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## **1.1 Important Changes for the 2020 Presidential Elections**

For the 2020 Presidential Elections, there are some important changes to the voting process.

- The election judge who gives a ballot (usually a ballot issuing judge) to a voter must tell each voter:

*“You have two ways to mark your ballot – either by hand or with the electronic device. Which do you prefer?”*

- Make sure that at least five (5) voters use the ballot marking device during the day. If five (5) voters have not used the ballot marking device by 1:00 pm, direct voters to use the ballot marking device until five (5) voters have used it.
- Voters are now permitted to take their voted absentee ballot to an early voting center or polling place. Voted absentee ballots will have their own secure “Absentee Ballot Bag” (similar to the provisional ballot bag) that will be taken back to the Frederick County Board of Elections at the end of voting hours.
- Individuals who are not registered to vote may now register at their assigned polling place on election day.

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## **1.2 Election Judge’s Role**

Your role as an election judge is to make sure elections are fair and accessible for all voters. You also protect the integrity of the election process.

You must perform all the duties assigned to you by the Frederick County Board of Elections in accordance with federal and State law. You must perform your duties faithfully and diligently. You must also perform your duties without any kind of bias, prejudice, and partisanship.

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## **1.3 Election Dates & Voting Hours**

*Presidential Primary:*

Early Voting - Thursday, April 16 through Thursday, April 23, 2020. Polls open at 10:00 a.m. and close at 8:00 p.m.

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## **1.2 General Information**

Election Day - Tuesday, April 28, 2020. Polls open at 7:00 a.m. and close at 8:00 p.m.

*Presidential General:*

Early Voting - Thursday, October 22 through Thursday, October 29, 2020. Polls open at 8:00 a.m. and close at 8:00 p.m.

Election Day - Tuesday, November 3, 2020. Polls open at 7:00 a.m. and close at 8:00 p.m.

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#### **1.4 Arrival Time**

Election judges are expected to arrive at their assigned polling place no later than 6:00 a.m., unless otherwise authorized by the Frederick County Board of Elections.

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#### **1.5 Closing Time for the Polls**

All voters who are in line to be checked in at 8:00 p.m. are allowed to vote. Although the polls are officially closed at 8:00 p.m. (unless voting hours are extended by a court order), the polls may remain open past 8:00 p.m. Voters in line by 8:00 p.m. must be allowed to check in to cast their ballot.

Extended voting hours may be ordered. When this occurs, all election judges must continue to work. When the extended voting hours end, all voters who are in line by the time extended hours end will be allowed to vote.

See *Appendix 1 – Extended Voting Hours* for additional information.

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#### **1.6 Important Contact Information**

If you need to contact the Election Office prior to the start of early voting, or on election day, please call the Election Judge Coordinator at 301-600-4141, or via email at [electionjudge@frederickcountymd.gov](mailto:electionjudge@frederickcountymd.gov).

The main number to call the Election Office during early voting, after hours, or on election day is 301-600-8683.

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## 1.7 Your Contact Information

You must keep your contact information current with the Frederick County Board of Elections. This includes your name, address, home phone number, work phone number, cell phone number, and email address.

If you have an unlisted number, please tell the Frederick County Board of Elections. Phone numbers and email addresses will only be released to the chief judges.

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## 1.8 Qualifications for Election Judges

Under Maryland law, you can be an election judge if you are:

- A registered voter in Maryland;
- Physically and mentally able to work at least a 15-hour day;
- Willing to work outside your home precinct;
- Able to sit and/or stand for an extended period; and
- Can speak, read, and write English.

Young people who are aged 16 or older may also be an election judge if:

- At least one parent or guardian gives permission; and
- They can show the Frederick County Board of Elections that they meet all the requirements for an election judge.



Some positions require election judges to be able to lift boxes and other items weighing 10 to 25 lbs.

You cannot be an election judge if you are a:

- Candidate or currently hold a public or political office, including State and county political party central committees; or
- Chairman, campaign manager, or treasurer for a political or candidate committee.

## 1.4 General Information

In addition, family members of a candidate should generally not serve as election judges within the district in which the candidate is seeking election.



In most cases, election judges will be affiliated with one of Maryland's two major political parties, Democratic and Republican. While under oath as an election judge, you must remain nonpartisan at all times.

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## 1.9 Mandatory Training Class

The law requires you to attend a training class and to serve on the day(s) you are assigned to work. If you do not attend training, you will not be permitted to work as an election judge. If you attend training, but do not work, you will not be paid for training.

### 1.9.1 Attendance

If you have an emergency and cannot serve as an election judge on the day you are assigned, you must tell the Frederick County Board of Elections right away so they can find someone else.

### 1.9.2 Compensation

Election judges will only receive training compensation for working as assigned on election day, (and/or during early voting.) Compensation for training and election day (and/or early voting) work performed will be paid 8-10 weeks after an election. *Please do not call the Frederick County Board of Elections or the Frederick County Finance Department or Payroll regarding information on payment timing.*

Wages **are** taxable. You are required to pay federal and State income tax on the wages earned as an election judge. If income taxes are not withheld from your paycheck, then you are responsible for reporting your wages and your federal and State income taxes. You may receive a W-2 depending on how much you earn. Talk to a tax professional if you need more information.

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## 1.10 Election Judge Oath & Rules of Security Behavior

All election judges must read and sign the *Election Judge Oath* and the *Rules of Security Behavior* before they begin working.

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## 1.11 Election Judge's Responsibilities

As an election judge, you must:

- Go to an election judge training class scheduled by the Frederick County Board of Elections.
- Read all the election materials you receive, including this manual.
- Read any updated information that you receive after training class and on election day.
- Work every day you are assigned.
- Be on time.
- Wear your name tag at all times.
- Work together to make sure the polling place opens on time. Opening on time is required by law.
- Follow the instructions of the chief judges.
- Help with whatever needs to be done, no matter what you were originally assigned to do.
- Work with the other election judges at your assigned polling place as a team to:
  - Maintain the integrity and confidentiality of the voting process;
  - Make sure the polling place is secure;
  - Make sure the voting equipment is secure, working properly, and available to all voters;
  - Make sure the voted and unvoted ballots are secure at all times;
  - Help reduce errors and omissions by voters;
  - Fill out election-related paperwork accurately;
  - Follow the instructions in this manual; and

## 1.6 General Information

- Follow all other instructions provided by the Frederick County Board of Elections.

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## 1.12 General Rules for All Election Judges

- **Do not wear campaign buttons, t-shirts, or other political items.**  
Election judges are not allowed to electioneer or campaign.
- **Do not talk about candidates or political issues** among your fellow election judges, voters, or with anyone inside the voting room and within the “No Electioneering Zone.”
- **Help all voters promptly and politely.** Watch for voters who need help.
- **Do not leave** the polling place at any time.
- **Do not smoke** inside the site or at the entrance to the polling place.



Check all local laws and ordinances regarding smoking at a governmental facility where a polling place is located.

- Dress comfortably and appropriately.
- Do not bring family members or friends with you to help. Only voters and people approved by the Frederick County Board of Elections (for example, election judges, challengers and watchers, and staff) are allowed in the polling place.
- Keep conversations with family members, friends, and neighbors short. Stay focused on the voting process.
- **Remain at your work station at all times.** Only leave your work station when you are on an assigned break, using the restroom, helping a voter or following the directions of a chief judge.
- Refer questions from the media and challengers and watchers to chief judges. Chief judges should refer such questions to the Frederick County Board of Elections at (301) 600-8683 and write the details of what happened in the *Election Day Log*.

- **No electronic devices may be used in the polling place, except as authorized by the Frederick County Board of Elections.** The Board may issue – or authorize – cell phones, pagers, or computer equipment that may be used in the polling place. These electronic devices may only be used for election purposes.
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### **1.13 Tips for Election Judges**

- Bring a sweater or jacket in case the polling place is cold.
  - Bring enough food and drinks to last the entire day.
  - Bring any medicine you may need, as you may not leave the polling place to get anything.
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### **1.14 Types of Election Judges**

There are 3 main types of election judges:

- Chief Judges
- Voting Operations Judges
- Provisional/Same Day Registration Judges

The Frederick County Board of Elections will assign your role within the polling place.

**Chief Judges** – These are the officials responsible for the polling place.

Duties include:

- Picking up election supplies from Election Office;
- Checking the polling place before the election;
- Assigning work to other election judges;
- Supervising the opening of the voting units;
- Reviewing the specimen ballot with voters;
- Substituting judges of the appropriate party, when needed;
- Making all necessary calls to the Election Office;
- Supervising the activities of Challengers and Watchers and media in the polling place;
- Monitoring the “no electioneering” boundaries;
- Closing the polls; and
- Returning the supplies and results to the office election night – as a team.

## **1.8 General Information**

## **Provisional Ballot/Same Day Registration Judges**

Duties include:

- Assisting in the opening of the polls;
- Assisting those wishing to register to vote using Same Day Registration;
- Issuing provisional ballots to voters referred by the chief judge;
- Explaining the provisional ballot process to the voter;
- Keeping track of all voted and unvoted provisional ballots;
- Assisting in the closing of the polls;
- Returning the Provisional Ballot Bag to the chief judge; and
- Any other duties as assigned by the chief judge.

**Voting Operations Judges** – These officials are responsible for a variety of activities in the polling place. The Election Office will assign your main role for election day or at early voting, but your chief judges may reassign you based on the needs within the polling place.

You'll be assigned one of the following main roles when you work on election day or at early voting:

### **Check-In Judges**

Duties include:

- Assisting in the opening of the polls;
- Checking voters' registration information in the precinct register using the electronic pollbook;
- Making corrections or changes to a voter's registration information using the *Voter Update Form*;
- Issuing voter authority cards;
- Providing voter assistance forms as needed;
- Directing voters to the ballot issuance judge;
- Referring problems to the chief judge;
- Assisting in the closing of the polls; and
- Any other duties as assigned by the chief judge.

### **Voting Unit Judges**

Duties include:

- Assisting in the opening of the polls;
- Directing voters to the available voting booth;
- Placing the signed voter authority card with the scanning unit;

- Monitoring activity around the scanning units and voting booths;
- Giving general instructions to the voter explaining the operation of the ballot marking device, and scanning unit;
- Assisting in the closing of the polls; and
- Any other duties as assigned by the chief judge.

### **Ballot Issue Judges**

Duties include:

- Assisting in opening the polls;
- Setting up the individual ballot issue tables;
- Distributing supplies;
- Posting signs;
- Issuing paper ballots to voters;
- Issuing ballot activation cards to voters that use the ballot marking device;
- Directing voters to the voting area;
- Keeping the ballots secure at all times; and
- Assisting in closing the polls.

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### **1.15 Term of Office**

The term of office for an election judge is approximately two years and ends thirteen weeks before the 2022 Gubernatorial Primary Election. You are expected to serve as an election judge for all elections held during that period.

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### **1.16 Removal of an Election Judge**

On election day (and at early voting, if assigned,) you represent the Frederick County Board of Elections. Each person who enters the polling place deserves your respect and polite service. Always act in a professional way and keep a positive attitude. Support and help voters, even when things get difficult.

The Frederick County Board of Elections shall immediately investigate all complaints about the fitness, qualification, or performance of an election judge. They shall also investigate all reports of harassment, sexual harassment, threatening behavior, or behavior that compromises the integrity and security of the election process.

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## **1.10 General Information**

The Frederick County Board of Elections shall remove any election judge whom they decide is unfit, incompetent, or whose behavior is considered inappropriate or unprofessional. If you are removed from being an election judge, you may lose your wage and lose future chances to be an election judge.

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## **1.17 How You Can Vote**

If you are assigned to work in a precinct that is not your home precinct, you must vote during early voting or by absentee ballot. If you choose to vote by absentee ballot, ask for an absentee ballot from the Frederick County Board of Elections.

You may mail or deliver your voted ballot to the Frederick County Board of Elections **before** election day. You may also take your completed absentee ballot to an early voting center or to a polling place. You cannot submit your voted ballot online or return it by email or fax. You are not allowed to leave your assigned polling place to deliver your ballot to the Frederick County Board of Elections.

If you mail your ballot, the envelope must be postmarked on or before election day. It must be received by the Frederick County Board of Elections by 10:00 a.m. on or before Friday, May 8, 2020 for the primary election or Friday, November 13, 2020 for the general election.

If you have any questions, please contact the Frederick County Board of Elections at (301) 600-8683.

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## **1.18 General Policies About Voters**

### ***1.18.1 Voter ID Policy***

If the voter is marked as “Show ID” in the electronic pollbook, then you should ask the voter to show ID. Otherwise, **do not** ask voters to show ID.

If a voter offers an ID, you may accept it, but the voter **must** verbally state his or her name, address, and month and day of birth.

If someone challenges a voter’s identity, tell a chief judge immediately.

#### ***1.18.2 Children Accompanying Voters***

Children who are 17 years of age or younger may go with a voter into the voting area. The child must stay with the voter and must not disturb or interrupt normal voting procedures.

Anyone who is 18 years of age or older must complete a *Voter Assistance Form* if he or she goes with a voter into the voting area.

#### ***1.18.3 Electronic Equipment in the Polling Place***

No one can use electronic devices inside the polling room. Prohibited devices include radios, televisions, cameras, cell phones, tablets, pagers, and computer equipment.

There are some exceptions to this rule:

- If both chief judges agree, members of the media may use cameras in a polling place and within the “No Electioneering Zone.” Members of the media must not interfere with the voting process and may not put the privacy of voters at risk.
- The Frederick County Board of Elections may issue – or authorize – cell phones, pagers, or computer equipment that may be used by election judges or staff from the Board of Elections in the polling place. These electronic devices may only be used for election purposes.
- Law enforcement officers and emergency workers may also use electronic devices when they are doing their jobs.

Voters may bring printed materials into the polling place. This includes sample ballots, voter’s guides from newspapers, and campaign literature. Voters may use electronic devices while waiting in line outside of the polling room.

#### ***1.18.4 Line Management***

To help voters have a better experience while waiting in line:

- Have single lines leading to the check-in table, voting booths, ballot marking devices, and scanning units.
- Check with voters waiting in line to make sure voters are at the correct polling place and in the correct line.

## **1.12 General Information**

- Give voters the opportunity to look at a sample ballot while in line.
- Provide voters instructions about the voting system and voting procedures.
- Allow voters to read literature, including information about candidates and ballot questions, while waiting in line inside or outside the polling room. Voters may read newspapers, books, fliers, pamphlets, etc.
- Allow voters to use electronic devices (cell phones, tablets, etc.) while waiting in line outside of the polling room.
- Inform voters about expected wait times while they are waiting in line. If there are any delays, explain them to the voter.

#### *1.18.5 Accommodating Voters in Line*

If a voter is unable to stand in line, ask another voter in line to hold his or her place. Allow the voter who needs accommodation to sit down until the placeholder reaches the check-in judge. Give a placeholder card to the voter and the other voter who is holding his or her place in line. The voter standing in line will alert the judges and show them the card when it is the voter's turn to vote. The cards are numbered in pairs to identify the voter who is waiting to vote.



Never ask a voter to provide proof of a disability. A voter's disability may not be visible.



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## 2.1 Security Rules for All Election Judges

- Unauthorized collection, transmission, sharing, or disclosure of voter information is prohibited. These activities will result in immediate removal from office and possible civil and/or criminal penalties.
- Always wear the name tag provided by the Frederick County Board of Elections and carry your photo ID while working as an election judge.
- Do not deviate from the approved *Election Judges' Manual* or training without the written approval of the State Administrator of elections.
- Make sure that all paperwork is filled out as required.
- Report any security problems to the Frederick County Board of Elections right away. Security problems include incomplete or missing paperwork, voided tamper tape, broken seals, unsecured facilities or voting equipment. Do not use voting equipment that has missing or damaged tamper tape or seals. Record all such events in the *Election Day Log*.
- Monitor and secure all election materials and equipment throughout the day.
- Report any suspicious, threatening, or harassing behavior to the Frederick County Board of Elections office right away. Report any such behavior that occurs inside the polling place or within the “No Electioneering Zone.” Record all such events in the *Election Day Log*.



If there is an emergency that is a threat to public safety, call 911 right away. Then, contact the Frederick County Board of Elections.

- Do not allow any unauthorized person to touch the voting equipment. A voter is only allowed to touch his or her own voter authority card, ballot, or ballot activation card.
- If you have a problem with the voting equipment, contact the Election Office immediately and record the event in the *Election Day Log*.

## 2.2 Security Rules and Awareness

- Make sure all ballots, ballot activation cards, and voter authority cards are accounted for as required. Secure all voted ballots, unvoted ballots, spoiled ballots, and voter authority cards.
- Do not share confidential supervisor passwords with anyone. Keep supervisor passwords in the sealed envelope inside the Chief Judge's Binder until needed.
- Make sure all memory sticks and compact flash cards are returned to the Board of Elections warehouse with all other materials as instructed.



All election judges must read and sign both the *Election Judge Oath* and *Rules of Security Behavior* prior to serving.

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## 2.2 Equipment and Facility Security

Always follow security rules related to the equipment and facility. These rules include:

- Maintain physical security control over the voting equipment and electronic pollbooks. Follow procedures for securing the polling place.
- Protect and maintain control of the memory sticks, compact flash cards and ballots during the election process at all times.
- Make sure that the access compartments on the scanning units are secured before opening the polls and throughout the day.
- Look for any potential tampering or defacement of the voting equipment or electronic pollbooks. Report any problems to the chief judges right away. The chief judges must report problems to the Frederick County Board of Elections office.
- Make sure that all voting equipment and electronic pollbooks are secured at the end of election night.

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## **2.3 Chain of Custody**

Chain of custody refers to the time-based record, or paper trail, of all the voting equipment and materials. The paper trail will show the custody, control, and transfer of voting equipment, memory sticks, voted and unvoted ballots, reports, forms, and other equipment and supplies.

It is important to ensure the security of voting materials. If you are transporting memory sticks, keys, compact flash cards, ballot activation cards, and ballots, you must record the chain of custody, which means who had the material and when they had it. It is essential to maintain physical security control over the voting equipment. All reports and documentation must be completed and signed appropriately.

Chief judges from each precinct are responsible for the memory sticks from the scanning units. Memory sticks are in the scanning unit at the time of delivery to the polling places. When the polls close, the chief judges are responsible for removing the memory sticks from all scanning units and placing them inside the **Yellow** security bag. All memory sticks from the scanning units and voted ballots, along with all election supplies, including the electronic pollbooks, are to be returned to the Board of Elections warehouse by the two chief judges immediately after the polls close. An election office staff member will check in the memory sticks and other election materials.

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## **2.4 Maintaining Integrity of the Election Process**

You have the responsibility to maintain the integrity of the election process in the following ways:

- Ask voters if they need help if they do not appear to be following the instructions you provided.
- Ask voters to remove personal items from the voting booths and check-in table when finished voting.
- Check the polling place to make sure a voter has not left personal items or campaign materials.
- Check the ballot marking devices, scanning units, and electronic pollbooks to make sure they are plugged in, charged, and that

## **2.4 Security Rules and Awareness**

tamper tape and seals are not damaged and show no signs of tampering.

- Make sure voters do not leave the polling place with a ballot, ballot activation card, or voter authority card.



## **Chapter 3 – Voters with Special Needs and Cross Cultural Communication**

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### 3.1 General Guidelines: Voters with Special Needs



Voters with disabilities have the same rights as all other voters.

- Be polite and respectful.
- Do not underestimate people with disabilities.
- Do not put a time limit on voting.
- Always speak directly to the voter, not to the voter's helper, companion, or sign language interpreter.
- Offer help, but do not insist or be offended if your help is not accepted. The person may not want or need help but your offer will be appreciated.



Never insist on helping when a voter has not asked for help.

- Make sure there are signs to show the most accessible path to the polling place.
- Be aware of obstacles and hazards that could cause injury.
  - Tape down floor mats, rugs, and power cords securely or move them out of the way.
  - Keep floors as dry as possible.
- Make sure the ramps and doors that are accessible to wheelchairs are unlocked. Keep the paths clear.
- If necessary, be creative in how you help voters with disabilities. For example, **if a voter is unable to stand in line, ask another voter in line to hold his or her place.** Let the voter who needs help sit down until the placeholder reaches the check-in judge.
- Be prepared to provide instructions on how to set up and use the ballot marking device.

### 3.2 Voters with Special Needs and Cross Cultural Communication



Never ask a voter to provide proof of a disability. A voter's disability may not always show.

### 3.2 Voters Asking for Instructions

If a voter asks for instructions on how to use voting equipment or about the voting process, election judges must provide the requested instructions. Election judges are **not allowed** to suggest how the voter should vote on any contest.

### 3.3 Voters Asking for Help to Vote

- A voter may choose anyone to help him or her except:
  - The voter's employer or an agent of the voter's employer.
  - An officer or agent of the voter's union.
  - A person appointed as a challenger or watcher for this election.
  - A candidate who is on the voter's ballot.



Two election judges of different political parties can also help a voter.

- The helper must read and sign a *Voter Assistance Form*.
- The helper may only help the voter by:
  - Reading the instructions, ballot content, or the provisional ballot application.
  - Marking or casting the ballot, using the ballot marking device or filling out the provisional ballot application as directed by the voter. The helper must mark the ballot as directed by the voter.
- Helpers are **not allowed** to suggest how a voter should vote on any contest.



The *Voter Assistance Form* must be filled out when a voter asks for help from another person or from two election judges of different political parties.

### 3.4 Completing the Voter Assistance Form

1. Fill out Part I of the *Voter Assistance Form* found in the check-in judges' notebook.
2. Ask the helper to fill out Part II of the *Voter Assistance Form*. If election judges are helping the voter, the election judges must fill out Part III of the form.
3. When completed, place it in the back of the check-in judges' notebook.

**Figure 1 – Voter Assistance Form**

State of Maryland Voter Assistance Form		
<b>Instructions:</b> Use this form if a voter <b>has a disability or is unable to read or write English AND requests assistance with voting or completing a provisional ballot application</b> . Assistance is limited to: (1) reading the voter instructions, ballot content, or the provisional ballot application; and (2) marking or casting the ballot, operating the voting equipment, or completing the provisional ballot application as directed by the voter.		
<b>Part I – Completed by Election Judge</b>		
Printed Name of Voter: _____		
Street Address: _____		
City: _____ State: _____ Zip: _____		
The voter named above has requested assistance in voting and is being assisted by: <input type="checkbox"/> A person designated by the voter (Go to Part II) or <input type="checkbox"/> Two election judges (Go to Part III)		
<b>Part II – Completed by Person Designated by Voter</b>		
Printed Name: _____		
Street Address: _____		
City: _____ State: _____ Zip: _____		
I affirm that:		
<ol style="list-style-type: none"><li>1. I am not the voter's employer or agent of the voter's employer;</li><li>2. I am not an officer or agent of the voter's union;</li><li>3. I have not been appointed as a challenger or watcher for this election;</li><li>4. For a voter casting a provisional ballot, I am not a candidate who is on the voter's ballot;</li><li>5. The named voter asked me to assist with marking or casting the ballot or in completing a provisional ballot application;</li><li>6. I will assist the voter only by: (a) reading the voter the instructions, ballot content, or the provisional ballot application; or (b) marking or casting the ballot, operating the voting equipment, or completing the provisional ballot application as directed by the voter; and</li><li>7. I will not attempt to influence or suggest in any way how the voter should vote in any contest or question.</li></ol>		
_____ Signature		Date _____
<b>Part III – Completed by Election Judges Assisting Voter</b>		
_____ Signature – Election Judge		_____ Party Affiliation _____
_____ Signature – Election Judge		_____ Party Affiliation _____
SBE 10-10 (Rev. 1/18)		

### 3.4 Voters with Special Needs and Cross Cultural Communication

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### 3.5 Voters Who Cannot Sign Any Form(s)



Always ask the voter before you help.

- Do not assume a voter cannot sign his or her own name.
  - Follow regular check-in procedures and tell the voter when a signature is required. Let the voter tell you if he or she cannot sign his or her name.
  - If the voter is blind or has low vision, the voter may ask you to guide his or her hand to the place on the paper where he or she needs to sign. Never grab the voter's hand or pen, or try to guide the voter's hand if the voter has not asked you to do so.
- If a voter **cannot** sign his or her voter authority card, *Voter Update Form*, or any other form(s), ask the voter to make an "X" or similar mark on the signature line. This mark can be used as that person's signature.
- When a voter is unable to make a mark, write the following statements on the back of the form the voter should sign:
  - On the voter authority card: "This voter is qualified to vote but is unable to sign his or her name."
  - On all other forms except the voter authority card: "This voter is unable to sign his or her name."
  - Sign your name and write the date under the statement.

---

### 3.6 Voters Who are Blind or Have Low Vision

- As soon as you come into contact with a voter who is blind or has low vision, tell the voter your name and that you are an election judge.
- Read any required information to the voter. Make sure you tell each voter that there are two ways to mark a ballot – either by hand or with the electronic device.

- If you are guiding a voter, offer your arm to the voter, rather than taking the voter's arm. Give the voter information that is obvious to voters who can see (such as stairs, obstacles, turning left, etc.).



Always ask the voter before helping or touching the voter. Never grab the voter's arm or try to guide the voter unless the voter asks for help.

- If a person uses a service animal, walk on the opposite side of the voter, away from the animal. Do not pet or distract a service animal without asking the owner first. Make sure others do not distract a service animal. Service animals are highly trained. They do not need any special care from anyone except their owner.



Service animals are allowed in all buildings.

- If a person uses a cane, walk on the opposite side of the voter, away from the cane. Do not touch or take the cane from the voter. Let the voter decide where to put the cane while voting. However, it is reasonable for you to tell the person if the cane may be a tripping hazard to others.
- Explain how the voter can get your attention if he or she needs help. Tell the voter when you are leaving.

---

### 3.7 Voters with Speech or Hearing Disabilities

- A voter who cannot speak may choose to write down his or her information to give to the check-in judge. Check-in judges should have paper and pens available.
- Follow the voter's cues. Let the voter decide whether speaking, gesturing, or writing is the best way to communicate.
- If you can communicate with the voter by speaking, speak calmly, slowly, and directly to the voter. Use short, simple sentences. Ask one question at a time. Do not shout. Your facial expressions, gestures, and body movements will help the voter understand you.

## 3.6 Voters with Special Needs and Cross Cultural Communication

- Do not speak for the voter or try to finish his or her sentences.
- If a voter does not understand a sentence, try again with different words. Do not just repeat the same sentence. If the voter is still having trouble, write the sentence down on paper.
- If you do not understand something the voter has said, ask the voter to say it again. Do not pretend that you understand. If you are still having trouble understanding, provide the voter with a pen and paper. Ask the voter to write down what he or she said.
- Talk directly to a person (for example, “What is your name?”). Do not talk to his or her helper (for example, “What is his name?”).

---

### **3.8 Voters with Physical Disabilities**

A voter with a physical disability may choose to vote while sitting in a wheelchair or a chair.

- Ask before pushing or touching a voter’s wheelchair or other equipment. A wheelchair or other equipment is part of the person’s personal space.
- Ask before helping. Grabbing someone’s elbow could throw the person off balance. A voter with a physical disability might need to lean on a door while opening it. You might cause the voter to fall if you open the door too quickly.

---

### **3.9 Voters with Cognitive Disabilities**

A voter with a cognitive disability may have trouble understanding, reading, writing, or communicating. The voter may choose to have someone help him or her while voting. Voters are always allowed to choose to have a helper. Do not ask about a voter’s cognitive ability.

- Be prepared to repeat what you say – either out loud or in writing.
- Allow extra time to understand the voter and to make sure that the voter understands you.

---

### **3.10 Tips for Cross-Cultural Communication**

As an election judge, you will help people of many different backgrounds, ethnicities, cultures, and language abilities. Be patient and helpful. Voting may be a new experience for some voters. Here are some effective communication tips.

- Be clear and keep it simple. Do not use slang or jargon.
- Pay attention to the non-verbal language of people who have a different cultural background. Also, be aware that others may not understand your own “body language.”
- Speak slowly. Allow pauses, and do not talk too much.
- Organize your thoughts. Be specific, and explain things in order.
- Go over things a second time if needed. Check often to see if people understand.
- Do not embarrass the person when checking to see if they understand.
- Listen carefully and patiently.
- Write things down as well as talking. If English is a person’s second language, it may be easier to read English than to hear it.

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## **3.8 Voters with Special Needs and Cross Cultural Communication**

## **Chapter 4 – People and Activities in the Polling Place**

4.1 Electioneering .....	4.2
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4.3 Challengers and Watchers .....	4.3
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4.6 Polling Place Evaluators .....	4.9

## 4.1 Electioneering

Electioneering is any activity that supports an election campaign.

Electioneering is illegal in the polling place. It is also illegal anywhere within 100 feet of the entrance and exit to the polling place. This is called the “No Electioneering Zone.” No electioneering or political activity may take place within the “No Electioneering Zone.” No campaign materials may be posted or handed out in this zone.

Election judges are not allowed to show support or oppose any campaign or political party while working at the polling place. You may not wear or display any political material. You may not share any political opinions while you are in the polling place or while performing the duties of an election judge.

“Electioneering” includes wearing clothing that supports or opposes a candidate, ballot issue, or political party.

Voters are allowed to wear clothing, buttons, or other items with a political message while they are voting. Voters who are wearing political messages are not allowed to linger in the polling place or within the “No Electioneering Zone” after voting.

All day, you should keep an eye on the activity outside the polling place. Tell anyone who is campaigning within the “No Electioneering Zone” to stay outside the marked boundary. If anyone refuses to stay outside the marked boundary, chief judges must call local law enforcement. Ask law officers to remove the person from the property. If voters leave political materials in the polling place, election judges must remove the materials right away.

Lawn signs or other campaign speech that is on private property are legal even inside the 100 foot zone. However, sometimes the election judge or the Board of Elections can show a reason why materials need to be removed in order to prevent voter confusion, harassment, or intimidation. Election judges may ask property owners to move their campaign signs to areas beyond 100 feet. If property owners do not agree, contact the Board of Elections office at 301-600-8683 immediately.



If you have any questions, ask the chief judges.

## 4.2 People and Activities in the Polling Place

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## 4.2 Exit Polling

Organizations and individuals sometimes do “exit polling” to ask about how people voted. Exit polling is allowed within the “No Electioneering Zone” as long as the chief judges agree.

Persons conducting exit polling must:

- Stay outside the polling room.
- Not ask questions until after the voter has voted and left the polling room.
- Tell voters that they do not have to answer the questions.
- Not campaign within the “No Electioneering Zone.”



Chief judges should try to allow exit polling. However, chief judges must also maintain order in and around the polling place. They may have to limit activities that cause delays or interruptions. Chief judges may choose an area for exit polling outside the polling room. They may also limit the number of people for each organization, or they may limit the number of groups polling.

---

## 4.3 Challengers and Watchers

Maryland law allows selected individuals to serve as challengers and watchers. Challengers and watchers represent candidates and political parties, or can support or oppose ballot issues. Official challengers and watchers are election observers who are allowed to observe all election day activities in the polling place.

To be an official challenger and watcher, a person must have a certificate filled out by any of the following:

- The State Board of Elections
- A local board of elections
- A candidate (including filed write-in candidates)

- A political party
- Any other group of voters supporting or opposing a candidate, principle, or proposition on the ballot

Challengers and watchers have the right to:

- Challenge a voter's identity.
- Be in the polling room at least 1/2 hour before the polls open.
- Be in the polling room at any time when the polls are open.
- Be in the polling room during all the work of closing the polls. However, challengers and watchers must be inside the polling room **before** the polls close.
- Make a list of registered voters who have voted or individuals who have cast provisional ballots. They can take this list outside of the polling place.
- Stand where they can see and hear each voter as the voter checks in to vote. They should also be able to see the activities in the polling room. The chief judges will decide where challengers and watchers will stand. Chief judges do not have to put challengers and watchers right behind the check-in table. Challengers and watchers do not have to be able to see the screen of the electronic pollbooks.
- During the day, challengers and watchers may ask:
  - One of the chief judges to go with him or her to a scanning unit to check the tamper tape and see the public counter. They can only go near the scanning unit when it is not being used.
  - One of the check-in judges to allow him or her to see the number of voters who have been checked in to vote. This number is at the bottom center of the "Find Voters" screen of the electronic pollbook.

## 4.4 People and Activities in the Polling Place



If the polling place is very busy, chief judges are allowed to ask challengers and watchers to wait. Chief judges should let challengers and watchers look at the scanning unit or electronic pollbook when the polling place is less busy.

Except as described above, a challenger and watcher may not move about the polling place during voting hours. A challenger and watcher who wants to talk with a voter must do so outside the polling place and outside the “No Electioneering Zone.”

In addition, a challenger and watcher cannot attempt to:

- Find out how a voter voted or intends to vote.
- Talk with any voter in the polling room.
- Help any voter with voting.
- Interfere with the election process.
- Keep any voter from talking to an election judge.
- Physically touch an original election document.
- Use a cell phone, laptop, pager, or other electronic device in the polling place.



If challengers and watchers would keep the polling place from opening on time, the chief judges may ask the challengers and watchers to leave. More than half of the election judges at the polling place must agree.



Chief judges may remove any challenger or watcher who does not obey the rules listed above. Chief judges may also remove any challenger or watcher who interferes with the election judge’s work or who does not obey an order from an election judge.

**Figure 1 – Challenger & Watcher Certificate**

<b>State of Maryland</b> <b>Challenger &amp; Watcher Certificate</b>																						
<b>Part I – Instructions and Information</b>																						
<p><b>Instructions to Designating Candidate or Entity:</b> You may designate a Maryland registered voter as a challenger and watcher if you are: (a) a candidate; (b) a political party; or (c) any other group of voters supporting or opposing a candidate, principle, or proposition on the ballot. (To be eligible, the group of voters must form a formal committee under section 13-207 of the Election Law Article.)</p> <p>Before designating any individuals, please read the State Board of Elections' <i>Instructions and Information for Challengers, Watchers, and Other Election Observers</i> (available at <a href="http://www.elections.state.md.us/get_involved/index.html">www.elections.state.md.us/get_involved/index.html</a>). Please provide the State Board's instructions to any individual you designated as a challenger and watcher.</p> <p><b>Instructions to Challenger and Watcher:</b> Please read the State Board of Elections' <i>Instructions and Information for Challengers, Watchers, and Other Election Observers</i> (available from your designating candidate or entity or at the website listed above). You must have this certificate when you are acting as a challenger or watcher; you will not be permitted to remain in the voting area without a signed certificate. Give an extra copy of this signed certificate to the election judges when you arrive at an early voting center or polling place.</p> <p>As a challenger and watcher, you have the right to:</p> <ul style="list-style-type: none"> <li>• Enter the voting area at least (but no later than) 30 minutes before voting hours begin;</li> <li>• Enter or be present in the voting area at any time during voting hours;</li> <li>• Remain in the voting area until all post-voting tasks have been completed and the election judges leave the voting area;</li> <li>• Maintain a list of registered voters who have cast a ballot or individuals who have cast provisional ballots;</li> <li>• Enter and leave the voting area to take outside information that identifies individuals who have cast ballots; and</li> <li>• Be positioned near the election judges so that you may see and hear each voter as the voter checks in to vote.</li> </ul> <p>You cannot attempt to: (a) determine how a voter voted or intends to vote; (b) talk with any voter in the voting area; (c) assist any voter in voting; (d) physically handle an original election document or equipment; (e) interfere with the election process or impede a voter's access to election judges; or (f) use a cell phone, laptop or other electronic equipment in a voting area.</p> <p>You may be removed by an election judge if you do not follow an election judges' order or attempt a prohibited act.</p>																						
<b>Part II – Certificate Designating Challenger and Watcher</b>																						
<p>I/We certify that _____, a _____, registered voter, to act as a challenger or watcher for the <input type="radio"/> 20 _____ Primary Election OR <input type="radio"/> 20 _____ General Election. (check only one)</p> <p>This individual will act in this capacity <input type="radio"/> on election day (complete Part A) and/or <input type="radio"/> during early voting (complete Part B). (check all that apply)</p>																						
<p>Part A: I/We designate this individual as a Challenger or Watcher for the following precinct(s) on election day:</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">District/Precinct or Ward/Precinct</td> <td style="width: 50%;">Name of County or Baltimore City</td> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table> <p>Part B: I/We designate this individual as a Challenger or Watcher on the following days and at the following early voting locations:</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 33%;">Early Voting Dates</td> <td style="width: 33%;">Name of Early Voting Center</td> <td style="width: 33%;">Name of County or Baltimore City</td> </tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </table>			District/Precinct or Ward/Precinct	Name of County or Baltimore City							Early Voting Dates	Name of Early Voting Center	Name of County or Baltimore City									
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<small>Signature of Designating Candidate or Officer of Designating Entity</small>		<small>Office Sought by Candidate</small>																				
<small>Date</small>																						
<small>SBE 10-312 Rev. 9/2011</small>																						



The right of a person to vote may **ONLY** be challenged on the grounds of **identity**. The challenge must be made before the person is given a voter authority card, a ballot, or a ballot activation card.

#### 4.4 Voter Identity Challenges



This is a chief judge function only. A chief judge must follow all procedures for challenging a voter's identity.

The right of a person to vote may **ONLY** be challenged on the grounds of identity. The challenge must be made **before** the person is given a voter authority card, a ballot or a ballot activation card.

Anyone, whether official or not, is allowed to enter the polling room for the sole purpose of challenging the identity of other people trying to vote. An

#### 4.6 People and Activities in the Polling Place

unofficial challenger must follow the same rules as an official challenger, but a non-official challenger must leave the polling place as soon as the challenge is made. A majority of election judges may decide to limit the number of challengers in the polling place.

Election judges may also challenge the identity of a person trying to vote. If this happens, a chief judge must follow all the rules for challenging a voter's identity. Election judges are not required to leave the polling place after a challenge.

If a voter's identity is challenged:

1. Ask the voter for an acceptable form of ID.

**The following are acceptable forms of ID:**

- The person's voter registration card
- The person's social security card
- The person's valid Maryland driver's license or MVA ID Card
- Any ID card issued by the federal, State, or local government
- Any employee ID card that contains their photograph and is issued by the employer
- A copy of a current bill, bank statement, government check, paycheck, or other government document that shows the name and current address



The person's social security card is an acceptable form of ID for a challenged voter. A social security card is not an acceptable form of ID for a voter whose "status" is "pending" ("Pend1" or "Pend2") in the electronic pollbook.

2. If the voter presents an acceptable form of ID, tell the voter to return to the check-in line to continue the check-in process.
3. If the voter cannot present an acceptable form of ID:
  - The challenger and challenged voter must each complete their part of the *Affidavit for Challenger & Challenged Voter* form. The chief

judge must watch the challenger and challenged voter sign the affidavit. The chief judge may provide extra information in Part III of the form. This form can be found in the back of the chief judges' notebook.

- Have the voter return to the check-in line to be checked in as a provisional voter. Use provisional reason code #8 "Identity challenged and cannot provide acceptable form of ID").
  - Take the voter to the provisional ballot judge.
  - Tell the provisional ballot judge to attach the *Affidavit* to the outside of the voter's provisional ballot envelope.
4. If election judges believe a challenger or watcher is making challenges that are not supported by actual information about the voter's identity, call the Board of Elections office at 301-600-8683 for help.
5. The chief judge should write the details of the challenge in the *Election Day Log*.

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#### **4.5 Individuals Dressed or Equipped as Officials**

Special rules apply to people who are wearing clothes or equipment that make them appear as they are performing an official government function. No one can wear clothes or equipment that might give such an impression unless they actually have an official job in the election.

Clothes or equipment that may make someone appear they are performing an official government function include:

- Wearing a public or private law enforcement or security guard uniform.
- Wearing an armband.
- Carrying or displaying a gun or badge.



There are exceptions. Law enforcement officers, military personnel, or security guards who are on duty, traveling to or from duty, or who are performing an official government function may vote while wearing a uniform and/or carrying displaying a gun or badge.

#### **4.8 People and Activities in the Polling Place**

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## **4.6 Polling Place Evaluators**

The Maryland State Board of Elections or the Board of Elections may send people to visit polling places without advance notice. These evaluators will check to see how well the election judges are following the rules. They will check the election judges' general performance.

Evaluators use a *Polling Place Evaluation Form* when visiting polling places. During the visit, evaluators may speak with election judges and inspect reports. Evaluators are not allowed to slow down or interrupt the voting process.



## Chapter 5 – Chief Judges

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## 5.1 General Information

The security of voting materials and equipment is very important. You must follow the rules for chain of custody when picking up and returning voting materials and equipment. This includes the rules for memory sticks, compact flash cards, passcodes, keys, ballot activation cards, and blue ballot bins that contain voted paper ballots. It is also important to maintain security control over the voting equipment.



All reports and forms **MUST** be completed and signed appropriately.

All election judges are expected to work together as a team. Make sure the polling place opens on time as required by law. Make sure the polls close properly and all rules are followed.

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## 5.2 Election Day Preparation

Pick up supplies the Saturday prior to each election at the Elections Warehouse between 9:00 am and 12:00 noon

Primary Election – Saturday, April 25

General Election – Saturday, October 31

If you have authorized access to the polling place the night before:

- Make sure that the proper voting units have been delivered, the correct number of voting unit(s) were received, and all voting unit(s) are sealed.
- Make sure that the proper electronic pollbooks were delivered, the correct number of pollbooks were received, and all pollbooks are sealed.
- Find the accessible parking area for elderly voters and voters with disabilities, and make sure the area is designated with either permanent or temporary signs.

---

## 5.3 General Responsibilities of Chief Judges

- Manage tasks and activities in the polling place. Call the Board of Elections office at 301-600-8683 for any help you may need.

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## 5.2 Chief Judges

- Supervise election judges.
  - Check that all election judges have arrived and are working to open the polling place on time.
  - Check that all election judges have signed the payroll sheet.
  - Assign duties and break times, especially for meals. Chief judges may fill in for election judges to allow for breaks.
- Make sure that all rules are followed. Rules include the ones in this manual, rules explained during training, and rules sent by the Board of Elections.
- Make sure that the polling place operates in a peaceful, orderly manner.
- Keep an eye on the line of voters waiting to check-in and to be given ballots. Also, watch the line of voters waiting for an open voting booth or provisional ballot. Tell the Board of Elections if lines get too long. Voters should never have to wait in line for more than 30 minutes.
- Make sure that the **only** voters who are required to present ID are asked to do so.
- Make sure that the ballot judge tells each voter:
 

*“You have two ways to mark your ballot – either by hand or with the electronic device. Which do you prefer?”*
- Make sure that the following policy regarding the use of the ballot marking device is being followed:
  - Any voter may use the ballot marking device. Do not ask why the voter wants to use it or ask for proof that the voter needs to use it.
  - If a voter wants to use the ballot marking device, offer to explain the accessibility features of the ballot marking device.
  - Make sure that at least five (5) voters use the ballot marking device during the day. If five (5) voters have not used the ballot marking device by 1:00 p.m., direct voters to use the ballot marking device until five (5) voters have used it.
- Help voters as needed.

- Answer questions and give instructions to voters, election judges, the media, and challengers and watchers. You are the connection between people in the polling place and the Board of Elections.
- Record any problems, issues, or unusual situations in the *Election Day Log* including:
  - Any problem or alleged problem with the scanning unit and ballot marking device, electronic pollbooks, or other equipment.
  - Any issues that may need further investigation.
  - Issues about the behavior of challengers and watchers, election judges, media, electioneers, and voters.



Be specific. Include the voting equipment number and the names of all people involved.

- Report any possible issues with voting equipment to 301-600-8683. The Board of Elections may tell you to open the contingency supplies if the voting equipment is not functioning properly.
- Make sure that voters do not leave the polling place with voting equipment, voting supplies, voter authority cards, ballot activation cards, or ballots.
- Check the power supply and the charging status of all voting equipment throughout the day.
- Make sure that tamper tape is properly attached to the voting equipment, transfer bins, and carts. Make sure the tamper tape is not voided.
- Make sure that all rules and procedures for polling place security and voting equipment security are followed. See *Chapter 2 – Security Rules and Awareness* for more information.
- Make sure that no voting equipment is taken away from the polling place without permission from the Board of Elections. This includes machines that have been shut down.

## 5.4 Chief Judges

- Make sure that all election day forms are properly filled out and signed.

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## 5.4 Election Judges Who Are Absent

If an election judge does not arrive at the polling place by the time set by the Board of Elections, notify the office at 301-600-8683 **immediately**. The Board of Elections will send a replacement election judge as soon as possible. The office may instruct you to choose a replacement election judge in accordance with State law.



Election judges must continue to set up the polling place and open the polls on time, even if only one political party is represented among the election judges.

---

## 5.5 Pre-Election Day Setup



Some chief judges may have authorized access to the polling place the night before election day. If so, some tasks listed below may be done the night before election day. **Never open the voting equipment or run opening reports from the scanning units or electronic pollbooks until election morning.**

1. Review the diagram for your polling place. Be sure that the polling place is properly set up.
  - Plan for lines of voters at check-in tables and lines of voters waiting for voting equipment.
  - Plan for line management, challengers and watchers, electioneers, and media.
  - Check the locations of the doors, accessible entrances and electrical outlets.
  - Check that all voting equipment has been received.

- Set up your tables, voting booths, and equipment for maximum voter privacy.
  - Check the power to the voting equipment and electronic pollbooks.
2. Check that the polling place entrance, including the accessible entrance, will be open for:
- Election judges to set up the polling place either the night before or on election morning.
  - Voters when voting hours begin. Make sure doors will remain open until closing time.
3. Check that all supplies have been delivered and that the supplies are in good working order.
4. Check that all carts, voting equipment, electronic pollbooks, provisional ballot bags, and ballot transfer bins have been delivered and are properly sealed.
5. Check for damage. Make note of anything you find in the *Election Day Log*, and report it to the Board of Elections right away.

#### **5.5.1 Check-in Area**

Make sure that:

- Check-in judges have received and read the *Check-in Judge's Checklist*.
- The electronic pollbooks and printers are set up.
- All power cords and cables are plugged in. All cords and cables are properly secured or out of the way.
- Check-in and ballot table supplies are set up.

#### **5.5.2 Ballot Issue Area**

Set up individual ballot issue table(s) so that EACH ballot issue judge has the following:

- Ballots

## **5.6 Chief Judges**

- Ballot Activation Cards
- *Ballot Certificate Opening and Closing* (just one per polling place)
- *Voter Assistance Forms*

### ***5.5.3 Voting Area***

Make sure that:

- Voting judges have received and read the *Voting Judge's Checklist*.
- All voting equipment and voting booths are set up.
- The ballot marking device is set up. Headphones and keypad are ready to use.
- All compartments on the scanning unit and ballot marking device are locked. Tamper tape or seals have been applied as required.
- All power cords are plugged in properly.
- All voting equipment supplies are checked and set up.

### ***5.5.4 Provisional Voting Area***

Make sure that:

- The provisional judge has received and read the *Provisional Judge's Checklist*.
- All provisional supplies have been checked.

### ***5.5.5 Same Day Registration Area***

Make sure that:

- The same day registration judges have received and read the *Same Day Registration Judge's Checklist*.
- The barcode scanner is setup and plugged into the electronic pollbook used for same day registration.
- Same Day Registration supplies are set up.

### **5.5.6 Other Areas**

Make sure that:

- All election day signs have been posted.
- The “No Electioneering Zone” has been marked.
- Handicap parking spaces are marked and open to voters.
- Any other items sent to improve accessibility have been set up.
- There are no obstacles and hazards inside the polling place that could cause injury.
  - Tape down floor mats, rugs, and power cords securely or move them out of the way; and
  - Keep floors as dry as possible.

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## **5.6 Election Morning Set-up**

All tasks are supervised by chief judges.

Arrive at 6:00 a.m.

Make sure you and all the election judges sign the *Payroll Sheet*.

### **5.6.1 Check-in Area**

Make sure that:

- The *Ballot Counts Report* and the *Voter Counts Report* have been printed from each electronic pollbook. Attach these reports to the *Electronic Pollbook Integrity Report*.
- The “Opening” section of the *Electronic Pollbook Integrity Report* has been filled out and signed.

### **5.6.2 Ballot Issue Area**

Make sure that:

## **5.8 Chief Judges**

- The correct amounts of ballots, ballot styles, and ballot activation cards have been delivered.
- The *Ballot Opening Certificate* has been filled out and signed.

### 5.6.3 Voting Area

Make sure that:

- Opening procedures are completed.
- A *Configuration Report* and two *Zero Reports* have printed from each scanning unit.
  - Separate the Zero Reports at the signature section.
  - Sign both reports.
  - Attach the first Zero Report (with the Configuration Report still attached) to the *Scanning Unit Opening Integrity Report*.
  - Post the second Zero Report where the public can see it.
- The ballot marking device is set up and turned on. The ballot marking device is ready to use. Headphones and keypad are ready to use.
- All compartments on the scanning unit and ballot marking device are locked. Tamper tape or seals have been applied as required.
- All power cords are plugged in properly.

### 5.6.4 Provisional Voting Area

Make sure that:

- The provisional judge has received and read the *Provisional Judge's Checklist*.
- All provisional supplies have been checked.
- The opening section of the *Provisional Opening & Closing Certificate* has been filled out.

### **5.6.5 Same Day Registration Area**

Make sure that:

- The same day registration judges have received and read the *Same Day Registration Judge's Checklist*.
- All same day registration supplies have been checked.

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## **5.7 During Voting Hours Responsibilities**

### **5.7.1 Check-in Area**

- Make sure that all electronic pollbooks are synchronizing and charging.
- Make sure that check-in judges are efficiently processing voters.
- Help voters qualified for a provisional ballot as needed.
- Make sure that challengers and watchers have a signed *Challenger and Watcher Certificate*. See the *Instructions and Information for Challengers, Watchers and Other Election Observers* for more information located in the back of the chief judges' notebook.
- Follow the proper steps with challenged voters. Fill out the *Affidavit for Challenger and Challenged Voter* as needed. See *Chapter 4 - People and Activities in the Polling Place* for more information.
- Make sure that check-in judges are completing the *Voter Update Form* and *Voter Assistance Form* as necessary.
- Complete the "During Voting Hours" section of the *Electronic Pollbook Integrity Report* as necessary.
- Help voters when you are asked.
- Make sure that all voters in line at 8:00 p.m. when the polls close are allowed to check-in.

## **5.10 Chief Judges**

#### *5.7.2 Ballot Issue Area*

- Initialing the voter authority cards.
- Using the voter authority card to issue the correct ballot style.

#### *5.7.3 Voting Area*

- Make sure that all voting equipment is plugged-in and charging.
- Make sure that all tamper tape and security seals are properly applied. Make sure the tamper tape and seals are not voided or damaged.
- Make sure that the number of voter authority cards that has been collected matches the public count indicated on the scanning unit.
- As directed by the Frederick County Board of Elections, regularly check the “Public Count” on the scanning unit. Make sure the ballot transfer bin located inside the scanning unit does not get too full.
- Make sure that all voters in line when the polls are scheduled to close are allowed to vote.

#### *5.7.4 Provisional Voting Area*

- Make sure that provisional judges are following the correct procedures.
- Regularly check the supply of provisional ballot applications and ballots. Tell the Board of Elections right away when the supply of applications or ballots gets low. If you notice the supply of applications or ballots are being used quickly, tell the Board of Elections right away.
- Take all provisional voters to the provisional table.
- Make sure that the orange provisional ballot bag is not full. Tell the Board of Elections as early as possible if it looks like you may need another provisional ballot bag.

- Make sure that the orange provisional ballot bag stays locked and is in a secure location.

#### *5.7.5 Same Day Registration Area*

- Make sure that same day registration judges are following the correct procedures.
- Regularly check the supply of same day registration applications and other supplies. Tell the local board of elections right away when the supply of applications gets low. If you notice the supply of applications are being used quickly, tell the Board of Elections right away.
- Check that the networking is correctly connected.

#### *5.7.6 Other Areas*

- Make sure that the accessible parking and the path from the parking lot are clearly marked and do not have any obstacles throughout the day.
- Make sure that the accessible entrance is unlocked. Make sure the path to the voting room is clearly marked throughout the day.
- Check on the line of voters waiting to vote. Use the line management strategies listed in *Chapter 1 – General Information*.
- Post voter turnout numbers as you are instructed by the office. Also call the Board of Elections office at 301-600-8683 to give the turnout numbers as instructed.
- Check on activity outside in the “No Electioneering Zone.”
- Complete the *Election Day Log* as needed.

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### **5.8 Absentee Ballot Voters**

Voters are now allowed to take their voted absentee ballot to an early voting center or polling place. Voted absentee ballots will have their own “absentee ballot bag” (similar to the provisional ballot bag). The absentee ballot bag will be taken back to the local board of elections at the end of voting hours.

## **5.12 Chief Judges**

When a voter brings a voted absentee ballot to the polling place, a chief judge will ask the voter to fill out the Absentee Ballot Sign-In Sheet.

**Figure 1 - Absentee Ballot Sign-In Sheet**

State of Maryland Absentee Voter Sign-In Sheet						
County/City: _____			Date: _____			
District/Ward/Precinct: _____						
All voters who drop off their voted absentee ballot must print and sign their name.						
The chief judge must verify below that the voter put the voted absentee ballot in the absentee ballot bag.						
Time	Voter Name (Please Print)	Voter Signature	Put into the Absentee Ballot Bag		Yes ▼	No ▼
			Yes	No		
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

The chief judge will ask the voter to write the current time, print his or her name, and then sign his or her name. The chief judge will put a checkmark in the “Yes” or “No” column when the voter puts the voted absentee ballot into the absentee ballot bag.

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## 5.9 Fleeing Voters



If a voter who was issued a ballot has walked away without casting the ballot, election judges should attempt to find the voter so he or she can finish casting the ballot.

When a ballot or ballot activation card and the voter authority card are found, a chief judge must spoil the ballot in the presence of an election judge from a different party. Spoil the ballot as follows:

- For regular paper ballots: Fill in all of the ovals for each contest (overvote all contests) and write “spoiled” on the ballot.
- For ballot activation cards: Use a marking pen to cover up all selections and write “spoiled” on the ballot activation card.



Printed ballot activation cards will only show the voter’s selections. Therefore, all selections must be covered. Cover all printed barcodes appearing on the ballot activation card.

1. Put the ballot in the “Spoiled Ballot Envelope.”
2. Spoil the voter authority card by writing “fleeing voter” across the voter authority card.
3. Put the voter authority card in the “Cancelled VAC Envelope.”
4. Reset the voter’s “Ballot Issue Status” in the electronic pollbook. See *Section 5.9 “Resetting a Voter’s Ballot Issue Status (Chief Judge Only)”* in this chapter.
5. Write the incident in the *Election Day Log*.



These voters are permitted to check-in to vote if they return later if the voter’s “Ballot Issue Status” was reset in the electronic pollbook.

If the voter’s voter authority card is **not found**, a chief judge must spoil the ballot in the presence of an election judge from a different party. Spoil the ballot as follows:

- For regular paper ballots: Fill in all of the ovals for each contest (overvote all contests) and write “spoiled” on the ballot.
  - For ballot activation cards: Use a marking pen to cover up all selections and write “spoiled” on the ballot activation card.
1. Put the ballot in the “Spoiled Ballot Envelope.”
  2. Record the incident in the *Election Day Log*.
  3. Do **not** reset the voter’s “Ballot Issue Status” in the electronic pollbook.

## 5.14 Chief Judges



If these voters return to vote, the “Ballot Issue Status” in the electronic pollbook will indicate that a ballot has already been issued to the voter. These voters may only be issued a provisional ballot.

## 5.10 Resetting a Voter’s “Ballot Issued” Status

Only the chief judge can reset a voter’s “Ballot Issued” status. When the “Ballot Issued” status is reset, the voter will be able to check in again to vote, if the voter returns.

In all cases, it must be confirmed by the election judges that the voter did not cast their previously issued ballot.



A voter who claims that the ballot was not cast, and it cannot be confirmed that the ballot was not cast, must be issued a provisional ballot.

You can reset the “Ballot Issued” status for the following voters:

- Voters who were accidentally checked-in under another voter’s name (“misidentified voters”).
- Voters who tell election judges that they must leave the polling place before marking or casting their ballot. If this voter returns later in the day, the voter may be checked-in to vote.

To reset the voter’s “Ballot Issued” status in the electronic pollbook, perform the following steps:

1. Get the ballot or ballot activation card from the voter. If the ballot has not been spoiled, help the voter spoil the ballot.
2. Use the information on the voter authority card to search for the voter’s name in the electronic pollbook.
3. Tap on the row of the voter whose “Issued” field is to be changed.

Figure 2 – “Find Voters” Screen on the Electronic Pollbook

Find Voters 205

Name	Address	County	DOB	Status	Issued	Party
Linc Abraham Quincy	Main St APT A Anytown 12345	Anne Arundel	05/02 /1842	Active	REG Issued	REP

1 voters found.

Find by Name | Find by Address | Find by ID

Last Name: LINC | First Name: | Middle Init: | Zip Code: | Birth MMDD: |

Search Precinct/EV Count   
Search State (add mi)

Clear ALL | Return to Main

BT:??? AC:Plugged In | Voted: TOT 2 | 11/19/2015 3:25:30 PM

4. On the “Voter Record” screen, confirm that this is the voter whose “Issued” field must be changed. Then tap on the “Identification” tab.

Figure 3 - "Identification" Tab on the Electronic Pollbook

Voter Record 260

Linc  
Abraham Quincy | Main St APT A  
Anytown 12345

Voter Details | **Identification** | Voter History | Precinct Details |

This voter has already been issued a ballot.  
1) If this is the correct voter and the ballot was NOT cast, a Chief Judge may "Re-Issue" another card.  
2) If the voter was mis-identified and the ballot was NOT cast, a Chief Judge may "Remove Ballot Issued" under the "Identification" Tab.  
NOTE: If the previous ballot issued WAS cast, this voter may vote by Provisional Ballot only.

Precinct: 001-001-1 | DOB: 05/02/1842 | Status: Active

Registered name: | Party: Republican | REG Issued: **REG Issued**

ID Required: | Comments: CONG=03; LEGIS=32; COUNCIL=001

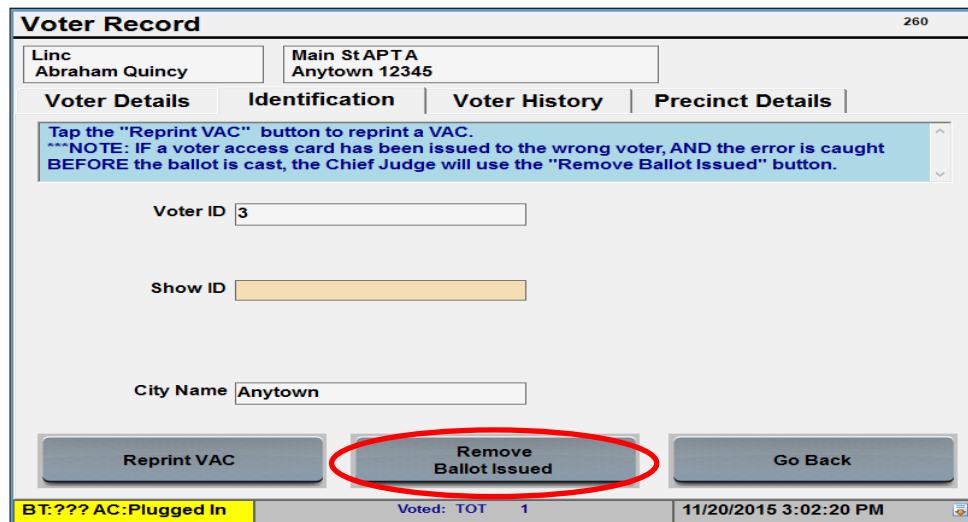
Re-Issue Standard Ballot | Issue Provisional Ballot | Go Back

BT:??? AC:Plugged In | Voted: TOT 1 | 11/20/2015 11:00:30 AM

## 5.16 Chief Judges

5. Tap the “Remove Ballot Issued” button.

Figure 4 – “Remove Ballot Issued” Button on the Electronic Pollbook



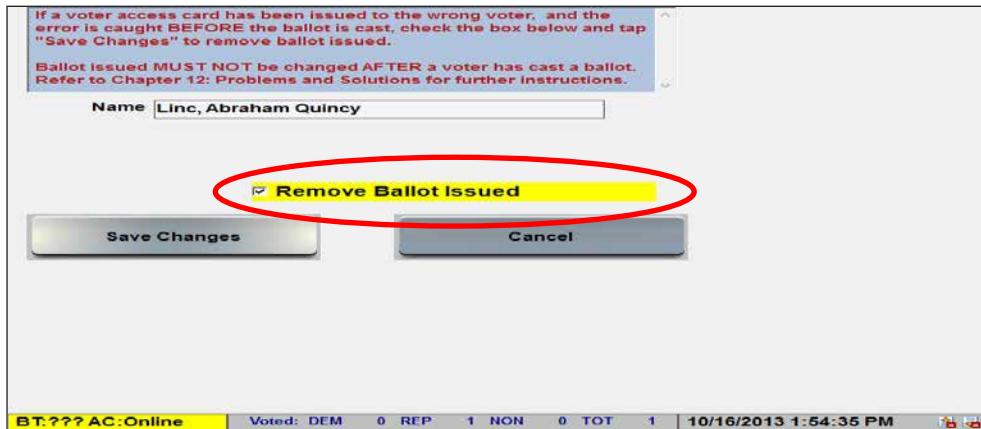
6. Enter the password and Tap “OK – Perform Supervisor Function.”

