



BOARD OF ELECTIONS

"Thank you for becoming a Pollworker. We appreciate that the hours are long and the work can be challenging, but the services you provide each Election Day are invaluable."

*Marge Lake McCabe
Administrator*

Poll Worker Handbook

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Section 1

Preparing for the Election

District Board Members

Each district board of election is comprised of two Republican and two Democratic board members (also called Poll Workers) who are appointed by the County Board of Elections. A Poll Worker who is registered as an “Unaffiliated” voter may be assigned in any district to represent either political party.

Training Requirement

All Poll Workers must successfully complete one training class administered by the County Board of Elections every year. New Poll Workers will be assigned to an available district after successful completion of one training class.

Poll Workers Arrival Time

- Poll Workers must report by 5:15 am to their assigned polling place no later than 45 minutes before the polls officially open.
- A Poll Worker who is unable to report to his or her assignment must notify the County Board of Elections as soon as possible.
- Poll Workers must immediately notify the County Board of Elections if any board member fails to report for duty.
- Every effort will be made to find a substitute for the absent Poll Worker.



Poll Workers may not delay the opening of the polls due to the absence of any member.

Salary

For any municipal, primary, special or general election the compensation is:

- Election Day = \$200
- Pick up election equipment from the municipality = \$12.50 (2 people - \$6.25 each)
- Return election equipment to the municipality = \$12.50 (2 people - \$6.25 each)
- Return supplies for other districts (not yours) = \$6.25 per district (max of 5 districts)
- Compensation for Special school elections are subject to that school's budget and may deviate from the primary and general compensation.

Pay Voucher

- On Election Day, complete and sign your pay voucher and place it in the Completed Forms envelope to be returned to the Board of Elections. Failure to do so may result in a delay of payment. It takes approximately thirty (30) days for you to receive payment.
- Please do not call the Board of Elections or the County Treasurer's office for your check unless it has been more than 30 days past the election and you still have not received payment. See Section 6 Page 41 of this manual.

Section 1

Preparing for the Election

Poll Workers Etiquette

Every voter should leave the polling place feeling positive about their experience in the democratic process. This is also an important lesson for all children (our future voters) who accompany their parents to the polls.

- Poll Workers are expected to conduct themselves in a professional and courteous manner to each and every voter throughout Election Day. It is important to fully answer all voter questions.
- Poll Workers must extend these same courtesies to their fellow Poll Workers. Any issues should be brought to the attention of the County Board of Elections. All conversations are private and confidential.



All Poll Workers Must:

- ✓ Wear their name tag
- ✓ Display their Certificate of Appointment
- ✓ Work at the location to which they are assigned
- ✓ Be professional and courteous

Identify the Official Clock

- Poll Workers in each district must select an official clock so there is no confusion about the times the polls are opened or closed.
- A cell phone is the preferred official clock and Poll Workers should verify with their Runners that the time on each iVotronic is accurate to within three (3) minutes of the official clock.

Opening the Polls

As determined by the official clock, at precisely 6:00 am, one Poll Worker from each district must publicly announce the polls are officially open.

Note: "Opening the Polls" does not mean opening the iVotronics for voting. All voting machines and supplies must be set up and ready for use before 6:00 am. The doors to the polling place must be open to the public promptly at 6:00 am to begin Election Day.

Section 1

Preparing for the Election

Arriving at the Polls (these steps must be completed before voters arrive)

- Check Your Equipment to verify that you have the correct equipment for your district
 - ✓ Black Voting Machine Bags with white security seal
 - ✓ Blue Bag with blue security seal
- Open Blue Bag, retrieve Red Bag and open. Pull out Pink Sheet.
- Check Red Bag Security Seal # and record on Pink Sheet.
- Remove white security seal from Black Bag. Record this number on Pink Sheet.
- Remove voting machine(s) from black bags. Compare with machine S/N listed on Pink Sheet.
- Remember that only Poll Workers are authorized to break and remove these security seals
- **VERY IMPORTANT - ALL SEALS GO INTO THE RED BAG AFTER YOU OPEN THEM!**



If any information on Pink Sheet is incorrect, call 973-579-0953 ASAP.

Best Practice: One PW from opposite parties should manage all security seal information.

- If your municipal clerk hasn't set up your booths, set-up the voting booths on the tables provided in a voter-friendly configuration. (See Section 6 for illustrations)

Preparing the Voting Machines

- **Never** touch the red security seal on the back of the iVotronic.
- Insert one iVotronic into each booth.
- Plug the power cord from inside the booth into the back of each iVotronic. Confirm that all cords are not a tripping hazard – tape to the floor where necessary or use black bags as a buffer.
 - All voting booths should be daisy-chained together so only one power outlet is needed (see Section 6 for illustration)
 - **Don't forget to plug in the last plug into the wall and turn on all wall switches and power strips!**
- Double check that the electrical plug is firmly secured in the back of the voting machine. Test the wall outlet with a phone charger or other electrical appliance to make sure that the outlet is providing power.
- Make sure that instructions for voters are posted inside each booth. (These should already be inside booth)
- Place Emergency Ballot Box on the floor under one of the booths.
- "Open" the voting machines – use the Pink Sheet (from the Red Bag) and follow the instructions and record/verify all required information. (see Section 3 Page 17)

Section 1

Preparing for the Election

Preparing the Room

- Set up a table so provisional voters have a space to vote behind a tri-fold privacy screen.
- Designate an area for Challengers that is separate from the Roster table but close enough for them to hear Poll Workers call out voters' names.
- From the Blue Bag, remove the following:

- ✓ Red Bag
- ✓ Roster Books
- ✓ Voting Authority Books
- ✓ Stringer (inside a small manila envelope)
- ✓ Pens
- ✓ Red Street List
- ✓ Emergency Ballot Box
- ✓ Forms Envelope
- ✓ Scotch tape



- From the Red Bag
 - ✓ 1 Master PEB (used only to open and close the iVotronic)
 - ✓ 2 District PEBs (used for voting throughout the day)
 - ✓ Pink Sheet (record important election day information about the voting machines)
 - ✓ Styli (one for each machine)
 - ✓ Reset Tool (paper clip – use only if needed with instructions from the Help Desk)
 - ✓ Poll Workers Letter – (information from last election)
- The Municipal (town) Clerk has provided you with a list of MAIL-IN voters for your district. Find their names in the Roster Books and write "MIB" in the signature lines for these voters. See Page 9 for further instructions. **Under NO circumstances are these voters allowed to vote on the iVotronics. (A provisional ballot may be offered – call BOE)**
- Confirm that your poll is safe for use and report any hazards or issues to the Board of Elections.
- Using the tape provided in the Blue Bag, hang all signs, posters, "Vote Here" signs, sample ballots, and your Certificate of Appointment.
- Confirm that the American Flag is present and flying. (Problems call Municipal Clerk)
- Designate an Official Clock – preferably using a cell phone.
- At the designated time, unlock and open the doors of the polling location and loudly announce that the polls are open.



Assess the outside lighting when you arrive at 5:15 am. If the parking lot is not well-lit, contact the Municipal Clerk so it can be fixed before nightfall.

Section 1

Preparing for the Election

Breaks During Election Day

- Three Poll Workers must be present at all times when the polls are open. Only one Poll Worker is permitted to be absent from the polling room at one time.
- Poll Workers are permitted to be absent for a one-hour lunch break between the hours of 12:00 pm and 5:00 pm. No Poll Workers may be absent from the polling place after 5:00 pm.



Cell Phones

- Cell phone usage is not permitted in the polling place. Challengers, voters, Poll Workers, candidates, reporters – no one is exempt from this rule.
- The only exception to this rule is when a Poll Worker needs to contact the County Board of Elections for official election business.

Section 1

Preparing for the Election

Section 2

Processing a Voter

Persons Allowed in the Polling Place

- Poll Workers must be aware of who is in the polling place at all times. State election law provides only certain people are authorized to be in the polling place. They are:
 - ✓ Poll Workers
 - ✓ Voters and their dependent children
 - ✓ Credentialed Challengers (with permission from the Board of Elections)
 - ✓ Candidates
 - ✓ Election officials
 - ✓ Police Officers, if assigned
 - ✓ Federal or State observers
 - ✓ Newspaper photographers are allowed to take photos at the polls with permission from the Board of Elections. They are never allowed behind the voting machines and should ask permission before taking a Poll Worker's or voter's picture.
 - ✓ Media persons and non-partisan interest group representatives with credentials are NOT permitted to conduct exit polling outside the polling place exit unless authorized by the Board of Elections. Note: Poll Workers should not permit unauthorized persons to remain in the polling place and should ask them to leave.
- Contact the Board of Elections when anyone, other than a voter, arrives at your polling location.
- Only Challengers are permitted to remain in the polling place for any length of time. Voters should be discouraged from "hanging out" after they have voted.

General Rule for Voting

Most voters will vote on the voting machine. The Poll Workers shall not permit any person whose name and signature do not appear in the poll book (sometimes they may be in the wrong polling place – verify their address with the street list) to vote on the iVotronic unless the voter presents a court order stating the voter is allowed to vote on the voting machine. Should the voter insist they are a registered voter, or seems to have evidence of such (a voter registration card, sample ballot, etc.), call the Board of Elections and issue a Provisional Ballot.

Section 2

Processing a Voter

Time Allowed to Vote

Once a ballot is cast, the voter should leave the polling place immediately. If a voter refuses to leave the voting booth, the Poll Workers are authorized to have the voter removed. Once the voter completes casting his or her vote on the iVotronic, they cannot go back to the machine unless the Poll Workers have reason to believe the voter left the booth before properly casting their ballot. Handicapped voters need additional time and should always be treated courteously and with patience.

Before Voters Arrive

You will receive an envelope from the Municipal Clerk which contains a list of voters who requested Mail-In-Ballots for this election. ***You must find these voters in the Roster Books and write-in "MIB" in their signature line before 6:00 am. These voters cannot vote on the voting machines. If you cannot find this list before 6am, call your Clerk as soon as possible.***

When a Voter Arrives (Teamwork is critical for all Election Day tasks)

The Roster Book Poll Worker

- ✓ Guide the voter to the correct table and ask for their full name and address.
- ✓ Repeat their name clearly (be sure you are loud enough for a Challenger to hear)
- ✓ Look up the voter's name in the Roster Book. (see examples on following pages)
- ✓ Compare the voter's signature to the one in the roster book for verification.
- ✓ If the signatures do not match, you may ask the voter to verify their birthdate. If you doubt the voter's identity, refer to Table 2.4 on Page 13.
- ✓ If the Poll Worker is satisfied that the signatures match, issue the next Voting Authority Slip stamped with a ballot number. Ask the voter to sign the top half of the Authority Slip. Give bottom half to the voter. DO NOT SPLIT THE BOOKS-SLIPS MUST BE ISSUED IN NUMERICAL ORDER. You will find it helpful to number the books (#1, #2, #3) to keep track of which book you are using at the moment. Record and initial this slip number in the proper column in the roster book.
- ✓ For a Primary election, verify the voter's party and make sure they understand which ballot they will vote. Be sure to issue the appropriate Voting Authority Slip for the correct party's ballot. (Blue is Republican, White is Democratic)
- ✓ Direct the voter to the Poll Worker working with the voting machine who is waiting with the stringer and a PEB to escort them to the voting machine.

