

PLEASE DO NOT MARK IN BOOK

The seal of Sussex County, New Jersey, is circular. It features a central emblem with a sheaf of wheat and a plow, flanked by two stars. The text "SUSSEX COUNTY" is arched across the top, and "NEW JERSEY" is arched across the bottom. The year "1753" is inscribed at the bottom center of the seal.
Sussex County

**POLLWORKER
HANDBOOK**

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BOARD OF ELECTIONS POLLWORKER HANDBOOK

COMMISSIONERS

ALLEN LANGJAHR (R)
CAROLYN MAGEE (D)
DEBORAH WIRTHS (R)
RICHARD CONKLIN (D)

ADMINISTRATOR: MARGE LAKE McCABE
ELECTION TECHNICIAN: ELLEN GRIFFITHS

IMPORTANT PHONE NUMBERS

(YOU MAY CALL COLLECT)

iVOTRONIC HELP LINE: (973) 579-0953

Call this number for machine problems only!

BOARD OF ELECTIONS: (973) 579-0950

Pollworker Problems
Challengers
Polling Places
Electioneering
Pollbooks (Rosters)
Provisional Ballots
Voter Registration/Change of Address, Name

MUNICIPAL CLERK: (Phone numbers on next page)

Problems with Polling Location/Building
No three-fold screen/ No flag

MUNICIPAL CLERK CONTACT LIST - 2012

ANDOVER BORO – Beth Brothman
137 Main St, Andover, NJ 07821
973-786-6688 – (Cell) 201-874-9087

ANDOVER TWP – Vita Thompson
134 Newton Sparta Rd, Newton, NJ 07860
973-383-4280, Ext. 223
Cell: 862-268-3066

BRANCHVILLE BORO – Kate Leissler
5 Main Street, PO Box 840
Branchville, NJ 07826
973-948-4626, x20, Home 973-948-3721

BYRAM TWP – Doris Flynn
10 Mansfield Drive, Stanhope, NJ 07874
973-347-2500, Ext. 127 – (Cell) 973-229-2803

FRANKFORD TWP – Patricia Bussow
151 US Highway 206, Augusta, NJ 07822
973-948-5566 – (Cell) 973-903-8290

FRANKLIN BORO – Robin Hough
5 Main Street, Franklin, NJ 07416
973-827-9280, Ext. 101 – (Cell) 908-328-2360

FREDON TWP – Joanne Charner
443 State Rt. 94, Newton, NJ 07860
973-383-7025, x0 – (Cell) 973-903-5765

GREEN TWP – Linda Peralta
150 Kennedy Rd, PO Box 65, Tranquility, NJ 07879
908-852-9333, x11

HAMBURG BORO – Doreen Schott
16 Wallkill Ave, Hamburg, NJ 07419
973-827-9230, x13 – (Cell) 845-545-5341

HAMPTON TWP – Kathleen Armstrong
1 Rumsey Way, Newton, NJ 07860
973-383-5570, x12 – (Cell) 973-903-2773

HARDYSTON TWP – Jane Bakalarczyk
149 Wheatsworth Rd, Hardyston, NJ 07419
973-823-7020, x1, 3 – (Cell) 973-534-3194

HOPATCONG BORO – Catherine Gleason
1 River Styx Rd, Hopatcong, NJ 07843
973-770-1200, x4. if no answer, call 973-398-5000 &
ask Police Dispatcher for assistance
(Cell) 973-580-1623

LAFAYETTE TWP – Anna Rose Fedish
33 Morris Farm Rd, Lafayette, NJ 07848
973-383-1817 – (Cell)

MONTAGUE TWP – Eileen DeFabiis
277 Clove Rd, Montague, NJ 07827
973-293-3797 (Cell) 201-281-2231

TOWN OF NEWTON – Lorraine Read
39 Trinity Street, Newton, NJ 07860
973-383-3521, Ext. 232 – (Cell)

OGDENSBURG BORO – Phyllis Drouin
14 Highland Ave, Ogdensburg, NJ 07439
973-827-3444, x5 – (Cell) 973-271-7192

SANDYSTON TWP – Amy Lobban
133 County Rd. 645, Sandyston, NJ 07826
973-948-3520, x200 – (Cell) 973-271-4896

SPARTA TWP – Mary Coe
65 Main Street, Sparta, NJ 07871
973-729-4493 – (Cell) 201-341-6896

STANHOPE BORO – Ellen Horak
77 Main Street, Stanhope, NJ 07874
973-347-0159, Ext 16 – (Cell) 973-960-3905

STILLWATER TWP – Linda Knott
964 Stillwater Rd, Newton, NJ 07860
973-383-9484 – (Cell) 862-266-5208

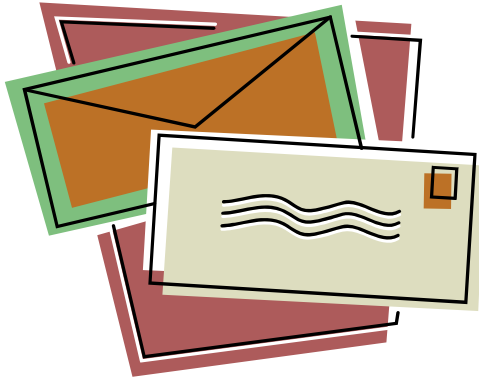
SUSSEX BORO – Mark Zschack
2 Main Street, Sussex, NJ 07461
973-875-4831, Ext. 1 – (Cell) 973-903-4544

VERNON TWP – Susan Nelson
21 Church Street, Vernon, NJ 07462
973-764-4055 ext. 2234
Angie Cell – 201-874-7648

WALPACK TWP – Betsy Cuneo
9 Main Street, 10 Route 615
Walpack Center, NJ 07881
908-841-9576 or 973-948-4872
(Cell) 201-230-9003

WANTAGE TWP – James Doherty
888 State Route, 23 S, Wantage, NJ 07461
973-875-7192 – (Cell) 973-592-3830

PAY VOUCHER



To receive payment for your services in the Municipal, Primary or General Election, you must complete a voucher which can be found in the supply envelope. There is one voucher for EACH worker. To receive payment for services in the Annual or Special School Elections, you will receive a voucher from the school board secretary or municipal clerk.

Current compensation for the Municipal, Primary or General Election is \$200 (\$150 for working at the polls; an additional \$50 for attending instruction class*); \$12.50 if you picked up the supplies, keys, etc., from the Municipal Clerk (\$6.25 each if two people did this); and \$6.25 each if you are one of the two workers that return supplies to the Counting Center.

NOTE: If you return supplies for more than one district, you will be paid \$6.25 per district up to a maximum of 5 districts.

AT SCHOOL ELECTIONS, compensation will depend on which school district you are working in. When completing your voucher, give yourself compensation for starting one-half hour before the polls open and one-half hour after closing. The workers who bring the supplies to the Counting Center are paid at the same rate as for the Municipal, Primary or General Election. In most cases, you will return your school voucher to the School Board Secretary.

IT TAKES APPROXIMATELY SIX WEEKS 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 THEN SIX WEEKS SINCE THE ELECTION AND YOU STILL HAVE NOT RECEIVED PAYMENT.

When your voucher has been completed and SIGNED, be sure to place it in the Completed Forms Envelope. Failure to do so may result in a delay in payment. A sample pay voucher is on the next page.

* Class attendance is required every year.



OFFICIAL VOUCHER

SUSSEX COUNTY BOARD OF ELECTIONS

Compensation for services as a district board worker in the 5

District of WANTAGE TWP

at the GENERAL Election held on NOVEMBER 4, 2008

Working at polls (\$200.00) \$ 200.00
\$150 - working at the polls, \$50 - Class attendance

Picking up supplies from clerk
(\$12.50 if one person; \$6.25 if two) \$ _____

Returning supplies
(\$12.50 each district if one person returns,
(\$6.25 per district if two people return) \$ 6.25

TOTAL COMPENSATION \$ 206.25

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.

John Q. Pollworker
Signature of district board worker

John Q. Pollworker
Print district board worker's name

123 Any Street, Newton, NJ 07860
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.

NOV 10 2008

Margaret Kate McCabe
Signature - Department Head

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

Authorized Signature - Board of Chosen Freeholders

VOTING BASICS – ELECTION MORNING

SETTING UP THE POLLS – STEP BY STEP

Setting Up the Polls on Election Day

This section will give you, the pollworkers, the basic skills needed to properly prepare your assigned polling location for voting on Election Day. The following activities must be completed BEFORE voters arrive.

SUPPLIES YOU WILL RECEIVE

Black Bags, with white security seals

Blue Bag (including all contents), with blue security seals

Booths

Three-Fold Privacy Screen

Extension Cord, if necessary

Flags, Signs and other Misc. Items

Pollworker Arrival Time

Pollworkers must arrive at their assigned polling place no later than 45 minutes before the polls officially open. Except for school elections, pollworkers must arrive by 5:15 a.m. to have the iVotronic (iVo) ready for voting. For school elections, pollworkers must arrive by 1:15 p.m.

A poll worker who is unable to report to his or her assignment must notify the County Board of Elections at 973-579-0950 as soon as possible, in order for a substitute to be found. Pollworkers must immediately notify the County Board of Elections at 973-579-0950 if any Pollworker fails to report for duty.

Note: *The pollworkers may not delay the opening of the polls because of the absence of any member.*

WHEN YOU ARRIVE AT THE POLLING LOCATION:

It is critical that you open the voting machines immediately upon arrival on Election Day. If you delay, and there is an issue with opening, the Board of Elections office will not have adequate time to arrange for a runner to come and assist you.

- Set up booths with assistance, if necessary (See M1:A)
- Move the assembled booths to a voter friendly configuration (See M1:B)
- If you feel the legs of the booth are unstable, remove the legs from the booth and place the entire booth on a table top. Notify your runner that the booth needs attention
- Make sure all booth power cords are ‘daisy chained’ to each other or plugged into a working outlet
- If an extension cord is being used, make sure the extension cord has power
- If the wall outlet is controlled by a light switch, make sure the switch is turned “on”

VOTING BASICS – ELECTION MORNING

SETTING UP THE POLLS – STEP BY STEP

ONCE YOUR BOOTHS ARE SET UP:

- Confirm that Black Bags are labeled for your district and document the white seal number on the Pink Sheet located in the Red Bag
- Break the seal and place it into the red bag. Remove iVotronics from the Black Bags (Remember – Only pollworkers are authorized to break the seals)
- Insert one iVotronic into each booth
- Plug the power cord from inside the booth into each iVotronic
- Make sure directions for voters are inside of each booth
- Confirm cords are not a tripping hazard, tape where necessary. You may also use the empty black bags as a buffer
- Place the Emergency Ballot Box on the floor under one of the booths.

SEE PAGE **12** FOR STEP-BY-STEP INSTRUCTIONS ON OPENING THE IVOTRONICS

WHILE TWO OF THE POLLWORKERS ARE SETTING UP THE BOOTHS AND VOTING MACHINES, THE OTHER TWO SHOULD PROCEED WITH SETTING UP THE ROOM

- Set up tables and sitting areas so any challengers that arrive are seated separate from the pollbooks but close enough to hear pollworkers call out the names, and make sure provisional voters have room to vote behind three-fold privacy screen
- Confirm the Blue Bag is labeled for your location
- Open Blue Bag and place the seal in the red bag.
- Remove the Red Bag, Blue Roster Books, Voting Authority Books, stringer, pens, Red Covered Street List, Pollworker Manual, Orange Provisional Bag and any other materials necessary to get started
- Confirm you have the Red Bag for your district, and check the red seal to make sure it has not been tampered with. Record the Red Bag seal number in the upper portion of the pink sheet to confirm they match
- Check the Red Bag for important notices
- The Municipal Clerk has provided a list of MAIL-IN voters for your district
- Print the word 'MAIL-IN' in the rosters in the signature lines of the names of persons on the MAIL-IN list
- Make sure your poll has access to a phone – verify who the contact pollworker is at your location
- Make sure all pollworkers are wearing their name tag
- Confirm that your poll is safe for use, identify any hazards
- Post 'Vote Here' sign
- Post a copy of the Sample Ballot for this election, your Pollworker Certificate, and other signs
- Confirm a flag is present and flying
- Put out a three-fold privacy screen
- Designate an **Official Clock** – preferably on a cell phone
- At the designated time, unlock and open the doors of the polling location and announce that the polls are open

Polling Place Set-Up

Pollworker Arrival Time

Pollworkers must arrive at their assigned polling place no later than 45 minutes before the polls officially open. Except for school elections, pollworkers must arrive by 5:15 a.m. to have the iVotronic (iVo) ready for voting. For school elections, pollworkers must arrive by 1:15 p.m.

