

ELECTION JUDGES' MANUAL

2020 Presidential Election

Howard County Board of Elections

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1.1 Important Changes for the 2020 Presidential Elections

For the 2020 Presidential Elections, there are some important changes to the voting process.

- The voting judge issuing a ballot to a voter must tell each voter:

“You have two ways to mark your ballot – either by hand or with the electronic device. Which do you prefer?”

- Make sure that at least five (5) voters use the ballot marking device during the day. If five (5) voters have not used the ballot marking device by 1:00 pm, direct voters to use the ballot marking device until five (5) voters have used it.
- Voters are now permitted to take their voted absentee ballot to an early voting center or polling place. Voted absentee ballots will have their own secure “Absentee Ballot Bag” (similar to the provisional ballot bag) that will be taken back to the Howard County Board of Elections at the end of voting hours each day of voting.
- Individuals who are not registered to vote may now register at their assigned polling place on election day.

1.2 Election Judge’s Role

Your role as an election judge is to make sure elections are fair and accessible for all voters. You also protect the integrity of the election process.

You must perform all the duties assigned to you by the Howard County Board of Elections in accordance with federal and State law. You must perform your duties faithfully and diligently. You must also perform your duties without any kind of bias, prejudice, and partisanship.

1.3 Election Dates & Voting Hours

Presidential Primary:

Early Voting - Thursday, April 16 through Thursday, April 23, 2020. Polls open at 10:00 a.m. and close at 8:00 p.m.

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Election Day - Tuesday, April 28, 2020. Polls open at 7:00 a.m. and close at 8:00 p.m.

Presidential General:

Early Voting - Thursday, October 22 through Thursday, October 29, 2020. Polls open at 8:00 a.m. and close at 8:00 p.m.

Election Day - Tuesday, November 3, 2020. Polls open at 7:00 a.m. and close at 8:00 p.m.

1.4 Arrival Time

Election judges are expected to arrive at their assigned polling place no later than 6:00 a.m. on election day, and one (1) hour before the start of any day of early voting.

1.5 Closing Time for the Polls

All voters who are in line to be checked in at 8:00 p.m. are allowed to vote. Although the polls are officially closed at 8:00 p.m. (unless voting hours are extended by a court order), the polls may remain open past 8:00 p.m. Voters in line by 8:00 p.m. must be allowed to check in to cast their ballot.

Extended voting hours may be ordered. When this occurs, all election judges must continue to work. When the extended voting hours end, all voters who are in line by the time extended hours end will be allowed to vote.

See *Appendix 1 – Extended Voting Hours* for additional information.

1.6 Important Contact Information

Howard County Board of Elections: 410-313-5820

Normal office hours are 8:00 AM – 4:30 PM, Monday through Friday. However, several weeks before and after the election including early voting, hours will be extended. On election day, office hours will start at 5:30 AM and conclude late election night. Office hours will cover and coincide with the hours of early voting.

Cell phone number lists for technical support on election day will be provided at election supply pickup. Technical personnel for early voting will either be on site or contact numbers provided for immediate support.

1.7 Your Contact Information

You must keep your contact information current with the Howard County Board of Elections. This includes your name, address, home phone number, work phone number, cell phone number, and email address.

If you have an unlisted number, please tell the Howard County Board of Elections. Phone numbers will only be released to the chief judges.

1.8 Qualifications for Election Judges

Under Maryland law, you can be an election judge if you are:

- A registered voter in Maryland;
- Physically and mentally able to work at least a 15-hour day;
- Willing to work outside your home precinct;
- Able to sit and/or stand for an extended period; and
- Can speak, read, and write English.

Young people who are aged 16 or older may also be an election judge if:

- At least one parent or guardian gives permission; and
- They can show the Howard County Board of Elections that they meet all the requirements for an election judge.



Some positions require election judges to be able to lift boxes and other items weighing 10 to 25 lbs.

You cannot be an election judge if you are a:

- Candidate or currently hold a public or political office, including State and county political party central committees; or

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- Chairman, campaign manager, or treasurer for a political or candidate committee.

In addition, family members of a candidate should generally not serve as election judges within the district in which the candidate is seeking election.



In most cases, election judges will be affiliated with one of Maryland's two major political parties, Democratic and Republican. While under oath as an election judge, you must remain nonpartisan at all times.

1.9 Mandatory Training Class

The law requires you to attend a training class and to serve on the day(s) you are assigned to work. Training compensation for election day and early voting is dependent upon serving on election day and day(s) assigned for early voting.

1.9.1 Attendance

If you have an emergency and cannot serve as an election judge on the day you are assigned, you must tell the Howard County Board of Elections right away so they can find someone else. Although we do not want a vacancy in the polling place on election day, DO NOT attempt to locate your own replacement.

1.9.2 Compensation

Chief Judge- \$250/day

Voting Judge- \$195/day

Check-In Judge- \$195/day

Provisional Judge- \$195/day

Greeter Judge- \$175/day

Technical Judge - \$225/day

Training for Chief and Technical Judges - \$50

Training for all other judge types - \$35

General Election Refresher Training for ALL judges (if required) - \$30

Election judges will only receive training compensation for working both the primary and general elections. Compensation for training and election day work performed will be paid **8-10 weeks** after an election.

DO NOT CALL THE HOWARD COUNTY BOARD OF ELECTIONS OR THE HOWARD COUNTY DEPARTMENT OF FINANCE REGARDING INFORMATION ON PAYMENT TIMING.

Wages **are** taxable. You are required to pay federal and State income tax on the wages earned as an election judge. If income taxes are not withheld from your paycheck, then you are responsible for reporting your wages and your federal and State income taxes. You may receive a W-2 depending on how much you earn. Talk to a tax professional if you need more information.

1.10 Election Judge Oath & Rules of Security Behavior

All election judges must read and sign the *Election Judge Oath* and the *Rules of Security Behavior* before they begin working.

1.11 Election Judge's Responsibilities

As an election judge, you must:

- Go to an election judge training class scheduled by the Howard County Board of Elections.
- Read all the election materials you receive, including this manual.
- Read any updated information that you receive after training class and on election day.
- Work every day you are assigned.
- Be on time.
- Wear your name tag and Voter Assistance sticker or button at all times.
- Work together to make sure the polling place opens on time. Opening on time is required by law.
- Follow the instructions of the chief judges.
- Help with whatever needs to be done, no matter what you were originally assigned to do.

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- Work with the other election judges at your assigned polling place as a team to:
 - Maintain the integrity and confidentiality of the voting process;
 - Make sure the polling place is secure;
 - Make sure the voting equipment is secure, working properly, and available to all voters;
 - Make sure the voted and unvoted ballots are secure at all times;
 - Help reduce errors and omissions by voters;
 - Fill out election-related paperwork accurately;
 - Follow the instructions in this manual; and
 - Follow all other instructions provided by the Howard County Board of Elections.

1.12 General Rules for All Election Judges

- **Do not wear campaign buttons, t-shirts, or other political items.** Election judges are not allowed to electioneer or campaign.
- **Do not talk about candidates or political issues** among your fellow election judges, voters, or with anyone inside the voting room and within the “No Electioneering Zone.”
- **Help all voters promptly and politely.** Watch for voters who need help.
- **Do not leave** the polling place at any time.
- **Do not smoke** inside the site or at the entrance to the polling place.



Check all local laws and ordinances regarding smoking at a governmental facility where a polling place is located.

- Dress comfortably and appropriately.

- Do not bring family members or friends with you to help. Only voters and people approved by the Howard County Board of Elections (for example, election judges, challengers and watchers, and staff) are allowed in the polling place.
- Keep conversations with family members, friends, and neighbors short. Stay focused on the voting process.
- **Remain at your work station at all times.** Only leave your work station when you are on an assigned break, using the restroom, helping a voter or following the directions of a chief judge.
- Refer questions from the media and challengers and watchers to chief judges. Chief judges should refer their questions to the Howard County Board of Elections or your assigned rover and write the details of what happened in the *Election Day Log*.
- **No electronic devices may be used in the polling place, except as authorized by the Howard County Board of Elections.** The Howard County Board of Elections may issue – or authorize – cell phones or computer equipment that may be used in the polling place. These electronic devices may only be used for election purposes.

1.13 Tips for Election Judges

- Bring a sweater or jacket in case the polling place is cold.
- Bring enough food and drinks to last the entire day. Arrangements can be made for food and drinks to be delivered while working at your assigned polling location.
- Bring any medicine you may need, as you may not leave the polling place to get anything.
- Dress appropriately and comfortably. Business casual is suggested.

1.14 Types of Election Judges

- **Chief Judges** - work as the SUPERVISORS OF THE POLLING PLACE ON ELECTION DAY. A Republican and Democrat are appointed for each polling place. Experienced judges are appointed as chief judges.

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- **Provisional Judges** - manage the provisional voting process by providing a provisional ballot for a voter who is not eligible to vote a regular ballot. Judges are also responsible for completion of all the necessary paperwork associated with the provisional voting process.
- **Voting Judges** - set up voting equipment which includes scanning unit(s), ballot marking device(s) and voting booths. In addition to facilitating the voting process and maintaining the security of equipment, these judges will be responsible for the issuing of paper ballots.
- **Check-In Judges** - certify that a voter is eligible to vote a regular ballot by verifying voter's information located on the electronic pollbook and issuing the voter authority card (VAC).
- **Greeter Judges** - work at designated polling places to make sure voters know where to go while being sensitive to voters who are disabled and elderly voters.
- **Technical Judges**- in very large polling places, technical judges will be deployed to assist the chief judge with functions in the polling place.
- **Alternate Judges**- are on call between 6:00 a.m. and 8:00 p.m.

Failure to serve when requested will cause the training fee to be forfeited.

ALL ELECTION JUDGES ARE EXPECTED TO COMPLETE OTHER DUTIES OR TASKS AS ASSIGNED BY CHIEF JUDGES.

1.15 Term of Office

The term of office for an election judge is approximately two years and ends thirteen weeks before the 2022 Gubernatorial Primary Election. You are expected to serve as an election judge for all elections held during that period.

1.16 Removal of an Election Judge

On election day, you represent the Howard County Board of Elections. Each person who enters the polling place deserves your respect and

polite service. Always act in a professional way and keep a positive attitude. Support and help voters, even when things get difficult.

The Howard County Board of Elections shall immediately investigate all complaints about the fitness, qualification, or performance of an election judge. They shall also investigate all reports of harassment, sexual harassment, threatening behavior, or behavior that compromises the integrity and security of the election process.

The Howard County Board of Elections shall remove any election judge whom they decide is unfit, incompetent, or whose behavior is considered inappropriate or unprofessional. If you are removed from being an election judge, you may lose your wage and lose future chances to be an election judge.

1.17 How You Can Vote

If you are assigned to work in a precinct that is not your home precinct, you must vote during early voting or by absentee ballot. If you choose to vote by absentee ballot, ask for an absentee ballot from the Howard County Board of Elections.

You may mail or deliver your voted ballot to the Howard County Board of Elections **before** election day. You may also take your completed absentee ballot to an early voting center or to a polling place. You cannot submit your voted ballot online or return it by email or fax. You are not allowed to leave your assigned polling place to deliver your ballot to the Howard County Board of Elections.

If you mail your ballot, the envelope must be postmarked on or before election day. It must be received by the Howard County Board of Elections by 10:00 a.m. on or before Friday, May 8, 2020 for the primary election or Friday, November 13, 2020 for the general election.

If you have any questions, please contact the Howard County Board of Elections.

1.10 General Information

1.18 General Policies About Voters

1.18.1 Voter ID Policy

If the voter is marked as “Show ID” in the electronic pollbook, then you should ask the voter to show ID. Otherwise, **do not** ask voters to show ID.

If a voter offers an ID, you may accept it, but the voter **must** verbally state his or her name, address, and month and day of birth.

If someone challenges a voter’s identity, tell a chief judge immediately.

1.18.2 Children Accompanying Voters

Children who are 17 years of age or younger may go with a voter into the voting area. The child must stay with the voter and must not disturb or interrupt normal voting procedures.

Anyone who is 18 years of age or older must complete a *Voter Assistance Form* if he or she goes with a voter into the voting area.

1.18.3 Electronic Equipment in the Polling Place

No one can use electronic devices inside the polling room. Prohibited devices include radios, televisions, cameras, cell phones, tablets, pagers, and computer equipment.

There are some exceptions to this rule:

- If both chief judges agree, members of the media may use cameras in a polling place and within the “No Electioneering Zone.” Members of the media must not interfere with the voting process and may not put the privacy of voters at risk.
- The Howard County Board of Elections may issue – or authorize – cell phones, pagers, or computer equipment that may be used by election judges or staff from the Howard County Board of Elections in the polling place. These electronic devices may only be used for election purposes.
- Law enforcement officers and emergency workers may also use electronic devices when they are doing their jobs.

Voters may bring printed materials into the polling place. This includes sample ballots, voter's guides from newspapers, and campaign literature. Voters may use electronic devices while waiting in line outside of the polling room.

1.18.4 Line Management

To help voters have a better experience while waiting in line:

- Have single lines leading to the check-in table, voting booths, ballot marking devices, and scanning units.
- Check with voters waiting in line to make sure voters are at the correct polling place and in the correct line.
- Give voters the opportunity to look at a sample ballot while in line.
- Provide voters instructions about the voting system and voting procedures.
- Allow voters to read literature, including information about candidates and ballot questions, while waiting in line inside or outside the polling room. Voters may read newspapers, books, fliers, pamphlets, etc.
- Allow voters to use electronic devices (cell phones, tablets, etc.) while waiting in line outside of the polling room.
- Inform voters about expected wait times while they are waiting in line. If there are any delays, explain them to the voter.

1.18.5 Accommodating Voters in Line

If a voter is unable to stand in line, ask another voter in line to hold his or her place. Allow the voter who needs accommodation to sit down until the placeholder reaches the check-in judge. Give a placeholder card to the voter and the other voter who is holding his or her place in line. The voter standing in line will alert the judges and show them the card when it is the voter's turn to vote. The cards are numbered in pairs to identify the voter who is waiting to vote.



Never ask a voter to provide proof of a disability. A voter's disability may not be visible.

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2.1 Security Rules for All Election Judges

- Unauthorized collection, transmission, sharing, or disclosure of voter information is prohibited. These activities will result in immediate removal from office and possible civil and/or criminal penalties.
- Always wear the name tag and Voter Assistance sticker or button provided by the Howard County Board of Elections. Always carry your photo ID while working as an election judge.
- Do not deviate from the approved *Election Judges' Manual* or training without the written approval of the State Administrator of elections.
- Make sure that all paperwork is filled out as required.
- Report any security problems to the Howard County Board of Elections right away. Security problems include incomplete or missing paperwork, voided tamper tape, broken seals, unsecured facilities or voting equipment. Do not use voting equipment that has missing or damaged tamper tape or seals. Record all such events in the *Election Day Log*.
- Monitor and secure all election materials and equipment throughout the day.
- Report any suspicious, threatening, or harassing behavior to the Howard County Board of Elections office right away. Report any such behavior that occurs inside the polling place or within the "No Electioneering Zone." Record all such events in the *Election Day Log*.



If there is an emergency that is a threat to public safety, call 911 right away. Then, contact the Howard County Board of Elections.

- Do not allow any unauthorized person to touch the voting equipment. A voter is only allowed to touch his or her own voter authority card, ballot, or ballot activation card.

2.2 Security Rules and Awareness

- If you have a problem with the voting equipment, contact the Election Field Support (Rover) right away and record the event in the *Election Day Log*.
- Make sure all ballots, ballot activation cards, and voter authority cards are accounted for as required. Secure all voted ballots, unvoted ballots, spoiled ballots, and voter authority cards.
- Do not share confidential supervisor passwords with anyone. Keep supervisor passwords in a secure location until needed.
- Make sure all memory sticks and compact flash cards are placed in the clear zipper bag and returned to the Howard County Board of Elections. Return all other materials as instructed by the Howard County Board of Elections.



All election judges must read and sign both the *Election Judge Oath* and *Rules of Security Behavior* prior to serving.

2.2 Equipment and Facility Security

Always follow security rules related to the equipment and facility. These rules include:

- Maintain physical security control over the voting equipment and electronic pollbooks. Follow procedures for securing the polling place.
- Protect and maintain control of the memory sticks, compact flash cards and ballots during the election process at all times.
- Make sure that the access compartments on the scanning units are secured before opening the polls and throughout the day.
- Look for any potential tampering or defacement of the voting equipment or electronic pollbooks. Report any problems to the chief judges right away. The chief judges must report problems to the Howard County Board of Elections.
- Make sure that all voting equipment and electronic pollbooks are secured at the end of election night.

Security Rules and Awareness 2.3

2.3 Chain of Custody

Chain of custody refers to the time-based record, or paper trail, of all the voting equipment and materials. The paper trail will show the custody, control, and transfer of voting equipment, memory sticks, voted and unvoted ballots, reports, forms, and other equipment and supplies.

It is important to make sure the voting materials are secure. If you are transporting memory sticks, keys, compact flash cards, ballot activation cards, and ballots, you must record the chain of custody, which means who had the material and when they had it. It is also important to maintain physical security control over the voting equipment. All reports and documentation must be completed and signed appropriately.

Chief judges from each precinct are responsible for removal of the compact flash cards from the pollbooks and the memory sticks from the scanning unit(s) and ballot marking device(s). Memory sticks are in the scanning unit(s) and ballot marking device(s) at the time of delivery to the polling places. When the polls close, the chief judges must remove the compact flash cards from ALL pollbooks, memory sticks from ALL scanning units and memory sticks from ALL ballot marking device(s). These items are to be placed inside the clear zipper bag for the polling place. The clear zipper bag containing memory sticks and compact flash cards shall be picked up and transported by a representative from the Howard County Board of Elections (HCBOE) to the main election office soon after the polls are closed. In addition, the HCBOE representative will be picking up the provisional ballot bag(s) and absentee ballot bag.

All voted ballots and other critical election items as outlined in Chapter 11 are to be returned to the HCBOE warehouse by a chief judge or other designated election judge. Election office staff at the warehouse will check in voted ballots and other critical election items. Receipts documenting the chain of custody of memory sticks, flash cards, provisional ballot bag(s) and absentee ballot bag will be issued to the polling place chief judges at the time of pickup. A chain of custody receipt for the voted ballots and other critical election items will be issued to the transporting election judge at the time of delivery to warehouse.

2.4 Security Rules and Awareness

2.4 Maintaining Integrity of the Election Process

You have the responsibility to maintain the integrity of the election process in the following ways:

- Ask voters if they need help if they do not appear to be following the instructions you provided.
- Ask voters to remove personal items from the voting booths and check-in table when finished voting.
- Check the polling place to make sure a voter has not left personal items or campaign materials.
- Check the ballot marking devices, scanning units, and electronic pollbooks to make sure they are plugged in, charged, and that tamper tape and seals are undamaged and show no signs of tampering.
- Make sure voters do not leave the polling place with a ballot, ballot activation card, or voter authority card.

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3.1 General Guidelines: Voters with Special Needs



Voters with disabilities have the same rights as all other voters.

- Be polite and respectful.
- Do not underestimate people with disabilities.
- Do not put a time limit on voting.
- Always speak directly to the voter, not to the voter's helper, companion, or sign language interpreter.
- Offer help, but do not insist or be offended if your help is not accepted. The person may not want or need help but your offer will be appreciated.



Never insist on helping when a voter has not asked for help.

- Make sure there are signs to show the most accessible path to the polling place.
- Be aware of obstacles and hazards that could cause injury.
 - Tape down floor mats, rugs, and power cords securely or move them out of the way.
 - Keep floors as dry as possible.
- Make sure the ramps and doors that are accessible to wheelchairs are unlocked. Keep the paths clear.
- If necessary, be creative in how you help voters with disabilities. For example, **if a voter is unable to stand in line, ask another voter in line to hold his or her place.** Give a placeholder card to the voter and the other voter who is holding his or her place in line. The voter standing in line will alert the judges and show them the card when it is the voter's turn to vote. The cards are numbered in pairs to identify the voter who is waiting to vote. Let

3.2 Voters with Special Needs and Cross Cultural Communication

the voter who needs help sit down until the placeholder reaches the check-in judge.

- Be prepared to provide instructions on how to set up and use the ballot marking device.



Never ask a voter to provide proof of a disability. A voter's disability may not always show.

3.2 Voters Asking for Instructions

If a voter asks for instructions on how to use voting equipment or about the voting process, election judges must provide the requested instructions. Election judges are **not allowed** to suggest how the voter should vote on any contest.

3.3 Voters Asking for Help to Vote

- A voter may choose anyone to help him or her except:
 - The voter's employer or an agent of the voter's employer.
 - An officer or agent of the voter's union.
 - A person appointed as a challenger or watcher for this election.
 - A candidate who is on the voter's ballot.



Two election judges of different political parties can also help a voter.

- The helper must read and sign a *Voter Assistance Form*.
- The helper may only help the voter by:
 - Reading the instructions, ballot content, or the provisional ballot application.
 - Marking or casting the ballot, using the ballot marking device or filling out the provisional ballot application as directed by the voter. The helper must mark the ballot as directed by the voter.

- Helpers are **not allowed** to suggest how a voter should vote on any contest.

 The *Voter Assistance Form* must be filled out when a voter asks for help from another person or from two election judges of different political parties.

