

# Town of Rehoboth Election Worker Training/Refresher

Monday, February 12 @ 1:00 PM Francis Farm Community Complex Museum Building





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- Upcoming Elections
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- \* Before the Polls Open
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- \* Poll-Pad (iPad Voter Check In/Out)
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- \* Voting Using the Automark & ImageCast-Precinct-2
- \* Closing the Polls
- \* Delivering Materials to Town Hall
- \* The Polls COVID Concerns/Precautions & Questions?

## **Thank You!**

Thank you for serving the Town of Rehoboth as a poll worker on Election Day & Town Meetings!

I appreciate the commitment you have made to faithfully and accurately conduct every aspect of the election process.

Use Thank you for participating in today's training.

With your assistance, all our Elections will run smoothly and professionally ~ thank you!

# **Upcoming Elections**



# 2024 Upcoming Elections Town Meetings

- \* Tuesday ~ March 5, 2024 Presidential Primary Polls Open @ 7:00 AM; Election Workers arrive between 5:45/6:00AM
- \* Tuesday ~ April 2, 2024 Annual Town Election Polls Open @ 7:00 AM; Election Workers arrive between 5:45/6:00AM
- \* Tuesday ~ June 4, 2024 Annual Town Meeting Begins at 7/Check-In @ 6 Election workers arrive at 5:15/5:30PM
- Tuesday ~ September 3, 2024 State Primary Polls Open @ 7:00
   AM; Election Workers arrive between 5:45/6:00AM
- \* Tuesday ~ November 5, 2024 Presidential & State Polls Open
   @ 7:00 AM; Election Workers arrive between 5:45/6:00AM



- \* Presidential Primary (one week) Saturday, February 24, 2024 – Friday, March 1, 2024 – Polls Open 10-4 Saturday, 8-4 Monday-Thursday; 8-12 Noon - Friday
- State Primary Saturday, August 24, 2024 Friday, August 30<sup>th</sup> Polls Open 10-4 Saturday, 8-4 Monday-Thursday; 8-12 Noon Friday
- \* Presidential & State General Election (two weeks)
   Saturday, October 19, 2024 November 1, 2024 Polls Open
   10-4 Saturday, 8-4 Monday-Thursday; 8-12 Noon-Friday TBD

# **Election Staff**



# The Election Day ~ Introduction

### Election Officers (Wardens, Clerk, Inspector and Constables) are the "FACE" of the election to the Voters.

### ✓ As a result, please make sure you keep the following in mind:

- \* Refrain from any political activity during polling hours. Do not wear anything of political nature clothing, hats, buttons, etc.
- \* Dress comfortably and appropriately business casual suggested.
- \* With the exception of the Warden and Clerk, cell phones must be on **<u>silent not vibrating</u>** and off the check-in and/or check-out tables.
  - \* If you must take a phone call please ask the Warden to cover your station and take a 5-10 minute break.
- \* Books, Magazines, Electronic Books or iPads, etc. may be brought for quiet times; however, should not be used when voters are checking in or out.
- \* Snacks or drinks cannot be left on the check-in or check-out tables unless they are in a sealed container.
- \* Workers should not be socializing with friends while working.
  - \* If you need to catch up with someone and it is not busy, ask the Warden for a 5-10 minute break. Voters are not allowed to hover around the check in/check out desk.
- \* Please be pleasant and have fun.

## **Election Staff**

### Duties of Election Officers Warden: General Duties and Authority

- Schief election officer at the polling place.
- Supervises the other precinct election officers before the polls open, during the election and while the ballots are processed.
- Responsible for maintaining order and handling violations of election law by election officers or others.
- May use constable/police assistance when necessary.
- Keep the access to the polling place open and unobstructed with the assistance of a constable/police officer.
- Make sure that the required materials are available and posted in proper places and in quantities dictated by law.
- Solution with the bag/package containing the ballots and deliver them to the ballot check-in clerks.
- Assigns other election officers to their stations and designates their schedule for breaks, meals and for voting.

## Election Staff ~ Warden (continued)

### Duties of Election Officers Warden: General Duties and Authority

- Makes sure that no unauthorized persons are within the guardrail and that no campaign material is inside or within 150 feet of the door to the polling place and that no electioneering is occurring within that area.
- Prevent interference with the voting process and to help voters in accordance with the law.
- Instruct voters and observers to turn off cell phones.
- Scompletes paperwork:
  - Main Affirmation of Current and Continuous Residence
  - 🛸 Provisional Ballots
  - Certificates of Authorization to Vote in Person

Makes sure that ballots and specimen ballots and instruction cards are not tampered with and that no unauthorized information is given out.

### Election Staff ~ Warden(continued)

### Duties of Election Officers Warden: General Duties and Authority

- The only figure that may be given out during the election is the number on the ballot box register, which may be given out on request.
  - The warden would give the number to someone requesting it—the person requesting it does NOT get to look at the ballot box number.
- May designate a qualified election officer to be in charge if he or she leaves.
- Is in charge of the ballot box and at the close of elections, returns it to the town clerk.
  - Makes sure all materials are counted, recorded, sealed and returned.
     Everything **MUST BE SEALED & LOCKED** prior to leaving the Precinct.

# **Election Staff ~ Clerk**

### Duties of Election Officers Clerk: General Duties and Authority

Keeps a record of all facts relating to the proceedings of the election required by law to be recorded.