Figure 5 – “OK – Perform Supervisor Function” Button on the Electronic Pollbook



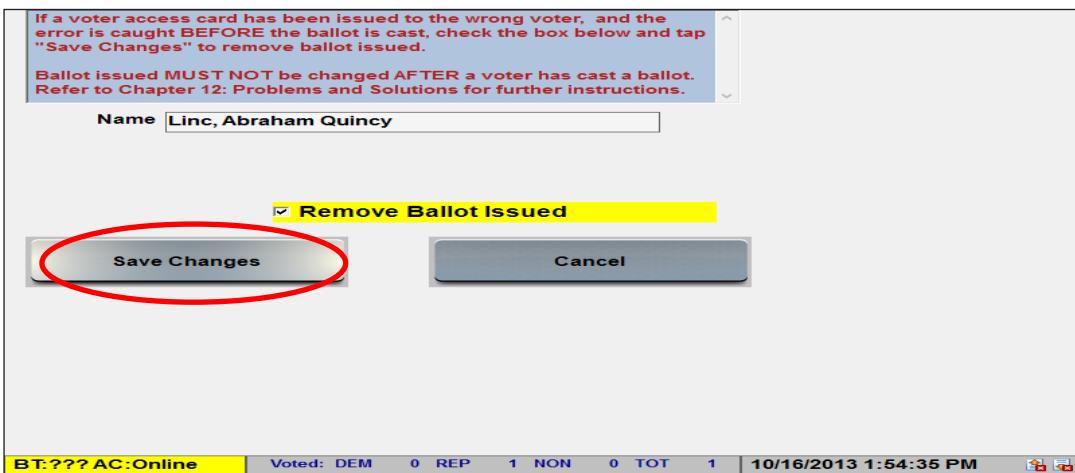
7. Tap the “Remove Ballot Issued” box in the middle of the screen. Make sure that there is a check in the box.

Figure 6 – “Remove Ballot Issued” Box on the Electronic Pollbook



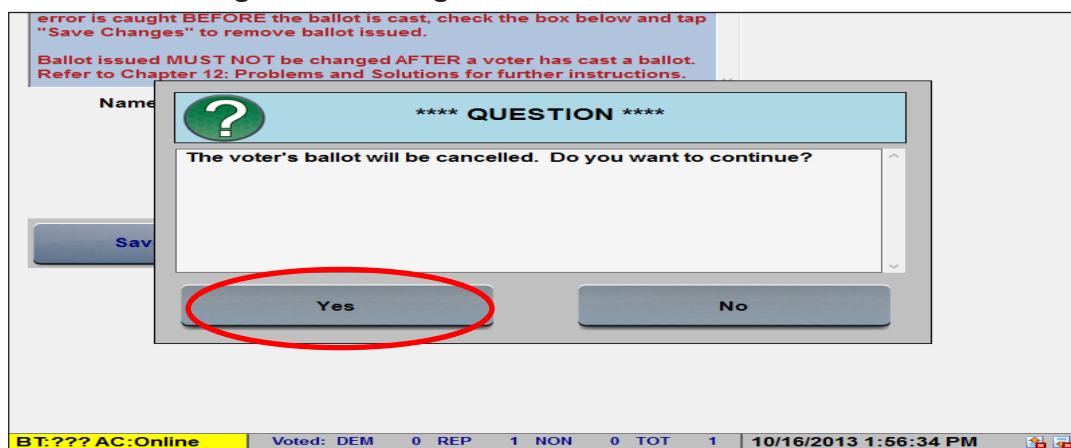
8. Tap the “Save Changes” button.

Figure 7 – “Save Changes” Button on the Electronic Pollbook



9. Tap “Yes” when the message box appears.

Figure 8 – Message Box on the Electronic Pollbook



10. A *Cancelled Ballot Confirmation Stub for Voter Authority Card* will print to confirm the cancelled ballot.
  - Put your initials on the confirmation stub and attach it to the cancelled voter authority card.
  - Put the cancelled voter authority card in the “Cancelled VAC Envelope.”
11. The electronic pollbook will return to the “Identification” tab on the “Voter Record” screen.
12. Tap the “Go Back” button to return to the “Find Voters” screen.

Figure 9 – “Go Back” Button on the Electronic Pollbook

13. Confirm the voter’s “Issued” status is “None.”

Figure 10 – “Issued” Status is “None” on the Electronic Pollbook

- Continue with the check-in process.
- Write down what happened in the *Election Day Log*.

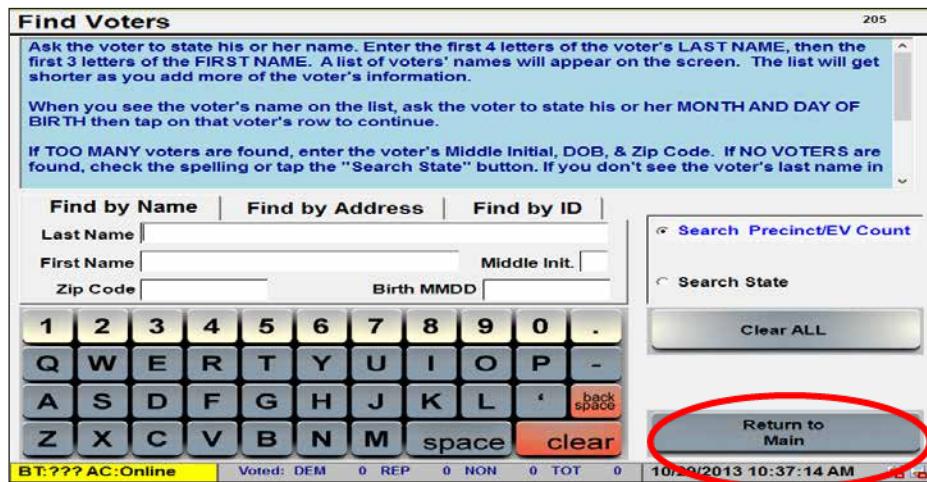
## 5.11 Voter Turnout Reports

The *Voter Counts Report* must be printed from one of the electronic pollbooks at 11:00 a.m. and 4:00 p.m. Call the Board of Elections office at 301-600-8683 to report the number of voters checked in.

## 5.20 Chief Judges

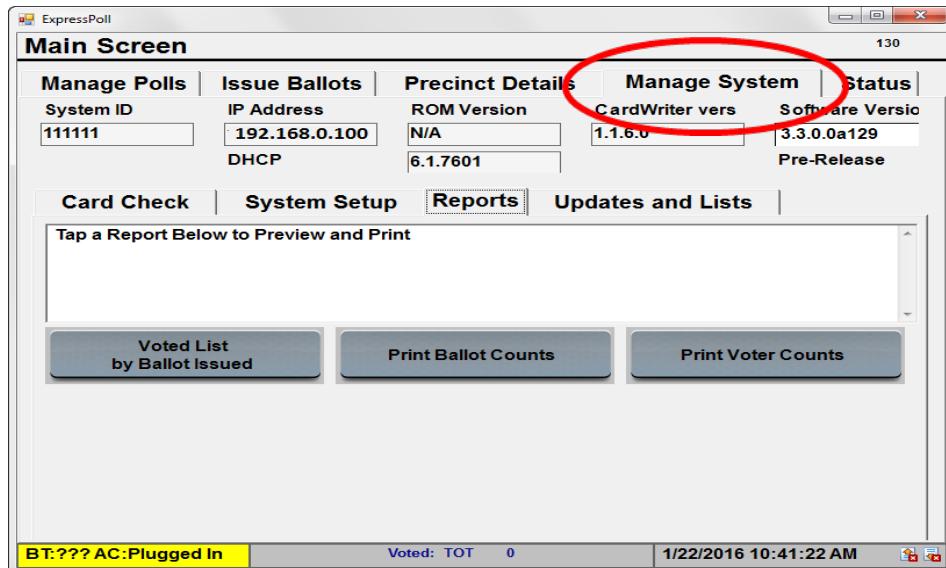
1. Tap “Return to Main.”

Figure 11 – “Return to Main” on the Electronic Pollbook



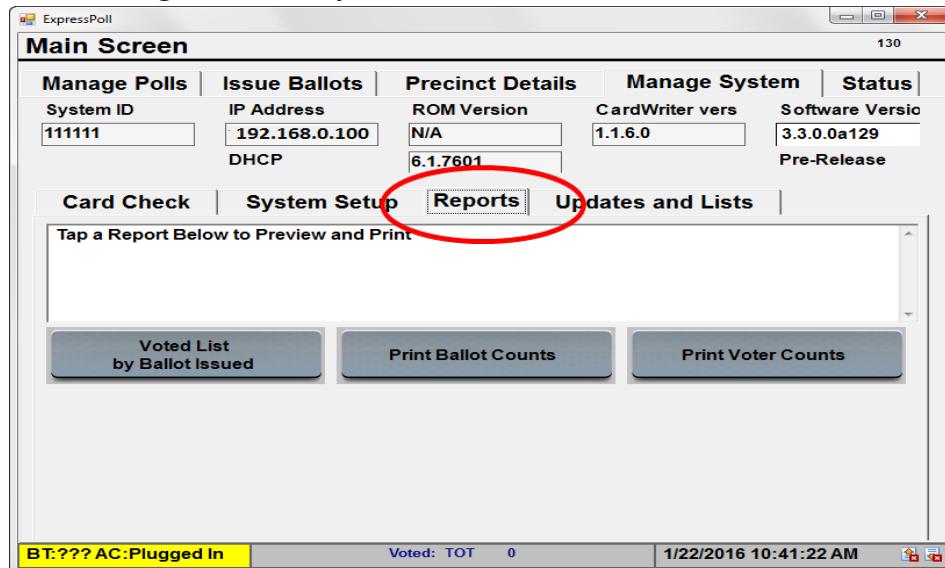
2. Tap the “Manage System” tab.

Figure 12 – “Manage System” Tab on the Electronic Pollbook



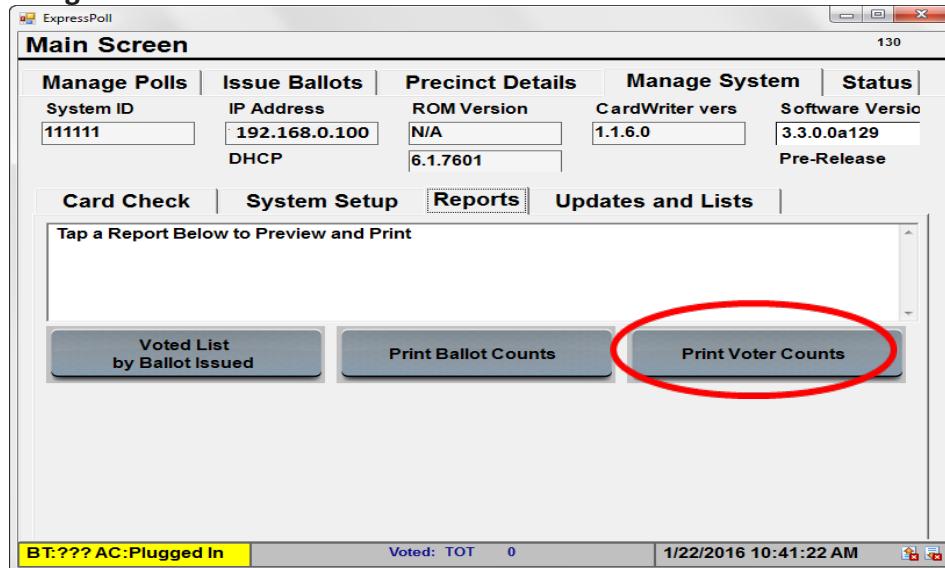
3. Tap the “Reports” tab in the middle of the screen.

**Figure 13 – “Reports” Tab on the Electronic Pollbook**



4. Tap “Print Voter Counts.”

**Figure 14 – “Print Voter Counts” Button on the Electronic Pollbook**



5. Call the Board of Elections office at 301-600-8683 to report the number of voters checked in.
6. Post the report in the polling place for public viewing.

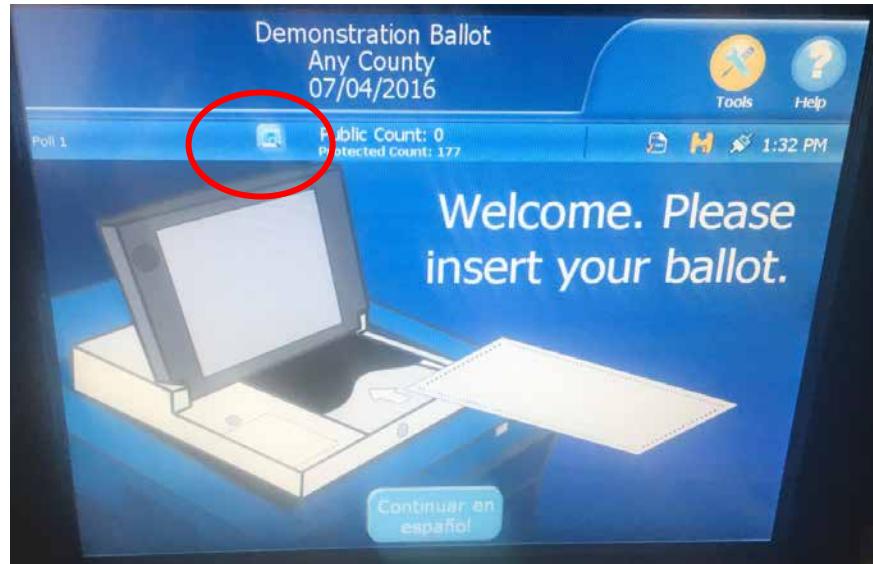
## 5.22 Chief Judges

## 5.12 Displaying Number of Ballots Scanned

A chief judge may display how many regular paper ballots or ballot activation card ballots have been scanned by the scanning unit. Do this during a time when no one is using the scanning unit.

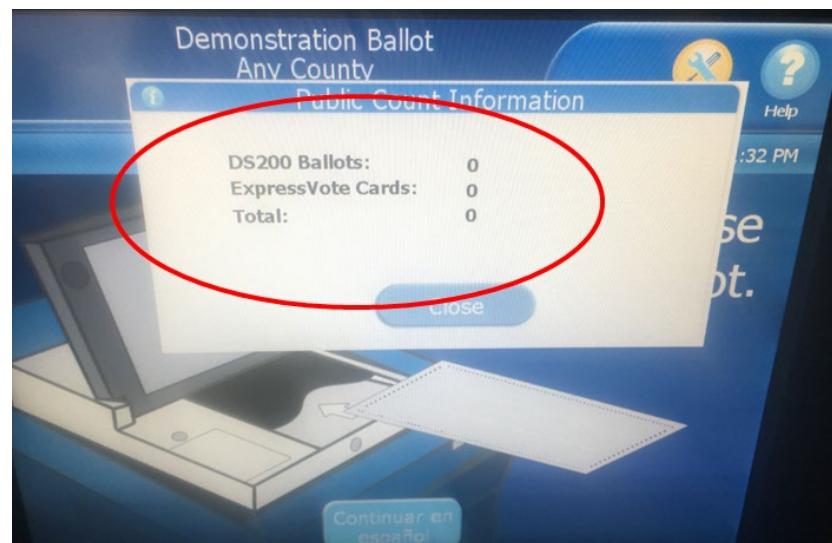
1. Touch the magnifying icon next to the Public Count on the scanning unit.

Figure 15 – Magnifying Icon on the Scanning Unit



2. The “Public Count Information” box appears and shows the number of DS200 Ballots (regular paper ballots) and the number of ExpressVote Cards (ballot activation card ballots) that were scanned by the scanning unit.

Figure 16 – “Public Count Information” Box on the Scanning Unit



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## 5.13 Equipment Issues (Incident Report)

If any voting equipment, electronic pollbook, or any other equipment has a problem, check to see what happened. If necessary, call the Board of Elections office at 301-600-8683 for assistance. The office may dispatch a field support technician to help you.

The technician will use an *Incident Report Form* to write down all the information about the problem. Both chief judges must sign the *Incident Report Form*. Also, chief judges must write down a description of all problems in the *Election Day Log*. The original *Incident Report Form* is returned to the Board of Elections.

The office may tell you to open the contingency supplies if the voting equipment is not functioning properly. ***Do not open the contingency supplies unless directed by the Board of Elections office.***

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## 5.14 After the Polls Close

### 5.14.1 Check-in Area

Make sure that:

- The final *Ballot Counts Report* and the *Voter Counts Report* has been printed from each electronic pollbook and attached to the *Electronic Pollbook Integrity Report*.
- All electronic pollbooks and printers are shut down and packed.
- The “Closing” section of the *Electronic Pollbook Integrity Report* has been filled out.
- All power cords and cables have been packed.
- All other check-in supplies have been packed.

### 5.14.2 Ballot Issue Area

- Count the number of remaining ballot packs and any loose ballots for each ballot style
- Record the total number of spoiled regular ballots and ballot activation cards.

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## 5.24 Chief Judges

- For the primary election, verify the counts at closing on the *Ballot Closing Certificate*.
- For the general election, verify the count in the “closing” section of the *Ballot Opening and Closing Certificate*.
- Pack all other ballot supplies.
- Assist in closing the polls according to the chief judges’ instructions.

#### **5.14.3 Voting Area**

Make sure that:

- Both chief judges work together to end the election on each scanning unit. Follow the instructions in *Chapter 11 - Scanning Unit*.
- All voter authority cards have been counted.
- No ballots were left inside the emergency bin on each scanning unit. If there are ballots inside the emergency bin, follow the instructions in *Chapter 11 – Scanning Unit*.
- Two *Totals Reports* have been printed from each scanning unit.
  - Separate and sign the *Totals Reports*;
  - Attach the first copy of the *Totals Report* to the *Scanning Unit Closing Integrity Report*; and
  - Post the second *Totals Report* with the *Zero Report* for public viewing.
- Each scanning unit is powered off correctly and the display screen goes dark. See *Chapter 11 – Scanning Unit*.
- The memory stick(s) have been removed from each scanning unit and placed in the yellow security bag according to the instructions in *Chapter 11 - Scanning Unit*.

- The ballot transfer bin is removed from the ballot box and is closed and sealed according to the instructions in *Chapter 11 -Scanning Unit*.
- All compartments on the scanning unit and ballot marking device are locked. New tamper tapes and seals are put on as required.
- All voting equipment is closed, sealed, and packed.
- The *Scanning Unit Closing Integrity Report* is filled out.
- The “Closing” section of the *Ballot Marking Device Integrity Report* is filled out.
- All power cords are packed.
- All other voting equipment supplies are packed.

#### **5.14.4 Provisional Voting Area**

Make sure that:

- The orange provisional ballot bag is locked and sealed.
- All provisional voter authority cards are counted.
- All provisional supplies have been packed.
- The “Closing” section of the *Provisional Opening & Closing Certificate* has been filled out and signed.

#### **5.14.5 Other Areas**

Make sure that:

- All signs have been taken down and packed.
- “No Electioneering Zone” signs/tape have been taken down and packed.
- Any other items sent to the polling place have been packed (traffic cones, ramps, accessibility equipment, entrance signs, etc.).
- The polling place has been left in a clean condition. All materials that will be picked up later have been placed in a secure location as instructed by the Board of Elections.

## **5.26 Chief Judges**

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## 5.15 Closing Summary Report

Complete the *Closing Summary Report*. Use the information from other reports as indicated on the *Closing Summary Report*.

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## 5.16 Extended Voting Hours

The Board of Elections office will tell you if an order is issued that extends voting hours. The office will tell you when to open the *Extended Voting Hours* envelope.



**Do NOT open the sealed *Extended Voting Hours* envelope unless instructed by the **Board of Elections** office. See *Appendix 1 – Extended Voting Hours* for more information.**



## **Chapter 6 - Check-in Judges**

6.1 Same Day Registration .....	6.2
6.2 Election Morning Set-up.....	6.2
6.3 During Voting Hours.....	6.3
<i>6.3.1 Important Reminders</i> .....	6.4
6.4 Voter Update Form .....	6.4
6.5 Issuing a Provisional Ballot.....	6.6
6.6 Voters Who Cannot Sign Any Form(s) .....	6.8
6.7 Closing the Polls .....	6.8

## 6.1 Same Day Registration

Same day registration allows individuals register to vote on election day. To register to vote on election day, an individual must:

- Register at the assigned polling place where he or she lives;
- Show a current Maryland driver's license or MVA ID card or an official document that meets the requirements established by the State Board of Elections; and
- Be a pre-qualified voter in the electronic pollbook.

The Board of Elections will decide which election judges will be responsible for same day registration. Those election judges will be trained to follow the same day registration procedures.

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## 6.2 Election Morning Set-up

All tasks are supervised by the chief judges.

Arrive at 6:00 a.m.

Make sure you sign the *Payroll Sheet*.

1. Help set up for the election as assigned by the chief judges, including:
  - Lay out supplies
  - Post signs
  - Set up tables



Work together so that your polling place is ready to open by 7:00 a.m.

2. Check that the correct electronic pollbooks and printers have been sent to the right precinct using the *Electronic Pollbook Integrity Report* located in the chief judges' notebook.
3. Set up the individual check-in tables. Each check-in judge should have the following:
  - Electronic pollbooks

## 6.2 Check-in Judges

- Stylus for the electronic pollbook
  - Printer for the electronic pollbook
  - Extra roll of paper for the printer
  - *Voter Update Forms*
  - *Voter Assistance Forms*
  - *Certificates of Participation* (if needed)
  - Pens (orange and black)
  - Note pads
  - Paper clips and rubber bands
4. Prepare the electronic pollbooks and printers for election day using the instructions in *Chapter 10 – Electronic Pollbook*.

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### 6.3 During Voting Hours

The check-in judges must:

- Use the electronic pollbook to look up and check voter information.
- Print voter authority cards from the electronic pollbook.
- Ask voters to check the printed information on their voter authority card.
- Tell voters to sign their voter authority card.
- Circle the ballot style.
- Write your initials on each voter authority card.
- Mark the provisional voter authority card in orange.
- Have voters fill out the *Voter Update Form*, if needed.
- Tell the chief judge if a voter must vote a provisional ballot.
- Direct voters to the ballot issue table.



Only use the electronic pollbook to look up the voter you are checking in. You may not look up any other person unless you are directed by a chief judge. If you look up anyone else, you may be removed from being an election judge and not be paid.

#### *6.3.1 Important Reminders*

- **DO NOT** ask a voter to show ID **unless** the voter is marked as “Show ID” in the electronic pollbook.
- If any voter offers their ID, you may accept it. However, the voter **must** also say his or her name, address, and month and day of birth.
- If a voter’s identity is challenged, tell a chief judge right away.  
**Do not check in this voter any further.**
  - If the challenged voter provides an acceptable ID to the chief judge, continue to check-in the voter.
  - If the challenged voter does not provide an acceptable ID to the chief judge, the voter must use a provisional ballot (use provisional code #8).
- If you are working outside of your home precinct, the electronic pollbook will not indicate if you voted early.



If you checked in the **wrong voter** and have already printed a voter authority card, **tell a chief judge right away**.

---

## **6.4 Voter Update Form**

The *Voter Update Form* is used to update information about the voter for future elections. The following information about the voter may be updated using the *Voter Update Form* if the information on file for that voter is not correct:

## **6.4 Check-in Judges**

1. **Address:** If the voter moved **less than 21 days before election day**, fill out a *Voter Update Form*. The voter can use a regular ballot.



If the voter moved more than 21 days before election day, the voter must use a provisional ballot. The provisional ballot application will serve to update the voter's information and no *Voter Update Form* is needed.

**"21 Day" dates for the 2020 elections:**

**Primary Election** – If the voter moved on or before April 7, 2020, the voter must vote a provisional ballot.

**General Election** – If the voter moved on or before October 13, 2020, the voter must vote a provisional ballot.

2. **Name:** The voter's name may have changed (perhaps due to marriage) or be different (perhaps it was misspelled) from the information in the electronic pollbook.
3. **Date of Birth:** The date of birth for the voter may not be right in the electronic pollbook. But, check the information on the electronic pollbook to **make sure** you are checking in the correct voter. Then give the voter a *Voter Update Form* to change the date of birth.
4. **Party Affiliation:** The voter's party affiliation may be changed for the **next** election. It cannot be changed for the current election.
5. **Identification Information:** If the electronic pollbook indicates "ID Required" for the voter, then fill out the "Identification Information" section of the *Voter Update Form*. Give the voter a regular ballot **if the voter presents acceptable ID**. See *Chapter 10 - Electronic Pollbook* for a list of acceptable ID.
6. **Death Notice:** A voter may report the death of another voter and ask that the voter's name be removed from voter registration records. This request will be investigated by the Board of Elections before the voter registration record is changed.

**Figure 1 - Voter Update Form**

<b>State of Maryland – Voter Update Form</b>					
<p><i>Note: Have the voter fill out the applicable section and sign and date at the bottom.</i></p>					
<b>Voter Information</b>	Election Judges fill in this section:				
	Voter ID #	Last Name	First Name	Middle Name	Date of Birth
<b>Change of Address</b>	<input type="checkbox"/> Check here if you moved within 21 days of the election. Provide your new address below: Residence Address: _____ Mailing Address (if different): _____ City, State ZIP: _____ Telephone Number: (Day) _____ (Evening) _____			<small>NOTE: If you moved more than 21 days before election day, you have two choices:</small> <small>Go to an early voting center in your county or your new precinct on election day, OR vote a provisional ballot here. If you vote a provisional ballot here, only those contests for which you are eligible to vote will be counted.</small>	
<b>Change of Name/Date of Birth</b>	Last Name	First Name	Middle Name	Date of Birth	
<b>Change of Party Affiliation</b>	For future elections, I want my party affiliation to be: <input type="checkbox"/> Democratic Party <input type="checkbox"/> Republican Party <input type="checkbox"/> Bread and Roses Party <input type="checkbox"/> Unaffiliated (independent of any party) <input type="checkbox"/> Other-Specify: _____				
<b>Identification Information</b>	<small>Election Judge Use Only – ✓ Indicate the type of ID provided only if “ID required” is specified on the VAC or precinct register.</small> <small>Photo ID – There is no requirement that the photo ID have an address or, if there is an address, that the address match the address on the VAC or this form.</small> <small>Non Photo ID – The document must be current (dated within the last 3 months) and must contain the same name and address as listed on the VAC or this form.</small> <input type="checkbox"/> Maryland Driver’s License or MVA ID Card - # _____ <input type="checkbox"/> Other Photo ID – Type _____ <input type="checkbox"/> Utility Bill <input type="checkbox"/> Pay Check <input type="checkbox"/> Bank Statement <input type="checkbox"/> Government Check <input type="checkbox"/> Other Government Document – Type _____				
<b>Death Notice</b>	I, _____, Print Name _____, confirm that the voter listed above is deceased and therefore request that the voter’s name be removed from the voter registration records. Relationship to the deceased: _____				
<b>Signature of Voter</b>	I affirm under penalty of perjury that the information on this form is true and correct. _____ <small>Signature of Voter</small> _____ <small>Date</small> _____				
9/2013					

## 6.5 Issuing a Provisional Ballot

In some situations, a voter must use a provisional ballot. Examples include voters with a “pending” status and voters who are not in their registered precinct.

Sometimes the electronic pollbook will allow a voter to be issued a regular ballot, but the voter should be issued a provisional ballot instead. Examples include:

- A voter whose status is “Active (or Inactive)-Show ID”, but the voter is unable to show an acceptable ID.
- A voter who is challenged by a watcher, but the voter is unable to show an acceptable ID.
- A voter who voted during extended hours.
- During a primary election, a voter who claims a different party affiliation than what is shown in the electronic pollbook.

## 6.6 Check-in Judges



If a voter cannot be found in the electronic pollbook, tell a chief judge right away. Voters who are not found in the electronic pollbook may only be issued a provisional ballot. See *Chapter 10 – Electronic Pollbook* for more information.

If the voter must use a provisional ballot, it is very important to enter the correct provisional ballot reason code number into the electronic pollbook.

**Refer to the chart below:**

Reason Code	Provisional Ballot Reason
1	Not listed on the precinct register
2	Listed but indicated a change of address (does not apply during early voting)
3	Listed but claims a different party affiliation (primary election only)
4	Listed as "ABS Issued," "Reg Issued," "PROV", or "Voted Early"
5	Listed as "Active" or "Inactive" and "Show ID" but is unable to show acceptable ID
6	Listed as "Pend1" ("Show ID" on Voter Details screen)
7	Listed as "Pend2" ("Need DL#/SSN#" on Voter Details screen)
8	Identity was challenged and cannot provide an acceptable form of ID
9	Other
10	Voted during extended hours
11	Not prequalified for same day registration
12	No proof of residency for same day registration

---

## 6.6 Voters Who Cannot Sign Any Form(s)

If a voter is **unable to sign** his or her voter authority card, *Voter Update Form*, or any form(s), ask the voter to make an “X” or similar mark on the signature line. This mark is acceptable as that voter’s signature.

When voters are **unable to make a mark**, write the following statement on the back of the form the voters are supposed to sign:

- **On the voter authority card:** “This voter is qualified to vote but is unable to sign his or her name.”
- **On all other forms except the voter authority card:** “This voter is unable to sign his or her name.”
- Sign your name and write the date under the statement.



Always ask the voter before helping. Do not assume a voter cannot sign his or her own name.

- Follow regular check-in procedures and tell the voter when a signature is needed. Let the voter tell you if he or she cannot sign his or her name.
- If the voter is blind or has low vision, the voter may ask you to guide his or her hand to the location on the paper in order for the voter to sign. Never grab the voter’s hand or pen, or try to guide the voter’s hand unless the voters asks you to do so.

---

## 6.7 Closing the Polls

All voters who are in the check-in line by 8:00 p.m. are allowed to vote. After the last person who was in line by 8:00 p.m. has voted, the polls are officially closed.

1. Print and sign the *Consolidated Ballot Counts Report* and *Consolidated Voter Counts Report*. Attach them to the *Electronic Pollbook Integrity Report*.

---

## 6.8 Check-in Judges

2. Fill out and sign the *Ballot Closing Certificate*.
3. When the chief judges tell you, shut down and pack up the electronic pollbooks and printers. When asked, break the memory compartment seal on each pollbook, and remove **BOTH** compact flash memory cards inside. Make sure to give the memory cards to the chief judges to place in the *yellow memory sticks and results tapes* bag.
4. Fill out the *Electronic Pollbook Integrity Report*. Give it to the chief judges.
5. Pack all other check-in supplies.
6. Help close the polls by doing anything else the chief judges ask you to do.



Extended voting hours may be ordered. When this happens, all election judges must continue to work. All voters who are in the check-in line at the end of the extended voting hours are allowed to vote. See *Appendix 1 – Extended Hours* for more information.



## **Chapter 7 – Issuing Ballots**

7.1 General Information .....	7.2
7.2 Important Changes for the 2020 Presidential Elections .....	7.2
7.3 Election Morning Set-up .....	7.2
7.5 During Voting Hours.....	7.6
<i>7.5.1 Replacement Ballots for Spoiled Ballots .....</i>	<i>7.8</i>
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## 7.1 General Information

This chapter explains the proper way to issue regular paper ballots and ballot activation cards to voters. The Board of Elections will decide which election judges will be responsible for issuing ballots and ballot activation cards to voters. Those election judges will be trained to follow the procedures in this chapter.

---

## 7.2 Important Changes for the 2020 Presidential Elections

For the 2020 Presidential Elections, there are some important changes to the voting process.

- The ballot judge will tell each voter:

*“You have two ways to mark your ballot – either by hand or with the electronic device. Which do you prefer?”*

---

## 7.3 Election Morning Set-up

All tasks are supervised by chief judges.

Arrive at 6:00 a.m.

Make sure you sign the *Payroll Sheet*.

1. Help set up for the election as assigned by the chief judges, including:
  - Pass out supplies
  - Post signs
  - Set up tables



Work together so that your polling place is ready to open by 7:00 a.m.

## 7.2 Issuing Ballots

2. Set up the individual ballot issue tables so that each ballot issue judge or team has the following:
  - Ballots
  - Ballot Activation Cards
  - *Ballot Opening & Closing Certificate* - There will be only one certificate per polling place.
  - *Voter Assistance Forms*
  - *Spoiled Ballot Tally Sheet*
  - *Spoiled Ballot Envelope*

## 7.4 Prepare Ballots

1. Count the number of ballot packs for each ballot style.
  - o If this a primary election, confirm the count on the *Ballot Opening Certificate*.

**Figure 1 - Ballot Opening Certificate**

State of Maryland			
Ballot Opening Certificate 2020 Presidential Primary			
County/City: _____	Date: _____		
District/Ward/Precinct: _____			
			Verify ✓
Verify number of blank ballot activation cards received is: _____			
Before the polls open, verify you received the number of ballot packs in each <b>ballot transfer bin</b> listed below. If you cannot verify a number on this list, please alert your chief judge and notify the election office immediately.			
Ballot Transfer Bin #	Ballot Style #	Number of Ballot Packs in Transfer Bin at Opening	Verify number of ballot packs received ✓
To the best of our knowledge, the information on this form is true and correct. Sign when completed.			
Assisting Election Judge(s): _____			
Democratic Chief Judge		Republican Chief Judge	
Revised 02/11/2019			

## 7.4 Issuing Ballots

- If this is a general election, confirm the count in the “Opening” section of the *Ballot Opening & Closing Certificate*.

## Figure 2 - Ballot Opening & Closing Certificate

2. Remove and open one package of ballots per ballot style. **Only open one** package for each ballot style at a time.
  3. Pass out the ballots among each ballot judge at the ballot table.

## 7.5 During Voting Hours

The ballot issue judges must:

1. Make sure the voter is not a provisional voter.

2. Tell each voter:

“You have 2 ways to mark your ballot – either by hand or with the electronic device. Which do you prefer?”

3. Write your initials on each voter’s voter authority card.
4. Use the voter authority card to issue the correct ballot style.

**Figure 3 – “Ballot Style” on a Voter Authority Card**

**VOTER AUTHORITY CARD**  
2018 Gubernatorial Training

FARLEY, Sean Joseph  
8007 Watermill Ct. Elkridge 21075  
DOB: 5/17/1978  
ID#: 1500148  
Party: DEM  
DIST/PREC: 001-003. CONG=2; LEGIS=12; COUNCIL=002  
EPB Number: 033472

**Ballot Style: 3**

Issued: 01/18/2018 14:25:30 Issued By: TEST  
Issuing Consolidation: 14001003  
Reason: 0

Please sign in the space below.

**Voter Signature**

Check-in Judge Initials: \_\_\_\_\_

Ballot Issuing Judge: \_\_\_\_\_ Voting Judge: \_\_\_\_\_

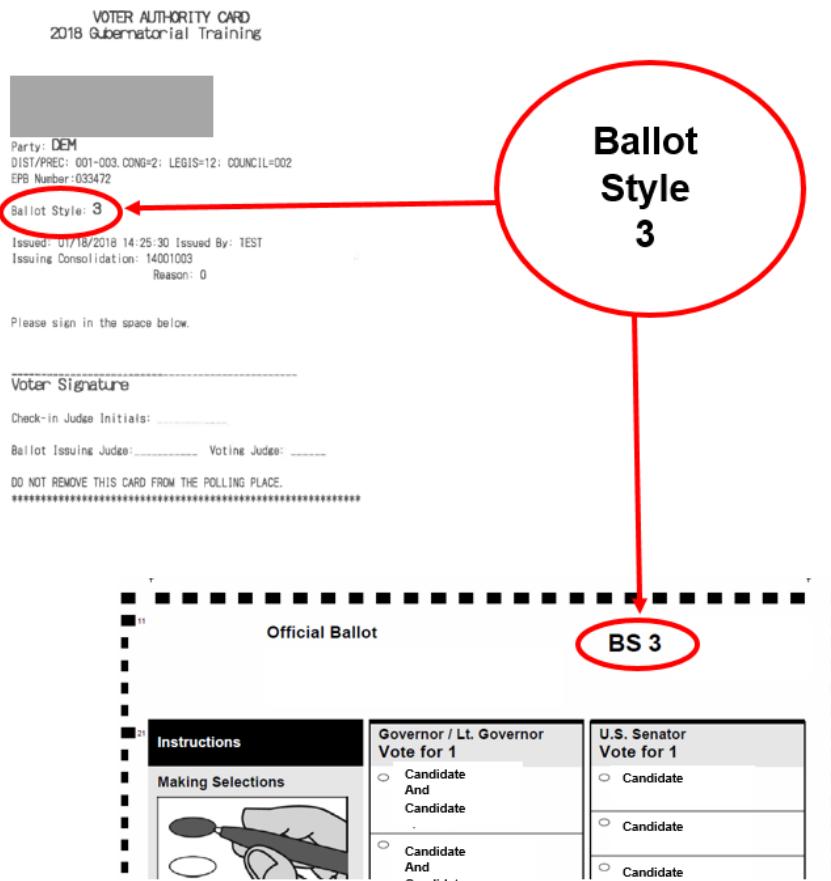
DO NOT REMOVE THIS CARD FROM THE POLLING PLACE.  
\*\*\*\*\*

5. Give a regular paper ballot or a ballot activation card to the voter.
  - When you give a regular paper ballot to a voter, show the voter:
    - The ballot style printed on the voter authority card.

## 7.6 Issuing Ballots

- The ballot style printed on the regular paper ballot to make sure it is the correct ballot style.
- Both sides of the ballot and all pages of the ballot, if needed.

**Figure 4 - Confirming a Voter's Ballot Style**



6. Send voters to the voting area.
7. Keep the ballots secure at all times.

### 7.5.1 Replacement Ballots for Spoiled Ballots

A voter may ask for a replacement paper ballot or ballot activation card when:

- A voter wants to make changes to the ballot after the paper ballot has been marked or after a ballot activation card has been printed.



If a voter has already spoiled two ballots, a voting judge must offer to help the voter fill out the third replacement ballot.

- A paper ballot or ballot activation card gets damaged and would not be accepted by the scanning unit.
- A ballot marking device stops working or a ballot activation card does not work.



A voter's ballot activation card may be used again on a ballot marking device that has timed out if it has no ballot selections.

Voters may ask for help to vote a ballot. The voter can choose a helper or ask an election judge to help. If the voter needs an election judge to help, two judges from different political parties must help the voter together. Whoever helps the voter must fill out a *Voter Assistance Form*.

### 7.5.2 Replacing Ballots and Ballot Activation Cards

When a voter asks for a replacement paper ballot or ballot activation card, a voting unit judge will:

1. Ask for the voter's voter authority card.
2. Tell the voter to wait at the voting booth or another area in the polling place.
3. Give the voter a black marker and tell the voter to spoil the ballot as follows:
  - For a regular paper ballot: Tell the voter to fill in **all of the ovals** for each contest. (This is called "overvoting" all contests). Tell the voter to write "spoiled" on the ballot.

## 7.8 Issuing Ballots

- For a ballot activation card: Tell the voter to use the marking pen to **cover up all selections and printed barcodes**. You can help the voter with this if the voter asks for help.



Printed ballot activation cards will only show the voter's selections. So, all selections and barcodes must be covered to protect the voter's privacy.



A voter can only be given **two** replacement ballots. If a voter has already spoiled two ballots, a voting judge must offer to help the voter. You must also tell a chief judge. **Encourage the voter to use the ballot marking device.**

4. Draw a line through the first ballot judge's initials on the voter authority card and re-initial the voter authority card.
5. Take the spoiled paper ballot or spoiled ballot activation card from the voter.
6. Make sure that the voter has written "spoiled" across the face of the spoiled paper ballot or spoiled ballot activation card. Make sure that the voter's original selections are not visible.
7. Give the replacement paper ballot or ballot activation card and the voter authority card to the voter.
8. If a voter is using a ballot marking device, a voting unit judge should check the voter's voter authority card to select the correct ballot style. Touch the correct ballot style number on the touch screen display.



For voters using a ballot marking device in combined precincts, a voting unit judge should check the voter's voter authority card to choose the correct District and Precinct and ballot style for that voter. Touch the correct District and Precinct and ballot style number on the touch screen

9. Use the *Spoiled Ballot Tally Sheet* to keep track of spoiled ballot activation cards and regular ballots.

- Tally the number of spoiled ballot activation cards in the first row.
  - Write the ballot style numbers in the left column.
  - Tally the number of spoiled ballots for each ballot style.
  - Count the tally marks when the polls close.
  - Write the total number of spoiled ballots and ballot activation cards in the bottom section of the *Spoiled Ballot Tally Sheet*.

### Figure 5 - Spoiled Ballot Tally Sheet

10. Tell the voter to put the spoiled ballot or spoiled ballot activation card into the “Spoiled Ballot Envelope.”

## 7.10 Issuing Ballots

### *7.5.3 Replacing Damaged or Torn Ballots and Ballot Activation Cards*

When a paper ballot or ballot activation card is so damaged that a scanning unit will not accept it, the voter must follow these steps:

1. Write “spoiled” across the face of the spoiled ballot or ballot activation card.
2. Overvote each contest.
3. Put the spoiled ballot or ballot activation card in the “Spoiled Ballot Envelope.”

---

## **7.6 Closing the Polls**

1. Count the number of leftover ballot packs and loose ballots for each ballot style.
2. Record the total number of spoiled ballot activation cards and spoiled regular ballots.
  - o If this is a primary election, confirm the counts at closing on the *Ballot Closing Certificate*.

## Figure 6 - Ballot Closing Certificate

## 7.12 Issuing Ballots

- If this is a general election, confirm the count in the “Closing” section of the *Ballot Opening & Closing Certificate*.

## Figure 7 - Ballot Opening & Closing Certificate

3. Pack up any other ballot supplies.
  4. Do anything else the chief judges ask you to do to help close the polls.



## **Chapter 8 – Voting Area Judges**

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8.4 Closing the Polls.....	8.8

## 8.1 Election Morning Set-up

All tasks are supervised by chief judges.

Arrive at 6:00 a.m.

Make sure you sign the *Payroll Sheet*.

1. Help set up for the election as asked by the chief judges, including:

- Pass out supplies
- Post signs
- Set up tables



Work together so that your polling place is ready to open by 7:00 am.

---

## 8.2 Voting Area Judge Supplies

- Pens
- Clipboards
- Ballot Marking Pens
- Envelopes for Voter Authority Cards
- “I Voted” stickers

---

## 8.3 During Voting Hours

Tell the chief judge right away about any problems.

### 8.3.1 At the voting booths:

- Make sure the voter has a privacy sleeve.
- Make sure the voter authority card has been signed by the voter and initialed by the check-in judge and ballot issuance judge.
- Make sure the ballot style on the voter authority card matches the ballot the voter was given.
- Make sure the voter is not a provisional voter.

---

## 8.2 Voting Area Judges

- Direct the voter to a voting booth or a ballot marking device to mark the ballot.
- Answer voters' questions. Help voters in any way that is allowed if they ask.
- Tell the voter how to mark his or her selections on a regular paper ballot.
- Protect the voter's privacy and the secrecy of the ballot:
  - **Do not** look at or ask to see the voter's marked ballot.
  - Stand to the side of the voting booth when helping a voter.
- Direct a voter to the scanning unit to cast the ballot.
- Make sure that tamper tapes and seals are present and intact.
- Clean up any campaign materials, trash, graffiti, or other items left by voters anywhere in the voting area.

#### ***8.3.2 At the ballot marking device:***

- When a ballot marking device is not being used, make sure it is charging.
- Offer to read the *2020 Elections - Instructions for Voters Using the Ballot Marking Device* to voters using the ballot marking device.

**Figure 1 - Instructions for Voters Using the Ballot Marking Device**

**State of Maryland**

2020 Elections – Instructions for Voters Using the Ballot Marking Device

---

Before a voter starts making selections on the screen, tell the voter:

1. If there are more than 7 candidates in a contest, touch “More” below the list of candidates to see the rest of the candidates’ names.
2. If you want to go back to the other candidates’ names, touch “More” at the top of the screen.
3. You cannot go to the next contest until you have seen **all** of the candidates’ names.
4. If you want to vote for a person whose name is not listed on the ballot, refer to the instructions on how to write-in a candidate in a general election only.
5. There are 2 ways to change your selection before printing your ballot.
  - In a contest where you can vote for just 1 person, touch the box with your new choice. It will be highlighted, and a green checkmark will appear. Your previous choice will be unchecked.
  - In a contest where you can vote for more than 1 person, touch the box of the choice you no longer want. The checkmark will disappear. Touch the box with your new choice. It will be highlighted, and a green checkmark will appear.
6. Review your choices carefully on the summary screen.
7. These instructions are also printed. Show the voter where the printed instructions are.
8. If you need help, please raise your hand.

---

Before a voter starts using the audio component of the ballot marking device, tell the voter:

1. You must listen to all the candidates’ names before you can go to the next contest.
2. Follow the audio instructions on how to change your selection before printing your ballot.
3. Listen carefully when your choices are reviewed.
4. If you need help, please raise your hand.

- Tell voters how to use the ballot marking device to mark their ballot.
- Protect voter’s privacy and the secrecy of the ballot. **Do not** look at or ask to see the screen on the ballot marking device when a voter is voting.
- Direct voters to the scanning unit to cast their ballots.
- Make sure that tamper tapes and seals are present and intact.

## **8.4 Voting Area Judges**

- Clean up any campaign materials, trash, graffiti, or other items left by voters anywhere in the voting area.
- Keep the touchscreen of the ballot marking device clean. Use the cloth provided to wipe the screen every so often.

#### ***8.3.3 At the scanning unit:***

- Ask the voter for the voter authority card.
- Make sure the voter is not a provisional voter. A provisional voter authority card will say “PROVISIONAL BALLOT” at the top. It will also say “DO NOT ISSUE REGULAR BALLOT” above the ballot style. If the voter is a provisional voter, **DO NOT** allow the voter to approach the scanning unit. Tell the chief judge right away.

## Figure 2 - Provisional Voter Authority Card

**VOTER AUTHORITY CARD**  
**Presidential General Training 2016**

- Tell the voter to hold onto the privacy sleeve until the ballot is put into the scanning unit.
  - Tell the voter that the privacy sleeve may be used as a “shield” while putting the ballot into the scanning unit.
  - Tell voters how to insert and cast their ballot into the scanning unit. You can say: “Put your ballot into the scanning unit and wait for the ‘Thank you for voting’ message to appear. If you have any trouble, raise your hand, and I will be here to help.”
  - Protect the voter’s privacy and the secrecy of the ballot:

## 8.6 Voting Area Judges

- **Do not** look at or ask to see the voter's marked ballot.
- **Do not** touch a voter's ballot unless the voter asks for help.
- **Stand away from the scanning unit.** Only come close to the voter if the voter asks for help.
- Initial the voter authority card once the voter has successfully cast his or her ballot into the scanning unit. Put the voter authority card in the VAC bag hanging on the back of the scanning unit. (**If your polling place has more than one scanner, make sure to put the voter authority card in the bag for the scanner the voter used.**)
- Give the voter an "I Voted" sticker and thank them for voting. Direct the voter to the exit from the polling room.



**Never leave the scanning unit unattended. A voting area judge assigned to the scanning unit must stay next to the scanning unit until:**

- The voting area judge is relieved by a chief judge; or
- A chief judge replaces the voting area judge with another voting area judge.

- Take the voter to the ballot issuance table if the voter makes a mistake on his or her ballot.
  - Count the voter authority cards every hour and sort them by party affiliation (during the primary election only). Bundle the counted voter authority cards into packs of 25 with a paper clip. Make sure you write the number of voter authority cards on the *Scanning Unit Hourly Totals Tally Sheet*.
  - Count the voter authority cards for one scanning unit at a time if your polling place has two scanning units.
- 

## 8.4 Closing the Polls

- Compare the total number of voter authority cards to the public count on the scanning unit. Tell the chief judge right away if the totals do not match.
- Count the number of voter authority cards. Tell the final number to the chief judges for the *Closing Summary Report*.
- Help pack the voting equipment.
- Pack up any other supplies.
- Do anything else the chief judges ask of you to help with closing the polls.
- Make sure you signed the *Payroll Sheet*.

## 8.8 Voting Area Judges

## **Chapter 9 – Provisional Judge & Provisional Voting**

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9.3 Provisional Ballots Reasons and Instructions to Voters .....	9.8
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## 9.1 Election Morning Set-Up

All tasks are supervised by chief judges.

Arrive at 6:00 a.m.

Make sure you sign the *Payroll Sheet*.

1. Set up a table for provisional voting in an area that is away from the table for issuing regular ballots. A provisional voter should never need to go the regular voting area. Look at the polling place layout provided by the Board of Elections.
2. Put chairs at the table for provisional voters and a chair for the provisional judge.



Work together so that your polling place is ready to open by 7:00 a.m.

3. Set up a voting booth for voters to use when marking their provisional ballots.
4. Set up the supplies.
5. Open the provisional voting supply envelope #1. It will have these supplies:
  - *Provisional Opening & Closing Certificate*
  - Provisional ballot applications (with envelope and instructions)
  - Security seal for closing the orange provisional ballot bag after the polls close
  - Return supply envelopes
  - Envelope for provisional voter authority cards
  - Pens for voters to fill out applications
  - Black pens for voters to mark provisional ballots
  - Blank voter authority cards

## 9.2 Provisional Judge & Provisional Voting

6. Make sure the security seal number on the zipper on the top of the orange provisional ballot bag is the same number printed on the “Opening” section of the *Provisional Opening & Closing Certificate*.
7. Make sure the orange provisional ballot bag is empty. Put a checkmark on the “Opening” section of the *Provisional Opening & Closing Certificate*.
8. Make sure the bottom of the orange provisional ballot bag is locked. If the bag is not locked, contact the Board of Elections office at 301-600-8683 right away.

**Figure 1 - Provisional Opening & Closing Certificate**

State of Maryland																											
<b>Provisional Opening &amp; Closing Certificate</b> <b>2020 Presidential Primary</b>																											
County/City: _____ Date: _____ District/Ward/Precinct: _____																											
<b>OPENING</b>																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center; padding: 5px;">1. Check seal number on orange provisional bag is:</td> <td style="width: 10%; text-align: center; padding: 5px;">Verify ✓</td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 5px;">2. Check orange provisional bag is empty.</td> <td style="width: 10%; text-align: center; padding: 5px;"></td> </tr> </table>		1. Check seal number on orange provisional bag is:		Verify ✓	2. Check orange provisional bag is empty.																						
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<b>CLOSING</b>																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center; padding: 5px;">Voter Authority Cards (VACs)</th> </tr> <tr> <th style="width: 50%; text-align: center; padding: 5px;">Provisional Ballot Tally Sheet #</th> <th style="width: 50%; text-align: center; padding: 5px;">Party Totals</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 5px;">VAC Democrat Total</td> <td style="text-align: center; padding: 5px;"></td> </tr> <tr> <td style="text-align: center; padding: 5px;">VAC Republican Total</td> <td style="text-align: center; padding: 5px;"></td> </tr> <tr> <td style="text-align: center; padding: 5px;">VAC All Others/UNA</td> <td style="text-align: center; padding: 5px;"></td> </tr> <tr> <td style="text-align: center; padding: 5px;">Blank or No VAC</td> <td style="text-align: center; padding: 5px;"></td> </tr> <tr> <td style="text-align: center; padding: 5px;">TOTAL (A)</td> <td style="text-align: center; padding: 5px;"></td> </tr> </tbody> </table>	Voter Authority Cards (VACs)		Provisional Ballot Tally Sheet #	Party Totals	VAC Democrat Total		VAC Republican Total		VAC All Others/UNA		Blank or No VAC		TOTAL (A)		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center; padding: 5px;">Provisional Ballots</th> </tr> <tr> <th style="width: 50%; text-align: center; padding: 5px;">Provisional Ballot Tally Sheet #</th> <th style="width: 50%; text-align: center; padding: 5px;">Party Totals</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 5px;">Provisional Ballot Democrat Total</td> <td style="text-align: center; padding: 5px;"></td> </tr> <tr> <td style="text-align: center; padding: 5px;">Provisional Ballot Republican Total</td> <td style="text-align: center; padding: 5px;"></td> </tr> <tr> <td style="text-align: center; padding: 5px;">Provisional Ballot Others/UNA</td> <td style="text-align: center; padding: 5px;"></td> </tr> <tr> <td style="text-align: center; padding: 5px;">TOTAL (B)</td> <td style="text-align: center; padding: 5px;"></td> </tr> </tbody> </table>	Provisional Ballots		Provisional Ballot Tally Sheet #	Party Totals	Provisional Ballot Democrat Total		Provisional Ballot Republican Total		Provisional Ballot Others/UNA		TOTAL (B)	
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Provisional Ballots																											
Provisional Ballot Tally Sheet #	Party Totals																										
Provisional Ballot Democrat Total																											
Provisional Ballot Republican Total																											
Provisional Ballot Others/UNA																											
TOTAL (B)																											
Note: TOTAL (A) and TOTAL (B) should be equal.																											
Record seal # placed on orange provisional bag at closing: _____																											
To the best of our knowledge, the information on this form is true and correct.																											
Provisional Judge: _____																											
Democratic Chief Judge	Republican Chief Judge																										
<small>Revised 02/11/2019</small>																											



Never leave provisional ballots unattended. During voting hours, check the security of the ballots and the ballot bag(s).

## 9.2 Provisional Ballot Application Procedures

1. A chief judge must walk with the provisional voter from the check-in table to the provisional judge. The Board of Elections may also use an escort judge or the chief judge may ask another election judge to walk the provisional voter to the provisional judge.



Under federal law, every voter who claims to be registered and eligible to vote **MUST** be given an opportunity to vote.

2. Each voter will have a provisional voter authority card with a provisional ballot reason code number printed on it.



If a person's name is not listed on the electronic pollbook, then he or she may be eligible to register to vote using same day registration. Refer the person to the provisional judge who processes same day registrations. If a person is not eligible to register to vote using same day registration, he or she will not have a printed voter authority card. The person will have a hand-written voter authority card. A chief judge will tell you when someone does not have a voter authority card.

3. Check the provisional voter authority card for the voter's signature and the check-in judge's initials.
4. Use the reason code on the provisional voter authority card to fill out the "Election Judge" section on the back of the *Provisional Ballot Application*.
  - Put a check mark next to the reason code on the application.
  - Write the district/precinct number, the ballot style issued, and your initials in the boxes in the top right corner.
  - If the voter needs to show ID, you **must** write down the type of ID that the voter provided. Write this in item #6 on the back of the *Provisional Ballot Application*.

## 9.4 Provisional Judge & Provisional Voting

**Figure 2 - "Election Judge" Section of the Provisional Ballot Application**

<b>For Official Use Only</b>	
<b>Election Judge</b> <p>A provisional ballot application was issued because the voter was:</p> <p><input type="checkbox"/> 1. Not listed on the precinct register  <input type="checkbox"/> 2. Listed on the precinct register but indicated a change of address  <input type="checkbox"/> 3. Listed but claims to have a different party affiliation (primary election only)  <input type="checkbox"/> 4. Listed as an absentee voter or as having already voted  <input type="checkbox"/> 5. Listed as "Active" or "Inactive" &amp; "Show ID" &amp; unable to provide acceptable ID  <input type="checkbox"/> 6. Listed as "pending" &amp; "Show ID"</p> <p>Was acceptable ID presented? <input type="checkbox"/> Yes <input type="checkbox"/> No          If yes, record the type of ID presented.</p> <p><input type="checkbox"/> Photo ID - Address on the photo ID does not need to match the address in #7.  <input type="checkbox"/> Maryland Driver's License or MVA ID Card - Verify that DL or ID number is printed in #6a.  <input type="checkbox"/> Other-Photo ID - specify _____</p> <p><input type="checkbox"/> Non-Photo ID - Must be dated within the last 3 months and have the same name and address as listed in #3 and #7.  <input type="checkbox"/> Utility Bill <input type="checkbox"/> Pay Check <input type="checkbox"/> Bank Statement <input type="checkbox"/> Government Check  <input type="checkbox"/> Other government document - specify _____</p> <p><input type="checkbox"/> 7. Listed as "pending" &amp; "Need DL#/SSN#" (See instructions for #6.)  <input type="checkbox"/> 8. Identity challenged &amp; cannot provide acceptable form of ID  <input type="checkbox"/> 9. Other (explain): _____</p> <p><input type="checkbox"/> 10. Voted during extended hours  <input type="checkbox"/> 11. Not prequalified for same day registration  <input type="checkbox"/> 12. No proof of residency for same day registration</p>	
<input checked="" type="checkbox"/> Check all boxes that apply.	
<b>District/Precinct or Early Voting Center</b>  <b>Ballot Style Issued</b>  <b>Election Judge</b>	
Initials	Date

5. Put the provisional voter authority card in the "Provisional VAC Envelope." Do not give the voter the *Provisional Ballot Application* yet.
6. Put a tally mark for each provisional voter authority card in the "Voter Authority Cards" section of the *Provisional Ballot Tally Sheet*.

**Figure 3 - "Voter Authority Cards" Section of the Provisional Ballot Tally Sheet**

Provisional Ballot Tally Sheet 2020 Presidential Primary		State of Maryland															
County/City: _____ District/Ward/Precinct: _____  1. Keep a tally of provisional voter authority cards issued by registered party. (Ex. III = 3, MII = 12) 2. A voter not listed in the electronic pollbook is tallied per party requested by the voter.		Date: _____															
<b>VOTER AUTHORITY CARDS</b>																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Party</th> <th style="text-align: left;">VAC Tally</th> <th style="text-align: left;">Totals</th> </tr> </thead> <tbody> <tr> <td>Democrat</td> <td></td> <td></td> </tr> <tr> <td>Republican</td> <td></td> <td></td> </tr> <tr> <td>Other/UNA</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">TOTAL (A)</td> <td></td> <td></td> </tr> </tbody> </table>			Party	VAC Tally	Totals	Democrat			Republican			Other/UNA			TOTAL (A)		
Party	VAC Tally	Totals															
Democrat																	
Republican																	
Other/UNA																	
TOTAL (A)																	
Note: Total (A) and Total (B) should be equal.																	
Provisional Judge Signature _____																	
<b>PROVISIONAL BALLOTS</b>																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Party</th> <th style="text-align: left;">Provisional Ballot Tally</th> <th style="text-align: left;">Totals</th> </tr> </thead> <tbody> <tr> <td>Democrat</td> <td></td> <td></td> </tr> <tr> <td>Republican</td> <td></td> <td></td> </tr> <tr> <td>Other/UNA</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">TOTAL (B)</td> <td></td> <td></td> </tr> </tbody> </table>			Party	Provisional Ballot Tally	Totals	Democrat			Republican			Other/UNA			TOTAL (B)		
Party	Provisional Ballot Tally	Totals															
Democrat																	
Republican																	
Other/UNA																	
TOTAL (B)																	

7. Show the voter the instructions on the application and tell the voter to:
  - Read the instructions page.
  - Tear off and keep the instructions page.

- Completely fill out and sign the provisional ballot application.
- **DO NOT** detach the application (voter registration application) from the envelope.



Make sure the voter signs the application. If the voter does not sign the application, the voter's provisional ballot will not count.

8. While the voter completes the application, the provisional judge will issue the voter the correct ballot, as indicated on the *Provisional Voter Authority Card*.
9. Check the application to make sure it is completed and signed.
10. Tell the voter to take the application envelope and the ballot to the privacy screen in the provisional voting area.
11. Tell the voter to put the voted ballot into the ballot application envelope and seal the envelope.



