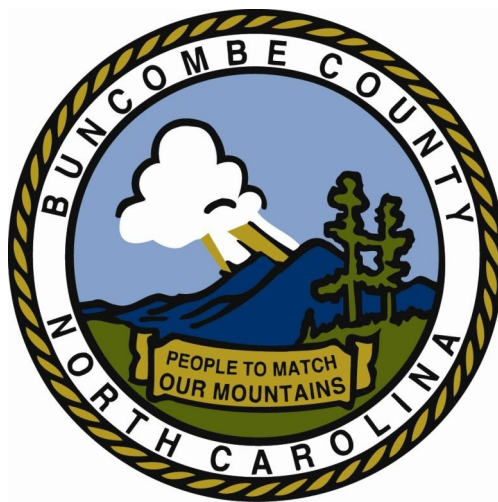


Buncombe County Precinct Assistant



Training Manual

Election Officials

There are three types of Election Officials: Chief Judges, Judges, and Assistants. Three Judges are assigned to each precinct: one Chief Judge and two Party Judges. A typical polling place will have two Judges from the same political party as the Governor, and one Judge from the other major political party. Judges usually live in the precinct in which they serve. Occasionally, a Judge will serve in a precinct outside his/her precinct of residence if a Judge cannot be found from within the precinct. Large precincts may have Assistants assigned as well. Election Officials serving outside their home precinct may vote by absentee ballot before Election Day.

Chief Judge

Each precinct is assigned one Chief Judge. The Chief Judge picks up ballots and supplies from the County Board of Elections (CBE) and acts as a liaison between the CBE, Judges and Assistants. The Chief Judge assigns duties to the other Judges and to Assistants serving in the polling place. Chief Judges attend mandatory training conducted by the CBE.

Judges

Each precinct is assigned two Judges, one from each major political party.

Assistants

Larger precincts or precincts expecting heavy turnout are sometimes assigned an election Assistant(s). In North Carolina, certain high school seniors who are not yet of voting age can serve as election Assistants. Assistants serve in many capacities, including the Registration Station, the Help Station, the Ballot Station, and the curbside voting area.

Assistant's Duties & Responsibilities

Commitment

Primary, general and special elections from 6:00 a.m. until all election supplies are returned to the elections office and dismissed by Chief Judge.

Training

Attend instructional meetings before election if offered by CBE (optional).

Duties

Conduct elections at the polls according to the instructions issued by the County Board of Elections and the North Carolina General Statutes. **One Assistant will be assigned to return the PCMCIA card to the County Board of Elections office after the closing of the polls.** May also be asked to attend a Monday night set up meeting.

Assist in miscellaneous ways as determined by the Chief Judge.

Respond courteously to the public.

Help make voter traffic run smoothly.

Serve as curbside official.

Provide voter education as instructed.

Monitor Exit Station.

Report to your assigned polling place no later than 5:45am.

Be willing to transition to other jobs.

Wear comfortable clothing and dress in layers for optimum comfort and to account for varying temperatures.

Leave any campaign material, buttons, clothing, etc. at home.

Discussions of politics are not permitted while working the polls.

Socializing with voters is discouraged! Remember someone may be waiting in line behind him or her.

Arrange for enough food and drinks for the entire day.

Smoking is NOT permitted in any public building or school property.

Morning Paperwork

Take the Election Judge Oath

Locate the Election Judge Oath (see below for example) in your supply kit. The Chief Judge administers the Oath to all Judges and Assistants who did not take the Oath at their instructional meeting.

- * All Judges and Assistants must sign the Oath.

Payroll Form(s) and Emergency Contact Forms

Each Judge and Assistant must:

- * Sign the payroll form
- * Federal W-9 form (if not turned in at training)
- * Complete the Emergency contact form

These forms must be completed and returned in the red election bag.

(If the Federal W-9 form was completed and turned in at training, please do not turn in a second one.)