#### Clerk's Record: What it should contain:

- All facts relating to the proceedings of the election required by law to be recorded.
- The number of ballots received;
- The number on ballot box register; The number on the "Red or White" Security Seals
- The names and addresses of any challenged voter and the person making the challenge, as well as whether the voter presented identification, etc.;
- The names and addresses of any provisional voters;
- The number of ballots cast;
- The number of voters on the Poll Pads, check in paper voter list, check out "Poll-Pad" voter receipts and the tabulator (Image Cast) at the close of the polls;

# Election Staff ~ Clerk (continued)

### Duties of Election Officers Clerk: General Duties and Authority

### Clerk's Record: What it should contain (continued):

- May facts unique to that election, including:
  - The names and titles of the election officers present already in typed notes;
  - The time the polls opened;
  - Any problems which arise with the voting machine or system during the day, the time of those problems, and the way in which they were resolved;
  - May complaints received during the day, and the manner in which they were resolved;
  - The time the polls closed; and
  - Which election officers were present for the counting of the ballots at the close of polls;
- Many unusual events including for example:
  - The name and address of any person whose name is not on the voter list and whether they were issued a certificate.

# **Election Staff ~ Inspectors**

### **Duties of Election Officers**

#### Manual Science Inspectors: General Duties

Inspectors are assigned to duties by the warden.

- Two-Three inspectors of different political parties (Democratic/Republican/Unenrolled) are assigned to the checkin area at the entrance to the voting area. REMINDER: Voters may VOLUNTARILY present their MA Driver's License at Check-In to scan on the Poll Pad.
  - Inspector will process voters through the iPads and paper voting list announcing the names of voters as they come in, along with the voter's ballot selection for Primary Elections\*. "Check-In #1"
  - Inspector hands the voter the ballot and security sleeve, if requested.
  - 2-3 other election inspectors, of varying political parties (Democratic/Republican/Unenrolled), are stationed at the checkout table. When voters are checked-in on the iPad, a printed voter receipt will print at the check-out table. Check-Out Inspector #1 will alphabetize the printed voter receipts waiting for the voter to check-out.
  - Upon the voter leaving, one inspector finds the voter receipt and announces the voter's name. "Check-Out #1". The voter will be instructed to place the ballot in the scanner. Voter Receipt will be filed alphabetically in the file folder by <u>Street Address, not Voter Name</u>.
  - The other "Check-Out #2" monitors the election equipment for scanning/jammed ballot messages. They also make sure the voter places the ballot in scanner correctly and for voters using a ballot secrecy sleeve, makes sure the tip of the ballot extends past the secrecy sleeve. (The voter feeds the ballot through the vote tabulator and returns the secrecy sleeve to the inspector.)
  - It is suggested that inspectors alternate duties and that all are available during the rush hours

# **Election Staff ~ Constables**

### Duties of Election Officers Constables: General Duties

- Your primary duty is to preserve order, to protect the election officers from any interference of their duties, to aid in enforcing the laws relating to elections and insure that there are no traffic problems.
- You are responsible to the Warden in your polling place.
- You are to remove any unruly person, allow no person to smoke within the polling place, no political clothing/hats and watch for other violations of the election laws.
- There will be no political advertising of any kind allowed within 150 feet of the entrance to the polling place and no politicking by any candidate, members of a ballot question committee, and/or their workers. This means there will be no greeting of voters within the 150'. Cars with bumper stickers or any other kind of political advertising are not to be parked within 150 feet of the entrance to the polls. No one may enter the polls wearing any political buttons or carry any political materials that might influence voters. You should insure that no vehicles are parked in other than authorized parking areas.
- **Exit polling is allowed**, however, this cannot obstruct access to the polling place.

### Election Staff ~ Constables (continued)

### Duties of Election Officers Constables: General Duties

- Candidates have been informed of this regulation and that any vehicles exhibiting campaign materials, which are parked and left unattended, within the 150' limit will be towed at the owner's or the candidate's expense. More on the 150' regulations in "Activities @ the Polls".
- The 150' limits have been checked and marked with signage at the Francis Farm Polling Location Museum Building; make sure you know where they are:
- No one with bumper stickers supporting candidates or for or against questions on the ballot is to be allowed to park in the parking lot by the Museum building.

## Election Staff ~ Constables (continued)

### Duties of Election Officers Constables: General Duties

Any vehicles parked on streets leading to the polling places must be off the street and cannot create a safety hazard as determined by the Police Department.

### Inside Officer/Constable:

- The key to ballot box will be turned over to you by the Warden just prior to the opening of the polls. You will keep it in your possession unless asked for it by the Warden. At the close of the polls you will hand it over to the Warden when requested.
- Frequently check tabulators and notify warden/clerk or clerk's office of any issues.
- Inspect voting booths for political materials left behind by voters.
- When the polls are declared closed by the Warden at 8:00 p.m., voters who are in line at that time are allowed to vote. The Police Officer or Constable on inside duty is to station himself at the end of the line allowing no one else into line.
- Following the closing of the polls, **outside** Police Officers (if any have been assigned) may leave after checking with the Warden and Town Clerk.

## Election Staff ~ Constables (continued)

Duties of Election Officers Constables: General Duties

Inside Officer/Constable:

- The Constables or inside Officers will remain on duty assisting as directed by the Warden, Clerk and/or the Town Clerk throughout the tabulation of the votes. Votes will be tabulated in each precinct. When the precinct tally is completed in each precinct the Constable or Police Officer and Clerk will bring the ballots to the town office along with any election equipment to be stored in the vault and/or Clerk's Office
- Please check with the Warden at your polling place before leaving after the polls close.
- Should you encounter any problems, report to the Warden who will contact the Police Department or the Town Clerk.

