

## BEFORE THE POLLS OPEN CHECK LIST



### CHECK FOR CORRECT PRECINCT TABULATOR

- \_\_\_ Verify that the Serial Number on the tabulator is the same number that is listed on the preparation certificate in the Poll Book.

### PREPARE PRECINCT TABULATOR

- \_\_\_ Unlock back of precinct tabulator. Remove plug. Plug power cord into 120V AC outlet. Use only the extension cord provided by the local clerk's office.

The tabulator will automatically power on and will print the following three reports:

- \_\_\_ 1. Ballot Statistics Report. Check to make sure all vote totals show zero
- \_\_\_ 2. Acceptable Security ID Code Report. No action necessary on this report.
- \_\_\_ 3. Zero Tape Report. Check to make sure all vote totals show zero.

**DO NOT TEAR OFF THE TABULATOR TAPE.**

### REVIEW TAPE PRINTOUTS FROM TABULATOR

All vote totals for all candidates and propositions must be zero. It is important that this tape be carefully reviewed for accuracy. Using a reader and a checker method, compare the positioning and spelling of candidates' names on the Zero tape report against the ballot and sample ballot to make certain that all offices, candidates' names, and positioning are on the ballot. **The names on the tabulator tape are in alphabetical order and will not appear in the same order as on the ballot.** Verify that all propositions are in the same order as they appear on the ballot and instruction ballot.

**ALL INSPECTORS MUST SIGN THE TAPE.**

**IMMEDIATELY NOTIFY THE CLERK IF ANY VOTE TOTALS APPEAR, OR IF THE LIST OF CANDIDATES OR PROPOSITIONS ON THE TAPE DO NOT MATCH YOUR BALLOT AND SAMPLE BALLOT.**

A message will print saying it is okay to start reading ballots.

**....OK TO READ BALLOTS....**

\_\_\_\_\_ Check the front panel. Both lights need to be illuminated. The red light indicates that the power is on. The green light indicates that the precinct tabulator is ready to accept ballots.

**THE PUBLIC COUNTER DISPLAY MUST BE SET AT "0000".**

**\*\*\* DO NOT TEAR OFF THIS TAPE \*\*\***

**INSPECT (BLUE) TABULATOR BALLOT BIN**

- \_\_\_\_\_ 1. Unlock all three compartments.
- \_\_\_\_\_ 2. Check to make sure all compartments are empty.
- \_\_\_\_\_ 3. Make sure front auxiliary compartment cover is closed.
- \_\_\_\_\_ 4. Close and lock all ballot compartment doors.
- \_\_\_\_\_ 5. If applicable, check to see if the ballot slot tab on the top of the bin is open. (Should be open with precinct tabulator positioned on top of bin.)

<b>PREPARATION CERTIFICATE OF ELECTION INSPECTOR'S.</b>
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\_\_\_\_\_ Once the precinct tabulator is ready, check off the "Completed all preparation test" in front of the Poll Book under Election Inspector's Preparation certificate.

\_\_\_\_\_ Verify that the tabulator Seal Number is correct. This is the same seal number that is listed on the preparation certificate in the Poll Book. Check off on the Preparation Certificate in the front of the Poll Book.

**.....DO NOT REMOVE THE SEAL.....**

**IF THESE NUMBERS DO NOT CORRESPOND, NOTIFY THE CLERK IMMEDIATELY. DO NOTHING FURTHER TO THE TABULATOR.**

\_\_\_\_\_ Check to see if all inspectors signed the Oath of Office in the Poll Book.

\_\_\_\_\_ Name Tags should be put on & worn the entire day.

### **ARRANGE WORK AND VOTING AREA (IF APPLICABLE)**

- \_\_\_ 1. Set up voting stations so that secrecy of the ballot is not violated, if applicable.
- \_\_\_ 2. Check voting stations at the start of election and every ½ hour thereafter.
- \_\_\_ 3. Prepare a voting station that permits voting for the handicapped.
- \_\_\_ 4. Post Sample ballots, posters, and flag.
- \_\_\_ 5. Set up a demonstration area for instructing voters (demonstrator ballots).
- \_\_\_ 6. Make sure adequate lighting is available for voting.
- \_\_\_ 7. Stamp applications to vote with date and precinct number.
- \_\_\_ 8. Stamp precinct number on ballots. (If not already pre-printed on ballot)
- \_\_\_ 9. Mark 100 foot line for campaigning and 200 foot line for Exit Polling.
- \_\_\_ 10. Post directional signs to guide voters.

### **CHECK BALLOT BOX**

- \_\_\_ 1. Be sure ballot box is empty at start of election.

### **CHECK SUPPLIES**

- \_\_\_ Verify receipt of election supplies in Precinct Kit.
  - 1. Polling List.
  - 2. Supply kit. (envelopes & paperwork)
  - 3. Applications to vote.
  - 4. Official ballots. (Verify count)
  - 5. Ballot marking pens.
  - 6. Sample/demonstration ballots.
  - 7. Secrecy folders (If needed).
  - 8. Absent Voters Secrecy envelopes (Put AV ballot in secrecy envelope if AV ballot is returned without AV secrecy envelope).
  - 9. Optech manual.

- \_\_\_ Keys.

### **VERIFY NUMBER OF BALLOTS**

- \_\_\_ Verify the count of ballots supplied, enter number of ballots in Poll Book under Ballot Summary (A) in back of Poll Book. In front of the Poll Book check off, "Verified that the correct ballot was provided". Fill out receipt of Election Supplies Form and place in the local clerk's envelope.

\_\_\_\_\_ **CHAIRPERSON ASSIGNS INSPECTORS TO DUTIES**

- \_\_\_\_\_ 1. Application to Vote (All inspectors watch application table - refill table as needed).
- \_\_\_\_\_ 2. Polling list inspectors (1 to 2 inspectors depending on size of precinct).
- \_\_\_\_\_ 3. Issue ballots inspector.
- \_\_\_\_\_ 4. Ballot Instruction inspector.(Big election only)
- \_\_\_\_\_ 5. Tabulator inspector. I
- \_\_\_\_\_ 6. Tabulator inspector II (10' away from tabulator)
- \_\_\_\_\_ 7. Poll book inspector.

**VOTING HOURS**

At 7:00 a.m. it is the duty of the chairperson or one of the inspectors to public opening of the polls by declaring, "**THE POLLS ARE NOW OPEN**".



**THE POLLING PLACE MUST BE READY AND AVAILABLE FOR VOTING AT 7:00 A.M. ON ELECTION DAY.**

**The polls must remain open until every voter standing in line at 8:00 p.m. has voted.**



# HOURLY VOTER COUNT

(DATA COLLECTION)

Precinct # \_\_\_\_\_

**INSTRUCTIONS:** Record the total number of voters that have voted at the end of each hour.  
FILL OUT EACH LINE COMPLETELY....

*EXAMPLE: Sandy Rollin observed that by 3:00 P.M. the number of names recorded in the poll book was 253. So she marks 253 beside 3:00 P.M. At 4:00 P.M., Sandy finds that the poll book now has 327 names recorded. She enters 327 beside 4:00 P.M.*

3:00 P.M.	<u>253</u>
4:00 P.M.	<u>327</u>

8:00 A.M.	_____
9:00 A.M.	_____
10:00 A.M.	_____
11:00 A.M.	_____
12:00 NOON	_____
1:00 P.M.	_____
2:00 P.M.	_____
3:00 P.M.	_____
4:00 P.M.	_____
5:00 P.M.	_____
6:00 P.M.	_____
7:00 P.M.	_____
8:00 P.M.	_____