Section 2

Processing a Voter

Good Idea – If voter signs a “scrawl” signature, ask them if this is the official signature they want on file with the Board of Elections. Let them know that their signature is updated from the Roster Books after each election. They can re-sign if necessary.

The Stringer/iVo Poll Worker

- ✓ Wait with the stringer and a Voting PEB for voters to be issued an Authority slip.
- ✓ Accept the Voting Authority slip for the voter and place it on the stringer.
- ✓ During a Primary, the Poll Worker first verifies that the voter has the correct Voting Authority slip. If not, send them back to the Roster Table to investigate. If the slip is correct, accept the voting authority slip from the voter and place it on the stringer.
- ✓ The Poll Worker then brings the voter to a voting machine and brings up the correct ballot for the voter.
- ✓ Follow the instructions in “Section 3 – Using the Voting Machines” for correct use of the iVotronic Voting Machines.

***Repeat These Steps For Each New Voter.
Poll Workers Should Alternate Jobs throughout the Day.***

Section 2

Processing a Voter

Table 2.1 - Name is Present in the Roster Book but is "Tagged"

Signature Line says "ID Required"	<ul style="list-style-type: none">Ask for ID. If they don't have any, issue a Provisional Ballot. They must provide ID to the BOE office within 48 hours.
Signature line says "Mail-In Ballot"	<ul style="list-style-type: none">Call the Board of Elections. Do not allow this voter to vote on voting machines. You may issue a Provisional Ballot if they claim to have not voted their Mail-In Ballot.
Printed Signature is missing for comparison	<ul style="list-style-type: none">Call the Board of Elections to issue a Provisional Ballot. Write this on Incident Report.
Signature Line says "Affirm Address"	<ul style="list-style-type: none">Ask them to verify where they live. If they still live at the same address, ask them to fill out the Form 100 and let them vote on the machine. If they have moved, direct them to the correct polling location using the Red Street List or by calling the Board of Elections. (See Tables 2.5 & 2.6 on Pages 14 & 15)
During a Primary, the Voter is "Unaffiliated" (the box for Party is empty)	<ul style="list-style-type: none">Allow the Voter to sign and compare signature for authenticity. Be sure to mark the party they choose in the box by filling in REP or DEM.
Signature Doesn't Match	<ul style="list-style-type: none">See Table 2.4 "When To Ask For Identification" on Page 13

Section 2 Processing a Voter

Table 2.2 - Name is Not Present in the Roster Book

Voter's Name is NOT in the Roster Book

- Confirm spelling of name. Ask if it changed or is hyphenated. Look again. Check for any supplemental pages that may be behind that page.

Name Still Cannot be Found

- Look up the Voter's address in the Red Street List.

If Voter Belongs in a Different District

- Call the BOE to direct them to their proper voting district.

If the Voter belongs in your district and is not in the Roster Book.

- Call the Board of Elections and issue a Provisional Ballot.

Voter Changed Name but Old Name Still in Roster Book.

- Voter should print new name, sign both old name and new name. Vote on the machine and note the change on the yellow Form 100.

Section 2

Processing a Voter

Table 2.3 – Sample Roster Book

CERTIFIED BY THE SUSSEX COUNTY BOARD OF ELECTIONS
 MARGARET McCABE, ADMINISTRATOR
 POLL BOOK FOR: NEWTON O1
 08/13/2013 SPECIAL PRIMARY ELECTION

ABATE, DENISE 123 Main Street	Voter # 115439053 	DEM	DOB 05/23/1955 Auth No: _____ Sig Comp By: _____
Denise Abate			
ACADIA, ROBERT 25 Plymouth Street	Voter # 143265486 	REP	DOB 11/24/1954 Auth No: _____ Sig Comp By: _____
Robert Acadia			
BARRISTER, STEVEN 653 Kimberly Court	Voter # 156486221 	DEM	DOB 01/05/1994 Auth No: _____ Sig Comp By: _____
No Signature on File			
BATISTA, TYLER R. 26 Summit Drive	Voter # 158790436 	REP	DOB 07/05/1979 Auth No: _____ Sig Comp By: _____
Tyler Batista			
CORSEN, PAUL 135 Ridge Road	Voter # 155376612 	DEM	DOB 07/15/1980 Auth No: _____ Sig Comp By: _____
Paul Corsen			

Section 2

Processing a Voter

Table 2.4 – When to Ask for I.D.

- ❖ The Help America Vote Act of 2002 requires confirmation of ID for newly registered voters. Poll Workers must confirm the ID of voters who have not confirmed their ID with the Board of Elections. If they do not provide a valid form of ID, you must issue a Provisional Ballot.
- ❖ These voters will have 48 hours from the close of polls to provide proper ID to the Board of Elections or their ballot will not be counted.

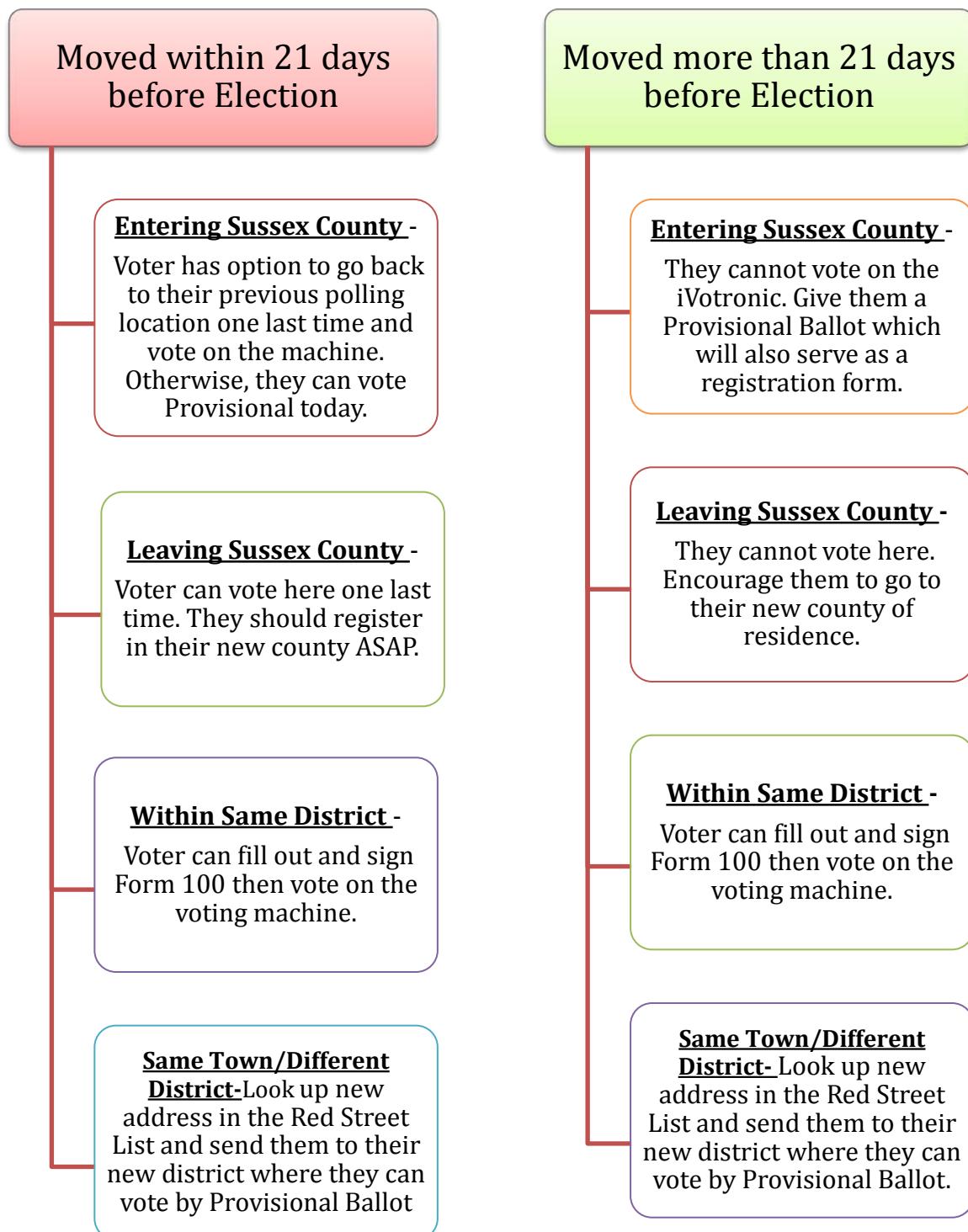
Important: *The only voters that are required to show ID are the voters that have “ID Required” in the signature line or if there is a doubt / challenge to their identification.*

Identifying Documents	<ul style="list-style-type: none"> • Driver's License • Motor Vehicle ID Card • Vehicle Registration Card • Voter Registration Card • US Passport • Birth Certificate
Current Photo ID	<ul style="list-style-type: none"> • Driver's License • Student ID • Employment ID • Senior Citizen ID • Store Membership ID • Military ID • Public Assistance ID • Professional ID • Other Government ID • Retirement Center ID • Other Documents
Other Documents	<ul style="list-style-type: none"> • Utility Bill • Telephone Bill • Rent Receipt • Sample Ballot • Paycheck • Bank Statement • Any Government Document including government check, statement or piece of mail dated within 60 days before the election.

Section 2

Processing a Voter

Table 2.5 – When a Voter Has Moved



Section 2

Processing a Voter

Table 2.6 – Special Situations in the Roster Book

Voter Signs in Wrong Space

- If a Voter mistakenly signs their name on another voter's line in the Roster Book, draw a single line through the name. Do not obliterate or erase it. Find that voter's name and ask the voter to re-sign on the space by their name. When the correct voter appears to vote, have this voter sign their name above the incorrect signature. Make a note of the error and the correction on the Incident Report.

Voter marked as already Voted

- If a Voter's name is marked as having already voted, the Poll Worker cannot permit the voter to vote. Confirm that a different voter did not mistakenly sign in the wrong space. Call the Board of Elections for advice and resolution of the problem.

Section 2

Processing a Voter

Section 3

Using the Voting Machine

Opening the iVotronics for Voting

Opening the iVotronic Voting Machines is a very simple process.

1. From the Red Bag, remove the Pink Sheet, the MASTER PEB and a stylus and bring it to the voting machines.
2. Verify that the MASTER PEB is labeled for your district.
3. Refer to the detailed instructions found on the Pink Sheet.
4. Remove the Blue PEB seal. Place this seal on the front of the Pink Sheet.
5. **Insert the MASTER PEB into the PEB slot on the first machine.**
6. Two Poll Workers (opposing parties) should be looking closely at the upper left side of the screen.
7. **The “Public Count” will flash briefly. You must verify that the public count is zero “0”.**
8. Record the “0” public count on the Pink Sheet.
 - o If the public count is not “0”, call the Board of Elections immediately 973-579-0953.
 - o If you missed the Public Count, when prompted to confirm the correct district, choose “NO” and remove the PEB and start the process again.
9. The iVotronic will ask you to confirm the correct polling location. If the district is correct, press “YES”. If the district is incorrect, Press “NO” and call the Board of Elections immediately.
10. The screen will then instruct you to “Remove the Supervisor PEB” and the machine will complete the opening process. The entire opening process should take about 3-5 minutes.
11. You may move to the next voting machine and begin the opening process.
12. When you are finished opening every machine, **return the MASTER PEB to the Red Bag.** This PEB will not be used until the end of the evening when it’s time to close the voting machines. You will use the DISTRICT PEB for normal voting during Election Day.