# Before the Polls Open



# **Before the Polls Open**

### What time to get to the polls?

- Early enough to make sure you have time to set up, if necessary, and allow for public examination of the voting equipment by 6:30 a.m.
  - Wardens Clerks & Inspectors meet at Francis Farm by 6:00 AM

### Physical Set Up of Polling Place:

- Check-In Table – Poll Pads
- 🛸 Guard Rail
- Marking Shelves/Voting Booths
- Check-Out Table Poll Pad Printers
- Voting Equipment Image Cast-2 Tabulator must be near power supply, please;

Image Cast-2 also needs power supply – make sure up and running!!

# **Before the Polls Open ~ Continued**

### **Posting of Information:**

Two - Specimen ballots (for each party if Primary); -- parties are Democrat, Republican, & Libertarian

➡ Three - "Instructions to Voters" cards;

- Three "Penalties Upon Voters" cards;
- One "Voters Bill of Rights".

### Public Examination of Voting Equipment

- At least ½ hour before polls open: machine must be opened for public inspection—to show it is empty—and zero tape printed.
- After examination, the ballot box must be locked, and the key given to the Warden Constable or Police Officer.

Clerk records who is present at the opening of the ballot box and the time it was done.

If someone comes in after the ballot box has already been opened, you do NOT have to open it again.

**Non-Red Pencils, Pens or Ballot Markers**-should be available in each voting booth.

# **Before the Polls Open ~ Continued**

### **Replacement Of Election Officers**

If an election officer fails to appear, the Town Clerk must be notified so that a replacement can be sent.

### **Warden Can Swear In Election Workers:**

In the event an Election Worker or Constable was unable to be sworn in at Town Hall, the Warden may swear the election official in and sign the appointment slip.

No election worker can begin their duties without being sworn in.

It is important To Open On Time – Even if something unforeseen occurs and the vote tabulator is not ready, still allow voters to vote and place the ballots in the auxiliary / side compartment.

# **Opening The Polls**



# **Opening the Polls**

### **POLLS OPEN** –

All Precincts must open at 7:00 a.m. and remain open until 8:00 p.m.

### SYNCHRONIZE WATCHES!!!

### Doting Equipment

- Make sure Optical Scanner, Poll Pads, Printers & Image Cast are plugged in.
- Make sure voting compartments on ballot box are closed and locked.

### Muxiliary door remains open at all times.

- Ballot Box, Image Cast tabulator, and Image Cast Keys are given to Constable
- Make sure ballot pens are at all voting booths.
- Make sure sample documents are displayed.
- Make sure privacy/security sleeves are next to Check-In Inspector– Ballot Distribution.
- Make sure you are ready for the voters.

### **6:55** a.m. - Warden Declares the Polls will Open in Five Minutes.

- Science Reads the Return of Service and Election Warrant.
- 7:00 a.m. Warden Declares Polls Officially Open

# During the Voting Hours



# **During The Voting Hours**

### Keep the Voter Lines to a Minimum

If a heavily attended election, it might be helpful to remind the voters on line that they may VOLUNTARILY scan the back of their driver's license to speed up the check in process. Each Precinct now has two Poll Pads, two check-in Inspectors, ballot and paper check-in Inspector

### Make Sure You Have Security Sleeves For Voters:

You have a good supply in the black precinct bag. If you run short, make sure you collect the discarded privacy sleeves from the Check-Out Inspectors.

### Make Sure Voting Booths Have Black Ballot Markers

### Make Sure You Get Your Breaks – The Warden Will Schedule

Meals – Morning: Muffins/Donuts & Coffee; Bring Lunch From Home; Dinner: Town Vinos Family Café will deliver your dinner between 4:30/5:00 p.m. Discussion

Activities In & Around The Polling Place





Observers must be allowed in the polling location, outside the guardrail, unless they are disorderly or obstruct the access of voters.

#### What they can do:

- may keep notes including marked voting lists.
- may listen as the poll workers announce the names of the voters (which must be loud enough for the observers to hear).
- may challenge a voter's ballot for any legal cause.
- may use electronic devices as long as they do not record audio and are not disruptive to the process.

Example: can use a cell phone to text as long as the keys don't "click" when typing.

(continued)

### Observers ~ continued

#### What they can't do:

- cannot request the names and addresses of voters from the poll workers or the voters directly.
  - If they leave for any reason and/or miss a name, they CANNOT ask the poll workers for the names of voters they missed.
- scannot interfere with the check in process in any way.
- cannot be talking on cell phones.
- scannot plug in any electronic devices.

If there are too many observers, the warden can ask the candidates to "pool" the information gathered by a smaller number of observers. If the polling place is not large enough to accommodate all observer-challengers, to the extent possible, priority shall be given to individuals representing candidates and questions appearing on that election's ballot and to those who provided written notice to the local election official prior to the election.

### 150 Foot Rule

Certain Activities are prohibited within 150 feet of the polling place.

#### What is the area included and how do you measure:

- The 150-foot area includes the polling place, in the building where the polling place is located, on the walls thereof, on the premises on which the building stands, or within one hundred and fifty feet of the building entrance door to such polling place.
- The "premises" on which the building stands is further defined to mean only the grounds in the immediate vicinity of the building, and does not include the entirety of a large parcel of real property.