3.4 Completing the Voter Assistance Form

1. Fill out Part I of the *Voter Assistance Form*. This form can be found in back of the white Chief Judges’ Precinct and Information binder.
2. Ask the helper to fill out Part II of the *Voter Assistance Form*. If election judges are helping the voter, the election judges must fill out Part III of the form.
3. When completed, place forms in the Completed Forms folder located in the back of the Integrity Report and Payroll Binder.

Figure 1 – Voter Assistance Form



State of Maryland
Voter Assistance Form

Instructions: Use this form if a voter has a disability or is unable to read or write English AND requests assistance with voting or completing a provisional ballot application. Assistance is limited to: (1) reading the voter instructions, ballot content, or the provisional ballot application; and (2) marking or casting the ballot, operating the voting equipment, or completing the provisional ballot application as directed by the voter.

Part I – Completed by Election Judge

Printed Name of Voter: _____

Street Address: _____

City: _____ State: _____ Zip: _____

The voter named above has requested assistance in voting and is being assisted by:

A person designated by the voter (Go to Part II) or Two election judges (Go to Part III)

Part II – Completed by Person Designated by Voter

Printed Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

I affirm that:

1. I am not the voter's employer or agent of the voter's employer;
2. I am not an officer or agent of the voter's union;
3. I have not been appointed as a challenger or watcher for this election;
4. For a voter casting a provisional ballot, I am not a candidate who is on the voter's ballot;
5. The named voter asked me to assist with marking or casting the ballot or in completing a provisional ballot application;
6. I will assist the voter only by: (a) reading the voter the instructions, ballot content, or the provisional ballot application; or (b) marking or casting the ballot, operating the voting equipment, or completing the provisional ballot application as directed by the voter; and
7. I will not attempt to influence or suggest in any way how the voter should vote in any contest or question.

Signature

Date

Part III – Completed by Election Judges Assisting Voter

_____ Signature – Election Judge	_____ Party Affiliation
_____ Signature – Election Judge	_____ Party Affiliation

SBE 10-10 (Rev. 1/18)

3.4 Voters with Special Needs and Cross Cultural Communication

3.5 Voters Who Cannot Sign Any Form(s)



Always ask the voter before you help.

- Do not assume a voter cannot sign his or her own name.
 - Follow regular check-in procedures and tell the voter when a signature is required. Let the voter tell you if he or she cannot sign his or her name.
 - If the voter is blind or has low vision, the voter may ask you to guide his or her hand to the place on the paper where he or she needs to sign. Never grab the voter's hand or pen or try to guide the voter's hand if the voter has not asked you to do so.
- If a voter **cannot** sign his or her voter authority card, *Voter Update Form*, or any other form(s), ask the voter to make an "X" or similar mark on the signature line. This mark can be used as that person's signature.
- When a voter is unable to make a mark, write the following statements on the back of the form the voter should sign:
 - On the voter authority card: "This voter is qualified to vote but is unable to sign his or her name."
 - On all other forms except the voter authority card: "This voter is unable to sign his or her name."
 - Sign your name and write the date under the statement.

3.6 Voters Who are Blind or Have Low Vision

- As soon as you come into contact with a voter who is blind or has low vision, tell the voter your name and that you are an election judge.
- Read any required information to the voter. Make sure you tell each voter that there are two ways to mark a ballot – either by hand or with the electronic device.

- If you are guiding a voter, offer your arm to the voter, rather than taking the voter's arm. Give the voter information that is obvious to voters who can see (such as stairs, obstacles, turning left, etc.).



Always ask the voter before helping or touching the voter. Never grab the voter's arm or try to guide the voter unless the voter asks for help.

- If a person uses a service animal, walk on the opposite side of the voter, away from the animal. Do not pet or distract a service animal without asking the owner first. Make sure others do not distract a service animal. Service animals are highly trained. They do not need any special care from anyone except their owner.



Service animals are allowed in all buildings.

- If a person uses a cane, walk on the opposite side of the voter, away from the cane. Do not touch or take the cane from the voter. Let the voter decide where to put the cane while voting. However, it is reasonable for you to tell the person if the cane may be a tripping hazard to others.
- Explain how the voter can get your attention if he or she needs help. Tell the voter when you are leaving.

3.7 Voters with Speech or Hearing Disabilities

- A voter who cannot speak may choose to write down his or her information to give to the check-in judge. Check-in judges should have paper and pens available.
- Follow the voter's cues. Let the voter decide whether speaking, gesturing, or writing is the best way to communicate.
- If you can communicate with the voter by speaking, speak calmly, slowly, and directly to the voter. Use short, simple sentences. Ask one question at a time. Do not shout. Your facial expressions, gestures, and body movements will help the voter understand you.

3.6 Voters with Special Needs and Cross Cultural Communication

- Do not speak for the voter or try to finish his or her sentences.
- If a voter does not understand a sentence, try again with different words. Do not just repeat the same sentence. If the voter is still having trouble, write the sentence down on paper.
- If you do not understand something the voter has said, ask the voter to say it again. Do not pretend that you understand. If you are still having trouble understanding, provide the voter with a pen and paper. Ask the voter to write down what he or she said.
- Talk directly to a person (for example, “What is your name?”). Do not talk to his or her helper (for example, “What is his name?”).

3.8 Voters with Physical Disabilities

A voter with a physical disability may choose to vote while sitting in a wheelchair or a chair.

- Ask before pushing or touching a voter’s wheelchair or other equipment. A wheelchair or other equipment is part of the person’s personal space.
- Ask before helping. Grabbing someone’s elbow could throw the person off balance. A voter with a physical disability might need to lean on a door while opening it. You might cause the voter to fall if you open the door too quickly.

3.9 Voters with Cognitive Disabilities

A voter with a cognitive disability may have trouble understanding, reading, writing, or communicating. The voter may choose to have someone help him or her while voting. Voters are always allowed to choose to have a helper. Do not ask about a voter’s cognitive ability.

- Be prepared to repeat what you say – either out loud or in writing.
- Allow extra time to understand the voter and to make sure that the voter understands you.

3.10 Tips for Cross-Cultural Communication

As an election judge, you will help people of many different backgrounds, ethnicities, cultures, and language abilities. Be patient and helpful. Voting may be a new experience for some voters. Here are some effective communication tips.

- Be clear and keep it simple. Do not use slang or jargon.
- Pay attention to the non-verbal language of people who have a different cultural background. Also, be aware that others may not understand your own “body language.”
- Speak slowly. Allow pauses, and do not talk too much.
- Organize your thoughts. Be specific and explain things in order.
- Go over things a second time if needed. Check often to see if people understand.
- Do not embarrass the person when checking to see if they understand.
- Listen carefully and patiently.
- Write things down as well as talking. If English is a person’s second language, it may be easier to read English than to hear it.

3.8 Voters with Special Needs and Cross Cultural Communication

Chapter 4 – People and Activities in the Polling Place

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4.1 Electioneering

Electioneering is any activity that supports an election campaign. Electioneering is illegal in the polling place. It is also illegal anywhere within 100 feet of the entrance and exit to the polling place. This is called the “No Electioneering Zone.” No electioneering or political activity may take place within the “No Electioneering Zone.” No campaign materials may be posted or handed out in this zone.

Election judges are not allowed to show support or oppose any campaign or political party while working at the polling place. You may not wear or display any political material. You may not share any political opinions while you are in the polling place or while performing the duties of an election judge.

“Electioneering” includes wearing clothing that supports or opposes a candidate, ballot issue, or political party.

Voters are allowed to wear clothing, buttons, or other items with a political message while they are voting. Voters who are wearing political messages are not allowed to linger in the polling place or within the “No Electioneering Zone” after voting.

All day, you should keep an eye on the activity outside the polling place. Tell anyone who is campaigning within the “No Electioneering Zone” to stay outside the marked boundary. If anyone refuses to stay outside the marked boundary, chief judges must call local law enforcement. Ask law officers to remove the person from the property. If voters leave political materials in the polling place, election judges must remove the materials right away.

Lawn signs or other campaign speech that is on private property are legal even inside the 100-foot zone. However, sometimes the election judge or the Howard County Board of Elections can show a reason why materials need to be removed to prevent voter confusion, harassment, or intimidation. Election judges may ask property owners to move their campaign signs to areas beyond 100 feet. If property owners do not agree, tell the Howard County Board of Elections.



If you have any questions, ask the chief judges.

4.2 People and Activities in the Polling Place

4.2 Exit Polling

Organizations and individuals sometimes do “exit polling” to ask about how people voted. Exit polling is allowed within the “No Electioneering Zone” as long as the chief judges agree.

Persons conducting exit polling must:

- Stay outside the polling room.
- Not ask questions until after the voter has voted and left the polling room.
- Tell voters that they do not have to answer the questions.
- Not campaign within the “No Electioneering Zone.”



Chief judges should try to allow exit polling. However, chief judges must also maintain order in and around the polling place. They may have to limit activities that cause delays or interruptions. Chief judges may choose an area for exit polling outside the polling room. They may also limit the number of people for each organization, or they may limit the number of groups polling.

4.3 Challengers and Watchers

Maryland law allows selected individuals to serve as challengers and watchers. Challengers and watchers represent candidates and political parties or can support or oppose ballot issues. Official challengers and watchers are election observers who are allowed to observe all election day activities in the polling place.

To be an official challenger and watcher, a person must have a certificate filled out by any of the following:

- The State Board of Elections
- The Howard County Board of Elections
- A candidate (including filed write-in candidates)
- A political party

- Any other group of voters supporting or opposing a candidate, principle, or proposition on the ballot

Challengers and watchers have the right to:

- Challenge a voter's identity.
- Be in the polling room at least 1/2 hour before the polls open.
- Be in the polling room at any time when the polls are open.
- Be in the polling room during all the work of closing the polls. However, challengers and watchers must be inside the polling room **before** the polls close.
- Make a list of registered voters who have voted or individuals who have cast provisional ballots. They can take this list outside of the polling place.
- Stand where they can see and hear each voter as the voter checks in to vote. They should also be able to see the activities in the polling room. The chief judges will decide where challengers and watchers will stand. Chief judges do not have to put challengers and watchers right behind the check-in table. Challengers and watchers do not have to be able to see the screen of the electronic pollbooks.
- During the day, challengers and watchers may ask:
 - One of the chief judges to go with him or her to a scanning unit to check the tamper tape and see the public counter. They can only go near the scanning unit when it is not being used.
 - One of the check-in judges to allow him or her to see the number of voters who have been checked in to vote. This number is at the bottom center of the "Find Voters" screen of the electronic pollbook.



If the polling place is very busy, chief judges are allowed to ask challengers and watchers to wait. Chief judges should let challengers and watchers look at the scanning unit or electronic pollbook when the polling place is less busy.

4.4 People and Activities in the Polling Place

Except as described above, a challenger and watcher may not move about the polling place during voting hours. A challenger and watcher who wants to talk with a voter must do so outside the polling place and outside the “No Electioneering Zone.”

In addition, a challenger and watcher cannot attempt to:

- Find out how a voter voted or intends to vote.
- Talk with any voter in the polling room.
- Help any voter with voting.
- Interfere with the election process.
- Keep any voter from talking to an election judge.
- Physically touch an original election document.
- Use a cell phone, laptop, pager, or other electronic device in the polling place.



If challengers and watchers would keep the polling place from opening on time, the chief judges may ask the challengers and watchers to leave. More than half of the election judges at the polling place must agree.



Chief judges may remove any challenger or watcher who does not obey the rules listed above. Chief judges may also remove any challenger or watcher who interferes with the election judge’s work or who does not obey an order from an election judge.

Figure 1 – Challenger & Watcher Certificate

State of Maryland
Challenger & Watcher Certificate

Part I – Instructions and Information

Instructions to Designating Candidate or Entity: You may designate a Maryland registered voter as a challenger and watcher if you are: (a) a candidate; (b) a political party; or (c) any other group of voters supporting or opposing a candidate, principle, or proposition on the ballot. *(To be eligible, the group of voters must form a political committee under section 13-207 of the Election Law Article.)*

Before designating any individuals, please read the State Board of Elections' *Instructions and Information for Challengers, Watchers, and Other Election Observers* (available at www.elections.state.md.us/get_involved/index.html). Please provide the State Board's instructions to any individual you designated as a challenger and watcher.

Instructions to Challenger and Watcher: Please read the State Board of Elections' *Instructions and Information for Challengers, Watchers, and Other Election Observers* (available from your designating candidate or entity or at the website listed above). You must have this certificate when you are acting as a challenger or watcher; you will not be permitted to remain in the voting area without a signed certificate. Give an extra copy of this signed certificate to the election judges when you arrive at an early voting center or polling place.

As a challenger and watcher, you have the right to:

- Enter the voting area at least (but no later than) 30 minutes before voting hours begin;
- Enter or be present in the voting area at any time during voting hours;
- Remain in the voting area until all post-voting tasks have been completed and the election judges leave the voting area;
- Maintain a list of registered voters who have cast a ballot or individuals who have cast provisional ballots;
- Enter and leave the voting area to take outside information that identifies individuals who have cast ballots; and
- Be positioned near the election judges so that you may see and hear each voter as the voter checks in to vote.

You cannot attempt to: (a) determine how a voter voted or intends to vote; (b) talk with any voter in the voting area; (c) assist any voter in voting; (d) physically handle an original election document or equipment; (e) interfere with the election process or impede a voter's access to election judges; or (f) use a cell phone, laptop or other electronic equipment in a voting area.

You may be removed by an election judge if you do not follow an election judges' order or attempt a prohibited act.

Part II – Certificate Designating Challenger and Watcher

I/We certify that _____ has designated _____ a
Name of Designating Candidate or Entity Name of Challenger/Watcher

registered voter, to act as a challenger or watcher for the 20__ Primary Election OR 20__ General Election.
(check only one)

This individual will act in this capacity on election day (complete Part A) and/or during early voting (complete Part B).
(check all that apply)

Part A: I/We designate this individual as a Challenger or Watcher for the following precinct(s) on election day:

District/Precinct or Ward/Precinct	Name of County or Baltimore City

Part B: I/We designate this individual as a Challenger or Watcher on the following days and at the following early voting locations:

Early Voting Dates	Name of Early Voting Center	Name of County or Baltimore City

Signature of Designating Candidate or Officer of Designating Entity

Office sought by Candidate

Date

SBE 10-312 Rev. 9/2011



The right of a person to vote may **ONLY** be challenged on the grounds of **identity**. The challenge must be made before the person is given a voter authority card, a ballot, or a ballot activation card.

4.4 Voter Identity Challenges



This is a chief judge function only. A chief judge must follow all procedures for challenging a voter's identity.

The right of a person to vote may **ONLY** be challenged on the grounds of identity. The challenge must be made **before** the person is given a voter authority card, a ballot or a ballot activation card.

Anyone, whether official or not, is allowed to enter the polling room for the sole purpose of challenging the identity of other people trying to vote. An unofficial challenger must follow the same rules as an official challenger,

4.6 People and Activities in the Polling Place

but a non-official challenger must leave the polling place as soon as the challenge is made. A majority of election judges may decide to limit the number of challengers in the polling place.

Election judges may also challenge the identity of a person trying to vote. If this happens, a chief judge must follow all the rules for challenging a voter's identity. Election judges are not required to leave the polling place after a challenge.

If a voter's identity is challenged:

1. Ask the voter for an acceptable form of ID.

The following are acceptable forms of ID:

- The person's voter registration card
- The person's social security card
- The person's valid Maryland driver's license or MVA ID Card
- Any ID card issued by the federal, State, or local government
- Any employee ID card that contains their photograph and is issued by the employer
- A copy of a current bill, bank statement, government check, paycheck, or other government document that shows the name and current address

 The person's social security card is an acceptable form of ID for a challenged voter. A social security card is not an acceptable form of ID for a voter whose "status" is "pending" ("Pend1" or "Pend2") in the electronic pollbook.

2. If the voter presents an acceptable form of ID, tell the voter to return to the check-in line to continue the check-in process.

3. If the voter cannot present an acceptable form of ID:

- The challenger and challenged voter must each complete their part of the *Affidavit for Challenger & Challenged Voter* form. The chief judge must watch the challenger and challenged voter sign the affidavit. The chief judge may provide extra information in Part III

of the form. The form can be found in white Chief Judges' Precinct and Information binder.

- Have the voter return to the check-in line to be checked in as a provisional voter. Use provisional reason code #8 "Identity challenged and cannot provide acceptable form of ID").
 - Take the voter to the provisional ballot judge.
 - Tell the provisional ballot judge to attach the *Affidavit* to the outside of the voter's provisional ballot envelope.
4. If election judges believe a challenger or watcher is making challenges that are not supported by actual information about the voter's identity, call the Howard County Board of Elections office for help.
 5. The chief judge should write the details of the challenge in the *Election Day Log*.

4.5 Individuals Dressed or Equipped as Officials

Special rules apply to people who are wearing clothes or equipment that make them appear as they are performing an official government function. No one can wear clothes or equipment that might give such an impression unless they have an official job in the election.

Clothes or equipment that may make someone appear they are performing an official government function include:

- Wearing a public or private law enforcement or security guard uniform.
- Wearing an armband.
- Carrying or displaying a gun or badge.



There are exceptions. Law enforcement officers, military personnel, or security guards who are on duty, traveling to or from duty, or who are performing an official government function may vote while wearing a uniform and/or carrying or displaying a gun or badge.

4.8 People and Activities in the Polling Place

4.6 Polling Place Evaluators

The Maryland State Board of Elections or the Howard County Board of Elections may send people to visit polling places without advance notice. These evaluators will check to see how well the election judges are following the rules. They will check the election judges' general performance.

Evaluators use a *Polling Place Evaluation Form* when visiting polling places. During the visit, evaluators may speak with election judges and inspect reports. Evaluators are not allowed to slow down or interrupt the voting process.

Chapter 7 – Issuing Ballots

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7.1 General Information

This chapter explains the proper way to issue regular paper ballots and ballot activation cards to voters. The Howard County Board of Elections will decide which election judges will be responsible for issuing ballots and ballot activation cards to voters. Those election judges will be trained to follow the procedures in this chapter.



Unused paper ballots and ballot activation cards will be verified and counted during election morning set-up. NO ballots will be verified or counted during the pre-election night meeting.

7.2 Important Changes for the 2020 Presidential Elections

For the 2020 Presidential Elections, there are some important changes to the voting process.

- The voting judges issuing ballots to voters will tell each voter:

“You have two ways to mark your ballot – either by hand or with the electronic device. Which do you prefer?”

7.3 Election Morning Set-up

All tasks are supervised by chief judges.

Arrive at 6:00 a.m.

Make sure you sign the *Payroll Sheet*.

1. Help set up for the election as assigned by the chief judges, including:
 - Pass out supplies
 - Post signs
 - Set up tables



Work together so that your polling place is ready to open by 7:00 a.m.

7.2 Issuing Ballots

2. Set up the individual ballot issue tables so that each voting judge team has the following:
 - Unused ballots in white ballot divider box labeled for that purpose
 - *Ballot Opening & Closing Certificate* - There will be only one certificate per polling place.
 - Ballot magnifiers
 - Pens, paper clips and note pads
 - "I Voted" stickers stationed at scanning unit(s)
 - Privacy Sleeves
 - *Spoiled Ballot Tally Sheet* located in Voting Judges folder
 - *Spoiled Ballot Envelope*

7.4 Prepare Ballots

1. During the pre-election night meeting, check the transfer cart seal number(s) on the *Ballot Opening Certificate*.

Figure 1 - Ballot Opening Certificate – Primary Election

Ballot Opening Certificate							State of Maryland
2018 Gubernatorial Primary Election						Date: <u>6/26/2018</u>	
County: <u>Howard</u>							
Dist/Prct: <u>01-10 HOWARD HIGH SCHOOL-GYM</u>							
Combined District/Precinct(s): <u>02-04, 06-10</u>							
OPENING INSTRUCTIONS							
1. Place ALL tamper tape removed after opening cart(s) on the back of this form.							
2. Place ALL removed ballot transfer bin seals in green zipper bag.							
3. INITIAL in last column to show confirmation that all tamper tape and seals were intact before their removal from equipment and that all seals, ballot style(s), UNVOTED ballots and ballot activation card counts have been verified.							
4. COMPLETE ALL GREY AREAS AS NEEDED.							
Ballot Transfer Bin #	REMOVED Front Ballot Transfer Bin Seal #	REMOVED Rear Ballot Transfer Bin Seal #	Ballot Styles		Quantity of Each UNVOTED Ballot Style at Opening	Added Ballots After Opening	Chief Judge Initials
	Verify	Verify	Verify	Verify	Verify	Record	REP/DEM
1	11111111	11111111	Activation Card	BAC	50		/
			DEM	1	1900		
			DEM	2	1900		
2	22222222	22222222	DEM	3	1900		/
			REP	1	1000		
			REP	2	1000		
3	33333333	33333333	REP	3	1000		/
			NON	1	500		
			NON	2	500		
			NON	3	500		
TOTAL UNVOTED BALLOTS AND ACTIVATION CARDS =					10250		
Before Opening the Polls: Locked and sealed ballot transfer bins were secured on the following transfer carts:							
	Cart #	Seal #	Verify	✓			
	9						
	19						
	86						
To the best of our knowledge, the information on this form is true and correct. Sign when opening is completed.							
Assisting Judges: _____							
Republican Chief Judge			3		Democratic Chief Judge		
Revised 11/1/17							

2. Check the front and back seal numbers for each ballot transfer bin removed from main ballot box(es) of scanning unit(s).
3. Check the ballot style(s) and numbers of ballots for each ballot style inside each ballot transfer bin using the *Ballot Opening Certificate*. Each pack of ballots will contain 50 ballots.
4. Remove and open one package of ballots per ballot style. Do not open more than one package for each ballot style at a time.
5. Make sure the ballot activation cards were received. Each polling place will receive a predetermined number as shown on the *Ballot Opening Certificate*. Counting each ballot activation card is not required.
6. Put the unused ballots inside the white ballot divider box(es) at the designated ballot issuance table(s). Each polling place will receive one white ballot divider box per scanning unit or one per consolidated polling place. Securely station ballot activation cards at the chief judges' table.