A poll worker who is unable to report to his or her assignment must notify the County Board of Elections at 973-579-0950 as soon as possible, in order for a substitute to be found. Pollworkers must immediately notify the County Board of Elections at 973-579-0950 if any Pollworker fails to report for duty.

Note: *The pollworkers may not delay the opening of the polls because of the absence of any member.*

Primary Contact Person at Each Polling Location (NOT FOR EACH DISTRICT)

The Board of Elections has assigned one primary contact person for each polling location. The primary contact person is the go-between for the pollworkers and the Board of Elections. He/she has a cell phone and is the person who the Board of Elections contacts if any issues arise.

Identify the Official Clock

The pollworkers must select an official clock and coordinate all timepieces with the official clock so there is no confusion about the times the polls are opened or closed. Use a cell phone, if available. If none is available, choose a wall clock in the room as the official clock. It is important for the pollworkers to check each iVo against the official clock. In the event the time on the iVo(s) is not within 3 minutes of the official clock, the County Board of Elections Help Desk **must** be notified at 973-579-0953.

Opening the Polls

As determined by the official clock, at precisely 6:00 a.m. (or 2:00 p.m. for a school election), one of the poll workers must publicly announce the polls are officially open.

NOTE: “Opening the polls” does not mean opening the iVos. All voting materials and equipment should be set up and ready for use BEFORE 6:00 a.m. The doors to the polling location should be open to the public at 6:00 a.m. to begin the Election Day.

Breaks during Election Day

A majority of three of the pollworkers must be present at all times when the polls are open. Therefore, only one poll worker is permitted to be absent from the polling room at a time.

At Primary, General and Municipal Elections, a pollworker is permitted to be absent for a one hour lunch break between the hours of 1:00 p.m. and 5:00 p.m. No pollworkers, however, should be absent from the polling place after 5:00 p.m.

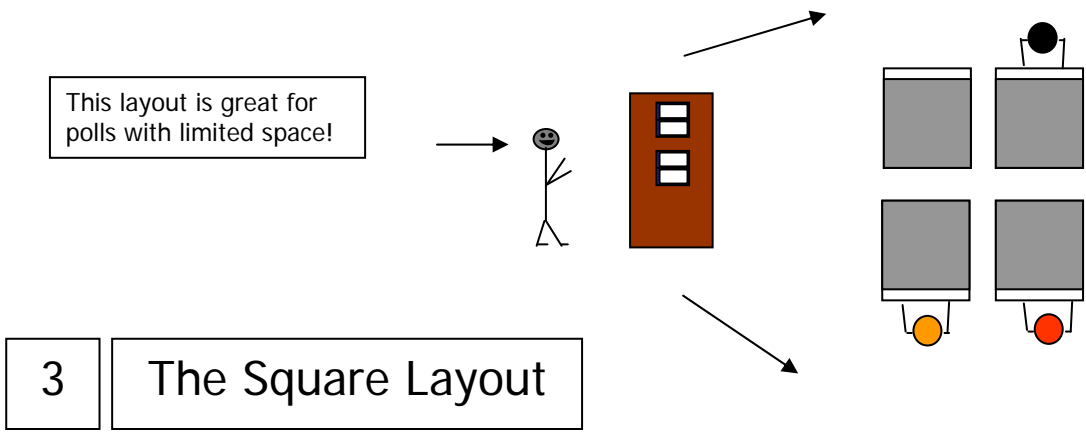
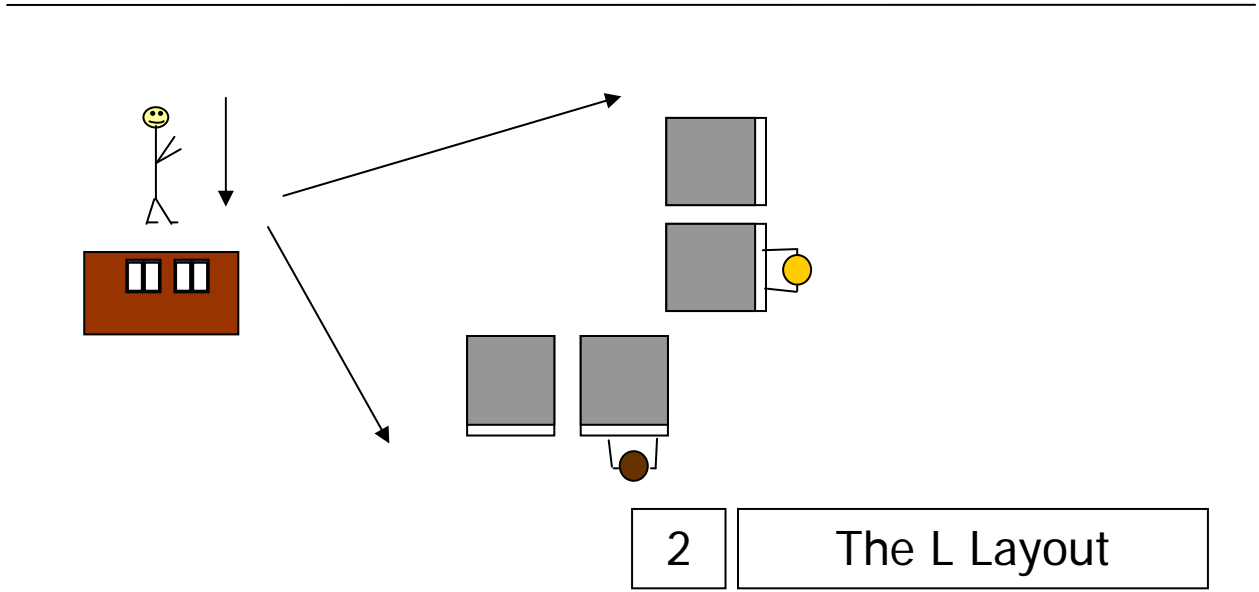
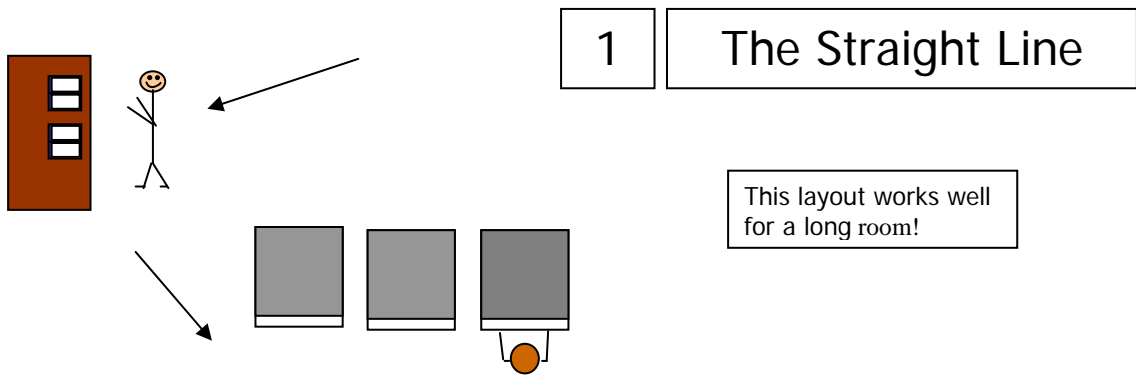
At school elections there may be only two pollworkers. In this instance, there will be only one worker in charge of the polls while the other takes a short break.

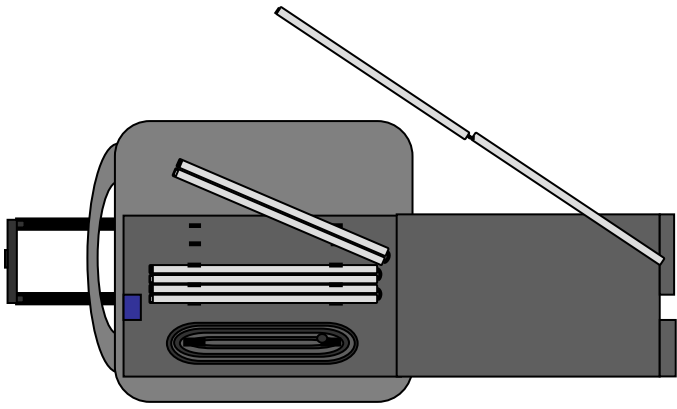
Cell Phones

Generally, the pollworkers should not permit the use of cell phones in the polling place. If a voter or a challenger is using a cell phone in the polling place, the pollworker should request for the individual to do so in another room. A voter cannot use a cell phone while voting. However, pollworkers should use a cell phone to contact the County Board of Elections for official election business only.

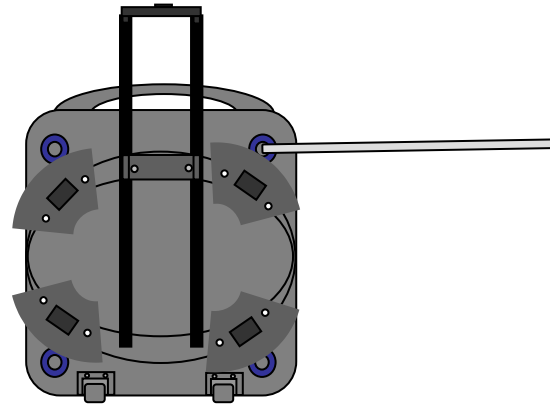
Remember that all pollworkers must:

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

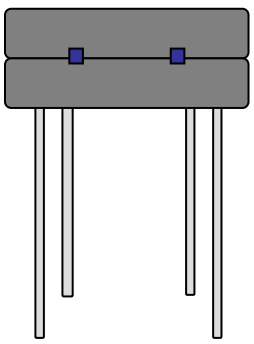




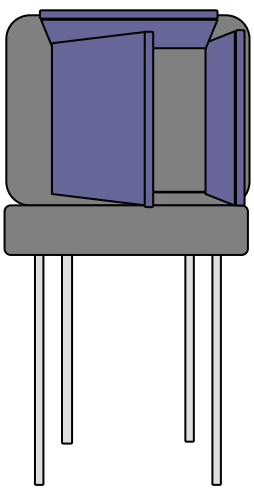
Step 1



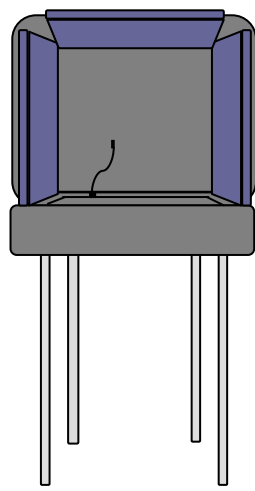
Step 2



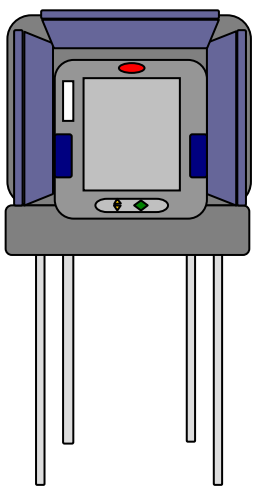
Step 3



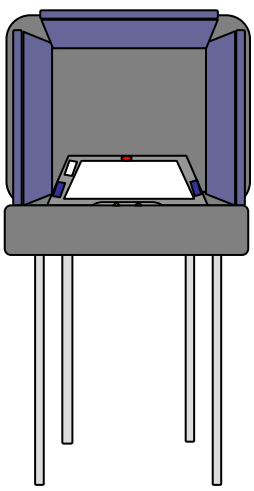
Step 4



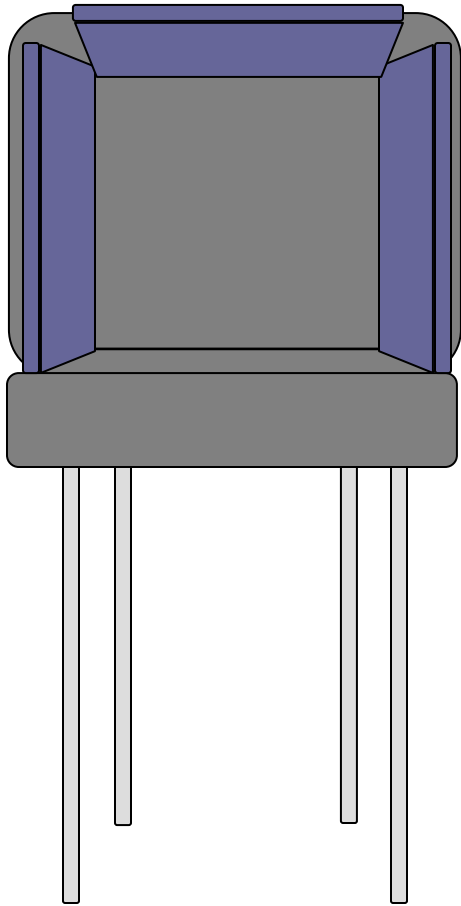
Step 5



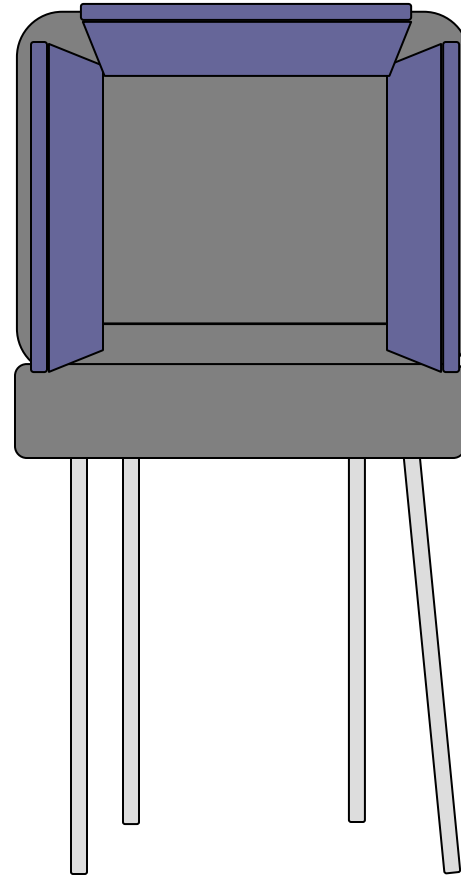
Step 6



Step 7



Good: Legs are slightly splayed to support the weight of the booth



Bad: Legs that are splayed too far make the booth unstable and unsafe.

VOTING BASICS – ELECTION MORNING

OPENING THE IVOTRONICS – STEP BY STEP

Opening the iVotronics (iVos) on Election Day

This section will give you, the pollworkers, the basic skills needed to open the voting machines (iVos) assigned to your polling location for voting on Election Day. The following activities must be completed BEFORE voters arrive.

RESOURCES

All iVotronics

Red Bag, including:

Pink Sheet

Master PEB

2 Regular PEBs

Rubber Tipped Pens (styli)

Reset Tool

A Pen to fill out Pink Sheet

OPENING THE VOTING MACHINES:

- Remove Master PEB (the one with the green label), Pink Sheet and rubber tipped pens
- Remove the blue Tamper Evident Seal on PEB slot- if seal has been removed or shows evidence of tampering call the Board of Elections immediately
- Place the blue seal on the back of the pink sheet!
- Do not remove the RED seal on the back of the iVo
- Confirm that all iVo's are correctly labeled & seal numbers recorded
- Plug in the voting machines. Only one outlet is needed. Machines can be daisy chained

- **NOTE: If the voltage on the iVo is 7.0 or higher, the electrical connection is correct. Make sure any surge protectors are turned on and any light switches that work the outlets are on**

- Insert Master PEB into 1st iVo
- Along with another pollworker, watch the screen to acquire the public count, and record it on the Pink Sheet
- Make sure the location (name of district on the screen) is correct
- Do not remove the PEB during this process

VOTING BASICS – ELECTION MORNING

OPENING THE IVOTRONICS – STEP BY STEP

- The screen will display, “Is this the correct polling location”?
- ***If you did not get the public count, select “No”, remove the PEB, and reinsert the PEB to start the process again
- If you acquired the numbers, select “Yes”
- The voting machine will proceed through two additional opening screens; *be patient*
- Remove the PEB only when prompted
- The final screen will display two options:
 - Insert PEB to Print Zero Tape*
 - and*
 - Press Vote Button to Exit*
- Since we do not print zero tapes at the polls, press **VOTE** to finalize opening
- Repeat these steps with the remaining iVos one at a time with the Master PEB
- When all machines have been opened, sign the Pink Sheet along with another Pollworker for each opened machine
- Return the Pink Sheet and Master PEB to the Red Bag.
- Put a rubber tipped pen in each iVo Booth

YOU ARE NOW READY FOR VOTING!

Quick Guide to Opening the Polls

1. Immediately upon arrival, check all voting materials to ensure they are in the correct district.
2. Locate the **Red Bag**, take out the **Pink Sheet**, and record the security seal numbers from the black and red bags. Take out the Master PEB which will have a GREEN label that says MASTER.
3. Break the seal on the black iVotronic case, and remove the voting machine. Check iVo serial numbers against the pink sheet. CAREFULLY place in the voting booths. Plug the power cord (which is inside the voting booth) into the back of each iVotronic.
4. **Plug the cord(s) into a wall outlet.** The voting booths should be plugged into each other, but at least one (1) of the booths MUST be plugged into the wall. Note: Tape power cords running across the floor so voters will not trip on them. Please check the outlet is working and the surge protector is turned on.
5. **Remove the blue tamper evident seal from the PEB and place the seal on the back of the pink sheet**
6. **Insert the Green Labeled Master PEB into each iVotronic to open it for voting.** The same Green Master PEB **MUST** be used to open all iVotronics. Leave the PEB in the voting machine until it says it is open. Do not remove the RED seal on the back of the voting machine. This may only be removed by a runner.
7. Check the time/date/Public Count on the screen and record it on the Pink Sheet. If the iVo indicates the correct information, continue opening the voting machine. If the time/date is not correct, call the Help Line at 973-579-0953 and continue to open the machine. A technician will be sent to correct the time/date. **Be patient while the machine goes through the opening screens.**
8. If you do not get the public counts, choose “No” at the screen that asks if this is the correct polling location, remove the PEB and press the VOTE button. Reinsert the PEB to restart the process and acquire the number.
9. Check the Town, District, and Election at the top-center of the screen. If it is not correct, call the Help Line (973-579-0953) immediately and choose “No” at the screen that asks if this is the correct polling location. If correct, press “Yes” and wait for the voting machine to continue opening. BE PATIENT...
10. Remove the PEB at the screen that says, “You must remove PEB now to continue opening the terminal”. Move on to the next machine while the first one continues to open.
11. The final screen will display two message: “Insert PEB to Print Zero Tape” and “Press Vote Button to Exit”. **Do not** print a zero tape. **Press the Vote button to open the machine.**
12. Complete the Pink Sheet and return it, with the Green Labeled Master PEB, to the Red Bag.

*****POLLS NEED TO BE READY FOR VOTING BEFORE 5:45 A.M. (1:45 P.M. FOR SCHOOL)*****

CALL THE HELP LINE IMMEDIATELY AT 973-579-0953 IF ANY OF THE FOLLOWING OCCUR:

- SECURITY SEALS ARE NOT INTACT
- THE PUBLIC COUNT IS NOT SET TO ZERO ON ANY iVOTRONIC
- THE NAMES OR NUMBERS ON ANYTHING (PEB, IVO, SCREEN, BAG) DO NOT MATCH
- THE iVOTRONICS DO NOT OPEN FOR VOTING
- THE GREEN LABELED MASTER PEB DOES NOT WORK
- ERROR MESSAGES ARE DISPLAYED
- WHEN YOU PRESS THE SCREEN, THE IS NOT FORMING IN THE BOX
- THE iVOTRONICS SEEM TO BE MALFUNCTIONING IN ANY WAY

VOTING BASICS – ELECTION DAY

ROSTER BOOKS & VOTING AUTHORITIES – STEP BY STEP

How to Use the Roster Books and Issue Voting Authorities

This section will show you, the pollworker, how to properly use the roster books and issue voting authorities on Election Day. The following activities must be completed WHEN voters arrive.

RESOURCES

Blue Roster Books

Voting Authority Slips (Blue and white for Primary Election)

Red Street List

Stringers

Regular PEBs

Remember: Team work is critical while performing these tasks.

Before voters arrive:

- Open Blue Roster Books
- Make sure pens are ready
- Confirm that Mail-in-ballot List names have been entered into both rosters
- Place Red Covered Street List nearby for quick access

When a voter arrives the roster pollworker will:

- Wait for voter to speak their name
- **NOTE:** if there is a Challenger present, the pollworker MUST repeat the name clearly enough for the Challenger to hear it.
- Look up the voter's name in your roster book.
- Refer to the ROSTER RULES for information on registration and voter identification. (See Pages 17 & 18)
- If the voter meets the requirements to vote on the iVo, have the voter sign in the roster book next to their name.
- Ask another pollworker to issue the next voting authority slip and then note the authority number next to the voter's name in the roster and initial on the line.

VOTING BASICS – ELECTION DAY
ROSTER BOOKS & VOTING AUTHORITIES – STEP BY STEP

The VAL pollworker will:

- Once the roster Pollworker has signed in the voter, issue the voter the next voting authority slip. Do not split the books; slips must be issued in numerical order.
- Have the voter sign the top half of the voter authority slip
- Tear off the bottom half and give voter the bottom half of their slip
- Direct voters with slips to the stringer pollworker, who is waiting with the stringer and a PEB

The stringer pollworker will:

-
- Wait with the stringer and a Regular PEB for voters to be issued voting authority slip
- Place the voting authority slip on the stringer
- Follow the section for issuing ballots on the iVotronic.

Repeat steps each time a new voter enters the poll. Pollworkers should alternate jobs throughout day.

FOR ASSISTANCE, CALL THE HELP LINE AT (973) 579-0953.

ROSTER RULES

(Refer to next page for examples)

IF THE NAME IS PRESENT:

1. **If name is present and no notation is seen in signature line**, allow voter to sign & compare signature for authenticity.
2. **If it says 'ID Required' in the signature line**, ask to see some ID. If they don't have any ID, issue a provisional ballot.
3. **If it says 'MAIL-IN-BALLOT' in the signature line**, call the Board of Elections at 973-570-0950. Do not issue a provisional ballot unless the Board of Elections authorizes you to.
4. **If the name is present but the signature is missing**, issue a provisional ballot.
5. **If the name is present but the signature says 'INACTIVE, VERIFY ADDRESS'**, ask them to verify where they live. If they still live at the same address give them an Affirmation of Residence and let them vote on the iVotronic. If they have moved, direct them to the correct polling location.
6. **If it is the Primary and the name is present and the voter is Undeclared (the box for party is empty)**, be sure to mark the party they chose in the box by filling in REP or DEM.

IF THE NAME IS NOT PRESENT:

1. **If name is not present**, ask voter to spell last name, confirm that their name has not changed recently or is hyphenated and look again.
2. **If name still can not be found**, ask the voter to give their address and look up address in the Red Covered Street List. Direct the voter to the correct voting location.
3. **If voter belongs in your district, but name is still not in the book** issue a provisional ballot.
4. **If voter's name is not present because they changed their name but the old name is there**, have the voter print their new name, let them sign with both the old name and the new name and allow them to vote on the iVotronic, and fill in a Change of Name Form.