### What is prohibited within 150 feet of a polling location:

- The posting, exhibition, circulation, or distribution of material--including posters, stickers, posters, cards, handbills, placards, pictures or circulars--intended to influence the action of the voter;
- The solicitation of votes for or against—including holding signs, wearing buttons, handing out materials or stickers, or any other form of promotion or opposition of, any person or political party or position on a ballot question, to be voted on at the current election;

### 150 Foot Rule - Continued

#### What is prohibited within 150 feet of a polling location:

Sathering signatures on nomination papers or initiative petitions.

#### What is allowed within 150 feet of the polling place?

- 🛸 Exit Polling
- Meeting and greeting voters by a person who **IS NOT** a candidate at the current election; however, this does not include politicking for any candidate or ballot question.

#### Who enforces the 150 foot rule?

- The presiding officer at the polling place enforces the various requirements of the 150foot rule.
- The police officer or constable detailed to each polling place protects the election workers and aids in enforcing the laws relating to elections.
- The presiding officer at the polls may request that the police officer/constable take into custody any person who, by disorderly conduct, interrupts or disturbs the proceedings of an election officer.

### **Who Can Vote?**

- May Registered Active Voter:
  - Name and Addresses on Printed Check-In & Check-Out Lists and Poll Pads.
- Inactive Voters Discussed Later
- During a Primary: If a voter is enrolled in a political party, they may only vote in that party's primary. For example, if a voter is registered as a Democrat, they may only receive a Democratic ballot, or if a voter is registered as a Republican, they may only receive a Republican ballot.

Please remember that there are currently only three political parties:

Democratic- D Republican-R Libertarian – L – No Longer United Independent Party (CC or UIP)

(Continued)

### Who Can Vote?

During a Primary (continued): If a voter is enrolled in a political designation, they may now vote in the primary election. You must, however, note their ballot choice at the check-in and check-out tables. Here are our current designations:

(A)

(B)

(C)

(E)

(F)

(G)

(K)

(M)

(N)

- Conservative Party
- Natural Law Party
- New World Council
- Reform Party
- Rainbow Coalition
- Green Party USA
- We the People (H)
- Constitution Party
- Libertarian Party (L)
- Timesizing Not Downsizing
- New Alliance Party
- Massachusetts Independent Party (O)

	Prohibition Party	(P)
•	American Independent Par	• •
•	Socialist	(S)
•	Interdependent 3 <sup>rd</sup> Party	τ)
•	America First Party	(V)
•	Veterans Party America	(W)
•	Pirate	(X)
•	World Citizens Party	(Y)
•	Working Families	(Z)
•	Pizza Party	(AA)
•	American Term Limits	(BB)
٠	Twelve Visions Party	(DD)
•	United Independent Party	(CC) or (UIP)

### Who Can Vote?

#### During a Primary (continued):

- An unenrolled voter, commonly referred to as "independent," may vote in any primary. When appearing at the check-in, the voter must declare which party ballot they want to receive. This information must be recorded on the Poll Pad and voting list next to their name—on the check-in list.
  - Should use either "Dem" or "Rep" or G-R (Green-Rainbow) or L (Libertarian) also the party ballot must be repeated at the check-in table and at the check out table.
    - We have received numerous complaints, but it is the LAW. State Elections will give us the MGL & Statement that will be shared with those voters.
  - Solution: Solution with the second se

# The Precinct Bag



### Active vs. Inactive Voter

Mattive and Inactive Voters are printed on separate lists.

- ACTIVE VOTERS: When the voter arrives at the polling location, they must state their name and address to the poll worker who must repeat the name and then look for it on the official lists of active voters and/or the Poll Pad.
- Solution Conce found, the poll worker repeats the name and address, loudly and clearly, then makes a check mark next to the name (paper)/Accept (PollPad) to indicate the person has arrived to vote.
  - Even if you know the person coming in to vote, you still must ask them their name and address and repeat the name and address. This is a particular issue in small towns and can also present problems when there are both a junior and senior registered at the same address. It's important to be sure to get the correct information for the voter at the time of check in.
  - Also want to keep conversation to a minimum. Shouldn't be chit-chatting with each other or voters.
- Then hand the voter a ballot and a secrecy sleeve, if requested, and send them to the marking shelves or the AutoMARK.

#### Active vs. Inactive Voter

- If a voter's name is not listed on the active voter list, refer them to the WARDEN/LOCAL ELECTION OFFICIAL.
- **INACTIVE VOTERS:** handled by warden/local election official
  - All inactive voters must complete and sign the <u>Affirmation of Current and Continuous</u> <u>Residence</u>. The completed Affirmation must be attached to and is considered part of the voting list. (p. 18-Handbook)-Also, **Note: Warden's Certificate ad Identification Section!**
  - All inactive voters must be asked for identification and if they fail to present such identification, the inactive voter's ballot must be challenged.
    - If an inactive voter has moved within the municipality, they must still be allowed to vote but they must vote at the polling place that corresponds to the address that appears on the voting list. If they are on your voting list, even if they tell you they moved within town, they will still vote at that location....do not send them to new location unless they believe they registered to vote at their new address by deadline.