Never let a Voter
use the Voting
Machine without
a Voting
Authority Slip

Loading a Ballot

After the voter has been issued a Voting Authority Slip, one Poll Worker should accompany the voter to the iVotronic Voting Machine. If this is a Primary Election, be sure to check the color of the voter's voting authority slip and verbally confirm which ballot the voter is expecting to vote, Republican (blue) or Democratic (white). (See Page 22 for more information)

- Place their voting authority slip on the stringer.
- Insert the DISTRICT PEB into the PEB slot.
- After about 10 seconds, the screen will direct you to “Remove the SUPERVISOR PEB”.
- **A blue screen appears. (DO NOT LEAVE THE VOTER AT THIS BLUE SCREEN)**
- For a normal visual ballot, the Poll Worker shall press the screen firmly until a beep is heard.
- The voting instruction page should appear on the screen.

Section 3

Using the Voting Machine

- Inform the voter that they are looking at the instruction screen and should push the “View Ballot” button when they are ready to vote. Remind them to vote and confirm their ballot when they are finished. Hand the voter a stylus and leave the voting booth.
- Remember to take the DISTRICT PEB with you when you leave the booth!

Voting is a two-step process. Voters need to press the “VOTE” button two times –
Once to vote their ballot and once to confirm their ballot.

If the voter requests that you stay with them and guide them through the ballot, you may remain in the voting booth and show them how to navigate through the pages of the ballot and select and de-select their choices using the stylus. Show them the write-in screen and show them how to type in a write-in candidate. Also show them how to navigate through the ballot using the “Next Page” button. Explain the Review screen and the two-step process to vote their ballot. When your assistance is no longer required, bring them to the “Review” screen and leave the voting booth. ***Under no circumstances should you ever push the VOTE button for the voter!***

When the voter leaves, it is a good idea to glance at the screen to confirm that the voter confirmed their ballot. If the screen is not dark, call the voter back to “push the vote button one last time”. If you can’t bring the voter back, follow the instructions in this Section under “CASTING AND CANCELLING BALLOTS”.



If a voter requires an audio ballot, follow the instructions on Page 22.

How to Vote Guidelines for the Voter

There should be detailed instructions on how to vote posted in each voting booth. If the voter needs verbal instructions, you may use the script below as a guideline to assist them:

“Using the stylus, press firmly on the candidate name you wish to vote for. A check mark will appear in the box and the name will be highlighted. To page through the ballot, press NEXT PAGE in the lower right hand corner of the screen. You may also go back to the previous page by pressing PREVIOUS PAGE in the lower left hand corner of the screen. The last page of the ballot will be a final review page where you can make any final changes. To cast your vote, press the green CAST button and then either the CONFIRM or the VOTE button. You may not cast your vote until you have reviewed all pages of the ballot and the review page.”

Section 3

Using the Voting Machine

If a voter complains that the touchscreen is not registering their selection properly, remind them that nothing should be touching the screen except the stylus while they are using the voting machine. Refer to the “For Accurate Voting” sign posted in the voting booth.

Removing the iVotronic from the Voting Booth

For a voter in a wheelchair or a voter who cannot stand for a long period of time, you may unplug any iVotronic and take it out of the voting booth. Place the iVotronic on a table with the tri-fold privacy screen. When the voter has finished, return the iVotronic to the booth and remember to plug it back into its power source.

The voting machine MAY NOT be taken out of the polling room

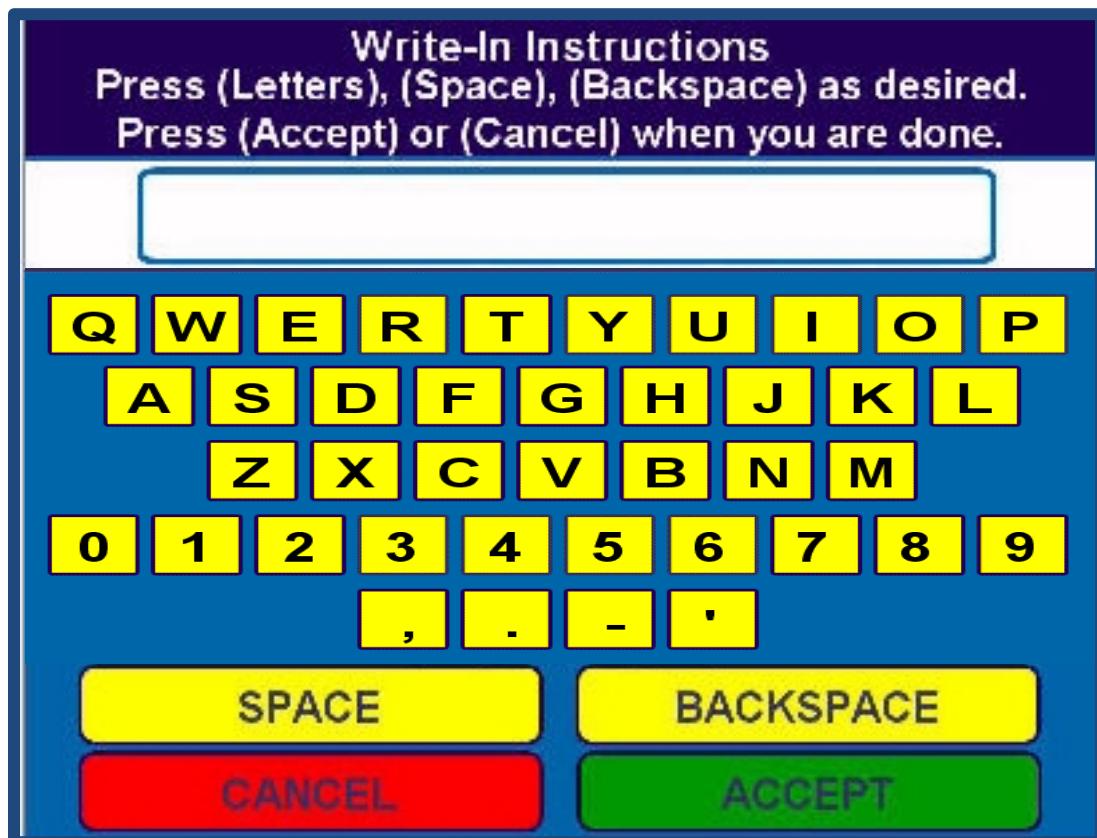
Section 3

Using the Voting Machine

Write-In Selections

A voter can write in their candidate's name for any contest on the ballot. Under each contest, below the candidates' names, will be a selection for "WRITE-IN". If this line is selected, you will be taken to a screen that resembles a typewriter with a blank box on top.

- Using the stylus, touch the appropriate letters on the keyboard to spell out the name the voter would like to write in. Use the space button to separate the first and last name and the backspace button to correct any errors.
- Once complete, the voter should press "ACCEPT" to register the write-in for that contest. The regular ballot screen will return and the name that was spelled out will be shown.
- The voter should review their write-in to make sure it was spelled correctly. If so, they should continue with their ballot. If they would like to cancel or change their write-in, they can just touch the name again and they will return to the write-in page.
- A write-in can also be cancelled at the contest page by choosing a candidate on the list which will override the write-in selection.



Section 3

Using the Voting Machine

Casting or Cancelling a Ballot

If you need to cast or cancel a ballot – insert the District PEB into the PEB slot. A cast/cancel menu will appear on the screen. Follow the screen instructions to complete the cast or cancel.

- Cast – choose CAST from the menu.
- Cancel – choose Cancel from the menu. The machine will ask you several times whether you are sure you want to cancel this vote. Choose YES to all. When you are prompted to provide a reason for the cancelled vote, choose the option that best explains why you are cancelling the vote. Then, the machine will ask you if you want to “Proceed with the vote cancellation”. Choose YES. The screen will go dark, a message “Please remove PEB. Vote was not cast” appears on the bottom of the screen. Remove the PEB.
- RECORD ALL CASTS AND CANCELS ON THE PINK SHEET!

If a voter leaves the booth without confirming their ballot – the iVo will begin chirping after 20 seconds. Try to get the voter back to the booth to press the Vote button. If that cannot be done, two Poll Workers from opposite parties (if possible) must take the District PEB to the voting machine. Insert the PEB into the PEB slot. Choose CAST from the menu and proceed to CAST the ballot. All abandoned ballots must be CAST. Do not cancel any ballots that a voter walked away from.

- RECORD ALL CASTS AND CANCELS ON THE PINK SHEET!

If you brought up an audio ballot in error – insert the District PEB. Choose CANCEL from the menu and proceed with the cancellation instructions to cancel this blank ballot.

- RECORD ALL CASTS AND CANCELS ON THE PINK SHEET!

If you chose the wrong ballot during a primary – insert the District PEB. Choose CANCEL from the menu and proceed with the cancellation instructions to cancel this blank ballot.

- RECORD ALL CASTS AND CANCELS ON THE PINK SHEET!

Always record your actions on the Pink Sheet!

Section 3

Using the Voting Machine

Primary Elections – How to Choose the Right Ballot

After the voter has been issued a Voting Authority Slip, one Poll Worker should accompany the voter to the iVotronic Voting Machine. The process to issue a machine ballot is the same as any other election with ONE ADDITIONAL STEP.

- Check the color of the voter's voting authority slip and verbally confirm which ballot the voter is expecting to vote, Republication (blue) or Democratic (white).
- If the voter claims to have the wrong authority slip, send them back to the roster book table to confirm which party they are registered under.
- Place their voting authority slip on the stringer.
- Insert the DISTRICT PEB into the PEB slot.
- A screen appears with two choices – Republican Ballot or Democratic Ballot.
- *Poll Worker must choose which ballot to issue the voter by pressing the ballot choice based on their Voting Authority Slip. Do not allow the voter to make this choice.*
- The iVo will ask you to confirm that you chose the correct ballot. Press YES if the ballot is the correct one, Press NO if you chose the wrong ballot and follow the screen instructions to choose the correct ballot.
- Continue following the instructions on Page 17 "Loading a Ballot".

If the Poll Worker picks the wrong ballot by mistake

If the Poll Worker chose the wrong ballot (Democrat vs. Republican), cancel the ballot and issue the correct one for the voter. Instructions on Cancelling a Ballot can be found on Page 21.