CERTIFIED FROM THE
SUSSEX COUNTY BOARD OF ELECTIONS
POLL BOOK FOR

PRIMARY ELECTION DATE: 05/08/2001

AMA-AUS

ANDOVER BORO Dist 01

AMANTEA, SUSAN L
157 MAIN ST, ANDOVER, NJ 07821

BIRTH DATE: 07/31/47 AFF. NO: 0208427

REP



Ballot No. _____

Sig Comp By _____

NO SIGNATURE ON FILE

SIGNATURE OR MARK OF VOTER
x

ANDRUSZCZUK, ZULLY
184 MAIN ST, ANDOVER, NJ 07821

BIRTH DATE: 04/01/33 AFF. NO: 267985



Ballot No. _____

Sig Comp By _____

Z Andruszczuk

SIGNATURE OR MARK OF VOTER
x
REQUESTED MAIL-IN

AUSTIN, RICHARD L
9 HIGH ST, ANDOVER, NJ 07821

BIRTH DATE: 07/30/51 AFF. NO: 0178447

DEM



Ballot No. _____

Sig Comp By _____

Rick Austin

SIGNATURE OR MARK OF VOTER
x
INACTIVE, VERIFY ADDRESS

AUSTIN, TRACY A
9 HIGH ST, ANDOVER, NJ 07821

BIRTH DATE: 05/18/59 AFF. NO: 0178444



Ballot No. _____

Sig Comp By _____

Tracy A Austin

SIGNATURE OR MARK OF VOTER
x
ID REQUIRED

Processing Voters

Persons Allowed In the Polling Place

The pollworkers 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 as follows:

- Pollworkers
- Voters and their dependent children
- Credentialed Challengers
- Candidates
- Election officials
- Police officers, if assigned
- Federal or state observers
- 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:** Pollworkers should not permit unauthorized persons to remain in the polling place and should ask them to leave.
- Newspaper photographers have historically been allowed to take photos at the polls. They are never allowed behind the iVo and should ask a voter's permission before taking their picture. Call the Board of Elections at 973-579-0950 if a photographer arrives at your polling location.

General Rule for Balloting

Most voters will vote on an iVo. The pollworkers shall not permit any person whose name and signature do not appear in the poll book to vote on the iVo unless the voter presents a Court Order stating the voter is to vote in the iVo. Should the voter insist they are a registered voter, or seems to have evidence of such (a voter registration card, sample-ballot, etc.), issue a provisional ballot.

Time Allowed to Vote

Once a ballot is cast, the voter should leave the iVo immediately and leave the polling place. If a voter refuses to leave the voting booth, the pollworkers are authorized to have the voter removed. Once the voter completes casting his or her vote upon the iVo, he or she cannot go back to the iVo unless the pollworkers have reason to believe the voter left the booth before properly casting his/her ballot. Handicapped voters, of course, may need additional time and should be dealt with patiently.

“Tagged” Voters

The pollworker may find a voter's entry in the poll book is marked with one of the following “tags”:

A. *Mail-in-ballot Voter*

A voter who has applied for an Mail-in-ballot will have the word “Mail-in-ballot” in the

signature space where the voter would sign the poll book. Provided in the supplemental list of Mail-in-ballot voters are the names of those who applied for a Mail-in-ballot after the poll books were printed. The pollworkers should update the poll book with the updated information on Election Day morning. This will be provided by the Municipal Clerk. **A Mail-in-ballot voter cannot vote in the iVo.**

1. If the voter insists that he or she did not apply for, or did not receive, a Mail-in-ballot, call the Board of Elections at 973-579-0950. If no resolution is found, the voter is to be given a provisional ballot.
2. If the voter states he or she has lost or destroyed their Mail-in-ballot, advise the voter he or she may go to Court to petition for an emergency Mail-in-ballot. If the voter refuses to leave the polling place without voting, the pollworker should give the voter a provisional ballot.
3. If a voter arrives at the polling place with his or her Mail-in-ballot, instruct the voter to deliver the Mail-in-ballot to the Board of Elections before the close of polls (8:00 PM/9:00 PM for school elections) in order to have the ballot counted.
4. Persons in the military and their dependents may vote a Mail-in-ballot without being registered to vote. If there is a name on the Mail-in-ballot list that is not in the roster, call the Board of Elections at 973-579-0950.

Do not, under any circumstances, accept ANY Mail-in-ballots at the polls and do not let a voter on the Mail-in-ballot list vote on the iVo.

B. Signature Required/Missing

If the voter's signature is missing from the poll book, "Signature Required" will be marked in the signature block. The voter whose signature is missing cannot vote in the iVo. The voter can vote only by provisional ballot.

C. ID Required

If "ID Required" appears in the voter's signature block, the voter must present one form of current and valid identification.

For an explanation of protocol with an "ID Required" entry, see the next page.

D. Verify Address

If "Inactive, Verify Address" appears in the voter's signature box, the voter must complete the "Affirmation of Residency Affidavit" (see yellow form). The pollworker will review the Affirmation of Residency and determine the voter's residency status based solely on information provided by the voter. The voter is not required to present any identification or proof of address. The pollworker may not ask the voter to present any identification or proof of address. This voter cannot be challenged solely because there is "Inactive, Verify Address" in the signature book. If the voter affirms he or she has not moved and resides within the election district, the voter is permitted to vote on the iVo.

WHEN TO ASK FOR ID

The Help America Vote Act of 2002 requires confirmation of ID for certain new registrants. **For new registrants who have not yet confirmed their identification with the Board of Elections and who want to vote in this election, you will have to confirm their ID. If they do not have a valid form of ID available when they come to vote, YOU MUST ISSUE THEM A PROVISIONAL BALLOT.**

They will then have 48 hours from the close of the polls to provide proper ID to the Board of Elections. If they do not show ID in the required 48 hours their ballot will not be counted.



IMPORTANT! The only voters that are required to show identification are the voters that have "ID REQUIRED" in the signature line. **Do not ask for ID unless it says "ID REQUIRED".**

Acceptable forms of ID are, (but not limited to):

IDENTIFYING DOCUMENTS	CURRENT PHOTO ID	OTHER DOCUMENTS
Driver's License Motor Vehicle ID Card Vehicle Registration Card Voter Registration Card US Passport Birth Certificate	Driver's License Student ID Employment ID Sr. Citizen ID Store Membership ID Military ID Public Assistance ID Professional ID Other Government ID Retirement Center ID	Utility Bill Telephone Bill Rent Receipt Sample Ballot Paycheck Bank Statement *Any Government Document (including government check, statement <u>or piece of mail</u> received within 60 days before the elections)

WHAT TO DO IF IT SAYS "ID REQUIRED"
IN THE SIGNATURE LINE

If it says, "ID REQUIRED" in the signature line, politely ask the voter to show ID. The pollbook will look like this:

VOTER, JANE 133 MAIN ST. NEWTON, NJ 07860	BIRTH DATE: 08/13/67 AFF. NO: 0222032 <input type="checkbox"/>	 Voter Authority _____ Sig Comp By _____ YES <input type="checkbox"/> NO <input type="checkbox"/>
<div style="border: 1px solid black; padding: 5px; width: 100%;"><i>Jane Voter</i></div>	<div style="border: 1px solid black; padding: 5px; width: 100%;">ID REQUIRED x</div>	

If the voter HAS one of the acceptable forms of ID:

- Check YES in the poll book & let them sign and vote. **ONLY ONE PIECE OF ID IS REQUIRED.**

DO NOT WRITE DOWN ANY NUMBERS FROM THE DOCUMENT.

If the voter DOES NOT HAVE one of the acceptable forms of ID:

- Check NO in the box.
- Issue them a provisional ballot
- Give them the new Provisional Voter Information sheet.

If the voter is unhappy with the new requirements and wishes to speak to a supervisor, call the Board of Elections Main Office at (973) 579-0950.

**The Board of Elections is located at
83 Spring Street, Suite 305 in Newton.**

ID Required voters may call (973) 579-0950 for directions.

WHEN VOTER HAS MOVED

IF A VOTER HAS MOVED OUT OF COUNTY

Ascertain date of move, and then call the Board of Elections at (973) 579-0950. If the voter **MOVED AFTER** THE CLOSE OF REGISTRATION (21 days before the election), have the voter complete the OATH (blue colored form). The voter will be permitted to vote one last time on the machine. Advise voter to notify their new county.

IF A VOTER HAS MOVED WITHIN SUSSEX COUNTY

IF A VOTER IS IN THE SAME DISTRICT, have the voter complete an AFFIRMATION OF RESIDENCE (gold colored form). Voter then may proceed to vote by signing the roster and voting on the machine.

IF A VOTER HAS MOVED OUT OF THE DISTRICT, but is still in the county, consult the Red Street index and direct the voter to their new voting district. If their new district is your poll they must vote by provisional ballot. Do not allow them to vote on the iVotronic. Follow the instructions in the module on provisionals.



TO BE USED ONLY FOR VOTERS WHO HAVE MOVED OUT OF COUNTY AFTER THE CLOSE OF REGISTRATION

OATH

I, Jane Q. Public, a legal
(print voter's name)
voter of the County of Sussex, being now registered in the 4th
election district of Newton, in said county,
(municipality)
being duly sworn according to law, on my oath do depose and say,
that within thirty (30) days last past, namely on the 20th
of October 1997, I moved from
1 Some Place Newton NJ 07860
(state complete address where registered)
to 2 Some Other Place Mt. Arlington NJ
(state complete address to which voter has moved)
in the County of Morris. I have been advised
that following this election, my registration shall be placed in
the deleted file and I must re-register to vote in my current
county of residence.

Jane Q. Public
Signature of Voter

Witnessed by: Thomas Mancini
(Signature of District Board Member)

Newton #4
Municipality & District

11/4/97
Date

AFFIRMATION OF RESIDENCE

John Q. Public

Print Voter's Name

1 Some Place, Newton, NJ

Print Voter's Previous Street Address

1 Some Place, Newton, NJ

Print Voter's Previous Mailing Address

2 Some Place, Newton, NJ

Print Voter's Current Street Address

2 Some Place, Newton, NJ

Print Voter's Current Mailing Address

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 this County for 30 days prior to the date of this election. I have not voted elsewhere in this election.

John Q. Public

Signature of Voter

01/01/1979

Date of Birth

Sworn and subscribed before me this 18th day of

April

2000

Dorothy A. Graham

Signature of district board member

Special Situations

If the Voter's Name is not in the Poll Book

If the voter's name cannot be located in the poll book, the pollworker should:

- carefully check the book as the name may have been incorrectly typed, misspelled, or is out of order in the book;
- Ask the voter to repeat his or her address, and refer to the street list, which has been provided to determine if the voter is in the correct polling place.
- If the voter's address is within your election district, meaning the person is in the right polling place, but the name is not in the book, the voter can only vote by provisional ballot.
- If the voter's address is NOT within your election district, refer to the street list to determine the correct district in order to direct the voter to the correct polling location. If there is any doubt, advise the voter to contact the County Board of Elections to confirm his or her correct polling location.

If the Voter Signs on another Voter's Line

When a voter mistakenly signs his or her name on another voter's line in the poll book, draw a single line through the name. Do not obliterate it or erase it. When the correct voter appears to vote, have such voter sign his or her name above the incorrect signature. Make a note of the error and the correction in the INCIDENT LOG.

If the Voter's Name is Marked as Having Voted

If the poll book indicates a voter she has already voted, the pollworker cannot permit the voter to vote. Refer the voter to the County Board of Elections at 973-579-0950 for advice and resolution of the problem.

Voter Who Has Changed Their Name

A voter whose name is in the poll book, but who states their name has changed either by way of marriage or court order may vote on the iVo. The voter should be processed as follows:

- The voter must sign the **former** name and **current** name in the poll book and print their new name.
- Pollworker should request the voter complete a Change of Name Form.

Voter Who Leaves the Voting Booth Before Casting Their Vote

If the voter leaves the iVo before confirming their ballot, the voting machine will begin to chirp after 20 seconds. The pollworker must immediately attempt to get the voter to come back to the iVo to push the button and finish voting.

In the event the voter does not return to the iVo to confirm their vote, 2 pollworkers from separate parties must complete the process as follows:

INSERT THE REGULAR PEB INTO THE IVO AND FOLLOW THE INSTRUCTIONS FOR CASTING A BALLOT.

VOTING BASICS – ELECTION DAY

LOADING A BALLOT – STEP BY STEP

How to Load a Ballot on the iVotronic

This section will show you, the pollworkers, how to properly load a ballot for a voter without special needs on an iVotronic voting machine on a regular Election Day. The following activities must be completed AFTER a voter has been issued a voting authority slip.

PLEASE NOTE: THE STEPS FOR LOADING A BALLOT DURING PRIMARIES AND STEPS FOR DISABLED VOTERS ARE DIFFERENT, PLEASE SEE APPROPRIATE SECTIONS IN THOSE SITUATIONS.

RESOURCES

Regular PEBs
Stringer

Please Note: Team work is a requirement.