Figure 2 - Ballot Opening Certificate – General Election

Ballot Opening Certificate							State of Maryland
County: <u>Howard</u>		Presidential General Election 2020				Date: <u>11/3/2020</u>	
Dist/Prct: <u>01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA</u>							
Combined District/Precinct(s): 01-02							
OPENING INSTRUCTIONS							
1. Place ALL tamper tape removed after opening cart(s) on the back of this form.							
2. Place ALL removed ballot transfer bin seals in green zipper bag.							
3. INITIAL in last column to show confirmation that all tamper tape and seals were intact before their removal from equipment and that all seals, ballot style(s), UNVOTED ballots and ballot activation card counts have been verified.							
4. COMPLETE ALL GREY AREAS AS NEEDED.							
Ballot Transfer Bin/Bag #	REMOVED Front Ballot Transfer Bin/Bag Seal #	REMOVED Rear Ballot Transfer Bin Seal #	Ballot Styles		Quantity of Each UNVOTED Ballot Style at Opening	Added Ballots After Opening	Chief Judge Initials
	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify	<input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Record	REP/DEM
1	1111111	2222222	Activation Card	BAC	50		/
			BS	01	900		
2	3333333	4444444	BS	01	900		/
Bag 1	5555555		BS	02	450		/
TOTAL UNVOTED BALLOTS AND ACTIVATION CARDS =					2300		
Before Opening the Polls: Locked and sealed ballot transfer bins were secured on the following transfer carts:							
Cart #	Seal #	Verify	<input checked="" type="checkbox"/>				
1							
2							
To the best of our knowledge, the information on this form is true and correct. Sign when opening is completed.							
Assisting Judges: _____							
Republican Chief Judge			3	Democratic Chief Judge			Revised 11/1/17

7.4 Issuing Ballots

7.5 During Voting Hours

Voting judges, under the supervision of the chief judges, will rotate between the scanning units (s), ballot issuance table and voting booths.

The voting judges issuing ballots must:

1. Make sure the voter is not a provisional voter.
2. Tell each voter:

“You have 2 ways to mark your ballot – either by hand or with the electronic device. Which do you prefer?”
3. Write your initials on each voter’s voter authority card.
4. Use the voter authority card to issue the correct ballot style.

Figure 2 – “Ballot Style” on a Voter Authority Card

VOTER AUTHORITY CARD
2018 Gubernatorial Training

FARLEY, Sean Joseph
8007 Watermill Ct. Elkridge 21075
DOB: 5/17/1979
ID#: 1500148
Party: DEM
DIST/PREC: 001-003, CONG=2; LEGIS=12; COUNCIL=002
EPB Number: 033472

Ballot Style: 3

Issued: 01/18/2018 14:25:30 Issued By: TEST
Issuing Consolidation: 14001003
Reason: 0

Please sign in the space below.

Voter Signature

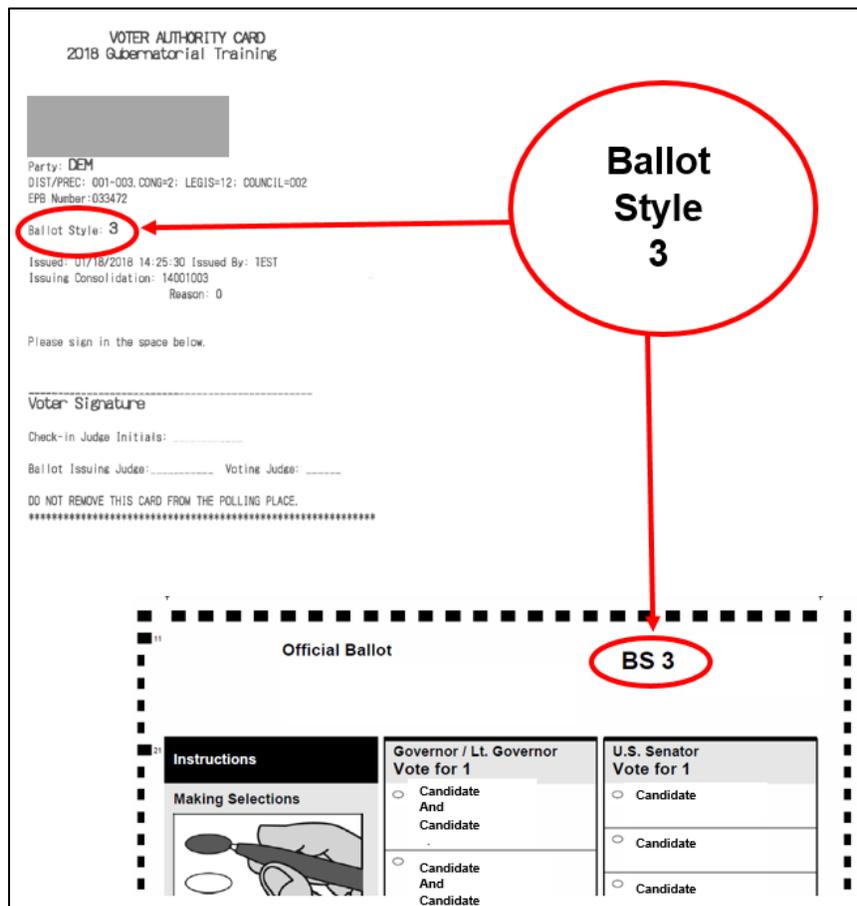
Check-in Judge Initials: _____
Ballot Issuing Judge: _____ Voting Judge: _____

DO NOT REMOVE THIS CARD FROM THE POLLING PLACE.

5. Give a regular paper ballot to the voter. Notify a chief judge if a voter wants to vote using the ballot marking device.

- When you give a regular paper ballot to a voter, show the voter:
 - The ballot style printed on the voter authority card.
 - The ballot style printed on the regular paper ballot to make sure it is the correct ballot style.
 - Both sides of the ballot and all pages of the ballot, if needed.

Figure 3 - Confirming a Voter's Ballot Style



6. Send voters to the voting area.
7. Keep the ballots secure at all times.

7.6 Issuing Ballots

7.5.1 Replacement Ballots for Spoiled Ballots

A voter may ask for a replacement paper ballot or ballot activation card when:

- A voter wants to make changes to the ballot after the paper ballot has been marked or after a ballot activation card has been printed.



If a voter has already spoiled two ballots, a voting judge must offer to help the voter fill out the third replacement ballot.

- A paper ballot or ballot activation card gets damaged and would not be accepted by the scanning unit.
- A ballot marking device stops working or a ballot activation card does not work.



A voter's ballot activation card may be used again on a ballot marking device that has timed out if it has no ballot selections.

Voters may ask for help to vote a ballot. The voter can choose a helper or ask an election judge to help. If the voter needs an election judge to help, two judges from different political parties must help the voter together. Whoever helps the voter must fill out a *Voter Assistance Form*.

7.5.2 Replacing Ballots and Ballot Activation Cards

When a voter asks for a replacement paper ballot or ballot activation card, a voting judge will:

1. Ask for the voter's voter authority card.
2. Tell the voter to wait at the voting booth or another area in the polling place.
3. Give the voter a black marker and tell the voter to spoil the ballot as follows:
 - For a regular paper ballot: Tell the voter to fill in **all of the ovals** for each contest. (This is called "overvoting" all contests). Tell the voter to write "spoiled" on the ballot.

- For a ballot activation card: Tell the voter to use the marking pen to **cover up all selections and printed barcodes**. You can help the voter with this if the voter asks for help.



Printed ballot activation cards will only show the voter's selections. So, all selections and barcodes must be covered to protect the voter's privacy.



A voter can only be given **two** replacement ballots. If a voter has already spoiled two ballots, a voting judge must offer to help the voter. You must also tell a chief judge. **Encourage the voter to use the ballot marking device.**

4. Draw a line through the first ballot judge's initials on the voter authority card and re-initial the voter authority card.
5. Take the spoiled paper ballot or spoiled ballot activation card from the voter.
6. Make sure that the voter has written "spoiled" across the face of the spoiled paper ballot or spoiled ballot activation card. Make sure that the voter's original selections are not visible.
7. Give the replacement paper ballot or ballot activation card and the voter authority card to the voter.
8. If a voter is using a ballot marking device, a chief judge should check the voter's voter authority card to select the correct ballot style. Touch the correct ballot style number on the touch screen display.



For voters using a ballot marking device in combined precincts, a chief judge should check the voter's voter authority card to choose the correct District/Precinct and ballot style for that voter. Touch the correct District/Precinct and ballot style number on the touch screen display.

9. Use the *Spoiled Ballot Tally Sheet* to keep track of spoiled ballot activation cards and regular ballots.

7.8 Issuing Ballots

- Tally the number of spoiled ballot activation cards in the first row.
- Tally the number of spoiled ballots for each ballot style in second column.
- Count the tally marks when the polls close.
- Write the total number of spoiled ballots and ballot activation cards in the bottom section of the *Spoiled Ballot Tally Sheet*.

Figure 4 - Spoiled Ballot Tally Sheet

Spoiled Ballot Tally Sheet		State of Maryland	
2018 Gubernatorial Primary Election		Date: <u>6/26/2018</u>	
County: <u>Howard</u>			
Dist./Prct: <u>01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA</u>			
<p>1. Use tally marks to keep track of the number of spoiled ballot activation cards (BACs) and spoiled ballots throughout the day. Ex. <u> </u> = 4 <u> </u> <u> </u> <u> </u> = 12</p> <p>2. After the polls close, complete the totals and initial columns.</p> <p>3. Complete ALL grey areas as needed.</p>			
Ballot Style	BAC	Tally Marks for Spoiled Ballots and BACs	Total Number of Spoiled Ballots and BACs
Activation Card	BAC		
DEM	1		
DEM	2		
REP	1		
REP	2		
NON	1		
NON	2		
			Totals at Closing
Total Spoiled Ballot Activation Cards (BACs) Total (A)			
Total Spoiled Ballots		Total (B)	
Grand Total (A+B)			
Give completed form to the Chief Judges:			
<div style="border: 1px solid black; width: 150px; height: 15px; margin: 0 auto;"></div> Republican Chief Judge		<div style="border: 1px solid black; width: 150px; height: 15px; margin: 0 auto;"></div> Democratic Chief Judge	
Spoiled Ballot Tally Sheet 1		Revised 1/1/17	

- Put the spoiled ballot or spoiled ballot activation card into the “Spoiled Ballot Envelope.”

7.5.3 Replacing Damaged or Torn Ballots and Ballot Activation Cards

When a paper ballot or ballot activation card is damaged prior to being issued to a voter to the extent that a scanning unit will not accept it, follow these steps:

1. Write “spoiled” across the face of the spoiled ballot or ballot activation card.
2. Overvote each contest.
3. Put the spoiled ballot or ballot activation card in the “Spoiled Ballot Envelope.”

7.6 Closing the Polls

1. Complete the *Spoiled Bally Tally Sheet*.
2. Count the number of remaining ballot packs and any loose ballots for each ballot style. Record the counts at closing on the *Ballot Closing Certificate*.
3. Record the total number of spoiled ballot activation cards and spoiled regular ballots for each ballot style.
4. Put all unused ballots in the white ballot divider box(es). Put the box(es) in the bottom of the scanning unit and then lock the main ballot compartment on the scanning unit. Any remaining ballot divider boxes can be broken down and packed in a transfer cart.

7.10 Issuing Ballots

Figure 6 – Ballot Closing Certificate

Ballot Closing Certificate		State of Maryland	
2018 Gubernatorial Primary Election		Date: <u>6/26/2018</u>	
County: <u>Howard</u>			
Dist./Prec: <u>01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA</u>			
Combined District/Precinct(s): 01-02			
INSTRUCTIONS AFTER POLLS CLOSE:			
1. Count and record the number of unvoted and spoiled ballots for each ballot style and Ballot Activation Cards (BACs).			
2. Record the column totals for unvoted and spoiled ballots.			
3. COMPLETE ALL GREY AREAS AS NEEDED FOR EACH TABLE.			
Ballot Styles		Number of Unvoted Paper Ballots and BACs Record	Number of Spoiled Paper Ballots and BACs Record
Activation Card	BAC		
DEM	1		
DEM	2		
REP	1		
REP	2		
NON	1		
NON	2		
COLUMN TOTALS:		=	=
After Poll Closing:		All unvoted ballots and ballot activation cards were accounted for and packed in white unused ballot container. White ballot container(s) has been stored in main ballot compartment of scanning unit(s). Transfer cart(s) are locked and sealed as indicated below:	
Cart #	Record Cart Seal #	Cart Locked ✓	Judge Initials
1		YES	/
2		YES	/
To the best of our knowledge, the information on this form is true and correct. Sign when closing is completed.			
Assisting Judges: _____			
_____	8	_____	Revised 11/13/17
Republican Chief Judge		Democratic Chief Judge	

5. Pack *Spoiled Ballot Envelope* and ballot stubs with voted ballots in a blue ballot transfer bin(s) for delivery to the Howard County Board of Elections' warehouse.
6. Pack all other voting judge supplies.
7. Record tamper tape numbers used to seal the transfer cart(s) containing unused ballots and packed voting equipment on *Ballot Closing Certificate*.
8. Assist in closing the polls according to the chief judges' instructions.

Chapter 8 – Voting Judges

8.1 Pre-Election Night Set-up	8.2
8.2 Voting Judge Supplies.....	8.3
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8.4 During Voting Hours	8.4
8.4.1 <i>At the voting booths:</i>	8.4
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8.4.3 <i>At the scanning unit:</i>	8.6
8.5 Closing the Polls	8.8

8.1 Pre-Election Night Set-up

All judges assigned to a polling place are required to attend the pre-election night meeting.

1. Assist in setting up for the election as assigned by the chief judges, including:
 - Distributing supplies
 - Posting signs
 - Setting up tables
2. Set up voting judges' ballot issuance table(s) and chairs as shown on the polling place schematic.
3. Check the tamper tape number located on the *Ballot Opening Certificate* on each cart. Chief judges will unlock the polling place transfer cart using the key on the blue lanyard received in the *Last Minute Information* folder.
4. Remove and set up voting booths as demonstrated in training. Use the polling place schematic for guidance on the location of the voting booths. DO NOT DEVIATE from the polling place schematic when placing the equipment without your rover's approval.
5. Set up ADA table(s) and voting booth(s) with ADA legs in designated area shown on the polling place schematic.
6. Remove the ballot marking device inside its case from the shelf in the polling place transfer cart. Set up the ballot marking device on the ADA table as demonstrated during training. Attach the power cord to the back of the ballot marking device and connect it to a power source for charging purposes only. DO NOT TURN THE BALLOT MARKING DEVICE ON. Go to to *Chapter 12 – Ballot Marking Device*.
7. Install the ramps to the bottom of the cart(s) with two voting judges as demonstrated during training. Wheel the scanning unit(s) off the transfer cart(s).
8. Wheel the scanning unit(s) to designated location shown on the polling place schematic. Unlock the back panel on the scanning unit using the flat chrome key on the blue lanyard. Connect the electrical

8.2 Voting Judges

cord with small surge protector (already attached) to a power source for overnight charging purposes only. DO NOT TURN ON THE SCANNING UNIT. Go to *Chapter 11 – Scanning Units*.

8.2 Voting Judge Supplies

Provide the following supplies on the voting judges' ballot issuance table(s):

- Pens and paper clips
- White ballot divider box(es) for storing unused ballots
- Voting judges folder containing *Spoiled Ballot Tally Sheet*
- Ballot magnifiers
- Spoiled ballot envelope and markers for spoiling ballots and ballot activation cards
- *Ballot Opening Certificate*
- Privacy sleeves (station out on ballot issuance tables pre-election morning)
- Ballot marking pens stationed at voting booths
- “I Voted” stickers stationed at scanning unit(s)

8.3 Election Morning Set-up

All tasks are supervised by chief judges.

Arrive at 6:00 a.m.

Make sure you sign the *Payroll Sheet*.

1. Assist the chief judges with opening procedures on scanning unit(s) and ballot marking device. Go to *Chapter 11 – Scanning Unit and Chapter 12 – Ballot Marking Device*.
2. Attach the orange Used Voter Authority Card (VAC) bag to the most appropriate side of the scanning unit to facilitate voting and

collecting the voter authority cards as demonstrated during training. The Used Voter Authority Card bag is located inside the main ballot compartment of the scanning unit(s).

3. Remove the privacy sleeves from the main ballot compartment of the ballot scanner(s) and put them at the ballot issuance table(s).
4. Remove the ballot transfer bin(s) from the main ballot compartment of the scanning unit(s) to distribute ballots to the ballot issuance table(s). Go to *Chapter 11 – Scanning Unit* for detailed information.
5. Return the ballot transfer bin(s) to their respective scanning unit(s) once they have been emptied. Put the ballot transfer bins inside the scanning unit(s) as instructed in *Chapter 11 – Scanning Unit*.
6. Go to *Chapter 7 – Issuing Ballots* for unused ballot preparation and accounting using *Ballot Opening Certificate*.
7. Securely station ballot activation cards at chief judges' table.
8. Check that all the supplies listed on page 8.3 have been stationed out for use during day.



Work together so that your polling place is ready to open by 7:00 am.

8.4 During Voting Hours

Tell the chief judge right away about any problems.

Voting judges, under the supervision of the chief judges, will rotate between the scanning unit(s), ballot issuance table(s), and the voting booths.

8.4.1 At the voting booths:

- Make sure the voter has a manila privacy sleeve and not an orange privacy sleeve. A manila privacy sleeve shows the voter is not a provisional voter.
- Direct the voter to a voting booth to mark the ballot.

8.4 Voting Judges

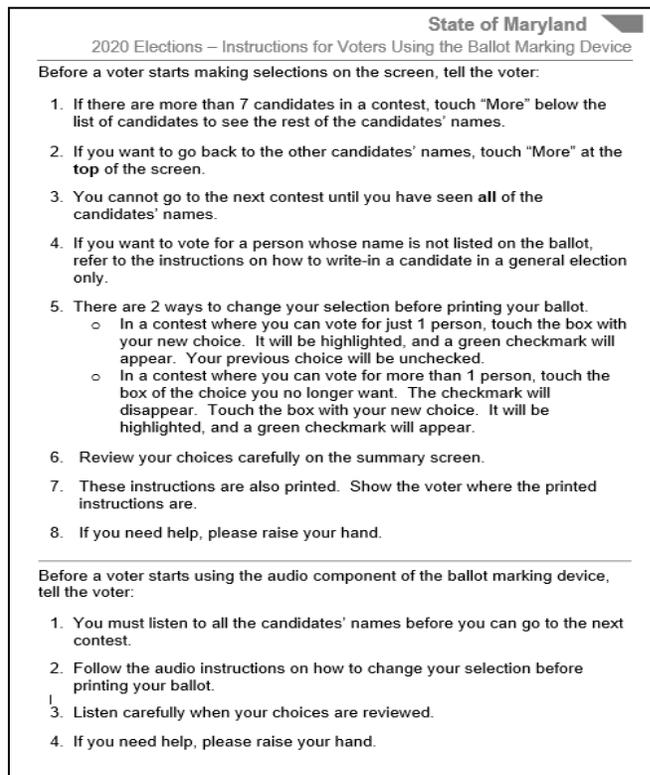
- Answer voters' questions. Help voters in any way that is allowed if they ask.
- Tell the voter how to mark his or her selections on a regular paper ballot, if the voter asks.
- Protect the voter's privacy and the secrecy of the ballot:
 - **Do not** look at or ask to see the voter's marked ballot.
 - Stand to the side of the voting booth when helping a voter.
- Direct a voter to the scanning unit to cast the ballot.
- Make sure that tamper tapes and seals are present and intact.
- Clean up any campaign materials, trash, graffiti, or other items left by voters anywhere in the voting area.

8.4.2 At the ballot marking device:

Some of the below items are the responsibility of a chief judge.

- When a ballot marking device is not being used, make sure it is charging.
- Offer to read the *2020 Elections - Instructions for Voters Using the Ballot Marking Device* to voters using the ballot marking device. **This is a chief judge responsibility.**

Figure 1 - Instructions for Voters Using the Ballot Marking Device



- Tell voters how to use the ballot marking device to mark their ballot. **This is a chief judge responsibility.**
- Protect voter's privacy and the secrecy of the ballot. **Do not** look at or ask to see the screen on the ballot marking device when a voter is voting. **This is a chief judge responsibility.**
- Direct or escort voters to the scanning unit to cast their ballots. **This is a chief judge responsibility.**
- Make sure that tamper tapes and seals are present and intact.
- Clean up any campaign materials, trash, graffiti, or other items left by voters anywhere in the voting area.
- Keep the touchscreen of the ballot marking device clean. Use the cloth provided to wipe the screen every so often.

8.4.3 At the scanning unit:

- Ask the voter for the voter authority card.
- Make sure the voter is not a provisional voter. A provisional voter authority card will say "PROVISIONAL BALLOT" at the top. It will also

8.6 Voting Judges

say “DO NOT ISSUE REGULAR BALLOT” above the ballot style. If the voter is a provisional voter, **DO NOT** allow the voter to approach the scanning unit. Tell the chief judge right away.

