

CLOSING OF THE POLLS CHECK LIST



NOTE: At 8:00 p.m. announce that the polls are closed and assign an inspector to stand at the end of the line. After the polls are closed, every registered and qualified elector in line at 8:00 p.m. must be permitted to vote. The ballot bin must not be opened for final processing until after the polls are closed and the last vote has been cast. Check the auxiliary compartment to insure all ballots have been processed prior to printing totals. All interested persons are permitted to watch the processing. They are to remain behind a barrier separating the voting area from the rest of the polling place. Qualified election inspectors and certified challengers are the only persons permitted within the area designated for processing.

Inspectors shall immediately prepare for the canvass. Under no circumstances should the board recess for a rest or meal period before proceeding with the counting of the votes.

PREPARATION FOR COUNTING

- _____ 1. Check the front auxiliary compartment of the precinct tabulator/ballot bin for ballots deposited during election day. Any ballots found in the auxiliary compartment must be individually inserted into the precinct tabulator. Use the override key, if required, to read improperly voted ballots. NOTE: Two (2) inspectors verify that the ballot is improperly voted by the voter before overriding. Duplicate any defective ballots that the tabulator cannot read and has rejected. (See instructions "Duplicating Voted Ballots") All unused ballots should be rubber banded, labeled and placed in the ballot box.
- _____ 2. Before the count commences, all materials not needed for the count should be removed from the table.
- _____ 3. The precinct tabulator/ballot bin shall be placed in plain view of all present.
- _____ 4. Verify that all absent voter ballots sent to the precinct for processing have been processed through the precinct tabulator.
- _____ 5. Remove all ballots from the precinct tabulator/ballot compartments keeping the ballots from each compartment separate and labeled with the compartment they came from.

Remember the center compartment of the ballot box holds write-ins ballots. Before tallying write-in votes, the number of ballots found should equal the total shown on the totals tape as "Counted with Write-ins". Check the number of write-ins against the first tape while you are printing the other two tapes.

Remember that any defective ballots voters insisted be accepted by the tabulator will also be in this compartment. The number of defective ballots found will equal the number of ballot reported on the Totals Tape as Not Counted".

FOR EXAMPLE:

Counted.....	314
Fully Counted.....	310
Not Counted.....	001
Counted with write-ins.....	004
Total ballots.....	315
Total ballots counted.....	314

Compare the number of voters listed in the Poll Book with:

- a. the Applications to Vote,
- b. the number of voters on the public counter,
- c. the number of ballots removed from the precinct tabulator and
- d. the total number of hi-lighted voters on the Poll listing (recommended)

They must show the same number of voters. Nothing is to be done until all mistakes are corrected and the numbers agree. Call the Clerk's Office if there are any discrepancies.

If the number of electors who voted in the election (as recorded in the Poll Book) exceeds the number of ballots, enter the reason for the discrepancy (if known) in the "Remarks Section" of the Poll Book.

- ____6. Fill out the manila cover on the "Application to Vote" stack.

TO PRINT VOTE TOTALS:

- ____1. Unlock the back panel of the precinct tabulator so the keypad is visible.
- ____2. Verify that the number appearing on the seal used to lock the Memory Pack door agrees with the seal number verified at the opening of the polls according to the "Preparation Certificate" in the front of the Poll Book.
- ____3. Press the "PRINT TOTALS" key.

If the poll closing is started before the poll closing time, a message will print stating that polls or “not OK” and continue ballot processing.

THE POLLS SHOULD NEVER CLOSE PRIOR TO 8:00 P.M.

If it is after 8:00 p.m., everyone in line has voted, and the ballots deposited into the auxiliary compartment have been duplicated and voted, you should respond to the message by pressing "0" ("OK").

The tabulator will print on the tape a closing of the polls message. The precinct totals will begin to print beginning with the Precinct Number. This tape contains a printout of the vote totals for each candidate and proposition on the ballot.

STATEMENTS OF VOTES (Totals Tape Report)

The official Statement of Votes is the first Totals Tape report that will be printed by the tabulator once all vote totals have been tabulated. It is important that the tape generated throughout the election, beginning with "Opening of the Polls" report(s) through the Statement of Votes, remains intact.

At the end of this tape, **“all election inspectors must sign.”**

WE, THE UNDERSIGNED CERTIFY THAT THE ABOVE RESULTS ARE A TRUE AND ACCURATE STATEMENT OF THE VOTES CAST IN THIS PRECINCT.