Complete and Review the Emergencies Procedures Manual.

Example of oath:

Election Oath

I, _____, do solemnly swear (or affirm) that I will support the Constitution of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; that I will endeavor to support, maintain and defend the Constitution of said State not inconsistent with the Constitution of the United States; that I will administer the duties of my office as Chief Judge of (Judge of election in) (Assistant in) _____ precinct, _____ County, without fear or favor; that I will not in any manner request or seek to persuade or induce any voter to vote for or against any particular candidate or proposition; and that I will not keep or make any memorandum of anything occurring within a voting booth, unless I am called upon to testify in a judicial proceeding for a violation of the election laws of this State; so help me God.

Post Signs and Notices

Inside the polling place

Post each of the following items where voters can read them prior to voting:

- Voting rights wallpaper
- Sample ballot(s)
- Ballot instructions
- Spanish instructions where needed
- "Wait Here" sign (one in front of the registration table and the other in front of the voting booths)
- Station signs
- Front of Line signs should be placed on registration table. (Station 1)

Outside the polling place

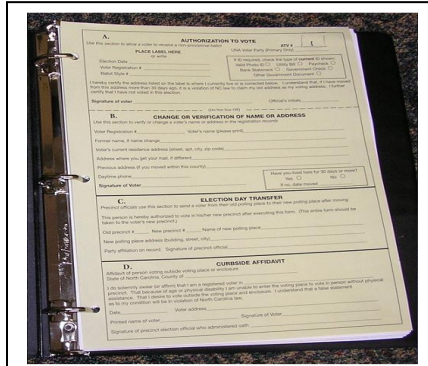
Post each of the following items outside the voting place:

- Signs "Vote Here" (designating the polling place) must be placed on the exterior property where the polling place is located.
- "Voter Parking" signs and curbside with bell must be placed and marked.

PHOTO GLOSSARY

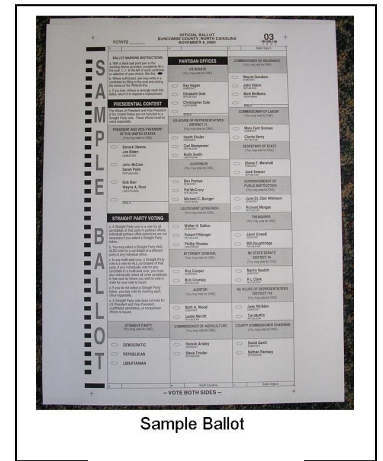


OVRD
Work station



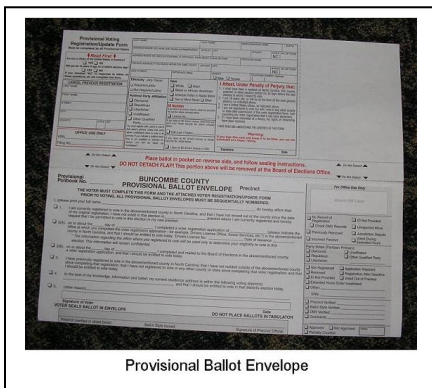
Authorization to Vote

Authorization to Vote (ATV)
& 3-Ring ATV notebook
(This creates your pollbook.)