Continued:

# **Page 18 Election Officer's Handbook**



#### The Commonwealth of Massachusetts

William Francis Galvin Secretary of the Commonwealth Elections Division

#### Inactive Voter

Affirmation of Current and Continuous Residence

/oter marne.	DOB:
Address of Voter Registration:	с.
/oter Select One:	
I still reside at the above address and I have	ve not moved
☐ I have moved from the above address, but	I have not moved out of this city/town
New Address:	
(Not for use in local elections)	r city/town in Massachusetts within the past 6 months
New Address:	
/oter Sign Here:	
	ry that the information I have provided above is true which I am registered.
By signing below, I affirm under penalties of perju and that I am eligible to vote from the address at the	
By signing below, I affirm under penalties of perju and that I am eligible to vote from the address at a	which I am registered.
By signing below, I affirm under penalties of perju and that I am eligible to vote from the address at a	which I am registered. Date: FICIAL USE ONLY
By signing below, I affirm under penalties of perju and that I am eligible to vote from the address at a Signed under penalty of perjury:	which I am registered. Date: FICIAL USE ONLY
By signing below, I affirm under penalties of perju and that I am eligible to vote from the address at a Signed under penalty of perjury:	which I am registered. Date: FICIAL USE ONLY

## Page 18 Election Officer's Handbook

#### WARD: \_\_\_\_PRECINCT: \_\_\_\_ AFFIRMATION OF CURRENT & CONTINUOUS RESIDENCE LOG

AFFIRMATION that inactive voter has continuously resided in (Name of City/Town) (Election Type) (Election Date)

VOTER AFFIRMATION: I swear or affirm that I do currently and have continuously lived in this City/Town since the date listed on the Inactive Voters List or the date last listed as a voter.

	<b>NAME PRINT</b> (as appears on Inactive List)	ADDRESS & CENSUS DATE (as they appear on the Inactive List)	CURRENT ADDRESS Same/New or other Town (6-mo.law)*	ID Y/N (challenge)	VOTER SIGNATURE	WARDEN / CLERK INITIALS
	Mort Stahling	Address: 55 Main Street Date: 2009	Same	Y	MORT STAHLING	I.M.
1		Address:				
L		Date:				
2		Address:				
2		Date:				
3		Address:				
3		Date:				
4		Address:				
4		Date:				
-		Address:				
5		Date:				
~		Address:				
6		Date:				
-		Address:				
/		Date:				
0		Address:				
8		Date:				
		Address:				
9		Date:				
		Date:				

### **Active vs. Inactive Voter**

- **INACTIVE VOTERS (continued):** 
  - They still sign the Affirmation of Current and Continuous Residence and put their old and new address.
  - After the election, if the voter has moved within the city or town, the voter is restored to the active voting list at his or her current address, without requiring further action by the voter.
  - Also in state election/primary voters have 6 months to return to their old city or town (as long as haven't registered somewhere else) and can vote at old location. This is not relevant for local election. Once they move out of town, they cannot participate in the local election.
- After receiving a ballot and secrecy sleeve, if requested, direct them to either the marking units or the AutoMark Voter Assist Terminal.

#### (Continued)

## **Showing Identification:**

Pursuant to the Help America Vote Act, certain voters will be required to present identification.

- They will be flagged on the voter's list with the letters "**ID**"\* and will be bolded. (\*See pg. 7 in Handbook)
- Acceptable Identification includes: a driver's license, current and valid photo id (such as those issued by the Registry and other agencies) current utility bill, bank statement, government check, paycheck or other government document showing the voters name and address.
- Acceptable identification <u>must</u> contain the name and address of the voter as they are registered and appear on the list.

#### IF THEY ARE FLAGGED TO SHOW ID BUT DON'T HAVE IT, THEY MUST CAST A <u>PROVISIONAL BALLOT.</u>

More information regarding provisional ballots will be explained later.

## Page 7-Election Officer's Handbook (Poll Pad demo highlighted where info appears)

Ward Po	ct Street Name	Ward Pct Street Nar	me
Show House# Name ID?		Party Voted AV EV Voter Id Inactive Date	
0 1	MAIN ST	0 1 MAIN	ST
1	PERSON, ONE		
1	TEST, MISTER		
D 1	TEST, MRS	D	
2	SAMPLE, JOHN	1* 07/18/2017 07.5.N1486007	
2	SAMPLE, SUSAN	R X EV	

Once you find a voter's name on the list, you must look for any notations next to the voter's name. In the voter list example, you can see the most common notations:

- ID "Mrs Test" of 1 Main St. is voting for the first time and must present identification.
- \*I\* "John Sample" is inactive and will be required to sign an affirmation of current and continuous residence and show identification and may be directed to the warden.
- AV "One Person" is an absentee voter and should be directed to the warden.
- EV "Susan Sample" is an early voter and should be directed to the warden.

In the part column to the left of the check boxes, you can see each voter's political party. Party affiliation only matters in state and presidential primaries, when it can affect which ballot a voter can choose. Voters who have letters next to their names in the party column ("D" for Democrat, "R" for Republican, "L" for Libertarian) may take only their own party's ballot.

Notice that not all voters have letters next to their names. If the space in that column is left blank, it means that the voter is not enrolled in a party. These voters may choose one of the party ballots, and their choice must be marked by the inspector in the blank space. Codes may be used when marking a voter's choice, but it is recommended that inspectors use "DEM" and "REP" instead of "D" and "R," as those letters are sometimes difficult to distinguish.

Once a ballot has been chosen and the voter's choice has been marked on the list, the voter cannot change his or her mind and pick a different party ballot.

### **Assistance to Voters:**

- A voter who informs the warden that from blindness or other physical disability or inability to read or to read in the English language that they are unable to prepare their ballot or register their vote is entitled to receive assistance to do so.
- The voter may designate a person of their choice to assist them.
- In the alternative, the voter can request that two election officers, one from each major party (Democrat & Republican), accompany them into the voting booth to assist in completing their ballot.
- Also, voters should be offered the option of using the AutoMark Voter Assist Terminal—the ballot marking device.