Figure 2 - Provisional Voter Authority Card

VOTER AUTHORITY CARD
Presidential General Training 2016

PROVISIONAL BALLOT
Reason Code: 9

SMITH, JOHN
417 E Baltimore St. Baltimore 21202
DOB: 10/14/1980
ID#: 3806f23b-0ff9-4a8e-80ef-b83cf15e40e6
Registered Party: Democrat
Assigned Dist/Prec: 004-001.CONG=07: LEGIS=46: COUNCIL=011

EPB Number: 054955

Ballot Issued Dist/Prec: 001-001.CONG=07: LEGIS=44B: COUNCIL=001

DO NOT ISSUE REGULAR BALLOT
Provisional Ballot Style: 2

Issued: 08/31/2016 14:48:16 Issued By: JUDGE NAME
Issuing Consolidation: 04EV01

Please sign in the space below.

Voter Signature _____

Check-in Judge Initials: _____

Provisional Judge Initials: _____

- Tell the voter to hold onto the privacy sleeve until the ballot is put into the scanning unit.
- Tell the voter that the privacy sleeve may be used as a “shield” while putting the ballot into the scanning unit.
- Tell voters how to insert and cast their ballot into the scanning unit. You can say: “Put your ballot into the scanning unit and wait for the ‘Thank you for voting’ message to appear. If you have any trouble, raise your hand, and I will be here to help.”
- Protect the voter’s privacy and the secrecy of the ballot:
 - **Do not** look at or ask to see the voter’s marked ballot.
 - **Do not** touch a voter’s ballot unless the voter asks for help.
 - **Stand away from the scanning unit.** Only come close to the voter if the voter asks for help.



Never leave the scanning unit unattended. A voting judge assigned to the scanning unit must stay next to the scanning unit until:

- **The voting judge is relieved by a chief judge; or**
- **A chief judge replaces the voting judge with another voting judge.**

- Manage spoiled ballots. Go to *Chapter 7 – Issuing Ballots* for procedures on how to spoil ballots, what to do with the voter authority card, and how to account spoiled ballots.
- Bundle in groups of 25 the voter authority cards with a paper clip throughout the day. Give the chief judges the number of voter authority cards and Public Count on the scanning unit(s) at 11:00 a.m., 4:00 p.m. and closing for each scanning unit.

8.5 Closing the Polls

- Compare the total number of voter authority cards to the public count on the scanning unit. Tell the chief judge right away if the totals do not match.
- Count the number of voter authority cards. Tell the final number to the chief judges for the *Closing Summary Report*.
- Secure the counted and bundled voter authority cards inside the orange Used VAC bag with the provided seal. The Used VAC bag will be delivered to Howard County Board of Elections' warehouse on election night.

8.8 Voting Judges

- Assist the chief judges as instructed to end the election on scanning unit(s).
- Post the completed *Voter Turnout Report*, second *Zero Report* from the morning and the second *Results Report* from ending the election on scanning unit(s). Post **ALL** reports together inside the polling place for public viewing.
- Assist with completing the *Ballot Closing Certificate*.
- Remove the ballot transfer bin(s) that contain the **VOTED** ballots from scanning unit(s).
- After **UNUSED** ballots and ballot activation cards have been counted, deposit in ballot divider box, close container and place inside main ballot compartment of scanning unit(s). **DO NOT DO THIS THIS UNTIL THE BALLOT TRANSFER BIN(S) THAT CONTAIN THE VOTED BALLOTS HAS BEEN REMOVED FROM COMPARTMENT.**
- Put the spoiled ballot envelope and ballot stubs in the transfer bin(s) that contains the **VOTED** ballots. Secure the transfer bin with the provided seals for return to the Howard County Board of Elections' warehouse.
- Pack the scanning unit(s) and ballot marking device(s) securely as originally found in the polling place transfer cart(s).
- Pack all voting booths, including ADA table(s), in the blue boxes as originally found in the polling place transfer cart(s).
- Look at the picture posted inside the transfer cart(s) to pack the voting equipment/supplies, grey tote(s) and blue transfer case(s).
- Help pack the voting equipment.
- Pack up any other supplies.
- Do anything else the chief judges ask of you to help with closing the polls.
- Make sure you signed the *Payroll Sheet*.

Chapter 11 – Scanning Unit

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11.1 Overview

Each precinct will receive at least one scanning unit. Large precincts may receive more than one scanning unit. Challengers and watchers may observe the opening procedures.



At least one voting judge must be stationed at the scanning unit at all times. Voting judges may rotate positions during the day under the supervision of the chief judge.

11.2 Required Supplies

The following are required supplies needed to set up and open the voting equipment:

- Polling place schematic
- Scanning unit key on blue lanyard for pre-election night meeting
- Last Minute Information envelope containing keys on blue lanyard
- *Scanning Unit Opening Integrity Report*
- Green and yellow zipper bags for pre-election morning opening activities
- Red keys on red lanyard(s) to unlock padlocks on the outside of the scanning unit(s) during pre-election morning opening activities
- Scanning unit silver key on red lanyard(s) to unlock doors and lid during pre-election morning activities
- *Ballot Opening Certificate* for pre-election morning activities
- Passcode for pre-election morning voting equipment opening procedures
- Orange Voter Authority Card bag for pre-election morning activities
- Colored tote from blue transfer bag(s) for voter privacy sleeve collection at scanning unit(s)
- Ballot marking pens located in green zipper bag

11.2 Scanning Unit

11.3 Scanning Unit Setup – Pre-Election Night Meeting

1. Remove the scanning unit from the transfer cart. To prevent personal injury or equipment damage, this should be done by at least two election judges.
2. Install the ramps on the transfer cart(s) as demonstrated in training.
3. Roll the scanning unit to the location designated on the polling place schematic provided by the Howard County Board of Elections.

Figure 1 - Picture of How to Roll the Scanning Unit



4. Engage both parking brakes of the scanning unit by gently stepping on the metal tabs, snapping them into place.

Caution: The metal tabs are sharp.

Figure 2 - Picture of How to Engage the Brakes on the Scanning Unit



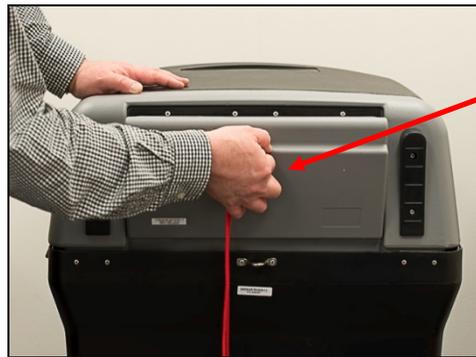
5. Make sure the shipping tag on the back of the scanning unit shows the correct polling place. If the polling place is wrong, tell the chief judges right away to contact the Howard County Board of Elections.

Figure 3 - Picture of the Shipping Tag on the Scanning Unit



6. Use the flat silver key on blue lanyard to unlock the back door of the scanning unit, unwrap the power cord (with the gray surge protector attached) and plug the cord into an electrical outlet. **Leave the power cord compartment door open.**

Figure 4 - Picture of Unlocking the Scanning Unit



Flat silver key on blue lanyard will be used to open back door during pre-election night meeting.



Keep the back door of the scanning unit open when it is plugged into an electrical outlet. Failure to do so may result in the unit overheating.

7. Make sure that both the red and green lights on the surge protector are lit.

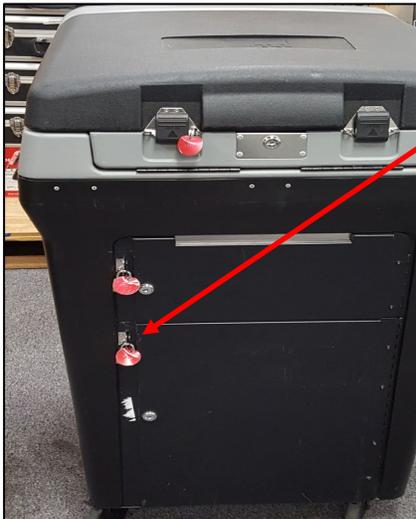
Figure 5 - Picture of Red and Green Lights on the Surge Protector



11.4 Opening the Polls – Pre-Election Morning

1. Check the security seal number on the main ballot box with column A on the *Scanning Unit Opening Integrity Report*.

Figure 6 - Security Seal and Scanning Unit Opening Integrity Report



A

Scanning Unit Opening Integrity Report							State of Maryland	
County: <u>Howard</u>							Date: <u>6/26/201</u>	
Dist./Prec: <u>01-01 ELKRIDGE LANDING MIDDLE SCH CAFETERIA</u>								
Combined District/Precinct(s): <u>01-02</u>								
1. Reattach ALL locks to their original location after opening and closing. 2. Attach the Zero Report and Configuration Report from each Scanning Unit to this report. 3. Post second Zero Report from each Scanning Unit for public viewing. 4. Complete ALL grey areas.							Remember: If any tamper tape or seal is removed from the scanning unit during voting hours, attach the removed tamper tape or seal to the Tamper Tape/Security Seal Removal Report and explain why the tamper tape or seal was removed.	
	A.	B.	C.	D.	E.	F.		
	Main Ballot Box Lock #	Reattached Main Ballot Box Lock #	Emergency Ballot Compartment Lock #	Reattached Emergency Ballot Compartment Lock #	Left Case Seal # (DO NOT REMOVE)	Right Case Seal # (DO NOT REMOVE)		
Scanning Unit #	Verify	Verify	Verify	Verify	Verify	Verify		
1	5589	5589	2269	2269	1001965	1001973		
	G.	H.	I.	J.	K.	L.		
	Scanning Unit Lid Lock #	Scanning Unit Serial #	Rear Access Door Tamper Tape # (DO NOT REMOVE)	Front Access Door Tamper Tape # (DO NOT REMOVE)	Public Count	Protected Count		
Scanning Unit #	Verify	Verify	Verify	Verify	Verify	Verify		
1	2161	DS0315330483	14-51397		0	0		
To the best of our knowledge, the information on this report is true and accurate.								
Assisting Judges: _____								
_____			1			_____		
Responsible Chief Judge						Democratic Chief Judge		

2. Using the red key on red lanyard, unlock the padlock on the main ballot box.
3. Unlock and open the main ballot box door using the flat silver scanning unit key.

Figure 7 - Unlocked and Opened Main Ballot Box



4. Use the strap handle to pull the ballot transfer bin out of the main ballot box.

Figure 8 - Strap Handle of the Ballot Transfer Bin



5. Look inside the main ballot box to check that it is empty. If there are any ballots inside the main ballot box, tell a chief judge right away.

Figure 9 - Empty Main Ballot Box



6. Remove the transfer bin by extending the roller handle. Lift the handle to shift the weight of the ballot transfer bin to the rear wheels. Roll the ballot transfer bin to the ballot issuance table where the front and back seals must be verified on the *Ballot Opening Certificate*. Remove/cut seals once verified and place in green zipper bag. In addition, ballots will be removed, verified, and counted using the *Ballot Opening Certificate*. Place verified and counted ballots in white ballot divider boxes labeled

11.6 Scanning Unit

for that purpose. Return the empty ballot transfer bin to the scanning unit area.

Figure 10 - Roller Handle of the Ballot Transfer Bin



7. Place the empty ballot transfer bin back inside the main ballot box. Check that both lids of the ballot transfer bin are open and resting on the sides inside the main ballot box and the strap handle is facing out.

Figure 11 - Empty Ballot Transfer Bin in Main Ballot Box of the Scanning Unit



- Close and lock the main ballot box door. Reattach lock to door. Verify the seal number on metal tag of padlock in column B of the *Scanning Unit Opening Integrity Report*.

Figure 12 - Locked Main Ballot Box & Scanning Unit Opening Integrity Report



B

Scanning Unit Opening Integrity Report							State of Maryland	
County: <u>Howard</u>							Date: <u>6/26/2018</u>	
Dist./Prct: <u>01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA</u>								
Combined District/Precinct(s): <u>01-02</u>								
1. Reattach ALL locks to their original location after opening and closing. 2. Attach the Zero Report and Configuration Report from each Scanning Unit to this report. 3. Post second Zero Report from each Scanning Unit for public viewing. 4. Complete ALL grey areas.							<small>Remember: If any tamper tape or seal is removed from the scanning unit during voting hours, attach the removed tamper tape or seal to the Tamper Tape/Security Seal Removal Report and explain why the tamper tape or seal was removed.</small>	
	A.	B.	C.	D.	E.	F.		
Scanning Unit #	Main Ballot Box Lock #	Reattached Main Ballot Box Lock #	Emergency Ballot Compartment Lock #	Reattached Emergency Ballot Compartment Lock #	Left Case Seal # (DO NOT REMOVE)	Right Case Seal # (DO NOT REMOVE)		
1	5589	5589	2269	2269	1001965	1001973		
	G.	H.	I.	J.	K.	L.		
Scanning Unit #	Scanning Unit Lid Lock #	Scanning Unit Serial #	Rear Access Door Tamper Tape # (DO NOT REMOVE)	Front Access Door Tamper Tape # (DO NOT REMOVE)	Public Count	Protected Count		
1	2161	D50315330483	14-51397		0	0		

To the best of our knowledge, the information on this report is true and accurate.

Assisting Judges: _____

Republican Chief Judge _____ 1 Democratic Chief Judge _____ Revised 11/13/17

- Check the red padlock seal number on the emergency ballot compartment door with column C on the *Scanning Unit Opening Integrity Report*. Remove the lock.

Figure 13 - Security Seal on Emergency Ballot Compartment Door & Scanning Unit Opening Integrity Report



C

Emergency Ballot Compartment

Scanning Unit Opening Integrity Report							State of Maryland	
County: <u>Howard</u>							Date: <u>6/26/2018</u>	
Dist./Prct: <u>01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA</u>								
Combined District/Precinct(s): <u>01-02</u>								
1. Reattach ALL locks to their original location after opening and closing. 2. Attach the Zero Report and Configuration Report from each Scanning Unit to this report. 3. Post second Zero Report from each Scanning Unit for public viewing. 4. Complete ALL grey areas.							<small>Remember: If any tamper tape or seal is removed from the scanning unit during voting hours, attach the removed tamper tape or seal to the Tamper Tape/Security Seal Removal Report and explain why the tamper tape or seal was removed.</small>	
	A.	B.	C.	D.	E.	F.		
Scanning Unit #	Main Ballot Box Lock #	Reattached Main Ballot Box Lock #	Emergency Ballot Compartment Lock #	Reattached Emergency Ballot Compartment Lock #	Left Case Seal # (DO NOT REMOVE)	Right Case Seal # (DO NOT REMOVE)		
1	5589	5589	2269	2269	1001965	1001973		
	G.	H.	I.	J.	K.	L.		
Scanning Unit #	Scanning Unit Lid Lock #	Scanning Unit Serial #	Rear Access Door Tamper Tape # (DO NOT REMOVE)	Front Access Door Tamper Tape # (DO NOT REMOVE)	Public Count	Protected Count		
1	2161	D50315330483	14-51397		0	0		

To the best of our knowledge, the information on this report is true and accurate.

Assisting Judges: _____

Republican Chief Judge _____ 1 Democratic Chief Judge _____ Revised 11/13

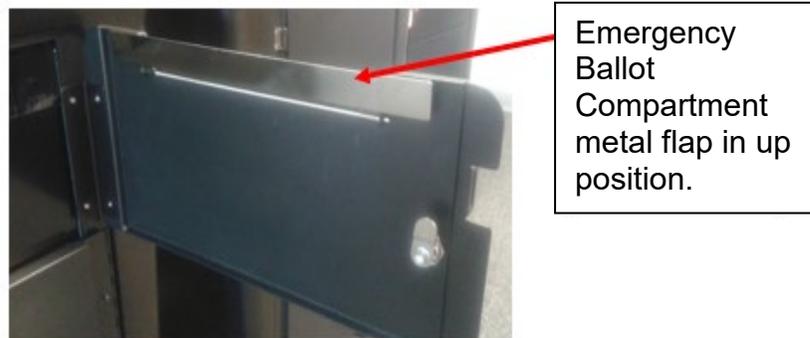
10. Unlock and open the emergency ballot compartment door using the flat silver scanning unit key. Make sure the compartment is empty.
CAUTION: Beware of sharp edges. Tell a chief judge right away if any ballots are found inside the emergency ballot compartment.

Figure 14 - Opened Emergency Ballot Compartment Door



11. Make sure that the metal flap on the emergency ballot compartment door is raised.

Figure 15 - Raised Metal Flap on the Emergency Ballot Compartment Door



12. Close, lock and reattach padlock to the emergency ballot compartment door.

13. Verify the reattached lock number in column D of the *Scanning Unit Opening Integrity Report*.

Figure 16 - New Security Seal on Emergency Ballot Compartment & Scanning Unit Opening Integrity Report



D

Scanning Unit Opening Integrity Report								State of Maryland		
County: <u>Howard</u>								Date: <u>6/26/2018</u>		
Dist/Prct: <u>01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA</u>										
Combined District/Predinct(s): <u>01-02</u>										
<ol style="list-style-type: none"> 1. Reattach ALL locks to their original location after opening and closing. 2. Attach the Zero Report and Configuration Report from each Scanning Unit to this report. 3. Post second Zero Report from each Scanning Unit for public viewing. 4. Complete ALL grey areas. 								<small>Remember: If any Tamper Tape or seal is removed from the scanning unit during voting hours, attach the removed Tamper Tape or seal to the Tamper Tape Security Seal Removal Report and explain why the Tamper Tape or seal was removed.</small>		
	A.	B.	C.	D.	E.	F.				
	Main Ballot Box Lock #	Reattached Main Ballot Box Lock #	Emergency Ballot Compartment Lock #	Reattached Emergency Ballot Compartment Lock #	Left Case Seal # (DO NOT REMOVE)	Right Case Seal # (DO NOT REMOVE)				
Scanning Unit #	Verify	✓	Verify	✓	Verify	✓	Verify	✓	Verify	✓
1	5589	5589	2269	2269	1001965	1001973				
	G.	H.	I.	J.	K.	L.				
	Scanning Unit Lid Lock #	Scanning Unit Serial #	Rear Access Door Tamper Tape # (DO NOT REMOVE)	Front Access Door Tamper Tape # (DO NOT REMOVE)	Public Count	Protected Count				
Scanning Unit #	Verify	✓	Verify	✓	Verify	✓	Verify	✓	Verify	✓
1	2161	D50315330483	14-51397		0	0				

To the best of our knowledge, the information on this report is true and accurate.

Assisting Judges: _____

14. Check the left and right-side case seals with columns E and F on the *Scanning Unit Opening Integrity Report*. **DO NOT** remove the seals.

Figure 17 - Left & Right Seals on the Scanning Unit & Scanning Unit Opening Integrity Report



F

&

E

Scanning Unit Opening Integrity Report								State of Maryland		
County: <u>Howard</u>								Date: <u>6/26/2018</u>		
Dist/Prct: <u>01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA</u>										
Combined District/Predinct(s): <u>01-02</u>										
<ol style="list-style-type: none"> 1. Reattach ALL locks to their original location after opening and closing. 2. Attach the Zero Report and Configuration Report from each Scanning Unit to this report. 3. Post second Zero Report from each Scanning Unit for public viewing. 4. Complete ALL grey areas. 								<small>Remember: If any Tamper Tape or seal is removed from the scanning unit during voting hours, attach the removed Tamper Tape or seal to the Tamper Tape Security Seal Removal Report and explain why the Tamper Tape or seal was removed.</small>		
	A.	B.	C.	D.	E.	F.				
	Main Ballot Box Lock #	Reattached Main Ballot Box Lock #	Emergency Ballot Compartment Lock #	Reattached Emergency Ballot Compartment Lock #	Left Case Seal # (DO NOT REMOVE)	Right Case Seal # (DO NOT REMOVE)				
Scanning Unit #	Verify	✓	Verify	✓	Verify	✓	Verify	✓	Verify	✓
1	5589	5589	2269	2269	1001965	1001973				
	G.	H.	I.	J.	K.	L.				
	Scanning Unit Lid Lock #	Scanning Unit Serial #	Rear Access Door Tamper Tape # (DO NOT REMOVE)	Front Access Door Tamper Tape # (DO NOT REMOVE)	Public Count	Protected Count				
Scanning Unit #	Verify	✓	Verify	✓	Verify	✓	Verify	✓	Verify	✓
1	2161	D50315330483	14-51397		0	0				

To the best of our knowledge, the information on this report is true and accurate.

Assisting Judges: _____

Republican Chief Judge _____ 1 _____ Democratic Chief Judge _____

Revised 11/13/11

Right Case Seal on opposite side is not shown here (column F).

- Check the lock number on the scanning unit lid with column G on the *Scanning Unit Opening Integrity Report*.