Issuing an ADA Audio Ballot

- If the voter is visually handicapped the Poll Worker should advise them of their choices in casting a ballot.
 - ✓ They may have their companion accompany them to the voting booth and assist them in voting a regular ballot. (They must fill out the Disability Certificate)
 - ✓ They may have one or two Poll Worker accompany them to the voting booth and assist them in voting a regular ballot. (They must fill out a Disability Certificate)
 - ✓ They may vote independently using an ADA Audio ballot.
- You may use any iVotronic. All machines are programmed with ADA Audio Ballots.
- Escort the voter to the voting booth and read the directions on Page 24.
- Plug the headphones into the jack on the right side of the machine near the serial number.
- Hand the headphones to the voter and remind them that if they need assistance at any time to ask for it.
- Tell the voter that you will be loading the ballot and insert the DISTRICT PEB into the PEB slot.
- When the blue screen appears – DO NOT PRESS THE SCREEN AS YOU WOULD NORMALLY DO – you must press the GREEN DIAMOND SHAPED button on the bottom of the machine to activate an audio ballot.

Section 3

Using the Voting Machine

- When the screen says “Audio Assisted Ballot Selected” let the voter know that you are leaving the booth and then leave.
- Expect the voter to spend about 15-20 minutes voting on that machine. An audio ballot takes much longer to vote than a visual ballot.
- Once the voter has completed voting, unplug the headphones and return them to the Blue Bag.
- If you removed the iVotronic from the booth, make sure you plug it back into the power cord when you return it to the booth.

If the voter decides the audio ballot is too difficult to use – you may cancel that audio ballot (make a note on the Pink Sheet) and load a regular ballot. Two Poll Workers from opposing parties may assist the voter with the visual ballot. Assisting Poll Workers must fill out a Disability Certificate (Pink Form).

Section 3

Using the Voting Machine

Directions for the ADA Audio Ballot Voter

A Poll Worker must read these instructions aloud prior to issuing Audio Ballot

Thank you for exercising your right to vote by choosing an audio ballot. Please take your time and vote with confidence, knowing that you are able to vote with complete privacy. If at any time you would like to review the directions, please go back to the beginning of the ballot by pressing the UP arrow.

There are four buttons that you will need to vote the audio ballot. If you can read Braille, their labels are on the right side of each button. Feel free to touch the bottom of the voting machine now and let me know if you can locate these buttons.

The button that is on the left directly below the screen of the iVo is shaped like a small triangle pointing up. This button is used to go backwards through contests and candidate selections. The button directly below that one is shaped like a triangle pointing down and is used to go forward through contests and candidates. To the right of these buttons is a larger diamond shaped button with a point on the top and bottom. This is used to make your selections. All the way at the top of the iVo, above the screen is the VOTE button. This button is shaped like an oval and has raised letters spelling VOTE on the top. You will use this at the end of your ballot when you are ready to cast your selections.

You may go back and make changes at any time or even write in the name of someone if you choose. Write-ins are offered on every contest except the yes or no questions. Write-ins are entered by selecting each letter of the name you wish to write in.

Once you have finished making selections and have been read each contest on the ballot at least once, the iVo will give you a chance to review your selections. If you are ready to cast your ballot, press the oval VOTE button at the top of the screen when the audio directs you to. BE SURE TO PRESS IT A SECOND TIME TO FINISH CASTING YOUR VOTE.

Remember that if at any time you would like to review the directions, please go back to the beginning of the ballot by pressing the UP arrow.

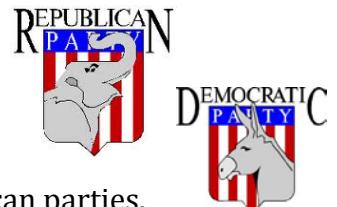
If you have any questions or problems, please raise your hand and a Poll Worker will come to assist you.

Thank you for voting!

Section 4 Special Situations

Primary Elections

A Primary Election is an election where political parties select candidates to run in the General Election in November. Currently, the only political parties who hold primaries are the Democratic and Republican parties.



Only voters who have declared an affiliation with these parties are permitted to vote in a Primary Election. A voter's party affiliation is indicated in the Roster Book in a small box on the upper right side of the signature box.

Poll Workers must be careful to provide the voter with the voting authority slip that corresponds to the voter's declared political party. The Blue voting authority slips are for the Republican ballot and the White voting authority slips are for the Democratic ballot.

If the Roster Book indicates "REP", that voter may only vote the Republican Ballot.

If the Roster Book indicates "DEM", that voter may only vote the Democratic Ballot.

If the party in the Roster Book is blank, the voter is "Unaffiliated" and can choose either party's ballot. Mark the Roster Book with "REP" or "DEM" once the voter declares their new party.

Once the voter chooses a party, they become that party until they change it at the Board of Election office.

A voter must change their party to Democrat or Republican at least 55 days in advance of a primary if they intend to vote in that election.

Under Title 19 of NJ Election Law, NO voter is permitted to change party affiliation at the polls. If the voter is not a Democrat or Republican, they cannot vote in the Primary Election (unless they are Unaffiliated and choose a party at the polls). If the voter insists, issue them a Provisional Ballot.

If an Unaffiliated Voter chose a party then changed their mind after looking at the ballot - As long as they haven't cast their ballot, you may cancel it (see page 21), then send them back to the Roster table to start over and change their party selection.

If you issue the wrong authority slip - Double check the Roster Book to confirm correct party. Void the incorrect slip and issue a new authority slip for the correct party. Make a note on the Incident Report.

If you pick the wrong ballot on the voting machine - Once you have confirmed that the ballot picked is incorrect, cancel the ballot and issue a new ballot for the correct party. Record on the Pink Sheet. Refer to Page 21 for instructions on cancelling a ballot.

Section 4

Special Situations

Process a Voter During a Primary Election

Follow the steps in Section 2, adding the following step for a Primary Election:

- Observe the party designation in the box next to the voter's name in the Roster Book
 - If they are a "REP" they must vote Republican (BLUE authority slips)
 - If they are a "DEM", they must vote Democratic (WHITE authority slips)

If the box is empty, they are Unaffiliated and may choose a party at the polls. Once the chosen party has been established, fill in the box with either "REP" or "DEM" and issue the correct Voting Authority Slip.

- **The voter wants to vote a different party** – If a voter has a party already, they cannot change at the polls. If they claim the party listed is incorrect, send them back to the Roster table and check the roster again to be sure they did not issue the wrong authority slip by mistake. If the voter claims the roster is incorrect, call the Board of Elections at 973-579-0950. They will look up the voter's history and give you further instructions.
- **The Poll Worker issued the wrong Authority Slip** – Double check the roster book to confirm the correct party. Void the incorrect slip and issue the correct one. Allow the voter to vote on the next available machine and make a note on the Pink Sheet.
- **An Unaffiliated voter chose one party and then changed their mind** – If the voter has already cast the ballot, nothing can be done. Each voter is only allowed to vote one time. However, if they haven't cast the ballot, you may cancel the ballot. Then direct the voter to return to the roster table with their authority slip. The Poll Worker at the roster table should confirm that they were indeed an Unaffiliated voter and change their party selection in the roster book. Then, void the first authority slip and issue a new one for the chosen party. Make a note on the Pink Sheet.

Provisional Ballots

A Provisional Ballot is given to a voter when their right to vote is in question. These voters are NEVER eligible to vote on the voting machines; however, their Provisional Ballot will count if it is determined by the Board of Elections that they are entitled to vote. For example:

- Voter's name is not in the Roster Book and their address is in your district.
- Voter's name is in the Roster Book but their signature is missing.
- A Mail-in Voter who insists they did not receive or return their Mail-in ballot.
- Voter states they registered at the Motor Vehicle Commission within the last year and is not in the Roster Book. Issue a Provisional Ballot and write "MVC" on their ballot envelope.

Section 4 Special Situations

Provisional Ballot voters will not sign the Roster Book or receive an Authority Slip!

Procedure for Issuing a Provisional Ballot

1. If the voter meets the above circumstances, call the Board of Elections for final verification that a Provisional Ballot is needed.
2. One Poll Worker should assist the voter while the remaining Poll Workers continue processing the other voters.
3. Break the black seal on the Orange Provisional Ballot Bag (place black seal in Red Bag).
4. Remove the ballots, envelopes and "Letter to Provisional Voters" (sample in Section 5).
5. Bring the voter to the tri-fold privacy screen.
6. Hand them a ballot, an envelope, a "Letter to Provisional Voter", and a pen.
7. Instruct them to fill out the Affirmation Statement that is attached to the envelope, mark their ballot accordingly, and place the ballot inside the envelope when finished.
8. REMIND THEM NOT TO TEAR THE AFFIRMATION STATEMENT OFF THE ENVELOPE – IT MUST REMAIN INTACT OR THEIR BALLOT MAY BE REJECTED!
9. When the voter has finished, verify that the Affirmation Statement is filled out completely, is attached to the envelope, and the envelope is sealed. Ask the voter to correct any deficiencies before they leave. (See Section 6 Page 41)
10. Make sure the voter returns the "Letter to Provisional Voters". You only have one copy of this letter and will need it for Provisional Voters throughout the day.
11. Put their ballot/envelope inside the Orange Provisional Bag. This bag now contains live ballots and must be kept under constant supervision near the Roster Table.

If a voter tears the Affirmation Statement off the envelope, ask them to tape it back onto the envelope. Record this on Incident Report. If this is not properly done, their ballot will not count even if they are eligible to vote!

At the end of the evening

1. Once the polls have closed, complete the Provisional Ballot Log form that is located inside the Orange Bag. (See sample in Section 6 Page 41)
2. Place the completed Ballot Log, all voted provisional ballots, all unused ballots & envelopes inside the Orange Bag.
3. Seal the bag with RED plastic seal that is located inside the Orange Bag.
4. Put the Orange Bag into the Blue Bag and follow normal equipment return procedures.

Section 4

Special Situations

Voters with Disabilities

About 20% of New Jersey residents are living with some type of disability. As a Poll Worker, you need to know how to assist these voters as they navigate through your polling place on Election Day. You will be helping voters with vision impairments, speech or language impairments, mobility concerns, physical or mental handicaps or certain health conditions. It is important to understand the type of assistance the law guarantees these voters so you may act accordingly when a disabled voter comes to your polling place to vote.



New Jersey Law states:

A person cannot be denied the right to vote based on the fact he or she:

- *Has a specific disability (intellectual, developmental, physical or psychiatric)*
- *Has a legal guardian*
- *Lives in an institution, group home, supported apartment, or other residential facility serving individuals with disabilities*
- *Requires the help of an assistance dog*

Only a judge can decide if a person lacks the mental capacity to vote. This determination cannot be made by a Poll Worker, a person's family member, personal assistance worker, or other staff. A voter with a disability cannot be required to answer questions or fill out a form to "prove" his or her mental capacity.

Providing Accommodations or Assistance with Voting

Under federal and state law, voters with disabilities have the right to receive "reasonable accommodations" at polling places. Poll Workers must know where the accessible entrances are, how to adjust and use the handicap features of the iVotronic, understand any additional accommodations that are available, and Poll Workers must be helpful to all voters who need assistance.



If a voter cannot speak or read English and there are no bilingual Poll Workers, the voter can bring anyone they choose into the voting booth. If no one is available to help, contact the Board of Elections who will make arrangements to assist that voter.