- Wait for voters to have an authority slip issued, have Regular PEB and stringer ready. Do not load ballots without a voting authority slip.
- Once the voter is ready to vote, accompany them to the next available voting machine
- Ask the voter if they are familiar with the machine and take the voter's authority slip.
- **If the voter is familiar with how to vote**, insert the Regular PEB and remove when prompted.
- **DO NOT LEAVE THE VOTER AT THIS POINT!**
- Press the screen for a visual ballot. When the instruction page appears, instruct the voter to press the yellow "View Ballot" button and allow the voter to vote in privacy. DO NOT FORGET TO TAKE THE PEB WITH YOU.
- **If the voter has never voted on an iVo machine before**, ask the voter if they would like instructions on how to vote. If so, press the "View Ballot" button and show the voter how selections can be made by either using a stylus or their finger to touch the screen. Show voter how to deselect by touching the name or option again. Next, show

VOTING BASICS – ELECTION DAY

LOADING A BALLOT – STEP BY STEP

the voter where write-ins can be entered on a contest. Then point to where the ‘Next Page’ option is on the bottom of each page. Finish the demo by explaining the review screen, how to go back to review a contest, and how to finish voting when complete.

- Tell the voter that they should raise their hand if they need assistance at any time. If assistance is needed, bring a pollworker of a different party with you.
- Take the authority slip and string on stringer. (It is ok if they are not in sequential order as long as the very last slip on the stringer at the end of the night is the last slip that was issued).
- Go on to the next voter in line once a machine is available.

If any voter walks away from the iVo without casting their vote, please try to get them to come back to the iVo to cast their ballot. If they do not return, please refer to the Casting/Canceling Guide on pages 31 and 32.

If a voter needs a visually impaired audio ballot, see pages 56 and 57.

Note: If there is a problem with the voting machine or PEBs working correctly please call the Help Line for assistance (973-579-0953).

Pollworkers should alternate working books and issuing ballots throughout day.

INSTRUCTIONS FOR WRITING IN A CANDIDATE'S NAME

1. A voter can select any contest they would like to write in a candidate's name by using their finger, or a stylus, to touch anywhere on the words 'Write In'. A screen like the one below will appear. (Size shown is reduced and will be full screen in the voting booth)



2. When the 'Write In' screen appears, the voter should touch the appropriate letters on the keyboard to spell out the name they would like to write in. Use the space button to separate the first and last name and the backspace button to correct errors.
3. Once complete, the voter should press 'ACCEPT' to register the write-in for said contest. The regular ballot screen will return and the name that was spelled out will be shown.
4. The voter should review their selections so they can be sure the name they wrote in is correct. 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 screen.
5. A write-in can also be canceled at the contest page by choosing a candidate on the list which will override the write-in.

Quick Guide to Voting

1. After the voter has properly signed in and has been given a Voter Authority Slip, he/she may be taken to a voting booth by a pollworker. The pollworker with the PEB can take the Voting Authority Slip from the voter and string it when the voter is ready to vote.

2. **To Give A Voter A Ballot:**

Insert a regular PEB into the iVotronic. A message will tell you when to “Remove the Supervisor PEB”. To choose a visual ballot, press the screen. An instruction page will appear. Ask the voter to review the instructions and then press the yellow “View Ballot” button at the bottom of the page.

3. There will be detailed instructions posted inside the voting booth on how to vote, but if the voter needs instructions to vote you may use the script below as a guideline:

“To vote, press firmly with your finger 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 a 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.”

4. **For a voter in a wheelchair or a voter who can not 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. **Note:** DO NOT FORGET TO PLUG THE POWER CORD BACK INTO THE iVOTRONIC IN THE VOTING BOOTH ONCE THE VOTER HAS COMPLETED VOTING.

REMEMBER: VOTING MACHINES MAY NEVER BE TAKEN OUT OF THE POLLING LOCATION!

5. **Visually Impaired voters may choose to vote a regular ballot with assistance or they may choose to vote an audio ballot.** For a visually impaired voter who wishes to vote an audio ballot, please follow the directions on Page 56 on Issuing an ADA Ballot.
6. If a voter leaves the booth before pressing the CONFIRM button, the voting machine will begin chirping after 20 seconds. If he/she has already left the building, two pollworkers must go to the voting machine and cast the ballot.

Insert the regular PEB into the iVotronic

The screen will display the option to “Cast” the Ballot

Follow the direction to complete the cast.

Remove the PEB and note the cast on the Pink Sheet with the name and ID number of the voter.

YOU MUST CAST ALL ABANDONED BALLOTS. DO NOT CANCEL ABANDONED BALLOTS.

7. If a ballot needs to be cancelled (ex: voter is voting on the wrong ballot), follow the instructions below:

Insert the regular PEB into the iVotronic

The screen will display the option to “Cancel” the Ballot

Choose your reason for canceling the ballot

Then choose the option to “Proceed with Vote Cancellation”

Remove the PEB and note the cancellation on the Pink Sheet with the name and ID number of the voter.

VOTING BASICS – ELECTION DAY

CASTING OR CANCELING BALLOTS – STEP BY STEP

How to Cast an Abandoned Ballot OR Cancel a Ballot Brought Up in Error

This section will show you, the pollworkers, how to properly cast or cancel on Election Day. The following activities must be completed **ONLY** during special circumstances.

Note: There should **ALWAYS** be a pollworker from each party present through each step of the casting or canceling process in order to insure that all steps were followed correctly.

RESOURCES

Regular PEB

Pink Sheet

2 Pollworkers of Different Parties

WHEN TO CAST OR CANCEL?

1. **IF THE VOTER CAST A BALLOT, BUT NEGLECTED TO CONFIRM, AND THEY ARE NO LONGER IN THE BUILDING, the ballot must be cast.** Do not under any circumstances page through the abandoned ballot before casting! Doing so violates the voter's right to privacy and makes the ballot susceptible to accidental changes.
2. **IF A BALLOT WAS BROUGHT UP IN ERROR, it must be canceled.** Do not cast blank ballots that you have brought up in error. If your count on the Pink Sheet is different from the Voting Authority Slips at the end of the night, it is probably because you have cast a blank ballot that was brought up in error.
3. **IF THE VOTER HAS BEEN ISSUED A BALLOT ON ANOTHER MACHINE, the first ballot must be canceled.** If you cannot get the iVotronic to cancel properly because the screen is frozen, call the Help Line, 973-579-0953.
4. **DURING THE PRIMARY, IF THE VOTER WAS GIVEN THE WRONG PARTY, cancel the ballot and start over.** Remember that Republicans **MUST** vote a republican ballot and Democrats **MUST** vote a democratic ballot. Undeclared voters can choose either ballot as long as they have not cast their ballot yet. See the section on Primaries for more information.

NOTE: Be sure to log all casts or cancels done by the Pollworkers on the back of the Pink Sheet

VOTING BASICS – ELECTION DAY

CASTING OR CANCELING BALLOTS – STEP BY STEP

Here's how to cast or cancel:

- Two pollworkers of different parties go to the voting machine where the ballot is. If the machine is beeping and the screen is black, touch the screen once. Beeping should cease, and ballot that was abandoned, or the confirm page, will appear.
- Both pollworkers work together to identify the source of the ballot. (See WHEN TO CAST OR CANCEL on the previous page)

- If it has been decided the ballot will be cast:

Insert the regular PEB into the iVotronic

The screen will display the option to “Cast” the Ballot

Follow the directions to complete the cast.

Remove the PEB (when instructed) and note the cast on the Pink Sheet with the name and ID number of the voter.

- If you need to cancel a ballot because one has been issued in a Primary Election in error:

Insert the regular PEB into the iVotronic

The screen will display the option to “Cancel” the Ballot

Choose your reason for canceling the ballot

Follow the directions to proceed with vote cancellation.

Remove the PEB (when instructed) and note the cancel on the Pink Sheet with the name and ID number of the voter.

NOTE: Be sure to log all casts and cancels done by pollworkers on the back of the Pink Sheet.

Repeat steps only when necessary. Two pollworkers must be present at all times when casting or canceling a ballot.

CASTING AND CANCELING GUIDE

Two Pollworkers **MUST** be present at **ALL** times when you Cast/Cancel a Ballot.
YOU MUST NOTE ALL CASTS/CANCELS ON THE PINK SHEET

CASTING

WHEN TO CAST A BALLOT:

- ✓ If a voter has left the building and their ballot is still on the machine.

The machine will begin to beep in about 20 seconds.

HOW TO CAST A BALLOT:

TWO POLLWORKERS (OF OPPOSITE PARTIES):

1. If a voter has left the voting booth without casting their ballot, try to retrieve the voter to finalize the cast.
2. If the voter has left the building, two pollworkers will enter the voting booth and touch the screen to bring up the ballot.
3. **Insert a regular PEB.** You will choose:
 Cast
 Cancel
4. Your next screen will ask if you want to cast.
 Yes
 No
5. Your next screen will say "Thank you for voting". Remove the PEB.

CANCELING

WHEN TO CANCEL A BALLOT:

- ✓ If a pollworker has brought a ballot up in error.
- ✓ If a voter wants to start a new ballot and **HAS NOT CAST** their current ballot yet (Primary Election Only).

HOW TO CANCEL A BALLOT:

DO NOT CAST BLANK BALLOTS BROUGHT UP IN ERROR, THEY MUST BE CANCELED.

1. Touch the screen if it is blank or beeping.
2. Once you see the ballot, **insert a regular PEB.** You will choose:
 Cast
 Cancel
3. Then choose a reason for canceling the ballot.
4. You will then see these options confirming that you want to cancel:
 Proceed with vote cancellation.
 Exit Menu
5. The next screen will indicate "Please Remove PEB. Vote was NOT cast."

NOTE ALL CASTS/CANCELS ON THE BACK OF THE PINK SHEET

Quick Guide to Closing the Polls

1. The iVotronic cannot be closed until the official closing time. Wait for all voters to complete the voting process. If a voter enters the polling place prior to the official closing time he/she is allowed to vote PRIOR to closing the iVotronics. If it is past the official closing time when any PEB is inserted into the iVotronic, “Close the Polls” and “Exit This Menu” will display on the screen. Press the option for “Exit This Menu” until all voters have finished voting.
2. **To close the polls, you will need the Green Master PEB** used to open each of the iVotronics in the morning. **Also take out your Pink Sheet.** These items are located in the Red bag.
3. **Insert the Green Master PEB into the first iVotronic.** The public count will briefly appear and must be recorded on the pink sheet. The screen will display the message: “Close the Polls”
4. After you press this option, three additional screens will appear indicating the machine is shutting down. DO NOT REMOVE THE PEB. Be patient!
5. The screen will then display: “*You must remove PEB now to continue closing the terminal.*” **Remove the Green Master PEB. Proceed to the next iVotronic and complete the above steps while the first machine continues the closing process.**
6. When finished, the screen will display, “Terminal closing is complete” and “Touch screen to exit”.

ALL iVotronics must be closed even if no votes were cast on it!

7. Once you have closed all iVotronics, you must complete the rest of the Pink Sheet. **DO NOT FORGET TO FILL OUT THE VOTING AUTHORITY LOG ON THE BACK OF THE PINK SHEET.** Remember: Two pollworkers must sign off.

IT IS EXTREMELY IMPORTANT THAT ALL iVOTRONICS ARE CLOSED BECAUSE THE VOTE TOTALS WILL NOT TALLY CORRECTLY FOR THE COUNTY IF YOU DO NOT. CALL THE HELP LINE IF YOU NEED ASSISTANCE!
973-579-0953

8. Place each iVotronic in the black carrying case. *Please label any black bags with machines that had trouble closing and give directly to the truck driver.*
9. Disassemble voting booths, if necessary.
10. Bring the following items to your designated site:
 - All iVotronics in black carrying case
 - Green Master PEB – this is extremely important! (in Red bag)
 - Regular PEBs (in Red bag)
 - All Paperwork & Blue bag

WHERE DOES IT GO?

*****NEW INFORMATION*****

COMPLETED FORMS ENVELOPE (CLEAR PLASTIC):

All completed forms are placed in this envelope, such as Affirmation of Residence, Form 100, or pay voucher (except in school elections when you give it directly to the School Board Secretary).

SUPPLY ENVELOPE:

1. Pens
2. Unused Election Forms

RED PADDED BAGS:

1. All PEBs
2. Pink 'Open/Close' Sheet
3. Rubber Tipped Pens (iVotronic styli)

BLUE CANVAS BAG:

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

**DO NOT PUT FLAGS OR EXTENSION CORDS IN THE BLUE BAG;
THEY GO TO THE MUNICIPAL CLERKS.**

BRING TO THE DESIGNATED SITE:

1. Red Padded Bag (with all PEBs)
2. Blue Bag
3. All iVotronics in black cases
4. Give labeled bag to the 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

NOTE: TAKE DOWN VOTING BOOTHS, IF REQUIRED. LEAVE POLLING PLACE CLEAN AND ORDERLY.