Figure 18 - Scanning Unit Lid Seal & Scanning Unit Opening Integrity Report



Scanning Unit Opening Integrity Report										State of Maryland	
County: <u>Howard</u>										Date: <u>6/26/2018</u>	
Dist./Prec: <u>01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA</u>											
Combined District/Precinct(s): <u>01-02</u>											
<ol style="list-style-type: none"> Reattach ALL locks to their original location after opening and closing. Attach the Zero Report and Configuration Report from each Scanning Unit to this report. Post second Zero Report from each Scanning Unit for public viewing. Complete ALL grey areas. 										<small>Remember: If any tamper tape or seal is removed from the scanning unit during voting hours, attach the removed tamper tape or seal to this Tamper Tape/Security Seal Removal Report and explain why the tamper tape or seal was removed.</small>	
	A.	B.	C.	D.	E.	F.					
	Main Ballot Box Lock #	Reattached Main Ballot Box Lock #	Emergency Ballot Compartment Lock #	Reattached Emergency Ballot Compartment Lock #	Left Case Seal # (DO NOT REMOVE)	Right Case Seal # (DO NOT REMOVE)					
Scanning Unit #	Verify	Verify	Verify	Verify	Verify	Verify					
1	5589	5589	2269	2269	1001965	1001973					
	G.	H.	I.	J.	K.	L.					
	Scanning Unit Lid Lock #	Scanning Unit Serial #	Rear Access Door Tamper Tape # (DO NOT REMOVE)	Front Access Door Tamper Tape # (DO NOT REMOVE)	Public Count	Protected Count					
Scanning Unit #	Verify	Verify	Verify	Verify	Verify	Verify					
1	2161	DS0315330483	14-51397		0	0					

To the best of our knowledge, the information on this report is true and accurate.

Assisting Judges: _____

Republican Chief Judge _____ 1 Democratic Chief Judge _____

Revised 11/13/17

- Using the red key on red lanyard remove the lock. Use the flat silver scanning unit key to unlock the lid.

Figure 19 - Unlocking the Lid on the Scanning Unit



- Unhook the lid latches. Pull both latches out and flip up. Do not force the lid up. Instead, hold onto the latches as you guide the lid upward. The hydraulic arms will do the lifting. Reattach scanning unit lid lock where it was originally located.

Figure 20 - Unhooked Latches on Scanning Unit



18. Check the serial number on the top of the scanning unit with column H of the *Scanning Unit Opening Integrity Report*.

Figure 21 - Serial Number & Scanning Unit Opening Integrity Report



Scanning Unit Opening Integrity Report State of Maryland

2018 Gubernatorial Primary Election Date: 6/26/2018

County: Howard
 Dist/Prec: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA
 Combined District/Precinct(s): 01-02

1. Reattach ALL locks to their original location after opening and closing.
 2. Attach the Zero Report and Configuration Report from each Scanning Unit to this report.
 3. Post second Zero Report from each Scanning Unit for public viewing.
 Complete ALL grey areas.

	A.	B.	C.	D.	E.	F.
	Main Ballot Box Lock #	Reattached Main Ballot Box Lock #	Emergency Ballot Compartment Lock #	Reattached Emergency Ballot Compartment Lock #	Left Case Seal # (DO NOT REMOVE)	Right Case Seal # (DO NOT REMOVE)
Scanning Unit #	Verify ✓	Verify ✓	Verify ✓	Verify ✓	Verify ✓	Verify ✓
1	5589	5589	2269	2269	1001965	1001973

	H.	I.	J.	K.	L.	
	Scanning Unit Lid Lock #	Scanning Unit Serial #	Rear Access Door Tamper Tape # (DO NOT REMOVE)	Front Access Door Tamper Tape # (DO NOT REMOVE)	Public Count	Protected Count
Scanning Unit #	Verify ✓	Verify ✓	Verify ✓	Verify ✓	Verify ✓	Verify ✓
1	2161	D50315330483	14-51397		0	0

To the best of our knowledge, the information on this report is true and accurate.

Assisting Judges: _____

Republican Chief Judge _____ 1 _____ Democratic Chief Judge _____ Revised 11/13/17

19. Check the tamper tape number on the rear access door with column I of the *Scanning Unit Opening Integrity Report*. **DO NOT** remove the tamper tape.

Figure 22 - Tamper Tape on Rear Access Door & Scanning Unit Opening Integrity Report



Scanning Unit Opening Integrity Report State of Maryland

2018 Gubernatorial Primary Election Date: 6/26/2018

County: Howard
 Dist/Prec: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA
 Combined District/Precinct(s): 01-02

1. Reattach ALL locks to their original location after opening and closing.
 2. Attach the Zero Report and Configuration Report from each Scanning Unit to this report.
 3. Post second Zero Report from each Scanning Unit for public viewing.
 Complete ALL grey areas.

	A.	B.	C.	D.	E.	F.
	Main Ballot Box Lock #	Reattached Main Ballot Box Lock #	Emergency Ballot Compartment Lock #	Reattached Emergency Ballot Compartment Lock #	Left Case Seal # (DO NOT REMOVE)	Right Case Seal # (DO NOT REMOVE)
Scanning Unit #	Verify ✓	Verify ✓	Verify ✓	Verify ✓	Verify ✓	Verify ✓
1	5589	5589	2269	2269	1001965	1001973

	G.	H.	I.	J.	K.	L.
	Scanning Unit Lid Lock #	Scanning Unit Serial #	Rear Access Door Tamper Tape # (DO NOT REMOVE)	Front Access Door Tamper Tape # (DO NOT REMOVE)	Public Count	Protected Count
Scanning Unit #	Verify ✓	Verify ✓	Verify ✓	Verify ✓	Verify ✓	Verify ✓
1	2161	D50315330483	14-51397		0	0

To the best of our knowledge, the information on this report is true and accurate.

Assisting Judges: _____

Republican Chief Judge _____ 1 _____ Democratic Chief Judge _____ Revised 11/13/17

20. Use the round key to unlock and open the scanning unit.

Figure 23 - Unlocking the Scanning Unit



21. Gently lift and raise the screen to the upright position. The scanning unit will turn on by itself. If the scanning unit does not turn on, tell a chief judge right away.

Figure 24 - Raising the Screen to the Upright Position



 The scanning unit performs an internal self-test. This process may take several minutes. **If the following screen appears, or if the scanning unit automatically shuts down, tell a chief judge right away. Never turn off the scanning unit or unplug the scanning unit unless instructed by the Howard County Board of Elections.**



22. Check the tamper tape number on the front access door with column J of the *Scanning Unit Opening Integrity Report*. **DO NOT** remove the tamper tape.

Figure 25 - Front Access Door on the Scanning Unit & Scanning Unit Opening Integrity Report



J

Scanning Unit Opening Integrity Report							State of Maryland	
2018 Governorial Primary Election							Date: 6/26/2018	
County: <u>Howard</u>								
Dist/Prct: <u>01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA</u>								
Combined District/Predinct(s): <u>01-02</u>								
Reattach ALL locks to their original location after opening and closing. 2. Attach the Zero Report and Configuration Report from each Scanning Unit to this report. 3. Post a second Zero Report from each Scanning Unit for public viewing. 4. Complete all grey areas.							Remember: If any Tamper Tape or seal is removed from the scanning unit during voting hours, attach the removed Tamper Tape or seal to the Tamper Tape/Security Seal Removal Report and explain why the Tamper Tape or seal was removed.	
	A.	B.	C.	D.	E.	F.		
	Main Ballot Box Lock #	Reattached Main Ballot Box Lock #	Emergency Ballot Compartment Lock #	Reattached Emergency Ballot Compartment Lock #	Left Case Seal # (DO NOT REMOVE)	Right Case Seal # (DO NOT REMOVE)		
Scanning Unit #	Verify	Verify	Verify	Verify	Verify	Verify		
1	5589	5589	2269	2269	1001965	1001973		
	G.	H.	I.	J.	K.	L.		
	Scanning Unit Lid Lock #	Scanning Unit Serial #	Rear Access Door Tamper Tape # (DO NOT REMOVE)	Front Access Door Tamper Tape # (DO NOT REMOVE)	Public Count	Protected Count		
Scanning Unit #	Verify	Verify	Verify	Verify	Verify	Verify		
1	2161	D50315330483	14-51397		0	0		

To the best of our knowledge, the information on this report is true and accurate.

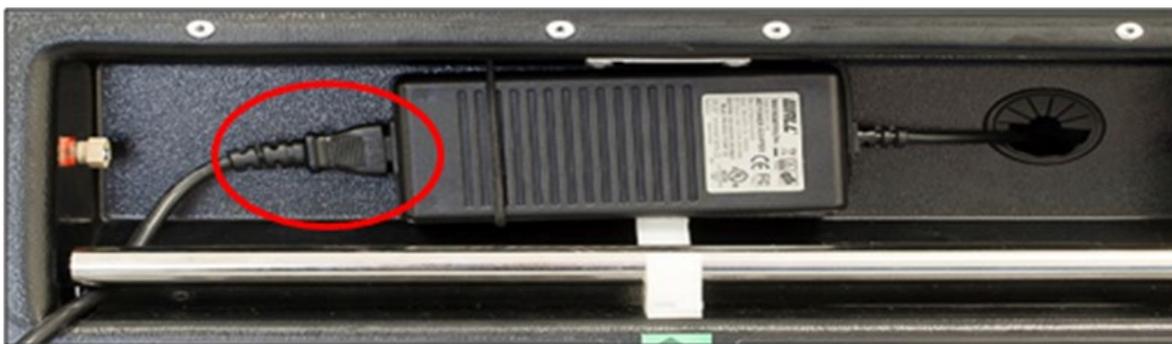
Assisting Judges: _____

Republican Chief Judge _____ 1 _____ Democratic Chief Judge _____

Revised 11/13/17



If the scanning unit does not turn on or if you hear a series of four beeps, check the power supply to the scanning unit. Make sure the power cord is connected firmly in the back of the scanning unit and also into the gray surge protector and power outlet. Make sure the power outlet is "live" (i.e., power is coming through the outlet). If the scanning unit still does not turn on, alert your assigned rover right away.



23. Check the public count number is zero on the screen with column K on the *Scanning Unit Opening Integrity Report*.

24. Check the protected count number with column L on the *Scanning Unit Opening Integrity Report*.

Figure 26 - Public and Protected Counts on the Scanning Unit & Scanning Unit Opening Integrity Report



Alert your assigned rover right away if either number does not match.

Scanning Unit Opening Integrity Report
2018 Gubernatorial Primary Election

State of Maryland
Date: 6/26/2018

County: Howard
Dist/Prct: 01-01 ELKCRIDGE LANDING MIDDLE SCH-CAFETERIA
Combined District/Precinct(s): 01-02

1. Reattach all locks to their original location after opening and closing.
2. Attach the Zero Report and Configuration Report from each Scanning Unit to this report.
3. Post second Zero Report from each Scanning Unit for public viewing.
4. Complete ALL grey areas.

	A. Main Ballot Box Lock #	B. Reattached Front Ballot Box Lock #	C. Emergency Ballot Compartment Lock #	D. Reattached Emergency Ballot Compartment Lock #	E. Left Case Seal # (DO NOT REMOVE)	F. Right Case Seal # (DO NOT REMOVE)
Scanning Unit #	Verify ✓	Verify ✓	Verify ✓	Verify ✓	Verify ✓	Verify ✓
1	5589	5589	2269	2269	1001965	1001973

	G. Scanning Unit Lid Lock #	H. Scanning Unit Serial #	I. Rear Access Door Tamper Tape # (DO NOT REMOVE)	J. Front Access Door Tamper Tape # (DO NOT REMOVE)	K. Public Count	L. Protected Count
Scanning Unit #	Verify ✓	Verify ✓	Verify ✓	Verify ✓	Verify ✓	Verify ✓
1	2161	D50315330483	14-51397		0	0

To the best of our knowledge, the information on this report is true and accurate.

Assisting Judges: _____

Republican Chief Judge

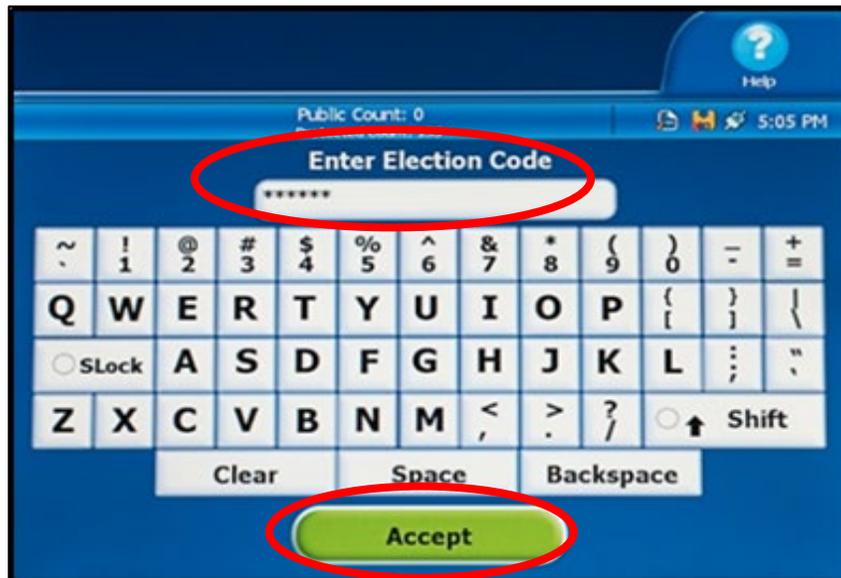
1

Democratic Chief Judge

Revised 11/13/17

25. A chief judge will enter the election code and will touch "Accept."

Figure 27 - Election Code on the Scanning Unit



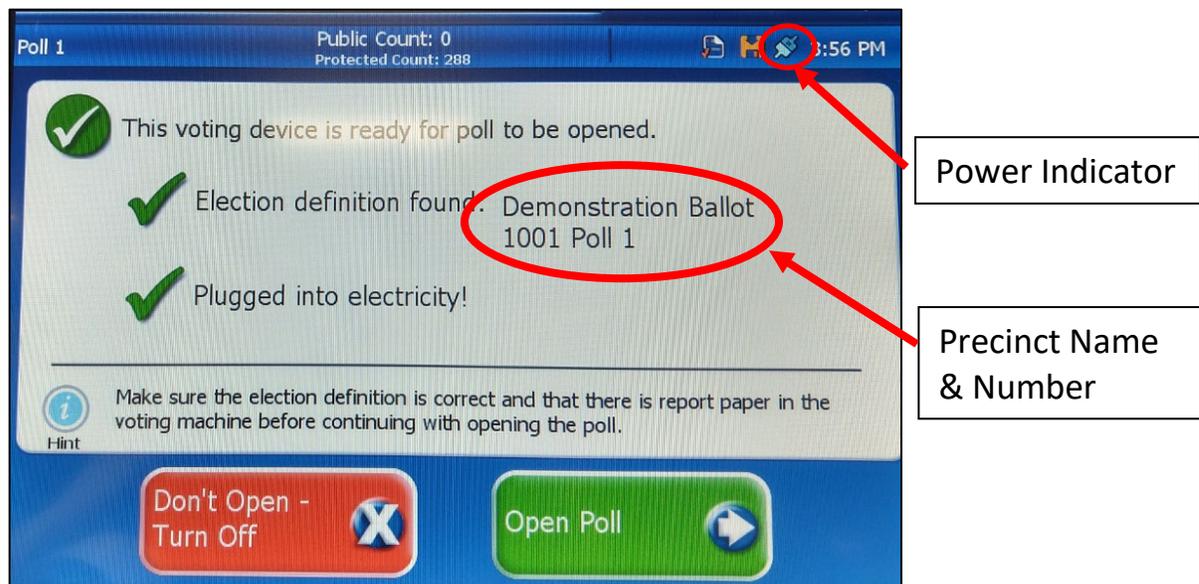
26. A “Configuration Report” will automatically print. **DO NOT** remove the report.

Figure 28 - Printing of the Configuration Report



27. Check the precinct name displayed on the screen is correct and the scanning unit is receiving power. Touch **“Open Poll”** on the screen.

Figure 29 - Precinct Name and Power Indicator on the Scanning Unit



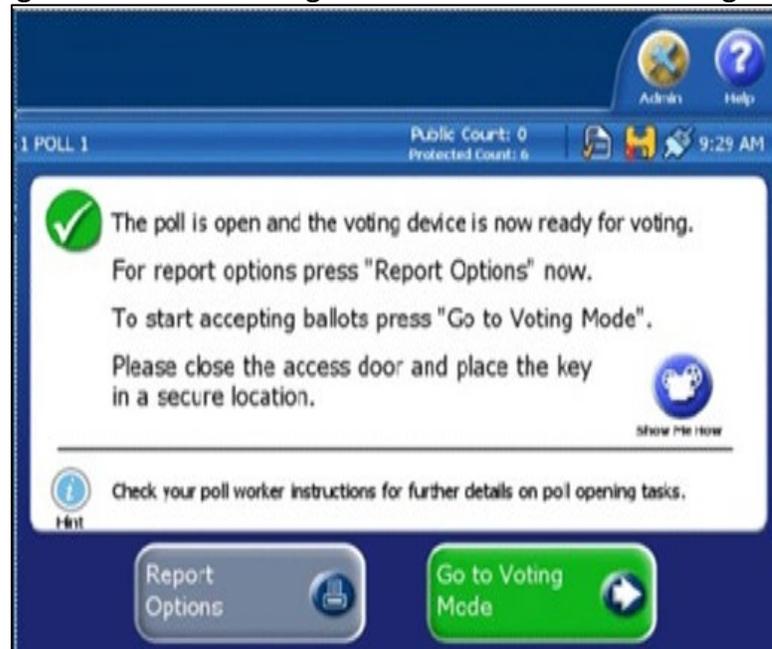
28. Two copies of the “Zero Report” will print. Separate the “Zero Reports” into two reports:

- Both chief judges sign both “Zero Reports.”
- Attach the first copy of the “Zero Report,” along with the “Configuration Report” still attached to the “Zero Report”, to the *Scanning Unit Opening Integrity Report*.
- Post the second copy of the “Zero Report” for public viewing.

11.16 Scanning Unit

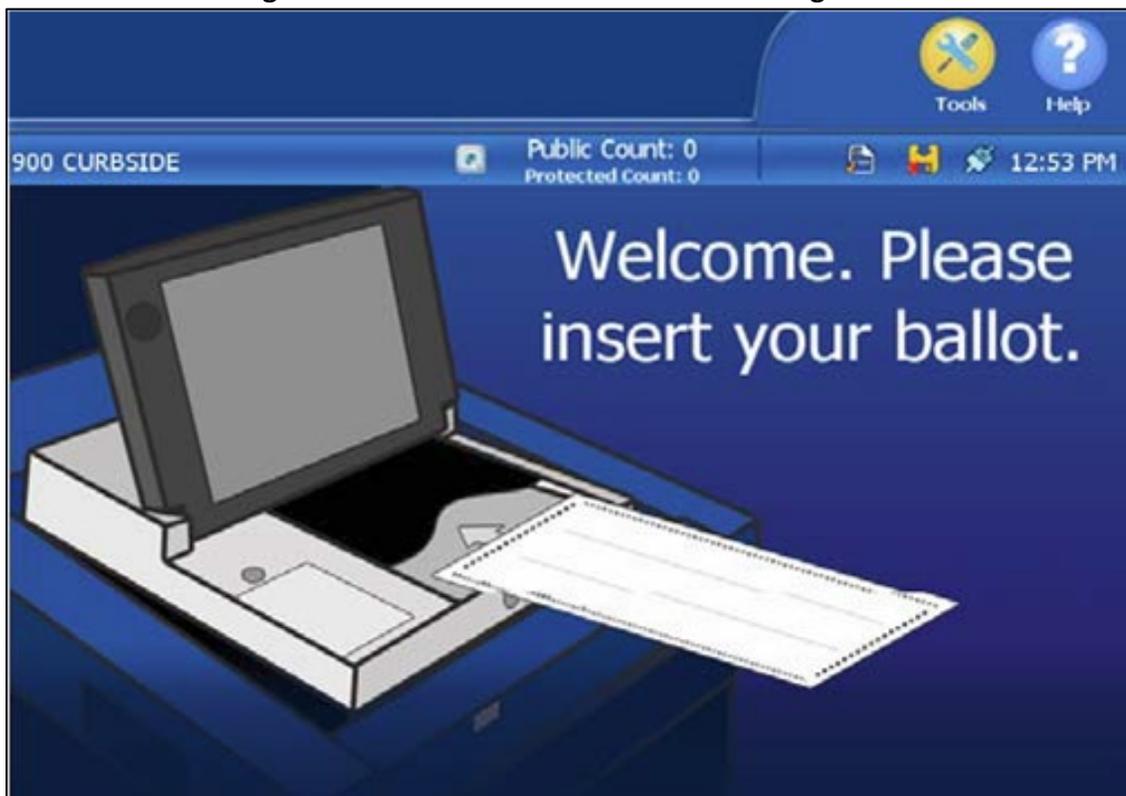
29. Once the self-test is complete and the "Zero Reports" are printed, the following screen appears. Touch "Go to Voting Mode."

Figure 30 - "Go to Voting Mode" Button on the Scanning Unit



30. When the scanning unit is ready to receive ballots, the following screen appears.

Figure 31 - Welcome Screen on the Scanning Unit



31. Put a privacy screen on each side of the scanning unit as indicated in Figure 32 below.

Figure 32 - Privacy Screens on the Scanning Unit



32. Install the orange voter authority card (VAC) bag using the hooks provided to the side of scanning unit. VAC bag can be placed on either side of scanning unit or the side that best facilitates voting and VAC collection.

Figure 33 – Orange VAC Collection Bag on the Scanning Unit



11.5 Casting a Ballot



The term “ballot” is used to refer to a regular paper ballot and a ballot activation card printed from a ballot marking device.



A voting judge must be stationed at the scanning unit at all times. The voting judge must not leave the scanning unit until relieved by another voting judge.