Section 4 Special Situations

If a Voter Cannot Stand or Reach the Booth

- The Poll worker should unplug the iVotronic and remove it from the booth.
- Place the iVotronic behind the three-fold privacy screen on a table.
- Make sure the voter is comfortable and their ballot remains private.
- When the voter has cast the ballot, return the voting machine to the booth and plug it back in.
- These procedures should be used for any disabled voter who is more comfortable sitting while voting.

The voting machine MAY NOT be taken out of the polling room

Assisting Visually Impaired Voters with the Voting Machine

- If a voter asks for assistance, clarify exactly what they would like help with and give the voter your full attention. Additionally, do not make decisions for people with disabilities about what they can or cannot do.
- A visually impaired voter may choose to vote on the iVotronic using the audio ballot. Headphones are required for this type of ballot and are located inside your district's blue equipment bag. A disabled voter can also use their own headphones. Every iVo is programmed with audio ballots.
- The person(s) assisting the voter cannot reveal the name of any person for whom the voter voted, or anything that took place while the voter was being assisted.

If the Voter is Visually Impaired

- They can vote either on the iVotronic with or without assistance using a regular ballot.
- If they vote a regular ballot with assistance, whoever assists them must fill out the Disability Certificate.
- If they vote an audio ballot without assistance, the Poll Worker who escorts this voter to the iVotronic will get the headphones from the blue supply bag and plug them into the audio plug located on the bottom right side of the iVotronic. The Poll Worker will push the green audio button and, when prompted, load an audio ballot.
- Voting an audio ballot takes much longer than a regular ballot – it could take the voter close to 20 minutes to complete their ballot.
- Detailed instructions for using the ADA feature on the iVotronic is found in Section 3, Page 22 of this handbook.

Interacting with Voters with Disabilities

Above all else, voters with disabilities should be treated with the same respect and courtesy as other voters at the polling place. If you assist the voter, remember you cannot disclose how he or she voted to anyone!

Section 4

Special Situations

Table 4.1 – Interacting with the Disabled



Kindly speak to the voter directly, not to a companion, personal assistant or staff member.



Do not assume someone with a disability needs your help. You should ask before helping.



Ask the person before pushing their wheelchair.



A person's wheelchair, scooter, or other assistive device is considered an extension of their personal space. Do not lean on or touch these devices without their express permission.



If you are assisting someone who has a visual impairment by reading something aloud to them, you do not need to raise your voice.



Speak slowly and directly to a person who is hard of hearing.



Animals assisting people with disabilities must be allowed to accompany the person into the building and the voting booth. You should not pet or touch these animals.



When greeting someone who has a visual impairment, let them know who and where you are. If you provide assistance to them in walking, allow the person to take your arm (do not grab the person's arm) and tell them when you are approaching stairs, when you are about to turn left or right, and warn them if there are any obstacles in the way.



Remember to afford voters with disabilities the same privacy as other voters.



If you believe someone is having trouble understanding you, speak slowly and clearly. Try to simplify what you are saying.

Section 4 Special Situations

Disability Certificate

Federal and state law entitles voters who are blind, disabled, or cannot hear to be provided with assistance in voting. When a voter requests assistance or indicates he or she is unable to read or write English, they may choose any person to assist them in the voting booth. It could be the person who accompanied them to the polling place or they could ask a Poll Worker(s) for assistance. ***Note: Two Poll Workers from different parties should provide this assistance unless the voter chooses to only have one Poll Worker assist.*** Either way, a Disability Certificate (pink) must be filled out and placed in the "Completed Forms" Envelope. See sample in Section 6 Page 41.

Section 4 Special Situations

Table 4.2 - Evaluating Your Polls for Accessibility

Parking	<ul style="list-style-type: none">•At least one van-accessible handicapped parking spot that is marked with the wheelchair symbol. If you need a temporary parking sign outside, please notify the Municipal Clerk.•Poll Workers who have a handicapped parking permit are asked to park in regular parking spots and allow the handicapped spots to be saved for the disabled voters.
Outside	<ul style="list-style-type: none">•No stairs unless there is an alternate entrance with a ramp that is clearly marked. If you need alternate entrance signs, please notify the Municipal Clerk.•Walkways need to be firm, level or with a very small grade, and curbs have to have a marked cutout.
Doors	<ul style="list-style-type: none">•Accessible doors must have handles that are U or L shaped, not knobs. Doors that are heavy or difficult to open should be secured open with an unobtrusive door jam. If you cannot leave the door open, please post a sign that notifies voters that someone is available to assist. If you need temporary assistance signs for your doors, please notify the Municipal Clerk.
Inner Doors	<ul style="list-style-type: none">•Lips of thresholds should be easy to walk or wheel a chair over. Make sure that carpets are firmly secured to the floor and that obstructions are moved out of the way. If special steps have to be taken to make the entrance accessible, make directions for gaining access clear to the voters.
Halls & Lobbies	<ul style="list-style-type: none">•Floor should be level and free of protruding objects. If there is an extension cord for the iVos, it should be as far away from where the voters walk as possible. Cords on the ground must be taped securely to the floor to avoid tripping voters.
Tables	<ul style="list-style-type: none">•There must be a table set up somewhere in each poll where someone who cannot stand can still use the iVo to vote. If there is enough room, you can use the same tables where the rosters are. The table should be 32 inches tall, if possible, stable and free of obtrusions underneath.

Section 4 Special Situations

Emergency Ballots

If all your voting machines are inoperable, *do not panic*. Call the Help Desk immediately at **973-579-0953**. We will troubleshoot over the phone, contact your Runner for on-site help, and, if necessary, deliver another voting machine to you. If you have voters waiting to vote, it may be necessary to issue Emergency Ballots until the new voting machine arrives. **You must get permission from the BOE before you open the Emergency Ballot Box!**

We will stay on the phone with you as you open the Emergency Ballot Box and process your voters. **Again, you may not open this box without permission from the BOE.**

To process an Emergency Ballot:

1. Call the Board of Elections.
2. Slice open the green seal so the box can be opened.
3. Open the Emergency Ballot Box and remove the contents.
4. Seal the box closed with the WHITE seal. (Inside the manila envelope) Do not cover the ballot slot.
5. Store the Emergency Ballot Box on or behind your Roster Book table, where everyone, voters and Poll Workers, can see it at all times, but safe from tampering.
6. Have the voter(s) sign the roster book.
7. Write an "E" next to each name in the book that was issued an Emergency ballot.
8. Bring the first voter to a three-fold privacy screen.
9. Give the voter a pen, their ballot and a blank envelope. Explain that they must fill in the oval next to their candidates name and, when finished, they should seal their ballot inside the blank envelope.
10. When the voter has completed voting and has sealed their ballot, they should insert the ballot into the slit in the end of the resealed Emergency ballot box.
11. There are a limited number of emergency ballots in the box. If you are close to running out and the technician has been unable to make your voting machines operable, you must call the Board of Elections for additional ballots. Keep the Help Line advised of the situation at all times.
12. After the polls have closed, call the Board of Elections for closing instructions.
13. You will be asked to remove the white seal and count the number of sealed envelopes and complete the Emergency Ballot Control Log.
14. Place all voted, unvoted and voided ballots plus the Emergency Ballot Control Log into the emergency ballot box with empty envelopes.
15. Reseal the Emergency Ballot Box with the RED seal and place in the Blue Bag.

Section 4

Special Situations

Complaint Forms

- Complaint Forms should be distributed to any voter who requests one. (Sample in Section 6 Page 41)
- If you are unable to satisfy the complaint, suggest that the voter complete a complaint form to express displeasure with the polling place, treatment at the polls, issues with the voting machines, etc.
- By law, all complaint forms received by the Board of Elections will be investigated and answered. If complainant gives a name and address, they will receive a written response.
- NOTE: If a voter is complaining about you or any worker at the polls, you need to complete an Incident Report and let us know what happened.

Press in the Polls

News reporters and photographers are not allowed in the polls unless they have received authorization from the Board of Elections. If a reporter arrives in your polling place, politely ask them for their credentials and ask them to please wait while you call the Board of Elections for verification. A staff member from the Board of Elections will give you further instructions.

Photography is allowed in the polls if it has been pre-authorized by the Administrator or Commissioners of the Board of Elections. If someone tries to take pictures or is questioning voters inside or around the polls and they refuse to identify themselves, call the Board of Elections immediately. Under no circumstances can any photographs be taken of the Roster Books or the voting machines. Photographers must obtain permission from Poll Workers and voters to take their picture.

Section 4 Special Situations

Electioneering

Electioneering is any written or verbal communication that could be interpreted as trying to sway a voter's opinion.

Electioneering includes but is not limited to t-shirts, bumper stickers, buttons, signs, newspapers and flyers. If a voter has a bumper sticker on their car, they are allowed to park at the polling place for **a maximum of 20 minutes**. Poll Workers cannot have bumper stickers or any political messages on their vehicles since they will be parked at the polls for more than 20 minutes.



Even innocent remarks and comments could be considered electioneering and is NOT allowed in the polls on Election Day. Poll Workers must avoid discussing anything political and should be aware of what is going on in the polls at all times.

Electioneering is a serious offense and is against the law. If you encounter electioneering within 100 feet of the poll, politely ask the offender to stop. If they continue, contact the Board of Elections immediately

Section 4

Special Situations

Challengers

Challengers are appointed to observe the conduct of an election on behalf of a candidate, a political party, and the proponents or opponents of a question. Candidates on the ballot are automatically challengers.

Appointment papers must indicate the challenger's name, address and district where they are challenging. Challengers must present their credentials to the Poll Worker who will post them on the wall with their own certificates. The challenger keeps the official challenger badge issued by the Board of Elections and must wear it to show they are authorized to be in the polling place. If the challenger's credentials are for a different district, politely inform them that they are in the wrong polling place. If the challenger doesn't leave, or you have any questions, contact the Board of Elections.

What Challengers can do in the Polls

- Observe the opening and closing of the Polls
- Challenge the right of a voter to cast a ballot

Challengers have the right and power to challenge the right of a person to cast a ballot, and the counting or rejecting of any ballot or any part of a ballot (NJSA 19:7-5). The primary duty of a Challenger is to observe the election, keep a record of who votes, and challenge any voter for whom they have a reasonable basis to believe is not qualified to vote.

**Challengers may not challenge a vote directly.
Any challenges must be done through the Poll Workers.**

The challenger area is set-up by the Poll Workers in a location that does not interfere with voters, but is close enough to hear the Poll Worker call out the voter's name. Challengers may not sit at the same table as the Poll Workers or handle any voting materials including ballots, PEBs, books, forms and voting machines.

Challengers are not permitted to use cell phones while inside the poll. Voters should not go to the challenger to "check in". Challengers cannot impede the voter's progress through the voting process. Challengers may not electioneer or wear buttons, pins, t-shirts, etc. which show candidate or political party support.

