

Dear Inspectors:

Thank you for your assistance with our elections. We appreciate your flexibility and willingness to learn new things.

After many years of use, we have replaced our old BMDs with the updated ICE machines, which several of you have used or voted on during Early Voting the past couple of years. The new equipment is similar in operation to the old machines. However, workers will need to pay close attention to written and verbal instructions – as much is different from the Election Day procedures you are used to.

We are providing this abbreviated manual along with a few cheat sheets from the manufacturers of our new ICE machines and PollPads. Commissioners and technicians will be visiting sites to offer assistance. We are hopeful that this, along with your many years of experience and the recent training sessions will prepare you for the election.

Key things which are different for an Election Day with the new ICE machines:

- ✓ ICE Machine – You may find this simpler-to-operate upgrade more enjoyable than the BMDs.
- ✓ New ballot bags. (The old blue ones just wouldn't fit, so new burgundy bags were in order.)
- ✓ Write-in compartment on these machines is different than what you are used to. An unsealed, un-numbered white plastic seal is used as a pin to keep compartment closed and ballots segregated. Reposition this pin after emptying compartment. (You do not have to record this seal.)
- ✓ No handicapped accessible side of machine or different ballot paper. Voters with accessibility issues will use the same ballots as other voters and will vote on the same side of the machine. You must start an accessible vote session in the admin menu. (Refer to your ICE Machine Reference Guide.)
- ✓ Different Statement of Canvass and Ballot Reconciliation Sheets – You should find these new sheets easier to complete.

We are confident you are up to the task – and we are here to help if you have difficulties. Our BOE Commissioners, deputies, clerks and technicians will be available, as always.

# ***Election Supply List and Setup***

## **Voting Machine Setup**

A team of two Election Inspectors, one Democrat and one Republican, will start up each voting machine.

This same team(s) will also do the closing down of that machine(s).

### **Machine Inspectors**

#### **Receive from the Caramel Nylon Bag in the Brown Supply Suitcase:**

- Clear Plastic Banker's BAG A with supplies
- Clear Plastic FLASH CARD BAG
- Machine Inspectors Manual
- Clipboard
- ICE Statement of Canvass

#### **BAG A**

- Machine Key
- Seals: paper-on machine, red plastic – burgundy ballot bag and flash card bag, and green plastic tie seals on inspector bag and machine.
- Side-cutters
- Scotch Tape
- Regular Writing Pens
- Ballot Pen Bag

Machine Inspectors Receive from Machine  
Inventory Supplies Check-off List

Clear Plastic Banker's BAG B (in ICE ballot box)

- Inventory Supply Checklist
- 2 lbuttons on lanyards with wrist straps (these are specific to each ICE machine)

## **Voting Table Setup**

A team of two Election Inspectors, one Democrat and one Republican who are not assigned to the machine, will setup each election district table. This same team(s) will also do the closing down of that table(s).

### **Table Inspectors**

#### **Receive from the Black Supply Suitcase:**

- Morning Supply Checklist
- Ballot Reconciliation Sheet(s)
- Phone Instructions for calling the BOE
- Supplies in Supply Flap
- Attendance Sheet and vouchers
- Registration forms
- 5 Absentee Applications
- Magnifying Sheets
- Navy Nylon Write-In Bag, Bright Green Absentee Drop-off Bag, Gold Nylon Bag, Black Nylon Bag, Red Nylon Bag, Green Nylon Bag
- Yellow Folder with paperwork
- Copy of State & Local Propositions, if any (required to be set out for voters)
- Spare Box Of Ballot Pens

#### **FOR POSTING:**

- Sample Ballot
- Voter Bill of Rights
- How to Vote Poster

#### **YOU WILL ALSO FIND:**

- Electronic Pollbooks in Green PollPad Case
- PollPad Manual in Pink Folder
- Affidavit Ballots and Envelopes are in separate tote.
- Back-up condensed paper pollbooks for EMERGENCY USE ONLY.