Sample Ballot

Ballot

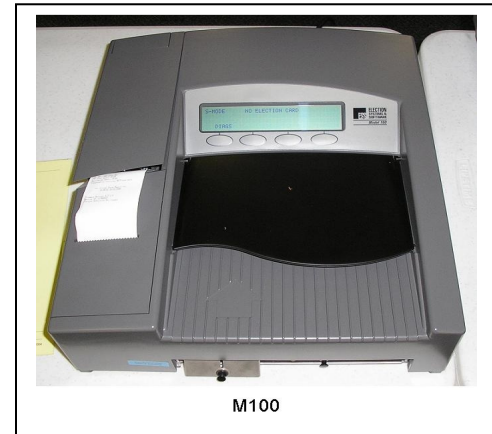


Provisional Ballot Envelope

Provisional Envelope



VBT gun



M100

M100



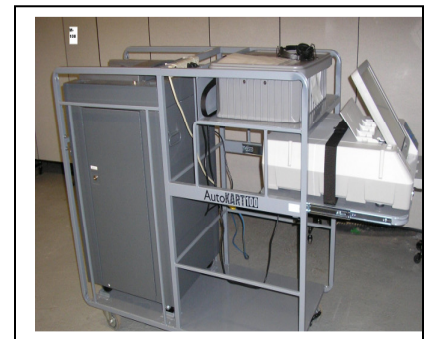
Autemark Headphones

Autemark Headphones



Auto Mark

Autemark



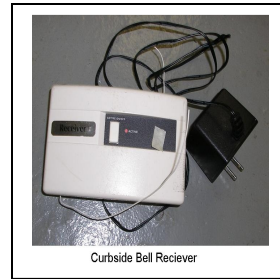
M100 and Autemark on cart

PHOTO GLOSSARY

(Continued)



Curbside Voting Bell



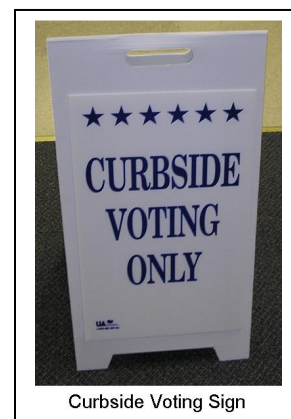
Curbside Bell Receiver



Black Ballot Box



50ft Distance Marker



Curbside Voting Sign

Ballot Basics

During Election Day

- It is extremely important that voters are given the correct ballot style. VBT scanners are provided to help ensure accuracy in precincts with multiple ballot styles. **(These scanners must be used.)** This is the stuff that can bring horror and new elections to our door! Take time to review where and how the right ballots are distributed.
- Brief and thorough instructions should be offered.
 - a. *Read instructions carefully; fill in the circle.*
 - b. *Ballots must be marked in black, ballpoint pens.*
- **Never, ever** mark on a voter's ballot.
- Ballots can be inserted into the M100 scanner in any orientation.
- Over-voted ballots will be kicked back and voter will be asked to accept or reject. Voters are allowed up to three ballots if they make a mistake(s).
- The M100 optical scanner will not inform the voter of any blank or under-voted races.
- Try not to wrinkle ballots.
- Make yourself aware of the AutoMark capabilities and offer it to voters.

Security

- All ballot stubs are to be returned.
- Keep ballots secure. Ballots that are to be handed out should be kept on a table behind you. The table in front of you should have only the Authorization to Vote (ATV) notebook on it. **Never put ballots on the table where they can be picked up by others.**
- Keep provisional ballots/envelopes PUT AWAY in a secure place, never out on a table or chair.
- Always remember the "everything in twos" rule. Make sure that another set of eyes is present to witness your every important action.
- **Do not take possession, destroy or discard any absentee ballot brought in by a voter** who wishes to vote in your precinct. Instruct the voter to discard the unwanted absentee ballot at his/her home.
- Never allow someone to leave the voting place with a ballot in their hand.
- **Make sure provisional voters DO NOT put their ballot in a scanner.**

Privacy

- Position voting booths for privacy.
- The AutoMark must be positioned for privacy.
- Make sure that AutoMark voters take their ballot to the scanner, and are offered a secrecy sleeve.
- Ensure that curbside ballots are transported from the car to the scanner in a secrecy sleeve. RESPECT PRIVACY AT ALL TIMES.
- Always stand at arm's length away from the scanner when working as a scanner monitor. **Do not lean on the machine.**

Voter Assistance

Any voter, whether disabled or not, may request assistance in casting a ballot. Assistance may be rendered in getting the voter to and from the voting booth and inside the voting booth. Assistance may also be rendered to persons voting by curbside or one-stop absentee ballot.