VOTING BASICS – ELECTION DAY

PRIMARIES – STEP BY STEP

How to Issue Ballots during a Political Primary (Local or Presidential)

RESOURCES

Blue Roster Books

Blue and White Voting Authority Slips

Red Street List

PEBS

Stringers

To process a voter during a Primary Election:

- Open Blue Roster Books
- Make sure pens are ready
- Confirm MAIL-IN List names have been entered into all rosters
- Put Red Covered Street List nearby for quick access
- Wait for a voter to enter and speak their name
- Repeat the name out loud, especially if Challengers are present
- Look up the voter's name in the roster book
- Follow the ROSTER RULES from pages 17 & 18
- If the voter meets the requirements to vote on the iVo, observe the party designation in the box next to the name.

IF THEY ARE A 'REP', THEY CAN ONLY VOTE REPUBLICAN.

IF THEY ARE A 'DEM', THEY CAN ONLY VOTE DEMOCRATIC.

IF THEY ARE UNDECLARED (the box next to their name is blank), THEY CAN CHOOSE EITHER PARTY.

These are the only parties that can vote during a primary. You cannot change parties at the polls.

- Have the voter sign in the roster next to their name.
- If the box is empty, they are Undeclared. Fill in the box with REP or DEM.
- Once the correct party has been established, the Voting Authority Pollworker will issue the next Voting Authority Slip. **Republicans sign the blue voting authority slips, Democrats sign the white voting authority slips.**
- The PEB pollworker can then accompany the voter to the next available voting machine.

VOTING BASICS – ELECTION DAY

PRIMARIES – STEP BY STEP

- Take the voting authority slip from the voter and confirm that the party is correct by asking the voter.
- **IF THE PARTY IS NOT CORRECT**, send the voter back to the roster.
- **IF THE PARTY IS CORRECT**, insert PEB.
- Screen will show choice of Republican ballot or Democratic ballot. **BE SURE TO PICK THE CORRECT ONE**. Select by touching the box next to the appropriate party.
- Wait for the instruction to remove the PEB.
- Ask the voter if they have voted before. If they are not familiar with the machines, explain how to vote and then allow the voter to vote in privacy.
- Do not leave the voter until the instruction screen is up on the voting machine. **DO NOT LEAVE THE VOTER AT THE BLUE SCREEN!**
- Take the authority slip and string on the appropriate stringer.
(It is ok if they are not in sequential order as long as the very last slip on the stringer at the end of the night is the last slip that was issued and all blue authorities are on one stringer and all white authorities are on other stringer.)
- Go on to the next voter in line once a machine is available.

VOTING BASICS – ELECTION DAY

PRIMARIES – STEP BY STEP

SPECIAL CIRCUMSTANCES

1. **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, check the roster again to be sure they did not just get the wrong color authority by mistake. If 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 directions.
2. **THE POLLWORKER AT THE ROSTER ISSUED THE WRONG COLOR AUTHORITY SLIP.** Double check the roster to confirm correct party. Void the incorrect slip and issue a new authority in correct color. Allow the voter to vote on the next available machine and make a note on the Pink Sheet.
3. **THE POLLWORKER AT THE MACHINE PICKED THE WRONG BALLOT STYLE BY MISTAKE.** Once you have confirmed that the ballot picked was done so in error by the pollworker, cancel the ballot and issue a new ballot for the correct party. See the section on Casting or Canceling Ballots (Pg 31-33) for specific directions on how to cancel the ballot.
4. **AN UNDECLARED VOTER CHOSE A PARTY AND AFTER LOOKING AT THE BALLOT THEY CHANGED THEIR MIND.** Confirm that the voter has not cast their ballot yet. If it has been cast it is too late to change. As long as they have not cast yet you can cancel their ballot. Then direct the voter to return to the roster with their authority slip. Pollworker at the roster will confirm they were indeed undeclared. If they were undeclared, pollworker can change their party selection in the roster. Then, void the first authority slip and issue a new voting authority slip. Make a note on the Pink Sheet.

ALWAYS NOTE SPECIAL CIRCUMSTANCES ON THE PINK SHEET

COMPLETION

Repeat steps until all voters that enter the poll have been taken care of. Pollworkers should alternate working books and issuing ballots throughout day. If there is a problem, or you need more information, call the Board of Elections.

CERTIFIED FROM THE
SUSSEX COUNTY BOARD OF ELECTIONS
POLL BOOK FOR

PRIMARY ELECTION DATE: 05/08/2001

AMA-AUS

ANDOVER BORO Dist 01

AMANTEA, SUSAN L
157 MAIN ST, ANDOVER, NJ 07821

BIRTH DATE: 07/31/47 AFF. NO: 0208427

REP



Ballot No. _____

Sig Comp By _____

NO SIGNATURE ON FILE

SIGNATURE OR MARK OF VOTER
x

ANDRUSZCZUK, ZULLY
184 MAIN ST, ANDOVER, NJ 07821

BIRTH DATE: 04/01/33 AFF. NO: 267985



Ballot No. _____

Sig Comp By _____

Z Andrusiczuk

SIGNATURE OR MARK OF VOTER
x
REQUESTED MAIL-IN

AUSTIN, RICHARD L
9 HIGH ST, ANDOVER, NJ 07821

BIRTH DATE: 07/30/51 AFF. NO: 0178447

DEM



Ballot No. _____

Sig Comp By _____

Rick Austin

SIGNATURE OR MARK OF VOTER
x
INACTIVE, VERIFY ADDRESS

AUSTIN, TRACY A
9 HIGH ST, ANDOVER, NJ 07821

BIRTH DATE: 05/18/59 AFF. NO: 0178444



Ballot No. _____

Sig Comp By _____

Tracy A Austin

SIGNATURE OR MARK OF VOTER
x
ID REQUIRED

Quick Guide to the Primary

Pollbook & Voting Authority Slips -

WHITE voting authority slips are for Democrats.

BLUE voting authority slips are for Republicans.

1. The pollbook will indicate the voter's party affiliation as REP or DEM to the right of the space where the voter is to sign. **If there is a blank box to the right of the signature area (no REP or DEM already filled in), that person is considered an undeclared voter. He/she may vote either party. In this case, YOU MUST MARK THE POLLBOOK TO INDICATE WHICH THE PERSON VOTED.** Please mark the pollbook with REP or DEM, do not only use R or D.

Under Title 19 of New Jersey Election law NO voter is permitted to change party affiliation at the polls. If the voter has declared any party other than Republican or Democrat, that voter is NOT permitted to vote in the Primary Election. If the voter insists, issue a provisional ballot.

2. If DEM or REP is printed above the space, issue the correct color voting authority slip and record the number in the pollbook and initial.

If a voter wishes to change political parties, he/she must do so at least 55 days before the Primary Election either in writing or by filing a Political Party Affiliation Form. If any voter indicates they would like a Political Party Affiliation Form, please note this on the Form 100 and one will be mailed to their residence.

IBs -

1. The pollworker who is holding the Regular PEB will accept the voting authority slip from each voter.
2. Ask the voter to confirm their party affiliation. **Make sure the party they say matches the correct color voting authority slip.** Blue is Republican and white is Democrat. **If a mistake has been made and the voter has the wrong color slip, send them back to the pollworker who is issuing the voting authority slips to get the correct one.**
3. **After party affiliation has been confirmed,** insert the Regular PEB into the iVotronic. A screen will appear that will ask the pollworker to choose either Democrat or Republican.
4. Press the box next to the appropriate party. **If you choose the wrong box, cancel that ballot and begin again.** IF YOU NEED HELP CANCELING, READ THE CASTING & CANCELING GUIDE on page 7.

**If you have any questions about VOTERS or VOTING
please call the Board of Elections immediately at (973) 579-0950.**

**If you have any questions about THE VOTING MACHINES
please call the Board of Elections Help Desk immediately at (973) 579-0953.**

VOTING BASICS – ELECTION DAY

PROVISIONAL BALLOTS – STEP BY STEP

How to Issue Provisional Ballots

This section will show you, the pollworkers, how to issue Provisional Ballots on Election Day as well as what to do with the Provisional Ballots at the end of the day. The following activities are to be completed only when voters are not eligible to vote on the iVotronic.

RESOURCES

Orange Provisional Ballot Bag

Provisional Ballot

Provisional Envelope

Provisional Voter Letter

#2 Pencil or Pen (blue or black ink only!)

Three Fold Privacy Screen

Provisional Ballot Control Log

Provisional Seal

WHO NEEDS A PROVISIONAL?

- **IF THE VOTER’S NAME IS NOT IN THE ROSTER BOOK**, you must ask the voter to verify his/her address.
 1. If the address is NOT in your district, look up their address in the Red Street List Book and direct them to the correct polling place.
 2. If their address is in your district, and the voter insists they are registered, you **MUST** issue them a provisional ballot.
- **IF THE VOTER’S SIGNATURE IS MISSING**, the voter must vote a provisional ballot.
- **IF THE POLLBOOK SAYS ‘ID REQUIRED’ BUT THEY DO NOT HAVE ID**, they must vote a provisional ballot. Do not let them vote on the iVo unless they show you one of the required forms of ID listed on pages 21 & 22.
- **IF A MAIL-IN VOTER INSISTS THEY DID NOT RECEIVE THEIR MAIL-IN BALLOT**, call the Board of Elections office and issue a provisional ballot.
- **IF THE VOTER STATES THEY VISITED THE MOTOR VEHICLE COMMISSION** in the last year and were not given a Voter Registration Form, issue a provisional ballot and note “MVC” on the envelope.

VOTING BASICS – ELECTION DAY

PROVISIONAL BALLOTS – STEP BY STEP

Procedure for Issuing a Provisional Ballot:

- Determine if the voter needs a provisional ballot (See page 41)
- Break the black seal on the Orange Provisional Bag
- Place the black seal in the red bag
- Remove the ballots, envelopes and Provisional Voter letters
- The voter will NOT sign in the Roster Book, nor will they be given a Voter Authority Slip
- Bring the voter to the three fold privacy screen
- Hand them the ballot, an envelope, a Provisional Voter letter and a pen or pencil
- Instruct them to fill out all necessary information & seal the envelope when finished
Explain to them that they should not tear off the affirmation and/or put it inside the envelope or their ballot may be rejected.
- **When the voter has finished voting, check the envelope.** DO NOT LET THE VOTER LEAVE IF THE ENVELOPE HAS NO AFFIRMATION, IS NOT SEALED OR IS NOT FILLED OUT! Give them another envelope if necessary.
- Put the envelope in the Orange Bag
- If the ballot has been spoiled, write **VOID** across the ballot and issue a replacement to the voter. Place the voided ballot in the Orange Bag.
- Call the Board of Elections when the first ballot is issued (973-579-0950).

AT THE END OF THE NIGHT

- Once the polls have closed, complete the Provisional Ballot Log.
- Put the Provisional Ballot Log, all voted provisionals, all unused ballots & envelopes inside the Orange Bag
- Seal the bag with the **RED** numbered seal
- Put the Orange Bag back into Blue Bag

Issue provisional ballots only when necessary. You may call the Board of Elections if you need assistance or if the voter wants more information about their provisional ballot. Pollworkers should alternate issuing ballots when it is necessary throughout day.



New Jersey Provisional Ballot Affirmation Statement

1 Reason for Provisional Ballot (Check one)

- Moved within the county after registering without notifying election office
- Registration information missing from poll book
- Did not show required ID
- "A" in poll book but did not receive, or did not apply for, an absentee ballot
- Name change

FOR OFFICIAL
USE ONLY

Municipality/Ward/District:

2 I am a US citizen Yes No

3 I am 18 or older Yes No

4 Current Name

Last _____ First _____ MI. _____ Suffix _____

If your name was changed after registering to vote, provide your former name

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 Day Year

8 Gender Female Male

9 NJ Driver's License (DL#) or MVC Non-driver ID (ID#) Number

Telephone Number (Optional) - -

If No DL# or ID#, last four digits of your Social Security Number (SS#)

10 I affirm that I do not have a DL#/ID# or SS#

11 Political Party _____

Required for primary election only; Optional for all other elections

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 _____ Date _____

Signature of Voter

Date

Name of person providing assistance _____



BOARD OF ELECTIONS
83 Spring Street, Suite 305
Newton, New Jersey 07860
(973) 579-0950 Tel.
(973) 579-0955 Fax.
Margaret McCabe, Admin.
mmccabe@sussex.nj.us

County of Sussex

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.