**Instructions vs. Assistance**: In accordance with the law, an election officer may instruct the voter in the proper method of marking the ballot (outside the voting booth) and direct voters to specimen ballots. Instruction is different from Assistance and consists of informing the voter in the proper method of marking the ballot.

#### Spoiled Ballots:

A voter who makes a mistake in marking their ballot may request a new one. If a voter spoils a ballot, the voter may obtain two others, one at a time, upon returning each spoiled one. (Three (3) Spoiled Ballots Max.) A ballot that is spoiled by a voter is marked "Spoiled" and then sealed in an envelope without being examined.

If it is a primary, once an unenrolled voter has selected a party ballot, that voter can only get 3 of the same party ballot—they can't switch.

- Solve the voter can spoil the ballot. The election officer should not make that decision.
- If the machine rejects the ballot, <u>DO NOT</u> look at the voter's ballot to determine the issue...read the message on the Image Cast scanner screen.
- It is imperative that the secrecy of the ballot is maintained.
- Instead, and as long as the voter is still present, the poll worker should say, there appears to be an issue with your ballot.
- You can say sometimes this happens when there is an overvote of an office.
  - Mark the voter: Would you like to review your ballot?
  - You can tell them if they would like **they can spoil the ballot and get a new one**.

#### **Spoiled Ballots (Continued)**:

- If they do not want a new ballot, the ballot must be deposited in the auxiliary compartment and hand counted at the end of the night.
- If they choose to spoil the ballot, you should turn the ballot over and write spoiled on the back and put in the envelope. Give them a new ballot.
- If the voter has already left, or it is an absentee ballot and the machine rejects the ballot, it should not be spoiled. The ballot should just be deposited in the auxiliary compartment and hand counted at the end of the night.
- DO NOT opening the top part of the Image Cast and overriding so that the ballot is able to go through. Instead put it in the side bin to be counted at the end of the night. No one may take a ballot from the voting place.

## **Challenging Ballots:**

(a few changes in the regulations)

Any person may challenge a voter for any legal cause. The challenger must state, based upon information particular to that voter, the reason for challenging the right of a person to vote. This includes challenging absentee ballots.

#### Examples of reasons for challenge:

- Inactive voter who doesn't have ID;
- a voter is not who they say they are;
- a voter does not live where they say they live;
- a voter is not registered in the correct district;
- a voter is not qualified to vote by absentee ballot;
- a voter was not registered to vote by the close of registration;
- a voter is not a United States citizen;
- a voter has already cast a ballot.
- It is not sufficient for the challenger to simply say that a voter is not qualified.

## **Challenging Process:**

- The ballot must be challenged **BEFORE** the voter marks his/her ballot.
- Ballots can only be challenged at the check-in!
- When asked by an election officer, the challenger shall be required to briefly set forth factual information specific and personal to the challenged voter as to the reasons that voter is not qualified to vote in the election at that precinct.
- If the election officer determines that the challenger has not provided sufficient factual information specific and personal to that voter demonstrating that the voter is not qualified to vote at that precinct, then the election officer shall reject the challenge on the grounds that the challenge was not based upon a legal cause.
- If the election officer determines that the challenge is valid, the warden shall:

### **Challenging Process:**

- Issue the challenged voter's oath: "You do solemnly swear or affirm that you are the identical person whom you represent yourself to be, that you are registered in this precinct, and that you have not voted in the primary or election."
- Record the name and address of the voter and the challenger and the reason on the ballot and in the clerk's record.
- If the voter is being challenged (by the poll worker) because they are inactive and don't have ID or ID that doesn't match their address on the voting list, the reason would be recorded as "INACTIVE—NO ID."
- Mark "**CV**" (for challenged voter) on the voter list beside the challenged voter's name and record the challenge in the Clerk's Record.
- The voter then marks their ballot, goes to the check-out then deposits their ballot into the voting machine like all other voters.

#### **Challenging Process:**

In either scenario, the election officer shall note in the clerk's election record:

- The name of the challenged voter,
- Manual States and the challenger,
- The factual basis for the challenge and
- The reason why the challenge was rejected, if appropriate.

## **PROVISIONAL BALLOTS:**

#### To be handled by the WARDEN/LOCAL ELECTION OFFICIAL

#### 🛸 <u>Who gets one:</u>

- May person claiming the right to vote but whose name does not appear on the voting list.
- For primary, may claim to have changed parties...i.e. Democrat to Republican.
- In no case, should a person's name be written in on the voters list on election-day. Even if they have a receipt from the RMV, they should still cast a provisional.
- Voters listed on the voting list but need to show ID and do not have acceptable identification. (voter list will show ID next to name)
- Options for the Voter: The first option is go to Town Offices Town Clerk's Office (the office of the local election official) for a search of records and the second option is to simply vote on a provisional ballot, which is handled by the WARDEN/LOCAL ELECTION OFFICIAL.

## **PROVISIONAL BALLOTS:**

#### Step by Step Instructions for Poll Workers:

- 1. If the voter's name does not appear on the list, ask the voter if they have moved since the last time they voted.
  - If the answer is yes, confirm with Town Clerk's Office if the voter is listed anywhere else in the municipality or state. (We will need the birthdate and name of the voter.)
- 2. Have the voter complete the "Provisional Ballot Affirmation." (Page 19 in EO Handbook)
  - The poll worker must complete certain information on the form:
    - 1. In the top right corner, insert the name of the city/town and the ward/precinct.
    - 2. In the top left corner, insert the provisional ballot number.
    - 3. On the bottom left, complete the section labeled "Precinct Election Official."
- 3. After the voter completes the Affirmation, ask the voter for identification.
  - Record the identification in the precinct election official box—if they provide it.