Who is entitled to voter assistance?

All voters who request assistance.

Who may assist a voter?

If the voter is blind, disabled or illiterate, the voter may ask almost anyone for assistance. (See below.)

All voters may request assistance from near relatives. Near relatives are:

- spouse
- child (including stepchildren and sons- and daughters-in-law)
- parent (including mother- and father-in-law)
- grandparents
- grandchildren

Election Officials may assist any voter if not specifically prohibited by law from doing so (see below). In any case, the Election Official must have positive affirmation from the voter that the voter would like assistance. Always remember the Election Oath that was administered at the beginning of Election Day morning.

Who may NOT assist voters?

Voters' employer

Agent of the voter's employer

Officer or agent of the voter's union

How does a voter get assistance?

A voter must request assistance, and choose the person from whom they would like assistance. Precinct Officials must not suggest that a voter needs assistance. The communication from the voter can range from an oral request to an affirmative response (from a voter than cannot speak) to a question presented by an Election Official.

Responsibilities of persons rendering assistance

Do not try to convince a voter to cast a ballot in any particular way.

Voter assistance is given in private, and information about how the voter cast the ballot must not be noted, recorded or shared with anyone.

Remain outside of the voting enclosure when not rendering assistance.

Opening the Polls and Voting

Polls are open from 6:30 a.m. until 7:30 p.m. on Election Day. In extraordinary circumstances, the County Board of Elections or a Federal or State court may order that the polls remain open until 8:30 p.m.

- The Chief Judge announces promptly at 6:30 a.m. that the polls are open and states the hour at which they will close.
- State law requires that the Chief Judge, Judges and Assistants remain together (continuous presence) at the polling place from 6:00 a.m. until all the votes are counted. The purpose of this law is to prevent election fraud and to have the burden of work shared equally. Judges and Assistants may not leave for meals or to run errands; arrangements should be made in advance for these matters.
- The Chief Judge should designate Officials for each station including assignments for curbside voting, Election Day precinct transfers and provisional voting. He/She encourages rotation of duties when necessary. It is unreasonable to ask someone to sit or stand all day.
- **A list of absentee voters will be delivered Election Morning (before 10:00 a.m.) by CBE staff or Sheriff's department. Instructions will be enclosed with this delivery.**
- Spouses may occupy a single voting booth at the same time. The voter must request the spouse's assistance. The communication from the voter can range from an oral request to an affirmative response (from a voter than cannot speak) to a question presented by any Election Official. (See Special Instructions Assistance to Voters memo.)
- All voters must leave the voting enclosure immediately after voting. Socializing should be done outside the enclosure.
- Election Officials should keep conversation to a minimum while voters are in voting booths. Officials should not engage in political discussion at any time. No radios, newspapers, laptops or televisions are allowed in the voting enclosure.

Registration Station

(STATION 1)

Responsibilities and Scenarios

REGISTRATION STATION (STATION 1)

At the Registration Station, Election Officials verify that each person who presents themselves to vote is properly registered.

- One Official for OVRD check-in computer and printer.
- Blank computer paper
- Ring to attach voter transaction sheets (duplicate ATV form printed)
- Judges' manual / OVRD Easy Menu
- Front of Line cards (see next page)
- Cell phone (for voting calls only)

Registration Station Responsibilities

Using OVRD computer, Election Officials verify that each person who presents themselves to vote is properly registered. *(Officials at this station need to become familiar with the information provided on the computer screen.)*

Each voter should approach the Registration Station and state their name and address. Do not accept or request identification unless the OVRD PROGRAM indicates "ID Required." The voter may write their information in lieu of speaking it.