Section 4 Special Situations

Challenging a Vote

A challenger can challenge a vote based on a belief that the voter is not qualified to vote due to:

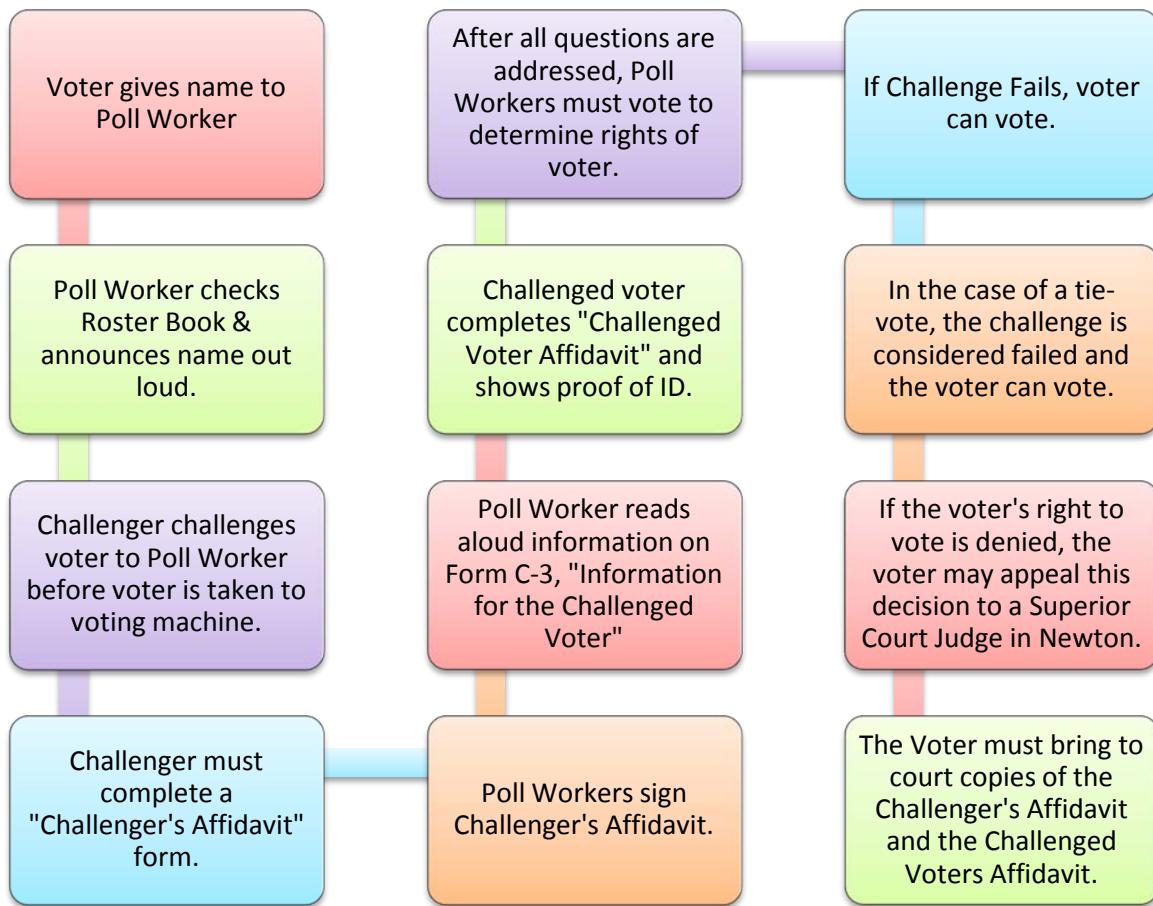
- Voter is under 18 years of age
- Voter is not a citizen of the United States
- Voter is serving a sentence, on parole or probation after conviction of an indictable offense under any Federal or State law.
- Voter does not reside within the election district.
- Voter has moved out of the county more than 21 days before Election Day.

A challenge must be started after the voter gives their name to the Poll Worker and before the voter enters the voting booth. You must notify the Board of Elections if a challenge occurs.

If a challenge is made, the challenger must complete a "Challenger's Affidavit". (See sample in Section 6 Page 41) The Poll Workers must also sign this form. The Poll Worker must then read aloud the information on the Form C-3, "Information for the Challenged Voter". (See sample in Section 6 Page 41)

Section 4 Special Situations

Table 4.3 – Processing a Challenged Voter



Section 5 Closing the Polls

Announcing the Close of Polls

At 8:00 pm, a Poll Worker publically announces the polls are officially closed. The same clock used to open the polls should be used to close the polls. The outside entrance to the polling place should be locked at this time and voters in line should come inside the doors.

Voters Who Are In Line to Vote at Closing Time

Any voters on line to vote at the close of polls must be allowed to vote. The Poll Workers cannot take any steps to close the books or the voting machines until all voters present have been processed. A Poll Worker should be positioned at the end of the line indicating which voters were in line at the time that the polls officially closed.

Closing the Voting Machines

Procedures for closing the voting machines can be found on the Pink Sheet. Follow these instructions and call the Help Desk if you need further assistance.

Provisional Ballots

At the close of polls, an inventory of the Provisional Ballots must be completed. Refer to the instructions in Section 4 Page 27 for completing the Provisional Ballot Control Log and for the procedures for handling issued ballots, spoiled ballots and unused ballots.

Poll Workers must sign the Provisional Ballot Control Log and this form plus all ballots (issued, spoiled and unused) must be sealed in the Orange Bag with the red plastic numbered seal and placed in the Blue Bag for secure transport to the Board of Elections. Refer to Section 4 Page 33 for detailed instructions on these procedures.

Emergency Ballots

At the close of polls, an inventory of any Emergency Ballots must be completed. Refer to the instructions in Section 4 for completing the Emergency Ballot Control Log and for procedures for handling issued ballots, spoiled ballots and unused ballots.

Packing of Supplies and Equipment

It is very important that all Poll Workers remain with the voting equipment until it is securely transported to your Runner or returned to the Board of Elections.

Election supplies and equipment should be returned to their proper places. Refer to the following Table 5.1 “Where Does It Go” for detailed instructions on how to return all election supplies.

Section 5

Closing the Polls

Table 5.1 Where Does It Go?

WHERE DOES IT GO?

Completed forms envelope (clear plastic)

All completed forms are placed in this envelope, such as *Form 100, Pay Vouchers and Oath* (unless the Municipal Clerk collected them)

Supply envelope

1. Pens and supplies
2. Unused election forms

Red padded bags

1. All PEBs
2. Pink "open/close" sheet
3. All plastic security snap seals
4. Ivotronic stylii
5. Paper Clip
6. Red STOP District PEB wrapper

Blue canvas bag

1. Roster Books
2. Emergency Ballot Box
3. Supply Envelope
4. Used and Unused Voting Authority Slips
5. Completed Forms Envelope (Clear Plastic) with Vouchers, Oaths, Form 100, etc.
6. Orange Provisional Bag (even if none were used). Remember, the Provisional Bag must be sealed with the red seal if any ballots were issued.

**DO NOT PUT FLAGS, PRIVACY SCREENS, "VOTE HERE SIGNS" OR EXTENTION CORDS
IN THE BLUE BAG - THEY GO TO THE MUNICIPAL CLERK**

BRING TO THE DESIGNATED SITE:

1. Red Padded Bag (with all PEBs)
2. Blue Bag
3. All iVotronics in black bags
4. Give any "iVo Needs Attention" Black bag to driver

MUNICIPAL CLERK RECEIVES:

1. Keys to the Polling place (if applicable)
2. Voting Booths
3. Tri-fold privacy screens
4. Extension cords and flags
5. All voting signs

**TAKE DOWN VOTING BOOTHS, IF REQUIRED.
LEAVE YOUR POLLING PLACE CLEAN AND ORDERLY.**

**Section 6
Election Forms**

These Forms Appear as Listed

Disability Certificate (pink form)

Challenger's Affidavit

Challenger's Dos and Don'ts

Challenger Notice

Challenged Voter's Affidavit

Challenged Voter Information Sheet

Complaint Notice

Emergency Ballot Box Control Log

Form 100

Identification Statement

Incident Report

Pay Voucher

Provisional Ballot Affirmation Statement

Provisional Ballot Box Control Log

Provisional Ballot Voters Notice

Voting Booth Configuration Options

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CHALLENGER'S AFFIDAVIT

(Name of Voter not on Official Challenge List)

STATE OF NEW JERSEY }

COUNTY OF SUSSEX } ss

I, _____
PRINT Challengers Name _____ Current Address, Apt # _____ Municipality _____

Zip _____ Ward _____ District _____ Address of Polling Place _____

Challenge the right to vote of _____ of
PRINT Challenged Person

Registered Address, Apt # _____ Municipality _____ Zip _____

For the reason or reasons set forth:

Challengers Signature _____

I being duly sworn on oath or affirmation, to the best of my knowledge and belief, state that the foregoing statements made by me are true and correct.

Sworn and Subscribed before me this _____ day of _____, 20 ____.

Signature of Judge

Signature of Clerk

Signature of Inspector

Signature of Clerk

District
Board

White copy—for district board to return to Board of Elections

Canary Copy—For Challenged Voter

Pink Copy—For Challenger

NOTICE TO CHALLENGERS

Challenger Do's and Don'ts

Challengers Can:

1. Challenge a voter if the challenger believes the voter is not qualified to vote. In order to vote, a person must be:
 - ◆ A United States Citizen
 - ◆ 18 years of age or older
 - ◆ A resident of the county for at least 30 days before the election
 - ◆ Registered to vote

A person on probation or parole for a felony conviction cannot vote.

A challenger must sign an affidavit stating the reason for the challenge.

Challengers Cannot:

1. Challenge a voter for any of these reasons:
 - ◆ They think they know how the voter is going to vote.
 - ◆ The race, or ethnic origin of the voter.
 - ◆ Where the voter lives in the town or county
2. Sit with the district board workers or touch the election materials.
3. Go to the voting machine during the voting hours.
4. Challenge the voter directly. Only the district board can ask the vote questions.
5. Wear any campaign buttons, signs or wear any campaign clothing.
6. Harass or intimidate any voters; or cause any disturbances in the polling place.
7. Challenge a voter because the district board asks the voter to affirm his or her residence or asks a first-time registrant by mail to show identification.



New Jersey
Office of the Attorney General
www.nj.gov/oag

IMPORTANT NOTICE TO CHALLENGERS

The role of a challenger in a polling place is two-fold: 1) observance of the voting process and 2) the right to request that a **Pollworker** challenge individual voters whom the challenger knows or reasonably believes is not qualified to vote, or is under a disqualification (age, residency, citizenship or voter registration).

Challenger Conduct Rules

- ◆ Challengers are restricted to the district to which they are assigned. Challengers must present their credentials to the Pollworkers upon arrival at the polling place.
- ◆ If you are a candidate, you are authorized to be a challenger at the polling locations in which you are listed on the ballot. Please identify yourself to the Pollworkers upon your arrival. They will supply you with a Candidate Identification Badge. **You must wear your Challenger ID Badge at all times while at the polling location.**
- ◆ You will be provided with a place to sit near, but not at, the Pollworker table.
- ◆ Challengers **may not** go to the voting machines during the voting hours.
- ◆ A challenger is not to cause a disturbance at the polling location and, therefore, **may not use a cell phone** while in the room.
- ◆ Please refrain from lengthy conversations with voters. Personal conversations may take place outside of the polling room, but cannot contain discussions regarding the election. Such conversations are considered electioneering and are unlawful within 100 feet of the polling location.
- ◆ A challenger may bring a laptop computer, but must refrain from accessing political information or the internet as this may be interpreted as electioneering.
- ◆ **It is the exclusive duty of the Pollworkers to compare signatures.** This process will be done openly and in full view of the challenger, but the challenger **cannot** engage in this process. Standing over the Pollworkers, touching the roster books or comparing signatures is not allowed.
- ◆ Any infraction of these rules will result in the challenger's immediate removal from the polling location.