A provisional voter may use the ballot marking device to vote his or her provisional ballot if the voter asks to use the ballot marking device. Make sure the ballot activation card ballot is put into the ballot application envelope and seal the envelope.



If the voter makes a mistake on the ballot, tell the voter to overvote every contest. Write "Spoiled" across the ballot and put it in the "Spoiled Provisional Ballot Envelope" before issuing the voter a replacement ballot.

12. A voter may only be given two replacement ballots. If a voter already spoiled two ballots, a voting judge must offer to help the voter. The voter may choose a helper who is not an election judge. Two judges, one from each major political party, can work together to help the voter.
13. Tell the voter to put the sealed application envelope into the orange provisional ballot bag.

## 9.6 Provisional Judge & Provisional Voting



If the provisional ballot bag is getting full, tell the chief judges right away. The chief judges may contact the Elections Office at 301-600-8683 to request another bag.

14. Put a tally mark for each provisional ballot put into the orange provisional ballot bag by a voter in the “Provisional Ballots” section of the *Provisional Ballot Tally Sheet*.

**Figure 4 - "Provisional Ballots" Section of the Provisional Ballot Tally Sheet**

Provisional Ballot Tally Sheet			State of Maryland
2020 Presidential Primary			
County/City: _____			Date: _____
District/Ward/Precinct: _____			
<p>1. Keep a tally of provisional voters by their registered party. (Ex. III = 4,  II = 12)</p> <p>2. A voter not listed in the electronic pollbook is tallied as the party requested by the voter.</p>			
<b>VOTER AUTHORITY CARDS</b>			
Party	VAC Tally	Totals	
Democrat			
Republican			
Other/UNA			
TOTAL (A)			
<p>1. Keep a tally of provisional ballots issued by party. (Ex. III = 4,  II = 12)</p> <p>2. Spoiled ballots are tallied below Provisional Ballots</p>			
<b>PROVISIONAL BALLOTS</b>			
Party	Provisional Ballot Tally	Totals	
Democrat			
Republican			
Other/UNA			
TOTAL (B)			
<p>Note: TOTAL (A) and TOTAL (B) should be equal.</p>			
Provisional Judge Signature _____			

15. Make sure the voter does not leave the provisional voting area until the voter puts the voted ballot and sealed application in the orange provisional ballot bag.



Provisional ballots do not go into the scanning unit. Make sure provisional voters do not put their voted ballots into the scanning unit.



Monitor the provisional ballot bag(s) at all times. Keep all provisional ballot supplies secure. Tell the chief judges right away if any provisional ballot supplies are missing or show signs of tampering.

### 9.3 Provisional Ballots Reasons and Instructions to Voters

The following chart shows the reason a voter is issued a provisional ballot. Note that the “Reason Codes” are the same as the codes listed on the back of the *Provisional Ballot Application*.

For each reason code, give the voter the correct instructions from the table below.

Reason Code:	Tell the voter:
<b>1</b> <b>Not listed on the precinct register.</b>	<ol style="list-style-type: none"><li>1. If you are registered and in the correct precinct, your entire ballot will be counted.</li><li>2. If you are registered but in the wrong precinct, you can still choose to vote here, instead of going to your correct precinct. But only the contests that would appear on the ballot for your correct precinct will be counted.</li><li>3. If you are not registered and not eligible to register using same day registration, your provisional ballot may not count. But the provisional ballot application will serve as a voter registration application for future elections.</li></ol>
<b>2</b> <b>Listed on precinct register but indicated a change of address.</b>	You say that you moved more than 21 days before the election and that you did not tell election officials about the change. Now you are in the wrong precinct for your new address. You can choose to vote a provisional ballot here, instead of going to your correct precinct. But only the contests that would appear on the ballot for your new precinct will be counted.

### 9.8 Provisional Judge & Provisional Voting

Reason Code:	Tell the voter:
<p><b>3</b>  <b>Listed but claims to have different party affiliation.</b>  <b>(Primary Election only)</b></p>	<p>Your provisional ballot will only be counted if the Board of Elections can confirm that you really are registered with the party that you claim.</p>
<p><b>4</b>  <b>Listed as an absentee voter or as having already voted.</b></p>	<p>Your provisional ballot will only be counted if you did not vote by absentee ballot and if you did not vote somewhere else.</p>
<p><b>5</b>  <b>Listed as “Active” or “Inactive” &amp; “Show ID” and unable to provide sufficient ID.</b></p>	<p>If you provide the Board of Elections with the required ID <b>before</b> the provisional ballots are counted, then your ballot will be counted. Provisional ballots are counted starting on the 2<sup>nd</sup> Wednesday after election day.</p>
<p><b>6</b>  <b>Listed as “Pending” &amp; “Show ID.”</b></p>	<p>If you provide acceptable ID now, your ballot will be counted. If you provide acceptable ID to the Board of Elections <b>before</b> the provisional ballots are counted, your ballot will be counted. If you do not provide acceptable ID before the provisional ballots are counted, your ballot will not be counted. Provisional ballots are counted starting the 2<sup>nd</sup> Wednesday after election day.</p>

Reason Code:	Tell the voter:
<p style="text-align: center;"><b>7</b>  <b>Listed as “Pending” &amp; “Need DL# / SSN.”</b></p>	<p>If the Board of Elections can confirm the number you provided in Box 6a (Maryland Driver’s License or ID Card number) or 6b (last 4 digits of social security number), you will be registered to vote, and your ballot will be counted.</p> <p>If you marked Box 6c (do not have a valid Maryland Driver’s License or ID card or a social security number), you will be registered to vote, and your ballot will be counted.</p> <p>If you do not complete any box in section 6, you will not be registered to vote and your ballot will not be counted. If the number you provided cannot be confirmed before the provisional ballots are counted, your ballot will not be counted.</p>
<p style="text-align: center;"><b>8</b>  <b>Identity challenged &amp; cannot provide acceptable form of ID.</b></p>	<p>You must provide an acceptable form of ID to the Board of Elections <b>before</b> the provisional ballots are counted. Provisional ballots are counted starting the 2<sup>nd</sup> Wednesday after election day.</p> <p>If the Board of Elections decides that you are the registered voter you claim to be and that you are eligible to vote, then your ballot will be counted.</p>
<p style="text-align: center;"><b>9</b>  <b>(Other)</b></p>	<p><b><i>[Note to provisional ballot judge: The chief judges will provide you with instructions if #9 is printed on the voter authority card.]</i></b></p>

## 9.10 Provisional Judge & Provisional Voting

Reason Code:	Tell the voter:
<b>10</b> <b>Extended Hours</b>	<p>You are voting during extended voting hours ordered by the court.</p> <p>Your vote will be counted unless the court order extending voting hours is successfully challenged in court.</p>
<b>11</b> <b>Not prequalified for Same Day Registration</b>	<p>The electronic pollbook database did not show you as prequalified for registration.</p> <p>If the Board of Elections can confirm you meet the qualifying standards to be a registered voter, you will be registered to vote, and your ballot will be counted.</p>
<b>12</b> <b>No proof of residency for Same Day Registration</b>	<p>You did not provide a current document showing your name and current address. You did not present a utility bill, bank statement, government check, paycheck or any other government document that is dated within the last three months.</p> <p>If you provide acceptable ID to the Board of Elections <b>before</b> the provisional ballots are counted, your ballot will be counted. If you do not provide acceptable ID before the provisional ballots are counted, your ballot will not be counted. Provisional ballots are counted starting the 2<sup>nd</sup> Wednesday after election day.</p>

## 9.4 Closing the Polls

1. Count each provisional voter authority card by party affiliation and write the number under “Voter Authority Cards (VACs)” on the “Closing” section of the *Provisional Opening & Closing Certificate*.

**Figure 5 - "Closing" Section of the Provisional Opening & Closing Certificate**

State of Maryland																												
Provisional Opening & Closing Certificate																												
2020 Presidential Primary																												
County/City: _____		Date: _____																										
District/Ward/Precinct: _____																												
OPENING																												
<table border="1"><tr><td>1.</td><td>Check seal number on orange provisional bag is:</td><td rowspan="2">Verify ✓</td></tr><tr><td>2.</td><td>Check orange provisional bag is empty.</td></tr></table>		1.	Check seal number on orange provisional bag is:	Verify ✓	2.	Check orange provisional bag is empty.																						
1.	Check seal number on orange provisional bag is:	Verify ✓																										
2.	Check orange provisional bag is empty.																											
CLOSING																												
<table border="1"><thead><tr><th colspan="2">Voter Authority Cards (VACs)</th></tr><tr><th>Provisional Ballot Tally Sheet #</th><th>Party Totals</th></tr></thead><tbody><tr><td>VAC Democrat Total</td><td></td></tr><tr><td>VAC Republican Total</td><td></td></tr><tr><td>VAC All Others/UNA</td><td></td></tr><tr><td>Blank or No VAC</td><td></td></tr><tr><td colspan="2">TOTAL (A)</td></tr></tbody></table>		Voter Authority Cards (VACs)		Provisional Ballot Tally Sheet #	Party Totals	VAC Democrat Total		VAC Republican Total		VAC All Others/UNA		Blank or No VAC		TOTAL (A)		<table border="1"><thead><tr><th colspan="2">Provisional Ballots</th></tr><tr><th>Provisional Ballot Tally Sheet #</th><th>Party Totals</th></tr></thead><tbody><tr><td>Provisional Ballot Democrat Total</td><td></td></tr><tr><td>Provisional Ballot Republican Total</td><td></td></tr><tr><td>Provisional Ballot Others/UNA</td><td></td></tr><tr><td colspan="2">TOTAL (B)</td></tr></tbody></table>	Provisional Ballots		Provisional Ballot Tally Sheet #	Party Totals	Provisional Ballot Democrat Total		Provisional Ballot Republican Total		Provisional Ballot Others/UNA		TOTAL (B)	
Voter Authority Cards (VACs)																												
Provisional Ballot Tally Sheet #	Party Totals																											
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Provisional Ballots																												
Provisional Ballot Tally Sheet #	Party Totals																											
Provisional Ballot Democrat Total																												
Provisional Ballot Republican Total																												
Provisional Ballot Others/UNA																												
TOTAL (B)																												
Note: TOTAL (A) and TOTAL (B) should be equal.																												
Record seal # placed on orange provisional bag at closing: _____																												
To the best of our knowledge, the information on this form is true and correct.																												
Provisional Judge: _____																												
Democratic Chief Judge	Republican Chief Judge																											
Revised 02/11/2019																												

2. Check that the written total matches the number of tally marks on the *Provisional Ballot Tally Sheet*.
3. Count the number of tally marks under the “Provisional Ballots” section of the *Provisional Tally Sheet* and write the total on the “Closing” section of the *Provisional Opening & Closing Certificate*.

## 9.12 Provisional Judge & Provisional Voting

4. Make sure the total number of provisional voter authority cards match the number of provisional ballots in the orange provisional bag.
5. Fill out and sign the “Closing” section of the *Provisional Opening & Closing Certificate*.
6. Return all unvoted ballots to the ballot judge at the ballot issuing table.
7. Put all other provisional voting supplies in the return supply envelope.
8. Ask both chief judges to sign the *Provisional Opening & Closing Certificate*.
9. Put the security seal over the opening on the orange provisional ballot bag.



Do everything that the chief judges ask you to do. It is important to complete all tasks quickly and efficiently.

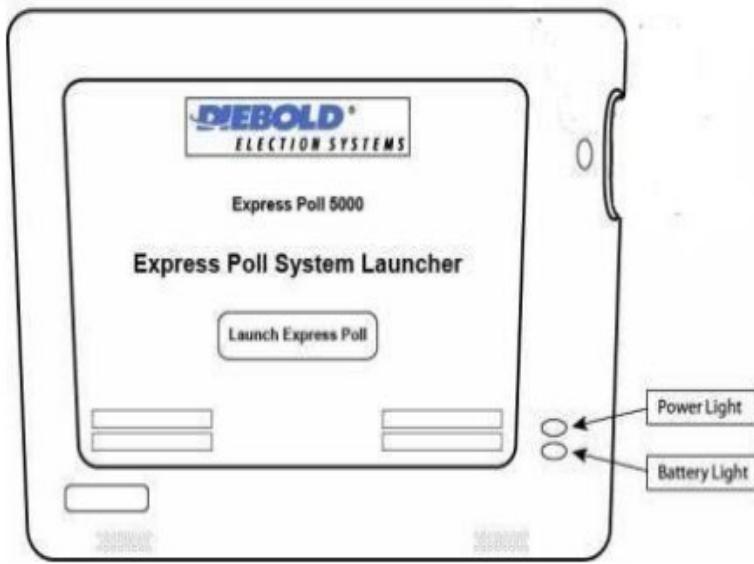


## Chapter 10 –Electronic Pollbook

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## 10.1 Introduction to the Electronic Pollbook

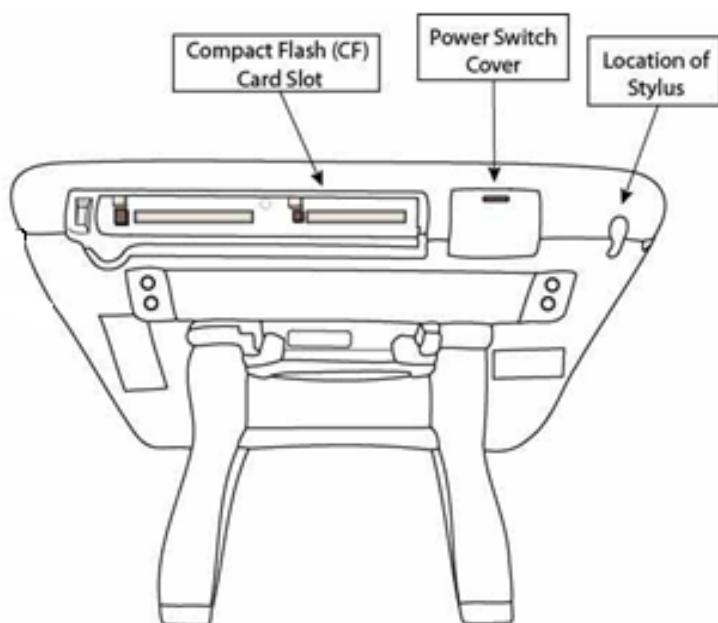
Figure 1 - Front of the Electronic Pollbook



The **Power Light** is green when the unit is in use.

The **Battery Light** will flash green when the unit is plugged in and is charging. The light is off when there is no power.

Figure 2 - Top of the Electronic Pollbook



The **Compact Flash (CF) Card Slot** contains a compact flash card. This card stores election information and a list of eligible voters. The protective cover for the Compact Flash Card Slot must remain closed and sealed during an election.

The **Power Switch Cover** can be opened to use the on/off power switch.

The **Stylus** is pen-shaped and has a hard point. It is stored in the top of the unit. It must be used to navigate the electronic pollbook. Use the stylus to “touch” commands on the screen.

## 10.2 Electronic Pollbook

## 10.2 Unpacking the Electronic Pollbooks

1. Make sure the outer seal number on each case matches the number in column 1 of the *Electronic Pollbook Integrity Report*.

**Figure 3 - Outer Seal and the Electronic Pollbook Integrity Report**



State of Maryland

Electronic Pollbook Integrity Report  
2020 Presidential Primary

County/City: \_\_\_\_\_ Date: \_\_\_\_\_

District/Ward/Precinct: \_\_\_\_\_

Judges must:

1. Opening: Print and sign the opening Ballot Counts Report and Voter Counts Report from each pollbook and attach them to this form before the polls open.
2. Complete the "Opening" section.
3. During: Verify and record information if you have to remove the inner seal during the day.
4. Closing: Print and sign the Ballot Counts Report and Voter Counts Report from each pollbook and attach them to this form.
5. Complete the "Closing" section.
6. Have Chief Judges sign the form after the polls close.

Pollbook ID Numbers	OPENING				DURING		CLOSING	
	1	2	3	4	6	6	7	
	Outer Seal # (on outside of storage case)	State Asset Tag # (on back of pollbook)	Inner Seal # (on top lid of pollbook)	Verify inner seal was intact when polls opened (Initial)	If inner Seal was removed during the day, please record reason here. If more room is needed use back of this page.		New Inner Seal #	New Outer Seal # (applied to storage case at closing)
#1	Verify ✓	Verify ✓	Verify ✓	REP DEM	Record	Record	Record	
#2								
#3								
#4								
#5								
#6								

To the best of our knowledge the information on this report is true and correct.

The Electronic Pollbook CF Cards were removed at the close of the polls and given to the Chief Judges.

Democratic Chief Judge \_\_\_\_\_ Republican Chief Judge \_\_\_\_\_

2. Take off the outer seal. Put the broken seals in the plastic bag labeled "Removed Seals."
3. Open the two latches.
4. Take the electronic pollbook and power cord from the case.



Do not grab the electronic pollbook by its legs! Use the elastic strap on the electronic pollbook.

**Figure 4 - Elastic Strap of the Electronic Pollbook**



5. Make sure the state asset tag number on the back of each electronic pollbook matches the numbers in column 2 of the *Electronic Pollbook Integrity Report*.

**Figure 5 - State Asset Tag Number and Electronic Pollbook Integrity Report**

State of Maryland

Electronic Pollbook Integrity Report  
2020 Presidential Primary

County/City: \_\_\_\_\_ Date: \_\_\_\_\_

District/Ward/Precinct: \_\_\_\_\_

Judges must:

1. Opening- Print and sign the opening *Ballot Counts Report* and *Voter Counts Report* from each pollbook and attach them to this form before the polls open.
2. Complete the "Opening" section.
3. During- Verify and record information if you have to remove the inner seal during the day
4. Closing- Print and sign the *Ballot Counts Report* and *Voter Counts Report* from each pollbook and attach them to this form.
5. Complete the "Closing" section.
6. Have Chief Judges sign the form after the polls close.

Pollbook ID Numbers	OPENING				DURING		CLOSING	
	1 Verify	2 Verify	3 Verify	4 Verify	5 REP	6 DEM	7 Record	8 Record
#1								
#2								
#3								
#4								
#5								
#6								

To the best of our knowledge the information on this report is true and correct.

The Electronic Pollbook CF Cards were removed at the close of the polls and given to the Chief Judges.

Democratic Chief Judge \_\_\_\_\_ Republican Chief Judge \_\_\_\_\_

## 10.4 Electronic Pollbook

6. Make sure the inner seal number on the top of each electronic pollbook is not broken. Make sure the number matches the numbers in column 3 of the *Electronic Pollbook Integrity Report*.

**Figure 6 - Inner Seal and the Electronic Pollbook Integrity Report**



State of Maryland

Electronic Pollbook Integrity Report  
2020 Presidential Primary

County/City: \_\_\_\_\_ Date: \_\_\_\_\_

District/Ward/Precinct: \_\_\_\_\_

Judges must:

1. Opening: Print and sign the opening *Ballot Counts Report* and *Voter Counts Report* from each pollbook and attach them to this form before the polls open.
2. Complete the "Opening" section.
3. During: Verify and record information if you have to remove the inner seal during the day.
4. Closing: Print and sign the *Ballot Counts Report* and *Voter Counts Report* from each pollbook and attach them to this form.
5. Complete the "Closing" section.
6. Have Chief Judges sign the form after the polls close.

Pollbook Numbers	OPENING			DURING			CLOSING
	1	2	3	4	5	6	7
	Outer Seal # (on outside of storage case)	State Asset Tag # (on back of pollbook)	Inner Seal # (on top lid of pollbook)	Verify inner seal was intact when polls opened (initial)	If Inner Seal was removed during the day, please record reason here. If more room is needed use back of this page.		New Outer Seal # (applied to storage case at closing)
#1	Verify	✓	✓	Verify	✓	REP DEM	Record
#2							Record
#3							Record
#4							
#5							
#6							
To the best of our knowledge the information on this report is true and correct.							
The Electronic Pollbook CF Cards were removed at the close of the polls and given to the Chief Judges.							
Democratic Chief Judge							Republican Chief Judge

7. Make sure the Power Switch on the top is turned OFF.

**Figure 7 - Power Switch on Top of the Electronic Pollbook**



8. Insert the power cord (marked with yellow tape) into the first connection slot marked with PWR. Plug the other end into a power source. **Do NOT turn on the power switch yet!**

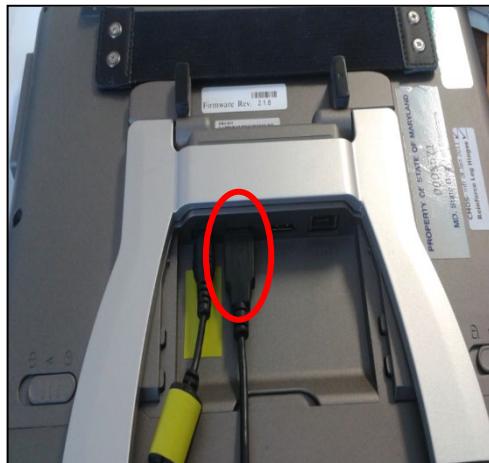
**Figure 8 - Power Cord (Marked with Yellow Tape) of the Electronic Pollbook**



Your polling place may have a Universal Power Source (UPS) unit. If so, plug the electronic pollbook into the UPS as directed by the Board of Elections.

9. Take the printer's USB cable from the printer case. Plug the larger end into one of the two USB ports located on the back of the electronic pollbook. It does not matter which USB port you use.

**Figure 9 - One of the Two USB Ports on the Back of the Electronic Pollbook**



10. Plug one end of the printer's power cord (marked with blue tape) into the printer. Plug the other end into a power source.

## **10.6 Electronic Pollbook**



The printer end of the power cord is bent 90 degrees (elbow shaped).  
DO NOT connect an electronic pollbook power cord (marked with yellow tape) to the printer. It will cause severe damage to the printer.

11. Plug the smaller end of the USB cable into the printer.

**Figure 10 - Smaller End of the USB Cable in the Printer**



12. Repeat steps 2 through 12 for all electronic pollbooks.



There should be one printer for each electronic pollbook. If there are any printers missing, tell the Board of Elections right away.

---

### 10.3 Checking the Electronic Pollbooks

1. Turn the power switch to ON. DO NOT NETWORK THE POLLBOOKS YET.

**Figure 11 - Power Switch on the Top of the Electronic Pollbook**



2. When the electronic pollbook switch is ON, the “Launch” screen will appear.

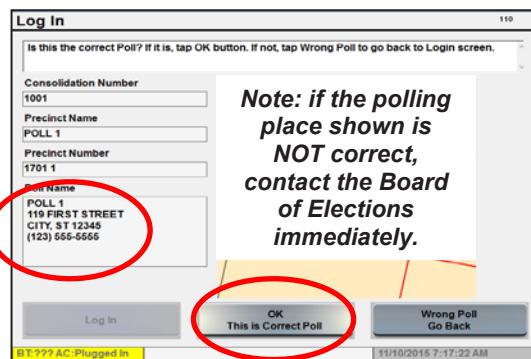
- Make sure the date and time is correct. If the date or time is incorrect, tell a chief judge right away. The chief judge will ask for technical support.
- If the date and time is correct, tap the “Launch” button with the stylus.

**Figure 12 – Date & Time and the "Launch" Button on the Electronic Pollbook**



3. Make sure the poll name on the left side of the screen is correct. Then tap the “OK This is Correct Poll” button at the bottom of the screen.

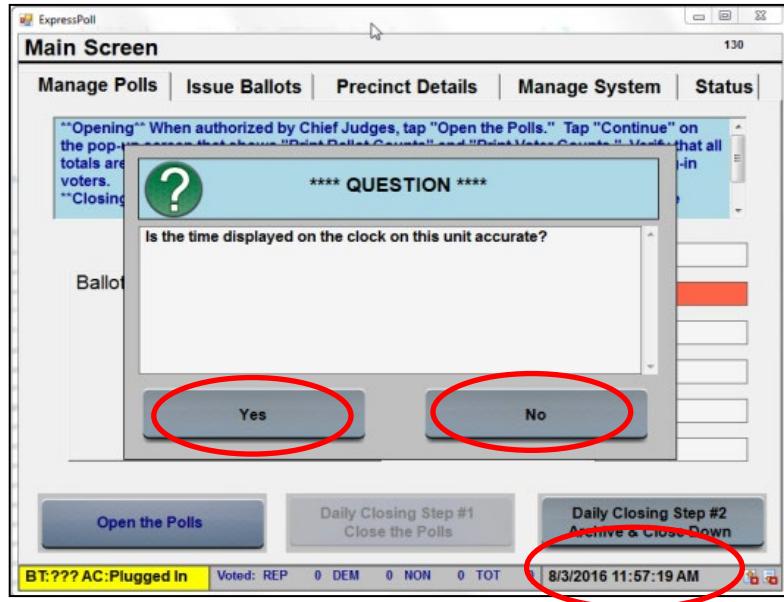
**Figure 13 - Poll Name on the Left Side of the Screen and "OK This is Correct Poll" Button on the Electronic Pollbook**



If the polling place shown is not correct, tell a chief judge right away. The chief judge will tell the Board of Elections immediately.

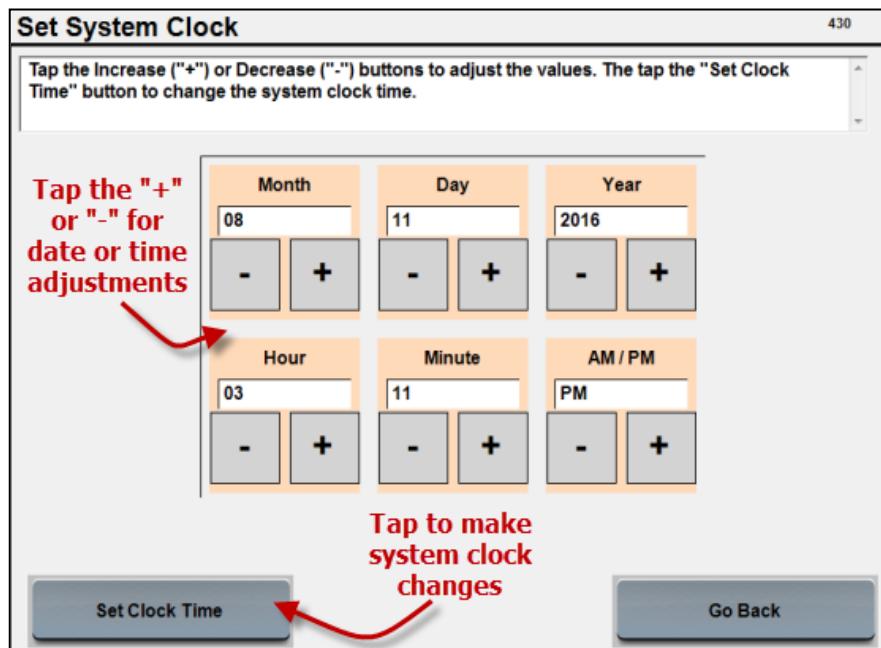
4. Select “Yes” or “No” when you are asked to check that the time in the bottom right corner matches the correct time.
  - If “No” is selected, go to step 5.
  - If “Yes” is selected, go to step 6.

**Figure 14 - "No" and "Yes" Buttons and Date & Time on the Electronic Pollbook**



5. Change the date and time by tapping “+” or “-”. Tap “Set Clock Time” to save changes.

**Figure 15 - Changing the Date and Time on the Electronic Pollbook**



6. The “Main Screen” will appear with the “Manage Polls” tab at the top of the screen. The Poll Status will be “Closed.”



Almost everything you will need to know about using the electronic pollbook is in the onscreen instructions. Please read them!

Figure 16 - "Main Screen" and Onscreen Instructions on the Electronic Pollbook

**Main Screen**

Manage Polls | Issue Ballots | Precinct Details | Manage System | Status

\*\*Opening\*\* When authorized by Chief Judges, tap "Open the Polls." Tap "Continue" on the pop-up screen that shows "Print Ballot Counts" and "Print Voter Counts." Verify that all totals are 0. Tap the "Issue Ballots" tab then "Search Voter Roster" to begin checking-in voters.  
 \*\*Closing\*\* When authorized by Chief Judges, tap "Step #1-Close the Polls." Print the

Statistics		Consolidation Number	
Ballots	Voters	02001001	
Standard Ballots	0	Poll Status	CLOSED
Provisional Ballots	0	Poll Opening Time	10:00AM
		Poll Closing Time	8:00PM
		# of Registered Voters	1564
		Bulk Update Date	

Open the Polls | Daily Closing Step #1 Close the Polls | Daily Closing Step #2 Archive & Close Down

BT:??? AC:Plugged In | Voted: TOT 0 | 1/23/2018 10:15:27 AM

7. Tap the “Ballots” and “Voters” tabs under the “Statistics” to make sure that all the numbers are zero. Be sure to check both tabs under “Statistics” for zeroes before networking the electronic pollbooks.

Figure 17 - "Ballots" and "Voters" Statistics are Zero on the Electronic Pollbook

Main Screen

Manage Polls | Issue Ballots | Precinct Details | Manage System | Status

\*\*Opening\*\* When authorized by Chief Judges, tap "Open the Polls." Tap "Continue" on the pop-up screen that shows "Print Ballot Counts" and "Print Voter Counts." Verify that all totals are 0. Tap the "Issue Ballots" tab then "Search Voter Roster" to begin checking-in voters.  
 \*\*Closing\*\* When authorized by Chief Judges, tap "Step #1-Close the Polls." Print the

Statistics		Consolidation Number	
Ballots	Voters	02001001	
Standard Ballots	0	Poll Status	CLOSED
Provisional Ballots	0	Poll Opening Time	10:00AM
		Poll Closing Time	8:00PM
		# of Registered Voters	1564
		Bulk Update Date	

Open the Polls | Daily Closing Step #1 Close the Polls | Daily Closing Step #2 Archive & Close Down

BT:??? AC:Plugged In | Voted: TOT 0 | 1/23/2018 10:15:27 AM

## 10.10 Electronic Pollbook



Tell a chief judge right away if any of these numbers are not zero. Do not network the electronic pollbooks if any number is not zero.

8. Make sure that the totals at the bottom of the screen are zero.

○ For the primary election:



○ For the general election:



Alert a chief judge immediately if any of these numbers are not zero. Do not network the electronic pollbooks if any number is not zero.

9. Repeat steps 1 through 8 for all electronic pollbooks.

## 10.4 Opening the Polls

Do not check-in voters before 7:00 a.m.

You can do steps 1 through 4 before 7:00 a.m. Follow these steps for each electronic pollbook.

1. Tap the “Open the Polls” button

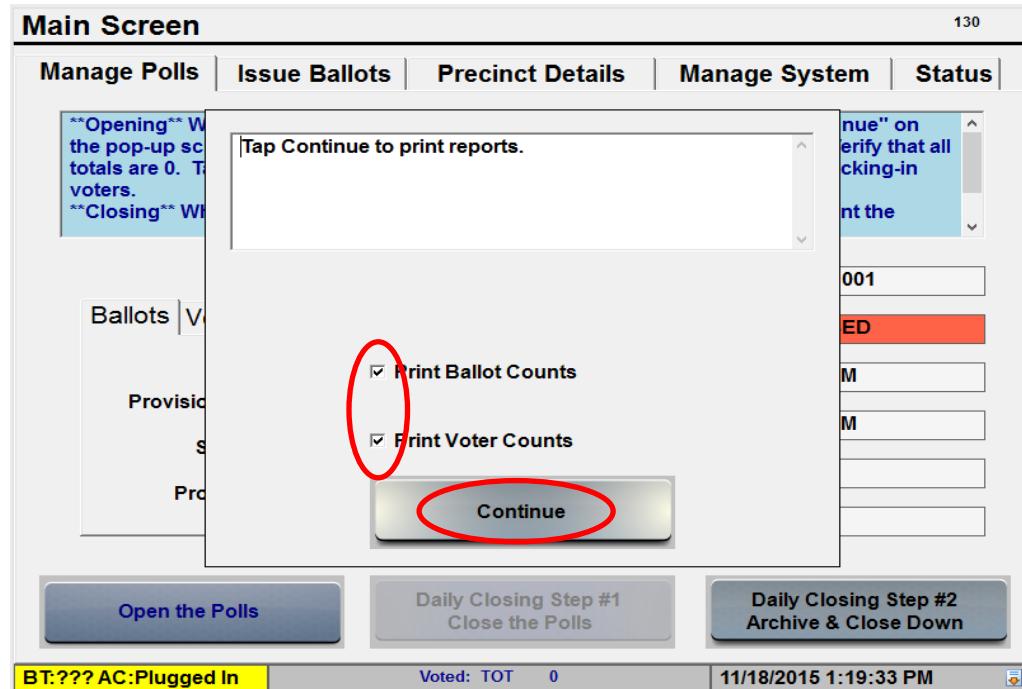
**Figure 18 - "Open the Polls" Button on the Electronic Pollbook**

The screenshot shows the 'Main Screen' of an electronic pollbook. At the top, there are five tabs: 'Manage Polls' (selected), 'Issue Ballots', 'Precinct Details', 'Manage System', and 'Status'. A status bar at the top right shows '130'. Below the tabs, a message box contains instructions for opening and closing the polls. The 'Statistics' section on the left shows 'Ballots' and 'Voters' counts, with 'Standard Ballots' and 'Provisional Ballots' both at 0. The 'Consolidation Number' is '02001001'. The 'Poll Status' is 'CLOSED' (highlighted in red). The 'Poll Opening Time' is '10:00AM' and the 'Poll Closing Time' is '8:00PM'. The '# of Registered Voters' is '1564'. The 'Bulk Update Date' field is empty. At the bottom, there are three buttons: 'Open the Polls' (circled in red), 'Daily Closing Step #1 Close the Polls', and 'Daily Closing Step #2 Archive & Close Down'. The status bar at the bottom shows 'BT:??? AC:Plugged In', 'Voted: TOT 0', and the date '1/23/2018 10:15:27 AM'.

2. Make sure the Print Ballot Counts and Print Voter Counts boxes have check marks in the pop-up menu.

## 10.12 Electronic Pollbook

Figure 19 - Checkmarks in the "Print Ballot Counts" and "Print Voter Counts" Boxes on the Electronic Pollbook



3. Tap "Continue" to print the Ballot Counts and Voter Counts reports. Two reports will print.
4. Make sure all totals on the Consolidated Voter Counts Report and Consolidated Ballot Counts Report are zero. Tell a chief judge right away if the totals are not zero.

Figure 20 - Zeroes on the Consolidated Voter Counts Report and Consolidated Ballot Counts Report

Consolidated Voter Counts Report			
Consolidation: # 08EV01 EPB Number: 035979			
Poll Description: Charles County Board of Elections			
Report Date and Time:			
11/17/2015 09:52:54			
*****			
Party	Total	Reg	Provisional
REP	0	0	0
DEM	0	0	0
GRN	0	0	0
LIB	0	0	0
UNA	0	0	0
OTH	0	0	0
TOT	0	0	0
*****			
DEM Judge			
REP Judge			

Consolidated Ballot Counts Report				
Consolidation: # 20005001 EPB Number: 999				
Poll Description: 05-1 Mt Vernon Fire Dept				
Report Date: 11/17/2010 15:53:31				
*****				
	TOT	DEM	REP	NON
Issued	0	0	0	0
Reiss	0	0	0	0
Canc	0	0	0	0
Net	0	0	0	0
Prov Issued	0	0	0	0
Prov Reiss	0	0	0	0
Prov Canc	0	0	0	0
Net Prov	0	0	0	0
Net Ballots	0	0	0	0
*****				
DEM Judge				
REP Judge				

5. The “Poll Status” will change from red to green. It will say “OPENED.”

**Figure 21 - Poll Status Says "OPENED" and Shaded Green**

6. Repeat steps 1 through 5 for all electronic pollbooks.

## 10.5 Networking the Electronic Pollbooks



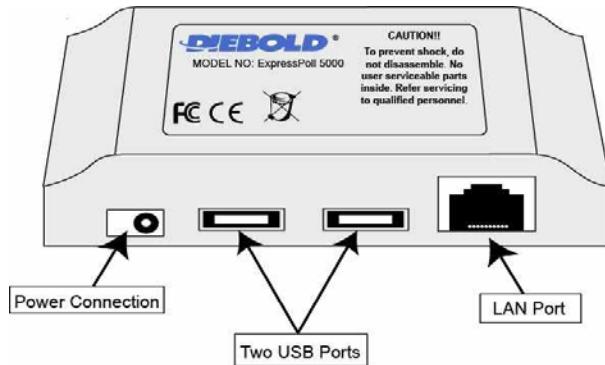
- Do not network the electronic pollbooks until after:
- All electronic pollbooks have been turned on individually.
  - The “Statistics” on the “Main Screen” are verified as zeroes for the “Ballots” and “Voter” tabs.
  - The *Consolidated Voter Counts Report* and *Consolidated Ballot Counts Report* are printed on **each** electronic pollbook.

The back of the electronic pollbook has four ports. From left to right:

- Power connection
- Two USB ports for the printer
- LAN port that connects all the electronic pollbooks in the same polling place together

## 10.14 Electronic Pollbook

Figure 22 - Four Ports on the Back of the Electronic Pollbook



All cable connectors will only fit in the ports in one way. If the plug does not fit in the port easily, ask for help. Put in the USB plug with the USB icon facing up. Put the LAN plug with the locking tab facing up.

Figure 23 - Connections on the Back of the Electronic Pollbook



#### 10.5.1 Networking Two Electronic Pollbooks



If you have more than two electronic pollbooks, see the “Networking Three or More Electronic Pollbooks to the Hub” section of this chapter.

1. Turn both electronic pollbooks **OFF** before connecting the network cables.

**Figure 24 - Power Switch on the Top of the Electronic Pollbook**



2. Connect one end of the crossover cable into the LAN port on the back of one electronic pollbook.

**Figure 25 - Crossover Cable in the LAN Port on the Back of the Electronic Pollbook**



## **10.16 Electronic Pollbook**

3. Connect the other end of the crossover cable into the LAN port on the back of the other electronic pollbook.

**Figure 26 - Crossover Cable in the LAN Port on the Back of the Electronic Pollbook**



4. Turn each electronic pollbook ON one at a time. Wait until the "Launch" screen appears before turning on the next electronic pollbook.

**Figure 27 - Power Button at the Top of the Electronic Pollbook**



5. Go to the "Checking Synchronization" part of this chapter.

### 10.5.2 Networking Three or More Electronic Pollbooks to the Hub



If you only have two electronic pollbooks, see the “*Networking Two Electronic Pollbooks*” section of this chapter.

1. Turn all electronic pollbooks **OFF before** connecting the network cables.

**Figure 28 - Power Button on the Top of the Electronic Pollbook**



2. The hub (or switch) equipment connects more than two electronic pollbooks. The hub will allow all electronic pollbooks to synchronize data in the polling place. Different kinds of hubs are used, so your hub may not look like the example.

**Figure 29 - Hub (Switch) Used to Connect the Electronic Pollbooks**



## 10.18 Electronic Pollbook

3. Plug the hub's power cord into the first socket in the back of the hub.

**Figure 30 - First Socket on the Back of the Hub**



4. Plug the power cord plug into the power strip. The hub's power light indicator will turn on.
5. Plug one end of a hub cable into the LAN port of an electronic pollbook.

**Figure 31 - LAN Port on the Back of the Electronic Pollbook**



6. Plug the other end of the hub cable into any port in the hub.

**Figure 32 - Port on the Back of the Hub**



7. Repeat steps 1 through 6 for each electronic pollbook.
8. Turn each electronic pollbook ON one at a time. Wait until the “Launch” screen appears before turning on the next electronic pollbook.

**Figure 33 - Power Switch on the Top of the Electronic Pollbook**



9. Move on to the “Checking Synchronization” section of this chapter.

## **10.20 Electronic Pollbook**

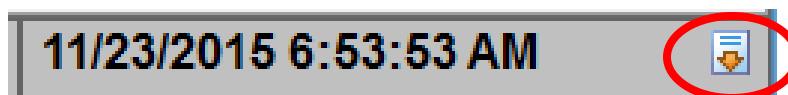
## 10.6 Checking Synchronization

Make sure that the electronic pollbooks are synchronized with other electronic pollbooks in the polling place. Look at the icons in the lower right corner of the screen.

Not Synchronized



Synchronized



Every so often during the day, check the totals for “Voted” at the bottom of the screen. Make sure all the totals on all the electronic pollbooks are the same.



If the electronic pollbooks are not synchronized, make sure that all connections between the electronic pollbooks and the hub are plugged in. If the electronic pollbooks will not synchronize, tell a chief judge right away. The chief judge will ask for technical help.

## 10.7 Entering and Clearing Data in the Pollbook

The electronic pollbook accepts only letters A-Z for name lookup. Do not use spaces, hyphens or apostrophes. The voter's name will print correctly (including apostrophes) on the voter authority card.

- Tap the “back space” key to delete one or more letters.
- Tap the “clear” key to delete an entire field.
- Tap the “Clear ALL” button to clear all search fields.

## 10.8 Finding Voters in the Electronic Pollbook



**Check-in judges are not allowed to ask for ID.** Judges may accept ID if offered by a voter. Judges **must ask** the voter to say his or her name, address, and month and day of birth.

1. Tap the “Issue Ballots” tab at the top of the screen.

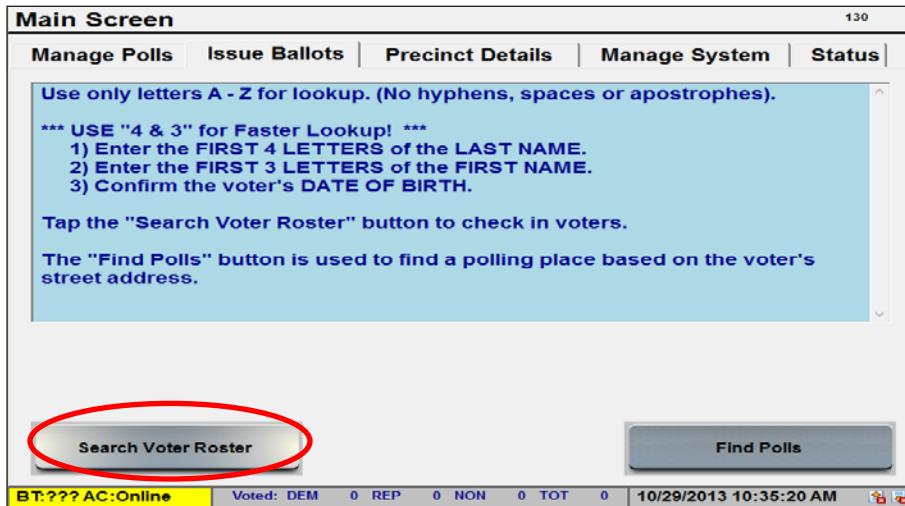
**Figure 34 - "Issue Ballots" Tab on the Main Screen of the Electronic Pollbook**

The screenshot shows the 'Main Screen' of the Electronic Pollbook. At the top, there are five tabs: 'Manage Polls', 'Issue Ballots' (which is highlighted with a red circle), 'Precinct Details', 'Manage System', and 'Status'. Below the tabs, a message box contains instructions for opening and closing the polls. The 'Statistics' section shows 'Standard Ballots' and 'Provisional Ballots' both at 0. The 'Consolidation Number' is 02001001, and the 'Poll Status' is 'OPENED' (indicated by a green bar). The 'Poll Opening Time' is 10:00AM and the 'Poll Closing Time' is 8:00PM. The '# of Registered Voters' is 1564. At the bottom, there are three buttons: 'Open the Polls', 'Daily Closing Step #1 Close the Polls' (which is highlighted in blue), and 'Daily Closing Step #2 Archive & Close Down'. The status bar at the bottom shows 'BT:??? AC:Plugged In', 'Voted: TOT 0', and the date '1/23/2018 10:24:44 AM'.

## 10.22 Electronic Pollbook

2. Tap the “Search Voter Roster” button on the bottom left of the “Issue Ballots” screen.

**Figure 35 - "Search Voter Roster" Button on the Main Screen of the Electronic Pollbook**



**Main Screen**

Manage Polls | Issue Ballots | Precinct Details | Manage System | Status | 130

Use only letters A - Z for lookup. (No hyphens, spaces or apostrophes).

\*\*\* USE "4 & 3" for Faster Lookup! \*\*\*  
 1) Enter the FIRST 4 LETTERS of the LAST NAME.  
 2) Enter the FIRST 3 LETTERS of the FIRST NAME.  
 3) Confirm the voter's DATE OF BIRTH.

Tap the "Search Voter Roster" button to check in voters.

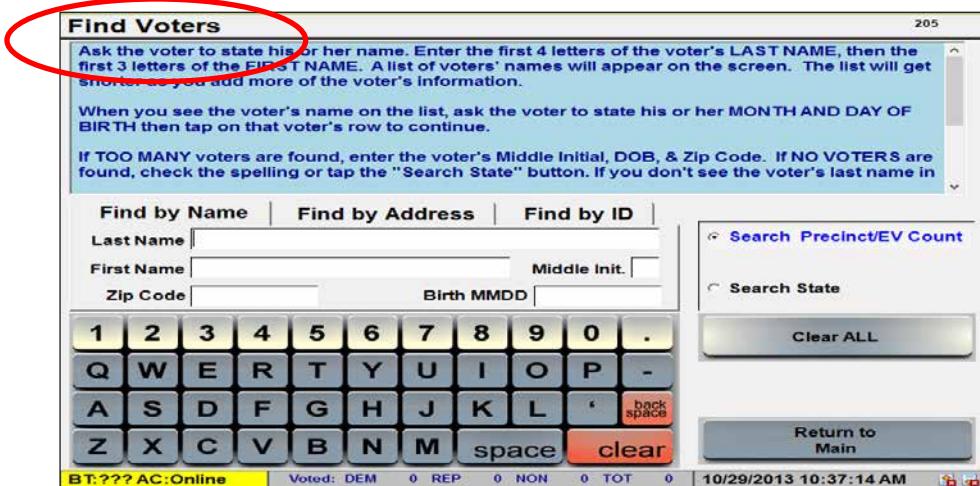
The "Find Polls" button is used to find a polling place based on the voter's street address.

**Search Voter Roster** (circled in red) | **Find Polls**

BT:??? AC:Online | Voted: DEM 0 REP 0 NON 0 TOT 0 | 10/29/2013 10:35:20 AM

3. The “Find Voters” screen appears next. You are ready to check-in voters.

**Figure 36 - "Find Voters" Screen on the Electronic Pollbook**



**Find Voters**

Ask the voter to state his or her name. Enter the first 4 letters of the voter's LAST NAME, then the first 3 letters of the FIRST NAME. A list of voters' names will appear on the screen. The list will get shorter as you add more of the voter's information.

When you see the voter's name on the list, ask the voter to state his or her MONTH AND DAY OF BIRTH then tap on that voter's row to continue.

If TOO MANY voters are found, enter the voter's Middle Initial, DOB, & Zip Code. If NO VOTERS are found, check the spelling or tap the "Search State" button. If you don't see the voter's last name in

**Find by Name** | **Find by Address** | **Find by ID**

Last Name | First Name | Middle Init. | Zip Code | Birth MMDD |

Search Precinct/EV Count  
 Search State

**Clear ALL**

**Return to Main**

BT:??? AC:Online | Voted: DEM 0 REP 0 NON 0 TOT 0 | 10/29/2013 10:37:14 AM

4. Ask **“What is your name?”**



Use the **4-3 method** by entering only the first 4 letters of the voter's last name and the first 3 letters of the voter's first name.

- Repeat the voter's name.
- On the "Find Voter's" screen, touch the "Last Name" field box. Then type in the first 4 letters of the voter's last name. Note: Do not use apostrophes or hyphens. For example, O'Neal should be entered ONEA, El-Habib should be entered as ELHA, etc.
- Touch the "First Name" field box. Then enter the first 2 letters of the voter's first name. The list of names will get shorter as you add letters.

**Figure 37 - Last Name & First Name Field Boxes on the Electronic Pollbook**

Find Voters							205
Name	Address	County	DOB	Status	Issued	Party	...
Linc Abraham Quincy	Main St APT A Anytown 12345	Anne Arundel	03/01 /1802	Active	None	REP	

Find by Name | Find by Address | Find by ID | 1 voters found.

Last Name:  Middle Init.

First Name:  Zip Code:  Birth MMDD:

BT:??? AC:Online | Voted: DEM 0 REP 0 NON 0 TOT 1 | 10/1/2013 1:26:06 PM

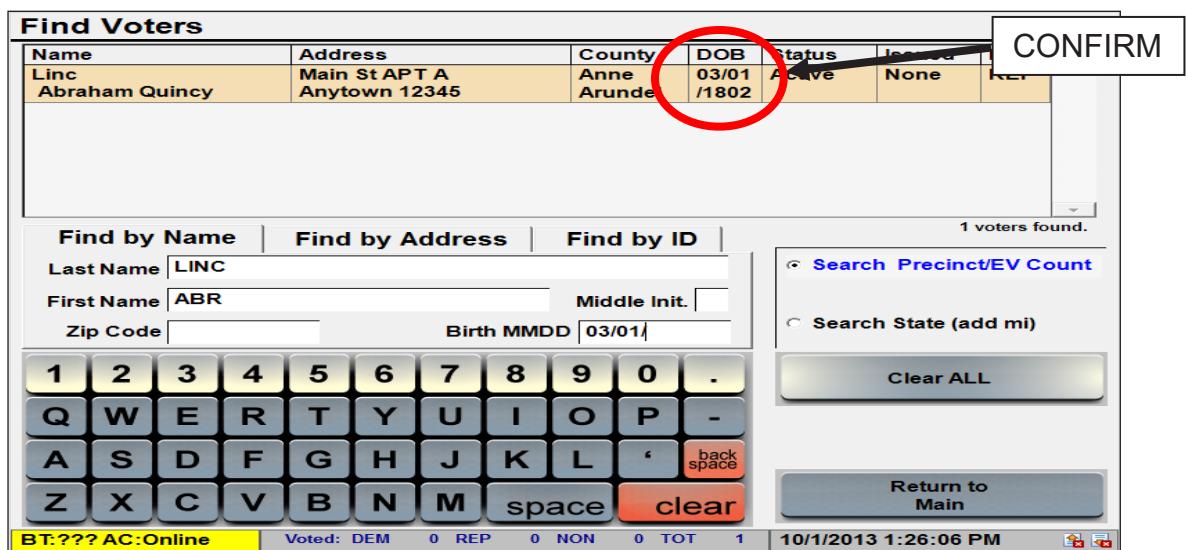


If a scroll bar appears on the right side indicating a long list of names, then you may need to narrow down the search. Tap the "Middle Init" field box and tap the first letter of the voter's middle name. If the voter has no middle name, use the "space" key to enter a blank space in the "Middle Init" box.

You may also narrow the voter search by entering the voter's zip code or month and day of birth. This can only be done after at least one letter has been entered for the voter's last and first name fields.

5. Ask **“What is your month and day of birth?”** Make sure the month and day match the date shown in the DOB field.

Figure 38 - DOB Field on the Electronic Pollbook



The screenshot shows the 'Find Voters' interface. At the top, there is a table with columns: Name, Address, County, DOB, Status, and Inactive. The DOB column for the first voter is circled in red. The voter's information is: Name - Linc Abraham Quincy, Address - Main St APT A Anytown 12345, County - Anne Arundel, DOB - 03/01/1802, Status - Active, Inactive - None. To the right of the table is a 'CONFIRM' button. Below the table are search fields for Name, Address, and ID, and a numeric keypad. To the right of the search fields are buttons for 'Search Precinct/EV Count' and 'Search State (add mi)'. Below these are 'Clear ALL' and 'Return to Main' buttons. At the bottom, there is a status bar with the date and time: 10/1/2013 1:26:06 PM.



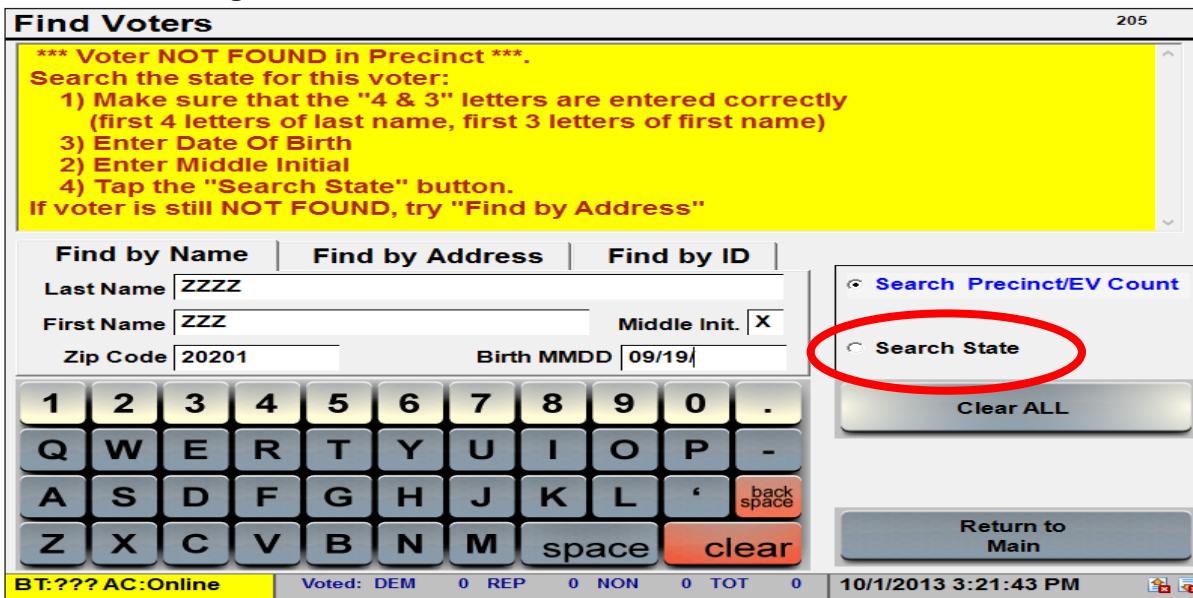
Confirm the voter's month and day of birth to make sure you see the correct voter. Be careful to not confuse father and son, mother and daughter, father and daughter, etc.

6. If you found the information for the right voter, go to the section called **“Checking in Voters.”**
7. If you cannot find the voter's name in the precinct roster:
- Make sure you entered the voter's name without punctuation (apostrophes, hyphens, etc.).
  - Enter the voter's date of birth (use the MMDD format). For example, August 2 would be entered as 0802.
  - Check all possible variations of spelling for the name or ask the voter to spell his or her name.
  - Search the State roster (see the **“Finding Voters in the State Roster”** section below).
  - Search for the voter by his or her address (see the **“Finding Voters by Street Address”** section below).

## 10.9 Finding Voters in the State Roster

If you cannot find a voter's name in the precinct roster and have verified the correct spelling, tap the "Search State" button to widen the search.

Figure 39 - "Search State" Button on the Electronic Pollbook



If there are too many voters found in the State, enter more letters of the last and first names to narrow the search.



When searching for a common name (Jane Smith, Mary Williams, James Johnson, etc.), the best way to narrow the search is to add the voter's **middle initial, date of birth, and/or zip code**.



To use the middle initial to search for a voter with no middle name, you must use the "space" key to enter a blank space in the "Middle Init" box.

## 10.10 Finding Voters by Street Address

If you cannot find a voter's name after checking for various spellings, tap the "Find by Address" tab. Enter the voter's house number and street name.

Figure 40 - "Find by Address" Tab on the Electronic Pollbook

Find Voters 205

Find a voter using a street address:

1) Enter the Street name  
Note: If street name has a direction (N, S, E, W, NE, NW, SE, SW)  
the abbreviated direction MUST be included (with no period).  
Example: If voter lives on South Main Street, enter "S MAIN"

2) Enter the House Number

Find by Name **Find by Address** | Find by ID

House #   
Street  Apt.   
Zip Code

1 2 3 4 5 6 7 8 9 0 .  
Q W E R T Y U I O P -  
A S D F G H J K L ' back space  
Z X C V B N M space clear

BT:??? AC:Plugged In Voted: TOT 2 1/14/2016 2:59:01 PM

Search Precinct/EV Count  
Search State (add mi)  
Clear ALL  
Return to Main

Figure 41 - "House #" and "Street" Fields on the Electronic Pollbook

Find Voters 205

Name	Address	County	DOB	Status	Issued	Party
Harrison William Henry	9 Main St Anytown 12345	Anne Arundel	09/14/1952	Active	ABS Issued	UNA

1 voters found.

Find by Name **Find by Address** | Find by ID

House #  Street  Apt.   
Zip Code

1 2 3 4 5 6 7 8 9 0 .  
Q W E R T Y U I O P -  
A S D F G H J K L ' back space  
Z X C V B N M space clear

BT:??? AC:Plugged In Voted: TOT 0 10/1/2013 3:41:21 PM

Search Precinct/EV Count  
Search State  
Clear ALL  
Return to Main



The "Find by Address" lookup always searches the entire state.

If voter's street name includes a directional, type "N" for "North," "S" for "South," etc. DO NOT put a period after the abbreviation.

Do not type the street type – such as "Street" or "Avenue."

Select the voter's name on the "Find Voters" screen to continue checking in the voter.

---

## 10.11 Voter Not Found in the Electronic Pollbook

If you cannot find the voter's name in the electronic pollbook, tell a chief judge right away. The chief judge will explain the voting options to the voter.

The individual may be eligible to register to vote using same day registration. Send the individual to the provisional judge.

If the voter is registered to vote and is at the correct precinct for the voter's address, all contests on the provisional ballot will be counted.

If the voter is registered to vote and is not at the correct precinct, the voter can choose to go to the correct precinct. If the voter insists on voting at the polling place, only the contests the voter is eligible to vote for will be counted.

If the voter is not registered to vote at that precinct and is not eligible to register using same day registration, the Board of Elections will determine whether the individual's ballot will be counted.

---

## 10.12 Voter is Registered in Another Precinct

The voter can choose to go to his or her correct precinct to vote. Or, the voter can stay and vote a provisional ballot.

- If the voter chooses to go to the correct precinct, every contest will be counted.
- If the voter chooses to stay and vote a provisional ballot, only the contests the voter is eligible to vote for will be counted. **Use provisional code 1.**

## 10.28 Electronic Pollbook

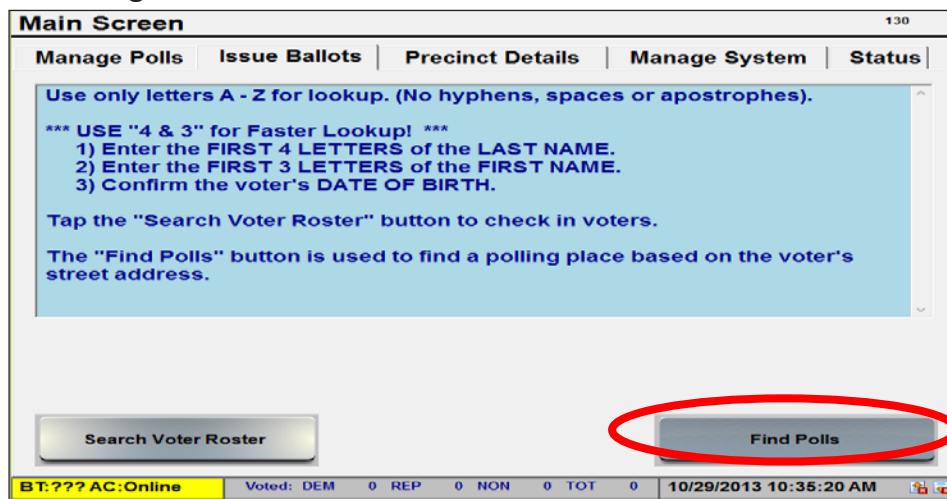


The electronic pollbook will find a voter's assigned polling place based on the voter's registered address. See the "Find a Voter's Correct Polling Place" section in this chapter.