#### EVEN IF THE VOTER DOES NOT PROVIDE IDENTIFICATION, THE VOTER MUST BE ALLOWED TO CAST A PROVISIONAL BALLOT!!

In order for the provisional ballot to count, the voter will need to present identification before the close of polls.

## **Page 19-Election Officer's Handbook**

#### **Provisional Ballot Affirmation**

rd/Precinct:		Provisional Ballot #:	
	The Commonwealth of Massachusetts		
	Provisional Ballot Affirmation		
1) Name:			
2) Date of Bi	irth:		
3) Current A	iddress:		
	I have continuously resided at this address since registering to vote at this address.		
4) Address at	t which you are registered to vote (if different):		
	For State Elections Only - I have moved from this municipality to another municipality in	n	
	Massachusetts within the last 6 months, and I have not registered elsewhere. (check it	f applicable)	
_			
5) Party:			
6) Most rece	nt voter registration form was completed (Check one):		
Onlin	ne 🔲 By Mail		
Atav	voter registration agency (Location):		
At the	e RMV (branch): RMV ID #:		
	er penalty of perjury that the above information is true; that I am a registered voter in this n his precinct; that I know of no legal reason to prevent my vote from being cast and counted		
have not vote	ed and shall not vote in another precinct or by absentee ballot in this state during this electi	on; that I	
understand t	hat any person who falsely signs and verifies any form requiring verification shall be guilty of	of perjury and	

qualified registered voter at the address stated above, I have committed a criminal act.
Signed under penalty of perjury: \_\_\_\_\_\_Date: \_\_\_\_\_Date: \_\_\_\_\_Date

ELECTION OFFICIAL USE ONLY				
Precinct Election Official	Municipal Election Official			
Identification Provided : Yes No	Research Indicates: Not Registered Registered too late			
Election Date:	Address change Cancelled			
Election Type: State Primary State Election	Other			
□ Local Election □ Local Preliminary	Comments:			
Reason: N: Name not on list and cannot be verified at precinct				
I: Name not on list and determined ineligible				
D: Failure to provide required identification				
C: Voter is voting as the result of a court order				
extending polling hours O: Other	Counted: Yes No			
Initials: Time:	Initials: Time:			

subject to penalties therefore; and that I further understand that if I execute this affirmation knowing that I am not a

## **PROVISIONAL BALLOTS:**

#### Step by Step Instructions for Poll Workers (continued):

- 4. Keep the completed Affirmation with the WARDEN.
- 5. Complete the Provisional Voting Roster with the voter's name, address, date of birth, political party and ballot number as well as reason code.
  - The Provisional Voting Roster becomes part of the Clerk's Record.
- 6. Hand the voter a Provisional Ballot Information Sheet, a ballot, and a provisional ballot envelope.
  - Be sure to write the word "Provisional" on the top of the ballot in the middle.
  - Be sure to write the provisional ballot number and ward and precinct on the Information Sheet and the Ballot Envelope.
- 7. Instruct the voter to a voting booth to complete their ballot and for them to seal it in the envelope after they complete voting on it and then to go to the check-out.
- 8. At the check-out, make sure that the sealed ballot envelope is stored in a secure area.

#### All provisional ballots should be sealed in a separate envelope from the other ballots. Provisional ballot envelopes SHOULD NOT be sealed with the cast ballots.

## PROCESSING OF ABSENTEE VOTE BY MAIL (VBM) BALLOTS AT POLLS:

- 2020 and 2022 election laws allowed for most Absentee/VBM ballots to be processed by election officials prior to the election through advanced removal and advanced processing; totals to be run after polls close on election day. Ballots received in the office of the local election official prior to the close of business on the day of the election must be delivered to the polls to be processed on the day of the election.
- The warden/local election official may process absentee/VBM ballots whenever there is time during the election day.
  - They must read the name on the ballot distinctly and loudly at the check in area.
    - The person's name should then be repeated by the check in ballot clerk and looked for on the voting list/poll pad.
    - When checked in, iPad should display absentee or VBM status. No Voter can be checked-in if the PollPad/voter list indicates ballot cast. If ballots were mailed but not returned send to Warden to confirm affirmation form. Once complete, Warden will supply card to process at check-in.

### PROCESSING OF ABSENTEE/VBM BALLOTS AT POLLS:

The same procedure should occur at the check out table.

- Remove the ballot from the envelope without examining it.
- Unfold the ballot and deposit into the ballot box.
- Keep the envelope separate.
- The absentee/VBM envelopes should be returned to the local election official at the end of the night.
- Absentee/VBM ballots received in the office of the Registrars on the day of the election should be sent to the polls for processing.

### PROCESSING OF ABSENTEE BALLOTS AT POLLS:

- If such ballots are received too late to be sent to the polls, those ballots should be processed in the office after the close of the polls and the canvass and count has been completed. The registrars shall then amend the precinct tally sheet, official return book and checklist delivered to the office of the registrars.
- Poll workers CANNOT process absentee ballots delivered directly to the polling location on behalf of a voter. Any person attempting to deliver an absentee ballot to the polling place must be directed to Town Hall.