### **Table Inspectors**

#### **Receive from Machine Inspectors:**

- Privacy sleeves
- ADA requirements
- Ballots from inside machine

## Opening the Polls

- 1) Arrive at Poll Site 1 hour before opening.
- 2) You may not open the poll site until at least one inspector from each political party has arrived.
- 3) If the facility is closed, call the Board of Elections at 938-2400, 2401, 2402 or 2403.
- 4) If an inspector is absent or calls in sick, call the Board of Elections as soon as possible.
- 5) Select a chairperson capable of assuring that all instructions are followed and all forms are filled out correctly.
- 6) Chairperson will open the inspector bag and distribute Caramel bag to machine inspectors.
- 7) Machine Inspectors will:
  - Record inspector bag, machine seals and burgundy blank ballot bag numbers on the ICE Statement of Canvass.
  - Open the ballot box door, remove any stored items and make sure there are no voted ballots. Check write-in compartment. **(NOTE: A PLASTIC SEAL IS USED AS A PIN TO KEEP THIS DOOR CLOSED AND THE BALLOTS SEGREGATED. YOU MUST RETURN THIS SEAL TO THIS POSITION, BUT THERE IS NO NUMBER TO RECORD. IT IS USED AS A PIN ONLY.)** Close door and replace and record seal number. Check the emergency ballot box to make sure it is empty and replace and record seal.
  - Conduct the following procedures in your NY ICE Machine Quick Reference Guide: in blue folder:
    - ✓ Starting Up the Unit **(PASSWORD IS: 1, 2, 3, 4, 5, 6, 7, 8 )**
    - ✓ Opening the Poll (Remember to Place Zero Tapes in Flash Card Bag.)
    - ✓ Starting Standard Voting Sessions
  - Review the following procedure in your ICE Machine reference guide:
    - ✓ Scanning Your Ballot
- 8) Table Inspectors will:
  - Inventory and organize supplies.
  - Turn on Electronic Pollbooks (Refer to Pollpad Manual in Pink Folder).
  - Complete opening section of the Ballot Reconciliation report by recording # of check-ins & # of spoiled ballots .

## Throughout the Day

### Verify Voter Qualifications and Sign-in Procedure

Every voter's qualifications must be verified. Two Inspectors, one from each political party, should supervise the verification for each voter's registration at the polling site.

1. Greet the voter.
2. Ask for the voter's name, date of birth and RESIDENCE.
3. Find the voter's registration record in your electronic poll book (by using first three letters of first and last name) and follow electronic pollbook procedures (located in pink folder) for signing in the voter.
4. Distinctly repeat the person's name, date of birth and address.

## Facilitating the Voter

1. After the voter signs in, the table inspector will hand the voter their ballot. The voter then proceeds to the Privacy Area to record their vote.
2. Poll Inspectors will be close by "**AVAILABLE TO ASSIST IF NEEDED**," but not so close as to be intrusive or invade the voter's privacy. The inspector will direct traffic to the next available booth or voting machine.
3. If the voter requests assistance because they have made a mistake on the ballot:
  - **Instruct the voter** to fold the ballot in half with proposition side out.
  - Write spoiled on the back of the ballot, Proposition Side.
  - Walk the voter to the registration table. Use electronic pollbook to spoil the ballot and give them a new ballot.
  - **Instruct the voter** to place the ballot in the **Red Spoiled Ballot Nylon Bag**
  - Issue a new ballot. One inspector from each party **MUST** initial the electronic poll book.
  - Walk the voter back to the privacy area.
  - After the voter has filled out the new ballot, they will proceed to the voting machine to cast their ballot.
4. The voter inserts the ballot into the ICE machine, which will read the ballot. It will give the voter a warning on the LCD screen if the voter over voted or undervoted in any of the categories – or inserted a blank ballot. (Refer to "Scanning your Ballot" page in ICE Machine Manual.)

Voter has up to three tries, if the third ballot does not read, it should be placed in the **Green Nylon Bag**.

5. If the voter leaves the voting machine without pressing the CAST button to cast their vote, a bi-partisan team will then proceed to the machine and press it for the voter.
  - **Abandoned Ballots**
  - If un-scanned ballots are left in the **yellow privacy voting booth or someplace other than the ImageCast voting machine**, a bi-partisan team of two inspectors will retrieve it, fold it in half and in large letters write **ABANDONED**, and place it in the **ABANDONED Black Nylon Bag**.

## Emergency Procedures

Safety is the first priority for both you and the voters. Here, we discuss the process to follow in case an emergency interrupts voting. Most importantly, remember to stay calm and keep the voters calm, and then follow appropriate steps.

### Handling an Emergency

Upon arrival make sure all Election Inspectors are familiar with the building evacuation procedures. Be aware of all exits and escape routes.

Following are proper steps to follow when handling an emergency:

1. Chairman will call Board of Elections immediately.
2. Contact necessary emergency services and building personnel.
3. If possible, move the voting systems, signage, and supplies to another room on the premises or to a nearby site to permit voting to continue, do not be a part of the hazard with your equipment.
4. If you cannot relocate, move all materials and other supplies to a safe location.