## 10.13 Finding a Voter's Correct Polling Place

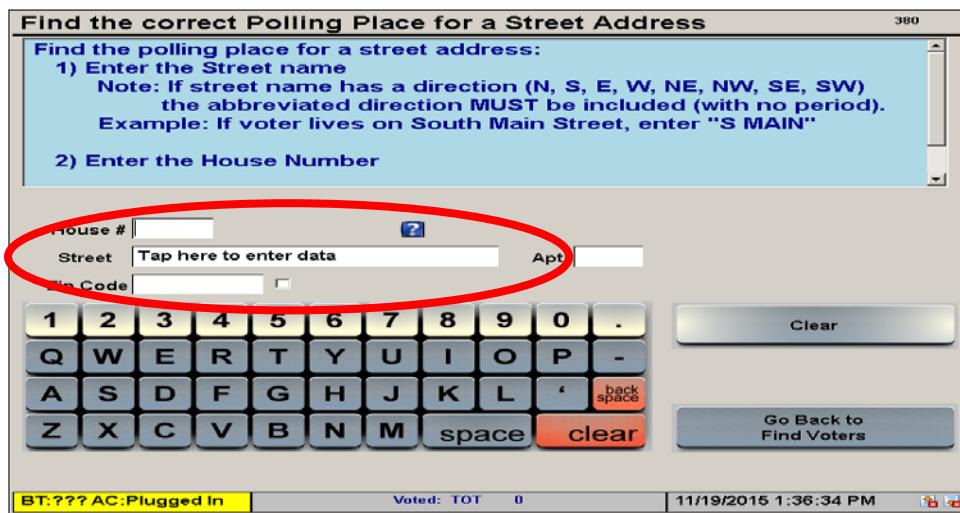
1. Tap "Find Polls" under the "Issue Ballots" tab on the Main Screen.

Figure 42 - "Find Polls" Screen on the Electronic Pollbook



2. Enter the voter's current address. Start with just the street name.

Figure 43 - Entering the Voter's Address on the Electronic Pollbook



If the street name includes a direction, the street name must be preceded by the directional abbreviation (N, S, E, W, etc.). Do not put periods after the abbreviation. Do not enter a street type (St, Rd, Ave, Ct, etc.) after the street name.



For numbered streets, first try numbers (not spelled out.) Try "2ND" for 2<sup>nd</sup> Street or 2<sup>nd</sup> Avenue, "5TH" for 5<sup>th</sup> Ave. If the street is not found, try spelling out the street. For example, try: "FOURTH" for 4<sup>th</sup> Street or 4<sup>th</sup> Avenue, "W FIFTH" for West 5<sup>th</sup> Street.

3. All address ranges that match the search criteria will be displayed. Enter the house number and zip code to narrow the search. Tap the row to display the polling place details.

Figure 44 - Address Search Result on the Electronic Pollbook

Find the correct Polling Place for a Street Address					380
Street	House No.	Apt No.	Side	Precinct	
Main Ave SW Glen Burnie 21061	2 to 320		B	002-007-1	
Main St Prince Frederick 20678	00 to 1020		B	002-004-1	
Main St Grantsville 21536	00 to 724		B	003-001-1	
Main St Deer Park 21550	00 to 535		B	010-000-1	

24 Streets Found

House #  ?

Street  Apt.

Zip Code

**1 2 3 4 5 6 7 8 9 0 .**

**Q W E R T Y U I O P -**

**A S D F G H J K L ' back space**

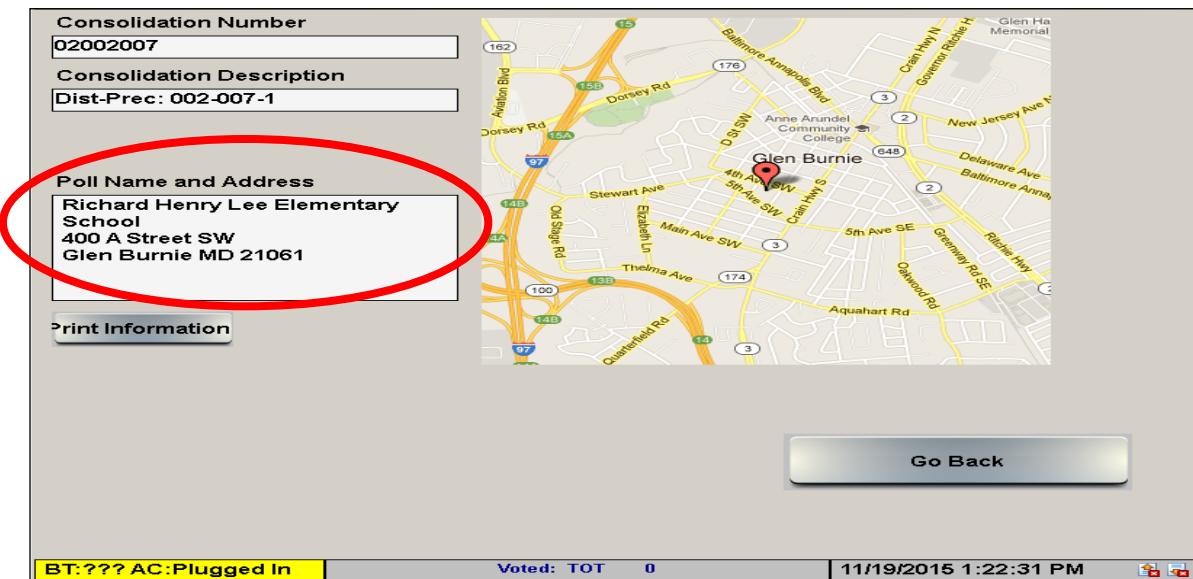
**Z X C V B N M space clear**

**Clear**

**Go Back to Find Voters**

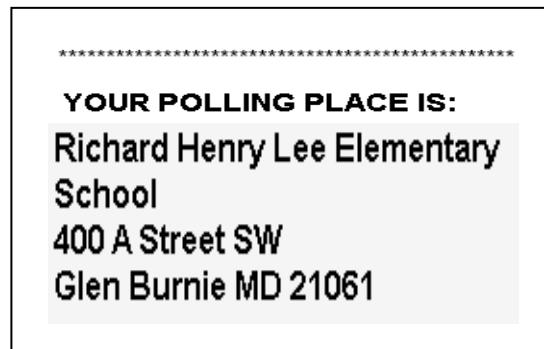
**BT:??? AC:Plugged In** **Voted: TOT 0** **11/19/2015 1:20:56 PM**

Figure 45 - Poll Name and Address on the Electronic Pollbook



4. Tap the “Print Information” button for a paper print-out of the polling place name and address that can be given to the voter. The map will not print.

Figure 46 - Polling Place Name and Address for the Voter



5. Tap “Go Back,” then tap “Go Back to Find Voters” to return to the Main Screen to continue checking in voters.

## 10.14 Checking in Voters

- Once you have located the voter's name, tap anywhere in that voter's row on the screen to open the "Voter Record" screen. The "Voter Details" tab will be open.

Figure 47 - Voter's Row on the "Find Voter's" Screen on the Electronic Pollbook

Name	Address	County	DOB	Status	Issued	Party
Linc Abraham Quincy	Main St APT A Anytown 12345	Anne Arundel	03/01 /1802	Active	None	REP

Find by Name | Find by Address | Find by ID |

Last Name  First Name  Zip Code  Birth MMDD  Middle Init.

1 2 3 4 5 6 7 8 9 0 .  
Q W E R T Y U I O P -  
A S D F G H J K L ' back space  
Z X C V B N M space clear

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 1 10/1/2013 1:26:06 PM

- Ask "**What is your address?**" Compare the voter's response with what is shown in "Voter Details." If the voter's response **is the same** as what is shown at the top of the screen, go to step #3.



If the voter's address is different than what is shown in the electronic pollbook, see item #1 of the "Special Situations" section of this chapter.



If the voter's address is marked "Confidential," the voter's address will not appear in the electronic pollbook. **Do not ask the voter to verify his or her address.** Continue the check-in process.

## 10.32 Electronic Pollbook

3. Check the information on the screen to confirm that you have the correct voter. When you are sure you have the correct voter, go to step #4 (if this is a primary election) or step #5 (if this is a general election). Tap the “Go Back” button if you have selected the wrong voter.

Figure 48 - Check Voter's Information on the Electronic Pollbook

**Voter Record** 260

Linc Abraham Quincy Main St APTA Anytown 12345

**Voter Details** **Identification** **Voter History** **Precinct Details**

Confirm that this is the correct voter. Verify name, month & day of birth, and address. If the voter's information is "Confidential", do NOT ask the voter to provide his or her address.

If any voter information is incorrect, follow procedures in Chapter 8 of the Election Judges' Manual.

Precinct 001-001-1 DOB 5/2/1842 Status Active  
 Registered name: Party Rep  
 Linc, Abraham Quincy ID Require Issued None  
 CONG=03; LEGIS=32; COUNCIL=001  
 Comments

**Issue**  
**Issue Standard Ballot** **Issue Provisional Ballot** **Go Back**

B1...RC.Offline voted. DEM 0 REP 0 NON 0 TOT 0 12/12/2013 10:30:28 AM

**REVIEW AND CONFIRM**

4. If this is a primary election: Quietly ask **“What is your party affiliation?”** If the voter’s response is the same as what is shown in the “Party” box, go to step #5.



Sometimes, the voter might claim a different party affiliation than is shown on the electronic pollbook, or the voter wants to vote another party’s ballot, or the voter does not have a ballot for this election. If any of those are true, see item #2 of the “Special Situations” section of this chapter.

Figure 49 - Checking the Voter's Party Affiliation on the Electronic Pollbook

**Voter Record** 260

Linc Abraham Quincy	Main St APTA Anytown 12345	
<a href="#">Voter Details</a>   <a href="#">Identification</a>   <a href="#">Voter History</a>   <a href="#">Precinct Details</a>		
Confirm that this is the correct voter. Check the voter's NAME, ADDRESS, and DOB. If the voter's information is "Confidential", Do NOT ask the voter to state his or her address. If any voter information is incorrect, give the voter a Voter Update Form.		
Precinct <input type="text" value="001-001-1"/>	DOB <input type="text" value="05/02/1842"/>	Status <input type="text" value="Active"/>
VRN <input type="text" value="3"/>	Party <input type="text" value="Republican"/>	Issued <input type="text" value="None"/>
Registered name: <input type="text"/>	ID Required <input type="text"/>	Comments <input type="text" value="CONG=03; LEGIS=32; COUNCIL=001"/>
<a href="#">Issue Standard Ballot</a>   <a href="#">Issue Provisional Ballot</a>   <a href="#">Go Back</a>		
BT:??? AC:Plugged In		Voted: TOT 0   1/23/2018 10:30:56 AM

5. Review the "Status" box in "Voter Details." If the status shows "Active" or "Inactive", **go to step #6**.

Figure 50 - "Active" Status on the Electronic Pollbook

**Voter Record** 260

Linc Abraham Quincy	Main St APTA Anytown 12345	
<a href="#">Voter Details</a>   <a href="#">Identification</a>   <a href="#">Voter History</a>   <a href="#">Precinct Details</a>		
Confirm that this is the correct voter. Check the voter's NAME, ADDRESS, and DOB. If the voter's information is "Confidential", Do NOT ask the voter to state his or her address. If any voter information is incorrect, give the voter a Voter Update Form.		
Precinct <input type="text" value="001-001-1"/>	DOB <input type="text" value="05/02/1842"/>	Status <input type="text" value="Active"/>
VRN <input type="text" value="3"/>	Party <input type="text" value="Republican"/>	Issued <input type="text" value="None"/>
Registered name: <input type="text"/>	ID Required <input type="text"/>	Comments <input type="text" value="CONG=03; LEGIS=32; COUNCIL=001"/>
<a href="#">Issue Standard Ballot</a>   <a href="#">Issue Provisional Ballot</a>   <a href="#">Go Back</a>		
BT:??? AC:Plugged In		Voted: TOT 0   1/23/2018 10:30:56 AM



If the voter's status is "Pend1", "Pend2", "ABS Issued", or "Voted Early", see item #3 of the "Special Situations" section of this chapter.



If the voter's status is "Inactive" and the "ID Require" box is blank, see item #4 of the "Special Situations" section of this chapter.



If the voter's status is "Active" or "Inactive" and the "ID Require" box is "Show ID", see item #6 of the "Special Situations" section of this chapter.

6. Review the "Issued" box in "Voter Details." If the status shows "None" or is blank, **go to step #7**.

Figure 51 - "None" Issued Status on the Electronic Pollbook

**Voter Record** 260

Linc Abraham Quincy	Main St APTA Anytown 12345	
<b>Voter Details</b> <b>Identification</b> <b>Voter History</b> <b>Precinct Details</b>		
Confirm that this is the correct voter. Check the voter's NAME, ADDRESS, and DOB. If the voter's information is "Confidential", Do NOT ask the voter to state his or her address.		
If any voter information is incorrect, give the voter a Voter Update Form.		
Precinct 001-001-1	DOB 05/02/1842	Status Active
VRN 3	Party Republican	Issued None
Registered name: <input type="text"/>	ID Required <input type="text"/>	Comments <input type="text" value="CONG=03; LEGIS=32; COUNCIL=001"/>
<b>Issue Standard Ballot</b>	<b>Issue Provisional Ballot</b>	<b>Go Back</b>
BT:??? AC:Plugged In	Voted: TOT 0	1/23/2018 10:30:56 AM



If the voter's "Issued" box is "Reg Issued" or "PROV", see item #5 of the "Special Situations" section of this chapter.

7. Review the “ID Required” box in “Voter Details”. If the “ID Required” box is blank, tap the “Issue Standard Ballot” button and **go to Step #8**.

Figure 52 - "ID Required" Box is Blank on the Electronic Pollbook

**Voter Record** 260

Linc Abraham Quincy	Main St APTA Anytown 12345	
<b>Voter Details</b> <b>Identification</b> <b>Voter History</b> <b>Precinct Details</b>		
Confirm that this is the correct voter. Check the voter's NAME, ADDRESS, and DOB. If the voter's information is "Confidential", Do NOT ask the voter to state his or her address.		
If any voter information is incorrect, give the voter a Voter Update Form.		
Precinct 001-001-1	DOB 05/02/1842	Status Active
VRN 3	Party Republican	Issued None
Registered name:	ID Required	
Comments		
CONG=03; LEGIS=32; COUNCIL=001		
<b>Issue Standard Ballot</b>	<b>Issue Provisional Ballot</b>	<b>Go Back</b>
BT:??? AC:Plugged In	Voted: TOT 0	1/23/2018 10:30:56 AM



If the voter's “Status” is “Active” or “Inactive” and the “ID Require” box is “Show ID”, see item #6 of the “Special Situations” section of this chapter.

Figure 53 - Status, ID Required, Issued and What to Do Chart

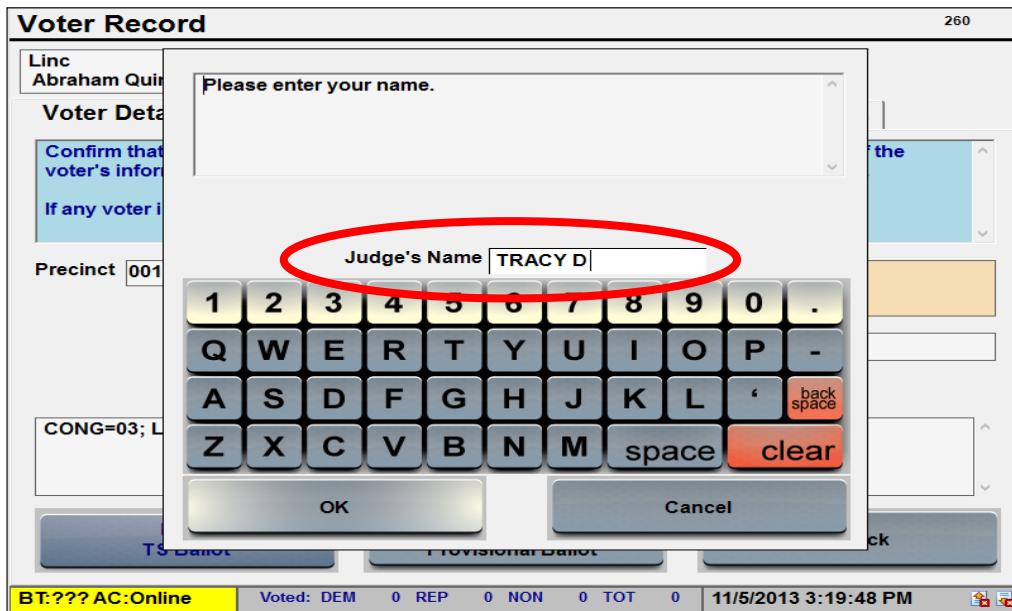
Status	ID Required	Issued	What to do
Active	Blank	None or Blank	Issue Standard Ballot
Active	Show ID	None or Blank	Go to #6 of "Special Situations"
Active	Blank or Show ID	Reg Issued or Prov	Go to #5 of "Special Situations"
Inactive	Blank	None or Blank	Go to #4 of "Special Situations"
Inactive	Show ID	None or Blank	Go to #6 of "Special Situations"
Inactive	Blank or Show ID	Reg Issued or Prov	Go to #5 of "Special Situations"
Pend1			Go to #3 of "Special Situations"
Pend2			Go to #3 of "Special Situations"
ABS Issued			Go to #3 of "Special Situations"
Voted Early			Go to #3 of "Special Situations"

8. Enter your name if prompted.



The first time you try to issue a ballot, you will be prompted to enter your name. Type in your name or initials and tap "OK" to continue. You will not have to enter your name or initials to issue ballots again unless the judge's name on the electronic pollbook is reset. See the "Reset Judge's Name" section of this chapter for more information.

Figure 54 - Entering Judge's Name on the Electronic Pollbook



9. A voter authority card will print.
10. Ask the voter to check the printed information and sign the voter authority card.

Figure 55 - Voter Authority Card

**VOTER AUTHORITY CARD**  
Presidential General Election 2012

Linc. Abraham Quincy  
Main St APT A. Anytown 12345  
DOB: 5/2/1842  
ID#: 3 Party: Republican  
DIST/PREC: 001-001-1. CONG=03: LEGIS=32: COUNCIL=001  
EPB Number: 018797  
Ballot Style: 2  
Issued: 12/16/2013 09:45:03 Issued By: ABIGAIL G  
Reason: 0

**IMPORTANT**  
If your address or other information has changed, please request the Voter Update Form from an election judge.

Please sign in the space below.

**Voter Signature**

Check-in Judge Initials: \_\_\_\_\_

Ballot Issuing Judge: \_\_\_\_\_ Voting Judge: \_\_\_\_\_

DO NOT REMOVE THIS CARD FROM THE POLLING PLACE.  
\*\*\*\*\*

Ask voter to review information.

Voter signs here if information is correct.

Check-in judge initials here.



If you checked in the wrong voter and have already printed a voter authority card, tell a chief judge right away.

11. Initial the voter authority card.
12. Direct the voter to the ballot issuance table.
13. The ballot issuance judge must tell each voter:  
*"You have two ways to mark your ballot – either by hand or with the electronic device. Which do you prefer?"*
14. The ballot issuance judge initials the voter authority card on the "Ballot Issuing Judge" line **before** giving the voter his or her paper ballot or ballot activation card.
15. Give the voter the paper ballot, privacy sleeve, and voter authority card. Direct the voter to a voting judge. This voter will now be marked as "Reg Issued" in the "Issued" column on the "Find Voters" screen.

Figure 56 - "Reg Issued" Status on the Electronic Pollbook

205

Name	Address	County	DOB	Status	Issued	Party
Linc Abraham Quincy	Main St APT A Anytown 12345	Anne Arundel	05/02 /1842	Active	REG Issued	REP

1 voters found.

**Find Voters**

**Find by Name** | **Find by Address** | **Find by ID**

Last Name  First Name  Middle Init   
Zip Code  Birth MMDD

Search Precinct/EV Count  
 Search State (add mi)

Clear ALL

Return to Main

BT:??? AC:Plugged In      Voted: TOT 2      11/19/2015 3:25:30 PM



The “Voted:” counts on the status bar will increase by one for each voter who is issued a ballot. Counts shown are the number of voters, not ballots. A “re-issued” ballot will not increase the count. Party counts are based on the ballot issued party.

---

## 10.15 Issuing a Provisional Ballot

Sometimes the electronic pollbook will not let you issue a regular ballot to a voter. Instead, the electronic pollbook only lets you issue a provisional ballot. For example, voters with “pending” status or voters not in their registered precinct must vote a provisional ballot.

There are also some times when the electronic pollbook will let you issue a regular ballot to a voter, but the voter should be issued a provisional ballot instead. One example is a voter that has “Active (or Inactive) – show ID.” Another example is a voter whose identity is challenged by a challenger or watcher, if the voter cannot show acceptable identification. Voters during extended hours must also vote a provisional ballot. If a voter claims a different party affiliation than what is showing in the electronic pollbook during a primary election, the voter must vote a provisional ballot.



If a voter cannot be found in the electronic pollbook, the voter must vote by provisional ballot.

If the voter must be issued a provisional ballot, the steps are:

1. Check the voter’s information on the “Voter Details” tab in the “Voter Record” screen.
2. Tap “Issue Provisional Ballot” button.

## 10.40 Electronic Pollbook

Figure 57 - "Issue Provisional Ballot" Button on the Electronic Pollbook

**Voter Record** 260

Adams John Quincy 10 Main St Anytown 12345

Voter Details | Identification | Voter History | Precinct Details

This voter is flagged as "Voted Early." If the voter wants to cast a ballot now, he or she must vote by provisional ballot.

Enter "4" on the "Enter Provisional Reason" screen.

Precinct 001-001-1 DOB 3/16/1800 Status Voted Early

Registered name: Adams, John Quincy Party Democrat

ID Require Issued None

Comments

CONG=03; LEGIS=32; COUNCIL=001

**Issue Provisional Ballot** Go Back

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 12/12/2013 12:13:03 PM

3. The "Select Ballot" screen will appear. Tap "Select Ballot Reason" to open a drop-down menu of reason codes for why the voter must vote a provisional ballot. Choose the correct code for that voter.

Figure 58 - "Select Ballot Reason" Dropdown Menu on the Electronic Pollbook

**Select Ballot** 310

Verify voter's Precinct. Select the appropriate reason code from the drop down. Then tap "Issue Provisional".

Verify Voter's PRECINCT 001-001-1 Select PARTY

- Non-Partisan
- Democrat
- Republican

Voter Name Lincoln, Abraham Quincy Precinct 001-001-1

Ballot Style 2 =Panel Ball

Select Ballot Reason Click dropdown to select reason

Select Paper Ballot Cancel No Ballot Issued

BT:??? AC:Plugged In Voted: TOT 3 1/14/2016 3:14:49 PM



The voter's current information is highlighted in blue.



Carefully choose the correct provisional ballot reason code. It is very important to enter the correct reason code.

4. The “Select Paper Ballot” button will become available after a provisional ballot reason code is selected.



Tapping the “Cancel No Ballot Issued” button will return you to the “Find Voters” screen.

5. Tap the “Select Paper Ballot” button.

Figure 59 - "Select Paper Ballot" Button on the Electronic Pollbook

**Select Ballot** 310

Verify voter's Precinct. Select the appropriate reason code from the drop down. Then tap "Issue Provisional".

Verify Voter's PRECINCT 001-001-1	Select PARTY Non-Partisan
	Democrat
	Republican

Voter Name Lincoln, Abraham Quincy      Precinct 001-001-1  
Ballot Style 2      =Panel Ball

Select Ballot Reason 1 - Not listed on the precinct register

**Select Paper Ballot** Select Paper Ballot **Cancel No Ballot Issued**

BT:??? AC:Plugged In      Voted: TOT 3      1/14/2016 3:17:16 PM

6. The voter authority card will print. Initial it. Have the voter review and sign it. Contact a chief judge to escort the voter to the provisional voting area.
  7. Circle “PROVISIONAL BALLOT” in orange highlighter.
  8. The electronic pollbook will return to the “Find Voters” screen.

- The reason code will print on the voter authority card. The provisional judge needs to write the same reason code on the voter's provisional ballot application.

**Figure 60 - Provisional Ballot and Reason Code Printed on the Voter Authority Card**

9. A chief judge must escort the provisional voter from the check-in table to the provisional judge. The Board of Elections may also use an escort judge or another election judge assigned by the chief judge.
  10. The voter will now be marked as “PROV” in the “Issued” column on the “Find Voters” screen.

Figure 61 - "PROV" Issued Status on the Electronic Pollbook

**Find Voters** 205

Name	Address	County	DOB	Status	Issued	Party
Adams John Quincy	10 Main St Anytown 12345	Anne Arundel	10/20 /1922	Voted Early	PROV	OTH

1 voters found.

**Find by Name** | **Find by Address** | **Find by ID**

Last Name  First Name  Middle Init.  Zip Code  Birth MMDD

[Search Precinct/EV Count](#)  
 [Search State](#)

**Clear ALL**

**Return to Main**

BT:??? AC:Online      Voted: DEM 0 REP 1 NON 1 TOT 2      10/18/2013 11:46:31 AM

## 10.16 Special Situations

The electronic pollbook has been set up so that a check-in judge can issue either a regular ballot or a provisional ballot. Sometimes the electronic pollbook will allow only a provisional ballot to be issued to a voter. Most of the time, the instructions in the top section of the screen will tell you what to do.

### 10.16.1 Voter Moved

If the voter's current address is different than the address shown in the electronic pollbook, **ask the voter WHEN he or she moved to the current address.**

- If the voter moved **within 21 days of election day**, give the voter a *Voter Update Form*. If the voter fills out the *Voter Update Form* and signs it, give the voter a regular ballot. If the voter refuses to fill out and sign the *Voter Update Form*, then give the voter a provisional ballot. See the "Issuing a Provisional Ballot" section of this chapter.
- If the voter moved **more than 21 days before election day**, the voter must be issued a provisional ballot. The provisional ballot application will update the voter's information. **No Voter Update Form is needed.**

## 10.44 Electronic Pollbook



If the voter moved more than 21 days before election day, the voter must use a provisional ballot. The provisional ballot application will serve to update the voter's information and no *Voter Update Form* is needed.

**"21 Day" dates for the 2020 elections:**

**Primary Election** – If the voter moved on or before April 7, 2020, the voter must vote a provisional ballot.

**General Election** – If the voter moved on or before October 13, 2020, the voter must vote a provisional ballot.

***10.16.2 Voter Claims a Different Party Affiliation or Whose Party Does Not Have a Ballot (Primary Election Only)***

Some voters claim a party affiliation that is different than what is shown in the electronic pollbook. Or, voters may want to vote a ballot that is not for the party shown in the electronic pollbook. Some voters belong to a party that does not have a ballot for the primary election.

If a voter insists on voting a ballot for a party that is different from the party affiliation shown in the electronic pollbook, they must vote a provisional ballot. Or, if the voter's party does not have a ballot for the primary election, the voter must vote a provisional ballot. **Use provisional code 3 for both situations.**

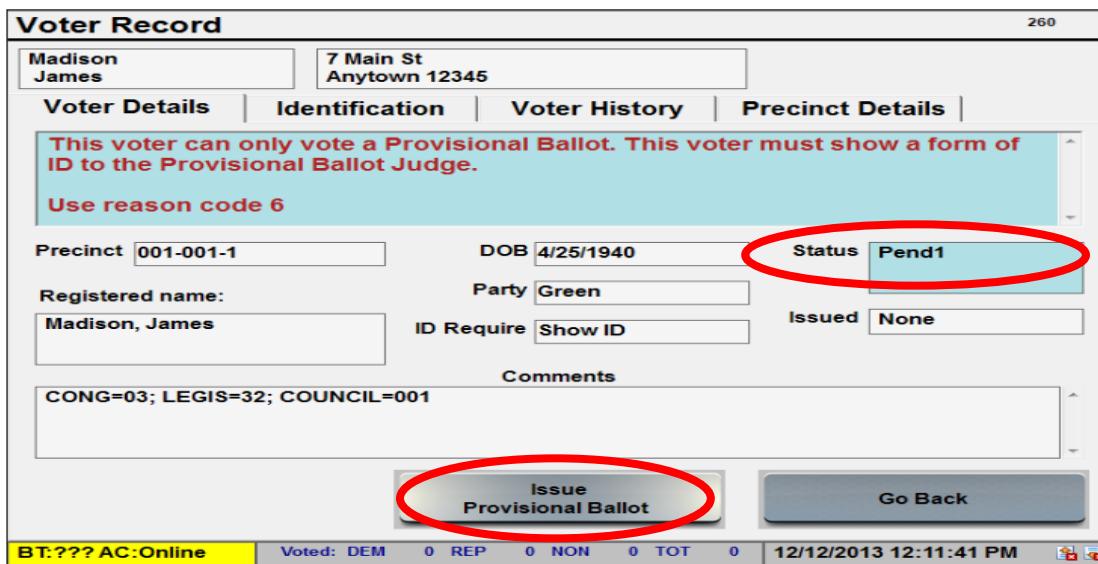
***10.16.3 Voter's Status is "Pend1", "Pend2", "ABS Issued", or "Voted Early"***

**Pend 1: The voter may only be issued a provisional ballot.** The voter's driver's license number or the last four digits of his or her security number could not be verified. **Use provisional code 6.**

- The voter can show acceptable ID now. Or, the voter can show acceptable ID to the Board of Elections before the canvassing of provisional ballots. Canvassing of provisional ballots begins on the 2<sup>nd</sup> Wednesday after the election. If the voter does not

show acceptable ID by the deadline, the voter's ballot will not be counted.

Figure 62 - "Pend 1" Status on the Electronic Pollbook



The screenshot shows a 'Voter Record' page. At the top, it displays 'Madison James' and '7 Main St Anytown 12345'. Below this are tabs for 'Voter Details', 'Identification', 'Voter History', and 'Precinct Details'. A red box highlights a message: 'This voter can only vote a Provisional Ballot. This voter must show a form of ID to the Provisional Ballot Judge.' Below this, a section titled 'Use reason code 6' shows 'Precinct 001-001-1', 'DOB 4/25/1940', 'Status Pend1' (which is also circled in red), 'Registered name: Madison, James', 'Party Green', 'ID Require Show ID', and 'Issued None'. A 'Comments' section contains 'CONG=03; LEGIS=32; COUNCIL=001'. At the bottom, a red box highlights the 'Issue Provisional Ballot' button. The footer shows 'BT:??? AC:Online', 'Voted: DEM 0 REP 0 NON 0 TOT 0', and the date '12/12/2013 12:11:41 PM'.

**Pend2:** The voter may only be issued a provisional ballot. The voter's driver's license number or the last four digits of his or her social security number was not provided by the voter during registration. **Use provisional code 7.**

- The provisional ballot will be counted if:
  - The voter provides a Maryland driver's license or the last four digits of the voter's social security number; and
  - The Board of Elections can confirm the voter's information.
- If the voter does not provide the required ID information, or if the information cannot be confirmed by the Board of Elections before the end of the canvassing period, then the voter will not be registered to vote and the ballot will not be counted.
- If the voter has never been issued a Maryland driver's license or a social security number, the voter will be registered to vote and the ballot may be counted.

Figure 63 - "Pend 2" Status and "Need DL#-SSN#" on the Electronic Pollbook

**Voter Record** 260

Monroe James	8 Main St Anytown 12345	
<a href="#">Voter Details</a>   <a href="#">Identification</a>   <a href="#">Voter History</a>   <a href="#">Precinct Details</a>		
<b>This voter can only vote a Provisional Ballot. This voter must provide a Driver's License # or Social Security # on the Provisional Ballot Application.</b>		
Use reason code 7		
Precinct 001-001-1	DOB 3/18/1901	Status <b>Pend2</b>
Registered name: Monroe, James	Party Libertarian	Issued None
ID Require <b>Need DL#-SSN#</b>		
Comments CONG=03; LEGIS=32; COUNCIL=001		
<a href="#">Issue Provisional Ballot</a>		<a href="#">Go Back</a>
BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0		12/12/2013 12:12:12 PM   

**ABS Issued:** The voter may only be issued a provisional ballot. The voter has already been issued an absentee ballot. Use provisional code 4.

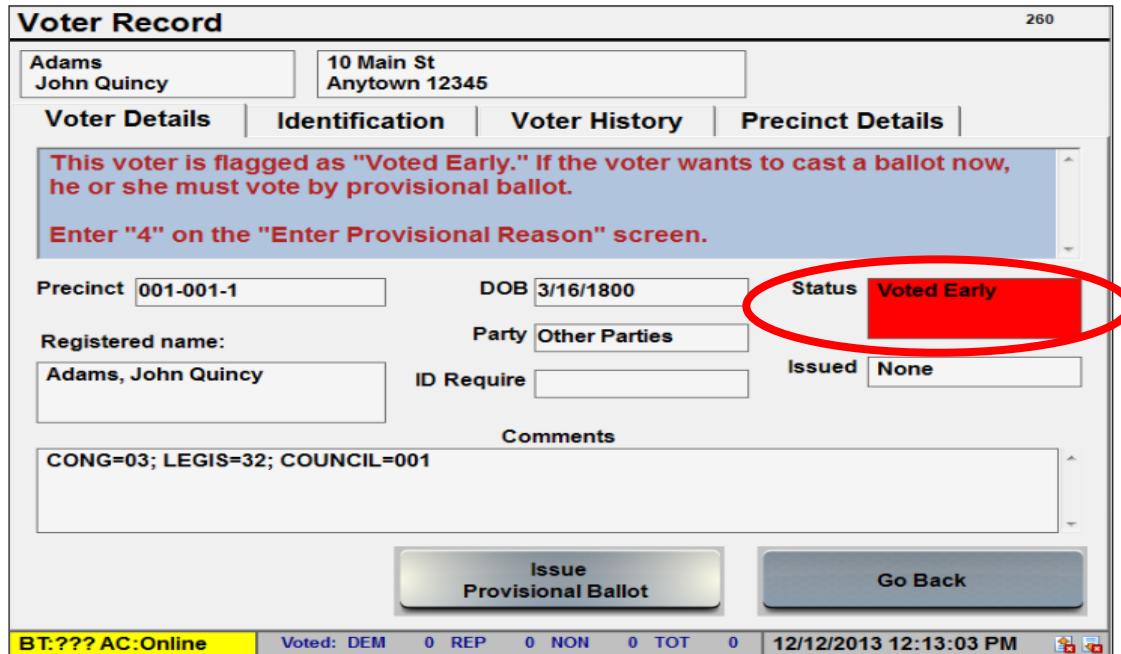
Figure 64 - "ABS Issued" Status on the Electronic Pollbook

**Voter Record** 260

Harrison William Henry	9 Main St Anytown 12345	
<a href="#">Voter Details</a>   <a href="#">Identification</a>   <a href="#">Voter History</a>   <a href="#">Precinct Details</a>		
<b>This voter has been issued an absentee ballot. If the voter wants to cast a ballot now, he or she must vote by provisional ballot.</b>		
Enter "4" on the "Enter Provisional Reason" screen.		
Precinct 001-001-1	DOB 2/16/1819	Status <b>Active ABS Issued</b>
Registered name: Harrison, William Henry	Party Unaffiliated	Issued None
ID Require		
Comments CONG=03; LEGIS=32; COUNCIL=001		
<a href="#">Issue Provisional Ballot</a>		<a href="#">Go Back</a>
BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0		12/12/2013 12:12:41 PM   

**Voted Early:** The voter may only be issued a provisional ballot. The voter has already voted during early voting. Use provisional code 4.

Figure 65 - "Voted Early" Status on the Electronic Pollbook



**Voter Record** 260

Adams John Quincy 10 Main St  
Anytown 12345

Voter Details Identification Voter History Precinct Details

This voter is flagged as "Voted Early." If the voter wants to cast a ballot now, he or she must vote by provisional ballot.

Enter "4" on the "Enter Provisional Reason" screen.

Precinct 001-001-1 DOB 3/16/1800 Status **Voted Early** (circled in red)

Registered name: Adams, John Quincy Party Other Parties

ID Require Issued None

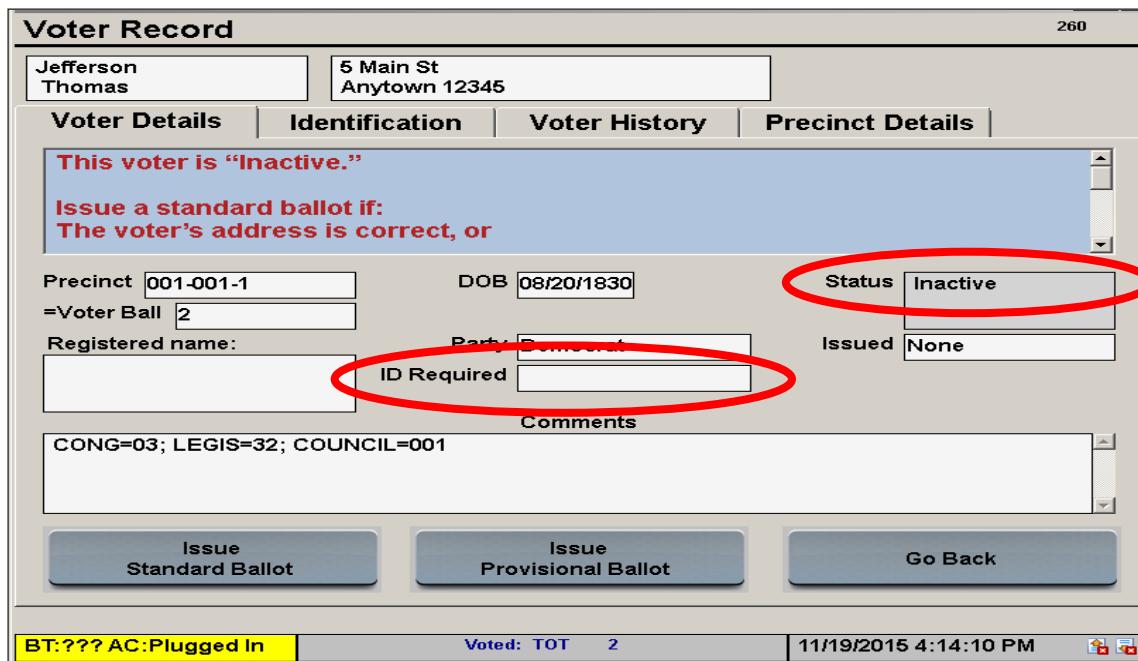
Comments  
CONG=03; LEGIS=32; COUNCIL=001

Issue Provisional Ballot Go Back

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 12/12/2013 12:13:03 PM

#### 10.16.4 Inactive Status Voters ("ID Required" box is blank)

Figure 66 - "Inactive" Status and "ID Required" Field is Blank on the Electronic Pollbook



**Voter Record** 260

Jefferson Thomas 5 Main St  
Anytown 12345

Voter Details Identification Voter History Precinct Details

This voter is "Inactive."

Issue a standard ballot if:  
The voter's address is correct, or

Precinct 001-001-1 DOB 08/20/1830 Status **Inactive** (circled in red)

=Voter Ball 2 Party Democrat Issued None

Registered name: (circled in red) ID Required

Comments  
CONG=03; LEGIS=32; COUNCIL=001

Issue Standard Ballot Issue Provisional Ballot Go Back

BT:??? AC:Plugged In Voted: TOT 2 11/19/2015 4:14:10 PM

Issue a regular ballot, not a provisional ballot, to Inactive Status voters when:

- The voter did not move and signs the Affirmation of Residency for Inactive Voter. The affirmation is automatically printed on the voter authority card for “Inactive” status voters when a regular ballot is issued.
- The voter moved within 21 days of election day. The voter must complete a *Voter Update Form* and must sign the Affirmation of Residency for Inactive Voter on the voter authority card.

**Figure 67 - Affirmation of Residency for Inactive Voter on the Voter Authority Card**

VOTER AUTHORITY CARD  
2017 City of Annapolis Primary Election

**Affirmation of Residency for Inactive Voters**

Jefferson, Thomas  
5 Main St, Anytown 12345  
DOB: 8/20/1830  
ID#: 9  
Party: DEM  
WARD: 001-001-1; CONG=03; LEGIS=32; COUNCIL=001  
EPB Number: 007189

Ballot Style:

Issued: 02/18/2017 16:02:27 Issued By: JOHN S  
Issuing Consolidation: 02001001  
Reason: 0

\*\*AFFIRMATION OF RESIDENCY FOR INACTIVE VOTER\*\*  
I hereby affirm, under penalty of perjury, that  
the address printed above or the address I provided on  
the Voter Update Form is my current residence address.  
Please sign in the space below.

Voter Signature \_\_\_\_\_

Check-in Judge Initials: \_\_\_\_\_

Ballot Issuing Judge: \_\_\_\_\_ Voting Judge: \_\_\_\_\_

DO NOT REMOVE THIS CARD FROM THE POLLING PLACE.  
\*\*\*\*\*

**!** If the voter refuses to sign the affirmation of residency, tell a chief judge right away.

Give Inactive Status voters a provisional ballot when:

- The voter moved more than 21 days prior to election day. **Use provisional code 2.**



The Affirmation of Residency will not print on the voter authority card for provisional voters.

#### *10.16.5 "Issued" Box is "Reg Issued" or "PROV"*

The pollbook shows that the voter has been previously issued a ballot. Inform the voter that he or she is marked as having already been issued a ballot.

Reg Issued:

- If it can be confirmed that the voter's ballot has not been cast, a regular ballot, not a provisional ballot, may be reissued by a chief judge. See *Chapter 5 – Chief Judges* for instructions. **Only chief judges can reissue a ballot.**
- If the ballot has been cast, or it is uncertain if the ballot has been cast, the voter may only be issued a provisional ballot. **Use provisional code 4.**

PROV: Provisional ballot issued:

- A voter who is checking-in and has status "Prov", and if the voter insists that he or she has not voted or attempted to vote, **only a chief judge may issue the provisional ballot** (a supervisor password is required).



If the voter insists that he or she has not voted or tried to vote, tell a chief judge right away. The chief judge will contact the Board of Elections for additional instructions.



If voters make a mistake while voting their ballot, they do not need to be checked-in on the electronic pollbook again to receive a replacement ballot. This is true whether voters vote a regular ballot or a provisional ballot. See instructions for spoiled ballots.

## **10.50 Electronic Pollbook**

#### 10.16.6 ID Required – Show ID (Active or Inactive)

If an “Active” or “Inactive” voter is listed as “Show ID,” ask the voter for ID.

- If the voter presents acceptable ID (see the chart below), then issue the voter a regular ballot. A *Voter Update Form* must be completed to record this information.
- If the voter does not present an acceptable ID, issue the voter a provisional ballot. **Use provisional code 5.**

Figure 68 - "Inactive - ID required" Status on the Electronic Pollbook

**Voter Record** 260

Adams John	6 Main St Anytown 12345	
<b>Voter Details</b> <b>Identification</b> <b>Voter History</b> <b>Precinct Details</b>		
<p>This voter is “Inactive – ID Required.” If the voter presents acceptable ID, a Voter Update Form must be completed to record the ID information. Issue a TS ballot if:</p>		
Precinct 001-001-1	DOB 06/15/1901	Status Inactive-IDRequired
Registered name:	Party Republican	REG Issued None
	ID Required Show ID	
Comments CONG=03; LEGIS=32; COUNCIL=001		
<b>Issue Standard Ballot (ID was Provided)</b>	<b>== No ID == Issue Provisional</b>	<b>Go Back</b>
BT:??? AC:Plugged In	Voted: TOT 1	11/20/2015 11:33:02 AM

## 10.17 Standards for Acceptable Forms of ID

A “current” <b>photo ID</b> is an ID that has not expired  A “current” <b>non-photo ID</b> is dated within 3 months of election day	Does the voter’s <b>name</b> on the ID have to match the electronic pollbook or the new name on the <i>Voter Update Form</i> ?	Does the voter’s <b>address</b> on the ID have to match the electronic pollbook or the new address on the <i>Voter Update Form</i> ?
A current Maryland driver’s license	Yes	No
A current MVA-issued photo ID card	Yes	No
A current student photo ID card	Yes	No
A current employee photo ID card	Yes	No
A current military photo ID card	Yes	No
A current passport	Yes	No
Other current State or federal-issued photo ID card	Yes	No
A current utility bill [gas, electricity, water, waste, cable, telephone (land line or cell phone)]	Yes	Yes
A current bank statement	Yes	Yes
A current government check	Yes	Yes
A current paycheck	Yes	Yes
Other current government document	Yes	Yes

## 10.52 Electronic Pollbook

---

## 10.18 Standards for Unacceptable Forms of ID

An <b>out-of-state</b> driver's license	<b>Not Acceptable</b>
An <b>expired</b> photo ID card	<b>Not Acceptable</b>
Any non-photo ID that is <b>more</b> than 3 months old	<b>Not Acceptable</b>
A <b>membership</b> card (Sam's Club, gym,...)	<b>Not Acceptable</b>
A Voter Notification Card	<b>Not Acceptable</b>
A Social Security Card	<b>Not Acceptable</b>
Any non-photo ID with an address that does <b>NOT</b> match the electronic pollbook or the new address on the <i>Voter Update Form</i>	<b>Not Acceptable</b>

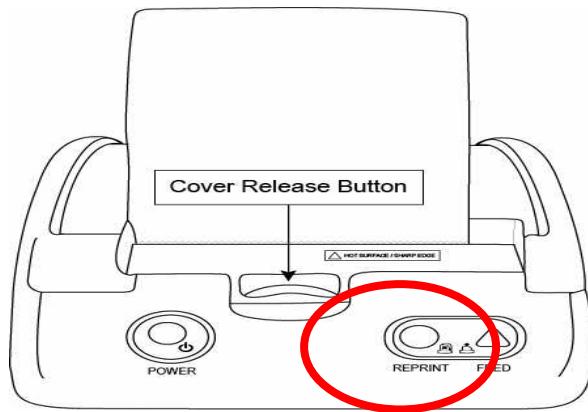
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## 10.19 Reprinting a Voter Authority Card

If the printer paper tears or jams as the voter authority card is being printed, use the printer “Reprint” button to reprint the same voter authority card:

1. Press the green “Feed” button on the printer and carefully remove the torn or jammed paper; and
2. Press the blue “Reprint” button to print another copy of the voter’s voter authority card.

Figure 69 - "Reprint" Button on the Printer



3. If another voter authority card does not print when the "Reprint" button is pressed, use the electronic pollbook to reprint a voter authority card for any voter who has been issued a ballot.
  - From the Voter Record screen, tap on the "Identification" tab at the top.
  - Tap on the "Reprint VAC" button in the lower left corner.

Figure 70 – "Identification" Tab and "Reprint VAC" Button on the Electronic Pollbook

A screenshot of a mobile application titled 'Voter Record'. At the top, there are two text fields: 'Linc' and 'Abraham Quincy' in the first, and 'Main St APTA' and 'Anytown 12345' in the second. Below these are four tabs: 'Voter Details', 'Identification' (which is highlighted and circled in red), 'Voter History', and 'Precinct Details'. A note below the tabs says 'Tap the "Reprint VAC" button to reprint a VAC.' and '\*\*\*NOTE: IF a voter access card has been issued to the wrong voter, AND the error is caught BEFORE the ballot is cast, the Chief Judge will use the "Remove Ballot Issued" button.' In the center, there is a 'Voter ID' field containing '3'. Below it are 'Show ID' and 'County' fields, both containing 'Anne Arundel'. At the bottom, there are three buttons: 'Reprint VAC' (circled in red), 'Remove Ballot Issued', and 'Go Back'. The footer of the screen shows 'BT:??? AC:Online', 'Voted: DEM 0 REP 1 NON 0 TOT 1', the date '11/4/2013 1:10:12 PM', and a small icon.

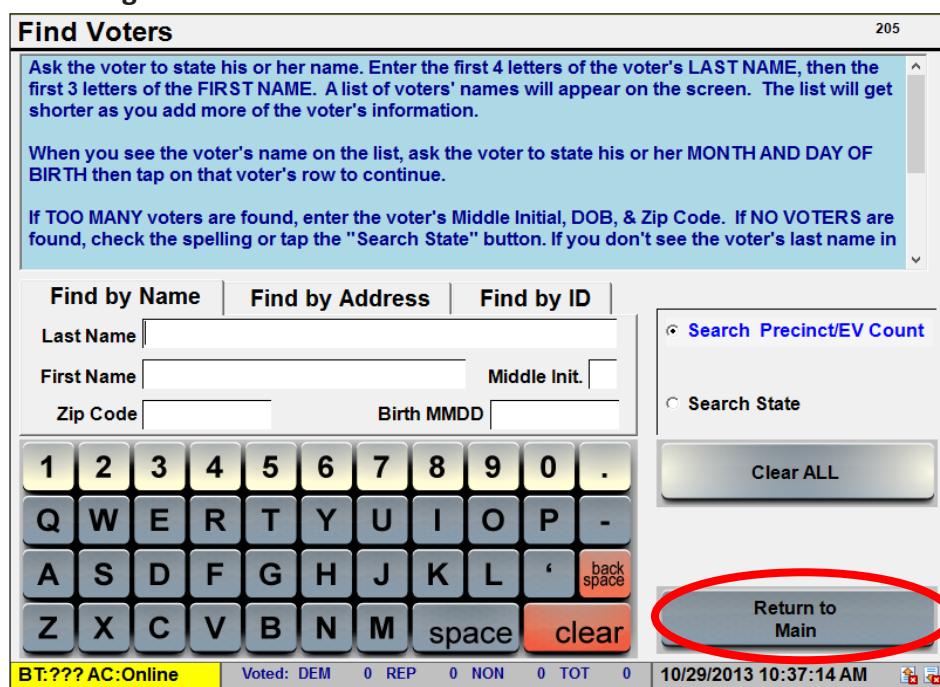
## 10.20 Resetting the Judge's Name

The **first time** you try to issue a ballot, you will be prompted to enter your name. Type in your initials and tap “OK” to continue. You will not have to enter your name or initials to issue ballots again unless the judge’s name on the electronic pollbook has been reset. The judge’s name should be reset any time that a new check-in judge begins to use that electronic pollbook.

To reset the judge’s name:

1. Tap “Return to Main” from the “Find Voters Screen.”

**Figure 71 - "Return to Main" Button on the Electronic Pollbook**



Find Voters 205

Ask the voter to state his or her name. Enter the first 4 letters of the voter's LAST NAME, then the first 3 letters of the FIRST NAME. A list of voters' names will appear on the screen. The list will get shorter as you add more of the voter's information.

When you see the voter's name on the list, ask the voter to state his or her MONTH AND DAY OF BIRTH then tap on that voter's row to continue.

If TOO MANY voters are found, enter the voter's Middle Initial, DOB, & Zip Code. If NO VOTERS are found, check the spelling or tap the "Search State" button. If you don't see the voter's last name in

Find by Name | Find by Address | Find by ID

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Init: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Birth MMDD: \_\_\_\_\_

1 2 3 4 5 6 7 8 9 0 .  
Q W E R T Y U I O P -  
A S D F G H J K L ' back space  
Z X C V B N M space clear

Search Precinct/EV Count  
Search State

Clear ALL

Return to Main

BT:??? AC:Online Voted: DEM 0 REP 0 NON 0 TOT 0 10/29/2013 10:37:14 AM

2. Tap the “Manage System” tab.

Figure 72 - "Manage System" Tab on the Electronic Pollbook

Main Screen 130

Manage Polls	Issue Ballots	Precinct Details	<b>Manage System</b>	Status
<p>Use only letters A - Z for lookup. (No hyphens, spaces or apostrophes).</p> <p>*** USE "4 &amp; 3" for Faster Lookup! ***</p> <p>1) Enter the FIRST 4 LETTERS of the LAST NAME.  2) Enter the FIRST 3 LETTERS of the FIRST NAME.  3) Confirm the voter's DATE OF BIRTH.</p> <p>Tap the "Search Voter Roster" button to check in voters.</p> <p>The "Find Polls" button is used to find a polling place based on the voter's street address.</p>				
<input type="button" value="Search Voter Roster"/>		<input type="button" value="Find Polls"/>		
BT:??? AC:Online		Voted: DEM 0 REP 0 NON 0 TOT 0	10/29/2013 10:35:20 AM	

3. Tap the “System Setup” tab.

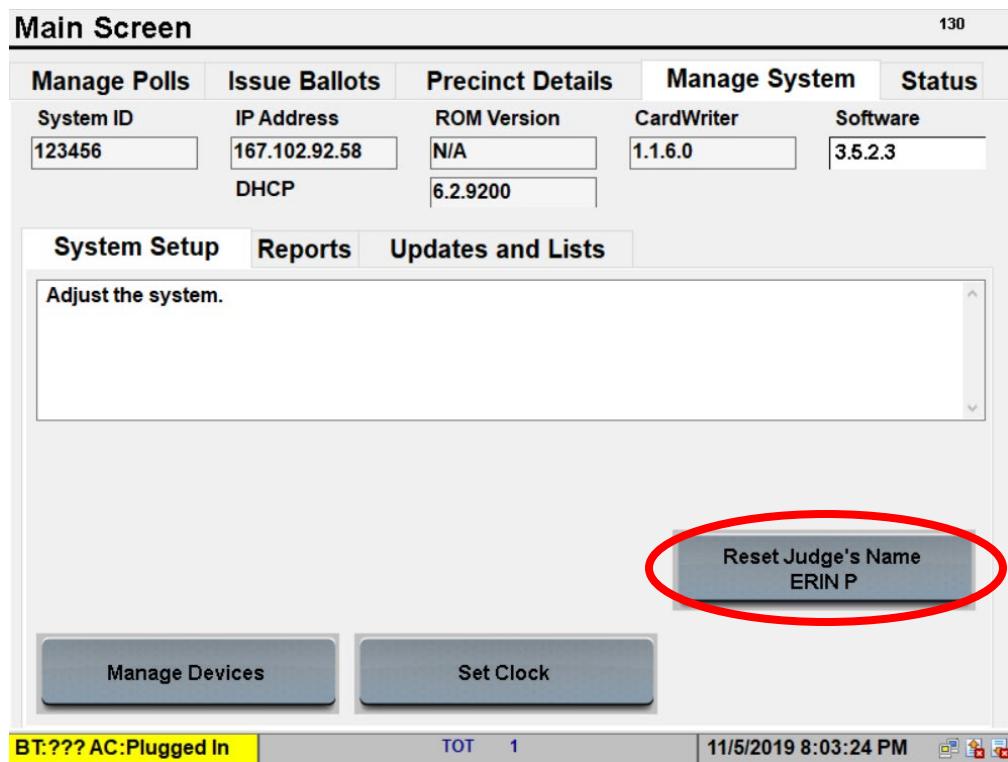
Figure 73 - "System Setup" Tab on the Electronic Pollbook

Main Screen 130

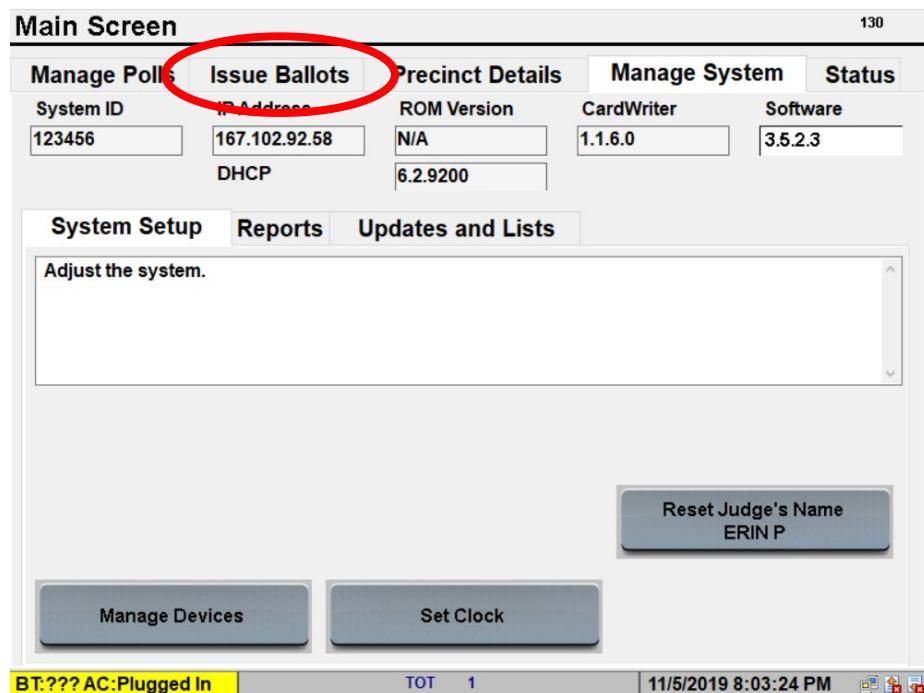
Manage Polls	Issue Ballots	Precinct Details	<b>Manage System</b>	Status
System ID =Unassigned	IP Address 167.102.92.58	ROM Version N/A	CardWriter vers 1.1.6.0	Software Versio 3.5.1.a24
DHCP	6.1.7601	Pre-Release		
<input type="button" value="System Setup"/> <input type="button" value="Reports"/> <input type="button" value="Updates and Lists"/>				
<p>Adjust the system...</p>				
<input type="button" value="Reset Judge's Name"/>				
<input type="button" value="Manage Devices"/>		<input type="button" value="Set Clock"/>		
BT:??? AC:Plugged In		Voted: TOT 1	1/29/2018 12:36:06 PM	

4. Tap the “Reset Judge’s Name” button.

**Figure 74 - "Reset Judge's Name" Button on the Electronic Pollbook**



5. The election judge’s name in the electronic pollbook will be reset. Tap “Issue Ballots” tab to continue to issue ballots. The election judge will be prompted to enter his or her initials before the next ballot can be issued.

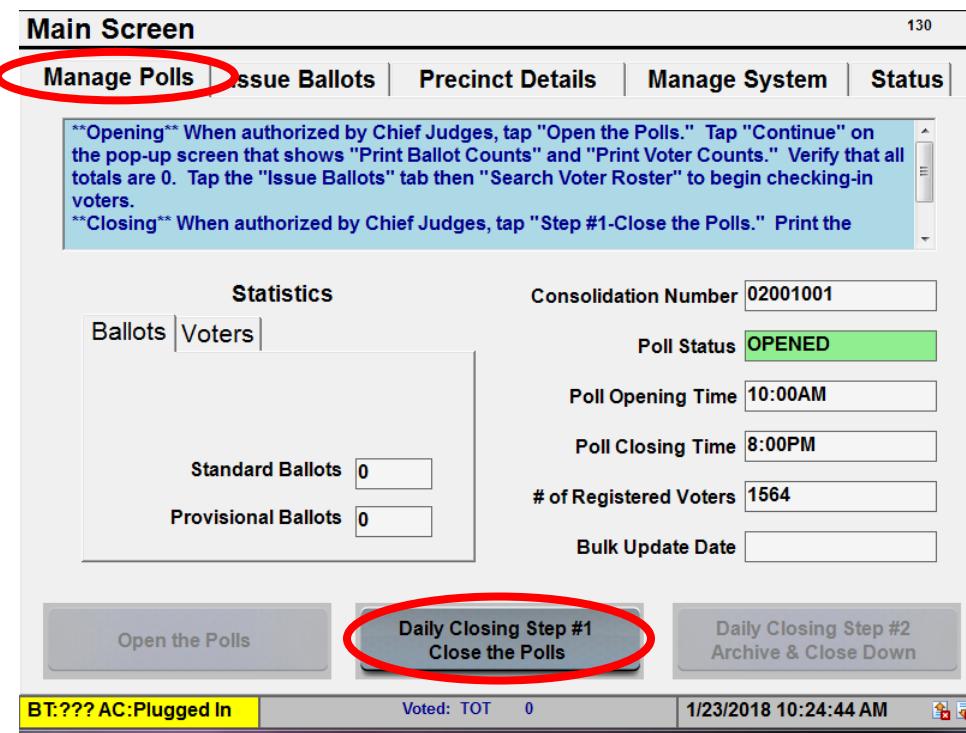


## 10.21 Ending the Election

At the end of the day, give all the required numbers about voter counts to the chief judges. Then, when the chief judge tells you to shut down the electronic pollbooks, follow these steps:

1. Return to the “Main Screen” and tap the “Manage Polls” tab.
2. Tap on the “Daily Closing Step #1 Close the Polls” button at the bottom center of the screen. A pop-up screen will appear.