### Voting in Person by Absentee/VBM Voter:

An absentee/VBM voter may appear and vote in person so long as their ballot has not yet been processed at the polls.

- If the absentee/VBM voter appears at the polls and their name is not yet checked as voted, a certificate is issued and signed by the presiding officer, with the name, address and political party, if any, of the voter which allows them to vote in person.
- **The certificate is attached to voter receipt and considered part of the voting list.**
- The capital letter "C" (for certificate) should then be placed next to the voter's name, and the certificate should be attached to the voter list and be maintained as part thereof.
- When the Warden later comes across that individual's absentee/VBM ballot, the Warden must mark across the face of the envelope, "Rejected as Voted in Person," and the envelope must be preserved and destroyed in the manner provided by law for the retention, preservation and destruction of official ballots.

**Ballot box** shall not be opened nor any ballot removed until the polls are closed.

- However, the regulations do allow that if it is necessary to make room for more ballots or to remove jammed or stuck ballots, the Warden in the presence of the election officers/Constable can open the box and press down the ballots or remove them into a storage container (in the presence of a Police Officer/Constable)....however they must be placed in a securely locked container and stay in public view.
- Scannot start counting them until after polls close.
- <u>Communication</u>: It is critical that if you have any questions, you communicate with the Town Clerk's office. Also, if any issues come up during the day, be sure to relay the information to the Clerk.

# Voting – Using The Automark (Ballot Marking Device) & Image Cast (Ballot Scanner)



# Voting – Using the Automark & Image Cast Tabulator

### Sellot Marking:

- YouTube Video <u>https://www.youtube.com/watch?v=D2ovy-PC7Is</u>
- 🛸 Handout

## Mathematical Demonstration

#### **Image Cast Tabulator – Version 2:**

- Set access to training video from Laura
- Mandout Letter Size–Features of Image Cast Precinct Version 2 Tabulator

## **DEMONSTRATION**

**Automark** 

Image Cast Precinct – Version 2 - Tabulator

\*Americans with Disabilities Act of 1990 (ADA)

# **Closing the Polls**



# **Closing the Polls**

# <u>7:55 p.m. – Warden Announces Polls Closing</u> <u>In Five Minutes</u>

- Voters in Line at the Close of Polls: Any voters in line at the time set for the closing of the polls must be allowed to vote.
  - At the time of the closing of the polls, the Police Officer/Constable or other qualified person must be stationed at the end of the line of persons waiting to vote to ensure that no other voters are allowed to vote.

#### **8:00 p.m. – Warden Announces the polls closed at the designated time.**

# Closing the Polls (continued)

Time: Polls must close at 8:00 p.m.

Public must be allowed to watch the closing and counting process.

More than the servers must stand outside the guard rail.

- The voting lists and all ballots removed from the ballot box must be kept in open view of the voters present until enclosed and sealed up, and all proceedings in the canvass and counting of votes shall be public and in open view of the voters.
- Only election officers may take part in the actual process of counting and sealing the voting materials.
- The Clerk must record the final register number on the ballot box in the Clerk's record book.
- A count must be made of the voters on both the Poll Pads, Check Out Tally, and Image Cast Tabulator and recorded in the clerk's record book. **Totals Must Agree Prior to leaving.**
- Market All Check-In and Check-Out Inspectors must sign the various papers they prepared.
- Check-In Poll Pads securely put in Travel Cases with Printer, Cables and Cords (follow the photo/manual).

# Closing the Polls (continued)

#### Provisional ballot envelopes –

Must be counted, placed in an envelope, the number placed on the outside of the envelope, and the envelope must then be sealed. The total number of provisional ballots must be recorded in the Clerk's record book.

#### Counting of ballots:

Unused and Spoiled Ballots: The unused and spoiled ballots must also be counted, placed in a container under seal, and the clerk must record the numbers.

#### Maint the tape from the machine and read the vote totals.

- Most print multiple copies—one to use for the final tally and another to post.
  - Poll workers must look through ALL ballots in the vote tabulator.
    - Those ballots in the auxiliary bin (ballots that were not read by the machine) must be hand counted.
    - Scan all ballots for Write-Ins that voter did not fill in the oval.
    - **For primary elections, the ballots must be sorted/separated by Party.**

# Closing the Polls (continued)

## **Counting Write-Ins:**

Voters may vote for candidates whose names are not printed on the ballot by writing in their name or placing a pre-printed sticker on the ballot under the office.

- They may write in and circle Write-In ovals or the voter could use a preprinted sticker the ICP-tabulator usually separates write-ins both in the ballot box and on the tape printout.
  - You will need to check through all ballots to make sure no Write-Ins with voted ballots.
  - Need the same number of write-in votes as printed on Image Cast tabulator tally tape.
- Standard: Intent of the Voter.
  - RECORD THE NAMES AND ADDRESSES OF ALL PERSONS WHO GET ANY WRITE-IN VOTES
  - Machine should segregate if write in oval is filled in, but need to go through all ballots.
  - Count write-ins by teams with one person reading and the other person recording.
  - If you aren't sure who the vote is for, write down what appears on the ballot (including exact spelling and address) and bring to Clerk's attention back at Town Hall.

# Delivering Materials to Town Hall



# Questions ???



Thank You again for all you do for so many!

- Thank you for serving the Town of Rehoboth as a poll worker on Election Day!
- I appreciate the commitment you have made to faithfully and accurately conduct every aspect of the election process.
- Units the second sec
- With your assistance, all our Elections will run smoothly and professionally ~ thank you!

# Thank You !