5. If you must vacate, be sure all Inspectors and voters leave the premises, do a head count of inspectors once in a safe area.

### **Securing the polling Site:**

**If the emergency is such that the only alternative is to leave immediately:**

1. Try to take the electronic poll books, ballots and all keys with you.
2. Exit the poll site calmly and promptly.
3. Once you are safe, your Chairman will notify the Board of Elections.

### **Problems with the Voting Unit**

- Notify the Board of Elections.
- They will offer suggestions for remedying the situation and/or send a technician.
- Be as specific and detailed as possible when describing the problem.

### **Different Types of Ballots**

As an Election Inspector processing ballots and assisting voters, you should handle all ballots with secrecy and safeguards to prevent tampering and violating the voter's right to privacy. This section describes the types of ballots and the process for handling ballots at the polling sites as well as assisting voters when asked.

This section will cover the following:

- Types of Ballots
  - Affidavit, absentee, un-scanned, spoiled, write-in, abandoned
- Processing Affidavit
- Processing Un-scanned
- Absentee Voters
- Write-Ins
- Assisting Voters
- Court Orders/Pollwatcher Certificates
- Spoiled Ballots
- Primary Elections
- Challenges

## **Exceptions**

### **Types of Ballots**

As an Election Inspector, you will have to process several kinds of paper ballots as well as our standard ballot. All ballots must be handled with the same secrecy, privacy and safeguards from tampering.

## AFFIDAVIT BALLOTS

An **Affidavit Ballot** is a special paper ballot which, once voted, goes into a special envelope that must be accurately and completely filled out by the voter (with the election inspectors assistance) and returned to the Board of Elections for research. Affidavits are used by any voter whose poll record is missing and THEY ARE NEVER COUNTED AT THE POLLING SITE. If any are received, place in Gold Nylon Bag for return to the Board of Elections with Sheriff's Deputy at close of polls.

### Processing An Affidavit Ballot

Affidavit Ballots are given to voters when his/her poll record is missing, in a Primary Election there is a party enrollment disagreement, the voter has moved and no longer lives in the election district in which they are showing on the electronic poll book, or they were asked to provide identification, but could not do so. You are required to give the voter the Notice to Voters statement, which outlines the voter's legal options. How to process an affidavit ballot:

1. Call the Board of Elections for assistance.
2. After confirmation of records and it is deemed that the voter is allowed to vote with the use of an Affidavit Ballot, the voter is able to sign in on the electronic pollpad as an affidavit voter. The Election Inspector gives voter a "Notice to Voters" statement and answers any questions the voter may have about it.

**Affidavit Envelope** - Same style envelope used in Primary and General Elections, for Primary the envelope will require party designation.

1. The Inspector gives the voter the affidavit envelope; the voter completes the affidavit envelope, including all necessary information about the voter's qualifications. While the voter is filling out the Affidavit Envelope the Election Inspector will complete the Election Day Report Section
2. The Inspector hands the affidavit ballot to the voter. Affidavits are located in the accordion file in the black inspector bag.
3. The voter is directed to a designated area to mark his/her ballot and to return the ballot in the affidavit envelope to the Inspectors table.
4. The inspector marks the bottom section of the affidavit envelope with the election district.

The Inspector verifies completeness of the affidavit envelope by the voter and completes his/her requirements and places the affidavit in the envelope so designated. This envelope is placed in that day's Gold Nylon Bag for return to the Board of Elections with the Sheriff's Deputy. *Remember to fill out the paper in bag pocket at end of night.*

## ABSENTEE BALLOTS

An **Absentee Ballot** may be voted by a qualified voter in a general, primary, or special election for any of the following reasons: Absent from County, confined by illness or disability, in prison for a non-felony conviction, an Election Inspector working out of district or a care provider who is not able to leave his/her residence. If any are received, they may be placed in the Green Absentee Drop-off bag for return to Board of Elections. Any voter dropping off a voted absentee ballot may cut the line to do so!

## ABSENTEE VOTERS

1. If a voter comes in and tells you that they already voted absentee but want to vote in person **THEY MAY DO SO**. A voter will not be allowed to vote twice. All voted absentee ballots are compared to the poll book to make sure they didn't vote in person. If they did, their absentee ballot is pulled out and not counted. Remember to call the Board of Elections and record on the Election Day Report.

You **CAN** take a voted Absentee ballot that someone brings in to your poll site as long as the ballot is from a Cattaraugus County resident. The absentee ballot is placed in the Green absentee drop-off bag and returned to the Board of Elections.