SPECIAL NOTICE TO FIRST-TIME REGISTRANTS BY MAIL IN THE 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 COUNTY COMMISSIONER OF REGISTRATION BEFORE THE CLOSE OF BUSINESS ON THE SECOND DAY AFTER THE ELECTION.

The office hours for the County Board of Elections are 8:00 a.m. to 4:00 p.m.

AN ACCEPTABLE FORM OF IDENTIFICATION MAY INCLUDE, **BUT IS NOT LIMITED TO**, ONE OF THE FOLLOWING:

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, or

YOU MAY DELIVER a copy to the Commissioner of Registration at 83 Spring Street, Suite 305, Newton, NJ 07860.

Place completed ballot control log in orange provisional ballot bag with voted ballots for return to the Counting Center.

PROVISIONAL BALLOT CONTROL LOG

DISTRICT Vernon Twp #4 DATE OF ELECTION 6/6/01
TOTAL PROVISIONAL BALLOTS ISSUED 25

ADDITIONAL PROVISIONAL BALLOTS PROVIDED BY AN ELECTION OFFICIAL DURING THE DAY (IF APPLICABLE)

TO BE COMPLETED BY DISTRICT BOARD:

PROVISIONAL BALLOTS RETURNED TO COUNTING CENTER

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

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

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

Barbara Martin
Judge

Mary Jones
Inspector

Carol Best
Clerk

John Kimble
Clerk

Place completed ballot control log in orange provisional ballot bag with voted ballots for return to the Counting Center.

PROVISIONAL BALLOT CONTROL LOG-REPUBLICAN

DISTRICT Harrison Twp # 4 DATE OF ELECTION 6/6/01

TOTAL REPUBLICAN PROVISIONAL BALLOTS ISSUED 25

ADDITIONAL REPUBLICAN PROVISIONAL BALLOTS PROVIDED BY AN ELECTION OFFICIAL DURING THE DAY (IF APPLICABLE) _____

TO BE COMPLETED BY DISTRICT BOARD:

PROVISIONAL BALLOTS RETURNED TO COUNTING CENTER

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

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

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

Joan Morgan
Judge

Michael Jones
Inspector

Elmer Fudd
Clerk

Betty Boop
Clerk

VOTING BASICS – ELECTION DAY

MAKING YOUR POLL ACCESSIBLE – STEP BY STEP

INTRODUCTION

Making Voting Accessible to Voters with Disabilities

People with disabilities deserve to be treated with the same respect and care as any other voter that enters your polling place. An individual with a disability does not necessarily need assistance, but as a pollworker you should diligently watch for voters who may need your help. However, that does not mean you should grab a person's wheelchair and push, as people with disabilities consider their equipment part of their personal space. Only touch a voter, or their equipment, if they ask you to. If you have any doubt about how to help, just ask if the voter needs assistance and respect their personal space as you would your own.

Some of the situations you may see in the polls with people who need assistance are:

- A visually impaired person with a cane or guide animal

- A person who needs a walker to walk

- A person who is in a wheelchair or motorized chair

- Someone who, for medical reasons, can not stand for long periods of time

Each of these situations should be treated with the utmost care and respect. This section will show you, the pollworker, how to evaluate your poll and assist voters with disabilities on Election Day.

EVALUATING ENTRANCES

Parking:

Each voting location must have at least one van accessible handicapped parking spot that is marked with the wheelchair symbol. Walkway needs to be firm, level or with a very small grade, and curbs have to have a marked cutout. **If you need a temporary parking sign outside, please notify the Board of Elections.** If you or other pollworkers in your district have a handicapped parking permit and need to use a handicapped parking spot on Election Day, please be courteous and leave other handicapped parking spots open for the voters.

Outside:

No stairs unless there is an alternative entrance with ramp. The alternate entrance has to be clearly marked. **If you need alternative entrance signs please notify the Board of Elections.**

VOTING BASICS – ELECTION DAY

MAKING YOUR POLL ACCESSIBLE – STEP BY STEP

Doors:

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 can not leave the door open please post a sign that notifies voters that someone is available to assist anyone needing help. **If you need temporary assistance signs for your doors, please notify the Board of Elections.**

Inner Doors:

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.

Example:

PROBLEM: The door is too heavy to leave open and would be impossible for someone who is in a wheelchair or walker to open independently.

SOLUTION: Post sign that says 'Please ask pollworkers for assistance' or 'Please knock for ADA accessible entrance'. If you know you frequently will have voters who will need assistance you can request a temporary bell to be set up for election days.

Please notify the Board of Elections of any signs that you need to make gaining entrance to the building more clear for the voters.

SETTING UP INSIDE THE POLL

Halls & Lobbies:

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:

There must be a table set up somewhere in each poll where someone who can not stand can still use the iVo to vote. If there is enough room you can use the same table where the rosters are. The table should be 32 inches tall if possible, stable and free of obtrusions underneath.

VOTING BASICS – ELECTION DAY

MAKING YOUR POLL ACCESSIBLE – STEP BY STEP

VOTING

If a voter asks you for assistance, clarify 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 can not do.

IF A VOTER CAN NOT STAND OR REACH THE BOOTH, a regular ballot can be cast on the iVotronic by unplugging any voting machine and putting it on the table behind the three-fold privacy screen. Make sure the voter is comfortable and that their ballot remains private. Let the voter know that you are there to help if they need assistance at any time. When the voter has cast the ballot, return the voting machine to the booth and **plug it back in**.

THE VISUALLY IMPAIRED VOTER can either vote on the iVotronic with assistance using a regular ballot OR can vote without assistance on an audio ballot.

If they vote a regular ballot with assistance, whoever assists them must fill out the assistance affidavits. Please see the Voter Assistance Instructions for more information about who is allowed to assist.

If a voter who is visually impaired wants to vote an audio ballot, follow the directions for issuing an audio ballot on page 56. Voting an audio ballot takes longer than a regular ballot. If the visually impaired voter needs to sit while voting, you can take the iVo out of the booth and seat the voter with the machine at the table.

COMPLETION

Pollworkers are expected to make their polling place safe and accessible for all voters. If pollworkers need help making their poll accessible on Election Day they should call the Board of Elections for assistance.

Dealing Appropriately with Voters with Disabilities

The pollworker may encounter voters with disabilities on Election Day since about 20% of people residing in New Jersey currently have some type of disability or disabling condition. For instance, there may be voters with vision impairments, speech or language impairments, mobility concerns, physical or intellectual disabilities, mental illness, or certain health conditions. Therefore, it is important to understand what the law requires for voters with disabilities. The following guidelines should be helpful in understanding how to interact appropriately with voters with disabilities at your polling site.

The Right to Vote

By law, voters with disabilities have the same legal right to vote as everyone else regardless of their disability. No one can be denied the right to vote because of a disability. In fact, the law in New Jersey 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 a person lacks the mental capacity to vote. Again, a person must be assumed to have the capacity to vote unless a judge rules otherwise. *This determination cannot be made by a pollworker, a person's family member, a person's 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. A voter with a disability cannot be required to do anything to prove capacity. Voters with disabilities have the same right as everyone else to cast their votes on the iVo in the voting booth.

Providing Accommodations or Assistance with Voting

Under federal and state law, voters with disabilities have the right to receive “reasonable accommodations” at polling places. For example, some voters might require extra time, might need an iVo to be adjusted, or might need assistance in the voting booth. Pollworkers must know how to adjust the iVos if necessary, must know where the accessible entrances are, must know what accommodations are available and must be helpful to any voters who need assistance.

- Voters should not be asked for “proof” of their disability in order to receive accommodations.
- If a voter cannot speak or read English, and there are no bilingual pollworkers, the voter can get the assistance of some one of their choosing. If there is no one, the County Board of Elections should be contacted.

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 in the iVo, remember you cannot disclose how he or she voted to anyone.** In addition, here are some useful tips about disability etiquette to help you interact appropriately with voters with disabilities:

- Kindly speak to the voter directly, not to a companion, personal assistant or staff member.
- Do not assume someone with a disability needs 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 the person's personal space. Do not lean on or touch these devices without someone's express permission.
- If you are assisting someone who has a visual impairment by reading something aloud for them, you do not need to raise your voice.
- Speak slowly and directly to a person who is hard of hearing.
- Remember, animals assisting people with disabilities must be allowed to accompany the person into the building and into the 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 simplifying what it is you are saying.

Special Rules for Processing Voters Who Need Assistance

Federal and state laws entitle voters who are blind, disabled, or who 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, the pollworker must provide the voter with a "Disability Certificate for Assistance" (pink) form, which is included among your election supplies. The voter may choose the assistance of the pollworker. If this is the case, two pollworkers of the opposite political party should provide assistance. Remember, however, it is the voter's choice. He or she can choose to have only one poll worker assist. One pollworker must complete the "Disability Certificate for Assistance" (pink) form (see page 54). The person(s) assisting the voter cannot reveal the name of any person for whom the voter voted, or anything which took place while the voter was being assisted.

Identification Statement

If a voter is unable to write his or her name, the Identification Statement must be completed and signed by you. The Identification Statement can be found in your supply envelope (see page 53)

If a voter is unable to sign his or her name due to a physical disability, but is otherwise able to vote unassisted, the Disability Certificate must be completed and signed by the pollworker (see page 54).

Please note, the Disability Certificate is used when a voter is unable to cast his or her ballot due to a physical infirmity of any kind. The Identification Statement is for the voter who cannot sign his or her name. This could be an overlapping situation where you need to complete the two forms for the same voter. For instance, we have voters who are blind but can still write their own name. They would need only the Disability Certificate (pink form) completed. However, if the voter has lost the use of both hands and cannot write their name, you would need to complete both forms.

Assisting Visually Impaired Voters with the iVo

A visually impaired voter, or a voter who is unable to read, may choose to vote an audio ballot with the headphones. All iVotronics are programmed for audio ballots. The headphones allow the voter to hear the ballot read to them in complete privacy (see page 55).

Instructions for issuing an ADA ballot are on page 56.

DISABILITY CERTIFICATE

I, John Q. Public, residing at
Print name of voter

123 Madison St in the 80th District
Address

of Byram, do solemnly swear (or affirm) that due to
Municipality

Severe arthritis I am unable to enter
State reason

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

Signature of Member administering oath Karen Walker

Signature of Members assisting voter (must be of opposite political parties)

Signature Date Signature Date

OATH OF PERSON ASSISTING VOTER

(Must be completed if assistance is not rendered by District Board Member)

I, Susie Public, residing at
Name of person assisting voter

123 Madison St. in Newton
Address Municipality

County of Sussex, do hereby solemnly swear (or affirm) that I am not the voter's employer, or agent of the employer, or union official or agent of the voter's union or any representative thereof.

Susie Public
Signature of person assisting voter

11/4/97
Date

IDENTIFICATION STATEMENT FOR *Andover Bd* ELECTION DAY, *Nov. 4* 19 *97*

Serial Number	Name of Voter	What is, or was your fathers' full name?	What is, or was your mothers' 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 Signature of Member of the Board of Registry and Election
1A	<i>James Doe</i>	<i>Martin Doe</i>	<i>Olga Gray</i>	<i>Married</i>	<i>71 Washington Ave Nutley, NJ 1st floor, apts</i>	<i>Judy Member</i>
2A						
3A						
4A						
5A						
6A						
7A						
8A						
9A						
10A						
11A						
12A						
13A						
14A						
15A						
16A						
17A						
18A						
19A						

**YOU MUST READ THESE DIRECTIONS
TO THE FIRST TIME AUDIO VOTER
BEFORE YOU PUT THE PEB IN!**

DIRECTIONS FOR THE VOTER:

Thank you for exercising your right to vote by choosing an audio ballot. The audio ballot is exactly like the visual ballot but the candidates are read to you verbally, which will take extra time. Do not rush through the ballot. Please take your time and vote with confidence, knowing that you are able to vote with complete privacy. Directions will be read to you in a moment, but are also at the beginning of the ballot. 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 of each button. **(POLLWORKER: Carefully guide the voter's hand to each button as you describe its shape, NOT COLOR.)**

The button that is on the left directly below the screen of the iVo and is shaped like a small triangle pointing up is used to go backwards through contests and candidate selections. The button directly below that one that is shaped like a triangle pointing down is used to go forward through contests and candidates. To the right of that button 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 the letters VOTE raised on the top. You will use this at the end of your ballot when you are ready to cast your selections.