At the scanning unit, the voting judge will:

- Ask the voter for the voter authority card only. **DO NOT handle any voted ballots.**
- Verify the voter is not a provisional voter that has an orange privacy sleeve or a provisional voter authority card.
- Review the voter authority card to verify it has been signed by the voter, initialed by other election judges, and is not a provisional voter authority card.
- Hold onto the voter authority card until the voter casts the ballot and the ballot is accepted by the scanning unit.
- Stand at least two feet away from the scanning unit and only approach the voter if the voter requests assistance.



To ensure voter privacy at the scanning unit, a voting judge must either stand or sit at least two feet off to the side of the scanning unit. A voting judge may also stand at the beginning of the line to the scanning unit.

Figure 34 - Standing at Least Two Feet Away from the Scanning Unit



11.6 Inserting a Ballot into the Scanning Unit

The scanning unit has two slots to accept ballots.

- The top slot will only accept the ballot activation card that was marked on the ballot marking device. Instruct the voter to insert the ballot into the top slot.

Figure 35 - Top Slot of the Scanning Unit and Ballot Activation Card



Trying to insert a ballot activation card into the bottom slot may cause a paper jam.

- The bottom slot will only accept hand-marked regular ballots. Ballots can be fed into the scanning unit in any direction, either

11.20 Scanning Unit

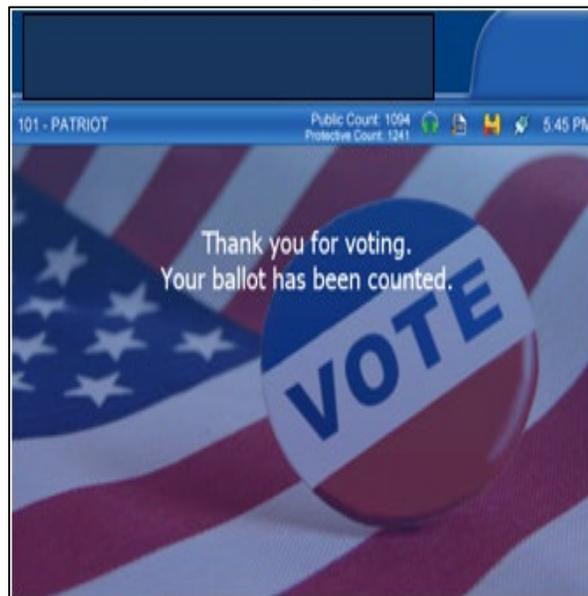
face up or face down, top first or bottom first. **DO NOT** fold the ballot. **DO NOT** force the ballot into the scanning unit.

Figure 36 - Bottom Slot of the Scanning Unit and Regular Paper Ballot



- When a ballot is accepted by the scanning unit, the display will read, **“Thank you for voting. Your ballot has been counted.”**

Figure 37 - "Thank you for voting" Screen on the Scanning Unit



- After the ballot is accepted by the scanning unit, put the voter authority card into the orange voter authority card (VAC) bag attached to the scanning unit.
- Get the empty privacy sleeve from the voter or instruct the voter to put the privacy sleeve into the privacy sleeve bin.

- Thank the voter for voting, give the voter an “I Voted” sticker, and direct the voter to the exit.

! Do not put paperclips or “I Voted” stickers on the scanning unit. These may cause a jam in the scanning unit.

! If a voter appears to be having difficulty, you may offer assistance. **DO NOT** look at or handle a voter’s ballot unless the voter requests help.

! Do not allow a voter to leave the polling place with a voter authority card, ballot, ballot activation card, or privacy sleeve.

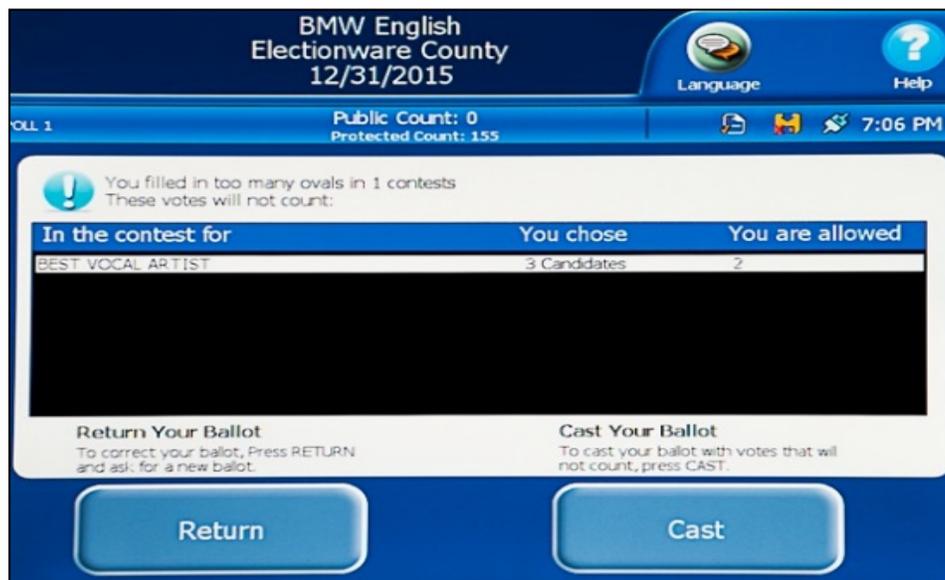
11.7 Overvoted Contests

The ballot marking device will let a voter know that a contest was overvoted. It will not print the ballot with an overvoted contest.

The scanning unit will let a voter know that a contest was overvoted for voters who mark their ballot by hand. The scanning unit display will show which contest(s) is overvoted.

An overvoted ballot will cause the display screen to prompt the voter either to “Return” or “Cast” the ballot.

Figure 38 - Overvote Message on the Scanning Unit



11.22 Scanning Unit

If a voter overvoted one or more of the contests on the ballot, tell the voter:

- You selected more candidates than allowed for one or more contests.
- You can cast the ballot with an overvoted contest. If you choose to cast the ballot, no vote will be recorded in the contest that has an overvote. All other contests that are not blank or overvoted will be counted. Touch “Cast” to cast the ballot.
- You can get a replacement ballot. If you choose to get a replacement ballot, touch “Return.”



If the voter accidentally touches “Cast” instead of “Return,” the voter is not eligible to vote again. When a voter’s ballot is accepted by the scanning unit, there is no way to get that voter’s ballot back. The voter may only be issued a provisional ballot.

11.8 Undervoted Contests

The scanning unit will accept ballots that contain undervoted contests and will not let the voter know on the scanning unit.

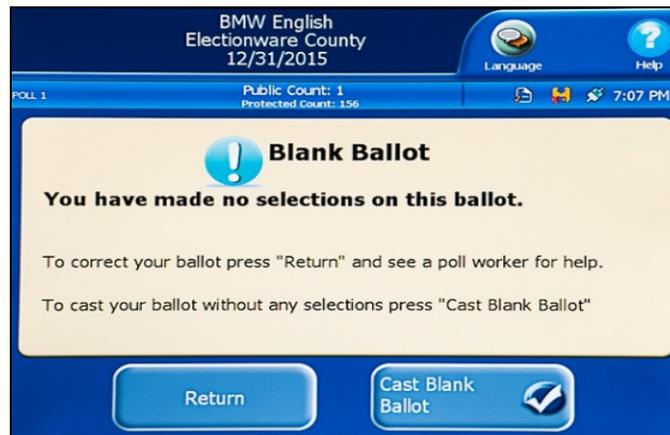
In a contest where a voter may vote for more than one candidate, the marked selections will be counted by the scanning unit.

In a contest where a voter may vote for only one candidate, no selections will be counted if nothing is marked on the ballot.

11.9 Blank Ballots

A blank ballot will cause the display screen to prompt the voter either to “Return” or “Cast Blank Ballot.”

Figure 39 - Blank Ballot Message on the Scanning Unit



If a voter wants the ballot back to mark it by hand:

- Tell the voter to touch “Return.”
- Give the voter authority card back to the voter. Tell the voter to put the voter authority card in the clear pouch on the front of the privacy sleeve.
- Tell a voting judge that the voter needs to mark the ballot. The voting judge will direct the voter to an available voting booth.

If a voter does not want the ballot back to mark it by hand and wants to cast the blank ballot, tell the voter to touch “Cast Blank Ballot.”



If the voter accidentally touches “Cast” instead of “Return,” the voter is not eligible to vote again. When a voter’s ballot is accepted by the scanning unit, there is no way to get that voter’s ballot back. The voter may only be issued a provisional ballot.

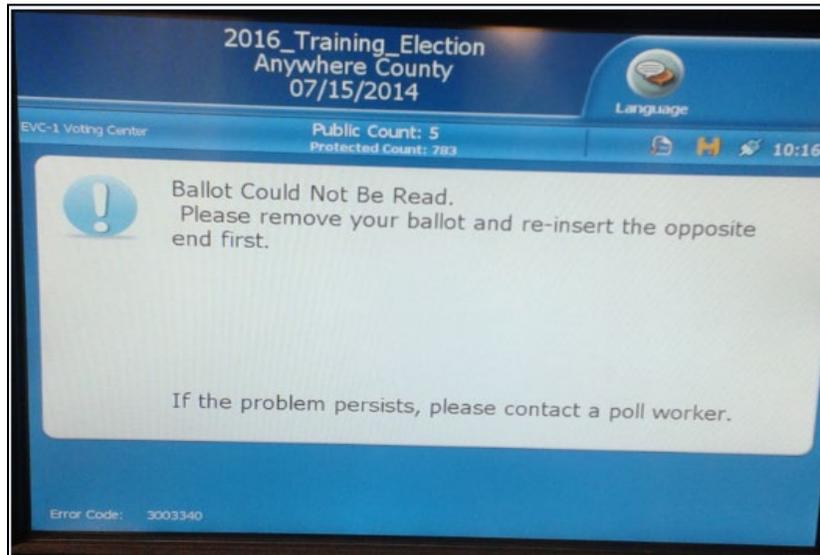
11.10 Rejected Ballots

There may be a time when the scanning unit cannot read a ballot. That is called a rejected ballot.

A rejected ballot will cause the display screen to tell the voter to “remove and re-insert the opposite end first.” If the ballot is still rejected, it must be spoiled by the voter. The voter will receive a

replacement ballot. Alert a chief judge or a designated voting judge by chief judge to assist voter with getting a replacement ballot.

Figure 40 - "Ballot Could Not Be Read" Message on the Scanning Unit



11.11 During Voting Hours

1. Check that the scanning unit is plugged into power by checking the connected plugs icon next to the time throughout the day.

Figure 41 - Connected Plugs Icon on the Scanning Unit



2. If the battery icon is showing, the scanning unit is operating on battery power. Check the power connection to the scanning unit.

Figure 42 - Battery Icon on the Scanning Unit



11.12 Ending the Election



All voters who are in line at 8:00 p.m. are permitted to vote.

- If possible, close the door to the polling room or building behind the last voter in line.
- If the line extends beyond the outside entrance, try to gather the eligible voters inside the building.
- Ask an election judge to stand at the end of the line. Let voters who are trying to get in the line know that voting has ended.
- Chief judges may delegate tasks to other election judges unless instructions specifically assign the tasks to the chief judges.

11.12.1 Required Supplies

- Round barrel, scanning unit and red keys on red lanyards
- Keys on blue lanyard to lock cart once packed
- *Scanning Unit Closing Integrity Report, Closing Summary Report and Ballot Closing Certificate*
- Cart tamper tape and seals for ballot transfer bin(s)
- Green, yellow and clear zipper bags
- *HCBOE Memory Sticks/CF Cards/Provisional/Absentee Transportation Log*
- *HCBOE Ballot Transfer Bin Transportation Log*



Two chief judges must fill out and sign the *Scanning Unit Closing Integrity Report*. If any challengers and watchers are in the polling place when the scanning unit is being closed, speak loud enough for them to hear as you verify the information being recorded on the *Scanning Unit Closing Integrity Report*.

11.12.2 Closing the Emergency Ballot Compartment

At the direction of the chief judges, the following procedures are only to be completed when the last eligible voter in the polling place has completed the voting process.

! Ballots that are placed in the emergency ballot compartment should not be removed until the last voter in line has voted at the end of the day. A bipartisan team of two election judges should remove the ballots from the compartment and insert them into the scanning unit. If the scanning unit cannot read a ballot, contact the Howard County Board of Elections for instructions.

1. Verify the padlock number of the emergency ballot compartment in column A of the *Scanning Unit Closing Integrity Report*.

Figure 43 - Security Seal on the Emergency Ballot Compartment & Scanning Unit Closing Integrity Report



Scanning Unit Closing Integrity Report							State of Maryland	
2018 Gubernatorial Primary Election							Date: 6/26/2018	
County: <u>Howard</u>								
Dist/Prc: <u>01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA</u>								
Combined District/Precind(s): <u>01-02</u>								
<input type="checkbox"/> Reattach ALL locks removed during closing activities to their original location. Place removed tamperease on back of this report. <input type="checkbox"/> Remove ballot transfer bin from each scanning unit for delivery to HCBOE. Place spoiled ballot envelope within bin before sealing. <input checked="" type="checkbox"/> Place white ballot divider boxes containing unvoted ballots within main ballot compartment of each scanning unit(s). Reattach lock. <input type="checkbox"/> Complete all gray areas.								
	A. Removed Emergency Ballot Comp. Lock #	B. Reattached Emergency Ballot Comp. Lock #	C. Removed Main Ballot Box Lock #	D. Reattached Main Ballot Box Lock #	E. Public Count	F. Protected Count	G. Number of VACs	
Scanning Unit #	Verify	Verify	Verify	Verify	Record	Record	Record	
1	2269	2269	5589	5589				
	H. REMOVED Memory Stick Serial #	I. Reattached Scanning Unit Lid Lock #	J. Rear Access Door Tamper Tape # (Do Not Remove)	K. Front Access Door Tamper Tape #	Front/Back Seals Applied to Ballot Transfer Bin(s). Seal #'s recorded on Ballot Bin Transportation Log			
Scanning Unit #	Verify	Verify	Verify	Verify	Verify			
1	AA04012700029972	2161	14-51397		YES			
To the best of my knowledge, the information on this page is true and accurate.								
Assisting Judges: _____								
_____ Republican Chief Judge			7			_____ Democratic Chief Judge		

2. Remove the padlock on the emergency ballot compartment.
3. Unlock the emergency ballot compartment using the flat scanning unit key.

- Open the emergency ballot compartment door. Confirm that the emergency ballot compartment is empty. **CAUTION: Beware of sharp edges.**

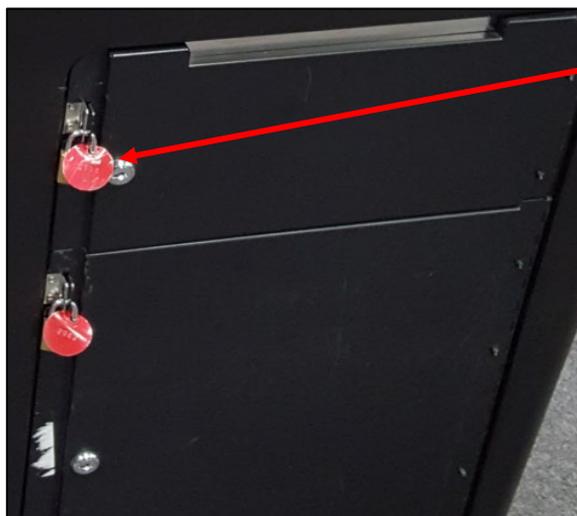
Figure 44 - Opening the Emergency Ballot Compartment Door



! Tell a chief judge right away if there are ballots inside the emergency ballot compartment. If there are ballots, a bipartisan team of two election judges should remove the ballots from the compartment and put them into the scanning unit to be counted. If the scanning unit cannot read a ballot, contact the Howard County Board of Elections for instructions.

- Close and lock the emergency ballot compartment. Reattach original lock and verify lock number in column B of *Scanning Unit Closing Certificate*.

Figure 45 – Closed and Locked Emergency Ballot Compartment



B

Scanning Unit Closing Integrity Report							State of Maryland
2018 Gubernatorial Primary Election							Date: 6/26/2018
County: <u>Howard</u>							
Dist/Pct: <u>01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA</u>							
Combined District/Precinct(s): <u>01-02</u>							
<input type="checkbox"/> Reattach ALL locks removed during closing activities to their original location. Place removed tampere on back of this report. <input type="checkbox"/> Remove ballot transfer bin from each scanning unit for delivery to HCBOE. Place spoiled ballot envelope within bin before sealing. <input checked="" type="checkbox"/> Place white ballot divider boxes containing unvoted ballots within main ballot compartment of each scanning unit(s). Reattach lock. <input type="checkbox"/> Complete all gray areas.							
	A. Removed Emergency Ballot Comp. Lock #	B. Reattached Emergency Ballot Comp. Lock #	C. Removed Main Ballot Box Lock #	D. Reattached Main Ballot Box Lock #	E. Public Count	F. Protected Count	G. Number of VACs
Scanning Unit #	Verify	Verify	Verify	Verify	Record	Record	Record
1	2269	2269	5589	5589			
	H. REMOVED Memory Stick Serial #	I. Reattached Scanning Unit Lid Lock #	J. Rear Access Door Tamper Tape # (Do Not Remove)	K. Removed Front Access Door Tamper Tape #	Front/Back Seals Applied to Ballot Transfer Bin(s). Seal #'s recorded on Ballot Bin Transportation Log		
Scanning Unit #	Verify	Verify	Verify	Verify	Verify	Verify	Verify
1	AA04012700029972	2161	14-51397				YES

To the best of my knowledge, the information on this page is true and accurate.

Assisting Judges: _____

Republican Chief Judge

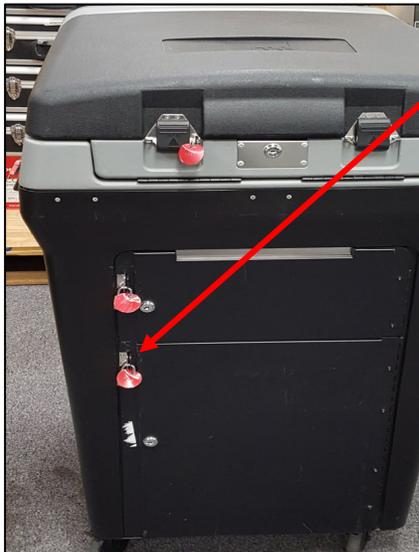
7

Democratic Chief Judge

11.12.3 Closing the Main Ballot Box

1. Verify the lock number of the main ballot box in column C of the *Scanning Unit Closing Integrity Report*.

Figure 46 – Lock seal on the Main Ballot Box & Scanning Unit Closing Integrity Report



Scanning Unit Closing Integrity Report							State of Maryland
2018 Gubernatorial Primary Election							Date: 6/26/2018
County: <u>Howard</u>							
Dist./Pct: <u>01-01 ELK RIDGE LANDING MIDDLE SCH-CAFETERIA</u>							
Combined District/Precinct(s): <u>01-02</u>							
<input type="checkbox"/> Reattach ALL locks removed during closing activities to their original location. Place removed tampere tape on back of this report. <input type="checkbox"/> Remove ballot transfer bin from each scanning unit for delivery to HCBOE. Place spoiled ballot envelope within bin before sealing. <input checked="" type="checkbox"/> Place white ballot divider boxes containing unvoted ballots within main ballot compartment of each scanning unit(s). Reattach lock. <input type="checkbox"/> Complete gray areas.							
	A. Removed Emergency Ballot Comp. Lock #	B. Reattached Emergency Ballot Comp. Lock #	C. Removed Main Ballot Box Lock #	D. Reattached Main Ballot Box Lock #	E. Public Count	F. Protected Count	G. Number of VACs
Scanning Unit #	Verify	Verify	Verify	Verify	Record	Record	Record
1	2269	2269	5589	5589			
	H. REMOVED Memory Stick Serial #	I. Reattached Scanning Unit Lid Lock #	J. Rear Access Door Tamper Tape # (Do Not Remove)	K. Removed Front Access Door Tamper Tape #	Front/Back Seals Applied to Ballot Transfer Bin(s). Seal #'s recorded on Ballot Bin Transportation Log		
Scanning Unit #	Verify	Verify	Verify	Verify	Verify	Verify	Verify
1	AA04012700029972	2161	14-51397			YES	

To the best of my knowledge, the information on this page is true and accurate.

Assisting Judges: _____

Republican Chief Judge

7

Democratic Chief Judge

2. Remove the lock using red key on red lanyard.
3. Unlock and open the main ballot box using the flat silver key.
4. Reach inside the main ballot box to close the lids loosely on the ballot transfer bin.

Figure 47 - Closing the Lids on the Ballot Transfer Bin



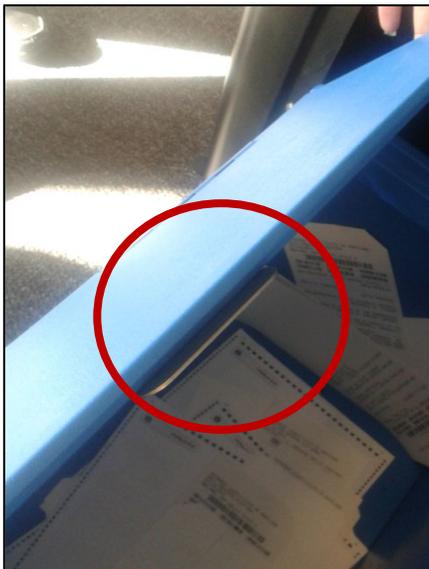
5. Use the strap handle to remove the ballot transfer bin.