## UNSCANNED BALLOTS

An **Un-scanned Ballot** occurs:

- When a qualified voter attempts to vote by placing his/her ballot into the ICE and the ballot is rejected for any reason and the voter is unwilling to fill out a new ballot, the ballot is considered un-scanned.
- When a voter leaves the voting machine before the ballot is accepted and the ballot is rejected for any reason, the ballot is considered un-scanned. It must be placed in the **Green Nylon Bag** and the bag is placed in the Burgundy Ballot Bag at the end of the night.

## SPOILED BALLOTS

During the course of the election, circumstances may arise forcing you to mark a ballot SPOILED. Reasons for spoiling a ballot:

- Voter error (under/over vote, ambiguous marks, etc.)
- It is returned by the voter and the voter is issued a new ballot.
- A ballot is damaged by the Election Inspector when it is removed from the packet.

To mark a ballot spoiled:

- Fold Ballot in half with proposition side out
- Mark Ballot SPOILED

Voter puts the spoiled ballot into the **Red Nylon Bag** and the bag is placed in the Burgundy Ballot Bag and returned to the Board of Elections at the close of the polls. *Remember to fill out the paper in bag pocket at end of night.*

## ABANDONED BALLOTS

An **Abandoned Ballot** is any ballot found some place other than the voting machine. Fold, write ABANDONED on back and place in **Black Nylon Bag** for return to the Board of Elections inside the Burgundy Ballot Bag.

## WRITE-IN BALLOTS

**Write-Ins** are allowed in all elections. At the bottom of every race on the ballot, there is a square for a voter to write in a name. All the voter has to do is write in their candidate's name in the box and the machine will automatically scan it as a write-in. The ballot will drop into a special compartment inside the machine. Once write-in ballots are removed at the close of the polls, replace the plastic seal that is used to pin the compartment. (There is no number to record – the seal only acts as a pin.)

At the close of the polls, poll workers will count the number of ballots with write-in votes cast; record the number of write-in ballots on the ballot reconciliation sheet, record on write-in certificate and place ballots in a "Write-in Ballots" Navy Nylon Bag. *Remember to fill out the proper documents.* At end of the day, put the Navy Nylon Bag with write-in ballots for the machine specified in the Burgundy Ballot Bag.

## EMERGENCY BALLOTS

1. If your ImageCast malfunctions there is no need to close the polling place, follow these procedures:

- **CALL the Board of Elections IMMEDIATELY.**
- If there is more than one (1) unit in your location, send all voters to another machine.
- If you only have one (1) machine at your location:
  - Voter signs poll book.
  - Voter issued ballot, proposition side up in privacy folder.
  - Open Emergency slot located below the ICP and have voters place ballot in this slot.

2. After repairs to the ImageCast are complete, a Bi-Partisan team of Election Inspectors will remove the ballots from the emergency ballot compartment and scan them through. Close, lock and reseal the emergency door before scanning the ballots.

3. If ballots are "Un-scanned" at the end of the day, the number of un-scanned ballots are counted, recorded on the Ballot Reconciliation Sheet and returned in the Un-Scanned **Green Nylon Bag** in the Burgundy Ballot Bag at the end of the night. *Remember to fill out the paper in bag pocket at the end of the night.*

## Other Documents You May Receive (Court Orders/Pollwatcher Certificates)

A **Court Order** is a special paper which is presented by the voter to the Inspectors. It indicates what action must be taken by the Inspector. In all cases, have the voter complete a voter registration form, collect the Court Order and return both to the Board of Elections.

## COURT ORDERS

Voter's name is not found in the poll book but is resident of the district and refuses an affidavit ballot.

1. Give voter "Notice to Voter" to read.
2. Voter must get a court order to vote on the machine.
3. Chairman provides name, phone number and location of sitting judge.
4. Voter returns to polling site with court order, you take the court order, place it in the Gold Nylon Bag. *Remember to fill out the paper in bag pocket at end of night.*
5. Allow them to vote as indicated on the court order. If the voter is inactive status in the poll book, you may log that the voter is voting with a court order. Please see the PollPad manual! Complete the Election Day Report and record the "Ballot Stub Number" in Section I.
6. Voter completes voter registration form which is placed in Gold nylon Bag. *Remember to fill out the paper in bag pocket at end of night.*

## POLLWATCHERS

A **Pollwatcher** must report to the chairman and identify themselves as such by presenting a **certificate** to the inspectors. If any are received, place in Gold Nylon Bag for return to Board of Elections in Brown Supply Suitcase.