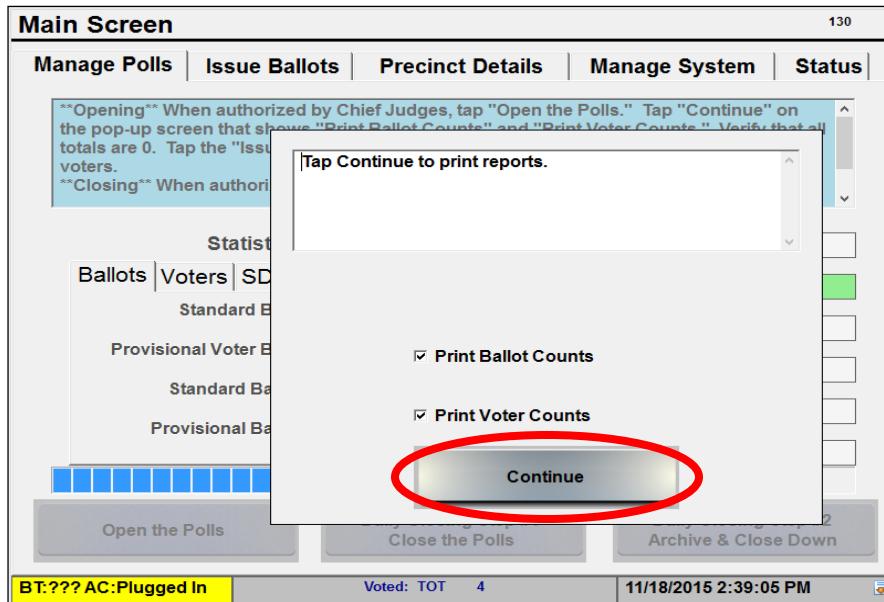
**Figure 76 - "Manage Polls" Tab and "Daily Closing Step #1 Close the Polls" Button on the Electronic Pollbook**



## 10.58 Electronic Pollbook

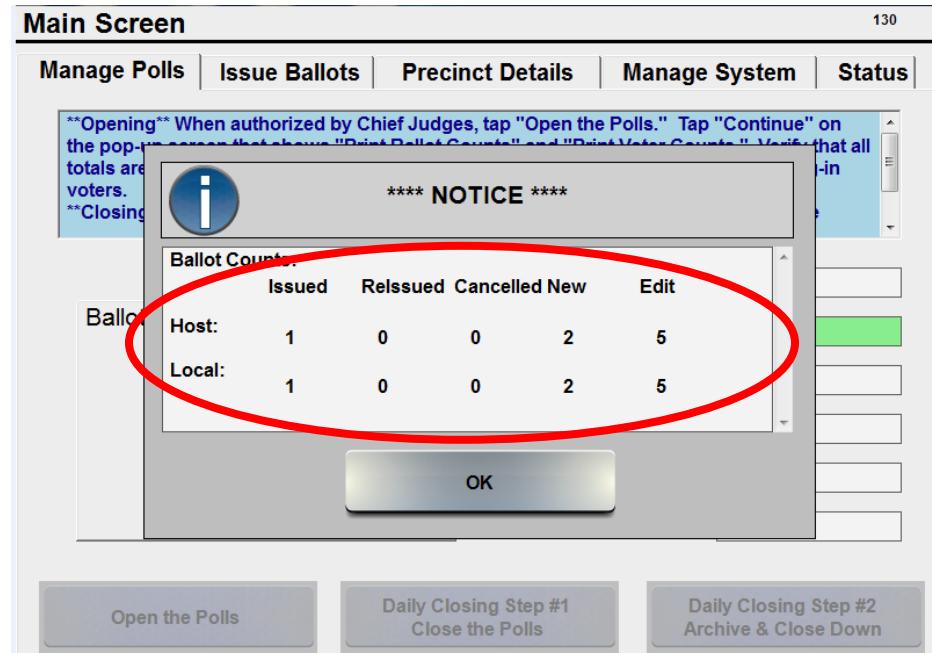
3. Tap the “Continue” button to print the Ballots Counts and Voter Counts reports.

**Figure 77 - "Continue" Button to Print Reports on the Electronic Pollbook**



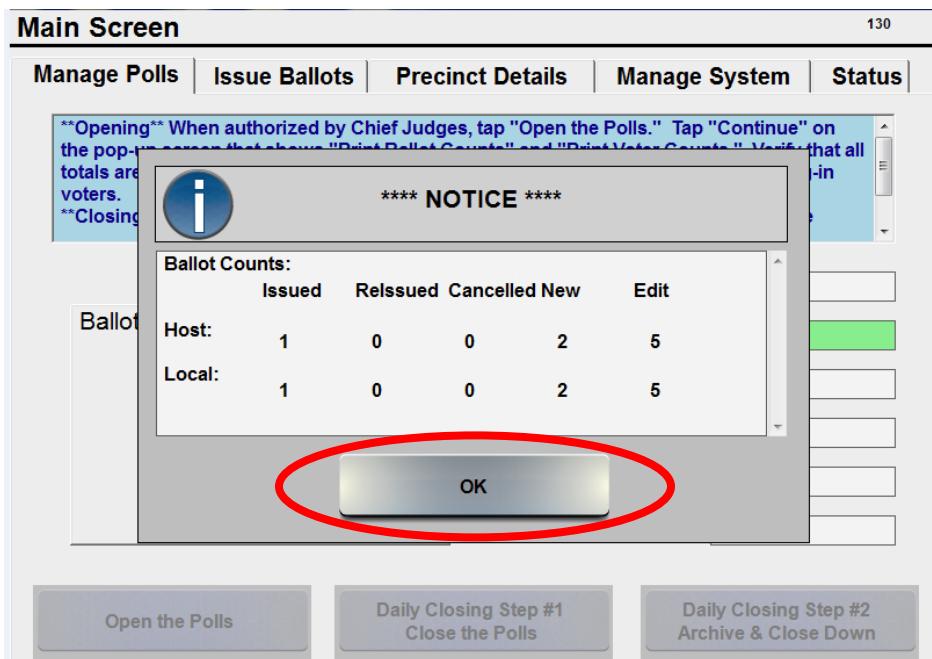
4. Check that the “Host:” totals match the “Local:” totals on the electronic pollbook. If the totals do not match, tell the chief judge right away. (General Election only)

**Figure 78 - "Host" Totals Matching the "Local" Totals on the Electronic Pollbook**



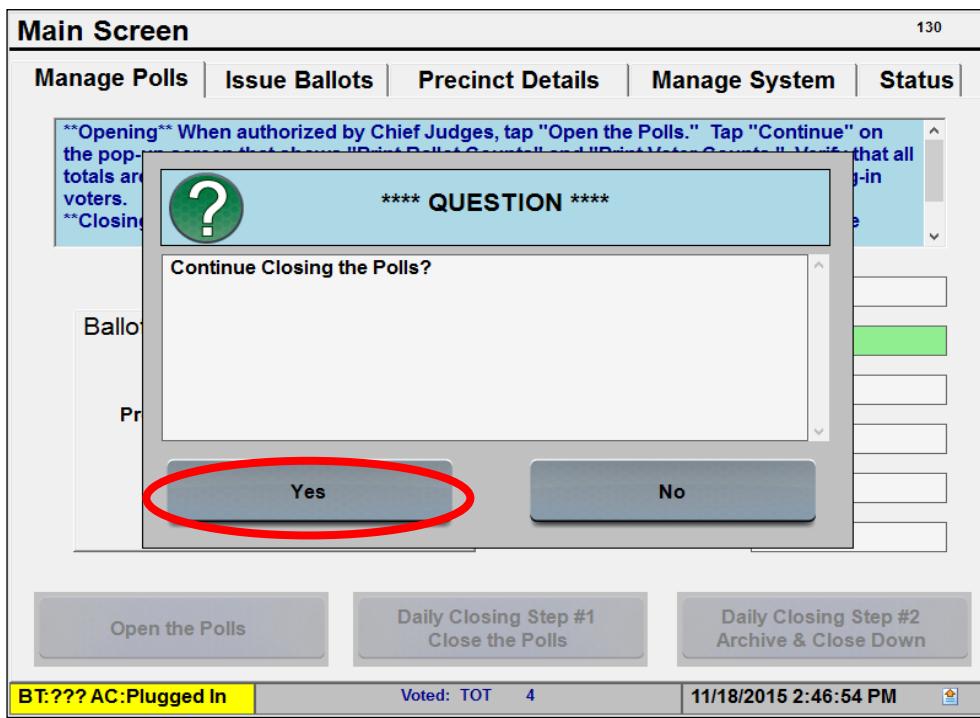
5. If the totals match, tap the “OK” button.

Figure 79 - "OK" Button on the Electronic Pollbook



6. Tap "Yes" at the "Continue Closing the Polls?" prompt.

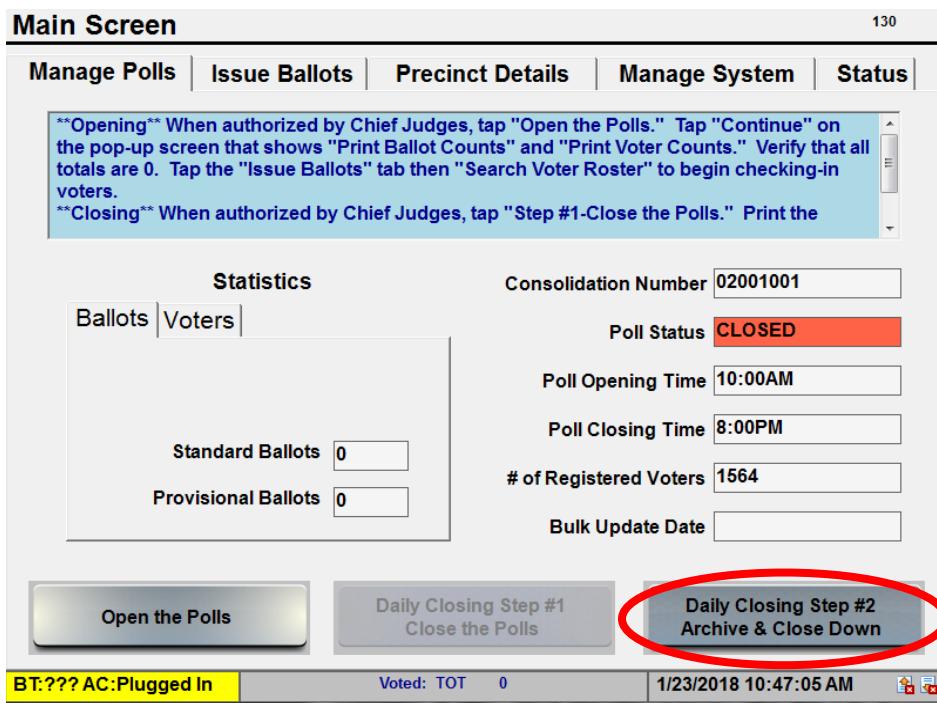
Figure 80 - "Yes" Button to Continue Closing the Polls on the Electronic Pollbook



After the "Continue" button is tapped, the "Poll Status" changes from "Opened" to "Closed."

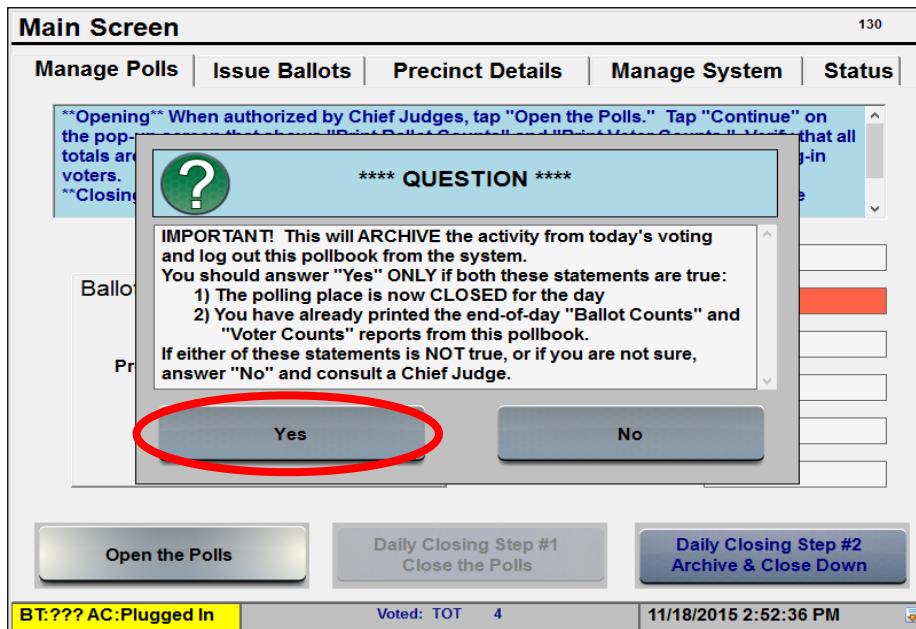
7. Tap the “Daily Closing Step #2 Archive & Close Down” button.

**Figure 81 - "Daily Closing Step #2 Archive & Close Down" Button  
on the Electronic Pollbook**



8. If the polling place is closed for the day, and if the end of day Ballot Counts and Voter Counts reports have been printed, tap the “Yes” button at the “Question” prompt.

**Figure 82 - "Yes" Button at the Question Prompt on the Electronic Pollbook**



9. The electronic pollbook will return to the “Launch” screen. Turn the power switch to OFF.

**Figure 83 - "Launch" Screen on the Electronic Pollbook**



**Figure 84 - Power Switch on the Top of the Electronic Pollbook**

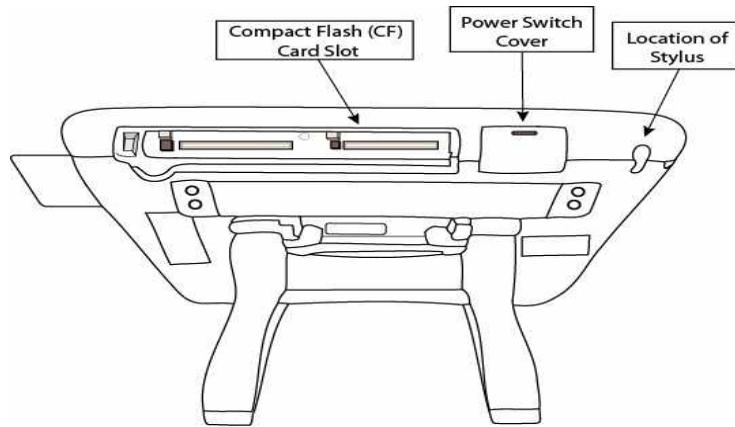


10. Remove the compact flash (CF) cards from each electronic pollbook when instructed by the chief judges:
- Break the inner seal and place it in the plastic bag labeled “Removed Seals.”
  - Remove **BOTH** compact flash cards and give them to the chief judges. Make sure you remove both cards. One card is inserted in an adaptor, so make sure you remove the adaptor from the pollbook with the compact flash card.
  - Replace the lid on the top of the electronic pollbook. You do not

## **10.62 Electronic Pollbook**

need to seal the lid.

Figure 85 - Compact Flash (CF) Card Slot on the Top of the Electronic Pollbook



11. Sign the *Consolidated Ballot Counts Report* and the *Consolidated Voter Counts Report*.

Figure 86 - *Consolidated Ballot Counts Report* from the Electronic Pollbook

Consolidated Ballot Counts Report				
Poll Description: 05-1 Mt Vernon Fire Dept				
Report Date: 04/12/2010 14:49:00				*****
<hr/>				
	TOT	DEM	REP	NON
Issued	303	149	110	44
Reiss	- 3	- 1	- 2	- 0
Canc	- 10	- 3	- 6	- 1
Net	290	145	102	43
<hr/>				
Prov Issued	19	8	3	8
Prov Reiss	- 1	- 0	- 0	- 1
Prov Canc	- 1	- 1	- 0	- 0
Net Prov	17	7	3	7
Net Ballots	307	152	105	50
<hr/>				
DEM Judge _____				
REP Judge _____				

**!** Reissued and cancelled ballots are **subtracted** from “Issued” ballots to get the total regular and provisional ballots. This total is called “**Net Ballots**.”

**!** The total (“TOT”) of the *Consolidated Voter Counts Report* should equal “Net Ballots” on the *Consolidated Ballot Counts Report*.

**Figure 87 - Consolidated Voter Counts Report from the Electronic Pollbook**

<b>Consolidated Voter Counts Report</b>			
Consolidation: # 20005001 EPB Number: 999			
Poll Description: 05-1 Mt Vernon Fire Dept			
Report Date and Time:			
04/12/2010 16:58:56			
*****			
Party	Total	Reg.	Prov
DEM	152	145	7
REP	105	102	3
NON	50	43	7
TOT	307	290	17
*****			
DEM Judge			
REP Judge			

12. Attach the *Consolidated Voter Counts Report* and the *Consolidated Ballot Counts Report* to the *Electronic Pollbook Integrity Report*.
13. Give the *Electronic Pollbook Integrity Report* (with the attached reports) to the chief judges.

---

## **10.22 Packing the Electronic Pollbooks and Printers**

1. Store the stylus in its slot at the top of each electronic pollbook.
2. Disconnect all cables and cords.
3. Check-in judges must make sure that the inner seal on the top lid of each electronic pollbook has not been broken. Make sure its number matches the number from the beginning of the day on the *Electronic Pollbook Integrity Report*.
4. Pack the electronic pollbooks in their cases.
5. The chief judges must locate new seals in the bag labeled "Red Seals for Pollbook". Give the new seals to the check-in judge to seal each case. Record the new outer seal numbers on the *Electronic Pollbook Integrity Report*. Have both chief judges sign the report.
6. Pack all printers, cords, cables, and hub (if there is one).

## **10.64 Electronic Pollbook**

## Chapter 11 – Scanning Unit

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11.3 Setup.....	11.2
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## 11.1 Overview

Each precinct will receive at least one scanning unit. Large precincts may receive more than one scanning unit. Challengers and watchers may observe the opening procedures.



At least one voting judge must be stationed at the scanning unit at all times. Voting judges may rotate positions during the day.

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## 11.2 Required Supplies

- Scanning unit keys
- *Scanning Unit Opening Integrity Report*
- New seals
- Clipboard
- Pens
- Tool to remove security seals on the outside of the scanning unit

---

## 11.3 Setup

1. Remove the scanning unit from the black transfer cart. To prevent personal injury or equipment damage, this should be done by at least two election judges.
2. Roll the scanning unit to the location designated on the polling place layout provided by the Board of Elections.

**Figure 1 - Picture of How to Roll the Scanning Unit**



## 11.2 Scanning Unit

3. Engage both parking brakes of the scanning unit by gently stepping on the metal tabs, snapping them into place.

**Caution: The metal tabs are sharp.**

**Figure 2 - Picture of How to Engage the Brakes on the Scanning Unit**



4. Make sure the shipping tag on the back of the scanning unit shows the correct polling place. If the polling place is wrong, tell the chief judges right away to contact the Board of Elections.

**Figure 3 - Picture of the Shipping Tag on the Scanning Unit**



5. Use the flat key to unlock the back door of the scanning unit, unwrap the power cord (with the gray surge protector attached) and plug the cord into an electrical outlet. **Leave the power cord compartment door open.**

**Figure 4 - Picture of Unlocking the Scanning Unit**



**Scanning Unit 11.3**



Keep the back door of the scanning unit open when it is plugged into an electrical outlet. Failure to do so may result in the unit overheating.

6. Make sure that both the red and green lights on the surge protector are lit.

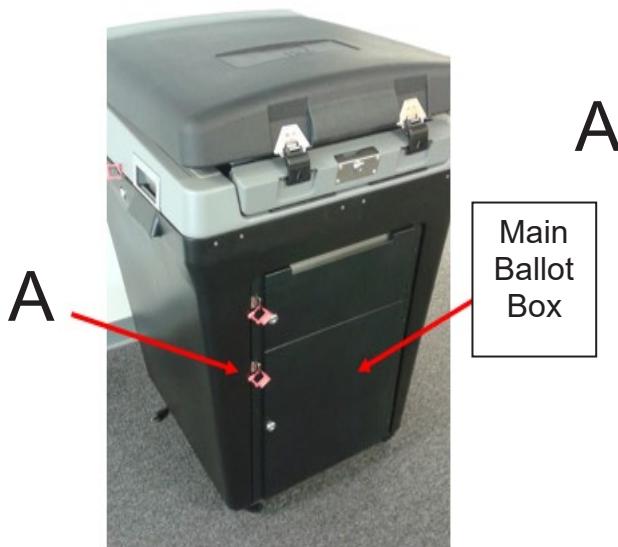
Figure 5 - Picture of Red and Green Lights on the Surge Protector



## 11.4 Opening the Polls

1. Check the security seal number on the main ballot box with column A on the *Scanning Unit Opening Integrity Report*.

Figure 6 - Security Seal and Scanning Unit Opening Integrity Report



Scanning Unit Opening Integrity Report						State of Maryland						
2020 Presidential Primary												
County/City: _____ Date: _____												
District/Ward/Precinct: _____												
1. Put all security seals you remove in the _____ 2. Attach the Zero Report and Configuration Report from each scanning unit to this report. 3. Post a Zero Report from each scanning unit for public viewing.						Remember: If any tamper tape or seal is removed from the scanning unit during voting hours, attach the Tamper Tape/Security Seal Removal Report and explain why the tamper tape or seal was removed.						
Scanning Unit #	A. Main Ballot Box Security Seal #		B. New Main Ballot Box Security Seal #		C. Emergency Ballot Compartment Security Seal #		D. New Emergency Ballot Compartment Security Seal #		E. Left Case Seal # (Do Not Remove)		F. Right Case Seal # (Do Not Remove)	
	Verify	Record	Verify	Record	Verify	Record	Verify	Record	Verify	Record	Verify	Record
	1											
Scanning Unit #	G. Scanning Unit Lid Security Seal #		H. Scanning Unit Serial #		I. Rear Access Door Tamper Tape # (Do Not Remove)		J. Front Access Door Tamper Tape # (Do Not Remove)		K. Public Count		L. Protected Count	
	Verify	Record	Verify	Record	Verify	Record	Verify	Record	Verify	Record	Verify	Record
	1											
2												
To the best of our knowledge, the information on this report is true and accurate.												
Assisting Judge(s): _____												
Democratic Chief Judge: _____						Republican Chief Judge: _____						

## 11.4 Scanning Unit

2. Remove the security seal and put it in the plastic bag labeled "Removed Seals".
3. Unlock and open the main ballot box door using the flat scanning unit key.

**Figure 7 - Unlocked and Opened Main Ballot Box**



4. Use the strap handle to pull the ballot transfer bin out of the main ballot box.

**Figure 8 - Strap Handle of the Ballot Transfer Bin**



5. Look inside the main ballot box to check that it is empty. If there are any ballots inside the main ballot box, tell a chief judge right away.

**Figure 9 - Empty Main Ballot Box**



6. Open the lid of the ballot transfer bin and look inside. If the bin is empty skip to step 7. If the bin has anything in it, extend the roller handle and lift the handle to shift the weight of the ballot transfer bin to the rear wheels. Roll the ballot transfer bin to where its contents will be removed, verified, and counted. Return the empty ballot transfer bin to the scanning unit area. Place used seals on the back of the *Scanning Unit Opening Integrity* report.

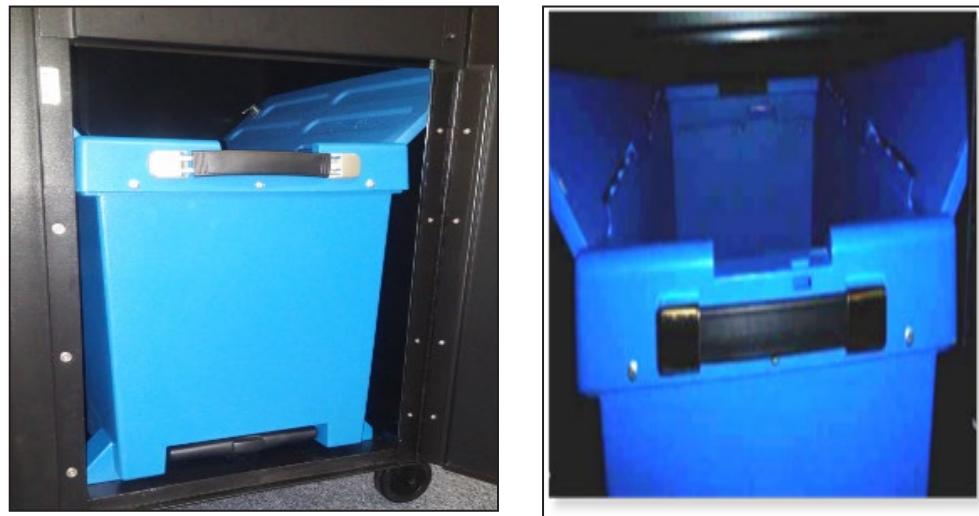
**Figure 10 - Roller Handle of the Ballot Transfer Bin**



## 11.6 Scanning Unit

7. Place the empty ballot transfer bin back inside the main ballot box. Check that both lids of the ballot transfer bin are open and resting on the sides inside the main ballot box and the strap handle is facing out.

**Figure 11 - Empty Ballot Transfer Bin in Main Ballot Box of the Scanning Unit**



8. Close, lock, and reseal the main ballot box door. Record the new seal number in column B of the *Scanning Unit Opening Integrity Report*.

**Figure 12 - Locked Main Ballot Box & Scanning Unit Opening Integrity Report**



Scanning Unit Opening Integrity Report 2020 Presidential Primary							State of Maryland					
County/City: _____			Date: _____									
District/Ward/Precinct: _____												
1. Put all security seals you remove in the _____. 2. Attach the Zero Report and Configuration Report from each scanning unit to this report. 3. Post a Zero Report from each scanning unit for public viewing.							<small>Remember: If any tamper tape or seal is removed from the scanning unit during voting hours, attach the removed tamper tape or seal to the Tamper-Ready-Door Removal Report and explain why the tamper tape or seal was removed.</small>					
Scanning Unit #	A. Main Ballot Box Security Seal #		B. New Main Ballot Box Security Seal #		C. Emergency Ballot Compartment Security Seal #		D. New Emergency Ballot Compartment Security Seal #		E. Left Case Seal # (Do Not Remove)		F. Right Case Seal # (Do Not Remove)	
	Verify	Record	Verify	Record	Verify	Record	Verify	Record	Verify	Record		
	1											
2												
Scanning Unit #	G. Scanning Unit Lid Security Seal #		H. Scanning Unit Serial #		I. Rear Access Door Tamper Tape # (Do Not Remove)		J. Front Access Door Tamper Tape # (Do Not Remove)		K. Public Count		L. Protected Count	
	Verify	Record	Verify	Record	Verify	Record	Verify	Record	Verify	Record	Verify	Record
	1											
2												
<small>To the best of our knowledge, the information on this report is true and accurate.</small> <small>Assisting Judge(s): _____</small> <small>Democratic Chief Judge: _____</small> <small>Republican Chief Judge: _____</small>												

9. Check the security seal number on the emergency ballot compartment door with column C on the *Scanning Unit Opening Integrity Report*. Remove the security seal. Place seals in the plastic bag labeled "Removed Seals".

**Figure 13 - Security Seal on Emergency Ballot Compartment Door & Scanning Unit Opening Integrity Report**



Scanning Unit Opening Integrity Report						State of Maryland	
2020 Presidential Primary							
County/City: _____ Date: _____							
District/Ward/Precinct: _____							
1. Put all security seals you remove in the _____. 2. Attach the Zero Report and Configuration Report from each scanning unit to this report. 3. Post a Zero Report from each scanning unit for public viewing.						Remember: If any tamper tape or seal is removed from the scanning unit during voting hours, attach the tamper tape or seal to the Tamper Tape/Security Seal Removal Report and explain why the tamper tape or seal was removed.	
Scanning Unit #	A. Main Ballot Box Security Seal #	B. New Main Ballot Box Security Seal #	C. Emergency Ballot Compartment Security Seal #	D. New Emergency Ballot Compartment Security Seal #	E. Left Case Seal # (Do Not Remove)	F. Right Case Seal # (Do Not Remove)	
	Verify	Record	Verify	Record	Verify	Verify	
	1						
Scanning Unit #	G. Scanning Unit Lid Security Seal #	H. Scanning Unit Serial #	I. Rear Access Door Tamper Tape # (Do Not Remove)	J. Front Access Door Tamper Tape # (Do Not Remove)	K. Public Count	L. Protected Count	
	Verify	Verify	Verify	Verify	Verify	Verify	
	1						
To the best of our knowledge, the information on this report is true and accurate.							
Assisting Judge(s): _____							
Democratic Chief Judge: _____						Republican Chief Judge: _____	

10. Unlock and open the emergency ballot compartment door using the flat scanning unit key. Make sure the compartment is empty. **CAUTION: Beware of sharp edges.** Tell a chief judge right away if any ballots are found inside the emergency ballot compartment.

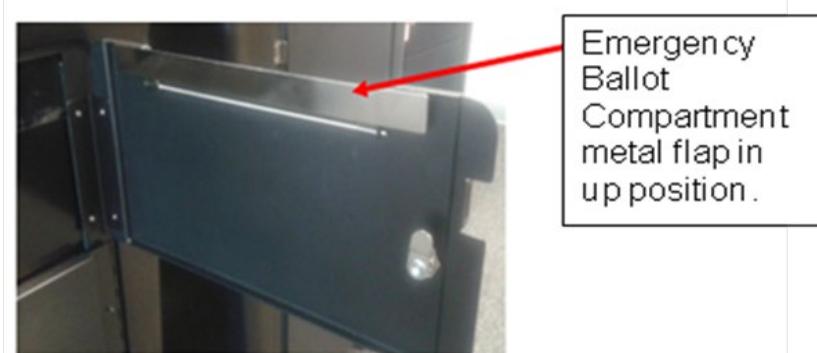
**Figure 14 - Opened Emergency Ballot Compartment Door**



## 11.8 Scanning Unit

11. Make sure that the metal flap on the emergency ballot compartment door is raised.

**Figure 15 - Raised Metal Flap on the Emergency Ballot Compartment Door**



12. Close, lock and reseal the emergency ballot compartment door.
13. Record the new security seal number in column D of the *Scanning Unit Opening Integrity Report*.

**Figure 16 - New Security Seal on Emergency Ballot Compartment & Scanning Unit Opening Integrity Report**

14. Check the left and right side case seals with columns E and F on the *Scanning Unit Opening Integrity Report*. **DO NOT remove the seals.**

**Figure 17 - Left & Right Seals on the Scanning Unit & Scanning Unit Opening Integrity Report**



**E**

**&**

**F**

Scanning Unit Opening Integrity Report  
2020 Presidential Primary

State of Maryland

County/City: \_\_\_\_\_ Date: \_\_\_\_\_

District/Ward/Precinct: \_\_\_\_\_

1. Put all security seals you remove in the \_\_\_\_\_.

2. Attach the Zero Report and Configuration Report from each scanning unit to this report.

3. Post a Zero Report from each scanning unit to public viewing.

Remember: If any tamper tape or seal is removed from the scanning unit during voting hours, attach the removed tamper tape or seal to the Tamper Tape/Security Seal Removal Report and explain why the tamper tape or seal was removed.

Scanning Unit #	A. Main Ballot Box Security Seal #		B. New Main Ballot Box Security Seal #		C. Emergency Ballot Compartment Security Seal #		D. New Emergency Ballot Compartment Security Seal #		E. Left Case Seal # (Do Not Remove)		F. Right Case Seal # (Do Not Remove)	
	Verify	Record	Verify	Record	Verify	Record	Verify	Record	Verify	Record		
1												
2												

Scanning Unit #	G. Scanning Unit Lid Security Seal #		H. Scanning Unit Serial #		I. Rear Access Door Tamper Tape # (Do Not Remove)		J. Front Access Door Tamper Tape # (Do Not Remove)		K. Public Count		L. Protected Count	
	Verify	Record	Verify	Record	Verify	Record	Verify	Record	Verify	Record	Verify	Record
1												
2												

To the best of our knowledge, the information on this report is true and accurate.

Assisting Judge(s): \_\_\_\_\_

Democratic Chief Judge: \_\_\_\_\_ Republican Chief Judge: \_\_\_\_\_

15. Check the security seal number on the scanning unit lid with column G on the *Scanning Unit Opening Integrity Report*.

**Figure 18 - Scanning Unit Lid Seal & Scanning Unit Opening Integrity Report**



**G**

Scanning Unit Opening Integrity Report  
2020 Presidential Primary

State of Maryland

County/City: \_\_\_\_\_ Date: \_\_\_\_\_

District/Ward/Precinct: \_\_\_\_\_

1. Put all security seals you remove in the \_\_\_\_\_.

2. Attach the Zero Report and Configuration Report from each scanning unit to this report.

3. Post a Zero Report from each scanning unit to public viewing.

Remember: If any tamper tape or seal is removed from the scanning unit during voting hours, attach the removed tamper tape or seal to the Tamper Tape/Security Seal Removal Report and explain why the tamper tape or seal was removed.

Scanning Unit #	A. Main Ballot Box Security Seal #		B. New Main Ballot Box Security Seal #		C. Emergency Ballot Compartment Security Seal #		D. New Emergency Ballot Compartment Security Seal #		E. Left Case Seal # (Do Not Remove)		F. Right Case Seal # (Do Not Remove)	
	Verify	Record	Verify	Record	Verify	Record	Verify	Record	Verify	Record		
1												
2												

Scanning Unit #	G. Scanning Unit Lid Security Seal #		H. Scanning Unit Serial #		I. Rear Access Door Tamper Tape # (Do Not Remove)		J. Front Access Door Tamper Tape # (Do Not Remove)		K. Public Count		L. Protected Count	
	Verify	Record	Verify	Record	Verify	Record	Verify	Record	Verify	Record	Verify	Record
1												
2												

To the best of our knowledge, the information on this report is true and accurate.

Assisting Judge(s): \_\_\_\_\_

Democratic Chief Judge: \_\_\_\_\_ Republican Chief Judge: \_\_\_\_\_

**11.10 Scanning Unit**

16. Remove the security seal. Use the flat scanning unit key to unlock the lid. Place the seals in plastic bag labeled "Removed Seals."

**Figure 19 - Unlocking the Lid on the Scanning Unit**



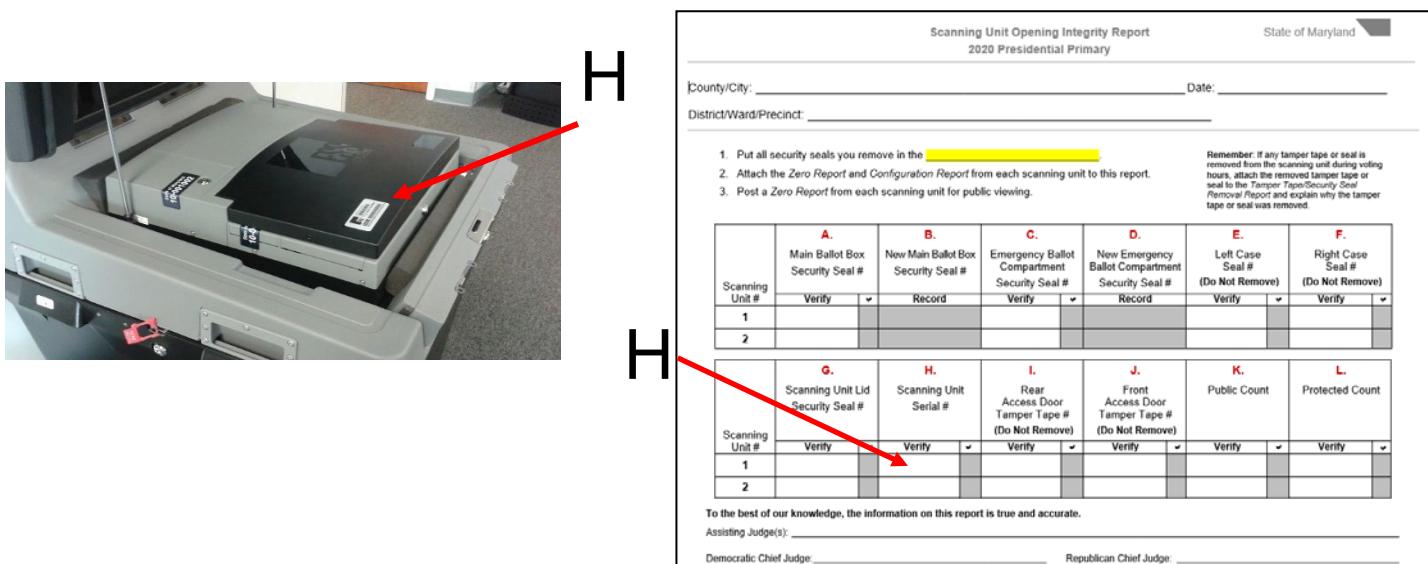
17. Unhook the lid latches. Pull both latches out and flip up. Do not force the lid up. Instead, hold onto the latches as you guide the lid upward. The hydraulic arms will do the lifting.

**Figure 20 - Unhooked Latches on Scanning Unit**



18. Check the serial number on the top of the scanning unit with column H of the *Scanning Unit Opening Integrity Report*.

**Figure 21 - Serial Number & Scanning Unit Opening Integrity Report**



Scanning Unit Opening Integrity Report  
2020 Presidential Primary  
State of Maryland

County/City: \_\_\_\_\_ Date: \_\_\_\_\_  
District/Ward/Precinct: \_\_\_\_\_

1. Put all security seals you remove in the \_\_\_\_\_  
2. Attach the Zero Report and Configuration Report from each scanning unit to this report.  
3. Post a Zero Report from each scanning unit for public viewing.

Remember: If any tamper tape or seal is removed from the scanning unit during voting hours, attach the removed tamper tape or seal to the Tamper/Tamper/Security Seal Removal Report and explain why the tamper tape or seal was removed.

Scanning Unit #	A. Main Ballot Box Security Seal #	B. New Main Ballot Box Security Seal #	C. Emergency Ballot Compartment Security Seal #	D. New Emergency Ballot Compartment Security Seal #	E. Left Case Seal # (Do Not Remove)	F. Right Case Seal # (Do Not Remove)
1	Verify	Record	Verify	Record	Verify	Verify
2						

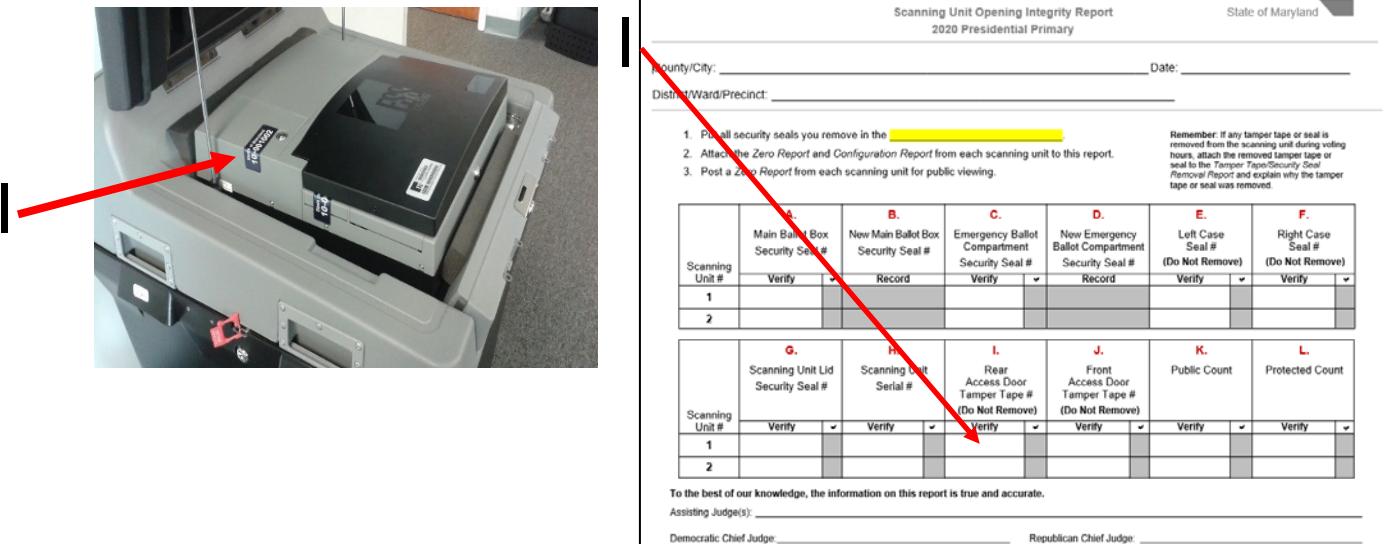
  

Scanning Unit #	G. Scanning Unit Lid Security Seal #	H. Scanning Unit Serial #	I. Rear Access Door Tamper Tape # (Do Not Remove)	J. Front Access Door Tamper Tape # (Do Not Remove)	K. Public Count	L. Protected Count
1	Verify	Verify	Verify	Verify	Verify	Verify
2						

To the best of our knowledge, the information on this report is true and accurate.  
Assisting Judge(s): \_\_\_\_\_  
Democratic Chief Judge: \_\_\_\_\_ Republican Chief Judge: \_\_\_\_\_

19. Check the tamper tape number on the rear access door with column I of the *Scanning Unit Opening Integrity Report*. **DO NOT remove the tamper tape.**

**Figure 22 - Tamper Tape on Rear Access Door & Scanning Unit Opening Integrity Report**



Scanning Unit Opening Integrity Report  
2020 Presidential Primary  
State of Maryland

County/City: \_\_\_\_\_ Date: \_\_\_\_\_  
District/Ward/Precinct: \_\_\_\_\_

1. Put all security seals you remove in the \_\_\_\_\_  
2. Attach the Zero Report and Configuration Report from each scanning unit to this report.  
3. Post a Zero Report from each scanning unit for public viewing.

Remember: If any tamper tape or seal is removed from the scanning unit during voting hours, attach the removed tamper tape or seal to the Tamper/Tamper/Security Seal Removal Report and explain why the tamper tape or seal was removed.

Scanning Unit #	A. Main Ballot Box Security Seal #	B. New Main Ballot Box Security Seal #	C. Emergency Ballot Compartment Security Seal #	D. New Emergency Ballot Compartment Security Seal #	E. Left Case Seal # (Do Not Remove)	F. Right Case Seal # (Do Not Remove)
1	Verify	Record	Verify	Record	Verify	Verify
2						

Scanning Unit #	G. Scanning Unit Lid Security Seal #	H. Scanning Unit Serial #	I. Rear Access Door Tamper Tape # (Do Not Remove)	J. Front Access Door Tamper Tape # (Do Not Remove)	K. Public Count	L. Protected Count
1	Verify	Verify	Verify	Verify	Verify	Verify
2						

To the best of our knowledge, the information on this report is true and accurate.  
Assisting Judge(s): \_\_\_\_\_  
Democratic Chief Judge: \_\_\_\_\_ Republican Chief Judge: \_\_\_\_\_

20. Use the round key to unlock and open the scanning unit.

**Figure 23 - Unlocking the Scanning Unit**



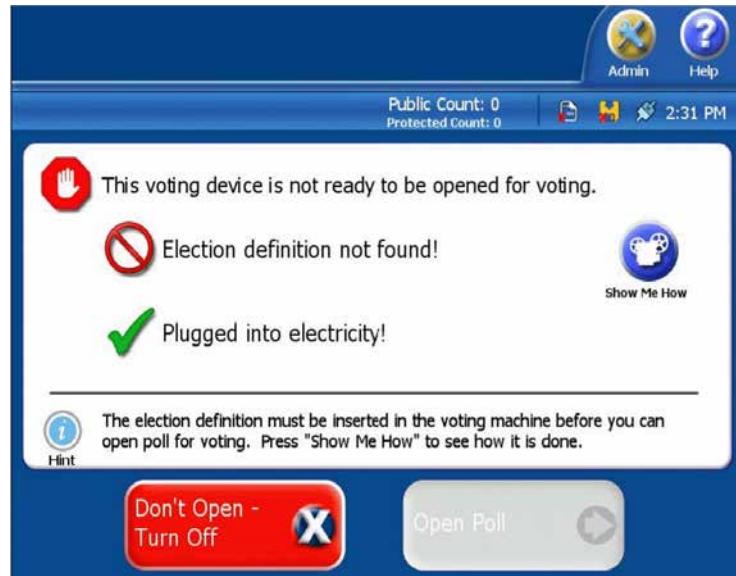
21. Gently lift and raise the screen to the upright position. The scanning unit will turn on by itself. If the scanning unit does not turn on, tell a chief judge right away.

**Figure 24 - Raising the Screen to the Upright Position**





**The scanning unit performs an internal self-test. This process may take several minutes. If the following screen appears, or if the scanning unit automatically shuts down, tell a chief judge right away. Never turn off the scanning unit or unplug the scanning unit unless instructed by the Board of Elections.**



22. Check the tamper tape number on the front access door with column J of the *Scanning Unit Opening Integrity Report*. **DO NOT remove the tamper tape.**

**Figure 25 - Front Access Door on the Scanning Unit & Scanning Unit Opening Integrity Report**



Scanning Unit Opening Integrity Report  
2020 Presidential Primary  
State of Maryland

County/City: \_\_\_\_\_ Date: \_\_\_\_\_

District/Ward/Precinct: \_\_\_\_\_

Remember: If any tamper tape or seal is removed from the scanning unit during voting hours, record the removed tamper tape or seal in the Tamper/Tape/Security Seal Removal Report and explain why the tamper tape or seal was removed.

1. Put all security seals you remove in the \_\_\_\_\_

2. Attach the Zero Report and Configuration Report from each scanning unit to this report.

3. Put a Zero Report from each scanning unit for public viewing.

Scanning Unit #	A. Main Ballot Box Security Seal #	B. New Main Ballot Box Security Seal #	C. Emergency Ballot Compartment Security Seal #	D. New Emergency Ballot Compartment Security Seal #	E. Left Case Seal # (Do Not Remove)	F. Right Case Seal # (Do Not Remove)
1	Verify	Record	Verify	Record	Verify	Verify
2						

Scanning Unit #	G. Scanning Unit Lid Security Seal #	H. Scanning Unit Serial #	I. Rear Access Door Tamper Tape # (Do Not Remove)	J. Front Access Door Tamper Tape # (Do Not Remove)	K. Public Count	L. Protected Count
1	Verify	Verify	Verify	Verify	Verify	Verify
2						

To the best of our knowledge, the information on this report is true and accurate.

Assisting Judge(s): \_\_\_\_\_

Democratic Chief Judge \_\_\_\_\_ Republican Chief Judge \_\_\_\_\_

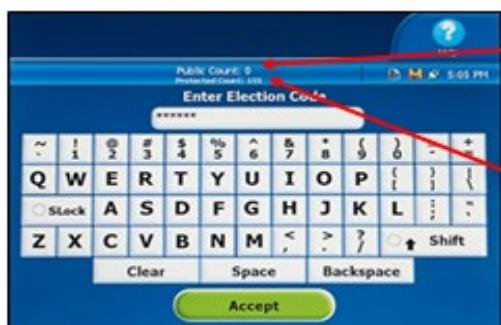


If the scanning unit does not turn on or if you hear a series of four beeps, check the power supply to the scanning unit. Make sure the power cord is connected firmly in the back of the scanning unit and also into the gray surge protector and power outlet. Make sure the power outlet is "live" (i.e., power is coming through the outlet). If the scanning unit still does not turn on, tell a chief judge right away.



23. Check the public count number is zero on the screen with column K on the *Scanning Unit Opening Integrity Report*.
24. Check the protected count number with column L on the *Scanning Unit Opening Integrity Report*.

Figure 26 - Public and Protected Counts on the Scanning Unit & Scanning Unit Opening Integrity Report



Tell a chief judge right away if either number does not match.

Scanning Unit Opening Integrity Report 2020 Presidential Primary							State of Maryland		
District/City: _____			Date: _____						
District/Ward/Precinct: _____									
<p>1. Put all security seals you remove in the <b>Yellow Box</b>. 2. Attach the Zero Report and Configuration Report from each scanning unit to this report. 3. Post a Zero Report from each scanning unit for public viewing.</p> <p>Remember: If any tamper tape or seal is removed from the scanning unit during voting hours, attach the removed tamper tape or seal to the <b>Yellow Box</b> in the Security Seal Removal Report and explain why the tamper tape or seal was removed.</p>									
Scanning Unit #	A.	B.	C.	D.	E.	F.			
	Main Ballot Box Security Seal #	New Main Ballot Box Security Seal #	Emergency Ballot Compartment Security Seal #	New Emergency Ballot Compartment Security Seal #	Left Case Seal # (Do Not Remove)	Right Case Seal # (Do Not Remove)			
	Verify	Record	Verify	Record	Verify	Verify			
1									
2									
Scanning Unit #	G.	H.	I.	J.	K.	L.			
	Scanning Unit Security Seal #	Scanning Unit Seal	Rear Access Door Tamper Tape # (Do Not Remove)	Front Access Door Tamper Tape # (Do Not Remove)	Public Count	Protected Count			
	Verify	Verify	Verify	Verify	Verify	Verify			
1									
2									
<p>To the best of our knowledge, the information on this report is true and accurate.</p> <p>Chief Judge(s): _____</p> <p>Democratic Chief Judge _____</p> <p>Republican Chief Judge _____</p>									

25. A chief judge will enter the election code and will touch “Accept.”

Figure 27 - Election Code on the Scanning Unit



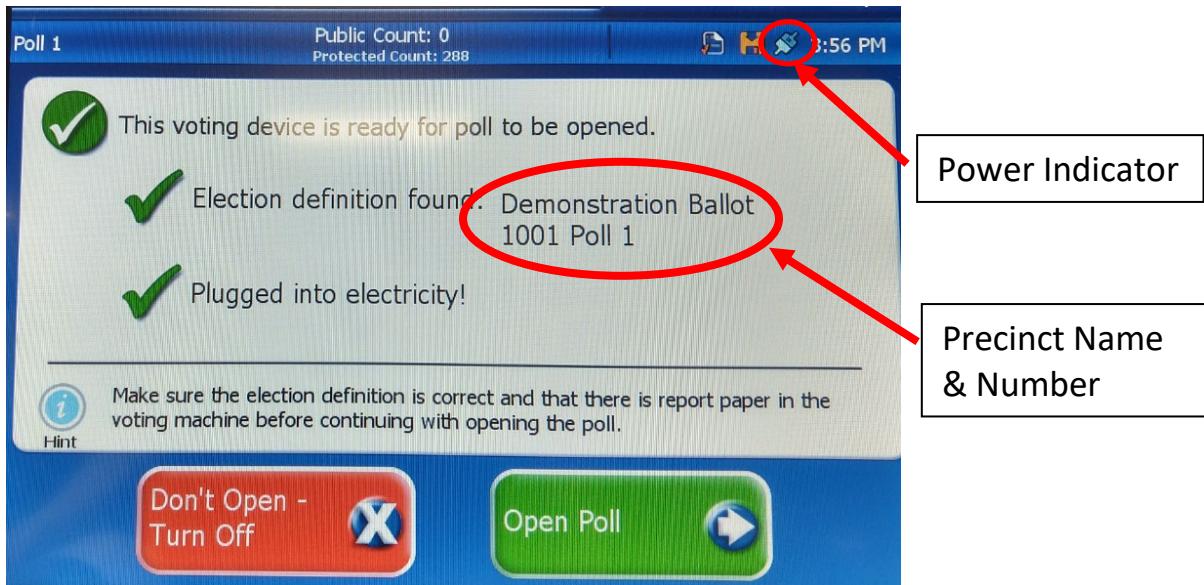
26. A “Configuration Report” will automatically print. **DO NOT remove the report.**

Figure 28 - Printing of the Configuration Report



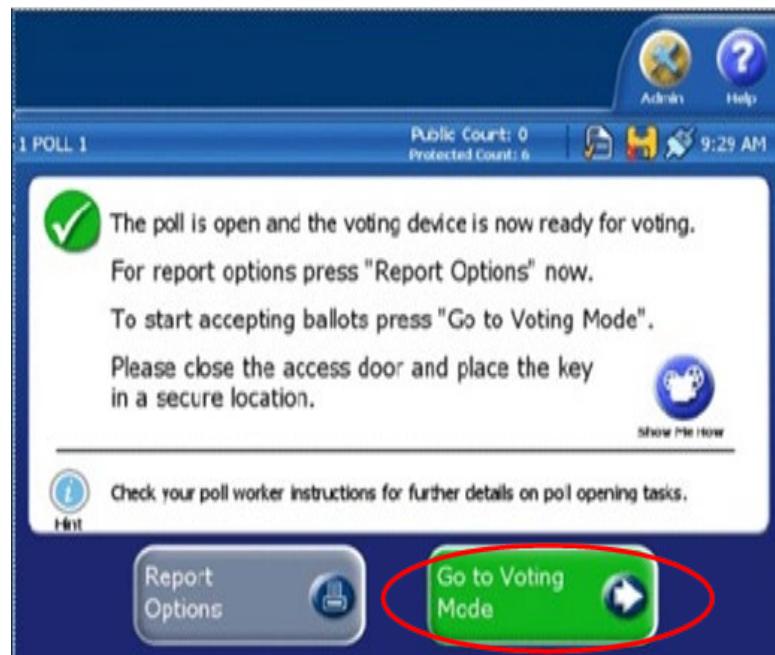
27. Check the precinct name displayed on the screen is correct and the scanning unit is receiving power. Touch “Open Poll” on the screen.

Figure 29 - Precinct Name and Power Indicator on the Scanning Unit



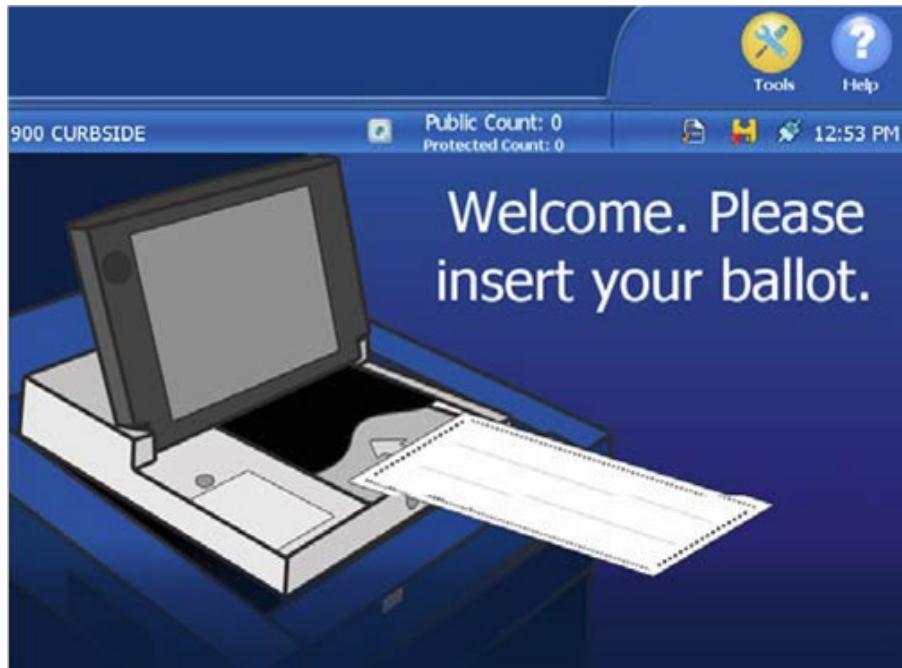
28. Two copies of the “Zero Report” will print. Separate the “Zero Reports” into two reports:
- Both chief judges sign both “Zero Reports.”
  - Attach the first copy of the “Zero Report,” along with the “Configuration Report” still attached to the “Zero Report”, to the *Scanning Unit Opening Integrity Report*.
  - Post the second copy of the “Zero Report” for public viewing.
29. Once the self-test is complete and the “Zero Reports” are printed, the following screen appears. Touch “Go To Voting Mode.”

Figure 30 - "Go To Voting Mode" Button on the Scanning Unit



30. When the scanning unit is ready to receive ballots, the following screen appears.

Figure 31 - Welcome Screen on the Scanning Unit



31. Put a privacy screen on each side of the scanning unit as the picture shows below.

**Figure 32 - Privacy Screens on the Scanning Unit**



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## 11.5 Casting a Ballot



The term “ballot” is used to refer to a regular paper ballot and a ballot activation card printed from a ballot marking device.



A voting judge must be stationed at the scanning unit at all times. The voting judge must not leave the scanning unit until relieved by another voting judge.

At the scanning unit, the voting judge will:

- Ask the voter for the voter authority card only. **DO NOT handle any voted ballots.**
- Verify the voter is not a provisional voter that has an orange privacy sleeve or a provisional voter authority card.

- Review the voter authority card to verify it has been signed by the voter, initialed by other election judges, and is not a provisional voter authority card.
- Hold onto the voter authority card until the voter casts the ballot and the ballot is accepted by the scanning unit.
- Stand at least two feet away from the scanning unit and only approach the voter if the voter requests assistance.



To ensure voter privacy at the scanning unit, a voting judge must either stand or sit at least two feet off to the side of the scanning unit. A voting judge may also stand at the beginning of the line to the scanning unit.

**Figure 33 - Standing at Least Two Feet Away from the Scanning Unit**



## 11.20 Scanning Unit

## 11.6 Inserting a Ballot into the Scanning Unit

The scanning unit has two slots to accept ballots.

- The top slot will only accept the ballot activation card that was marked on the ballot marking device. Instruct the voter to insert the ballot into the top slot.

**Figure 34 - Top Slot of the Scanning Unit and Ballot Activation Card**



Trying to insert a ballot activation card into the bottom slot may cause a paper jam.

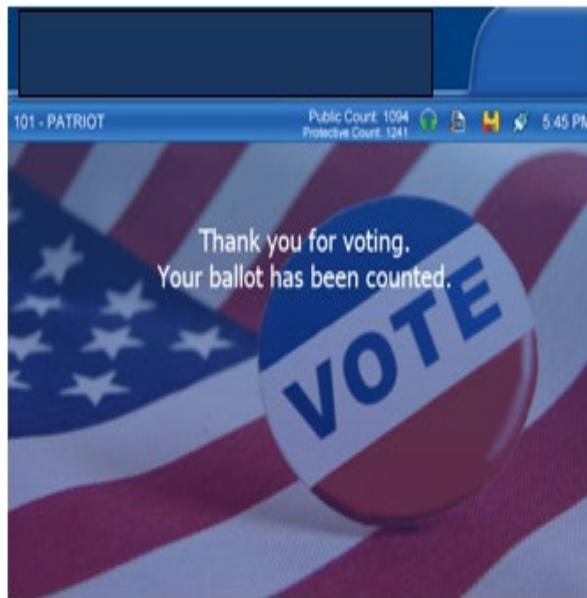
- The bottom slot will only accept hand-marked regular ballots. Ballots can be fed into the scanning unit in any direction, either face up or face down, top first or bottom first. **DO NOT** fold the ballot. **DO NOT** force the ballot into the scanning unit.

**Figure 35 - Bottom Slot of the Scanning Unit and Regular Paper Ballot**



- When a ballot is accepted by the scanning unit, the display will read, **“Thank you for voting. Your ballot has been counted.”**

Figure 36 - "Thank you for voting" Screen on the Scanning Unit



- After the ballot is accepted by the scanning unit, put the voter authority card into the red canvas bag attached to the scanning unit.
- Get the empty privacy sleeve from the voter.
- Thank the voter for voting, give the voter an “I Voted” sticker, and direct the voter to the exit.



Do not put paperclips or “I Voted” stickers on the scanning unit. These may cause a jam in the scanning unit.



If a voter appears to be having difficulty, you may offer assistance. **DO NOT** look at or handle a voter’s ballot unless the voter requests help.



Do not allow a voter to leave the polling place with a voter authority card, ballot, ballot activation card, or privacy sleeve.

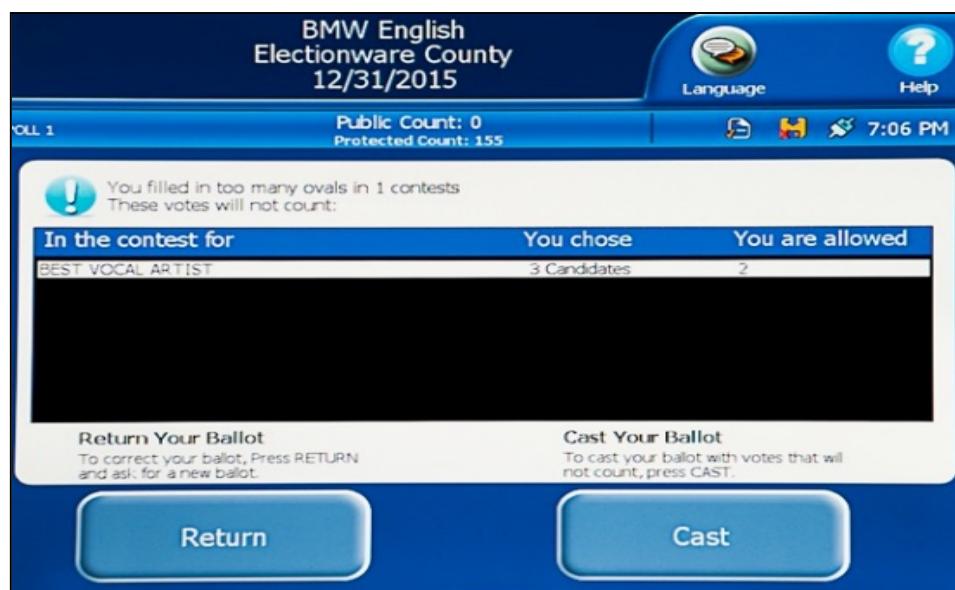
## 11.7 Overtaxed Contests

The ballot marking device will let a voter know that a contest was overtaxed. It will not print the ballot with an overtaxed contest.