1. Have the voter sign the printed ATV form. **ALL VOTERS MUST SIGN THE ATV FORM.**

Deceased Voter Notifications:

If a voter asks that the name of a deceased relative be removed from the registration list, follow these procedures:

1. Determine whether or not the voter is a near relative of the deceased. Near relatives are: spouse, parent, child, grandparent, grandchild, brother or sister.
2. If the voter is a near relative, find the deceased voter in OVRD, write "voter deceased – near relative (voter's relationship to the deceased) given a deceased voter form, date" in the notes section.
3. Circle the voter's relationship to the deceased. Give the form to the near relative to sign. (Form is found in your black portfolio.)
4. Place deceased voter form in the Orange Payroll Envelope in the Red bag.

REGISTRATION SCENARIOS

If the voter is qualified to vote and their name and address are correct In OVRD:

Follow instructions on OVRD easy menu.

If the voter's name does not appear in OVRD, the Election Official should ask the voter questions such as:

Could you please spell your name? Are you a Senior or a Junior?

Could you have registered under another name?

Is the name hyphenated? If so, check both names by typing in one name and then %. Then type the other name first and % if still not found.

Are you sure you are in the correct precinct?

If the voter's name still cannot be located in OVRD, direct the voter to the Help Station. Provide the voter with a **Front of Line** sign so that they may return to the front of the line after receiving help at the Help Station.

If voter's name appears In OVRD, but the words "verify registrant information" appears

1. Ask the voter if s/he still lives at the address on the registration list.

If the voter still lives at the address on the list:

1. If the voter is unaffiliated, and the election is a partisan primary, a box will pop up on the screen asking for the voter's ballot choice (Rep, Dem, or Nonpartisan).
2. Ask the voter for his/her ballot choice.

If voter's name appears in OVRD, but the words "ID Required" pop up:

Ask the voter to show ID. ID can be:

- a) A current and valid photo ID (NC Driver's License), or
- b) Documents that show the name and address of the voter: a current utility bill, bank statement, government check, paycheck, or other government document.

If the voter presents ID and is eligible to vote:

1. Click on the type of ID provided.
2. If the voter is unaffiliated, and the election is a partisan primary, the voter's ballot choice (Rep, Dem, Non) is asked for in a pop up box..

If the voter does not present ID:

Direct the voter to the Help Station to obtain a provisional ballot.

Ballot Station

(STATION 2)

Responsibilities

The Ballot Station issues ballots to eligible voters.

This station should have:

- At least one Election Official (Two workers may be needed now that registration/check in will be a faster process)
- 3-Ring binders to hold printed and signed ATV forms
- Secured ballot staging container or area
- VBT gun(s)
- Ballots
- Judge manual
- Privacy sleeves for ballots
- Provisional voter table top privacy partition

Ballot Station Responsibilities

The Ballot Station issues ballots to eligible voters. The voter brings their Authority-To-Vote form (ATV form) to the Ballot Station after their registration is verified at the Registration Station. **The Election Official at the Ballot Station exchanges the ATV form for a paper ballot.**

Extra precaution is recommended in precincts that have more than one ballot style. Please make certain that the ballot that you are giving out is the correct ballot style for that voter. You must use the VBT gun provided to ensure the proper ballot has been issued

The Election Official must insert the ATV form into the appropriate 3-ring binder and assign the pollbook number using the sequentially numbered stickers. If stickers are not provided the next sequential number should be handwritten.

Provide ballot to Provisional voter ONLY after verifying the provisional envelope is filled out completely.

Spoiled Ballots:

A spoiled ballot refers to a paper ballot on which the voter made an error. If a voter makes a mistake on their ballot, they may return it to a ballot Official and request a new ballot. They are entitled to return up to **three** spoiled ballots on Election Day. When a spoiled ballot is returned, a ballot Official should:

1. Write "spoiled" on the ballot.
2. Place the spoiled ballot in the green election bag.
3. Record the spoiled ballot on the Spoiled Ballot Log.
4. Issue the voter a new ballot. Make sure that the new ballot is the same ballot style as the previous ballot.

