (this is Federal law). The Voter **WILL NOT** sign the Touchpad. The Voter **WILL NOT** vote on a Machine **NOR** vote a Regular Paper Ballot.
  3. The Voter must complete a provisional envelope. You will still allow the machine exception for a Voter with a disability.

4. In the upper right-hand corner of the Provisional Envelope, write:

**“After Close of Polls by Order of the Court”**

before you give it to the Voter. The Board can then monitor Voters who vote provisionally after the 7:30 normal location closing time.

Give the Voter a correct ballot, based on his/her ballot style (make sure you provide all pages if the ballot contains multiple pages) and ask the Voter to complete the ballot and place it in the Provisional Envelope prior to placing it in the *Voted* Ballot Bag(s).

Continue to vote all individuals in line from 7:30 p.m. to until 8:30 p.m. (or for whatever time the court has mandated) as PROVISIONAL VoterS. Send a PEO to the end of the line at 8:30 p.m., for example. Announce at that time that voting is now closed and do not allow persons to enter the line.

#### FOR A MULTIPLE PRECINCT VOTING LOCATION

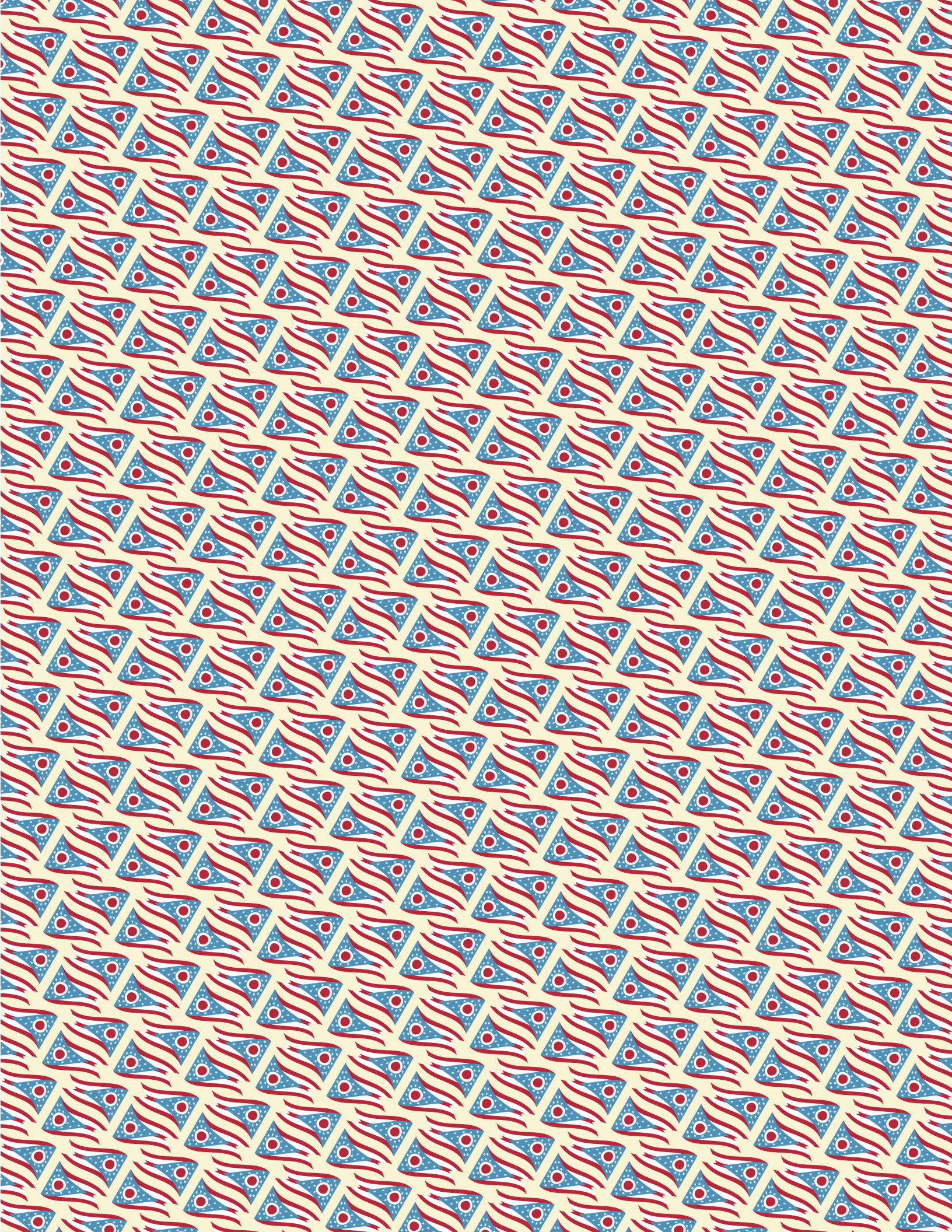
- a. The steps described above apply to a Multiple Precinct Location as well. However, it is possible that some precincts in the location will be allowed to vote after 7:30 p.m., and others will not.
- b. It is important that the Paper Ballot Judge check the Yellow Polling Location Street Guide and, using the Precinct Identifier, note each Voter’s Precinct before allowing the Voter to vote. If the Voter does not belong in the precinct(s) specified in the court order, the Voter is NOT eligible to vote.
- c. As in all cases, if a Voter insists on voting, even though he/she lives in a Precinct that is not eligible to vote after the close of the polls, allow the Voter to cast a PROVISIONAL BALLOT. However, only votes cast by eligible Voters will be counted by the Franklin County Board of Elections.

**IMPORTANT: REMEMBER TO KEEP ALL AREAS OF THE POLLING LOCATION OPEN, INCLUDING THE ROSTER TABLE AND ALL MACHINES, UNTIL THE LAST VOTER HAS VOTED.**

# NOTES

# NOTES





**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

<b>ADA</b>	Americans with Disabilities Act
<b>ATV</b>	Authority to Vote
<b>BOE</b>	Board of Elections
<b>EPB</b>	Electronic Poll Book
<b>ESS</b>	Election Support Specialist
<b>LID</b>	Location Identification Number
<b>LL</b>	Location Liaison
<b>MJ</b>	Machine Judge
<b>PBJ</b>	Paper Ballot Judge
<b>PEO</b>	Precinct Election Official
<b>PMP</b>	Practice Makes Perfect
<b>RFPB</b>	Reason For Paper Ballot
<b>RJ</b>	Roster Judge
<b>VLM</b>	Voting Location Manager
<b>VOTR</b>	Voter Official Tabulation Results Book
<b>VLD</b>	Voting Location Deputy
<b>YPE</b>	Yellow Provisional Envelope

**PHONE NUMBERS:**

PEO HOTLINE (MONDAY SETUP & ON ELECTION DAY): 614-525-4100

FRANKLIN COUNTY SHERIFF RADIO ROOM: 614-525-3333

VOTERS CALL: 614-525-3100

PROVISIONAL HOTLINE: 614-525-6455

1700 MORSE ROAD, COLUMBUS, OHIO 43229

VOTE.FRANKLINCOUNTYOHIO.GOV

REV NOVEMBER 2024