Figure 48 - Strap Handles on the Ballot Transfer Bin



6. Make sure that all ballots are inside the ballot transfer bin.
7. Check inside the main ballot box for any loose ballots. Put any loose ballots found inside the main ballot box into the ballot transfer bin.
8. After spoiled ballots have been counted and accounted for on *Ballot Closing Certificate*, place spoiled ballot envelope and ballot stubs within ballot transfer bin.
9. Tightly close the lid on the ballot transfer bin. Note that the lid has a "tongue-in-groove" fit. Make sure the right side of the lid is inserted into the metal bracket in the middle of the left side of the lid. The lid sits flat when closed properly.

Figure 49 - "Tongue-in-groove" Fit on the Ballot Transfer Bin



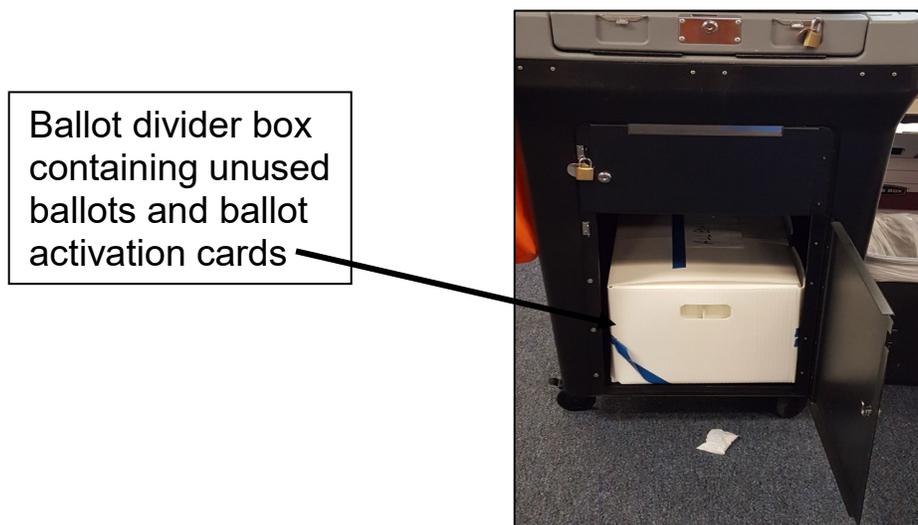
10. Use the flat silver key to lock both locks on the ballot transfer bin.

Figure 50 – Locking Both Locks on the Ballot Transfer Bin



11. Account for unused ballots and ballot activation cards on *Ballot Closing Certificate*. Verify ALL unvoted ballots and ballot activation cards have been placed within white ballot divider box.
12. Place white ballot divider box within main ballot compartment of scanning unit(s). Close and use the flat silver key to lock the main ballot box.

Figure 51 – Pack unvoted ballots in white ballot divider box within main ballot compartment of scanning unit



13. Reattach original lock to main ballot box and verify lock number in column D of *Scanning Unit Closing Integrity Report*.

Figure 52 – Reattached lock on main ballot compartment of scanning unit



D

Scanning Unit Closing Integrity Report							State of Maryland	
2018 Gubernatorial Primary Election							Date: 6/26/2018	
County: <u>Howard</u>								
Dist/Prc: <u>01-01 ELK RIDGE LANDING MIDDLE SCH-CAFETERIA</u>								
Combined District/Precinct(s): 01-02								
<input type="checkbox"/> Reattach ALL locks removed during closing activities to their original location. Place removed tampere tape on back of this report. <input checked="" type="checkbox"/> Remove ballot transfer bin from each scanning unit for delivery to HCBCE. Place spoiled ballot envelope within bin before sealing. <input checked="" type="checkbox"/> Place white ballot divider boxes containing unvoted ballots within main ballot compartment of each scanning unit(s). Reattach lock. <input type="checkbox"/> Complete all gray areas.								
A. Removed Emergency Ballot Comp. Lock #	B. Reattached Emergency Ballot Comp. Lock #	C. Removed Main Ballot Box Lock #	D. Reattached Main Ballot Box Lock #	E. Public Count	F. Protected Count	G. Number of VACs		
Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Record	Record	Record		
Scanning Unit #	2269	2269	5589	5589				
H. REMOVED REPRODUCED Memory Stick Serial #	I. Reattached Scanning Unit Lid Lock #	J. Rear Access Door Tamper Tape # (Do Not Remove)	K. Removed Front Access Door Tamper Tape #	Front/Back Seals Applied to Ballot Transfer Bin(s). Seal #'s recorded on Ballot Bin Transportation Log				
Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	YES	
Scanning Unit #	AA04012700029972	2161	14-51397					
1								

To the best of my knowledge, the information on this page is true and accurate.

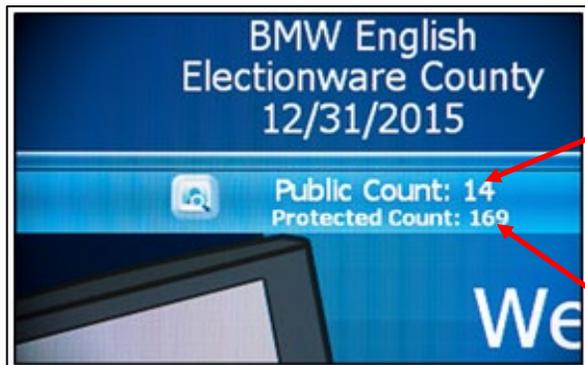
Assisting Judges: _____

Republican Chief Judge _____ 7 _____ Democratic Chief Judge _____

11.12.4 Closing the Scanning Unit

1. Record the final Public Count and Protected Count numbers in columns E and F on the *Scanning Unit Closing Integrity Report*.

Figure 53 - Public Count and Protected on the Scanning Unit & Scanning Unit Closing Integrity Report



E

F

Scanning Unit Closing Integrity Report							State of Maryland	
2018 Gubernatorial Primary Election							Date: 6/26/2018	
County: <u>Howard</u>								
Dist/Prc: <u>01-01 ELK RIDGE LANDING MIDDLE SCH-CAFETERIA</u>								
Combined District/Precinct(s): 01-02								
<input type="checkbox"/> Reattach ALL locks removed during closing activities to their original location. Place removed tampere tape on back of this report. <input checked="" type="checkbox"/> Remove ballot transfer bin from each scanning unit for delivery to HCBCE. Place spoiled ballot envelope within bin before sealing. <input checked="" type="checkbox"/> Place white ballot divider boxes containing unvoted ballots within main ballot compartment of each scanning unit(s). Reattach lock. <input type="checkbox"/> Complete all gray areas.								
A. Removed Emergency Ballot Comp. Lock #	B. Reattached Emergency Ballot Comp. Lock #	C. Removed Main Ballot Box Lock #	D. Reattached Main Ballot Box Lock #	E. Public Count	F. Protected Count	G. Number of VACs		
Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Record	Record	Record		
Scanning Unit #	2269	2269	5589	5589				
H. REMOVED REPRODUCED Memory Stick Serial #	I. Reattached Scanning Unit Lid Lock #	J. Rear Access Door Tamper Tape # (Do Not Remove)	K. Removed Front Access Door Tamper Tape #	Front/Back Seals Applied to Ballot Transfer Bin(s). Seal #'s recorded on Ballot Bin Transportation Log				
Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	YES	
Scanning Unit #	AA04012700029972	2161	14-51397					
1								

To the best of my knowledge, the information on this page is true and accurate.

Assisting Judges: _____

Republican Chief Judge _____ 7 _____ Democratic Chief Judge _____

- Record or verify the rear access door tamper tape number in column J on the *Scanning Unit Closing Integrity Report*. **DO NOT** remove the tamper tape.

Figure 54 - Rear Access Door Tamper Tape & Scanning Unit Closing Integrity Report



J

Scanning Unit Closing Integrity Report							State of Maryland	
2018 Gubernatorial Primary Election							Date: 6/26/2018	
County: <u>Howard</u>								
Dist./Prct: <u>01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA</u>								
Combined District/Precinct(s): 01-02								
<input type="checkbox"/> Reattach ALL locks removed during closing activities to their original location. Place removed tampere tape on back of this report. <input type="checkbox"/> Remove ballot transfer bin from each scanning unit for delivery to HCBOE. Place spoiled ballot envelope within bin before sealing. <input type="checkbox"/> Place white ballot divider boxes containing unvoted ballots within main ballot compartment of each scanning unit(s). Reattach lock. <input type="checkbox"/> Complete all gray areas.								
	A. Removed Emergency Ballot Comp. Lock #	B. Reattached Emergency Ballot Comp. Lock #	C. Removed Main Ballot Box Lock #	D. Reattached Main Ballot Box Lock #	E. Public Count	F. Protected Count	G. Number of VACs	
Scanning Unit #	Verify	Verify	Verify	Verify	Record	Record	Record	
1	2269	2269	5589	5589				
	H. REMOVED Memory Stick Serial #	I. Reattached Scanning Unit Lid Lock #	J. Rear Access Door Tamper Tape # (Do Not Remove)	K. Removed Front Access Door Tamper Tape #	Front/Back Seals Applied to Ballot Transfer Bin(s). Seal #'s recorded on Ballot Bin Transportation Log			
Scanning Unit #	Verify	Verify	Verify	Verify	Verify			
1	AA04012700029972	2161	14-51397		YES			

To the best of my knowledge, the information on this page is true and accurate.

Assisting Judges: _____

Republican Chief Judge _____ 7 _____ Democratic Chief Judge _____

- Record the tamper tape number located on the front access door in column K of the *Scanning Unit Closing Integrity Report*. Remove the tamper tape and place it on the back of the report.

Figure 55 - Front Access Door Tamper Tape & Scanning Unit Closing Integrity Report



K

Scanning Unit Closing Integrity Report							State of Maryland	
2018 Gubernatorial Primary Election							Date: 6/26/2018	
County: <u>Howard</u>								
Dist./Prct: <u>01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA</u>								
Combined District/Precinct(s): 01-02								
<input type="checkbox"/> Reattach ALL locks removed during closing activities to their original location. Place removed tampere tape on back of this report. <input checked="" type="checkbox"/> Remove ballot transfer bin from each scanning unit for delivery to HCBOE. Place spoiled ballot envelope within bin before sealing. <input type="checkbox"/> Place white ballot divider boxes containing unvoted ballots within main ballot compartment of each scanning unit(s). Reattach lock. <input type="checkbox"/> Complete all gray areas.								
	A. Removed Emergency Ballot Comp. Lock #	B. Reattached Emergency Ballot Comp. Lock #	C. Removed Main Ballot Box Lock #	D. Reattached Main Ballot Box Lock #	E. Public Count	F. Protected Count	G. Number of VACs	
Scanning Unit #	Verify	Verify	Verify	Verify	Record	Record	Record	
1	2269	2269	5589	5589				
	H. REMOVED Memory Stick Serial #	I. Reattached Scanning Unit Lid Lock #	J. Rear Access Door Tamper Tape # (Do Not Remove)	K. Removed Front Access Door Tamper Tape #	Front/Back Seals Applied to Ballot Transfer Bin(s). Seal #'s recorded on Ballot Bin Transportation Log			
Scanning Unit #	Verify	Verify	Verify	Verify	Verify			
1	AA04012700029972	2161	14-51397		YES			

To the best of my knowledge, the information on this page is true and accurate.

Assisting Judges: _____

Republican Chief Judge _____ 7 _____ Democratic Chief Judge _____

4. Unlock and open the front access door using the round key.

Figure 56 - Unlocking the Front Access Door



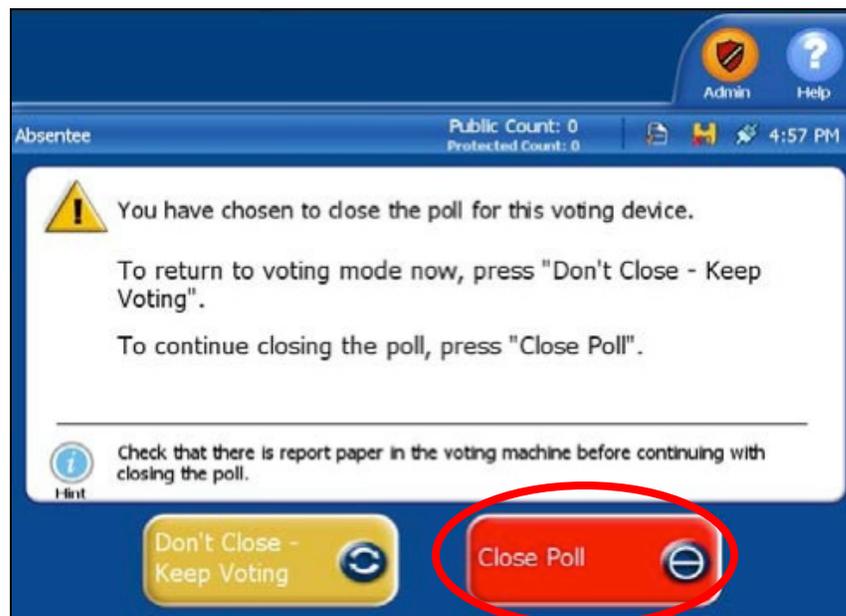
5. Push and hold down the **"Close Poll"** button for a second or two and release. The button will turn red.

Figure 57 - "Close Poll" Button in the Front Access Door



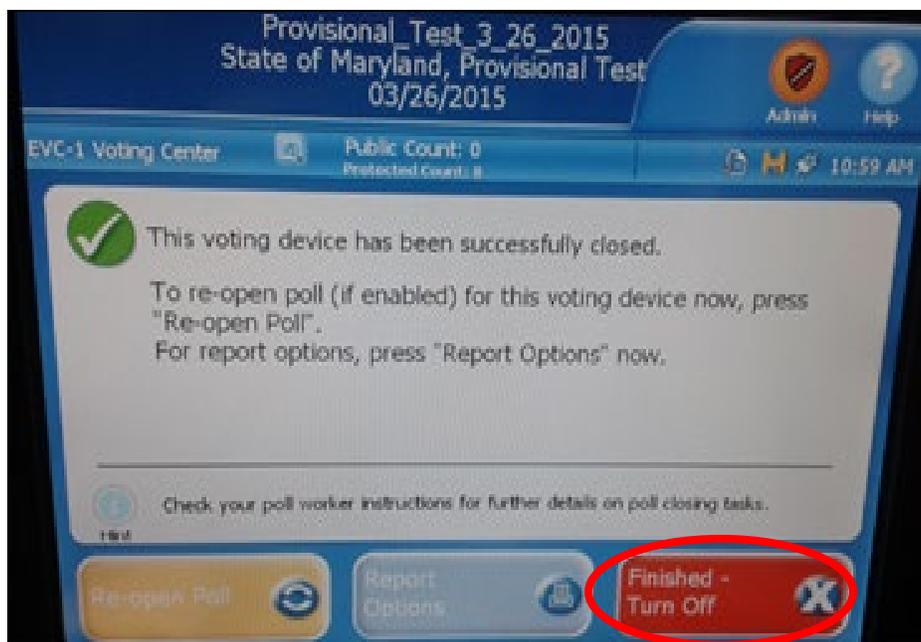
6. Touch the "Close Poll" button on the screen when the scanning unit display reads "You have chosen to close the poll for this voting device." Two "Results Reports" will print.

Figure 58 - "Close Poll" Button on the Scanning Unit



7. After the "Results Reports" have finished printing, the display screen reads "This voting device has been successfully closed." Touch "**Finished – Turn Off**" button on the screen. Scanning unit powers off and **WAIT!**

Figure 59 - "This voting device has been successfully closed" Message on the Scanning Unit

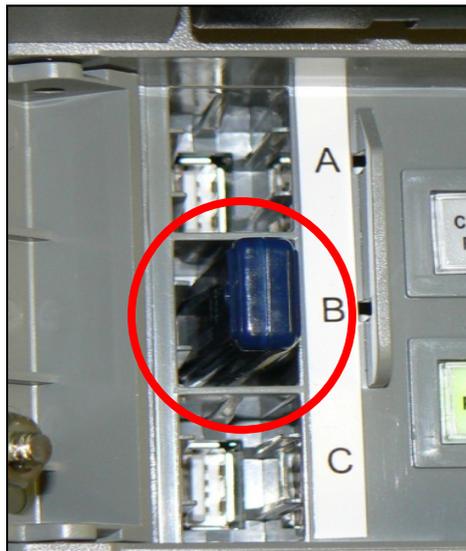




Make sure all lights in the front access door compartment and on the display screen to go completely dark. This process could take several minutes to complete.

8. Unplug the scanning unit from the power outlet.
9. Make sure all the lights have gone dark. Make sure the scanning unit has been unplugged from the power outlet. Gently pull the memory stick straight out to remove it from the front access door compartment.

Figure 60 - Memory Stick in the Front Access Door Compartment



10. Verify the memory stick serial number with column H of the *Scanning Unit Closing Integrity Report*.

Figure 61 - Memory Stick Serial Number & Scanning Unit Closing Integrity Report



H

Scanning Unit Closing Integrity Report							State of Maryland		
County: <u>Howard</u>							Date: <u>6/26/2018</u>		
Dist/Prec: <u>01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA</u>									
Combined District/Precinct(s): <u>01-02</u>									
<input type="checkbox"/> Reattach ALL locks removed during closing activities to their original location. Place removed tampere tape on back of this report. <input checked="" type="checkbox"/> Remove ballot transfer bin from each scanning unit for delivery to HCBCE. Place spoiled ballot envelope within bin before sealing. <input type="checkbox"/> Place white ballot divider boxes containing unvoted ballots within main ballot compartment of each scanning unit(s). Reattach lock. <input type="checkbox"/> Complete all gray areas.									
Scanning Unit #	A Removed Emergency Ballot Comp. Lock #	B Reattached Emergency Ballot Comp. Lock #	C Removed Main Ballot Box Lock #	D Reattached Main Ballot Box Lock #	E Public Count	F Protected Count	G Number of VACs		
1	Verify ✓ 2269	Verify ✓ 2269	Verify ✓ 5589	Verify ✓ 5589	Record	Record	Record		
Scanning Unit #	H REMOVED Memory Stick Serial #	I Reattached Scanning Unit Lid Lock #	J Rear Access Door Tamper Tape # (Do Not Remove)	K Removed Front Access Door Tamper Tape #	Front/Back Seals Applied to Ballot Transfer Bin(s). Seal #'s recorded on Ballot Bin Transportation Log				
1	Verify ✓ AA04012700029972	Verify ✓ 2161	Verify ✓ 14-51397	Verify ✓	Verify ✓	Verify ✓	YES		
To the best of my knowledge, the information on this page is true and accurate.									
Assisting Judges: _____									
_____ Republican Chief Judge					7		_____ Democratic Chief Judge		

11. Put the memory stick into the clear zipper bag for transport to the Howard County Board of Elections main office by an assigned rover or closer.
12. Close and use the round key to lock the front access door. **DO NOT** apply tamper tape.

Figure 62 - Locking the Front Access Door on the Scanning Unit



13. Gently lower the display screen and lock the screen into place.

Figure 63 - Locking the Screen on the Scanning Unit



- Carefully lower the lid while holding the latches and use the flat key to lock the lid.

Figure 64 - Locking the Lid of the Scanning Unit



- Reattach the original lock to the scanning unit lid. Verify original lock number in column I of the *Scanning Unit Closing Integrity Report*.

Figure 65 - New Security Seal on the Lid & Scanning Unit Closing Integrity Report



Scanning Unit Closing Integrity Report
2018 Gubernatorial Primary Election

State of Maryland

County: Howard Date: 6/26/2018

Dist/Prc: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA
Combined District/Precinct(s) 01-02

Reattach ALL locks removed during closing activities to their original location. Place removed tampere on back of this report.

Remove ballot transfer bin from each scanning unit for delivery to HCBOE. Place spoiled ballot envelope within bin before sealing.

Place white ballot divider boxes containing unvoted ballots within main ballot compartment of each scanning unit(s). Reattach lock.

Complete all gray areas.

	A. Removed Emergency Ballot Comp. Lock #	B. Reattached Emergency Ballot Comp. Lock #	C. Removed Main Ballot Box Lock #	D. Reattached Main Ballot Box Lock #	E. Public Count	F. Protected Count	G. Number of VACs
Scanning Unit #	Verify ✓	Verify ✓	Verify ✓	Verify ✓	Record	Record	Record
1	2269	2269	5589	5589			

	H. REMOVED Memory Stick Serial #	I. Reattached Scanning Unit Lid Lock #	J. Rear Access Door Tamper Tape # (Do Not Remove)	K. Front Access Door Tamper Tape #	Front/Back Seals Applied to Ballot Transfer Bin(s). Seal #'s recorded on Ballot Bin Transportation Log
Scanning Unit #	Verify ✓	Verify ✓	Verify ✓	Verify ✓	Verify ✓
1	AA04012700029972	2161	14-51397		YES

To the best of my knowledge, the information on this page is true and accurate.

Assisting Judges: _____

Republican Chief Judge

7

Democratic Chief Judge

16. Separate the “Results Reports” into two individual reports.
 - Both chief judges sign both copies of the “Results Reports.”
 - Attach the first copy of the “Results Report” to the *Scanning Unit Closing Integrity Report*.
 - Post the second “Results Report” to an outside door or wall for public viewing.
 - Repeat steps 1 through 16 for each scanning unit.
17. Apply red security seals that say “HC BOE BIN SEAL” on the front and rear sides of the ballot transfer bin lid. Record the seal numbers on the *HCBOE Ballot Transfer Bin Transportation Log* for each ballot transfer bin to be transported to the Howard County Board of Elections warehouse.