BALLOT STATION (Station 2)

1. Receive a signed ATV form or provisional envelope from a voter.
2. Verify that it is completed, signed and initialed.
3. Check which ballot style to give the voter.
4. Select the sticker with the next sequential number and affix it to the space provided on the ATV form. You may always write the sequential number if you are not provided with stickers. (The numbered stickers help to ensure that the ATV's are numbered properly as the ATV forms are accumulated in the ATV Pollbook (3 ring binder.)
5. Issue the voter the ballot that matches their ballot style.
 - a. Use the VBT gun (scan barcode on both ballot and ATV) to verify the ballot matches the voter's ballot style.
6. Place the ATV form in the Pollbook (3 ring binder) as instructed by the CBE. Four Pollbooks are provided with your supplies. **A new ATV Pollbook should be started at 10:00 a.m., 2:00 p.m., and 4:00 p.m.** At these times, the full Pollbooks should be taken to the Chief Judge.
7. **If assisting a provisional voter, have the voter** vote their ballot at the table top voting area at the Ballot Station. Then the voter is to fold the ballot and insert it inside the completed envelope. The voter will now seal the envelope and place the provisional ballot/envelope into the zip top of black ballot box. (Please make sure the voter knows how to correctly seal the provisional envelope.)
8. If your polling place has observers, the observers may inspect ATV forms in closed out Pollbooks throughout the day in order to create a list of people who have voted so far that day. At minimum, they may inspect the ATV Pollbooks at 10:00 a.m., 2:00 p.m. and 4:00 p.m.
9. Strict control must be maintained in regard to the Pollbooks. **The ATV Pollbooks must always stay within sight of the Chief Judge.** The Chief Judge must ensure the safe handling and return of the ATV Pollbooks to the CBE office on Election night.
10. **Once the polls close, all three Judges must sign the last voter's ATV form.**

Curbside Voting

Voters who cannot enter the voting place because of age or physical disability may vote curbside anytime that the polls are open. The Chief Judge should designate an election Official to monitor the curbside voting area.

When curbside assistance is needed, the Official should take a curbside affidavit located on the ATV form to the voter. The curbside Official should administer the oath to the voter and have the voter complete and sign.

The Official should return to the Registration Station with the completed ATV and give it to a Judge to verify the voter's eligibility in OVRD.

If the voter's name and address are in OVRD:

1. The registration Official enters the Voter in OVRD as a curbside voter and prints the ATV form.
2. The curbside Official takes the curbside voter's ATV form to the Ballot Station to get a ballot for the voter. The ATV is treated the same as other ATV and placed in precinct's poll book.
3. The curbside Official takes the ballot to the curbside voter. Give the voter privacy while s/he is voting. After the ballot is marked, have the voter insert the ballot in a secrecy sleeve.
4. The curbside Official returns to the voting enclosure, announces that he/she is placing a curbside ballot in the tabulator, removes the ballot from the privacy sleeve and places it in the M100. Always keep the voter's ballot secret. Return and let voter know their ballot was and give an "I Voted" sticker.

If the voter's name and address are not on the registration list:

1. The registration Official takes the curbside voter's ATV form to the Help Station to get a provisional ballot and envelope for the voter.
2. The curbside Official takes the provisional ballot and envelope to the curbside voter. Inform the voter that they are not listed on the registration list and give them the opportunity to vote provisionally. If the voter wishes to vote a provisional ballot, instruct the voter to complete the envelope, mark the ballot, insert the ballot in the envelope and seal the envelope. Give the voter privacy while he/she is voting.
3. The curbside Official returns to the voting enclosure and places the sealed provisional ballot envelope in the security container provided by the CBE.