- _____4. Tear off this first tape and proceed with the rest of the precinct canvass of votes. The tape contains a record of the entire election including initialization reports (Opening of the Polls) and an audit log of all error messages printed during the election.

Two additional total tapes are needed for the election and must be signed by all inspectors present. As shown above, the certificate at the end of each of the three Statement of Votes must be signed by all inspectors.

First tape goes to Local Clerk stapled to back of Statement of Votes sheet. If no write-ins occur, write "NONE" across the front of the Optical Scan Statement of Votes sheet.

Second tape goes to County Clerk stapled to back of Statement of Votes sheet. If no write-ins occur, write "NONE" across the front of the Optical Scan Statement of Votes sheet.

Third tape goes to Board of Canvassers stapled to back of Statement of Votes sheet. If no write-ins occur, write "NONE" across the front of the Optical Scan Statement of Votes sheet.

TAKE DOWN PROCEDURES

Proceed as follow after the three tapes are printed:

1. Unplug the precinct tabulator from the electrical outlet. Fold the electrical cord and store it under the cover below the keypad area.
2. Break the seal on the Memory Pack door which you have already verified on page 2.

Complete the following steps:

- a. Move the lever to the right and remove the Memory Pack from the tabulator, verify the program seal, then place the Memory Pack in the anti-static container provided along with the seal that was removed from the Memory Pack door. Record Program Seal # in back of the Poll Book under Program Seal #.
- b. Your local clerk may provide special instructions for Memory Pack pick up, prior to completing your paperwork.
- c. Staple one Statement of Votes tape and Proposal Language to one of the Optical Scan Statement of Votes. Make sure the Statement of Votes sheet is completely filled out and all inspectors have signed it: Top white (original) goes to the County (Envelope No. 1), Yellow goes to the Board of Canvassers (Envelope No. 2) and Pink to the Local Clerk (Envelope No. 3) as specified on envelopes.

PREPARING BALLOTS FOR SECURITY

Once the Statement of Votes reports have been completed, all the voted ballots must be properly secured. Proceed as follows:

1. Band voted ballots and carefully pack in the ballot box. Do not seal ballot box until all items required have been placed in ballot box, then seal properly (see instruction enclosed) and seal number is recorded in the Poll Book.
2. Manually close and lock the precinct tabulator ballot bin as follows:
 - Auxiliary compartment slot (front)
 - Center compartment (side door)
 - Rear compartment (rear bin)
3. If applicable, place the tabulator and precinct tabulator/ballot bin keys in the envelope to return to the Clerk's Office.
4. Make sure the special envelopes for SPOILED AND INVALID BALLOTS, DEFECTIVE BALLOTS, VOID AV BALLOTS, DUPLICATED BALLOTS AND REJECTED BALLOTS are sealed with red seal even if they are empty and placed in ballot box.
5. Make sure your unused ballots are in the ballot box, banded and labeled as 'Unused Ballots.'
6. Complete the green "Ballot Container Certificate ID" tag. The tag must include
 - a. the name of the jurisdiction in which the election was held
 - b. the date of the election
 - c. the precinct number.

The tag must be signed by two precinct inspectors of different parties.

7. Place the I.D. tag in the plastic sleeve, then put seal through plastic sleeve, attach Horseshoe properly (See instruction sheet enclosed) to the ballot container and put seal through the horseshoe, then bend metal seal and lock into place.
8. In the back of the Poll Book record metal seal number used in sealing ballot box and verified you have recorded same seal number on Statement of Votes sheet. (You would have already done on page 4 item 2a).

CERTIFICATES AND DISPOSITION OF BALLOTS
(On the back page of the Poll Book)

AT THE CLOSE OF THE POLLS: COMPLETE THE BALLOT SUMMARY
ON THE BACK PAGE OF THE POLL BOOK

1. Verify that no discrepancies exist between the
 - a. Poll List,
 - b. Applications to Vote,
 - c. ballots taken out of the tabulator,
 - d. hi-lighted voters on the poll list
 - e. public counter on tabulator

They all should have the same totals.