The scanning unit will let a voter know that a contest was overtaxed for voters who mark their ballot by hand. The scanning unit display will show which contest(s) is overtaxed.

An overtaxed ballot will cause the display screen to prompt the voter either to "Return" or "Cast" the ballot.

**Figure 37 - Overvote Message on the Scanning Unit**



If a voter overtaxed one or more of the contests on the ballot, tell the voter:

- You selected more candidates than allowed for one or more contests.
- You can cast the ballot with an overtaxed contest. If you choose to cast the ballot, no vote will be recorded in the contest that has an overtax. All other contests that are not blank or overtaxed will be counted. Touch "Cast" to cast the ballot.
- You can get a replacement ballot. If you choose to get a replacement ballot, touch "Return."



If the voter accidentally touches “Cast” instead of “Return,” the voter is not eligible to vote again. When a voter’s ballot is accepted by the scanning unit, there is no way to get that voter’s ballot back. The voter may only be issued a provisional ballot.

## 11.8 Undervoted Contests

The scanning unit will accept ballots that contain undervoted contests and will not let the voter know on the scanning unit.

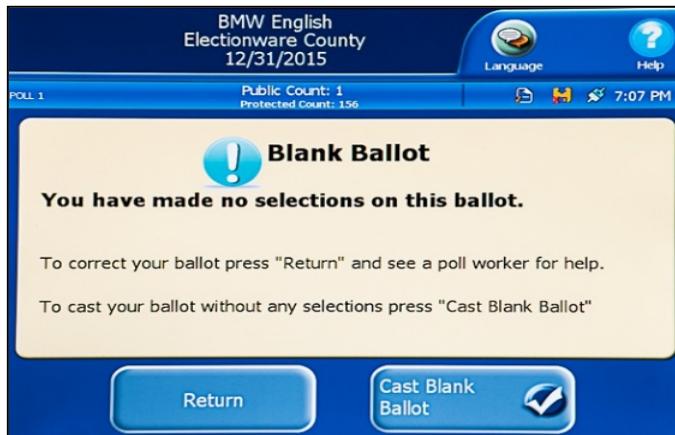
In a contest where a voter may vote for more than one candidate, the marked selections will be counted by the scanning unit.

In a contest where a voter may vote for only one candidate, no selections will be counted if nothing is marked on the ballot.

## 11.9 Blank Ballots

A blank ballot will cause the display screen to prompt the voter either to “Return” or “Cast Blank Ballot.”

**Figure 38 - Blank Ballot Message on the Scanning Unit**



If a voter wants the ballot back to mark it by hand:

- Tell the voter to touch “Return.”
- Give the voter authority card back to the voter. Tell the voter to put the voter authority card in the clear pouch on the front of the privacy sleeve.

## 11.24 Scanning Unit

- Tell a voting judge that the voter needs to mark the ballot. The voting judge will direct the voter to an available voting booth.  
  
If a voter does not want the ballot back to mark it by hand and wants to cast the blank ballot, tell the voter to touch “Cast Blank Ballot.”



If the voter accidentally touches “Cast” instead of “Return,” the voter is not eligible to vote again. When a voter’s ballot is accepted by the scanning unit, there is no way to get that voter’s ballot back. The voter may only be issued a provisional ballot.

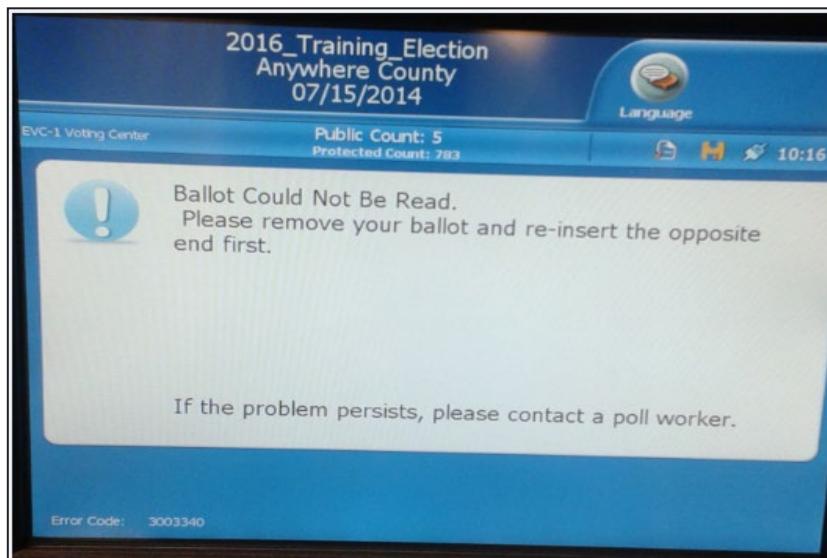
---

## 11.10 Rejected Ballots

There may be a time when the scanning unit cannot read a ballot. That is called a rejected ballot.

A rejected ballot will cause the display screen to tell the voter to “remove and re-insert the opposite end first.” If the ballot is still rejected, it must be spoiled by the voter. The voter will receive a replacement ballot. Tell a chief judge right away to assist the voter.

**Figure 39 - "Ballot Could Not Be Read" Message on the Scanning Unit**



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## 11.11 During Voting Hours

1. Check that the scanning unit is plugged into power by checking the connected plugs icon next to the time throughout the day.

Figure 40 - Connected Plugs Icon on the Scanning Unit



2. If the battery icon is showing, the scanning unit is operating on battery power. Check the power connection to the scanning unit.

Figure 41 - Battery Icon on the Scanning Unit



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## 11.12 Ending the Election



- All voters who are in line at 8:00 p.m. are permitted to vote.
- If possible, close the door to the polling room or building behind the last voter in line.
  - If the line extends beyond the outside entrance, try to gather the eligible voters inside the building.
  - Ask an election judge to stand at the end of the line. Let voters who are trying to get in the line know that voting has ended.
  - Chief judges may delegate tasks to other election judges unless instructions specifically assign the tasks to the chief judges.

---

## 11.26 Scanning Unit

### 11.12.1 Required Supplies

- Scanning unit keys
- *Scanning Unit Closing Integrity Report*
- New tamper tape and seals
- Clipboard
- Pens
- Tool to remove security seals or key to lock the outside of the scanning unit.



Two chief judges must fill out and sign the *Scanning Unit Closing Integrity Report*. If any challengers and watchers are in the polling place when the scanning unit is being closed, speak loud enough for them to hear as you verify the information being recorded on the *Scanning Unit Closing Integrity Report*.

### 11.12.2 Closing the Emergency Ballot Compartment

At the direction of the chief judges, the following procedures are only to be completed when the last eligible voter in the polling place has completed the voting process.



Ballots that are placed in the emergency ballot compartment should not be removed until the last voter in line has voted at the end of the day. A bipartisan team of two election judges should remove the ballots from the compartment and insert them into the scanning unit. If the scanning unit cannot read a ballot, contact the [Board of Elections](#) at 301-600-8683 for instructions.

1. Record the security seal number of the emergency ballot compartment in column A of the *Scanning Unit Closing Integrity Report*.

**Figure 42 - Security Seal on the Emergency Ballot Compartment & Scanning Unit Closing Integrity Report**

Scanning Unit Closing Integrity Report		State of Maryland				
2020 Presidential Primary						
County/City: _____		Date: _____				
District/Ward/Precinct: _____						
<input type="checkbox"/> Put all security seals you remove in the _____ <input type="checkbox"/> Complete all gray areas as needed for each table.						
Scanning Unit #	A. Removed Emergency Ballot Compartment Security Seal #	B. Removed Main Ballot Box Security Seal #	C. Public Count	D. Protected Count	E. Rear Access Door Tamper Tape # (Do Not Remove)	
	Record	Record	Record	Record	Record	
	1					
2						
Scanning Unit #	G. Memory Stick Serial #		H. New Scanning Unit Lid Seal #	I. Tamper Tape on Front of Ballot Transfer Bin	J. Tamper Tape on Rear of Ballot Transfer Bin	K. Number of VACs
	Verify	Record	Record	Record	Record	
	1					
2						
To the best of our knowledge, the information on this report is true and accurate.						
Assisting Judge(s): _____						
Democratic Chief Judge: _____ Republican Chief Judge: _____						

2. Remove the security seal on the emergency ballot compartment and put it in the “Removed Seals” bag.
3. Unlock the emergency ballot compartment using the flat scanning unit key.
4. Open the emergency ballot compartment door. Confirm that the emergency ballot compartment is empty. **CAUTION: Beware of sharp edges.**

**Figure 43 - Opening the Emergency Ballot Compartment Door**





Tell a chief judge right away if there are ballots inside the emergency ballot compartment. If there are ballots, a bipartisan team of two election judges should remove the ballots from the compartment and put them into the scanning unit to be counted. If the scanning unit cannot read a ballot, contact the **Board of Elections** for instructions.

5. Close and lock the emergency ballot compartment. A new security seal does not have to be applied.

**Figure 44 - Closed Emergency Ballot Compartment**



#### ***11.12.3 Closing the Main Ballot Box***

1. Record the security seal number of the main ballot box in column B of the *Scanning Unit Closing Integrity Report*.

**Figure 45 - Security Seal on the Main Ballot Box & Scanning Unit Closing Integrity Report**

B



Scanning Unit Closing Integrity Report  
2020 Presidential Primary  
State of Maryland

County/City: \_\_\_\_\_ Date: \_\_\_\_\_

District/Ward/Precinct: \_\_\_\_\_

Put all security seals you remove in the \_\_\_\_\_  
 Complete all gray areas as needed for each table.

Scanning Unit #	A. Removed Emergency Ballot Compartment Security Seal #	B. Removed Main Ballot Box Security Seal #	C. Public Count	D. Protected Count	E. Rear Access Door Tamper Tape # (Do Not Remove)	F. Removed Front Access Door Tamper Tape #
	Record	Record	Record	Record	Record	Record
1						
2						

Scanning Unit #	G. Memory Stick Serial #		H. New Scanning Unit Lid Seal #	I. Tamper Tape on Front of Ballot Transfer Bin	J. Tamper Tape on Rear of Ballot Transfer Bin	K. Number of VACs
	Verify	✓	Record	Record	Record	Record
1						
2						

To the best of our knowledge, the information on this report is true and accurate.

Assisting Judge(s): \_\_\_\_\_ Democratic Chief Judge: \_\_\_\_\_ Republican Chief Judge: \_\_\_\_\_

2. Remove the security seal and put it in the “Removed Seals” bag .
3. Unlock and open the main ballot box using the flat key.
4. Reach inside the main ballot box to close the lids loosely on the ballot transfer bin.

**Figure 46 - Closing the Lids on the Ballot Transfer Bin**



5. Use the strap handle to remove the ballot transfer bin.

**Figure 47 - Strap Handles on the Ballot Transfer Bin**



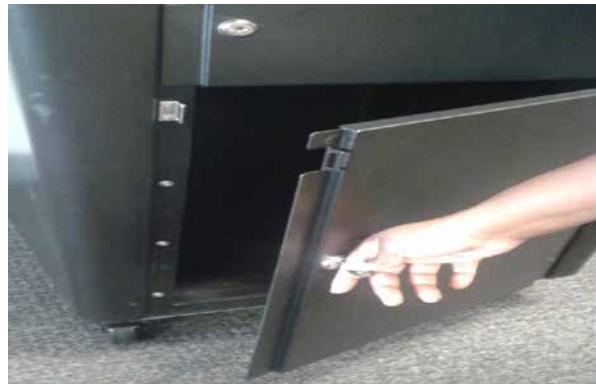
6. Make sure that all ballots are inside the ballot transfer bin.
7. Check inside the main ballot box for any loose ballots. Put any loose ballots found inside the main ballot box into the ballot transfer bin.
8. Tightly close the lid on the ballot transfer bin. Note that the lid has a "tongue-in-groove" fit. Make sure the right side of the lid is inserted into the metal bracket in the middle of the left side of the lid. The lid sits flat when closed properly.

**Figure 48 - "Tongue-in-groove" Fit on the Ballot Transfer Bin**



9. Close and lock the main ballot box using the flat key. A new security seal does not have to be applied.

**Figure 49 – Closing and Locking the Main Ballot Box**



10. Use the flat key to lock both locks on the ballot transfer bin.

**Figure 50 – Locking Both Locks on the Ballot Transfer Bin**



#### 11.12.4 Closing the Scanning Unit

1. Record the final Public Count and Protected Count numbers in columns C and D on the *Scanning Unit Closing Integrity Report*.

**Figure 51 - Public Count and Protected on the Scanning Unit & Scanning Unit Closing Integrity Report**

Scanning Unit #	A. Removed Emergency Ballot Compartment Security Seal #	B. Removed Main Ballot Box Security Seal #	C. Public Count	D. Protected Count	E. Rear Access Door Tamper Tape # (Do Not Remove)	F. Removed Front Access Door Tamper Tape #
1	Record	Record	Record	Record	Record	Record
2						

Scanning Unit #	G. Memory Stick Serial #	H. New Scanning Unit Lid Seal #	I. Tamper Tape on Front of Ballot Transfer Bin	J. Tamper Tape on Rear of Ballot Transfer Bin	K. Number of VACs
1	Verify	Record	Record	Record	Record
2					

2. Record or verify the rear access door tamper tape number in column E on the *Scanning Unit Closing Integrity Report*. **DO NOT** remove the tamper tape.

**Figure 52 - Rear Access Door Tamper Tape & Scanning Unit Closing Integrity Report**

Scanning Unit #	A. Removed Emergency Ballot Compartment Security Seal #	B. Removed Main Ballot Box Security Seal #	C. Public Count	D. Protected Count	E. Rear Access Door Tamper Tape # (Do Not Remove)	F. Removed Front Access Door Tamper Tape #
1	Record	Record	Record	Record	Record	Record
2						

Scanning Unit #	G. Memory Stick Serial #	H. New Scanning Unit Lid Seal #	I. Tamper Tape on Front of Ballot Transfer Bin	J. Tamper Tape on Rear of Ballot Transfer Bin	K. Number of VACs
1	Verify	Record	Record	Record	Record
2					

3. Record the tamper tape number located on the front access door in column F of the *Scanning Unit Closing Integrity Report*. Remove the tamper tape and place it on the back of the report.

**Figure 53 - Front Access Door Tamper Tape & Scanning Unit Closing Integrity Report**



F

Scanning Unit Closing Integrity Report						State of Maryland			
2020 Presidential Primary									
County/City: _____		Date: _____							
District/Ward/Precinct: _____									
<input type="checkbox"/> Put all security seals you remove in the _____ <input type="checkbox"/> Complete all gray areas as needed for each table.									
Scanning Unit #	A. Removed Emergency Ballot Compartment Security Seal #		B. Removed Main Ballot Box Security Seal #		C. Public Count		D. Protected Count	E. Rear Access Door Tamper Tape # (Do Not Remove)	F. Removed Front Access Door Tamper Tape #
	Record		Record		Record		Record	Record	Record
	1								
2									
Scanning Unit #	G. Memory Stick Serial #		H. New Scanning Unit Lid Seal #		I. Tamper Tape on Front of Ballot Transfer Bin		J. Tamper Tape on Rear of Ballot Transfer Bin	K. Number of VACs	
	Verify		Record		Record		Record	Record	Record
	1								
2									

To the best of our knowledge, the information on this report is true and accurate.

Assisting Judge(s): \_\_\_\_\_

Democratic Chief Judge: \_\_\_\_\_ Republican Chief Judge: \_\_\_\_\_

4. Unlock and open the front access door using the round key.

**Figure 54 - Unlocking the Front Access Door**



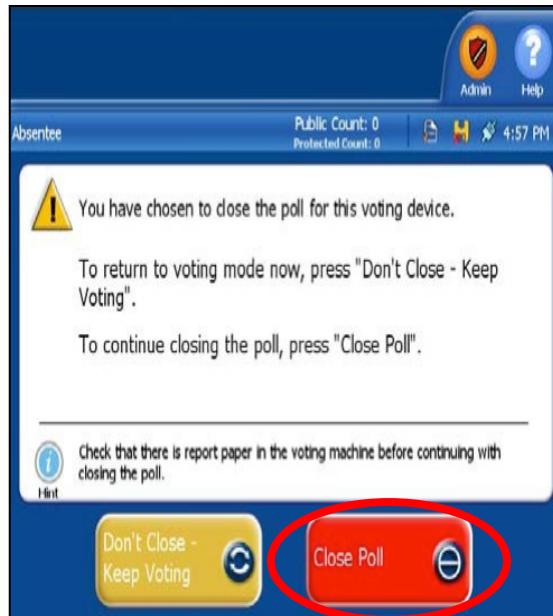
5. Push and hold down the “**Close Poll**” button for a second or two and release. The button will turn red.

**Figure 55 - "Close Poll" Button in the Front Access Door**



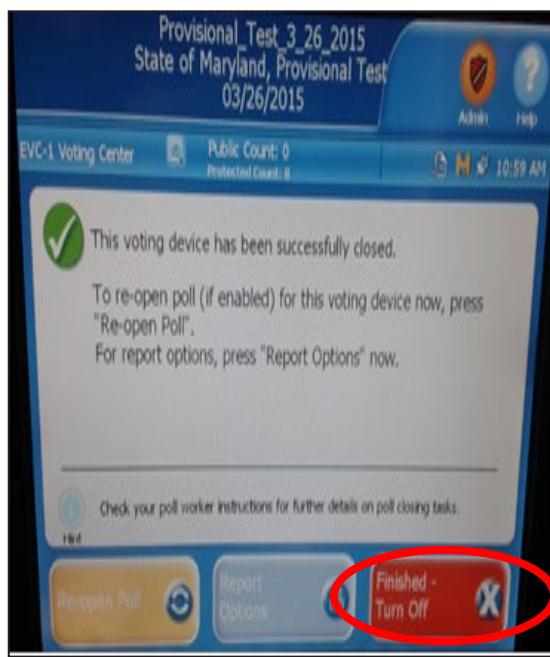
6. Touch the “Close Poll” button on the screen when the scanning unit display reads “You have chosen to close the poll for this voting device.” Two “Results Reports” will print.

**Figure 56 - "Close Poll" Button on the Scanning Unit**



7. After the “Results Reports” have finished printing, the display screen reads “This voting device has been successfully closed.” Touch “**Finished – Turn Off**” button on the screen. Scanning unit powers off and **WAIT!**

**Figure 57 - "This voting device has been successfully closed" Message on the Scanning Unit**

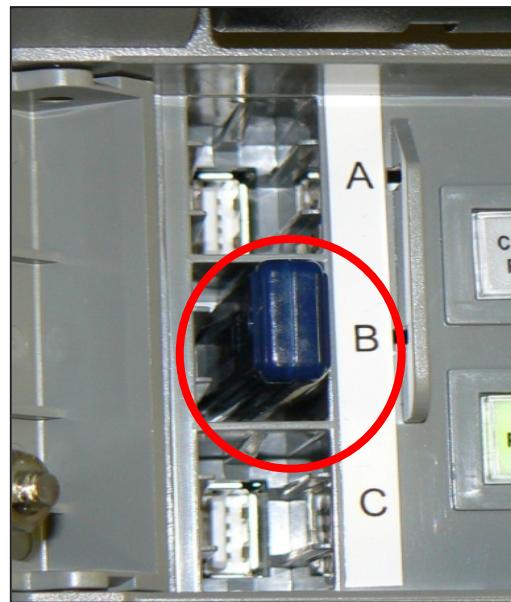


Make sure all lights in the front access door compartment and on the display screen to go completely dark. This process could take several minutes to complete.

8. Unplug the scanning unit from the power outlet.

9. Make sure all the lights have gone dark. Make sure the scanning unit has been unplugged from the power outlet. Gently pull the memory stick straight out to remove it from the front access door compartment.

**Figure 58 - Memory Stick in the Front Access Door Compartment**



10. Verify the memory stick serial number with column G of the *Scanning Unit Closing Integrity Report*.

**Figure 59 - Memory Stick Serial Number & Scanning Unit Closing Integrity Report**



Scanning Unit Closing Integrity Report 2020 Presidential Primary							State of Maryland
County/City: _____		Date: _____					
District/Ward/Precinct: _____							
<input type="checkbox"/> Put all security seals you remove in the _____ <input type="checkbox"/> Complete all gray areas as needed for each table.							
Scanning Unit #	A. Removed Emergency Ballot Compartment Security Seal # Record	B. Removed Main Ballot Box Security Seal # Record	C. Public Count Record	D. Protected Count Record	E. Rear Access Door Tamper Tape # (Do Not Remove) Record	F. Removed Front Access Door Tamper Tape # Record	
1							
2							
Scanning Unit #	G. Memory Stick Serial # Verify		H. New Scanning Unit Lid Seal # Record	I. Tamper Tape on Front of Ballot Transfer Bin Record	J. Tamper Tape on Rear of Ballot Transfer Bin Record	K. Number of VACs	
1							
2							

To the best of our knowledge, the information on this report is true and accurate.

Assisting Judge(s): \_\_\_\_\_

Democratic Chief Judge: \_\_\_\_\_ Republican Chief Judge: \_\_\_\_\_

11. Give the memory stick to a chief judge right away to be secured for transport

12. Close and use the round key to lock the front access door. **DO NOT** apply tamper tape.

**Figure 60 - Locking the Front Access Door on the Scanning Unit**



13. Gently lower the display screen and lock the screen into place.

**Figure 61 - Locking the Screen on the Scanning Unit**



14. Carefully lower the lid while holding the latches and use the flat key to lock the lid.

**Figure 62 - Locking the Lid of the Scanning Unit**



15. Attach a new security seal to the scanning unit lid. Record the new seal number in column H of the *Scanning Unit Closing Integrity Report*.

**Figure 63 - New Security Seal on the Lid & Scanning Unit Closing Integrity Report**



Scanning Unit Closing Integrity Report 2020 Presidential Primary							State of Maryland
County/City: _____		Date: _____					
District/Ward/Precinct: _____							
<input type="checkbox"/> Put all security seals you remove in the _____ <input type="checkbox"/> Complete all gray areas as needed for each table.							
Scanning Unit #	A.	B.	C.	D.	E.	F.	
	Removed Emergency Ballot Compartment Security Seal #	Removed Main Ballot Box Security Seal #	Public Count	Protected Count	Rear Access Door Tamper Tape # (Do Not Remove)	Front Access Door Tamper Tape #	
	Record	Record	Record	Record	Record	Record	
1							
2							
Scanning Unit #	G.	H.	I.	J.	K.		
	Memory Stick Serial #	New Scanning Unit Lid Seal #	Tamper Tape on Front of Ballot Transfer Bin	Tamper Tape on Rear of Ballot Transfer Bin	Number of VACs		
	Verify	Record	Record	Record	Record		
1							
2							

To the best of our knowledge, the information on this report is true and accurate.

Assisting Judge(s): \_\_\_\_\_

Democratic Chief Judge: \_\_\_\_\_

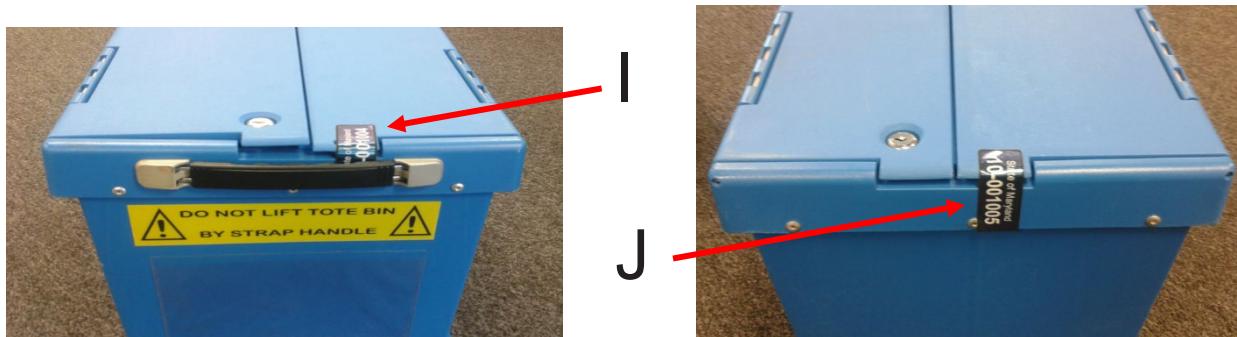
Republican Chief Judge: \_\_\_\_\_

16. Separate the “Results Reports” into two individual reports.

- Both chief judges sign both copies of the “Results Reports.”
- Attach the first copy of the “Results Report” to the *Scanning Unit Closing Integrity Report*.
- Post the second “Results Report” to an outside door or wall for public viewing.
- Repeat steps 1 through 17 for each scanning unit.

17. Apply tamper tape on the front and rear sides of the ballot transfer bin lid. Record the tamper tape or seal numbers in columns I and J of the *Scanning Unit Closing Integrity Report*.

**Figure 64 - Security Seal on the Front and Rear Sides of the Ballot Transfer Bin**



**Figure 65 - Scanning Unit Closing Integrity Report**

Scanning Unit Closing Integrity Report 2020 Presidential Primary							State of Maryland	
County/City: _____ Date: _____								
District/Ward/Precinct: _____								
<input type="checkbox"/> Put all security seals you remove in the _____ <input type="checkbox"/> Complete all gray areas as needed for each table.								
Scanning Unit #	A. Removed Emergency Ballot Compartment Security Seal #	B. Removed Main Ballot Box Security Seal #	C. Public Count	D. Protected Count	E. Rear Access Door Tamper Tape # (Do Not Remove)	F. Removed Front Access Door Tamper Tape #		
	Record	Record	Record	Record	Record	Record		
	1							
2								
Scanning Unit #	G. Memory Seal Serial #	H. New Scanning Unit Lid Seal #	I. Tamper Tape on Front of Ballot Transfer Bin	J. Tamper Tape on Rear of Ballot Transfer Bin	K. Number of VACs			
	Verify	Record	Record	Record	Record			
	1							
2								
To the best of our knowledge, the information on this report is true and accurate.								
Assisting Judge(s): _____								
Democratic Chief Judge: _____				Republican Chief Judge: _____				

18. Extend the roller handle and lift the handle to shift the weight of the ballot transfer bin to the rear wheels. Roll the ballot transfer bin to a secure location in the polling place. The ballot transfer bin will remain sealed and will be transported to the Board of Elections.

**Figure 66 - Roller Handle on the Ballot Transfer Bin**



19. Count the total number of voter authority cards from the envelope.
20. Record the number of voter authority cards in column K of the *Scanning Unit Closing Integrity Report*.
21. Put the voter authority cards back into the envelope and give the envelope to the chief judges.

**Figure 67 - Scanning Unit Closing Integrity Report**

Scanning Unit Closing Integrity Report 2020 Presidential Primary							State of Maryland	
County/City: _____				Date: _____				
District/Ward/Precinct: _____								
<input type="checkbox"/> Put all security seals you remove in the _____. <input type="checkbox"/> Complete all gray areas as needed for each table.								
Scanning Unit #	A. Removed Emergency Ballot Compartment Security Seal #	B. Removed Main Ballot Box Security Seal #	C. Public Count	D. Protected Count	E. Rear Access Door Tamper Tape # (Do Not Remove)	F. Removed Front Access Door Tamper Tape #		
	Record	Record	Record	Record	Record	Record		
	1							
2								
Scanning Unit #	G. Memory Stick Serial #	H. New Scanning Unit Lid Seal #	I. Tamper Tape on Front of Ballot Transfer Bin	J. Tamper Tape on Rear of Ballot Transfer Bin	K. Number of VACs			
	Verify	Record	Record	Record	Record			
	1							
2								
To the best of our knowledge, the information on this report is true and accurate.								
Assisting Judge(s): _____								
Democratic Chief Judge: _____				Republican Chief Judge: _____				

K

---

## 11.13 Packing the Scanning Unit

1. Pack the power cord with the gray surge protector into the back compartment of the scanning unit.

Figure 68 - Back Compartment of the Scanning Unit



2. Close and lock the back compartment door using the flat key.

Figure 69 - Locking the Back Compartment Door on the Scanning Unit



3. Release the parking brakes by tapping the vertical metal tabs forward with toe. **CAUTION: The metal tabs are sharp.**

Figure 70 - Releasing the Brakes on the Scanning Unit



## 11.42 Scanning Unit

4. Two election judges roll the scanning unit to the black transfer cart to be loaded for return to the Board of Elections.

**Figure 71 - Rolling the Scanning Unit onto the Transfer Cart**





## **Chapter 12 – Ballot Marking Device**

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12.7 Summary of Selections .....	12.19
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## 12.1 Overview

Each precinct will receive at least one ballot marking device. Voting judges are responsible for setting up the ballot marking device under the direction of the chief judges. Challengers and watchers may observe opening procedures.

The ballot marking device lets voters mark their ballots independently, including voters with disabilities. Make sure the following policies about the ballot marking device are followed:

- Any voter may use the ballot marking device. DO NOT ask why the voter needs or wants to use it or ask for proof that the voter needs to use it.
- If a voter wants to use the ballot marking device, offer to explain the accessibility features.
- The election judge who gives a ballot to a voter must tell each voter:

*“You have two ways to mark your ballot – either by hand or with the electronic device. Which do you prefer?”*

- Make sure that at **least five voters** use the ballot marking device during the day. If five voters have not used the ballot marking device **by 1:00 p.m.**, direct voters to use the ballot marking device until five voters have used it.

There are several ways to mark a ballot activation card using the ballot marking device. The ballot marking device includes a touch screen and keypad (includes Braille). Voters may use their own sip and puff device or rocker paddle device.

An audio ballot is available to all voters who use the ballot marking device. All accessibility features can be used with the audio ballot. The ballot marking device also offers high-contrast and enlarged print viewing options. The accessibility features on the ballot marking device can be used in any combination to make ballot selections.

The ballot marking device is only a marking device. It **cannot record votes**. The ballot marking device acts as a pen that marks and prints the voter's selections. Then the voter's ballot activation card is put into the scanning unit. The scanning unit records the selections.

## 12.2 Ballot Marking Device



The ballot marking device must be ready to be used by voters before the polls open. Make sure the keypad and headphones are attached and ready to be used.

---

## 12.2 Required Supplies

- Ballot marking device barrel key
- *Ballot Marking Device Integrity Report*
- New tamper tape
- Tool to remove security seals or unlock lock on outside of ballot marking device

---

## 12.3 Setup

1. Remove the ballot marking device from the black transfer cart.
2. Check the shipping tag on the ballot marking device case shows the correct polling place. If the polling place is wrong, tell the chief judge right away to contact the Board of Elections at 301-600-8683.

**Figure 1 - Shipping Tag on the Ballot Marking Device Case**



3. Take the ballot marking device in its case to where the polling place diagram says it should be. The location should maximize voter privacy.

4. Remove the ballot marking device, keypad, and headphones from the case. Remove the power cord from the side pocket of the case.

**Figure 2 - Ballot Marking Device Case**



5. Hold the small circular plug of the power cord with the flat side up. Push it into the port on the back of the ballot marking device. The plug will click into place when properly connected. Plug the other end of the power cord into an electrical outlet.

**Figure 3 - Small Circular Plug in the Port of the Ballot Marking Device**



## **12.4 Ballot Marking Device**

6. Hold the bottom of the stand on the back of the ballot marking device. Pull out and extend the stand. Rest the ballot marking device on the stand. Position the ballot marking device on the designated table.

**Figure 4 - Setting Up the Ballot Marking Device**



7. Check the serial number located on the top of the ballot marking device. Make sure it matches the number in column A of the *Ballot Marking Device Integrity Report*.

**Figure 5 - Serial Number and the Ballot Marking Device Integrity Report**



**A**

**Ballot Marking Device Integrity Report**  
2020 Presidential Primary

State of Maryland

County/City: \_\_\_\_\_ Date: \_\_\_\_\_

District/Ward/Precinct: \_\_\_\_\_

Attach all tamper tape removed from the Ballot Marking Device (BMD) during opening and closing to the back of this form.

**REMEMBER:** If any tamper tape is removed from the Ballot Marking Device (BMD) during voting hours, attach the removed tamper tape to the *Tamper Tape/Security Seal Removal Report* and explain why the tamper tape was removed.

	OPENING			CLOSING	
	A BMD Serial #	B. Side compartment tamper tape # at opening	C. New side compartment tamper tape # at opening	D. Record and remove side compartment tamper tape # at closing	E. Record new tamper tape # at closing
BMD Unit #	Verify	✓	Verify	✓	Record
1	1				
2					
3					
4					

To the best of our knowledge, the information on this report is true and accurate.

Judge(s) Assisting at Opening: \_\_\_\_\_

Judge(s) Assisting at Closing: \_\_\_\_\_

Democratic Chief Judge: \_\_\_\_\_ Republican Chief Judge: \_\_\_\_\_

8. Check the tamper tape number located on the left side compartment door of the ballot marking device with column B of the *Ballot Marking Device Integrity Report*.

**Figure 6 - Side Compartment Tamper Tape and Ballot Marking Device Integrity Report**

Ballot Marking Device Integrity Report 2020 Presidential Primary						
County/City: _____		State of Maryland				
District/Ward/Precinct: _____		Date: _____				
<input type="checkbox"/> Attach all tamper tape removed from the Ballot Marking Device (BMD) during opening and closing to the back of this form. <b>REMEMBER:</b> If any tamper tape is removed from the Ballot Marking Device (BMD) during voting hours, attach the removed tamper tape to the Tamper Tape/Security Seal Removal Report and explain why the tamper tape was removed.						
		<b>OPENING</b>		<b>CLOSING</b>		
		A.	B.	C.	D.	E.
		BMD Serial #	Side compartment tamper tape # at opening	New side compartment tamper tape # at opening	Record and remove side compartment tamper tape # at closing	Record new tamper tape # at closing
BMD Unit #		Verify	✓	Verify	✓	Record
1						
2						
3						
4						

To the best of our knowledge, the information on this report is true and accurate.

Judge(s) Assisting at Opening: \_\_\_\_\_

Judge(s) Assisting at Closing: \_\_\_\_\_

Democratic Chief Judge: \_\_\_\_\_ Republican Chief Judge: \_\_\_\_\_

9. Remove the tamper tape and place it on the back of the *Ballot Marking Device Integrity Report*.
10. Use the ballot marking device barrel key to unlock and open the left side compartment door.

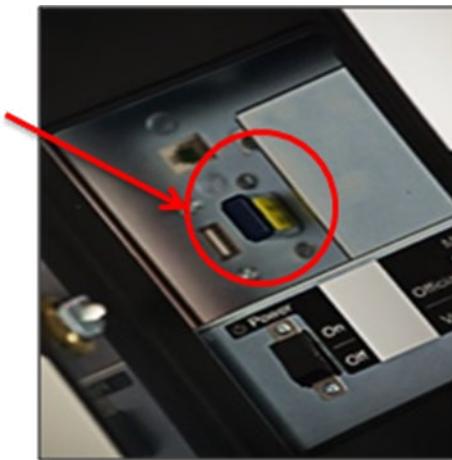
**Figure 7 - Side Compartment Door of the Ballot Marking Device**



## 12.6 Ballot Marking Device

11. Make sure that the memory stick is installed. Tell a chief judge right away if the memory stick is not installed.

**Figure 8 - Memory Stick of the Ballot Marking Device**



12. Make sure that the “Mode” switch is on “VOTER.”

**Figure 9 - "Mode" Switch is on "Voter" of the Ballot Marking Device**



13. Make sure that the keypad is plugged in before starting the ballot marking device.

Figure 10 - Keypad Plug of the Ballot Marking Device



14. Flip the “Power” switch to the “On” position.

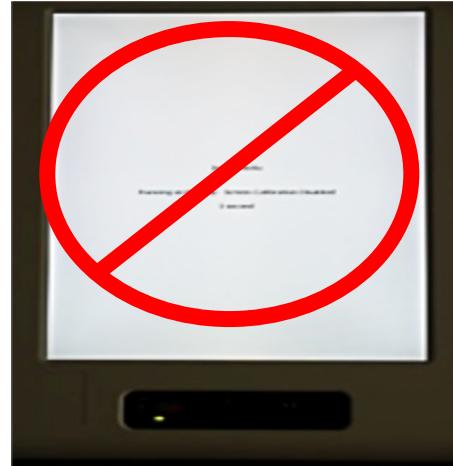
Figure 11 - "Power" Switch to the "On" Position of the Ballot Marking Device



## 12.8 Ballot Marking Device



Do not touch the display screen while the ballot marking device is starting. The process is long, about 4 minutes. No reports will print.



15. Position the keypad cord so it threads through the circular opening at the top of the side compartment door.

**Figure 12 - Keypad Cord at the Top of the Side Compartment Door of the Ballot Marking Device**



16. Plug the headphones into the audio port located on the front of the ballot marking device.

**Figure 13 - Headphones Plugged in to the Audio Port of the Ballot Marking Device**



17. Close and lock the side compartment door using the ballot marking device barrel key.
18. Apply new tamper tape.

## **12.10 Ballot Marking Device**

19. Write the new tamper tape number in column C of the *Ballot Marking Device Integrity Report*.

**Figure 14 - New Tamper Tape Number and the Ballot Marking Device Integrity Report**

		OPENING		CLOSING		
BMD Unit #	BMD Serial #	A.	B.	C.	D.	E.
		Verify	✓	Verify	✓	Record
1						
2						
3						
4						

20. Install the privacy screen.

**Figure 15 - Privacy Screen around the Ballot Marking Device**



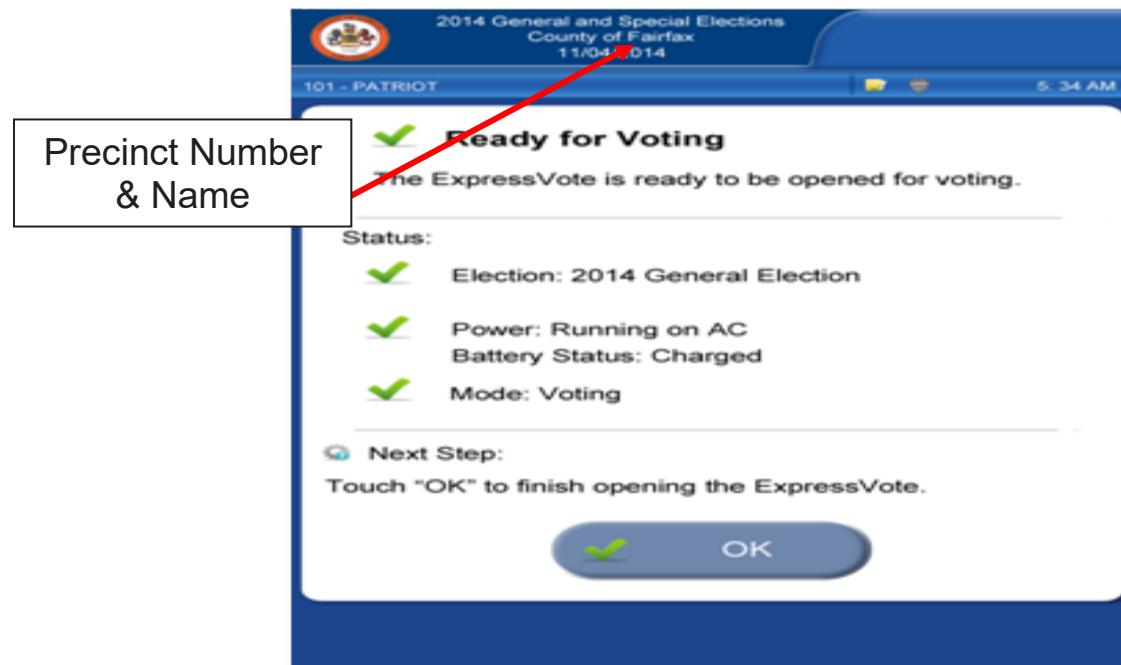
21. Get a chief judge to enter the election code and touch “Accept.”

**Figure 16 - Election Code on the Ballot Marking Device**



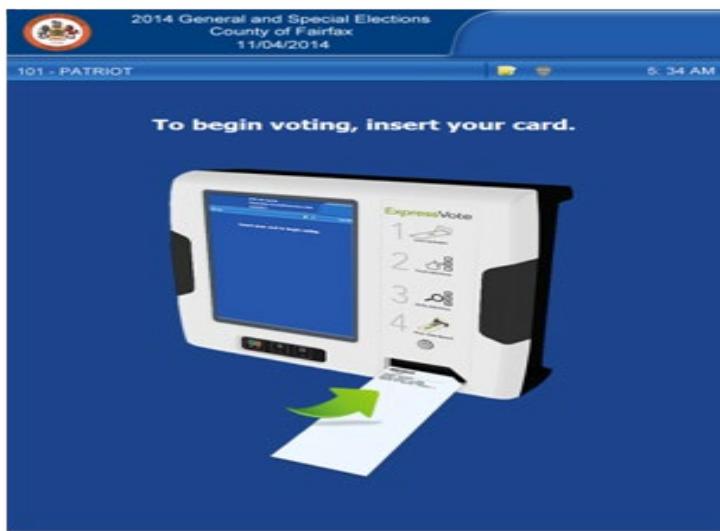
22. Make sure that the precinct number and name displayed on the screen are correct. Make sure the unit is receiving power. Touch “OK.” Tell the chief judge right away if the precinct number and name are not correct.

**Figure 17 - Checking the Precinct Number & Name on the Ballot Marking Device**



23. When the ballot marking device is ready to accept ballot activation cards, the following screen appears. Check that the election, county, date and time are correct at the top of the screen.

**Figure 18 - "To begin voting, insert your card" Screen of the Ballot Marking Device**



24. Return the case to the black transfer cart. Return the key and *Ballot Marking Device Integrity Report* to a chief judge.

## **12.12 Ballot Marking Device**

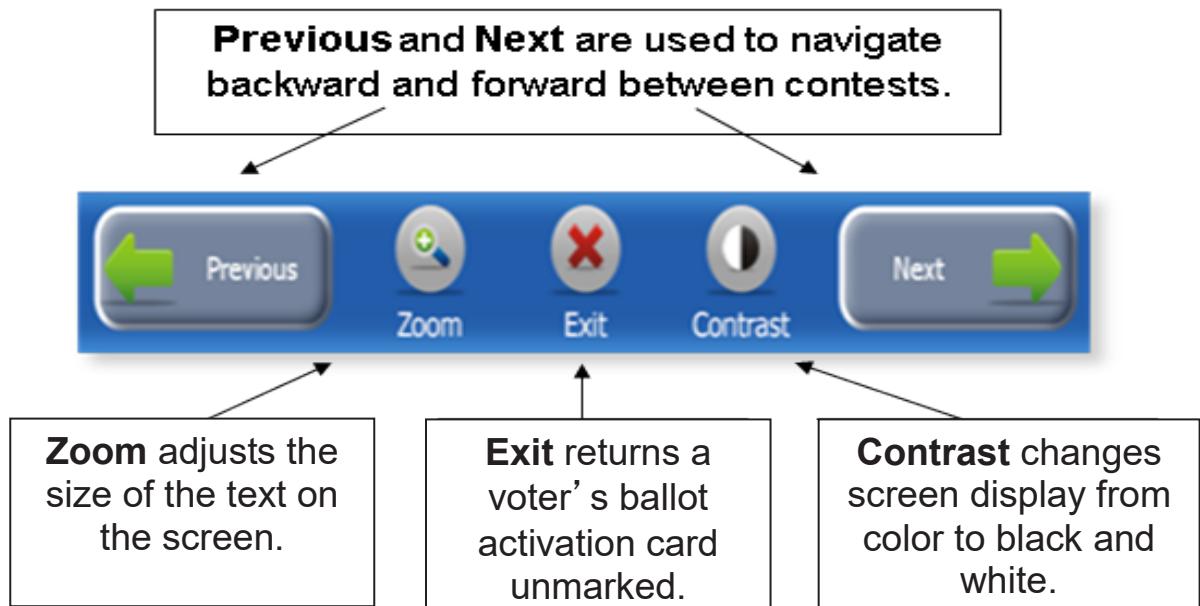
## 12.4 Prepare the Voter for Voting

Voters who choose to use the ballot marking device will be issued a ballot activation card instead of a regular paper ballot. A voter will get the ballot activation card and a privacy sleeve from the ballot issuance judge. The voter will also get a voter authority card from the check-in judge. The voter authority card will be placed in the clear pouch on the front of the privacy sleeve.

A voting judge will:

- Ask the voter for his or her voter authority card. The voter authority card was put in the clear pouch on the front of the privacy sleeve.
- Make sure that the voter authority card has been signed by the voter and initialed by a check-in judge.
- Initial the voter authority card.
- Hold onto the voter authority card while escorting the voter to the ballot marking device.
- Tell the voter how to use the ballot marking device. Show the voter how to increase the text size and how to change the contrast. Explain the audio option.

### 12.4.1 Screen Display Options





The “More” button will appear on the touchscreen when an additional page of contest choices is available to the voter. Voters must touch the “More” button to access the additional page. Voting judges are to instruct voters about the “More” button before the voter begins using the ballot marking device.



The ballot marking device will display a warning message after 5 minutes of inactivity.

#### *12.4.2 Using the Audio Headset and Keypad*

**Figure 19 - Keypad of the Ballot Marking Device**



The headset is located in the carrying case. The keypad should be attached to the side of the ballot marking device. (If the keypad is not attached to the side of the unit, check the carrying case. If the keypad is not found, tell the chief judges to contact the Board of Elections at 301-600-8683 right away.)

- Show the voter how to adjust the volume.
- Give the headphones to the voter and tell the voter to put on the headphones.
- Assist the voter if you are asked.



Once the ballot activation card is identified, the ballot marking device immediately begins playing the voting instructions and provides an overview of the keypad functions.

## **12.14 Ballot Marking Device**

#### *12.4.3 Audio Instructions*

The audio instructions include:

1. Press **Screen** to turn the touchscreen display off.
2. Use **Tempo** on the right side of the keyboard to speed up or slow down the audio.
3. Use **Volume** on the right side of the keypad to adjust the volume of the audio.
4. Use **Down Arrow** on keypad to scroll through available language options. Press **Select** to select desired language and to begin voting.
5. Press **Right Arrow** to proceed to the first contest. The ballot marking device identifies contest information, including name, number of permitted selections, and number of candidates or choices.
6. Press **Down Arrow** to scroll through candidates or choices.
7. Press **Select** to make a selection after the selection has been read.
8. To change a selection in a “vote for one” contest, press **Down Arrow** or **Up Arrow** to scroll through selections. Press **Select** to make a new selection. The new selection replaces the previous one.
9. To change a selection in a “vote for more than one” contest, press **Down Arrow** or **Up Arrow** to scroll through selections. Press **Select** to remove previous selection. Press **Down Arrow** or **Up Arrow** to scroll through selections. Press **Select** to make a new selection.
10. To select a write-in (general elections only), press **Down Arrow** to navigate to the write-in option. Press **Select**. The ballot marking device will begin playing write-in instructions and provides an overview on keyboard functions. Press **Down Arrow** or **Up Arrow** to scroll through letters. Press **Select** to choose a letter. When finished, press **Right Arrow**. The ballot marking device returns to contest and repeats the write-in selection.

---

## 12.5 Activating the Ballot Marking Device

The ballot marking device display will read “To begin voting, insert your card.”

The ballot marking device will begin playing the audio instructions when a ballot activation card is inserted. When a voter chooses to use the audio ballot, make sure the voter has the headphones on and the volume is loud enough prior to inserting the ballot activation card.

1. Tell the voter to insert the ballot activation card into the slot with the slanted corner of the card to the top right.

**Figure 20 - Slanted Corner of the Card to the Top Right of the Ballot Marking Device**



2. For consolidated precincts, the screen will display a list of precincts. Select the precinct number indicated on the voter authority card.
3. The screen will display a selection menu of ballot styles.
4. Use the ballot style number printed on the voter authority card to select the correct ballot style for the voter. Touch the correct ballot style number on the touch screen display.
5. Put the voter authority card back into the clear pouch on the privacy sleeve.
6. Stand to the side of the ballot marking device to ensure voter privacy while giving instructions to the voter.

---

## 12.16 Ballot Marking Device

7. Tell the voter to select a candidate or contest choice by touching the oval or anywhere on the line. Once selected, the selection turns yellow and a green checkmark appears next to the candidate or contest choice.

**Figure 211 - Candidate or Choice Selection on the Ballot Marking Device**



- To change a selection in a “vote for one” contest, touch the oval or anywhere on the line of the new selection. The selection turns yellow, and a green checkmark appears next to the candidate or contest choice.
  - To change a selection in a “vote for more than one” contest, remove the previous selection by touching the green checkmark or anywhere on the line of the previous selection. To make a new selection, touch the oval or anywhere on the line of the new selection. The selection turns yellow, and a green checkmark appears next to the candidate or contest choice.
8. Touch “Previous” or “Next” to navigate backward and forward between contests.



The “More” button will appear on the touchscreen when an additional page of contest choices is available to the voter. Voters must touch the “More” button to access the additional page. Voting judges are to instruct voters about the “More” button before the voter begins using the ballot marking device.

## 12.6 Write-In Votes (General Election Only)

To select a write-in candidate, touch “Write-In.” The screen displays a keyboard. Enter the write-in name using the keyboard and then touch “Accept.”

Figure 222 - "Enter Write-In Name" Screen of the Ballot Marking Device

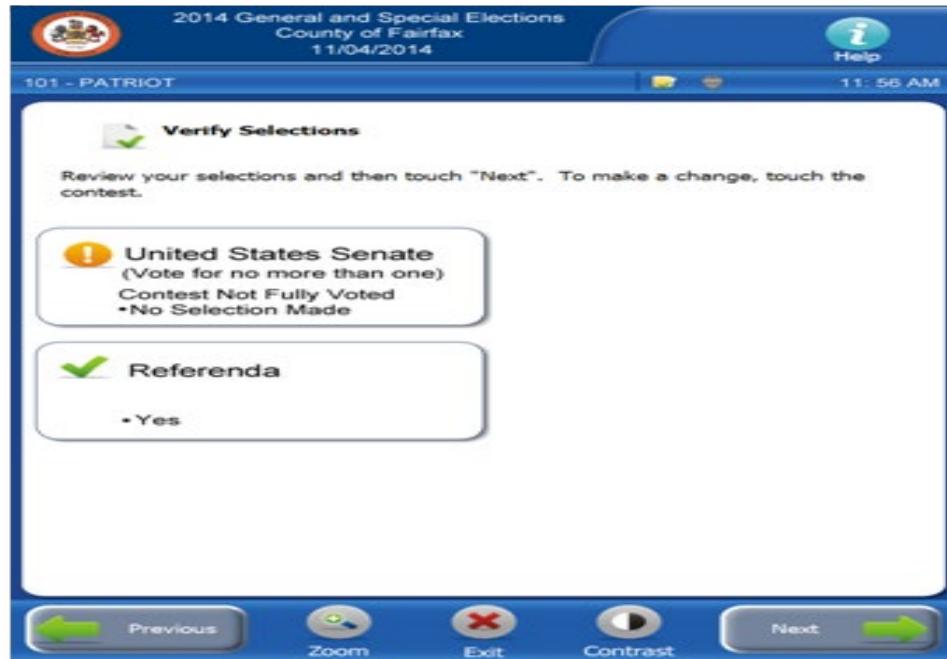


To clear a write-in, touch the green checkmark or anywhere on the line of the write-in selection. The screen displays a keyboard. Touch “Clear” and then touch “Accept.”

## 12.7 Summary of Selections

After the voter is finished making his or her selections, a “Summary of Selections” screen displays. Undervoted contests are marked with an orange exclamation point. All other contests are marked with a green checkmark.

Figure 233 - Summary of Selections Screen of the Ballot Marking Device



To change a selection when a voter is on the “Summary of Selections” screen, the voter can touch the contest he or she wants to change. That contest will show on the screen. After changes are made, touch “Next.” The ballot marking device returns to the “Summary of Selections” screen. When the voter is finished reviewing the selections, touch “Next” to continue to the “Print Card” screen.

## 12.8 Printing the Ballot Activation Card Ballot

1. To print the ballot activation card ballot, touch “Print Card.” The ballot activation card ejects from the ballot marking device showing the selections made by the voter.

Figure 244 - "Print Card" Screen of the Ballot Marking Device



2. Tell the voter to put the printed ballot activation card ballot into the privacy sleeve. Make every effort to avoid seeing the voter’s selections printed on the ballot activation card.
3. Direct or walk with the voter to the scanning unit to cast the ballot activation card ballot.
4. Tell the voter to give the voter authority card to the voting judge at the scanning unit. If the voter needs help putting the ballot activation card in the scanning unit, tell the voter to ask the voting judge for help.

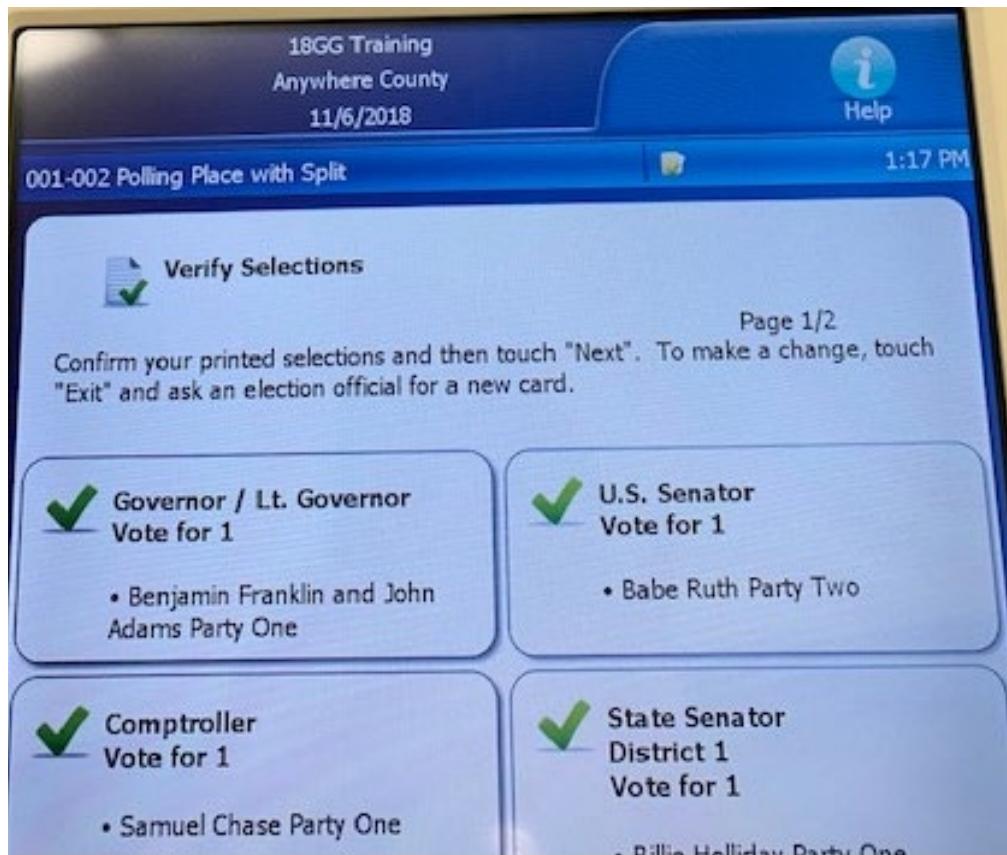
## 12.20 Ballot Marking Device

## 12.9 Checking a Marked Ballot Activation Card Ballot

The ballot marking device allows a voter to put the marked ballot activation card ballot back into the input slot to confirm the voter's selections. This is for confirmation purposes only. No changes can be made. The voter will only be able to view or hear the summary of his or her selections. If the voter wishes to make a change, the ballot must be spoiled and the voter must ask for a new ballot. See "Replacing Ballots and Ballot Activation Cards" in *Chapter 7 – Issuing Ballots*.

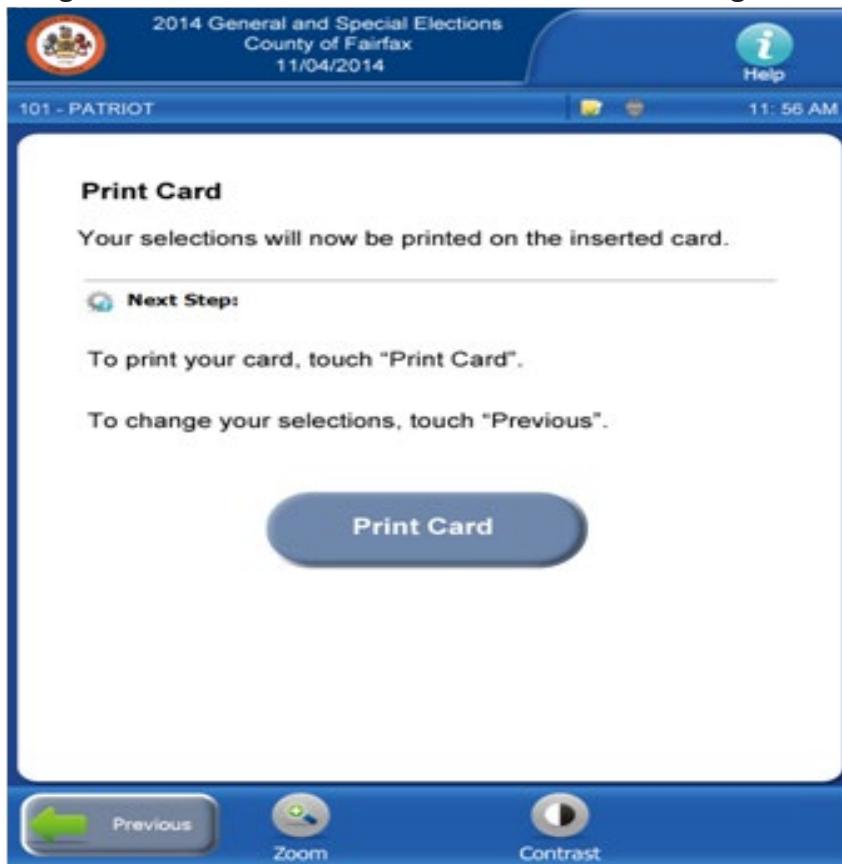
1. Tell the voter to put the ballot activation card ballot into the input slot with the slanted corner of the card to the right.
2. The screen will show instructions on how to review the selections.

Figure 255 - "Verify Selections" Screen of the Ballot Marking Device



3. Touch "Next" to access the "Summary of Selections" screen.
4. Review the selections. When finished, touch "Next" again. Then touch "Print Card" to eject the ballot activation card ballot. The printed ballot activation card ballot ejects from the input slot.

**Figure 266 - "Print Card" Screen of the Ballot Marking Device**



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## 12.10 Closing the Ballot Marking Device

1. Remove the privacy screen.

**Figure 277 - Removed Privacy Screens of the Ballot Marking Device**



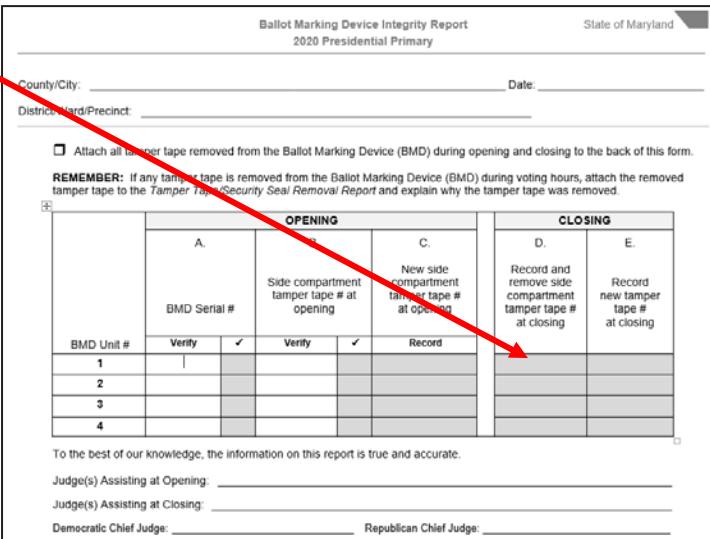
2. Write down the left side compartment tamper tape number in column D of the closing section of the *Ballot Marking Device Integrity Report*.