The ballot is laid out with the directions first. When you have finished listening to the directions you will be instructed to press the diamond shaped selection button to enter your ballot. To enter any contest, press the diamond shaped selection button. To select, or deselect, any candidate press the selection button after their name is read. The iVo will repeat to you the name of the candidate that you have selected as a confirmation. Once finished, press the down button to scroll past the unselected candidates and to exit the contest. You may also pass contests by pressing the down button until you find the contest you wish to vote in.

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. The write-in be 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.**

If you have any questions or problems please raise your hand and a pollworker will come to assist you. Thank you for voting!

VOTING BASICS – ELECTION DAY

ISSUING AN ADA BALLOT – STEP BY STEP

This section will show you, the pollworker, how to Issue an ADA (audio) Ballot on Election Day.

RESOURCES

Stringer

Regular PEB

Headphones (Voter may bring their own)

Remember to be courteous and respectful to the voter. Do not touch a voter unless you ask their permission. Be prepared to assist with whatever the voter needs to complete his/her vote.

TO ISSUE AN ADA BALLOT:

- If a voter requests to use an ADA ballot
- Have the voter sign the roster book (He/she may request assistance in signing the book)
- Ask the voter if you can assist them to the voting machine
- Put disabled voters Voting Authority Slip on the stringer
- Remove headphones from **Blue Bag**
- You may use any iVo. All voting machines are programmed with audio ballots
- Escort the voter to the booth and read the directions on page 55 if this is the voter's first time voting with an audio ballot.
- If the voter cannot stand for long periods of time, you may take the iVo out of the booth and use it on a table with a privacy screen instead
- Plug the headphones into the jack on the right side of the iVo (near the serial number)
- Confirm that the volume is at an acceptable level (volume should be located on the cord of the headphones)
- Hand the headphones to the voter and remind them that if they need assistance at any time to ask for it.
- Insert regular PEB and remove when instructed to do so

VOTING BASICS – ELECTION DAY

ISSUING AN ADA BALLOT – STEP BY STEP

- Press the diamond shaped (green) button to activate an audio ballot
- When the screen says “AUDIO ASSISTED BALLOT SELECTED”, ask the voter if they have any questions and leave the voter to vote in private
- Once the voter has completed voting, unplug the headphones and return them to the **Blue Bag**
- If needed, plug power cord back into iVo and return to the booth if removed

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

EMERGENCY BALLOTS

If you have an emergency where NONE of the machines sent to your poll can be used for voting you should call the Help Line IMMEDIATELY for assistance at (973) 579-0953! If the Help Line Operator cannot help you get at least one iVotronic working, stay calm. A technician will be sent to your poll within 15 minutes or less to troubleshoot the problem or with a replacement voting machine.

Emergency Ballots are ONLY to be used when you have been directed to do so by someone from the Board of Elections.

In the rare instance that all machines in your district are inoperable, and you have received permission from the Board of Elections or the Help Line to issue an emergency ballot, you will follow the directions below. **DO NOT ISSUE EMERGENCY BALLOTS WITHOUT PERMISSION.**

1. Open the Emergency Ballot box and remove the contents.
2. Seal the box closed with WHITE seal. (Inside the small manila envelope). Do not cover over the ballot slot.
3. Stick the Emergency Ballot Box on the back of the booth with the Velcro. If it will not stay you may place it at the end of the table with the rosters, or under the voting machine, but the box must be in the view of the public and pollworkers AT ALL TIMES.
4. Have the voter(s) sign the roster book.
5. Note an 'E' in red next to each name in the book that is issued an emergency ballot.
6. **DO NOT ISSUE A VOTING AUTHORITY SLIP!**
7. Bring the first voter to the three fold privacy screen.
8. Give the voter a pen or pencil, ballot and blank envelope. Explain that they must fill in the oval next to the candidates they wish to vote for and that when they have finished making selections they should seal their ballot in the blank envelope.
9. When the voter has completed voting and has sealed their ballot, they are to insert the ballot into the slit in the end of the resealed Emergency Ballot box.
10. 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.
11. After the polls have closed, remove the white seal and count the number of sealed envelopes.
12. Complete the Emergency Ballot Control Log (see next page)
13. Place all voted, unvoted and voided ballots and Emergency Ballot Control Log into the box with the envelopes, **and CALL THE BOARD OF ELECTIONS.**
14. Reseal the Emergency Ballot Box with the RED seal and place in the Blue Bag.

EMERGENCY BALLOT CONTROL LOG

DISTRICT Vernon Twp #4 DATE OF ELECTION June 9, 2011

TOTAL EMERGENCY BALLOTS ISSUED 3

REASON FOR EMERGENCY BALLOTS Polling place was inaccessible for
an hour because of a fuel spill. Ivos were locked inside building

ADDITIONAL EMERGENCY BALLOTS PROVIDED BY AN ELECTION OFFICIAL
DURING THE DAY (IF APPLICABLE) 0

.....

To be completed by the 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>3</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 the above information is true and correct.

Barbara Martin
Judge

Mary Jones
Inspector

Carol Best
Clerk

John Kimble
Clerk

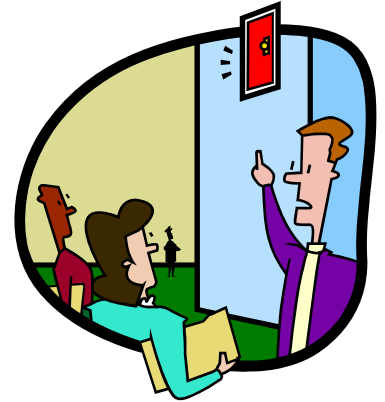
RETURN THIS FORM WITH ALL BALLOTS TO THE EMERGENCY BALLOT BOX

INCIDENT REPORT

Included in your supply envelope is a form called the Incident Report. This form should be completed to report to the Elections Board any irregularity or unusual happening such as failure of a pollworker to appear, voter's name not on the roster, electioneering, etc. and how the issue was handled. Problems with the voting machines should be recorded on the back of the Pink Sheet first but can also be included on the Incident Report.

After the election, our office sometimes receives calls, or one of the Commissioners may hear "via the grapevine", of something of concern that occurred at the polls. We need to know the details of any such irregularities, which is why the Incident Report has been included in your supply bag. Please record events or concerns as they occur so that we may more easily explain the facts of the situation to others.

At the end of Election Day, the finished Incident Report should be placed in the Completed Forms Envelope. Any unreported incident may result in the pollworkers being called to the Board of Elections to discuss the incident.



COMPLAINT FORMS

Complaint forms should be freely distributed to any voter who requests one.

Pollworkers should suggest that a voter complete a complaint form if the voter expresses any displeasure with the polling place, treatment at the polls, the review screen, etc., and you are unable to satisfy the complaint.

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, it would be helpful if you would complete an Incident Report and let us know what happened.

NOTICE OF COMPLAINT

DATE 11/4/97

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.

Vernon
Municipality

15
District

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

Went to vote at 9:30 AM on 11/4/97 & there were
men standing at door to polls drinking beer
They made remarks about the way I
walked & made me feel uncomfortable

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

Jane Q. Public
PRINT Name
Jane Q. Public
Signature
1 Some Place, Newton, NJ
Address
862-555-1212
Phone Number

ORIGINAL - Mail to:

Commissioner of Registration
County of Sussex
83 Spring St,
Newton, NJ 07860

DUPLICATE - To be retained by complainant

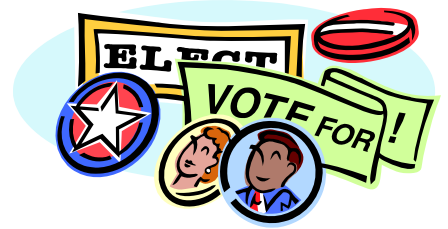
ELECTIONEERING

NO ELECTIONEERING IS ALLOWED WITHIN 100 FEET OF THE ENTRANCE TO ANY POLLING PLACE.

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, buttons, signs, bumper stickers newspapers, or flyers. If someone has a bumper sticker and they have been parked within the 100 feet for more than 20 minutes ask the owner to leave or call the Board of Elections if the owner can not be found.



Even innocent remarks, comments about facts or opinions about politics can be interpreted as electioneering and is not allowed in the polls on Election Day. Pollworkers should avoid discussing anything political and should be aware of what is going on around them in the poll at all times.



Electioneering is a serious offense and is against the law. If you encounter electioneering within 100 feet of the poll, you should politely ask whoever is participating in the offense to stop. If they continue to electioneer, or you believe that there are signs that are too close to the polls, call the Board of Elections at (973) 579-0950 right away. Someone will be sent out to investigate or take further action.

PRESS IN THE POLLS



News reporters are not allowed in the polls unless they have received authorization from the Board of Elections. If a reporter shows up in your polling place politely ask them for their credentials and then 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 directions.

Photography is allowed in the polls if it has been preauthorized by the Administrator or Commissioners of the Board of Elections. If someone tries to take pictures or is questioning voters inside or around the poll and they refuse to identify themselves, call the Board of Elections for assistance immediately!

CHALLENGERS

Challengers are appointed to observe the conduct of an election on behalf of:

1. A candidate
2. A political party
3. The proponents or opponents of a question

The County Chairperson of each political party may appoint two challengers per election district. **Candidates whose names appear on the ballot are automatically challengers. You have been provided with Candidate Challenger badges.**

A candidate for election may appoint two challengers for each election district in which he/she is to be voted for, but only two challengers shall be allowed for each election district to represent all candidates nominated in and by the same petition. Those challengers must stay at the district to which they are appointed.

Unless express permission is given by the Board of Elections, not more than one challenger appointed for a party, candidate or a public question shall be present at one time in any polling place while serving and exercising the powers of a challenger and during the hours when the polls are open for voting. (NJSA 19:7-6.1) If permission is given to one party, candidate or public question, it must be granted to the opposition as well.

A County Chairman can appoint up to 24 “at-large” challengers. The “at-large” challenger shall be issued a county-wide permit, which is to be presented to any pollworker within the county. When leaving the polling place the challenger must reclaim the permit in order to gain entry to any other polling place.

CHALLENGER CREDENTIALS

Appointment papers must indicate the challenger’s name, address, and district where they are challenging. **Challengers must present their credentials to the pollworker who will post them.** The challenger keeps the official challenger badge issued by the Board of Elections and must wear it to show that they are authorized to be in the polling place.

Challengers must be registered to vote in the county in which the election is held and no appointed challenger shall serve in any district other than that to which appointed. If a challenger is to be moved to another district, or a new challenger is to be appointed, the original credentials must be returned to the Board of Elections and new credentials will be issued.

WHAT CHALLENGERS CAN DO IN THE POLLS

- 1. Observe the opening and closing of the polls**
- 2. 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 voter directly. Any challenges must be done through the pollworkers.

Challenger tables are arranged by the pollworkers in a location that does not interfere with voters, but are close enough to hear the pollworker call the voter's name. **Challengers may not sit at the same table as the pollworkers or handle any voting materials (ballots, PEBs, books, forms, and voting machines).**

Challengers are not permitted to use cell phones while inside the poll. Voters are not required to go to the challenger first to check in. Challengers CAN NOT impede the voter's progress. Challengers may not electioneer nor wear buttons, pins, T-shirts, etc. showing candidate or political party support.

CHALLENGING A VOTE

A challenger can challenge a vote based on a belief that the voter is not qualified to vote due to citizenship, age or residency. No person on parole, probation or serving sentence due to a conviction for an indictable offense under any Federal or State law is eligible to vote.

A CHALLENGE **MUST** BE STARTED **AFTER** THE VOTER GIVES THEIR NAME TO THE POLLWORKER 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 page 68). The pollworkers must also sign this form. The pollworker must then read aloud the information on the Form C-3, "Information for Challenged Voter" (see page 69).

The challenged voter must complete a “Challenged Voter Affidavit” and present a form of identification. The pollworkers also sign this form. After all questions are addressed, a vote must be taken by the pollworkers to determine the right of the voter. If, in the case of a tie vote, the challenge fails and the voter can vote. If the right to vote is denied, the voter may appeal the pollworkers’ decision to a Superior Court Judge in Newton. The voter must bring with him/her a copy of the Challenger’s Affidavit and the Challenged Voters Affidavit.