If you have any questions or issues, please call the Board of Elections at 973-579-0950.

Marge McCabe

Marge McCabe
Administrator, Sussex County Board of Elections

CHALLENGED VOTER AFFIDAVIT

(Name of Voter not on Official Challenge List)

STATE OF NEW JERSEY }

COUNTY OF SUSSEX } ss

I, _____
PRINT Voter's Name _____ Current Address, Apt # _____ Municipality _____

Zip _____ Ward _____ District _____ Address of Polling Place _____

Being duly sworn according to law, on my oath, deposes and say: I am a duly registered voter at the above address. I am a citizen of the United States, and have resided in this State and in the County for 30 days next before this Election, and not elsewhere. I am now a resident of this Election district; as far as I know and verify believe, I am 18 years of age, and have never been convicted of a crime which would disqualify me as a voter in the State of New Jersey, and in all respects qualified to vote in this Election, in this Election district, that I have not voted elsewhere in this Election and have presented the following current document(s); please check:

- A valid New Jersey driver's license
- A sample ballot with my name and address
- An official Federal, State, County or Municipal document
- A utility or telephone bill or tax or rent receipt dated
- A piece of mail postmarked on or after the 60th day before the day of this election
- Other

Detail Identifying Documents: _____

Signature of Voter

Sworn and Subscribed before me this _____ day of _____, 20 ____.

Signature of Judge

Signature of Clerk

Signature of Inspector

Signature of Clerk

}
District
Board

White copy—for district board to return to Board of Elections
Canary Copy—For Challenged Voter
Pink Copy—For Challenger



Information for a Challenged Voter

One copy for Pollworker to read aloud to challenged voter

One copy for challenged voter to read along

IF YOUR RIGHT TO VOTE IS CHALLENGED

- You may seek to establish your right to vote by:
 - ♦ Signing the Challenged Voter Affidavit
 - ♦ Providing suitable identifying document for inspection which may be, but is not limited to, the following:
 - ⇒ A valid current New Jersey driver's license
 - ⇒ A current sample ballot with your name and address
 - ⇒ An official Federal, State, County or Municipal current document
 - ⇒ A current dated utility bill, telephone bill, tax or rent receipt
 - ⇒ A piece of mail postmarked on or after the 60th day before the date of this election
 - ⇒ Other current identification
- If you are challenged and are not on the official challenge list, the challenger must sign an affidavit setting forth the reason or reasons for the challenge. YOU MUST BE GIVEN A COPY OF THE CHALLENGER'S AFFIDAVIT.
- If you are not allowed to vote at the polls, you may go before a Superior Court Judge in Newton to seek a court order allowing you to vote. You, the challenged voter, must have the following when you appear in court:
 - ♦ Copy of Challenged Voter's Affidavit given to you at the polls.
 - ♦ Any proof you submitted in support of your right to vote.

COMMISSIONER OF REGISTRATION
COUNTY OF SUSSEX

Signature of challenged voter

Signature of District Board Worker

*Original signed copy returned to BOE—place in front of A-K Roster Book
Copy to Challenged Voter*



Notice of Complaint

Date: _____

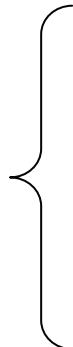
Statement of complaint of voter or person attempting to vote regarding problems or conduct of the elections at the polling place where they voted or attempted to vote.

Municipality

District

STATEMENT OF COMPLAINT—Please give all details including name(s), time(s), and date(s) of complaint:

It is not required that you complete this information.
Your complaint will still be investigated.



PRINT Name

Signature

Address

Telephone Number

Send completed form:
Commissioner of Registration
83 Spring Street, Suite 305
Newton, NJ 07860
Mmccabe@sussex.nj.us
973-579-0955 (fax)



Section 1—Disability Certificate

Complete for all voters who need assistance in the voting booth

I, _____ Voter ID # _____
(Name of Voter)

residing at _____
(Full Address)

in the _____ District of _____, do solemnly swear (or affirm) that due to
(District #) (Municipality)

(State reason that voting assistance is required)

I am unable to enter and remain in a voting booth, or prepare a ballot therein for voting at this election, without assistance, so help me God.

Board Member	Date	Board Member	Date
--------------	------	--------------	------

Signature of District Board Members assisting voter (must be of different political parties)

Section 2 - Oath of Person Assisting Voter

Complete only if assistance is not given by District Board Member

I, _____,
(Name of person assisting the Voter)

residing at _____
(Full address)

in _____, County of _____, do solemnly swear (or affirm) that I am not
(Municipality) (County)

the voter's employer, or agent of the employer, or union official or agent of the voter's union or
any representative thereof.

Signature of Person Assisting Voter

Date

**EMERGENCY BALLOT BOX CONTROL LOG**DISTRICT Vernon #4 DATE OF ELECTION: November 5, 2013Total emergency ballots issued: 3Reason for Emergency ballots: Polling Place was inaccessible for an hour because of a fuel spill. Voting machines were locked inside building.Additional Emergency ballots provided by an Election Official
during the day (if applicable) -0-*****
To be completed by Pollworkers:**EMERGENCY BALLOTS RETURNED TO COUNTING CENTER**

TOTAL NUMBER OF EMERGENCY BALLOTS USED	<u>3</u>
SUBTRACT TOTAL SPOILED BALLOTS (if any)	<u>0</u>
NUMBER OF MISSING BALLOTS (if any)	<u>0</u>
TOTAL EMERGENCY BALLOTS CAST	<u>0</u>
UNUSED EMERGENCY BALLOTS	<u>27</u>

We, the district board members (pollworkers) of the above numbered district, affirm that upon inspection we found the Emergency ballot Box for the said district sealed and that the emergency ballots were checked against the sample ballot and found to be the correct ballots for the above district.

We, the undersigned, do hereby certify that the above information is true and correct.

Judge (Pollworker)

Inspector (Pollworker)

Clerk (Pollworker)

Clerk (Pollworker)

RETURN THIS FORM WITH ALL BALLOTS TO THE EMERGENCY BALLOT BOX

District: _____

Sussex County Board of Elections - Form 100

Election Date: _____

Record all changes to voter's status on this form

* Affirmation of Residence: I do hereby swear that I am a duly registered voter of Sussex County and have not moved from this election district. I further affirm that I am a citizen of the United States and have resided in Sussex County for 21 days prior to the date of this election. I have not voted elsewhere in this election.

* Change of Residence Oath: I do hereby swear that, within 21 days prior to the date of this election, I moved out of, and am no longer a resident, of Sussex County. I understand that, after this election, my registration shall be placed in the deleted file and I must re-register to vote in my current county of residence.

Identification Statement for

- Election Day

Affidavit Number	Name of Voter	What is or was your father's full name?	What is, or was your mother's full name?	Are you Married or Single?	Where did you actually reside prior to taking up your present residence. State floor and character premises	I certify that I have read to the elector each of the foregoing questions and that I have truly recorded his answer to each of the said questions.
1A						
2A						
3A						
4A						
5A						
6A						
7A						
8A						
9A						
10A						
11A						
12A						
13A						
14A						
15A						
16A						
17A						

Election Day Incident Report

	Time	Ivo S/N or Voter Reg #	Incident / What Happened?	Action Taken / Resolution	PW Initials
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

County of Sussex

Board of Elections



OFFICIAL VOUCHER

Compensation for services as a district board worker in the 44th District of Newton—

at the General election held on November 5, 2013.

Working at Polls \$ 200.00

Picking up supplies from clerk \$ 12.50

(\$12.50 for one person / \$6.25 each for two people)

Returning supplies to Clerk \$ - 0 -

(\$12.50 for one person / \$6.25 each for two people)

TOTAL COMPENSATION: \$ 212.50

I hereby declare under the penalties for false swearing that this voucher is for services performed by me for the election herein mentioned and to the best of my knowledge and belief is true, correct and complete.

Signature of district board worker

Printed name of district board worker

Print complete mailing address of district board worker

FOR COUNTY USE ONLY

0360/0430

DEPT./EXPENSE CODE

Received delivery slips to fully support the above claim received and checked.

Margaret Lake McCabe

Date

Board of Election Administrator

Ordered paid at a meeting of the Board of Chosen Freeholders held _____ 20 ____

Authorized Signature—Board of Chosen Freeholder



New Jersey Provisional Ballot Affirmation Statement

1 Reason for Provisional Ballot (Check One)		FOR OFFICIAL USE ONLY																									
<input type="checkbox"/> Moved within the county after registering, without notifying election office <input type="checkbox"/> Registration information missing from poll book <input type="checkbox"/> Did not show required ID <input type="checkbox"/> Poll Book indicates you are a Mail-In Ballot voter, but did not apply for, receive, or return such ballot		Municipality/Ward/District																									
2 I am a US citizen <input type="checkbox"/> Yes <input type="checkbox"/> No 3 I am 18 or older <input type="checkbox"/> Yes <input type="checkbox"/> No																											
4 Current Name Last _____ First _____ MI. _____ Suffix _____ <i>If your name was changed after registering to vote, provide your former name.</i> Former Name _____ Signature of Former Name _____																											
5 Current Home Address _____ Municipality _____ County _____ Zip Code _____ Mailing Address, if different from above: _____																											
6 Please Fill Out Only If You Moved within the County after Registering Without Notifying Election Office Previous Home Address _____ Municipality _____ County _____ Zip Code _____																											
7 Date of Birth Month <table border="1" style="display: inline-table;"><tr><td> </td><td> </td></tr></table> Day <table border="1" style="display: inline-table;"><tr><td> </td><td> </td></tr></table> Year <table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td><td> </td></tr></table>									8 Gender <input type="checkbox"/> Female <input type="checkbox"/> Male																		
9 NJ Driver's License (DL#) or MVC Non-Driver ID (ID#) Number <table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td><td> </td></tr></table> <table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td><td> </td></tr></table> <table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td><td> </td></tr></table> Telephone Number (Optional) <table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table> - <table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table> - <table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td></tr></table> <u>If No DL# or ID#, last four digits of your Social Security Number (SS#)</u> <table border="1" style="display: inline-table;"><tr><td> </td><td> </td><td> </td><td> </td></tr></table>																											
10 <input type="checkbox"/> I affirm that I do not have a DL#/ID# or SS#																											
11 Political Party _____ <i>Required for primary election only; Optional for all other elections</i>																											
12 Voter Declaration — I swear or affirm that I am a U.S. citizen, live at the address above, am at least 18 years of age at the time of the election, have been a resident of the State and county at least 30 days before the election, am not on parole, probation or serving a sentence due to the conviction for an indictable offense under any federal or State laws. I UNDERSTAND THAT ANY FALSE OR FRAUDULENT REGISTRATION MAY SUBJECT ME TO A FINE OF UP TO \$15,000, IMPRISONMENT UP TO FIVE YEARS, OR BOTH PURSUANT TO R.S. 19:34-1.																											
X _____	Signature of Voter	Date																									
Name of person providing assistance _____																											

**PROVISIONAL BALLOT BOX CONTROL LOG**DISTRICT Vernon #4 DATE OF ELECTION: November 5, 2013Total Provisional ballots issued: 25Additional Provisional ballots provided by an Election Official
during the day (if applicable) -0-

To be completed by Pollworkers:

PROVISIONAL BALLOTS RETURNED TO COUNTING CENTER

TOTAL NUMBER OF BALLOTS USED	<u>4</u>
SUBTRACT TOTAL SPOILED BALLOTS (if any)	<u>0</u>
NUMBER OF MISSING BALLOTS (if any)	<u>0</u>
TOTAL PROVISIONAL BALLOTS CAST	<u>0</u>
UNUSED PROVISIONAL BALLOTS	<u>21</u>

We, the district board members (pollworkers) of the above numbered district, affirm that upon inspection we found the transport bag containing provisional ballots for the said district sealed and that the provisional ballots were checked against the sample ballot and found to be the correct ballots for the above district.