## 12.22 Ballot Marking Device

Figure 288 - Tamper Tape Number and Ballot Marking Device Integrity Report



D



D

**Ballot Marking Device Integrity Report**  
2020 Presidential Primary  
State of Maryland

County/City: \_\_\_\_\_ Date: \_\_\_\_\_

District/Ward/Precinct: \_\_\_\_\_

Attach all tamper tape removed from the Ballot Marking Device (BMD) during opening and closing to the back of this form.

**REMEMBER:** If any tamper tape is removed from the Ballot Marking Device (BMD) during voting hours, attach the removed tamper tape to the Tamper Tape/Security Seal Removal Report and explain why the tamper tape was removed.

BMD Unit #	OPENING			CLOSING	
	A. BMD Serial #	B. Side compartment tamper tape # at opening	C. New side compartment tamper tape # at opening	D. Record and remove side compartment tamper tape # at closing	E. Record new tamper tape # at closing
Verify	Verify	Record			
1	✓				
2					
3					
4					

To the best of our knowledge, the information on this report is true and accurate.

Judge(s) Assisting at Opening: \_\_\_\_\_

Judge(s) Assisting at Closing: \_\_\_\_\_

Democratic Chief Judge: \_\_\_\_\_ Republican Chief Judge: \_\_\_\_\_

3. Remove the tamper tape from the side compartment. Attach it to the back of the *Ballot Marking Device Integrity Report*.
4. Use the ballot marking device barrel key to unlock and open the side compartment door.

Figure 2929 - Opened Side Compartment Door of the Ballot Marking Device



5. Flip the “Power” switch to the “Off” position.

Figure 30 - "Power" Switch to the "Off" Position of the Ballot Marking Device



6. Close and lock the side compartment. Apply new tamper tape and write down the number in column E of the *Ballot Marking Device Integrity Report*.

Figure 31 - Side Compartment and Ballot Marking Device Integrity Report

Ballot Marking Device Integrity Report					
State of Maryland					
County/City: _____		Date: _____			
District/Ward/Precinct: _____					
<input type="checkbox"/> Attach all tamper tape removed from the Ballot Marking Device (BMD) during opening and closing to the back of this form.					
<b>REMEMBER:</b> If any tamper tape is removed from the Ballot Marking Device (BMD) during voting hours, attach the removed tamper tape to the Tamper Tape/Security Seal Removal Report and explain why the tamper tape was removed.					
	<b>OPENING</b>			<b>CLOSING</b>	
	BMD Serial #	A. Verify _____	B. Verify _____	C. Verify _____	D. Record _____
BMD Unit #	Verify	<input checked="" type="checkbox"/>	Verify	<input checked="" type="checkbox"/>	Record
1					
2					
3					
4					

To the best of our knowledge, the information on this report is true and accurate.

Judge(s) Assisting at Opening: \_\_\_\_\_

Judge(s) Assisting at Closing: \_\_\_\_\_

Democratic Chief Judge: \_\_\_\_\_ Republican Chief Judge: \_\_\_\_\_

12.24 Ballot Marking Device

7. Close the stand on the back of the ballot marking device. It will snap into place.

**Figure 32 - Stand on the Back of the Ballot Marking Device**



8. Remove the power cord from the back of the ballot marking device by sliding the sheath on the plug back while gently pulling the plug out.

**Figure 33 - Power Cord on the Back of the Ballot Marking Device**



9. Pack up the ballot marking device. Place the keypad and headphones back into the carrying case. Return the power cord to the carrying case side pocket.

**Figure 34 - Carrying Case of the Ballot Marking Device**



10. Return the ballot marking device to the black transfer cart. Sign the *Ballot Marking Device Integrity Report* and give it to a chief judge.

## **12.26 Ballot Marking Device**

## **Chapter 13 – Marking a Ballot by Hand**

13.1 Overview.....	2
13.2 Important Changes for the 2020 Presidential Elections .....	2
13.3 Instructions for Marking a Ballot by Hand.....	2
13.4 Casting a Write-in Vote on a Regular Ballot..... (General Election Only) .....	5
13.5 After the Voter Has Marked the Ballot.....	7

## 13.1 Overview

This chapter explains the correct way to mark a regular paper ballot by hand for voters who choose to do so. The Board of Elections will decide which election judges will be responsible for issuing ballots to voters. Those election judges will be trained to follow the procedures in this chapter.

## 13.2 Important Changes for the 2020 Presidential Elections

For the 2020 Presidential Elections, there are some important changes to the voting process.

- The ballot issuance judge will tell each voter:

*“You have two ways to mark your ballot – either by hand or with the electronic device. Which do you prefer?”*

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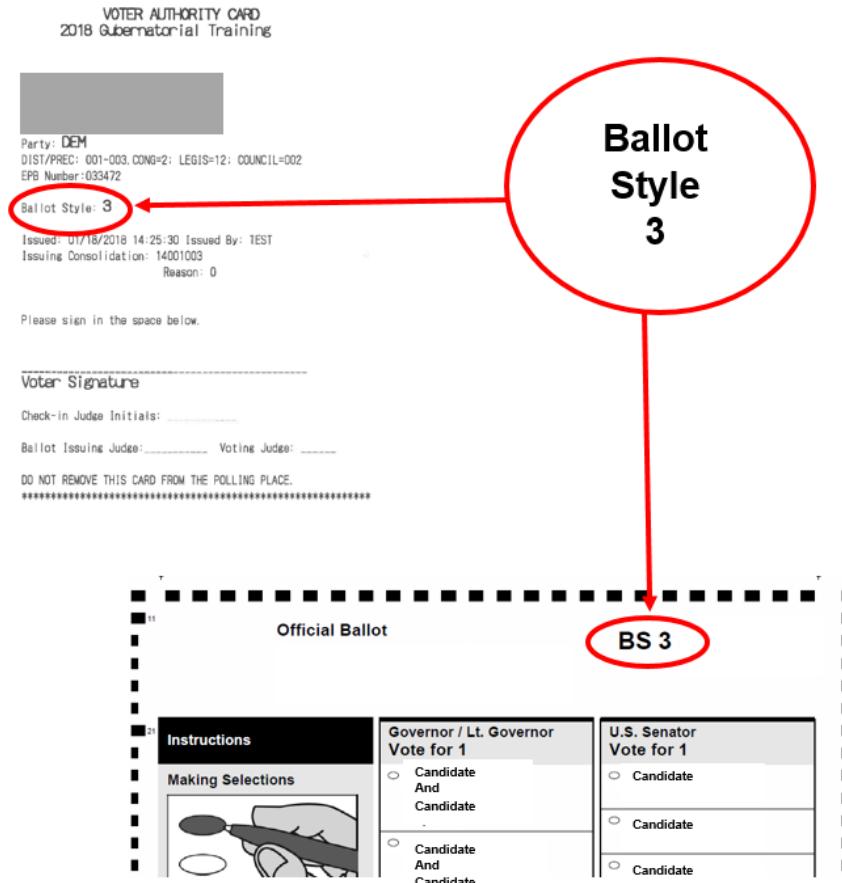
## 13.3 Instructions for Marking a Ballot by Hand

The ballot issuance judge will:

1. Ask the voter for the voter authority card.
2. Make sure the voter authority card has been signed by the voter and initialed by a check-in judge.
3. Give the voter the correct ballot style. Show the voter the following:
  - The ballot style printed on the voter authority card.
  - The ballot style printed on the ballot to make sure it is the correct ballot style.
  - Both sides of the ballot and all pages of the ballot, if applicable.

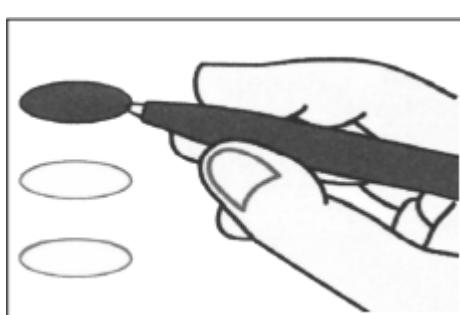
## 13.2 Marking a Ballot by Hand

**Figure 1 - Ballot Style on Voter Authority Card and Ballot Style on Regular Paper Ballot**

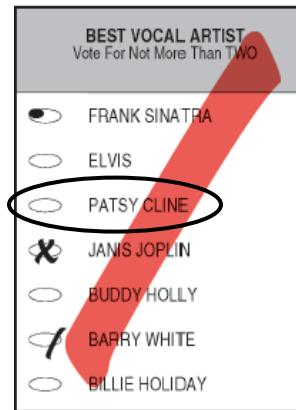


4. Initial the voter authority card.
5. Put the voter authority card in the clear pouch on the front of a privacy sleeve.
6. Tell the voter to read the ballot carefully:
  - All selections for undervoted contests will be counted.
  - No selections for overvoted contests will be counted.
7. Tell the voter how to mark his or her selections on the ballot:
  - Use the marking pen provided at the voting booth.
  - Completely fill in the oval for each selection.

**Figure 2 - Examples of How to Mark a Ballot by Hand**



**CORRECT**



**INCORRECT**

- Do not make any marks outside of the oval.
- Do not make any other marks on the ballot.
- Do not sign his or her name, initial, or make any other identifying marks on the ballot. Ballots with identifying marks may be rejected.



A voting judge must offer assistance to a voter who has spoiled two ballots.

8. Tell the voter to raise his or her hand or tell a voting judge if they have any questions or make a mistake on the ballot. See the "Replacement Ballots for Spoiled Ballots" section of *Chapter 7 – Issuing Ballots* to replace a ballot.
9. Tell the voter to keep the voter authority card in the clear pouch on the front of the privacy sleeve. The voter will need the voter authority card to cast the ballot at the scanning unit.
10. Put the voter's ballot in the privacy sleeve and give it to the voter.

## 13.4 Marking a Ballot by Hand

**Figure 3 - Privacy Sleeve and Voter's Ballot**



11. Direct the voter to an available voting booth.

#### **13.4 Casting a Write-in Vote on a Regular Ballot (General Election Only)**



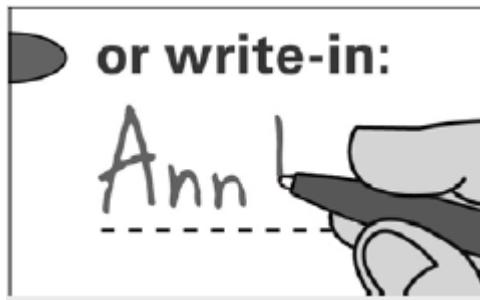
Do not volunteer information about write-in voting unless the voter asks.

If a voter asks about write-in voting during a general election:

- Show the voter to the posted instructions.
- Answer any questions the voter may ask.
- When you help a voter who asked about write-in voting, do not say the name of any particular candidate or the name of any particular office. The only exception is indicated below. If you need to use a name as an example when you are helping a voter, use a pretend name such as “John Smith” or a name other than that of a known candidate.
- When explaining write-in voting to a voter, tell the voter to:
  - Completely fill in the oval to the left of “or write-in” under that contest heading.

- Clearly write the full name of the candidate for whom he or she wishes to vote. The candidate must be clearly identified or the vote will not count.

**Figure 4 - Writing in a Write-in Candidate**



- Refer to the posted list of filed write-in candidates who have filed to become eligible.



If a voter tells you he or she knows the last name, but not the first name, and gives enough information about the candidate that you know to whom he or she is referring, you may tell the voter the candidate's first name.

If a voter asks for help because he or she is unable to write:

- Complete the *Voter Assistance Form*. See *Chapter 3 – Voters with Special Needs and Cross Cultural Communication* for more information.
- Assistance should be limited to writing the write-in candidate's name.
- Write the complete name exactly as the voter says.
- Once the voter has completed his or her write-in voting, the person(s) assisting should then leave the voter so the voter may continue to vote in privacy.

If a voter changes his or her mind after writing a write-in candidate's name or makes a mistake on the ballot, instruct the voter to overvote every contest. Write "SPOILED" across the ballot and put it in the "Spoiled Ballot Envelope" before issuing the voter a replacement

## 13.6 Marking a Ballot by Hand

ballot.

---

### **13.5 After the Voter Has Marked the Ballot**

A voting judge will:

- Direct or walk with the voter to the scanning unit.
- Tell the voter to give the voter authority card to the voting judge at the scanning unit.



## **Chapter 14 - Forms**

Samples of forms to be completed by Election Judges

**Integrity Reports:**

- 14.3 Electronic Pollbook Integrity Report
- 14.4 Scanning Unit Opening Integrity Report
- 14.5 Scanning Unit Closing Integrity Report
- 14.6 Ballot Marking Device (BMD) Integrity Report
- 14.7 Closing Summary Report

**Regular Ballot Certificates/Forms:**

- 14.8 Ballot Opening Certificate – Primary Only
- 14.9 Ballot Closing Certificate – Primary Only
- 14.10 Ballot Opening & Closing Certificate – General Only
- 14.11 Spoiled Ballot Tally Sheet

**Provisional Certificates/Forms:**

- 14.12-14.15 Provisional Ballot Application and Instructions
- 14.16 Provisional Ballot Opening & Closing Certificate

**Other Forms:**

- 14.17 Absentee Ballot Sign-in Sheet
- 14.18 Affidavit for Challenger and Challenged Voter
- 14.19 Challenger and Watcher Certificate
- 14.20 Contingency Ballot Certificate
- 14.21-14.22 Election Day Log
- 14.23-14.24 Rules of Security Behavior for All Types of Election Judges
- 14.25 Voter Assistance Form
- 14.26 Voter Update Form
- 14.27 Replace Ballot Transfer Bin Report
- 14.28 Tamper Tape Removal Report

**Checklists:**

- 14.29-14.30 Monday Night Set-up Checklist
- 14.31-14.35 Tuesday Morning Pre-opening Checklist
- 14.36 Chief Judge's Packing List
- 14.37 Front Seat Checklist
- 14.38 Back Seat / Trunk Checklist
- 14.39 Precinct Packing Checklist – One Cart
- 14.40 Precinct Packing Checklist – Two Carts

**Tally Sheets:**

- 14.41 DS200 Scanner Hourly Tally Sheet
- 14.42 EPB Hourly Tally Sheet – Primary
- 14.43 EPB Hourly Tally Sheet -- General

**Electronic Pollbook Integrity Report**  
**2020 Presidential Primary**

County/City: \_\_\_\_\_

Date: \_\_\_\_\_

District/Ward/Precinct: \_\_\_\_\_

**Judges must:**

1. Opening: Print and sign the opening *Ballot Counts Report* and *Voter Counts Report* from each pollbook and attach them to this form before the polls open.
2. Complete the "Opening" section.
3. During: Verify and record information if you have to remove the inner seal during the day.
4. Closing: Print and sign the *Ballot Counts Report* and *Voter Counts Report* from each pollbook and attach them to this form.
5. Complete the "Closing" section.
6. Have Chief Judges sign the form after the polls close.

OPENING						DURING			CLOSING	
Pollbook ID Numbers	Outer Seal # (on outside of storage case)	State Asset Tag # (on back of pollbook)	5			6			7	
			Verify	✓	Verify	✓	Verify	✓		
#1										
#2										
#3										
#4										
#5										
#6										

**To the best of our knowledge the information on this report is true and correct.**

**The Electronic Pollbook CF Cards were removed at the close of the polls and given to the Chief Judges.**

Democratic Chief Judge

Republican Chief Judge

Scanning Unit Opening Integrity Report  
2020 Presidential Primary

State of Maryland

County/City: \_\_\_\_\_

Date: \_\_\_\_\_

District/Ward/Precinct: \_\_\_\_\_

1. Put all security seals you remove in the \_\_\_\_\_.
2. Attach the *Zero Report and Configuration Report* from each scanning unit to this report.
3. Post a *Zero Report* from each scanning unit for public viewing.

Remember: If any tamper tape or seal is removed from the scanning unit during voting hours, attach the removed tamper tape or seal to the *Tamper Tape/Security Seal Removal Report* and explain why the tamper tape or seal was removed.

Scanning Unit #	A. Main Ballot Box Security Seal #	B. New Main Ballot Box Security Seal #	C. Emergency Ballot Compartment Security Seal #	D. New Emergency Ballot Compartment Security Seal #	E. Left Case Seal # (Do Not Remove)	F. Right Case Seal # (Do Not Remove)
1	Verify <input checked="" type="checkbox"/>	Record <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Record <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>
2						

Scanning Unit #	G. Scanning Unit Lid Security Seal #	H. Scanning Unit Serial #	I. Rear Access Door Tamper Tape # (Do Not Remove)	J. Front Access Door Tamper Tape # (Do Not Remove)	K. Public Count	L. Protected Count
1	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>
2						

To the best of our knowledge, the information on this report is true and accurate.

Assisting Judge(s): \_\_\_\_\_

Democratic Chief Judge: \_\_\_\_\_

Republican Chief Judge: \_\_\_\_\_

**Scanning Unit Closing Integrity Report  
2020 Presidential Primary**

State of Maryland

County/City: \_\_\_\_\_

District/Ward/Precinct: \_\_\_\_\_

Date: \_\_\_\_\_

- Put all security seals you remove in the \_\_\_\_\_.  
 Complete all gray areas as needed for each table.

Scanning Unit #	A. Removed Emergency Ballot Compartment Security Seal #	B. Removed Main Ballot Box Security Seal #	C. Public Count	D. Protected Count	E. Rear Access Door Tamper Tape # (Do Not Remove)	F. Removed Front Access Door Tamper Tape #
Scanning Unit #	Record	Record	Record	Record	Record	Record
1						
2						

Scanning Unit #	G. Memory Stick Serial #	H. New Scanning Unit Lid Seal #	I. Tamper Tape on Front of Ballot Transfer Bin	J. Tamper Tape on Rear of Ballot Transfer Bin	K. Number of VACs
Scanning Unit #	Verify	✓	Record	Record	Record
1					
2					

To the best of our knowledge, the information on this report is true and accurate.

Assisting Judge(s): \_\_\_\_\_

Democratic Chief Judge: \_\_\_\_\_

Republican Chief Judge: \_\_\_\_\_

Revised 02/11/2019

Ballot Marking Device Integrity Report  
2020 Presidential Primary

State of Maryland

County/City: \_\_\_\_\_  
District/Ward/Precinct: \_\_\_\_\_

Date: \_\_\_\_\_

Attach all tamper tape removed from the Ballot Marking Device (BMD) during opening and closing to the back of this form.

**REMEMBER:** If any tamper tape is removed from the Ballot Marking Device (BMD) during voting hours, attach the removed tamper tape to the *Tamper Tape/Security Seal Removal/Report* and explain why the tamper tape was removed.

BMD Serial #	OPENING			CLOSING	
	A.	B.	C.	D.	E.
		Slide compartment tamper tape # at opening	New side compartment tamper tape # at opening	Record and remove side compartment tamper tape # at closing	Record new tamper tape # at closing
BMD Unit #	Verify	✓	Verify	✓	Record
1					
2					
3					
4					

To the best of our knowledge, the information on this report is true and accurate.

Judge(s) Assisting at Opening: \_\_\_\_\_

Judge(s) Assisting at Closing: \_\_\_\_\_

Democratic Chief Judge: \_\_\_\_\_

Republican Chief Judge: \_\_\_\_\_

**Closing Summary Report**  
**2020 Presidential Primary**

County/City: \_\_\_\_\_ Date: \_\_\_\_\_

District/Ward/Precinct: \_\_\_\_\_

**BALLOTS ISSUED** from Electronic Pollbook Counts Report

1. Regular Ballots Issued <i>Net regular issued</i>	
2. Provisional Ballots Issued <i>Net provisional issued</i>	
3. Total Ballots Issued (1+2)	

**BALLOTS CAST**

4. Regular Ballots Cast <i>From public count on Scanning Unit Closing Integrity Report (column C)</i>	
5. Provisional Ballots Cast <i>From Provisional Opening and Closing Certificate (Total (B))</i>	
6. Total Ballots Cast (4+5)	

**SPOILED BALLOTS**

7. Total Spoiled Ballots and Ballot Activation Cards <i>From Ballot Closing Certificate (Grand Total)</i>	
8. Total Spoiled Provisional Ballots <i>From Provisional Ballot Certificate</i>	
9. Total Spoiled Ballots (7+8)	

**BALLOTS USED**

10. Total Ballots Used (6+9)	
------------------------------	--

**VOTER AUTHORITY CARDS (VACs)**

11. Total VACs from Scanning Unit(s) <i>From Scanning Unit Closing Integrity Report (column K or L)</i>	
12. Total Provisional VACs <i>From Provisional Ballot Opening &amp; Closing Certificate OR Provisional Ballot Certificate (Total (A))</i>	
13. Total VACs (11+12)	

**CANCELLED VOTER AUTHORITY CARDS (VACs)**

14. Total Cancelled VACs <i>From Cancelled VAC Envelope</i>	
--	--

To the best of our knowledge, the information on this page is true and accurate.

Democratic Chief Judge

Republican Chief Judge

## Ballot Opening Certificate 2020 Presidential Primary

County/City: \_\_\_\_\_ Date: \_\_\_\_\_

District/Ward/Precinct: \_\_\_\_\_

Verify number of blank ballot activation cards received is:	<input checked="" type="checkbox"/>
---	-------------------------------------

Before the polls open, verify you received the number of ballot packs in each ballot transfer bin listed below. If you cannot verify a number on this list, please alert your chief judge and notify the election office immediately.

Ballot Transfer Bin #	Ballot Style #	Number of Ballot Packs in Transfer Bin at Opening	Verify number of ballot packs received
			<input checked="" type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
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To the best of our knowledge, the information on this form is true and correct.

**Sign when completed.**

Assisting Election Judge(s):

---

### Democratic Chief Judge

---

### Republican Chief Judge

# Ballot Closing Certificate 2020 Presidential Primary

County/City: \_\_\_\_\_ Date: \_\_\_\_\_

District/Ward/Precinct: \_\_\_\_\_

## AFTER THE POLLS CLOSE

Totals at Closing
Total Spoiled Ballot Activation Cards <b>Total (A)</b>
Total Spoiled Regular Ballots <b>Total (B)</b>
<b>Grand Total (A+B)</b>

All unvoted ballots and spoiled ballots have been accounted for and are being stored in a secure manner according to instructions from the election office.

To the best of our knowledge, the information on this form is true and correct.

## Sign when closing is completed.

---

**Assisting Judge(s)**

---

### Democratic Chief Judge

---

### Republican Chief Judge

## **Ballot Opening & Closing Certificate 2020 Presidential General**

County/City: \_\_\_\_\_ Date: \_\_\_\_\_

District/Ward/Precinct: \_\_\_\_\_

Verify number of blank Ballot Activation Cards received is:	<input checked="" type="checkbox"/> Verify
---	--

Before the polls open, verify you received the number of ballot packs for each ballot style listed below. **If you cannot verify a number on this list, please alert your chief judge and notify the election office immediately.**

1. Record number of spoiled regular ballots at closing: \_\_\_\_\_
  2. Record number of spoiled ballot activation cards at closing: \_\_\_\_\_
  3. Record number of blank ballot activation cards at closing: \_\_\_\_\_

To the best of our knowledge, the information on this form is true and correct.

**Sign when completed.**

Assisting Election Judge(s):

Democratic Chief Judge: **John G. Roberts, Jr.** Republican Chief Judge: **Samuel A. Alito, Jr.**

# **Spoiled Ballot Tally Sheet**

## **2020 Presidential Elections**

County/City: \_\_\_\_\_ Date: \_\_\_\_\_

District/Ward/Precinct: \_\_\_\_\_

1. Use tally marks to keep track of the number of spoiled ballot activation cards (BACs) and spoiled ballots throughout the day.

Ex. 1111 = 4      111111 = 12

2. After the polls close, complete the totals and initial columns.

Tally Marks for Spoiled Ballot Activation Cards (BACs)	Total Number of Spoiled BACs
	<b>TOTAL (A)</b>

		Totals at Closing
Total Spoiled Ballot Activation Cards (BACs)	<b>Total (A)</b>	
Total Spoiled Ballots	<b>Total (B)</b>	
<b>Grand Total (A+B)</b>		

Give completed form to the chief judges. Chiefs: Please sign below.

# State of Maryland

## Provisional Ballot Application & Instructions

### Overview

Provisional voting lets someone who thinks that he or she is an eligible voter to vote. A local board of elections will count a provisional ballot if the provisional voter is registered and eligible to vote in Maryland. Provisional ballots are counted even if they will not change the outcome of an election.

### Why am I voting a provisional ballot?

- *You are not listed on the precinct register.* This usually happens if you are not registered to vote or you moved and did not update your voter registration.
- *You did not provide ID.* You must show ID because you are voting for the first time in Maryland and have not yet met the ID requirements. You must provide ID to your local board of elections before 10 am on the 2nd Wednesday after election day. You must submit:
  - A copy of a current and valid Maryland driver's license or MVA-issued ID card, student, employee, or military ID, U.S. passport; or
  - A copy of a current utility bill, bank statement, government check, paycheck, or other government document with **your name** and current address (the same address you provided on your provisional ballot application). Current means that the document is dated within 3 months of the election.
- *You wanted to register to vote during early voting or on election day, but we had not yet determined if you are eligible to vote.* Your ballot will count if you meet all of the eligibility requirements.
- *You did not prove where you live.* You must prove where you live if you want to register to vote during early voting or on election day. You must prove where you live to your local board of elections before 10 am on the 2nd Wednesday after election day. You must submit:
  - A copy of your current and valid Maryland driver's license or MVA ID card; or
  - A copy of a current utility bill, bank statement, government check, paycheck, or other government document with **your name** and current address. This address must match the one on your provisional ballot application, and the document must be dated within 3 months of the election.
- *Your voter registration is not complete because you did not provide an ID number on your voter registration application or we could not verify the number you provided.* To complete your registration, take or submit your ID or ID number to your local board of elections before 10 am on the 2nd Wednesday after election day. Your local board of elections will verify your number with the MVA or Social Security Administration. Acceptable forms of ID are listed above.
- *You are not eligible to vote a regular ballot because either:*
  - You moved more than 21 days before election day, did not notify election officials, and showed up to vote at the polling place for your prior address.
  - The precinct register shows that you already received an absentee ballot for this election or have already voted. If you have not already voted, your provisional ballot will be counted. Voting or trying to vote more than once is against the law, and if you do this, you will be referred to law enforcement agencies for further investigation.
- *Your right to vote was challenged and you did not show ID.* Your provisional ballot will count if your local board of elections determines that you are the person you say you are. You may wish to contact your local board of elections and provide ID.

### How do I vote by provisional ballot?

Follow the instructions on the back side of this page. If you have any questions, ask an election judge.

### Will my provisional ballot count?

Provisional ballots are counted even if they will not change the outcome of an election. Counting starts on the 2nd Wednesday after the election. Your ballot will be counted at that time if you are a registered voter, were eligible to vote by provisional ballot, and met any other applicable requirements (see above).

For some voters, only part of the provisional ballot will count. This may happen if you either voted in the wrong county during early voting or at the wrong polling place on election day. Only those contests or ballot questions that appear on the ballot where you live will count.

**Tear off and keep this page. Do not remove any other pages.**

4/2018

## **Can someone help me vote?**

Yes, if you have a disability or are unable to write or read. Anyone can help you except: a candidate whose name is on your ballot, your employer or agent of your employer, an officer or agent of your union, or an accredited challenger or watcher. You may also have two election judges help you. Your helper can fill out the application, sign it for you if you cannot sign, and vote the ballot according to your instructions. Your helper cannot try to influence you and must sign the Voter Assistance Form provided by an election judge.

## **How do I fill out the application?**

Complete Part 1.

We use this information to confirm that you are registered to vote and update any information that has changed. If you are not registered to vote, we use this information to register you for future elections. Please follow the specific instructions below:

- #6: Complete the appropriate box.
  - #6a: If you have a current, valid Maryland driver's license or MVA-issued ID card, write the number in #6a and go to #7. If you do not have a current, valid Maryland driver's license or MVA-issued ID card, go to #6b.
  - #6b: If you have a Social Security number, write the last 4 digits of your Social Security number in #6b and go to #7. If you do not have a Social Security number, go to #6c. Election Law Art., § 3-202 allows election officials to ask for the last 4 digits of your Social Security number. We will only use the number for registration and other administrative purposes, and it will be kept confidential.
  - #6c: If you do not have a current, valid Maryland driver's license, MVA-issued ID card, or Social Security number, check the box in #6c and go to #7.
- #9: If you want to change your political party, check your new party. If this is a primary election, you cannot vote today in your new party's primary election. We will change your party after this election, and the change will be in effect for future elections.

Complete Part 2.

Check whether this is a primary or general election. If it is a primary election, check your current political party. If you check a party other than your current political party, your ballot will not count.

Complete Part 3.

You must sign this form, or your ballot will not count. Give this form to the election judge, and you will receive a ballot.

## **How do I vote the ballot?**

Follow the instructions the election judge gave you.

- If an election judge gives you a pen, use this pen. Marks by other pens or pencils may not be accurately counted
- If you mark your ballot by hand, do not erase or cross out something you have written on your ballot. Ask the election judge for another ballot.
- Do not vote for more candidates than the number listed above each contest. You may vote for less than this number but not more.
- In a general election, you can cast a write-in vote. To cast a write-in vote: (1) find the designated space for write-in votes in the contest where you want to cast a write-in vote; (2) write the first and last name or at least the initial of the first name and full last name of the person for whom you wish to vote, and (3) completely fill in the oval to the left of the name you have written.
- Do not make any other marks on the ballot.

## **What do I do next?**

After you vote your ballot, put the ballot inside the envelope (behind the application) and seal the envelope. Put your application (with voted ballot inside) where the election judge told you to put it.

## **Will my votes be secret?**

Yes. Your ballot will stay sealed in the envelope until your local board of elections has reviewed your application. If your local board concludes that your ballot should be counted, your ballot will be removed and immediately separated from your application so that your votes will be kept secret.

## **Can I find out if my ballot was counted?**

Yes. Visit [www.elections.maryland.gov](http://www.elections.maryland.gov) or call 1-800-222-8683. This information is available 10 days after the election.

**[www.elections.maryland.gov](http://www.elections.maryland.gov)**

**1-800-222-8683**

## Part 1 - Voter Information

1	Are you at least 16 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If you answer NO to either question, do not complete this form.</b>						
2	Check boxes that apply and complete Items 3–10. <input type="checkbox"/> New Registration <input type="checkbox"/> Name Change <input type="checkbox"/> Party Affiliation Change <input type="checkbox"/> Address Change						
3	Last Name	First Name	Middle	Suffix			
4	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unspecified or Other	5	Month	Date	Year		
6a	MARYLAND Driver's License or MVA ID Number <b>MANDATORY</b> (If you have neither see instructions)						
6b	Social Security Number (last 4 digits)	6c	<input type="checkbox"/> Check here if you do not have either a current, valid Maryland driver's license / MVA ID card or a Social Security Number				
7	Maryland Residence Address:	Street Number	Street Name	Apt. No.	City or Town	Zip Code	County
8	Mailing Address (if different from Item 7)						
9	Party (check one): <input type="checkbox"/> Democratic Party <input type="checkbox"/> Republican Party <input type="checkbox"/> Bread and Roses Party <input type="checkbox"/> Unaffiliated (independent of any party) <input type="checkbox"/> Other – Specify _____						
10	<b>CONTACT INFORMATION</b> Daytime Phone: _____ Email (optional): _____						

## Part 2 - Ballot Information

1	Pick the election: <input type="checkbox"/> Primary Election <input type="checkbox"/> General Election
2	If this is a primary election, pick the ballot you want to vote. <ul style="list-style-type: none"><li>Check the party printed on the top part of your voter authority card. If you check a party other than the one printed on the top part of your voter authority card (given to you by an election judge), your ballot will not be counted.</li><li>If you select "Unaffiliated or Other," your ballot will only have non-partisan offices (for example, school board).</li></ul> <input type="checkbox"/> Democratic Party <input type="checkbox"/> Republican Party <input type="checkbox"/> Unaffiliated or Other

## Part 3 - Signature

Under penalty of perjury, I hereby swear or affirm that: I am a U.S. citizen; I am a Maryland resident; I am at least 16 years old; I have not been convicted of buying or selling votes; I have not been convicted of a felony, or if I have, I have completed serving a court-ordered sentence of imprisonment. The information in this application is true to the best of my knowledge, information and belief.	
I hereby swear or affirm that I have not voted and will vote only this provisional ballot in the current election in Maryland or in any other state; and I am a registered voter in Maryland and eligible to vote in this election.	
X	Signature (required)
	Date

**DO NOT DETACH**

## For Official Use Only

### Election Judge

✓ Check all boxes that apply.

A provisional ballot application was issued because the voter was:

- 1. Not listed on the precinct register
- 2. Listed on the precinct register but indicated a change of address
- 3. Listed but claims to have a different party affiliation (primary election only)
- 4. Listed as an absentee voter or as having already voted
- 5. Listed as "Active" or "Inactive" & "Show ID" & unable to provide acceptable ID
- 6. Listed as "pending" & "Show ID"

Was acceptable ID presented?  Yes  No

If yes, record the type of ID presented.

- Photo ID - Address on the photo ID does not need to match the address in #7.
  - Maryland Driver's License or MVA ID Card - Verify that DL or ID number is printed in #6a.
  - Other-Photo ID - specify \_\_\_\_\_
- Non-Photo ID - Must be dated within the last 3 months and have the same name and address as listed in #3 and #7.
  - Utility Bill  Pay Check  Bank Statement  Government Check
  - Other government document - specify \_\_\_\_\_
- 7. Listed as "pending" & "Need DL#/SSN#" (See instructions for #6.)
- 8. Identity challenged & cannot provide acceptable form of ID
- 9. Other (explain): \_\_\_\_\_
- 10. Voted during extended hours
- 11. Not prequalified for same day registration
- 12. No proof of residency for same day registration

District/Precinct or  
Early Voting Center

Ballot Style Issued

Election Judge

Initials

Date

### Election Director

Ballot Style Voted:

Ballot Style Required:

1. Is the voter registered?  Yes  No (if yes, answer a - c.)

a. County/City \_\_\_\_\_ b. Precinct \_\_\_\_\_ c. Reg Date \_\_\_\_\_

d. Was the person prequalified?  Yes  No

e. Is the voter eligible to vote in this election?  Yes  No

2. Party Affiliation:  Democrat  Republican  Other \_\_\_\_\_

3. If ID or a DL# or SS# was required, was it timely received?  Yes  No (if yes, answer a-c.)

a. Type of ID: \_\_\_\_\_

b. Did the ID satisfy the ID requirement?  Yes  No

c. If a DL# or SS# was required, was the number verified?  Yes  No

4. Recommended Action:  Accept in Full  Accept in Part  Reject - Rejection Code: \_\_\_\_\_

a. Document proving residence: \_\_\_\_\_

b. Did the document satisfy the proof of residency requirement?  Yes  No

5. Recommended Action:  Accept in Full  Accept in Part  Reject - Rejection Code: \_\_\_\_\_

**Board Action**  Accept in Full  Accept in Part  Reject - Rejection Code: \_\_\_\_\_

### Rejection Codes

1. Applicant is not registered to vote.
2. Applicant returned a voted absentee ballot or already voted.
3. Applicant voted the wrong primary ballot.
4. No signature on application.
5. Applicant not eligible to receive a provisional ballot.
6. ID or DL# or SS# was not timely received.
7. Incomplete information was provided on the application.
8. DL# or SS# was received but was not verified.
9. ID was received but did not satisfy the ID requirements.
10. No provisional ballot or more than one provisional ballot in envelope.
11. No evidence to support alleged voting unit malfunction.
12. Identity challenge was upheld.
13. Order extending voting hours was invalidated.
14. Identifying mark on the ballot.
15. Applicant is not 18 years old by the general election.
16. Proof of residency was not timely received.
17. Proof of residency was timely received but did not satisfy the ID requirements.

**Provisional Opening & Closing Certificate**  
**2020 Presidential Primary**

County/City: \_\_\_\_\_ Date: \_\_\_\_\_

District/Ward/Precinct: \_\_\_\_\_

**OPENING**

		Verify ✓
1.	Check seal number on orange provisional bag is:	
2.	Check orange provisional bag is empty.	

**CLOSING**

Voter Authority Cards (VACs)	
Provisional Ballot Tally Sheet #	Party Totals
VAC Democrat Total	
VAC Republican Total	
VAC All Others/UNA	
Blank or No VAC	
TOTAL (A)	

Provisional Ballots	
Provisional Ballot Tally Sheet #	Party Totals
Provisional Ballot Democrat Total	
Provisional Ballot Republican Total	
Provisional Ballot Others/UNA	
TOTAL (B)	

Note: TOTAL (A) and TOTAL (B) should be equal.

Record seal # placed on orange provisional bag at closing: \_\_\_\_\_

To the best of our knowledge, the information on this form is true and correct.

Provisional Judge: \_\_\_\_\_

Democratic Chief Judge

Republican Chief Judge

**Absentee Voter Sign-In Sheet**

County/City: \_\_\_\_\_ Date: \_\_\_\_\_

District/Ward/Precinct: \_\_\_\_\_

All voters who drop off their voted absentee ballot must print and sign their name.

The chief judge must verify below that the voter put the voted absentee ballot in the absentee ballot bag.

	Time	Voter Name (Please Print)	Voter Signature	Put into the Absentee Ballot Bag	
				Yes ✓	No ✗
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					

State of Maryland

Affidavit for Challenger & Challenged Voter

Under § 10-312 of the Election Law Article, an individual may challenge another individual's right to vote **only on** the basis of the individual's identity. If the challenged voter is unable to present one of the required forms of identification, the challenger must complete Part I of this form, and the challenged voter must complete Part II. **A chief judge must witness the challenger and the challenged voter signing the affidavit and may provide additional information in Part III.**

**Part I: Affidavit by Challenger**

Name of Challenger: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name of voter whose identity is being challenged: \_\_\_\_\_

Why do you believe that the voter named above is not whom he or she claims to be? Be specific:

\_\_\_\_\_

\_\_\_\_\_

I do solemnly swear or affirm under penalties of perjury that the information provided in this affidavit is true.

Signature of Challenger

Date

Witnessed by:

Name of Chief Judge (please print)

Signature of Chief Judge

**Part II: Affidavit of Challenged Voter**

Name of Voter: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Provide any information that would help the local board of canvassers in making a determination about this challenge:

\_\_\_\_\_

\_\_\_\_\_

I do solemnly swear or affirm under penalties of perjury that I am the voter whose name appears above.

Signature of Voter

Date

Witnessed by:

Name of Chief Judge (please print)

Signature of Chief Judge

**Part III: Chief Judge Section Only** – If you have any information that would be helpful to the local board of canvassers in making a determination about this challenge, please provide in the space below.

**14.18**

**State of Maryland**   
**Challenger & Watcher Certificate**

### Part I – Instructions and Information

**Instructions to Designating Candidate or Entity:** You may designate a Maryland registered voter as a challenger and watcher if you are: (a) a candidate; (b) a political party; or (c) any other group of voters supporting or opposing a candidate, principle, or proposition on the ballot. *(To be eligible, the group of voters must form a political committee under section 13-207 of the Election Law Article.)*

Before designating any individuals, please read the State Board of Elections' *Instructions and Information for Challengers, Watchers, and Other Election Observers* (available at [www.elections.maryland.gov/get involved/index.html](http://www.elections.maryland.gov/get_involved/index.html)). Please provide the State Board's instructions to any individual you designated as a challenger and watcher.

**Instructions to Challenger and Watcher:** Please read the State Board of Elections' *Instructions and Information for Challengers, Watchers, and Other Election Observers* (available from your designating candidate or entity or at the website listed above). You must have this certificate when you are acting as a challenger or watcher; you will not be permitted to remain in the voting area without a signed certificate. Give an extra copy of this signed certificate to the election judges when you arrive at an early voting center or polling place.

As a challenger and watcher, you have the right to:

- Enter the voting area at least (but no later than) 30 minutes before voting hours begin;
- Enter or be present in the voting area at any time during voting hours;
- Remain in the voting area until all post-voting tasks have been completed and the election judges leave the voting area;
- Maintain a list of registered voters who have cast a ballot or individuals who have cast provisional ballots;
- Enter and leave the voting area to take outside information that identifies individuals who have cast ballots; and
- Be positioned near the election judges so that you may see and hear each voter as the voter checks in to vote.

You cannot attempt to: (a) determine how a voter voted or intends to vote; (b) talk with any voter in the voting area; (c) assist any voter in voting; (d) physically handle an original election document or equipment; (e) interfere with the election process or impede a voter's access to election judges; or (f) use a cell phone, laptop or other electronic equipment in a voting area.

You may be removed by an election judge if you do not follow an election judges' order or attempt a prohibited act.

### Part II – Certificate Designating Challenger and Watcher

I/We certify that \_\_\_\_\_ has designated \_\_\_\_\_, a  
Name of Designating Candidate or Entity Name of Challenger/Watcher

registered voter, to act as a challenger or watcher for the  20 Primary Election OR  20 General Election.  
(check only one)

This individual will act in this capacity  on election day (complete Part A) and/or  during early voting (complete Part B).  
(check all that apply)

Part A: I/We designate this individual as a Challenger or Watcher for the following precinct(s) on election day:

District/Precinct or Ward/Precinct	Name of County or Baltimore City

Part B: I/We designate this individual as a Challenger or Watcher on the following days and at the following early voting locations:

Early Voting Dates	Name of Early Voting Center	Name of County or Baltimore City

**STATE OF MARYLAND**  
**CONTINGENCY BALLOT CERTIFICATE: ELECTION DAY**

Local Board: \_\_\_\_\_

District/Ward/Precinct: \_\_\_\_\_

Date: \_\_\_\_\_

**Upon opening the Contingency materials, BOTH Chief Judges must complete #1 and #2 of this form. Once contingency voting has ended, BOTH Chief Judges must complete and sign this form.**

We hereby certify that:

1. The seal/tamper tape on the Contingency Ballots Envelope/Supply Box was intact and did not show signs of tampering.
2. Record removed seal/tamper tape number: \_\_\_\_\_

**During Contingency Voting:**

1. **ALL** voters voting during contingency voting were instructed to insert their completed ballot into the scanning unit, except for provisional voters.
2. The signed voter authority cards have been under the control and supervision of an election judge at all times during the day.
3. **ALL** signed voter authority cards for voters voting during contingency voting were placed in the appropriate voter authority card bag.

**End of Contingency Voting:**

1. Record seal/tamper tape #: \_\_\_\_\_

**We affirm that the information on this form is true and accurate.**

---

**Democratic Chief Judge**

---

**Republican Chief Judge**

# FREDERICK COUNTY BOARD OF ELECTIONS

## CHIEF JUDGES – CALL / ISSUE / EVENT LOG

**PLEASE RECORD AS MUCH INFORMATION AS POSSIBLE PER INCIDENT, USE BACK OF FORM IF MORE SPACE IS NEEDED.**

**PLEASE PRINT NEATLY!**

**ALWAYS INCLUDE time of incident, and YOUR NAME. Make sure to indicate type of issue, and provide all requested information. For voter related issues, remember to include voter ID, full name, date of birth, issue, resolution, and name of judges involved.**

TIME: \_\_\_\_\_ CHIEF JUDGE'S NAME: \_\_\_\_\_

Incident type:  Voter  Equipment  Other: \_\_\_\_\_

VOTER or EQUIPMENT ID #: \_\_\_\_\_

VOTER FULL NAME: \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_

DESCRIBE ISSUE & RESOLUTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TIME: \_\_\_\_\_ CHIEF JUDGE'S NAME: \_\_\_\_\_

Incident type:  Voter  Equipment  Other: \_\_\_\_\_

VOTER or EQUIPMENT ID #: \_\_\_\_\_

VOTER FULL NAME: \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_

DESCRIBE ISSUE & RESOLUTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE RECORD AS MUCH INFORMATION AS POSSIBLE PER INCIDENT  
ON FRONT OF THIS PAGE, IF NEEDED. Otherwise, please use this  
space for other notes regarding events and activities in the polling  
place. PLEASE PRINT NEATLY!**

**SAMPLE**

14.22
-------



## RULES OF SECURITY BEHAVIOR FOR ALL TYPES OF ELECTION JUDGES

This form must be read, completed and signed by all judges.

2020 Presidential Election Cycle

County/City: \_\_\_\_\_

Name: \_\_\_\_\_

### SECURITY RULES FOR ALL TYPES OF ELECTION JUDGES:

1. Unauthorized collection, transmission, sharing, or disclosure of voter information is prohibited and will result in immediate removal from office and possible civil and/or criminal penalties.
2. Always wear the **name tag** provided by the Frederick County Board of Elections and carry photo ID with you while performing your duties as an election judge.
3. Do not deviate from the approved *Election Judges' Manual* or training without the written approval of the State Administrator of Elections.
4. Ensure that all paperwork is completed as required.
5. Immediately report any security practice anomalies (e.g., incomplete or missing paperwork, voided tamper tape, broken seals, unsecured facilities or voting equipment, etc.) to the **Frederick County Board of Elections**. Do not use voting equipment that has missing or damaged tamper tape or seals. Record all such incidents in the *Election Day Log*.
6. Monitor and secure all election materials and equipment throughout the day.
7. Immediately report any suspicious, threatening, or harassing (including sexual harassment) behavior or activity occurring inside the polling place or within the "No Electioneering Zone" to the **Frederick County Board of Elections**. Record all such incidents in the *Election Day Log*.
8. Do not allow any unauthorized person to touch the voting equipment. A voter shall only be permitted to handle his or her own voter authority card, ballot, or ballot activation card.
9. If you have a problem with the voting equipment, contact the election office immediately and record the incident in the *Election Day Log*.
10. Ensure ALL ballots and voter authority cards are accounted for, as required. Secure ALL voted, unvoted, and spoiled ballots, and voter authority cards.
11. Do not share confidential supervisor **passwords** with anyone and keep in sealed envelope until needed.
12. Ensure ALL memory sticks from each scanner and compact flash cards **from each electronic pollbook** are placed in the Chief Judges' yellow results bag and returned to the Frederick County Board of Elections with all materials as instructed by the Frederick County Board of Elections.

I have read the Rules of Security Behavior for Election Judges and agree to follow the rules that are applicable to my duties.

Signature

Date

**PLEASE FILL OUT BOTH SIDES OF THIS FORM**

**ELECTION JUDGE OATH.** Please read, complete and sign.

I, \_\_\_\_\_, a registered voter residing in the State of \_\_\_\_\_  
(PLEASE PRINT)  
Maryland at:

Number \_\_\_\_\_ Street \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address *(required)*

do swear (or affirm) that I will support the Constitution of the United States; and that I will be faithful and bear true allegiance to the State of Maryland, and support the Constitution and Laws thereof; and that I will, to the best of my skill and judgment, diligently and faithfully, without partiality or prejudice, execute the office of Election Judge for the State of Maryland, according to the Constitution and Laws of this State.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Date of Birth \_\_\_\_\_

Home/Mobile Number \_\_\_\_\_

Work/Day Number \_\_\_\_\_

Signature of Witness \_\_\_\_\_

Date \_\_\_\_\_

I am willing to work anywhere in Frederick County.  YES  NO

**PLEASE FILL OUT BOTH SIDES OF THIS FORM**

**State of Maryland**  
**Voter Assistance Form**

**Instructions:** Use this form if a voter has a **disability or is unable to read or write English AND requests assistance with voting or completing a provisional ballot application**. Assistance is limited to: (1) reading the voter instructions, ballot content, or the provisional ballot application; and (2) marking or casting the ballot, operating the voting equipment, or completing the provisional ballot application as directed by the voter.

**Part I – Completed by Election Judge**

Printed Name of Voter: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

The voter named above has requested assistance in voting and is being assisted by:

A person designated by the voter (Go to Part II) or  Two election judges (Go to Part III)

**Part II – Completed by Person Designated by Voter**

Printed Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I affirm that:

1. I am not the voter's employer or agent of the voter's employer;
2. I am not an officer or agent of the voter's union;
3. I have not been appointed as a challenger or watcher for this election;
4. For a voter casting a provisional ballot, I am not a candidate who is on the voter's ballot;
5. The named voter asked me to assist with marking or casting the ballot or in completing a provisional ballot application;
6. I will assist the voter only by: (a) reading the voter the instructions, ballot content, or the provisional ballot application; or (b) marking or casting the ballot, operating the voting equipment, or completing the provisional ballot application as directed by the voter; and
7. I will not attempt to influence or suggest in any way how the voter should vote in any contest or question.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Part III – Completed by Election Judges Assisting Voter**

\_\_\_\_\_  
Signature – Election Judge

\_\_\_\_\_  
Party Affiliation

\_\_\_\_\_  
Signature – Election Judge

\_\_\_\_\_  
Party Affiliation

**14.25**

# State of Maryland – Voter Update Form

Note: Have the voter fill out the applicable section and sign and date at the bottom.

Election Judges fill in this section:	
<b>Voter Information</b>	Voter ID # _____ Last Name _____ First Name _____ Middle Name _____ Date of Birth _____
<input type="checkbox"/> Check here if you moved within 21 days of the election. Provide your new address below.	
<b>Change of Address</b>	Residence Address: _____  Mailing Address (if different): _____ City, State ZIP: _____ Telephone Number: (Day) _____ (Evening) _____
<b>NOTE:</b> If you moved more than 21 days before election day, you have two choices:  Go to an early voting center in your county or your new precinct on election day, <b>OR</b> vote a provisional ballot here. If you vote a provisional ballot here, only those contests for which you are eligible to vote will be counted.	
<b>Change of Name/Date of Birth</b>	Last Name _____ First Name _____ Middle Name _____ Date of Birth _____
<b>Change of Party Affiliation</b>	For future elections, I want my party affiliation to be: <input type="checkbox"/> Democratic Party <input type="checkbox"/> Republican Party <input type="checkbox"/> Bread and Roses Party <input type="checkbox"/> Unaffiliated (independent of any party) <input type="checkbox"/> Other-Specify: _____
<b>Identification Information</b>	<b>Election Judge Use Only – ✓</b> Indicate the type of ID provided only if "ID required" is specified on the VAC or precinct register  There is no requirement that the photo ID have an address or, if there is an address, that the address match the address on the VAC or this form.  <input type="checkbox"/> Maryland Driver's License or MVA ID Card - # _____ <input type="checkbox"/> Other Photo ID – Type _____  <input type="checkbox"/> Other Government Document – Type _____
<b>Death Notice</b>	I, _____, confirm that the voter listed above is deceased and therefore request that the voter's name be removed from the voter registration records. Print Name _____ Relationship to the deceased: _____
<b>Signature of Voter</b>	12/2019 Signature of Voter _____ Date _____

# Replacing Ballot Transfer Bin Report 2020 Presidential Primary

## State of Maryland

2020 Presidential Primary

County/City: \_\_\_\_\_ Date: \_\_\_\_\_

County/City: \_\_\_\_\_ Date: \_\_\_\_\_

If a ballot transfer bin reaches 1,000 pages (per the Public Count on scanning unit):

1. Complete each column.
  2. Follow procedures in Removing and Replacing Ballot Transfer Bin During Voting Hours.
  3. Put any broken seals in \_\_\_\_\_

To the best of our knowledge, the information on this page is true and accurate.

### Democratic Chief Judge:

Republican Chief Judge:

## Tamper Tape/Security Seal Removal Report

### 2020 Presidential Primary

County/City: \_\_\_\_\_

District/Ward/Precinct: \_\_\_\_\_

Date: \_\_\_\_\_

Use this form to record information related to the removal and replacement of tamper tape or security seals that may occur after opening the polls and prior to closing the polls. Place removed tamper tapes on back of this form. Place removed security seals in *Completed Forms Envelope*.

Scanning Unit or BMD Unit #	Equip. Code # (see below)	Removed Tamper Tape or Seal #	Time of Removal	New Tamper Tape or Seal #	Judges' Initials	Reason for removing tamper tape or security seal during the day. Use back of page if more space is needed.

**Equipment Code:**

- A = Scanning Unit **front** access door
- B = Scanning Unit **rear** access door
- C = Scanning Unit main ballot box
- D = Scanning Unit emergency ballot compartment

Democratic Chief Judge

Republican Chief Judge

E = Ballot Marking Device  
 F = Ballot Transfer Bin Top  
 G = Other

# **CHIEF JUDGE MONDAY NIGHT SET-UP GUIDE**

***DO NOT OPEN OR TURN ON ELECTRONIC POLLBOOKS, VOTING EQUIPMENT, CONTINGENCY PACKAGE AND BALLOT TRANSFER BIN(S)!***

## **All Judges (as assigned):**

- Set up tables and chairs for each work area within the polling place.
- Set up extra chairs for elderly and disabled voters.
- Have all election judges voting absentee mailed or returned their ballots to the Election Office?
- Have arrangements been made by judges for food, drinks and their medications?
- Remind judges that no electronic devices, newspapers, or news/political magazines are allowed in the polling room.
- Plan to have some method to weigh down signs, if needed. (Rocks, bricks, water-filled milk jugs are all effective at weighing down signs.)

## **Chief Judges:**

- Remove seal, unlock/open transfer cart doors using black/silver flat key in envelope inside Chief Judge Precinct Binder.
- Place seal on “Transfer Cart Report” in the precinct binder.
- Remove all supplies and equipment from transportation cart. Distribute equipment and supplies.
- Remove the cell phone from the box and plug it in to charge overnight.
- Signs and judge sign-in/pay sheet are located in the **SIDE POCKET** of the Chief Judge’s Supply Bag. Be sure to hang up **ALL** signs in your polling place either Monday night or PRIOR to opening on Tuesday Morning.

## **Voting Area Setup (scanning unit(s) and BMD):**

- At least TWO judges should install cart ramps and carefully remove scanning unit(s) from the transfer cart. Place scanner(s) in an appropriate location in the polling room, ideally near the main entrance/exit. Be sure to arrange scanner(s) so lines at scanner(s) don’t get mixed with lines at check-in and ballot issuing. The scanner(s) are heavy, so this task should be handled with **EXTREME CARE!!!**
- Using *Scanning Unit Integrity Report – Opening* in Chief Judge Precinct binder, verify scanning unit (tag on back of unit) for correct polling place, serial number and unit number. **DO NOT REMOVE SEALS OR OPEN LID OF SCANNING UNIT!**

- Open back compartment of scanning unit(s) using solid silver key ("J236") on red lanyard. Plug cord into outlet with attached surge protector for charging purposes only. Use extension cords and power strips, if necessary (found in gray storage bin inside the transfer cart).
- Using *Ballot Marking Device (BMD) Integrity Report – Opening and Closing* in Chief Judge Precinct binder, verify BMD (tag on soft case) for correct polling place and serial number. Supervise BMD removal from cart and its soft case. Verify tag on back of BMD matches tag on soft case. **DO NOT REMOVE TAMPER TAPE, OR OPEN BALLOT MARKING DEVICE!**
- Direct the setup of BMD on ADA table and attachment of power cord to BMD back. Plug into outlet for charging purpose only.
- Verify scanning unit(s) and BMD are charging as instructed during training.



**DO NOT TURN ON VOTING EQUIPMENT OR REMOVE SEALS OR UNUSED BALLOTS FROM SCANNING UNIT(S) MAIN BALLOT BOX(ES) OR OTHER BALLOT TRANSFER BINS!**

#### **Check-in Area Setup:**

- Set-up tables to accommodate lines for voters waiting to check-in. Ensure these lines don't get mixed with voters in line to scan their completed ballot.
- Supervise setup of printers at check-in table.  
**DO NOT OPEN SEALED POLLBOOK CASES!**
- Verify printers are connected to power source.
- Verify USB cords connected to printers.
- Verify all wires have been secured and are not a hazard to election judges or voters.



**DO NOT CONNECT HUB TO ELECTRICAL POWER!**

#### **Provisional Area Setup:**

- Verify that orange Provisional Ballot Bag is placed at the provisional ballot table.
- Supervise setup of provisional ballot table with orange privacy folders and ensure that the provisional supplies have been organized at this table.



**DO NOT REMOVE PROVISIONAL BALLOTS FROM TRANSFER BINS!**

## **CHIEF JUDGE TUESDAY MORNING PRE-OPENING GUIDE**

### **Chief Judges – Complete these BEFORE beginning other procedures:**

- Verify all assigned judges have signed payroll sheet located in the red envelope in the side pocket of the Chief Judge's black supply bag.
- Verify all judges are wearing name tag and "Need Assistance" button or stickers.
- Verify you've turned on the cell phone, and the volume is turned ALL the way up. Leave the phone turned on all day. (If you're in a landline location, please make sure the ringer volume on the phone is turned all the way up.)
- Report absent judges to Election Office at 301-600-8683 by 6:30am.
- Verify all polling place signage (inside and outside) is posted and secured.
  - No Electioneering sign posted at 100' from polling place entrance. Be sure to post additional signage for disabled parking/accessible entrance, if applicable.
- Remove red lanyard with cart and equipment keys from Chief Judge's Precinct Binder.
- Remove the "Election Codes" from sealed envelope in Chief Judge's Precinct Binder.



**If you encounter any issues, call the Election Office  
IMMEDIATELY at 301-600-8683!**

### **Provisional Setup:** (refer to manual chapter 9 – provisional judge should assist):

- Verify provisional judge has placed supplies and ballot bag in a secure manner near the provisional judge's table.

### **Ballot Preparation and Setup:** (refer to manual chapter 7 - ballot issuing judges should assist):

- Verify green security seals on each scanner with the *Scanning Unit Integrity Report – Opening, shown in column A*.
- Break the seal on main ballot box and unlock using solid silver key on lanyard.
- Remove blue ballot transfer bin from each scanner. Remove additional ballot transfer bins from transportation cart.

**BALLOT BINS WILL BE HEAVY! USE CAUTION!**

- Place privacy sleeves at the ballot issuing table. The supply of privacy sleeves is found in the Chief Judge's Supply Bag.

- Unlock ALL ballot transfer bin(s) and remove unvoted ballots. Verify the ballot styles and number of ballots using the *Ballot Certificate – Opening*. Sign the report.
- Verify ballots of each style are placed at each ballot issuing judge space on the ballot issuing table.
- Maintain organization by only taking a few packs each ballot style.
- Verify ballot magnifiers are placed at ballot Issuing table.
- Extra ballots must be stored in secure location. If transportation cart is in polling area, place inside and lock cart. They can also be placed in empty ballot transfer bins that are not in the scanning units.

### **Scanning Unit(s) Setup** (refer to manual chapter 11 - voting judges may assist):

- Using *Scanning Unit Integrity Report – Opening*, verify the green security seal on the scanning unit emergency compartment, shown in column C. Break the seals and open the compartments. Check that the emergency compartment is empty.
- Relock emergency compartment and place new green security seal. Record new seal number on *Scanning Unit Integrity Report – Opening* (column D).
- Verify left and right case (column E & F), wire seal numbers using *Integrity Report*.
- Verify, then break green seal on lid (column G) and unlock lid using solid silver keys on red lanyard. Open case lid latches and allow lid to rise by itself.
- Verify the scanning unit serial number (column H).
- Verify tamper tape numbers on top rear access door in column I of the scanning unit with *Scanning Unit Integrity Report – Opening*. **DO NOT REMOVE TAMPER TAPE.**
- Unlock touchscreen on scanning unit with round barrel key and carefully raise to power on. Verify tamper tape numbers on top front access door in column J of the scanning unit with *Scanning Unit Integrity Report – Opening*. **DO NOT REMOVE TAMPER TAPE.**
- When prompted, enter Election Code (located in election codes envelope, found in the Chief Judge's Precinct Binder). Confirm correct precinct and Press "Open Polls".
- Two zero reports will automatically print. Verify all zeros on voting positions of both reports. Sign both reports and separate.
- Attach first zero report to integrity report and post the second zero report for public viewing. (Voting Judge can post while you continue to open units.) Press "Go to Voting Mode".