Help and Exit (4) Station Set-Up

HELP STATION

At the Help Station, Election Officials assist voters whose registration information is incorrect or missing from the registration list. The Registration Station needs:

- At least one Judge
- One official for Address Change and/or Transfer computer and printer (may be used as backup check-in printer).
- Voter registration applications
- Provisional ballot envelopes
- Provisional pin numbers
- Provisional pollbook
- Provisional voter call in sheet
- Judges' manual
- Contact phone numbers: other precincts and CBE
- Cell phone
- Precinct Manual by Robert P. Joyce (in Chief Judge notebook)
- Seals, security envelopes/boxes, etc.
- Supplies
- OVRD Emergency Log (to only be used if computer fails).

EXIT STATION (STATION 4)

At the Exit Station, the Official will monitor M100 machine, supervise voters and assure no ballots leave the voting enclosure. Collect all ballot sleeves and other voting materials.

In small precincts, one official might have to man the Help and Exit Station at the same time.

Exit Station Responsibilities

One Judge or Assistant serves at the Exit Station. Officials at this station ensure that ballots are properly deposited into the M100 optical scanner. These Election Officials make certain that voters do not scan provisional ballots or leave the polling place with a ballot. Officials at this station give out / *voted* stickers and help to keep the precinct free of campaign materials and unwanted sample ballots. They monitor the cleanliness of the voting booths and the 50ft buffer zone to ensure compliance.

EDUCATOR / TRAFFIC FLOW

One Assistant may serve as an Educator to control traffic flow and answer questions that voters may have as they enter the voting enclosure. In smaller precincts, the Educator could be assigned to monitor the Exit Station.

Additional Educator Responsibilities

- Direct voter traffic
- Make sure that voters have sample ballots to study while in line
- Answer questions
- Keep voting location clean of campaign materials
- Check buffer zone

CHECKLIST FOR PRECINCT CLOSING

- Chief Judge announces “Polls are closed”. The Judge and Judges sign the poll books. Have an Assistant remind party workers to clean up all signs/handouts.
- Close the Polls on the M100 (See AutoMark and M100 section.)
 - **Post** the results for observers at the polling place.
 - **Send** an Assistant to the CBE with the PCMCIA card.
 - If there are ballots in the right bin, count the write-in ballots using the procedures below and attach one tally sheet to the stack of write-in ballots and post a duplicate write-in tally sheet in the polling place.
- **All three Judges are to complete the Chain-of-Custody Form. The Chief Judge must have this completed form in hand for immediate delivery upon arrival at the BOE office. No election material will be accepted until this form is accurately completed and returned to the BOE staff. Upon arrival, the Chief Judge must turn in the Chain-of Custody Form, the small red equipment bag and the second phone.**
- Collect all supplies for return to the LARGE BLACK CASE and store as found with machines and cart. Follow the supply sheet inventory provided to the Chief Judge. **No computer supplies within this box!!** Secure with the lock.
- The voting location should be returned to how you found it. **REMEMBER** that we need to use it for the next election. Check that the water is not running, all election materials are removed, furnishings are returned to their proper place, and all lights are off. Lock the polling place when finished.

Counting the Write-In Votes (if applicable)

The Ballots with write-in votes are removed from the right bin of the M100. Chief Judge should announce to everyone present that order must be maintained.

1. Clear all pens and writing utensils from the counting tables if you have not already done so.
2. Chief Judge shall designate a bi-partisan team of four (2 from each political party) to relay the results of each ballot:
 - Person # 1: Reading the ballot
 - Person # 2: Observing the reading of the ballot
 - Person # 3: Writing the candidates name on the Tally sheet. Recording the tally of votes for each candidate on paper stating aloud after each choice is read on the fifth tally for a particular candidate, the word “tally”.
 - Person # 4: Observing the tallying of the votes.
3. Total the votes for each candidate if they have multiple votes and have participating counters sign write-in ballot tally sheet. Two tally sheets are to be made, one to post and one to bind with ballots covering.
4. Bind the write-in ballots with the tally sheet and place in the black ballot box with other voted ballots.