We, the undersigned, do hereby certify that the above information is true and correct.

Judge (Pollworker)

Inspector (Pollworker)

Clerk (Pollworker)

Clerk (Pollworker)

RETURN THIS FORM WITH ALL BALLOTS TO THE PROVISIONAL BALLOT BAG



Notice To Provisional Ballot Voters

If you voted by Provisional Ballot, you may find out whether or not your ballot was counted. If it was rejected, you may also find out why it was not counted.

The number to call is 973-579-0950, or toll free 1-877-658-6837.

Because the ballots must first be verified and canvassed for counting, please wait at least 48 hours after the election for your inquiry.

SPECIAL NOTICE TO FIRST-TIME REGISTRANTS -BY-MAIL in Sussex County

If you have been notified that you are required to provide identification information to the Commissioner of Registration and you have not provided that information, you must provide identification to the Sussex County Commissioner of Registration in the Board of Elections office before the close of business on the second day after the election.

If you fail to provide this information, your Provisional Ballot will not be counted for this election. Once you have provided acceptable identification, you should be able to vote on the voting machine at your polling place for future elections.

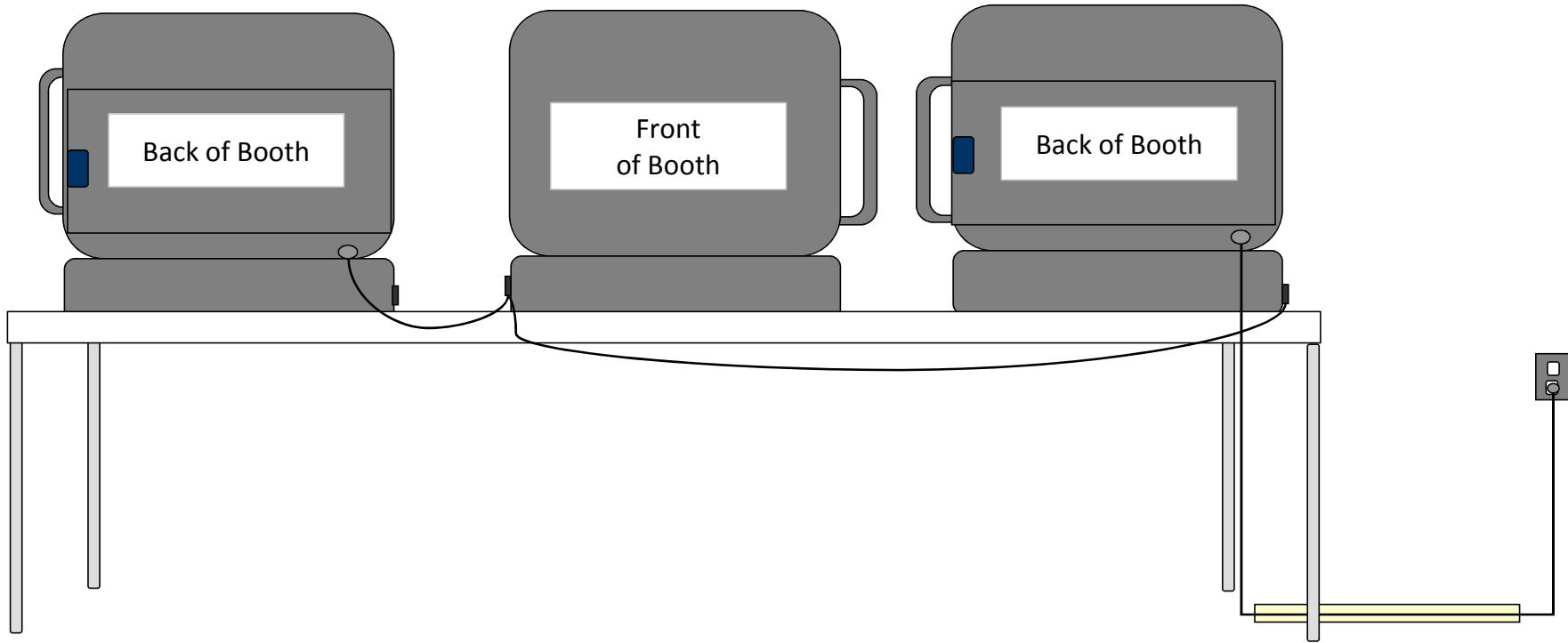
Sussex County Board of Elections office hours are 8:00am to 4:00pm Monday-Friday.

Acceptable forms of identification may include, but is not limited to:

- Any valid and current photo ID such as a driver's license, student or job ID, military or other government ID, store membership card, or;
- Any current document that has your name and address on it, including a bank statement, car registration, government check or document, non-photo driver's license, paycheck rent receipt, sample ballot or utility bill.

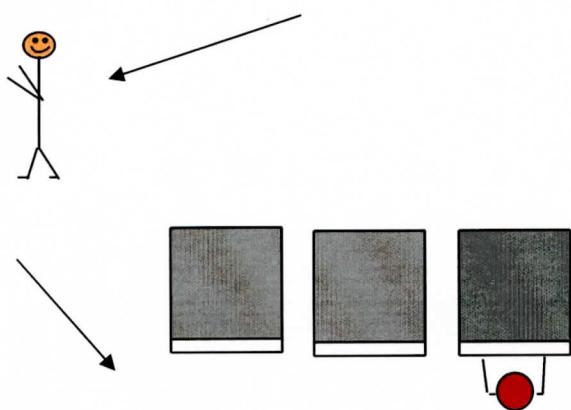
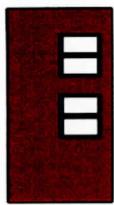
You may fax your ID to the Commissioner of Registration at 973-579-0955

You may deliver a copy of your ID to the Commission of Registration at
83 Spring Street, Suite 305, Newton, NJ 07860

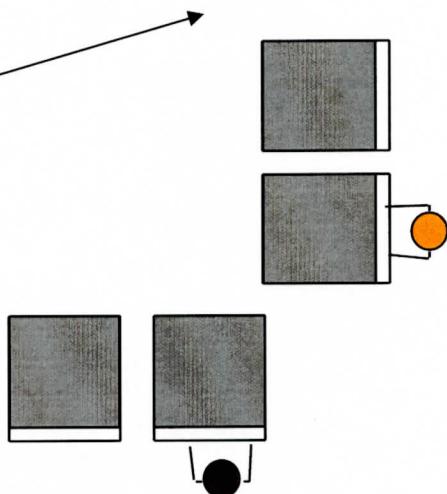
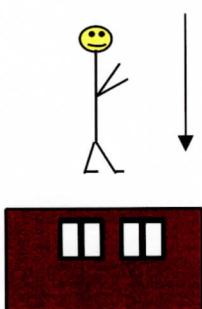


1

The Straight Line Layout



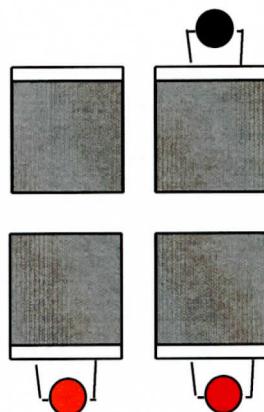
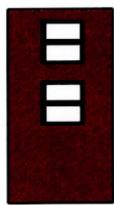
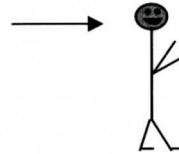
This layout works well for a long room!



2

The L Layout

This layout is great for rooms with limited space!



3

The Square Layout

M1:B



SUSSEX COUNTY BOARD OF ELECTIONS

ELECTION DAY EMERGENCY MANAGEMENT PLAN

Superstorm Sandy in 2012 highlighted the importance of advance planning for all potential election emergencies so that an effective and efficient response can be implemented to protect the rights of voters and the safety of poll workers.

Poll worker safety and the safety of the voting public is extremely important during an election. The following is a list of procedures that should be done should an emergency arise.

First thing on Election Day, poll workers should have a team meeting to make a plan. Decide who will do each task if an emergency arises.

1. Locked Out

If the door to the polling place is locked when you arrive at the polls 45 minutes prior to the polls opening, any present poll worker should call the Board of Elections office for assistance (973-579-0950). If the facility is still not open by the time the polls are to be officially open, and voters are present, inform the voters that help has been requested.

2. Power Failure

If a power failure occurs during voting hours, please do the following:

- a. Assure that everyone in the polling place is not injured or in immediate jeopardy
- b. Assess whether there is sufficient lighting to continue voting
- c. Call the Board of Elections at 973-579-0950

3. Fire or Fire Alarm

If there is a fire or fire alarm in the polling place, the following procedures should be implemented:

- a. Evacuate the polling place in an orderly manner
- b. Take the orange provisional ballot bag with you
- c. Once at a safe distance from the building, call 911
- d. Call the Board of Elections at 973-579-0950
- e. *If the poll workers determine they can safely do so, lock the voting machine booths with the seals provided. There is a white envelope inside the clear supply envelope with numbered seals and complete instructions.*

4. Suspected Hazardous Material

If you suspect there is a hazardous substance in the polling place, such as a white powdery substance, do the following:

- a. Do not touch the substance
- b. Immediately supervise the evacuation of the polling place in an orderly manner
- c. Take the orange provisional ballot bag with you
- d. Once at a safe distance from the building, call 911
- e. Call the Board of Elections at 973-579-0950

- f. *If the poll workers determine they can safely do so, lock the voting machine booths with the seals provided. There is a white envelope inside the clear supply envelope with numbered seals and complete instructions.*

5. Bomb Threats

If the poll workers receive a bomb threat during the election, the following procedures should be implemented:

- a. Immediately supervise the evacuation of the polling place in an orderly manner
- b. Take the orange provisional ballot bag with you
- c. Once at a safe distance from the building, call 911
- d. Call the Board of Elections at 973-579-0950
- e. Remain out of the building until the emergency officials determine it is safe to return

All removed voting equipment must be in the custody of two poll workers of different parties at all times.

Having a plan and being prepared are what will keep our Election Day a safe and smooth one.

Thank you, and have a great Election Day!