# Assisting Voters

If a voter with disabilities does not want to use the ballot marking part of the machine and prefers to vote with assistance, they can. They can have anyone of their choice such as family, friend, and bi-partisan inspectors, **EXCEPT** their Employer or their Union Official help them. Person assisting must take Voter Assistance Oath. Make sure to log this information in the electronic poll book, instructions to follow may be found in the PollPad manual!

## Challenged Voter

### Reasons for Challenging a Voter

Voter's qualifications (eligibility to vote) can be challenged at a polling site for any voter whose name appears in the poll book. As an Election Inspector, you must challenge any voter who you know or suspect is not legally entitled to vote in your district. You would challenge a voter for one of the following reasons:

- The voter's signature does not match the current registration signature
- Someone else using the same name has already voted
- The voter is believed not to reside at his or her registered address

### Processing a Challenged Voter

Following are the steps to be taken for processing a challenged voter before he/she votes:

1. Add the challenged voter's name to the Election Day Report Section II or III, as appropriate.
2. Challenged voter may still be processed with in the electronic poll book (see PollPad manual)
3. Administer challenged voter the Affidavit of Person Challenged statement.
4. Administer the preliminary oath to the voter. *"You do solemnly swear(or affirm) that you will make true answers to such questions as may be put to you concerning your qualifications as a voter"* \*electronic pollbook will read this to the voter if needed!
5. Question the voter about qualifications and Inspectors vote on eligibility to vote.
6. If the Board of Inspectors decides the challenge is warranted, the voter is not allowed to vote. If the inspectors are satisfied with the voter's answers, the challenge is withdrawn and the voter is allowed to vote on the machine.
7. However, if the insists, administer oath B on the Affidavit of Person Challenged statement, voter signs and dates the oath and inspectors witness the voter's signature. The voter is then allowed to vote on the machine.

# Closing the Polls

## Declaring the Polls Closed

Precisely at **9PM**, THE CHAIRMAN SHOULD DECLARE THE POLLS CLOSED. An inspector should stand at the end of the line of voters waiting to vote so that no one else can enter the line, even if the line extends outside the building. Voters may continue to vote past 9PM if they were in line to vote when the polls closed.

## Table Inspectors

1. Complete and sign today's sheet in the Ballot Reconciliation Sheet.
2. Refer to PollPad Guide for instructions on powering down the unit.
3. Return supplies to inspector bag.
4. Return unvoted ballots to the machine inspectors for return in the burgundy ballot bag(s).

## Machine Inspectors

### Closing the Machine

1. Refer to ICE Machine Manual "Closing the Polls" section for powering down the unit.
2. Once machine is fully powered down (with lights off) remove green seal only and place flash card in flash card bag.
3. Remove the Burgundy Ballot Bag with all voted ballots..
4. Remove write-in ballots from write-in compartment and reposition the zip-tie. Record number of Write-ins on Navy Bag label and ballot reconciliation. Record Write-ins on Write-in Certificate (which goes in flash card bag.) Place Navy Bag in Burgundy Ballot Bag.
5. Place any other colored nylon bags (red, green, black) containing ballots into the ballot bag.
6. Seal Ballot Bag and record seal # on ICE Statement of Canvass.
7. Initial on Inventory Supplies Check-off List in inspector column as you gather all supplies including any ADA Supplies. If used, remove ATI cord from the back of machine. Neatly place in ADA storage compartment.
8. Place ibuttons in clear plastic banker's BAG B and put it in machine.
9. Place signs from top of cones inside machine. (Signs should be collected after voting hours are over.)
10. Make sure you check off what you have done on the End of Night Return Supplies Check-off list and have returned the supplies to the correct bags. Sometimes you may have to tape the seal each bag, until you have all reports done and returned to bag for sealing.
11. Lock the ballot box, place new seal on and record closing seal # on ICE Statement of Canvass.

12. Replace machine cover – make sure cover is fully inside lip or it will not lock.
13. Record all additional seal numbers.
14. Place machine key, ICE Statement of Canvass and Ballot Reconciliation Sheet in BAG A. Replace Bag A in Caramel Bag. Return Caramel Bag to Black Inspector Bag.
15. Burgundy Ballot Bag, Flash Card Bag, Gold Affidavit Bag, Green Absentee Drop-Off Bag and Green PollPad case must be given to sheriff's deputy (or Board of Elections staff at office).

**Inspector Bags must be returned to the Board of Elections during the day after the election. See the Closing the Polls folder for instructions.**