2. Verify that the number of ballots cast equals the number of voters according to the Poll Book. (Include absent voter ballots if processed in precinct)
3. Verify that the list of challenged voters is correct (if any; if none, write NONE.)
4. Verify that all ballots requiring duplication have been duplicated and tabulated
5. Verify that all valid absent voter ballots have been tabulated. (if absent voter ballots were processed in the precinct.)

ALL INSPECTORS MUST SIGN AND PUT DOWN A PHONE NUMBER ON THE BACK PAGE OF THE POLL BOOK.

POLL BOOK CHECKLIST

Use this check list to insure the total completion of data requested in the Poll Book.

PLEASE INITIAL

- | | | |
|-----|---------------|---|
| ___ | INSIDE COVER | ELECTION INSPECTOR'S PREPARATION CERTIFICATE
Have all three certifications been checked off and have <u>all</u> precinct inspectors signed ? |
| ___ | PAGE #3 | OATH OF INSPECTORS OF ELECTION
Has Chairperson signed along with Clerk? Have all election workers signed along with the Chairperson? |
| ___ | PAGE #54 & 55 | Are write-ins listed on Write-Ins Only page? If none, write "NONE".
Do not forget to transfer number of votes to Statement of Votes form. |
| ___ | PAGE #56 | Are challenged voters listed on the Challenged Voters page |
| ___ | PAGE 57 & 58 | REMARKS SECTION: Any unusual occurrences? Any invalid ballots? If none, write "NONE". Has everything been noted? |
| ___ | | Is the number of voters who received ballots recorded? Is the number of completed applications recorded? Are the remaining statements checked? |
| ___ | | Is the Ballot Summary completed ? |
| ___ | | Is the ballot box (ballot storage container) seal number listed? |
| ___ | | Has the certification of program seal number on the prom pac been checked and seal number recorded? |
| ___ | | Have all precinct workers signed and listed their phone numbers on the certificate? |

FINAL CHECKLIST

BALLOT BOX Band, label and place each of the following in the ballot box:

- _____ Voted ballots
- _____ Spoiled ballots envelope, seal even if empty
- _____ Defective ballots envelope, seal even if empty
- _____ Duplicated ballots envelope, seal even if empty
- _____ Rejected ballots envelope, seal even if empty
- _____ Unused ballots
- _____ Seal ballot box with horseshoe and metal seal and record number in Poll Book. Look at the example closely.

ENVELOPE #1 (County Clerk's Envelope)

- _____ Poll Book, Precinct Delegate Booklet (Primary only) and Statement of Votes Sheet with totals tape attached. Seal with red seal.

ENVELOPE #2 (Board of Canvassers Envelope)

- _____ Statement of Votes Sheet with totals tape attached. Seal with red seal.

ENVELOPE #3 (Local Clerk Envelope)

- _____ Statement of Votes with totals tape attached and Applications to Vote. Seal with red seal.

**TWO INSPECTORS OF DIFFERENT POLITICAL PARTIES
DELIVER TO THE LOCAL CLERK**

1. Envelopes 1, 2 and 3.
2. QVF Poll List
3. Ballot Box
4. Prom Pacs, if not picked up.
5. AV applications and return envelopes.

The Ballot Statistics report will vary depending on the type of election, whether ballots were accepted using the "override" key or if write-in voters are included. Some information may be printed which is not relevant to your canvass. Below are the items you will need to focus on when completing the canvass.

BALLOT STATISTICS DEFINITIONS

COUNTED.....	1000 Valid ballots, including blank, split ticket, over-voter, and write-in ballots. (Split ticket and over-voted offices were not tabulated but the ballots were accepted by the tabulator using "override" key.)
NOT COUNTED.....	0006 Invalid ballots (Defective) that were accepted into the tabulator using the "override" key.
TOTAL BALLOTS CAST.....	1006 TOTAL MATCHES PUBLIC COUNTER.

If write-ins were cast in the election, the following statistics will print.

FULLY COUNTED.....	0997 Counted with no write-ins.
COUNTED WITH WRITE-INS....	0003 Counted ballots with write-ins.
TOTAL BALLOTS CAST.....	1000
DEMOCRAT	The candidates' names and propositions have a tabulated count beside each entry.
PRESIDENT	
MARY MITCHELL.....	0250
BRYANT REID.....	0140
ROBERT DELANEY.....	0220

The totals tape continues printing for all candidates and propositions on the ballot.

PROPOSITION A	
YES.....	0400
NO.....	0600