- Verify "Public" (equals "0") and "Protected" Counts on *Scanning Unit Integrity Report – Opening* (column K & L).
- Verify **Ballot Preparation and Set Up** has been completed (see above section).
- Verify scanning unit(s) is ready for voting:
  - "Welcome. Please insert your ballot." screen is visible. Attach red canvas VAC bag to the back of each scanning unit. Check the label on each bag to ensure it is attached to the correct scanner.
  - Ballot compartments are all locked and green seals are securely attached.
- Ensure "I Voted" stickers, "Future Voter" stickers, and paperclips for clipping VACs in bundles of 25 are at scanning unit(s).

### **Ballot Marking Device (BMD) Setup** (refer to manual chapter 12 – voting judges should assist):

- Verify the tamper tape seal (left side compartment) using *Ballot Marking Device (BMD) Integrity Report - Opening and Closing*. Remove tamper tape and attach to back of form.
- Remove keypad from side of the BMD, then open side compartment lock using round barrel key on red lanyard.
- Verify "Mode" switch is set to "Voter" and memory stick is installed.
- Flip power switch to the "On" position and allow BMD to boot up.
- Install privacy screen and headphones (chapter 12 in the manual).
- Enter Election Code (located in election codes envelope, found in the Chief Judge's Precinct Binder) when prompted and hit "Accept". Verify precinct information and touch OK.
- Verify BMD is ready for voting. Screen will display "To begin voting insert your card".
- Carefully close and lock side compartment door making sure keypad cord is positioned through opening. Place the keypad on table where it accessible by a voter.
- Apply a new tamper tape and record number on the *Ballot Marking Device (BMD) Integrity Report - Opening and Closing*.

### **Pollbook Setup** (refer to chapter 10 in the manual and Step-By-Step Guide – check-in judges may assist):

- Verify the yellow security seal on each pollbook case in column 1 on the *Electronic Pollbook Integrity Report*. Remove the seals.

- Open cases, then set up each pollbook and printer.



**DO NOT CONNECT NETWORKING ANY CABLES!  
WAIT UNTIL AFTER ZERO TOTAL REPORTS ARE PRINTED!**

- Verify the State Asset Tag on each pollbook in column 2 on the *Electronic Pollbook Integrity Report*.
- Verify the red security seal on the upper right rear of each pollbook in column 3 on the *Electronic Pollbook Integrity Report*. Initial in column 4 to indicate the seal was intact.
- Turn on each pollbook and “Launch” pollbooks.
- Pollbooks display correct district/precinct. Tap “OK. This is correct poll.” button.
- Verify that the time in the bottom right corner is correct. If time is not correct, notify chief judge before continuing.



**WAIT UNTIL 6:45AM to continue.**

**DO NOT select the “Open Polls” button on each pollbook before 6:45AM.**

- Verify all numbers to be zero on pollbooks (statistics).
- Verify *Ballot Counts* and *Voter Counts* reports have been printed for each pollbook (verify for zeros). Sign and attach reports to *Electronic Pollbook Integrity Report*.
- Connect pollbook network cables:
  - If your polling place has 3 or more pollbooks, connect each pollbook to the networking hub using blue network cables.
  - If your polling place has only 2 pollbooks, connect the pollbooks using the red network cable.
- Verify all pollbooks are networked and communicating with each other (blinking up and down arrows in bottom right corner of pollbooks).



If pollbooks aren’t communicating, **call the election office IMMEDIATELY, but you MUST open on time, even if networking isn’t working!**

- Ensure check-in judges' tables have all the necessary supplies; i.e. pens, voter update forms, extra printer rolls etc.
- Ensure the opening portion of *Electronic Pollbook Integrity Report* is completed/signed by the Check-in Judges.

## **THE FOLLOWING MUST BE DONE BEFORE OPENING THE POLLS:**

- Make sure **ALL** inside signs are posted. Place the 11"x17" "No Cellphones" signs near the entrance to your polling room. Distribute all other signs around the room, as appropriate.
- Make sure **ALL** outside signs are placed appropriately. Be sure to weigh down any "No Electioneering" signs.
- Ensure unused ballots are placed in a unused blue ballot bin. Lock the bin and store it in the precinct cart. Keep the cart locked at all times.

## **THE FOLLOWING MAY BE DONE AFTER THE POLLS OPEN:**

### **Completing Opening Procedures:**

- Complete and sign *Scanning Unit Integrity Report – Opening*
- Complete *Ballot Marking Device (BMD) Integrity Report – Opening and Closing.* **(Do not sign until after closing procedures are completed.)**
- Complete *Electronic Pollbook Integrity Report.*  
**(Do not sign until after closing procedures are completed.)**
- Ensure ballot issuing judges have correctly completed the opening section of the *Ballot Certificate – Opening and Closing.*  
**(Do not sign until after closing procedures are completed.)**
- Ensure provisional judge has correctly completed the opening sections on the front AND back of the *Provisional Ballot Certificate*, and signed the section on the front of the form.  
**(Do not sign until after closing procedures are completed.)**
- Return ALL completed forms to correct sections in Chief Judge's Precinct Binder.
- Return red lanyard and election codes to labeled envelopes in Chief Judge's Precinct Binder

# **2020 Presidential Election**

## **Chief Judge's Packing Checklist**

**Please ✓ each item on list and return signed checklist in Chief Judges' Notebook on Election Night.**

**PLEASE PLACE THE ITEMS IN THIS BOX INSIDE THE RED CANVAS VAC BAG AND KEEP IN FRONT SEAT!**

- Red envelope w/ signed pay sheet  
*(place in red VAC bag)*
- Green envelopes w/ signed Regular VACs  
*(place in red VAC bag)*
- Spoiled Regular VACs Envelope  
*(place in red VAC bag)*
- Chief Judges' Notebook (Navy Blue)  
*(place in red VAC bag)*
- Completed Voter Update Forms Envelope  
*(place in red VAC bag)*
- Spoiled Ballot Envelope  
*(place in red VAC bag)*
- Equipment Keys  
*(place in red VAC bag)*

**NOTE ANY DISCREPANCY BELOW:**

**Place the items below in the BLACK JUDGE'S BAG and place in BACK SEAT or TRUNK of your vehicle!**

- Provisional Supplies (including folders, pens, etc. in large Ziploc bag.)
- Privacy Sleeves
- Magnifier
- Small clipboards
- Voter Registration Applications
- Check-in Judge Notebooks
- Ballot Stub Bag
- Screen Wipes
- Bag of ballot pens
- Bag of judges' pens
- Bag of paper clips
- Cellphone and charger
- Blue Painters Tape
- Used Security Seals
- Unused Security Seals
- Tamper Tape
- Stapler
- 100' String Line to determine "No electioneering zone"
- Large clipboard
- Scratch Pad
- "I Voted" Stickers
- Scissors
- Chief Judges' Marking Pens

Chief Judges' Signatures

# **2020 Presidential Election**

## **Front Seat Checklist**

**Please ✓ each item on list and return signed checklist in Chief Judges' Notebook on Election Night.**

- YELLOW** Results Bag w/ DS200 memory sticks & results tape AND all compact flash memory cards from all electronic pollbooks (2 cards in each unit)
- ORANGE** Voted Provisional Ballot Bag
- YELLOW** Returned Absentee Ballot Bag
- RED** Canvas VAC Bag with the following items:
  - Red envelope w/ signed pay sheet
  - Green envelopes w/ signed VACs
  - Spoiled VAC envelopes (inside Chief Judges' Notebook)
  - Chief Judges' Notebook
  - Completed Voter Update Forms envelope
  - Spoiled Ballot Envelope
  - Equipment Keys

**REMEMBER: REMAIN IN YOUR VEHICLE! STAFF  
WILL TAKE CARE OF UNLOADING YOUR  
MATERIALS.**

Chief Judges' Signatures

# **2020 Presidential Election**

## **Back Seat/Trunk Checklist**

**Please ✓ each item on list and return signed checklist in Chief Judges' Notebook on Election Night.**

- Blue Ballot Bins with voted ballots from each scanner  
*(UNUSED/EMPTY spare ballot bins may be left at polling place with the precinct cabinet. LOCK these inside the cart, if there's room.)*
- Pollbooks
- Pollbook Printers + Hubs and Blue Cables (or 1 red cable, if only two pollbooks in polling place)
- Chief Judge's Bag (see Chief Judge's Packing Checklist for what gets packed in this bag.)

**REMEMBER: REMAIN IN YOUR VEHICLE! STAFF  
WILL TAKE CARE OF UNLOADING YOUR  
MATERIALS.**

Chief Judges' Signatures

# **2020 Presidential Election**

## **Precinct Packing Checklist (one scanner)**

Please  each item on list and return signed checklist to chief judges when completed.

### **Items Inside Cart**

<input type="checkbox"/> 1 ExpressVote BMD	Upper Left
<input type="checkbox"/> 1 DS200 Scanner Unit (with <u>unvoted</u> ballots locked inside)	Lower Left
<input type="checkbox"/> 1 ADA leg kit (for standard voting booth)	Upper Right
<input type="checkbox"/> 1 Scanner ramp kit (in cardboard box)	Upper Right
<input type="checkbox"/> Up to 8 standard voting booths	Lower Right
<input type="checkbox"/> Spare, unused ballot boxes (if needed)	Lower Right
<input type="checkbox"/> Gray bin with power strips & extension cords	Upper Right
<input type="checkbox"/> 1 ADA table for BMD (secured with provided strap -- see instructions)	Top
<input type="checkbox"/> UNVOTED Ballots	Lock inside bottom of scanner
<input type="checkbox"/> Precinct Map	Upper Right

### **In Cart Location**

<b><u>Items Outside Cart</u></b>	<b><u>Location</u></b>
<input type="checkbox"/> Additional spare, unused ballot boxes	Next to cart
<input type="checkbox"/> Outdoor signs	Next to cart
<input type="checkbox"/> Tables	Next to cart
<input type="checkbox"/> Additional voting booths	Next to cart

Signature of judges loading cart:

Chief Judges Signatures:

# 2020 Presidential Election

## Precinct Packing Checklist (two scanners)

Please  each item on list and return signed checklist to chief judges when completed.

<u>Item</u>	<u>Cart Location</u>
<input type="checkbox"/> 1 ExpressVote BMD	Upper Left
<input type="checkbox"/> 2 DS200 Scanner Units (with <u>unvoted</u> ballots locked inside)	Lower Left, Lower Right
<input type="checkbox"/> 1 Red Canvas VAC Bag <i>(CHIEF JUDGES: SECOND Red Canvas VAC Bag will be carried by you to the warehouse! See the Chief Judges' Packing Checklist for what to place in other RED Canvas VAC Bag to carry in FRONT SEAT of your vehicle!)</i>	Place on top of DS200 Scanner
<input type="checkbox"/> 1 ADA leg kit (for standard voting booth)	Upper Right
<input type="checkbox"/> 1 Scanner ramp kit (in cardboard box)	Upper Right
<input type="checkbox"/> 1 ADA table for BMD (secured with provided strap -- see instructions)	Top
<input type="checkbox"/> Gray bin with power strips & extension cords	Upper Right
<input type="checkbox"/> UNVOTED Ballots	Lock inside bottom of scanner
<input type="checkbox"/> Precinct Map	Upper Right
<u>Items Outside Cart</u>	<u>Location</u>
<input type="checkbox"/> Spare unused ballot boxes	Next to cart
<input type="checkbox"/> Outdoor signs	Next to cart
<input type="checkbox"/> Tables	Next to cart
<input type="checkbox"/> Voting booths	Next to cart

Signature of judges loading cart:

Chief Judges Signatures:

**2020 Presidential Election  
DS200 Ballot Scanner Hourly Voter Tally Sheet**

**Date: 4/28/2020**

Enter the public count from each scanning unit at the beginning of each hour. Enter the cumulative number of Voter Authority Cards from each scanning unit at the beginning of each hour.

TIME	Scanner #1		Scanner #2	
	Public Count	VAC Count	Public Count	VAC Count
8:00 AM				
9:00 AM				
10:00 AM				
11:00 AM				
12:00 AM				
1:00 PM				
2:00 PM				
3:00 PM				
4:00 PM				
5:00 PM				
6:00 PM				
7:00 PM				
8:00 PM				
<b>FINAL COUNT</b>				

---

Chief Judge Signature

---

Chief Judge Signature

**2020 Presidential Primary Election  
Electronic Pollbook Hourly Voter Tally Sheet**

**Date: April 28, 2020**

Enter the number of voters checked in on electronic pollbook at the beginning of each hour. You'll find this information on the bottom line of the screen.

TIME	Voter Total	DEM Count	REP Count	NON Count
7:00 AM (# in line when polls open)				
8:00 AM				
9:00 AM				
10:00 AM				
11:00 AM				
12:00 AM				
1:00 PM				
2:00 PM				
3:00 PM				
4:00 PM				
5:00 PM				
6:00 PM				
7:00 PM				
8:00 PM				
After 8:00 PM (if voters are in line.)				

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Chief Judge Signature

---

Party Affiliation

---

Chief Judge Signature

---

Party Affiliation

## 2020 Presidential General Election Electronic Pollbook Hourly Voter Tally Sheet

Precinct # «AddressBlock»

Date: November 3, 2020

Enter the number of voters checked in on electronic pollbook at the beginning of each hour. You'll find this information on the bottom line of the screen.

TIME	Voter Total
7:00 AM (# in line when polls open)	
8:00 AM	
9:00 AM	
10:00 AM	
11:00 AM	
12:00 AM	
1:00 PM	
2:00 PM	
3:00 PM	
4:00 PM	
5:00 PM	
6:00 PM	
7:00 PM	
8:00 PM	
After 8:00 PM (if voters are in line.)	

---

Chief Judge Signature

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Party Affiliation

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Chief Judge Signature

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Party Affiliation



## **Appendix 1 – Extended Voting Hours**

A.1 Extended Voting Hours Generally .....	A1.2
A.2 During Extended Voting Hours.....	A1.2
A.3 Checking-in Extended Hours Voters.....	A1.3
A.4 Issuing Regular Ballots to Voters.....	A1.3
A.5 Provisional Ballot Voters .....	A1.4
A.6 Other Duties During Extended Voting Hours.....	A1.5
A.7 After Extended Voting Hours .....	A1.5

## **A.1 Extended Voting Hours Generally**

If a court has ordered extended voting hours, the Election Office will notify the chief judges. Do not open the extended hours envelope unless you have been instructed to do so by the Election Office.

- All voters in line at 8:00 p.m. are not affected by the extended hours order. Those voters must be allowed to vote using the regular voting procedures.
- The Board of Elections office will call the chief judges if they are to open the extended hours envelope. The chief judges will follow the instructions for extended hours.
- **Scanning units cannot be used during extended voting hours.**  
When the last voter in line at 8:00 p.m. votes, **stop** using the scanning units.
  - Voters who would have voted a regular ballot, not a provisional ballot, will put their voted ballots in an extended hours envelope.
  - Voters who would have voted a provisional ballot during normal voting hours still vote a provisional ballot. Those voters will complete a provisional ballot application that is marked with an “E”.

---

## **A.2 During Extended Voting Hours**

- Allow voters to enter the polling place to vote.
- Keep all signs posted during extended voting hours.
- Continue to use the electronic pollbook to check in voters who arrive during extended voting hours.



All voters must be checked-in as provisional voters.

- Voters may request to use the ballot marking device during extended voting hours.

## **A1.2 Extended Voting Hours**

- All voters in line when extended hours end must be allowed to vote. Voters arriving after extended voting hours cannot vote.
- 

### A.3 Checking-in Extended Hours Voters

- Issue a provisional ballot on the electronic pollbook using provisional reason code **10**.
    - **Change of Address:** If the voter says that his or her address has changed, give the voter a *Voter Update Form*. Tell the voter to complete the change of address section on the *Voter Update Form*.
      - If the voter signs the *Voter Update Form*, use provisional reason code **10**.
      - If the voter does not sign the *Voter Update Form*, use provisional reason code **2**.
  - When the voter authority card prints, the check-in judge will write “E” on the voter authority card.
- 

### A.4 Issuing Regular Ballots to Voters

An election judge will:

- Get an extended hours envelope and a regular ballot or a ballot activation card.
- Write on the envelope the voter’s name, birth date, and voter ID number.
- Make sure the envelope has the oath on the outside of the envelope. The voter must sign the oath.
- Give the voter the completed extended hours envelope and regular ballot or ballot activation card.
- Get the voter’s voter authority card. Make sure there is an “E” written on the voter authority card. Put the voter authority card in the extended hours voter authority card envelope.

- Tell the voter to:
    - Vote the regular ballot or the ballot activation card;
    - Put the voted ballot into the extended hours envelope and seal the envelope;
    - Sign the oath located on the envelope; and
    - Put the sealed extended hours envelope into the orange provisional ballot transfer bag.
  - Direct the voter to a designated area to complete the ballot.
- 

## **A.5 Provisional Ballot Voters**

If the voter would have been required to vote a provisional ballot during regular voting hours, follow normal procedures to issue a provisional ballot on the electronic pollbook. Enter the applicable provisional reason code (codes 1 through 9 or 11 and 12). Do not use code 10 for these voters.

If the voter would have voted a provisional ballot during regular voting hours, the provisional judge will:

- Get the voter's voter authority card. Make sure there is an "E" written on the voter authority card. Put the voter authority card in the extended hours voter authority card envelope.
- Give the voter a provisional ballot application marked with an "E" and tell the voter to complete the front of the application.
- Make sure the voter signs the provisional application.
- Fill out the "Election Judge" section on the back of the provisional ballot application.
- Tell the voter to:
  - Vote the regular ballot or the ballot activation card;
  - Put the voted ballot into the provisional ballot envelope; and

## **A1.4 Extended Voting Hours**

- Seal the envelope.
  - Give the voter a provisional ballot.
  - Tell the voter where to vote the provisional ballot; and
  - Tell the voter to put the sealed provisional ballot envelope into the orange provisional ballot transfer bag.
- 

## **A.6 Other Duties During Extended Voting Hours**

The chief judge may end the election on the scanning units if it does not interfere with extended hours voting.

If the chief judge decides to end the election on the scanning units, see *Chapter 11 – Scanning Unit* for more information.

- Totals reports with the results must be signed, grouped together, and placed in a secure location. Once extended voting hours are over, post the reports from the scanning units so that the results are visible.
- Challengers and watchers may observe the ending of the election process on the scanning units. If any observers watch the printing of the totals reports, ask the observers to respect that voters are still voting during extended hours.

Other judges may begin to pack miscellaneous supplies that are not needed during extended voting hours.

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## **A.7 After Extended Voting Hours**

- Follow the normal ending the election and closing procedures for the scanning units, ballot marking devices, and electronic pollbooks.
- All election judges perform the normal closing procedures.



## **Appendix 2 – Troubleshooting**

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## **A. Scanning Unit**

### **Power Issues**

- A-1 No electrical power.
- A-2 No power cord.
- A-3 Scanning unit will not power up.
- A-4 “Battery” message and a red power status bar is visible on top right of scanning unit.
- A-5 Charging issues.
- A-6 Scanning unit would not turn on before the polls opened and was not used by any voters.
- A-7 Scanning unit shuts down while the chief judges are ending the election.
- A-8 Scanning unit was turned off during voting hours and will not turn back on to end the election.

### **Messages or Prompts on Screen**

- A-9 “No Election Definition” message appears when the scanning unit is turned on.
- A-10 Incorrect PIN message appears on the screen when chief judges enter password to open or close the polls.

### **Report Issues**

- A-11 Configuration or *Zero Report(s)* does not automatically start printing when scanning unit is turned on.
- A-12 *Totals Report* will not print.

### **Miscellaneous**

- A-13 Access to the scanning units top compartment is necessary to resolve a technical problem (i.e. power switch must be turned on or off).
- A-14 There is one memory stick in a scanning unit.
- A-15 The screen goes blank.
- A-16 Scanning unit is wobbly.

## **A2.2 Troubleshooting**

A-17 There is a problem reading the memory stick or the memory stick is not functioning properly.

## **B. Ballot Marking Device**

B-1 Ballot marking device does not show a checkmark (“v”) when candidate or question response is selected.

B-2 Ballot will not eject from the ballot marking device.

B-3 Text on the ballot marking device screen is wavy or distorted.

B-4 Voter complains about lack of privacy while voting.

B-5 Voter is unable to read screen because of lighting.

B-6 Voter cannot hear audio ballot with the headset.

B-7 Voter requests proof of voting from the ballot marking device.

B-8 There is an active ballot on the scanning unit’s screen, but no voter is present (“Fleeing Voter”).

## **C. Electronic Pollbook**

### **Power Issues**

C-1 Electronic pollbook will not power up (Screen is blank and green power light does not come on).

C-2 The battery indicator in the lower left of the electronic pollbook’s screen displays the BT is 30% or less and the “AC” is “Offline”, or a warning screen appears saying, “The battery is getting low.”

C-3 Warning screen appears displays, “Battery not inserted.”

C-4 Before the polls are “Opened” (Main Screen, “Manage Polls” tab), one or more Statistics on the left side of the screen are not ZERO.

C-5 Warning screen appears saying, “The printer is either disconnected or disabled.”

C-6 The voter’s voter authority card tears or jams as it is being printed.

C-7 The printer needs a new roll of paper.

C-8 Access to the electronic pollbook's top compartment is necessary to resolve a problem with the compact flash card.

## **D. Check-in Problems and Solutions**

### **Assistance for Voters**

D-1 Voter needs assistance with voting.

D-2 Voter cannot sign the voter authority card, *Voter Update Form*, or any other form.

### **Voter's Name Not in Precinct/County Register**

D-3 Voter is not listed in the precinct/county register, but is listed in the State roster. For example a voter went to wrong polling place.

### **Voter's Name Not Found in Pollbook**

D-4 Voter's name cannot be found in the register, even after searching the State roster.

### **Address is Different**

D-5 Voter no longer resides at address listed in precinct/county register.

### **Voter Claims Different Party Affiliation**

D-6 Voter claims a party affiliation other than what is listed in the precinct/county register.

### **Already Voted**

D-7 Voter is listed as "ABS Issued," "Ballot Issued," "Voted Early," or "PROV".

### **Inactive Voters**

D-8 Voter is listed as "Inactive."

### **Voter Status**

D-9 Voter is listed as "Show ID."

D-10 Voter is listed as pending ("Pend1" or "Pend2").

### **Wrong Voter is Checked In**

D-11 The wrong voter is checked in and issued a regular ballot or ballot activation card and voter authority card. **NOTE:** The voter has NOT cast a ballot yet.

### **Voter's Identity is challenged**

D-12 Voter's identity is challenged.

## **A2.4 Troubleshooting**

## **Voter Reports another Voter has moved or is deceased**

D-13 Voter reports a family member has moved or is deceased.

### **E. Voting Process**

#### **Cancelling a Ballot**

E-1 Cancelling a ballot before the regular ballot or ballot activation card has been inserted into the scanning unit, reissuing a voter authority card, if needed.

#### **Scanning Unit Issues**

E-2 Voter claims his or her ballot was cancelled or cast by mistake.

E-3 Voter complains about lack of privacy while voting.

E-4 Extended voting hours have been ordered.

E-5 Voter requests proof of voting.

### **F. Provisional Voting**

#### **Mistakes on the Ballot**

F-1 A voter makes a mistake or changes mind while voting a provisional ballot.

#### **Miscellaneous**

F-2 Provisional ballot application and ballot will not fit into bag.

F-3 Provisional voter cannot sign name.

## Scanning Unit

<b>A-1</b>	<b>No electrical power.</b>
<b>Cause</b>	<b>Solution</b>
Power cord is not properly inserted into wall outlet or power strip.	Ensure the power cord is securely plugged into the wall outlet using the surge protector.
Power cord is not properly inserted into the scanning unit.	Ensure the internal power cord in the back of the scanning unit is securely plugged into the scanning unit.
Power strip is not turned on.	Turn on the power strip.
Circuit breaker or fuse in the polling place has tripped or blown.	Contact building custodian or facility manager. Contact your local board of elections to report the problem. Record this event in the <i>Election Day Log</i> .
Power is out in the polling place.	Contact building custodian or facility manager. Contact your local board of elections. If polling area has sufficient natural light and the scanning units still have battery power, allow voters to continue voting. The local board of elections will provide additional instructions if the power will be out longer than the battery power can support the scanning units.
Widespread power outage in area.	Contact your local board of elections for instructions. If the polling area has sufficient natural light and the scanning units still have battery power, allow voters to continue voting.

<b>A-2</b>	<b>No power cord.</b>
<b>Cause</b>	<b>Solution</b>
Power cord was not included with or attached to the scanning unit.	<p>Set up scanning unit and call your local board of elections. The scanning unit will have sufficient battery power to operate until a power cord is delivered.</p> <p>If scanning unit battery runs out and powers off, use the emergency ballot bin to store ballots until a power cord is delivered. At the end of the night, scan any ballots left in the emergency bin before closing the polls on the scanning unit.</p>

## A2.6 Troubleshooting

<b>A-3</b>	<b>Scanning Unit will not power up.</b>
<b>Cause</b>	<b>Solution</b>

Scanning unit may not be plugged into a power source and the battery is dead.

Make sure electrical cords are properly plugged into a power source. Also, see solutions under A-1.

Once connected to A/C power, lower the screen and lift it again to power on the scanning unit.

<b>A-4</b>	<b>“Battery” message and a red power status bar is visible on top right of scanning unit.</b>
<b>Cause</b>	<b>Solution</b>

The scanning unit is running on its battery and the battery power is low.

Make sure all electrical cords are properly plugged in and the power strip is on. Also, see solutions under A-1.

The outlet may not be working. Use receptacle tester to test the outlet. If the outlet is not working, move the scanning unit to another outlet.

<b>A-5</b>	<b>Charging issues.</b>
<b>Cause</b>	<b>Solution</b>

Scanning unit is not receiving power.

Unplug the connecting plugs between the scanning units and plug each into surge protector directly into the wall. Ensure the scanning unit is plugged into the surge protector and plugged directly into the wall. Ensure the internal power cord on the back of the scanning unit is plugged in.

<b>A-6</b>	<b>Scanning unit would not turn on before the polls opened and was not used by any voters.</b>
<b>Cause</b>	<b>Solution</b>

Scanning unit did not power on, did not print the *Zero Report*, and could not be used for voting.

Close the lid on the scanning unit. Open the emergency ballot bin to begin voting manually. After the election has ended, if the problem has been resolved, tabulate the ballots before closing the polls on the scanning unit. If not, call your local board of elections for assistance.

<b>A-7</b>	<b>Scanning unit shuts down while the chief judges are ending the election.</b>
<b>Cause</b>	<b>Solution</b>
Pressed “Shutdown” instead of “Close Polls” button.	Wait until the scanning unit turns off, then turn on again. Complete the ending the election procedures again.  Pressing “Shutdown” is an early voting process only.

<b>A-8</b>	<b>Scanning unit was turned off during voting hours and will not turn back on to end the election.</b>
<b>Cause</b>	<b>Solution</b>
Scanning unit will not power back on.	Remove the memory stick from the scanning unit and return it to the local board of elections. Do not reinsert the memory stick into the scanning unit.

<b>A-9</b>	<b>“No Election Definition” message appears when the scanning unit is turned on.</b>
<b>Cause</b>	<b>Solution</b>
The scanner could not detect a memory stick.	Unlock the compartment and make sure the memory stick is properly installed. If the message still appears, touch the “Don’t Open: Turn Off” red button and continue voting using the emergency ballot bin. Contact your local board of elections for assistance.

<b>A-10</b>	<b>Incorrect PIN message appears on the screen when chief judges enter password to open or close the polls.</b>
<b>Cause</b>	<b>Solution</b>
Scanning unit did not recognize password.	Re-enter password. Be sure to press the numbers firmly.  <b>NOTE:</b> When the maximum number of unsuccessful security code entry attempts (3) has been reached, the scanning unit will shut down.

## A2.8 Troubleshooting

<b>A-11</b>	<b>Configuration or Zero Report(s) does not automatically start printing when scanning unit is turned on.</b>
<b>Cause</b>	<b>Solution</b>
No paper in printing compartment.	Install paper with shiny side of paper facing outward. If no extra paper is available, call your local board of elections for assistance.
Paper is jammed.	Remove jammed paper.
Shiny side of paper is not facing outward.	A blank report printed. Remove the paper roll and re-install with shiny side of paper facing outward.
The printing process has stalled.	Unplug the internal power cord located in the back of the scanning unit.
Scanning unit is not in voting mode.	Contact your local board of elections for assistance.
	From the Reports screen, you can print the Configuration or Zero Reports.

<b>A-12</b>	<b><i>Totals Report</i> will not print.</b>
<b>Cause</b>	<b>Solution</b>
No paper in printing compartment.	Install paper with shiny side of paper facing outward.
Paper is jammed.	Remove the jammed paper.
The printing process has stalled.	Unplug the internal power cord located in the back of the scanning unit.

A-13	Access to the scanning unit's front compartment is necessary to resolve a technical problem (i.e. power switch must be turned on or off).
<b>Cause</b>	<b>Solution</b>
A technical problem with the scanning unit.	<ol style="list-style-type: none"> <li>1. Verify the current tamper tape is intact. If the word "Void" is visible or if there is no tape call, your local board of elections immediately. Record tamper tape issues in the <i>Election Day Log</i>.</li> <li>2. Complete the <i>Tamper Tape/Security Seal Removal Report</i>. Be sure to record the reason why the compartment needed to be opened.</li> <li>3. Remove the tamper tape and attach it to the back of the <i>Tamper Tape/Security Seal Removal Report</i>.</li> <li>4. Open the compartment and perform the necessary task or observe the authorized technician performing the necessary task.</li> <li>5. When the task is completed, close the compartment door and lock it.</li> <li>6. Put the new tamper tape over the side of the compartment door.</li> <li>7. Record the new tamper tape number in on the <i>Tamper Tape/Security Seal Removal Report</i>.</li> </ol>

## A2.10 Troubleshooting

<b>A-14</b>	<b>There is one memory stick in a scanning unit.</b>
<b>Cause</b>	<b>Solution</b>

There is one memory stick in a scanning unit.

There should only be one memory stick in the scanning unit for the majority of local boards of elections.

A second memory stick would be located in the rear access compartment behind the screen. A second memory stick is only used in Baltimore County, Montgomery County, and Prince George's County. If there is only one memory stick in one of those three local boards, contact that local board of elections.

<b>A-15</b>	<b>The screen goes blank.</b>
<b>Cause</b>	<b>Solution</b>

Scanning unit may not be receiving power and has used all the battery power.

Check all power cords. If they are properly plugged in, turn the scanning unit off and then turn it back on. If the scanning unit does not turn on, lower the screen, open your emergency ballot bin compartment and contact your local board of elections. If scanning unit is now plugged in and charging, lower the screen and then lift the screen up. Once scanning unit reboots, enter the Election Code and touch "Don't Close – Keep Voting" button. Touch "Go to Voting Mode."

<b>A-16</b>	<b>Scanning unit is wobbly.</b>
<b>Cause</b>	<b>Solution</b>

Wheels may not be locked.

Lock wheels on scanning unit. Use caution when locking or unlocking the wheels as the locking tabs have sharp edges.

<b>A-17</b>	<b>There is a problem reading the memory stick or the memory stick is not functioning properly.</b>
<b>Cause</b>	<b>Solution</b>

The memory stick may be faulty.

Contact your local board of elections and begin implementing the contingency plan

	for the scanning unit by placing voted ballots in the emergency ballot bin.
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## Ballot Marking Device

<b>B-1</b>	<b>Ballot marking device does not show a checkmark (“v”) when candidate or questions response is selected.</b>
<b>Cause</b>	<b>Solution</b>

<b>B-2</b>	<b>Ballot will not eject from the ballot marking device.</b>
<b>Cause</b>	<b>Solution</b>

The chief judge will be requested to eject the ballot activation card from the unit. He or she will remove tamper tape from lock. The side compartment will be opened using the round key. The chief judge will switch the ballot marking device to **Official** mode and the judge will select the eject card option. The card will eject. The voting mode will be switched back to **Voter** and voters can begin voting on the ballot marking device.

<b>B-3</b>	<b>Text on the ballot marking device screen is wavy or distorted.</b>
<b>Cause</b>	<b>Solution</b>

If the printed card image and the test pattern image exactly match (No lines are missing, blurred, distorted), then the unit's scanner is going bad. Do not use the ballot marking device and contact the local board of elections immediately.

## A2.12 Troubleshooting

B-4	<b>Voter complains about lack of privacy while voting.</b>
<b>Cause</b>	<p><b>Solution</b></p> <p>The ballot marking device has features providing privacy while voting and generates all on-screen notifications and instructions using the voters chosen language in order to preserve the privacy and confidentiality of the card.</p> <p>The ballot marking device protects a voter's selections both on the screen and in printed form. In a stand-alone mode, the ballot marking device can be set up with privacy shields to obscure viewing of the on-screen ballot. In paper form, the card is fully inside the unit at all times. Also, you can display a blank black touchscreen to prevent others from viewing contest choices by using the diamond “<b>0</b>” key on the keypad.</p> <p>Evaluate the position of the ballot marking device. It may be able to be placed in a more private location in the polling place.</p>

B-5	<b>Voter is unable to read screen because of lighting.</b>
<b>Cause</b>	<p><b>Solution</b></p> <p>Unfortunately, this unit is not set up to be raised at a 90 degree angle. Contact your local board of elections.</p> <p>“Contrast” button may help the voter read the screen if there are lighting or reflection issues.</p>

<b>B-6</b>	<b>Voter cannot hear audio ballot with the headset.</b>
<b>Cause</b>	<b>Solution</b>
Volume is too low.	Adjust the volume using the volume adjuster (- or +) on the keypad. Each time a blank activation card is inserted, the volume will reset to its lowest level.
Headset is not working.	<ol style="list-style-type: none"> <li>1. Check the headphone jack is properly connected into the side compartment.</li> <li>2. Try new headset.</li> <li>3. Set up the headset and keypad on another ballot marking device, if available, and have the voter vote the ballot from another device.</li> </ol>

<b>B-7</b>	<b>Voter requests proof of voting from the ballot marking device.</b>
<b>Cause</b>	<b>Solution</b>
	We can only provide proof of the ballot selections after the marked ballot exits the ballot marking device. Once the ballot activation card is inserted into the scanning unit, the voter's selections are counted.

<b>B-8</b>	<b>There is an active ballot on the ballot marking device's screen, but no voter is present (Fleeing Voter").</b>
<b>Cause</b>	<b>Solution</b>
	Alert a chief judge immediately. The chief judge should refer to chapter 5 of the Election Judge Manual for instructions.

## A2.14 Troubleshooting

## Electronic Pollbook

C-1	<b>Electronic pollbook will not power up (Screen is blank and green power light does not come on).</b>
<b>Cause</b>	<b>Solution</b>
Power button not turned “ON”.	Check the power switch on top of the electronic pollbook is “ON”. The “ON” switch is located under the black rubber flap.
Power cord not properly plugged in or plugged into an inactive source of power.	Check power cords and power strip (if used). Try another electrical outlet. Call for tech support. Call your local board of elections if the problem is not resolved.
Battery is not inserted properly.	Call your local board of elections.

C-2	<b>The battery indicator in the bottom left of the electronic pollbook’s screen displays the BT is 30% or less and the “AC” is “Offline”, or a warning screen appears saying, “The battery is getting low.”</b>
<b>Cause</b>	<b>Solution</b>
Battery not fully charged and the electronic pollbook is not connected to a power source.	<ol style="list-style-type: none"> <li>1. Check the power cords to make sure they are properly connected to the electronic pollbook and to a power source.</li> <li>2. Try plugging the electronic pollbook into another power source.</li> </ol> <p><b>NOTE:</b> The battery display in the bottom left corner turns yellow when battery power is at 30% and red at 15%. The electronic pollbook will automatically turn off when the battery reaches 10%.</p>

C-3	<b>Warning screen appears displays, “Battery not inserted.”</b>
<b>Cause</b>	<b>Solution</b>
Battery is disconnected or missing	Call your local board of elections immediately.

C-4	<b>Before the polls are opened, one or more Statistics on the left side of the screen are not ZERO.</b>
<b>Cause</b>	<b>Solution</b>
Electronic pollbook has not been	Call your local board of elections

configured properly.	immediately. Do not network this pollbook with other pollbooks. Do not use this electronic pollbook to check in voters.
<b>C-5</b>	<b>Warning screen appears displays “The printer is either disconnected or disabled.”</b>
<b>Cause</b>	<b>Solution</b>
Printer is not turned on or is properly connected to the electronic pollbook.	Check the printer is turned on and properly connected to the electronic pollbook and a power source. If “DO you wish to disconnect or disable” message appears on the electronic pollbook screen, press “NO.”

<b>C-6</b>	<b>The voter’s voter authority card tears or jams as it is being printed.</b>
<b>Cause</b>	<b>Solution</b>
Paper tears or jams.	<p>Press the “<b>Feed</b>” button on the printer to remove torn or jammed paper. Press the blue “Reprint” button to reprint the voter’s voter authority card.</p> <p><b>NOTE:</b> If a second copy of the voter’s voter authority card does not print after pressing the “Reprint” button on the printer, refer to <b>Chapter 10</b> for instructions on other methods for printing another voter authority card.</p>

<b>C-7</b>	<b>The printer needs a new roll of paper.</b>
<b>Cause</b>	<b>Solution</b>
Printer out of paper (Red marks appeared on the paper).	<ol style="list-style-type: none"> <li>1. Push the “<b>Cover Release</b>” button on the front of the printer and push open the paper compartment.</li> <li>2. Slide the paper release button (located on the right side) forward and use your thumbs to gently slide apart the paper guides located on both sides of the roll of paper.</li> <li>3. Place the holes of the new paper roll onto the paper guides. Make sure the paper feeds from the bottom.</li> <li>4. Slide the paper release button forward</li> </ol>

## A2.16 Troubleshooting

	<p>and gently slide the paper guides together.</p> <p>5. Pull the paper through the printer's opening and close the cover.</p>
C-8	<b>Access to the electronic pollbook's top compartment is necessary to resolve a problem with the compact flash card.</b>
Cause	Solution
There is a problem with the compact flash card.	<ol style="list-style-type: none"> <li>1. Record the seal number and reason why the compartment was opened on the <i>Electronic Pollbook Integrity Report</i>.</li> <li>2. Remove the seal and place the seal in the "Removed Seals" bag.</li> <li>3. Open the compartment lid and perform the necessary task or observe the authorized technician performing the task.</li> <li>4. When the task is completed, close the compartment lid, reseal, and record the new seal number on the <i>Electronic Pollbook Integrity Report</i>.</li> </ol>

## Check-in

D-1	Voter needs assistance with voting.
Cause	Solution
Voter needs assistance with voting.	<p>The voter can choose to have an individual of the voter's choice or two election judges of different parties assist the voter in completing any part of the voting process.</p> <p>If the voter chooses assistance:</p> <ul style="list-style-type: none"><li>• The voter may choose his or her own assistant, but the assistant cannot be the voter's employer, an officer or agent of the voter's employer, an officer or agent of the voter's union, a challenger/watcher, or a candidate who is on the voter's ballot.</li><li>• The voter's assistant must complete and sign the <i>Voter Assistance Form</i> found in the check-in judge's notebook.</li><li>• Two election judges, one from each of the two major political parties, may assist the voter if the voter does not choose his or her own assistant.</li><li>• Both election judges must sign and note their party affiliation on the <i>Voter Assistance Form</i> found in the check-in judge's notebook.</li></ul> <p>Place the completed <i>Voter Assistance Form</i> in the check-in judge's notebook.</p>

## A2.18 Troubleshooting

D-2	<b>Voter cannot sign the voter authority card, <i>Voter Update Form</i>, or any other form.</b>
<b>Cause</b>	<b>Solution</b>
Voter cannot sign the voter authority card, <i>Voter Update Form</i> , or any other form.  Voter is unable to make any mark on the signature line.	Ask the voter to make an "X" or similar mark on the signature line. This mark is acceptable as the individual's signature.  1. Write the following statement on the back of the voter authority card: "This voter is qualified to vote but is unable to sign his or her name."  2. On all other forms write, "This voter is unable to sign his or her name."  3. Sign your name and write the date under the statement.
D-3	<b>Voter is not listed in the precinct/county register, but is listed in the State roster (e.g., voter went to wrong polling place).</b>
<b>Cause</b>	<b>Solution</b>
Voter is not at his or her assigned precinct/county and the voter's registered address is current.	1. Look up the correct polling place for the voter (refer to <b>Chapter 10</b> for instructions).  2. Explain voting options to this voter: <ul style="list-style-type: none"> <li>• The voter may stay and vote a provisional ballot; or</li> <li>• The voter may go to their assigned polling place and vote a regular ballot, if otherwise eligible.</li> </ul> 3. If the voter chooses to stay and vote a provisional ballot at this polling place, have the check-in judge continue the check-in process and select "1" on the " <b>Enter Provisional Reason</b> " screen; and  4. Print the voter's voter authority card for the voter to review and sign. A chief judge, or another election judge delegated

	by the chief judge, must escort the voter from the check-in table to the provisional judge.
D-4	<b>Voter's name cannot be found in the register, even after searching the State roster.</b>
Cause	Solution
Possible causes include spelling error or voter did not register by the deadline.	<p>Refer to <b>Chapter 10</b> for detailed instructions on various methods for finding a voter.</p> <p>Check all possible variations of spelling for the name. Check by person's street address. If checking by date of birth, enter at least the first letter of the voter's first and last names before entering the date of birth.</p> <p><b>NOTE:</b> Do not use punctuation when entering a voter's name.</p>

## A2.20 Troubleshooting

D-5	Voter no longer resides at address listed in precinct/county register.
<b>Cause</b>	<p><b>Solution</b></p> <p>Give the voter a <i>Voter Update Form</i> and ask the voter to read the affidavit under the Change of Address section.</p> <ol style="list-style-type: none"> <li>1. If the voter moved within 21 days of election day, the voter will sign the affidavit and provide an updated address. The voter's address change will be processed after election day. Issue the voter a regular ballot or ballot activation card.</li> <li>2. If the voter indicates by not signing the affidavit that this is not applicable, he or she has moved more than 21 days before election day, summon a chief judge. A chief judge must: <ul style="list-style-type: none"> <li>• Explain the voting options to this voter;</li> <li>• If the voter chooses to stay and vote a provisional ballot at the polling place, have the check-in judge continue the check-in process and select "2" on the <b>"Enter Provisional Reason"</b> screen; and</li> <li>• Print the voter's voter authority card for the voter to review and sign. A chief judge, or another election judge delegated by the chief judge, must escort the voter from the check-in table to the provisional judge.</li> </ul> </li> </ol> <p>If the voter chooses to vote in the district/precinct/county for his or her new address, refer to <b>Chapter 10</b> for instructions on how to determine the</p>

	voter's correct election district and precinct/county.
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<b>D-6</b>	<b>Voter claims a different party affiliation other than what is listed in the precinct/county register.</b>
<b>Cause</b>	<b>Solution</b>
Voter states he or she is affiliated with a party other than indicated in the precinct/county register.	<p>If it is a <b>Primary Election</b>, inform the voter if he or she wants to cast a ballot for a party other than the one listed in the precinct/county register, he or she can only vote by provisional ballot.</p> <ol style="list-style-type: none"> <li>1. Continue the check-in process and select “3” on the “<b>Enter Provisional Reason</b>” screen.</li> <li>2. Print the voter’s voter authority card for the voter to review and sign. A chief judge, or another election judge delegated by the chief judge, must escort the voter from the check-in table to the provisional judge.</li> </ol> <p><b>NOTE:</b> Unless there is a non-partisan ballot during a primary election (e.g. Board of Education), only registered Democrats and Republicans are eligible to vote by a regular ballot and insert the voted ballot into the scanning unit.</p>

<b>D-7</b>	<b>Voter is listed as “ABS Issued,” “Ballot Issued”, “Voted Early”, or “PROV”.</b>
<b>Cause</b>	<b>Solution</b>
The voter is listed as “ABS Issued,” “Ballot Issued,” “Voted Early,” or “PROV” but wishes to cast a ballot at the polling place.	<p>Inform the voter he or she is marked as having been issued an absentee ballot, regular ballot, provisional ballot, or has voted early.</p> <p>If the voter insists on casting a ballot now, he or she can only vote by provisional ballot.</p> <p>Continue the check-in process and select “4” on the “<b>Enter Provisional Reason</b>” screen.</p> <p>Print the voter’s voter authority card for the voter to review and sign. A chief judge, or another election judge delegated by the chief judge, must escort the voter from the check-in table to the provisional judge.</p>

## A2.22 Troubleshooting

	If the local board of elections verifies the voter did not previously vote, his or her provisional ballot will be counted.
<b>D-8</b>	<b>Voter is listed as “Inactive”.</b>
<b>Cause</b>	<b>Solution</b>

Voter has not responded to two mailings at the address on file with the local board of elections or has not responded to confirmation mailings.

Voter will need to sign the *Affirmation of Residency for Inactive Voter* printed automatically on the voter authority card in order to vote a regular ballot if the address on file is correct.

**⚠ If the voter does not sign the affirmation, the voter must vote by provisional ballot.**

<b>D-9</b>	<b>Voter is listed as “Show ID”.</b>
<b>Cause</b>	<b>Solution</b>

Voter has not satisfied the identification requirement.

Voter must present an acceptable and current ID to vote a regular ballot. Refer to the list of acceptable forms of ID in **Chapter 10**.

**⚠ “Current” means within 3 months of election day.**

If voter does not have acceptable ID, the voter may only vote by provisional ballot.

D-10	<b>Voter is listed as pending (“Pend1” or “Pend2”).</b>
<b>Cause</b>	<b>Solution</b>
The precinct/county register lists the voter’s status as “Pend1” and indicates “Show ID” on the Voter Details screen (The driver’s license number or social security number has not been verified).	<ol style="list-style-type: none"> <li>1. This voter can only vote by provisional ballot.</li> <li>2. Continue the check-in process and select “6” on the “<b>Enter Provisional Reason</b>” screen.</li> <li>3. Print the voter’s voter authority card for the voter to review and sign.</li> <li>4. A chief judge, or another election judge delegated by the chief judge, must escort the voter from the check-in table to the provisional judge.</li> </ol>
The precinct/county register lists the voter’s status as “Pend2” and indicates “Need DL# or SS#” on the Voter Details screen. (A driver’s license number or the last four digits of his or her social security number was not provided during registration).	<ol style="list-style-type: none"> <li>1. This voter can only vote by provisional ballot.</li> <li>2. Continue the check-in process and select “7” on the “<b>Enter Provisional Reason</b>” screen.</li> <li>3. Print the voter’s voter authority card for the voter to review and sign.</li> <li>4. A chief judge, or another election judge delegated by the chief judge, must escort the voter from the check-in table to the provisional judge.</li> </ol>
D-11	<p><b>The wrong voter is checked in and was issued a regular ballot or ballot activation card and a voter authority card.</b></p> <p><b>NOTE: The voter has NOT cast a ballot yet.</b></p>
<b>Cause</b>	<b>Solution</b>
Wrong voter’s name was selected.	<p>If the error is discovered before the voter casts a ballot:</p> <ol style="list-style-type: none"> <li>1. Get the voter authority card from the voter. Write “CANCELLED” on the voter authority card. Keep the voter authority card with the chief judges’ materials.</li> <li>2. Chief judges refer to the “Resetting a Voter’s ‘Ballot Issued’ Status” section of Chapter 5 for instructions on how to change a voter’s “Issued” status for the voter who was incorrectly checked in.</li> </ol>

## A2.24 Troubleshooting

	<p>3. Record the incident in the <i>Election Day Log</i>.</p>
<b>D-12</b>	<b>Voter's identity is challenged.</b>
<b>Cause</b>	<p><b>Solution</b></p> <p>Check-in judge: Refer the challenger and the challenged voter to a chief judge.</p> <p>Chief judge: Ask the voter if he or she has an acceptable ID (Refer to Chapter 4 for a list of acceptable forms of ID).</p> <ol style="list-style-type: none"> <li>1. If the voter provides an acceptable ID and it verifies the voter's identity:             <ol style="list-style-type: none"> <li>A. Escort the voter to the check-in judge; and</li> <li>B. Inform the check-in judge to continue the check-in process for this voter.</li> </ol> </li> <li>2. If the voter does not provide an acceptable ID, the chief judge:             <ol style="list-style-type: none"> <li>A. Gets an <i>Affidavit for Challenger and Challenged Voter</i>.                     <ul style="list-style-type: none"> <li>• The challenger completes Part I.</li> <li>• The challenged voter completes Part II.</li> </ul> </li> <li>B. Witnesses the signing of Parts I &amp; II of the affidavit and signs the form.</li> <li>C. Provides any additional information about the challenge in Part III of the form; and</li> <li>D. Continues the check-in process and selects “8” on the “Enter Provisional Reason” screen.</li> <li>E. Print the voter's voter authority card for the voter to review and sign. A chief judge, or another election judge delegated by the chief judge, must escort the voter from the check-in table to the provisional judge.</li> </ol> </li> <li>3. The provisional judge must attach the completed <i>Affidavit for Challenger and Challenged Voter</i> to the outside</li> </ol>

	of the voter's provisional ballot envelope.
<b>D-13</b>	<b>Voter reports a family member has moved or is deceased.</b>
<b>Cause</b>	<b>Solution</b>
Voter states a family member has moved or is deceased.	<ol style="list-style-type: none"> <li>1. The check-in judge will complete the top part of the <i>Voter Update Form</i>.</li> <li>2. Give the voter the <i>Voter Update Form</i> and request the voter to complete the appropriate section of the <i>Voter Update Form</i>.</li> <li>3. Verify the voter has signed the form.</li> <li>4. Place the completed form in the Voter Update Form envelope at the check-in area.</li> </ol>

## A2.26 Troubleshooting

## Voting Process

E-1	<b>Cancelling a ballot before a regular ballot or a ballot activation card has been inserted into the scanning unit, reissuing a voter authority card, if needed.</b>
<b>Cause</b>	<b>Solution</b>  The original regular ballot or ballot activation card should be spoiled if a voter needs another ballot. Refer to Chapter 7 for more information.  A chief judge may reset a voter's issued status in the electronic pollbook. Refer to Chapter 5 for more information.

E-2	<b>Voter claims his or her ballot was cancelled or cast by mistake.</b>
<b>Cause</b>	<b>Solution</b>  If the voter accidentally touches "Cast" instead of "Return" at the scanning unit, the voter is not eligible to vote again. If the voter persists, he or she may vote a provisional ballot.

E-3	<b>Voter complains about lack of privacy while voting.</b>
<b>Cause</b>	<b>Solution</b>  A privacy shield should be placed around the scanning unit. If a privacy shield is not available, the voter may use the privacy sleeve as a shield at the scanning unit.  The election judge at the scanning unit should stand at least two feet away from the scanning unit and only approach the voter if the voter requests assistance. The election judge at the scanning unit may also stand at the beginning of the line to the scanning unit and let the voter at the scanning unit to cast the ballot.

<b>E-4</b>	<b>Extended voting hours have been ordered.</b>
<b>Cause</b>	<b>Solution</b>
Election judges have been notified by the local board of elections that an order has been issued to extend voting hours.	Refer to Appendix 1 - Extended Voting Hours.
<b>E-5</b>	<b>Voter requests proof of voting.</b>
<b>Cause</b>	<b>Solution</b>
Voter requests proof of voting.	The check-in judge or chief judges will fill out the <i>Certificate of Participation</i> located in the check-in judge's notebook.

## A2.28 Troubleshooting

## Provisional Voting

<b>F-1</b>	<b>A voter makes a mistake or changes mind while voting a provisional ballot.</b>
<b>Cause</b>	<b>Solution</b>  Voter makes a mistake or changes his or her mind while voting a provisional ballot and requests a replacement ballot.  The provisional judge should instruct the voter to overvote (i.e., mark all voting positions) every contest on the ballot. Write “spoiled” on the voter’s ballot and place it in the spoiled ballot envelope. Issue the voter a replacement ballot. A voter may not receive more than three ballots.

<b>F-2</b>	<b>Provisional ballot will not fit into bag.</b>
<b>Cause</b>	<b>Solution</b>  Bag is full.  Call the local board of elections immediately.

<b>F-3</b>	<b>Provisional voter cannot sign name.</b>
<b>Cause</b>	<b>Solution</b>  Voter cannot sign name on the provisional ballot application.  Ask the voter to make an “X” or similar mark on the signature line. This mark is acceptable as the individual’s signature.  If the voter is unable to make a mark:  1. Write the following statement in the signature space: “This voter is unable to sign his or her name.”  2. Sign your name and write the date under the statement.



## Glossary

**Absentee Voter:** A voter who has chosen not to vote in a polling place or at an early voting center. The voter receives a paper ballot and can mail or return the voted ballot by the close of election day.

**Archiving:** A process that saves the day's activities on the electronic pollbook's compact flash card.

**Audio Ballot:** The ballot that can be heard by a voter while using a headset that is connected to a ballot marking device.

**Ballot Activation Card (BAC):** A card issued to a voter to be inserted into a ballot marking device. The BAC activates the ballot marking device so the voter can make selections and print a ballot.

**Ballot Box:** Locked storage compartment where scanned ballots are deposited after the ballots have been inserted into the scanning unit.

**(Consolidated) Ballot Counts Report:** A report run from the electronic pollbook prior to opening and closing the polls that shows the number of ballots issued during the day.

**Ballot Marking Device (BMD):** A device that enables a voter, including a voter with a disability, the ability to cast his or her vote independently. Any voter who asks to vote using the BMD should be allowed to do so.

**Ballot Transfer Bin:** Blue plastic case with two flaps and a black handle that is located inside the ballot box. This device is used to transport, collect, and store ballots securely.

**Blank Ballot:** A ballot in which a voter has made no selections. The scanning unit will initially caution a voter that the ballot is blank. The voter has the option of having the ballot returned to mark selections or casting the blank ballot.

**Cast Ballot Button:** This touchscreen button is located on the scanning unit's help screen. The voter has the option to press this button after inserting a ballot into the scanning unit and the screen indicates that there are over-voted contests on the ballot (or a blank ballot). The voter should be made aware that all selections in an over-voted contest on the ballot will not be counted.

**Chain of Custody:** The chronological documentation, or paper trail, showing the custody, control, and transfer of voting equipment, memory sticks, voted and unvoted ballots, reports, forms, and other equipment and supplies.

**Challengers & Watchers (also “Poll Watcher”):** Registered voters designated by a candidate, political party, or other group to be in a polling place or early voting center for the purpose of observing an election.

**Closing Summary Report:** A **required** report completed by the chief judges after ending the election that summarizes the data from each scanning unit, electronic pollbook, provisional ballots, and voter authority cards.

**Compact Flash Card (CF Card):** A device used in the electronic pollbook for storing a list of eligible voters.

**Configuration Report:** A report printed by the scanning unit when the scanning unit is powered on before the first Zero Report is printed.

**Contest:** Candidates run against each other for a particular office.

**Contingency Plan:** The materials and instructions used in the polling place or early voting center in case of an emergency.

**Early Voting:** A period of time prior to Election Day in which voters can cast their ballots.

**Electioneering:** Includes wearing hats or clothing supporting or opposing a political candidate or issue. Also includes the distribution of political literature, posters, banners, buttons, or otherwise soliciting votes. Electioneering is prohibited inside the polling place and within the “No Electioneering Zone”. Voters are allowed to wear political hats or clothing with political messages, and may carry political literature with them inside the polling place, but may not otherwise electioneer (i.e., solicit votes from voters) while inside the polling place or within the “No Electioneering Zone.” Voters may not distribute or leave political literature inside the polling place.

**Electronic Pollbook:** A device that contains an electronic list of all registered voters and is used to check-in voters.

**Emergency Ballot Compartment:** The locked compartment located in the top of the ballot box of the scanning unit. Used to store ballots if the scanning unit malfunctions.

**Ending the Election:** The process performed on a scanning unit after the precinct closes to print closing reports and to shut down the scanning unit.

**Exit Polling:** The process used to interview voters leaving the polling place or early voting center. This activity may take place inside the “No Electioneering Zone” but not inside the voting area.

**Extended Hours Voting:** A court order that extends regular voting hours.

**Fleeing Voter:** A voter who leaves the polling place without casting a ballot. The chief judge must be notified of this situation immediately when it happens in order to keep a record of these occurrences.

**High Contrast Text:** An option on a ballot marking device that changes the screen content to black and white for the benefit of voters with low vision.

**Hub:** A device that connects to the electronic pollbooks with cables and allows them to synchronize data. Used when more than two pollbooks are being used in a polling place.

**Inactive Voter:** A voter is listed as “Inactive” because the voter has not responded to two mailings at the address on file with the local board of elections or has not responded to certain confirmation mailings.

**Keypad:** A keypad that is used for making ballot selections while using the audio ballot component of a ballot marking device. The keypad allows voters to select candidates, move around the ballot, vote for write-in candidates during a general election, and mark a ballot.

**Large or Magnified Text:** An option on a ballot marking device that increases the size of ballot text for the benefit of voters with low vision.

**Memory Stick:** Portable memory device used in voting equipment to store election information and results.

**No Electioneering Zone:** Marked boundary where electioneering is not allowed.

**Overvoting:** Selecting more than the allowable number of candidates in a contest.

**Power Indicator Light for Electronic Pollbooks:** Power light in the lower right corner of the electronic pollbook flashes green when the pollbook is plugged into electrical power and charging.

**Precinct Register:** A list containing the names of all the registered voters in a particular precinct or county.

**Privacy Screen:** The screen attached to the table where the ballot marking devices sits. A privacy screen may also be used in the provisional voting area. Two privacy screens are provided for each scanning unit, placed to the left and right side of the scanning unit screen.

**Privacy Sleeve:** Folder used to cover the ballot selections made by a voter. Provisional voters use an orange privacy sleeve.

**Protected Count:** The total number of ballots cast on an scanning unit since the date of manufacture.

**Provisional Ballot:** A paper ballot issued to a voter claiming to be properly registered and whose qualification or entitlement to vote cannot be established by the election judge.

**Provisional Ballot Voting Booth:** A voting booth that allows for privacy while voting a provisional ballot.

**Provisional Ballot Transfer Bag:** An orange canvass bag with a black strap that contains and secures voted provisional ballots.

**Public Count:** The total number of ballots cast on each scanning unit during the election.

**Results Report from the Scanning Unit:** A report showing the number of votes for each contest as recorded on the scanning unit.

**Scanning Unit:** A paper ballot scanner and tabulator designed for use at the polling place and early voting center.

**Security Seal:** A device used to lock voting equipment compartments and to verify that the compartments have remained locked until the security seals were removed.

**Serial Number on the Memory Stick:** The memory stick's serial number printed on its label (usually near the barcode).

**Spoiled Ballot:** A ballot on which the voter made a mistake or is otherwise damaged (because of extra marks, creases, etc.) such that a scanning unit will not accept it.

**State Asset Tag Number on the Electronic Pollbook:** The electronic pollbook's State Asset Tag Number that is identified on a label on the external surface. The asset number may also be printed on a tag attached to the electronic pollbook's storage case.

**Stylus:** A pen-shaped instrument used to tap on the screen of the electronic pollbook to make selections.

**Summary Page:** The summary screen shown on the ballot marking device touchscreen that gives the voter the opportunity to review selections prior to printing a ballot.

**Tamper Tape:** An adhesive strip with a unique number that is used to verify that voting equipment compartments, doors, windows, etc. have not been opened after the tamper tape was affixed. Tamper tape will show the word "Void" when there is an attempt to remove it after it has been affixed.

**Touchscreen:** The screen on the ballot marking device which allows a voter to make selections by pressing directly on the screen.

**Undervoting:** Voting for fewer than the number of selections allowed in a contest. All selections made in an undervoted contest will be counted. The scanning unit will not alert a voter who inserts a ballot with undervoted contests.

**Voting Booth:** Used by voters to ensure privacy while voting their ballot.

**Voter Authority Card (VAC):** A document printed from an electronic pollbook that contains certain voter information.

**(Consolidated) Voter Counts Report:** A report printed from the electronic pollbook prior to opening and closing the polls that shows the number of voters checked-in during the day. This report may also be printed during the day, as needed.

**Write-In Vote:** During a general election only, a voter has an option to vote for an individual whose name does not appear on the official ballot.

**Zero Report:** A report that is printed by the scanning unit before the polls are opened that verifies that no votes have been cast on the scanning unit prior to opening the polls.