Figure 66 - Security Seal on the Front and Rear Sides of the Ballot Transfer Bin



18. Extend the roller handle and lift the handle to shift the weight of the ballot transfer bin to the rear wheels. Roll the ballot transfer bin to a secure location in the polling place. The ballot transfer bin will remain sealed and will be transported by a Chief Judge to the Howard County Board of Elections warehouse. For more detailed information, go to *Chapter 14 – Final Election End Closing Activities*.

Figure 67 - Roller Handle on the Ballot Transfer Bin



19. Count the total number of voter authority cards (VACs) from the orange VAC bag for each scanning unit.
20. Record the number of voter authority cards in column G of the *Scanning Unit Closing Integrity Report*.
21. Put the voter authority cards back into the orange VAC bag and secure with provided seal in bottom of bag. Give VAC bag to the chief judges for delivery to Howard County Board of Elections warehouse.

Figure 68 - Scanning Unit Closing Integrity Report

Scanning Unit Closing Integrity Report							State of Maryland
2018 Gubernatorial Primary Election							Date: 6/26/2018
County: <u>Howard</u>							
Dist/Prec: <u>01-01 ELKBRIDGE LANDING MIDDLE SCH-CAFETERIA</u>							
Combined District/Precinct(s): <u>01-02</u>							
<input type="checkbox"/> Reattach ALL locks removed during closing activities to their original location. Place removed tampere tape on back of this report. <input checked="" type="checkbox"/> Remove ballot transfer bin from each scanning unit for delivery to HCBOE. Place spoiled ballot envelope within bin before sealing. <input checked="" type="checkbox"/> Place white ballot divider boxes containing unvoted ballots within main ballot compartment of each scanning unit(s). Reattach lock. <input type="checkbox"/> Complete all gray areas.							
	A. Removed Emergency Ballot Comp. Lock #	B. Reattached Emergency Ballot Comp. Lock #	C. Removed Main Ballot Box Lock #	D. Reattached Main Ballot Box Lock #	E. Public Count	F. Protected Count	G. Number of VACs
Scanning Unit #	Verify	Verify	Verify	Verify	Record	Record	Record
1	2269	2269	5589	5589			
	H. REMOVED Memory Stick Serial #	I. Reattached Scanning Unit Lid Lock #	J. Rear Access Door Tampere Tape # (Do Not Remove)	K. Front Access Door Tampere Tape #	Front/Back Seals Applied to Ballot Transfer Bin(s). Seal #s recorded on Ballot Bin Transportation Log		
Scanning Unit #	Verify	Verify	Verify	Verify	Verify		
1	AA04012700029972	2161	14-51397		YES		
To the best of my knowledge, the information on this page is true and accurate.							
Assisting Judges: _____							
Republican Chief Judge		7		Democratic Chief Judge			

G

11.13 Packing the Scanning Unit

1. Pack the power cord with the gray surge protector into the back compartment of the scanning unit.

Figure 69 - Back Compartment of the Scanning Unit



2. Close and lock the back-compartment door using the flat key.

Figure 70 - Locking the Back-Compartment Door on the Scanning Unit



3. Release the parking brakes by tapping the vertical metal tabs forward with toe. **CAUTION: The metal tabs are sharp.**

Figure 71 - Releasing the Brakes on the Scanning Unit



4. Two election judges roll the scanning unit to the transfer cart to be loaded with ramps installed as demonstrated in training for return to the Howard County Board of Elections.

Figure 72 - Rolling the Scanning Unit onto the Transfer Cart



5. For more information on transfer cart packing and critical election item transportation to HCBOE warehouse, go to *Chapter 14 – Final Election End Closing Activities*.

Chapter 12 – Ballot Marking Device

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12.1 Overview

Each precinct will receive at least one ballot marking device. Voting judges are responsible for setting up the ballot marking device under the direction of the chief judges. Challengers and watchers may observe opening procedures.

The ballot marking device lets voters mark their ballots independently, including voters with disabilities. Make sure the following policies about the ballot marking device are followed:

- Any voter may use the ballot marking device. **DO NOT** ask why the voter needs or wants to use it or ask for proof that the voter needs to use it.
- If a voter wants to use the ballot marking device, offer to explain the accessibility features.
- The ballot issuance judge must tell each voter:

“You have two ways to mark your ballot – either by hand or with the electronic device. Which do you prefer?”

- Make sure that at **least five voters** use the ballot marking device during the day. If five voters have not used the ballot marking device **by 1:00 p.m.**, direct voters to use the ballot marking device until five voters have used it.

There are several ways to mark a ballot activation card using the ballot marking device. The ballot marking device includes a touch screen and keypad (includes Braille). Voters may use their own sip and puff device or rocker paddle device.

An audio ballot is available to all voters who use the ballot marking device. All accessibility features can be used with the audio ballot. The ballot marking device also offers high-contrast and enlarged print viewing options. The accessibility features on the ballot marking device can be used in any combination to make ballot selections.

The ballot marking device is only a marking device. It **cannot record votes**. The ballot marking device acts as a pen that marks and prints the voter’s selections. Then the voter’s ballot activation card is put into the scanning unit. The scanning unit records the selections.

12.2 Ballot Marking Device



The ballot marking device must be ready to be used by voters before the polls open. Make sure the keypad and headphones are attached and ready to be used.

12.2 Required Supplies

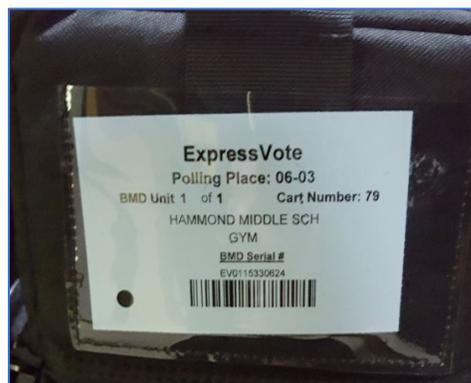
The following election supplies are required for ballot marking device opening procedures:

- Ballot marking device barrell key
- *Ballot Marking Device Integrity Report*
- New tamper tape
- ADA table and a chair
- Headphones, keypad and privacy screen
- Blue tape to post all required Ballot Marking Device instruction signage

12.3 Setup

1. Remove the ballot marking device from the transfer cart.
2. Check the shipping tag on the ballot marking device case shows the correct polling place. If the polling place is wrong, tell the chief judge right away to contact the Howard County Board of Elections.

Figure 1 - Shipping Tag on the Ballot Marking Device Case



3. Take the ballot marking device in its case to where the polling place schematic says it should be. The location should maximize voter privacy.
4. Remove the ballot marking device, keypad, and headphones from the case. Remove the power cord from the side pocket of the case.

Figure 2 - Ballot Marking Device Case



5. Hold the small circular plug of the power cord with the flat side up. Push it into the port on the back of the ballot marking device. The plug will click into place when properly connected. Plug the other end of the power cord into an electrical outlet.

Figure 3 - Small Circular Plug in the Port of the Ballot Marking Device



6. Hold the bottom of the stand on the back of the ballot marking device. Pull out and extend the stand. Rest the ballot marking device on the stand. Position the ballot marking device on the designated table.

Figure 4 - Setting Up the Ballot Marking Device



7. Check the serial number located on the top of the ballot marking device. Make sure it matches the number in column A of the *Ballot Marking Device Integrity Report*.

Figure 5 - Serial Number and the Ballot Marking Device Integrity Report

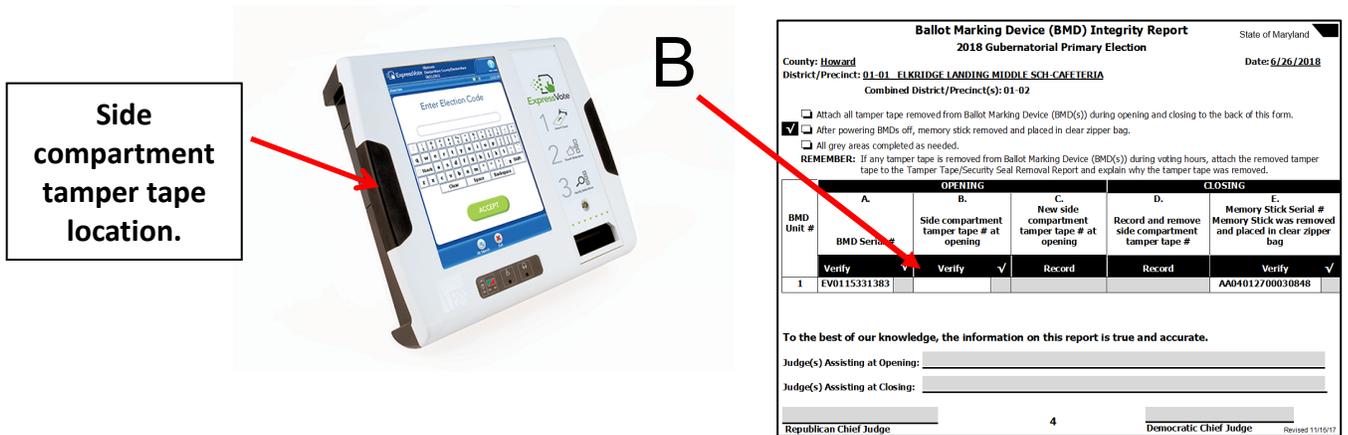


A

Ballot Marking Device (BMD) Integrity Report					State of Maryland
2018 Gubernatorial Primary Election					Date: 6/26/2018
County: Howard					
District/Precinct: 01-01 ELKBRIDGE LANDING MIDDLE SCH-CAFETERIA					
Combined District/Precinct(s): 01-02					
<input type="checkbox"/> Attach all tamper tape removed from Ballot Marking Device (BMD(s)) during opening and closing to the back of this form. <input checked="" type="checkbox"/> After powering BMDs off, memory stick removed and placed in clear zipper bag. <input type="checkbox"/> All grey areas completed as needed.					
REMEMBER: If any tamper tape is removed from Ballot Marking Device (BMD(s)) during voting hours, attach the removed tamper tape to the Tamper Tape/Security Seal Removal Report and explain why the tamper tape was removed.					
BMD Unit #	A.	B.	C.	D.	E.
	BMD Serial #	Side compartment tamper tape # at opening	New side compartment tamper tape # at opening	Record and remove side compartment tamper tape #	Memory Stick Serial # Memory Stick was removed and placed in clear zipper bag
Verify	Verify	Verify	Record	Record	Verify
1	EV0115331383				A04012700030848
To the best of our knowledge, the information on this report is true and accurate.					
Judge(s) Assisting at Opening: _____					
Judge(s) Assisting at Closing: _____					
Republican Chief Judge			4	Democratic Chief Judge	Revised 1/11/07

8. Check the tamper tape number located on the left side compartment door of the ballot marking device with column B of the *Ballot Marking Device Integrity Report*.

Figure 6 - Side Compartment Tamper Tape and Ballot Marking Device Integrity Report



9. During the pre-election morning opening procedures, remove the tamper tape and place it on the back of the *Ballot Marking Device Integrity Report*.
10. Use the ballot marking device barrel key to unlock and open the left side compartment door.

Figure 7 - Side Compartment Door of the Ballot Marking Device



11. Make sure that the memory stick is installed. Tell a chief judge right away if the memory stick is not installed.

12.6 Ballot Marking Device

Figure 8 - Memory Stick of the Ballot Marking Device



12. Make sure that the **“Mode”** switch is on **“VOTER.”**

Figure 9 - "Mode" Switch is on "Voter" of the Ballot Marking Device



13. Make sure that the keypad is plugged in before starting the ballot marking device.

Figure 10 - Keypad Plug of the Ballot Marking Device



14. Flip the "Power" switch to the "On" position.

Figure 11 - "Power" Switch to the "On" Position of the Ballot Marking Device



Do not touch the display screen while the ballot marking device is starting. The process is long, about 4 minutes. No reports will print.



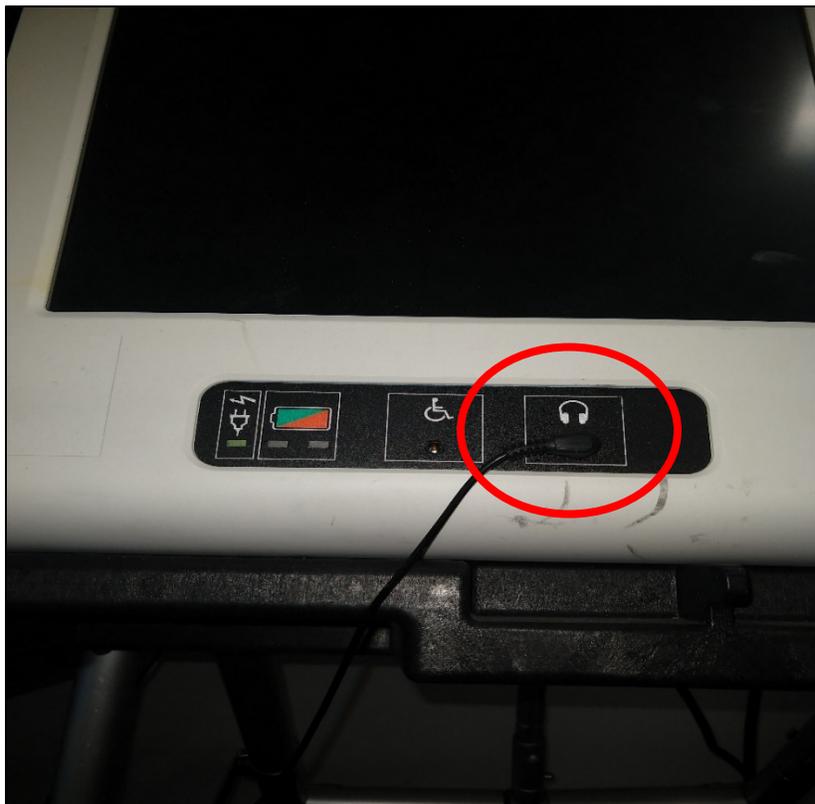
15. Position the keypad cord so it threads through the circular opening at the top of the side compartment door.

Figure 12 - Keypad Cord at the Top of the Side Compartment Door of the Ballot Marking Device



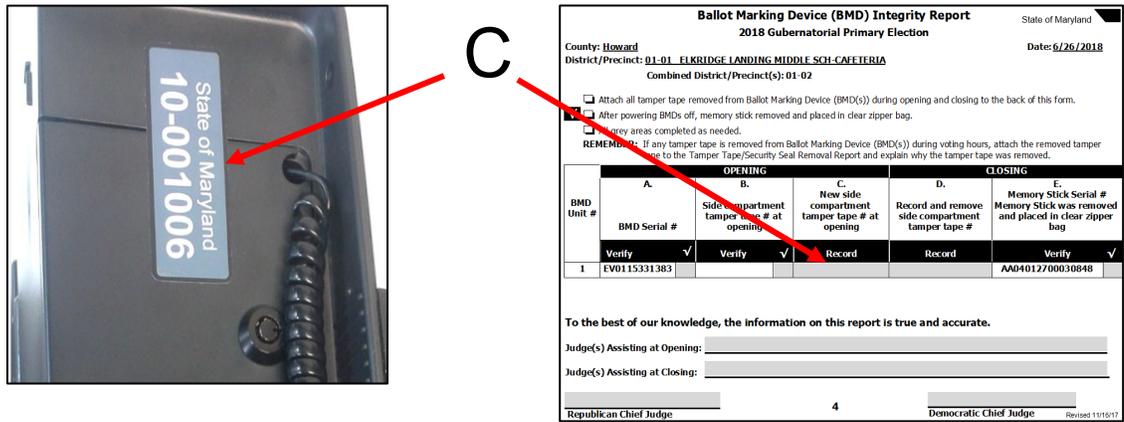
16. Plug the headphones into the audio port located on the front of the ballot marking device.

Figure 13 - Headphones Plugged in to the Audio Port of the Ballot Marking Device



17. Close and lock the side compartment door using the ballot marking device barrel key.
18. Apply new tamper tape.
19. Write the new tamper tape number in column C of the *Ballot Marking Device Integrity Report*.

Figure 14 - New Tamper Tape Number and the Ballot Marking Device Integrity Report



20. Install the privacy screen.

Figure 15 - Privacy Screen around the Ballot Marking Device



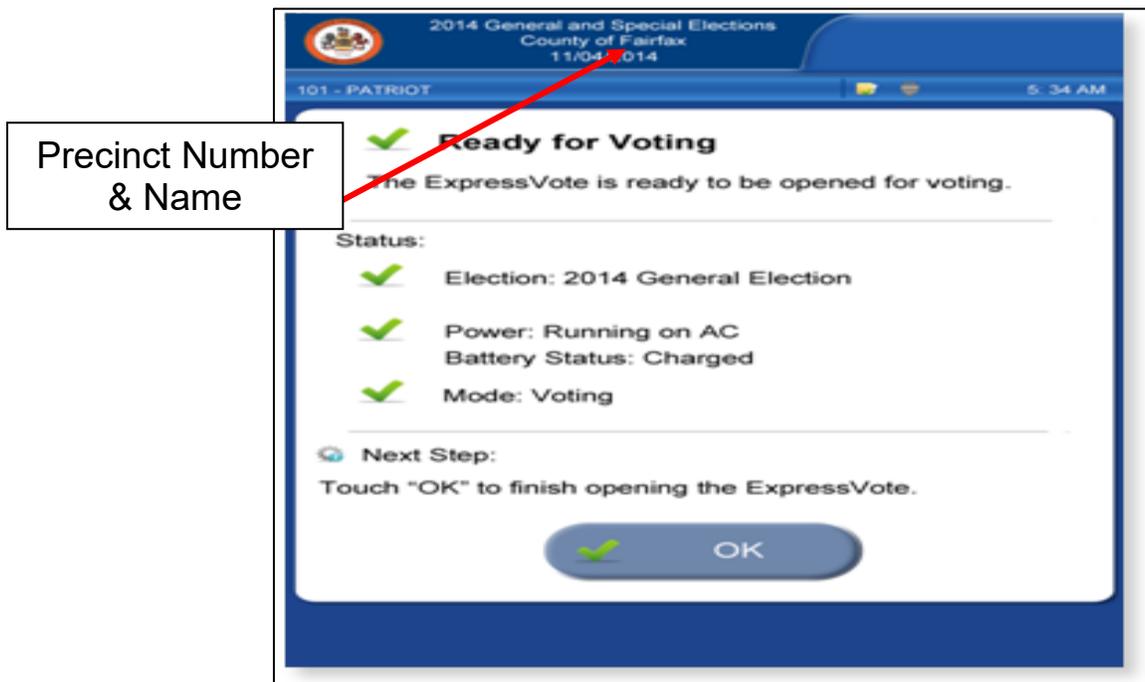
21. Get a chief judge to enter the election code and touch **“Accept.”**

Figure 16 - Election Code on the Ballot Marking Device



22. Make sure that the precinct number and name displayed on the screen are correct. Make sure the unit is receiving power. Touch "OK." Tell the chief judge right away if the precinct number and name are not correct.

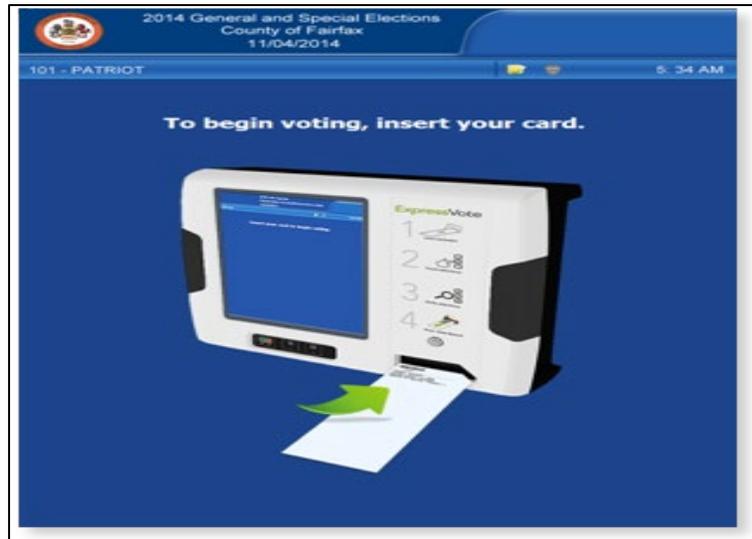
Figure 17 - Checking the Precinct Number & Name on the Ballot Marking Device



Precinct Number & Name

23. When the ballot marking device is ready to accept ballot activation cards, the following screen appears. Check that the election, county, date and time are correct at the top of the screen.

Figure 18 - "To begin voting, insert your card" Screen of the Ballot Marking Device



24. Return the case to the black transfer cart. Return the key and *Ballot Marking Device Integrity Report* to a chief judge.

12.4 Prepare the Voter for Voting

Voters who choose to use the ballot marking device will be issued a ballot activation card instead of a regular paper ballot. A voter will get the ballot activation card and a privacy sleeve from the chief judge. The voter will also get a voter authority card from the check-in judge. The voter authority card will be placed in the clear pouch on the front of the privacy sleeve.



For all voters using the ballot marking device, it will be a chief judge's responsibility to escort voter from check-in to the ballot marking device, and if necessary, to the scanning unit.

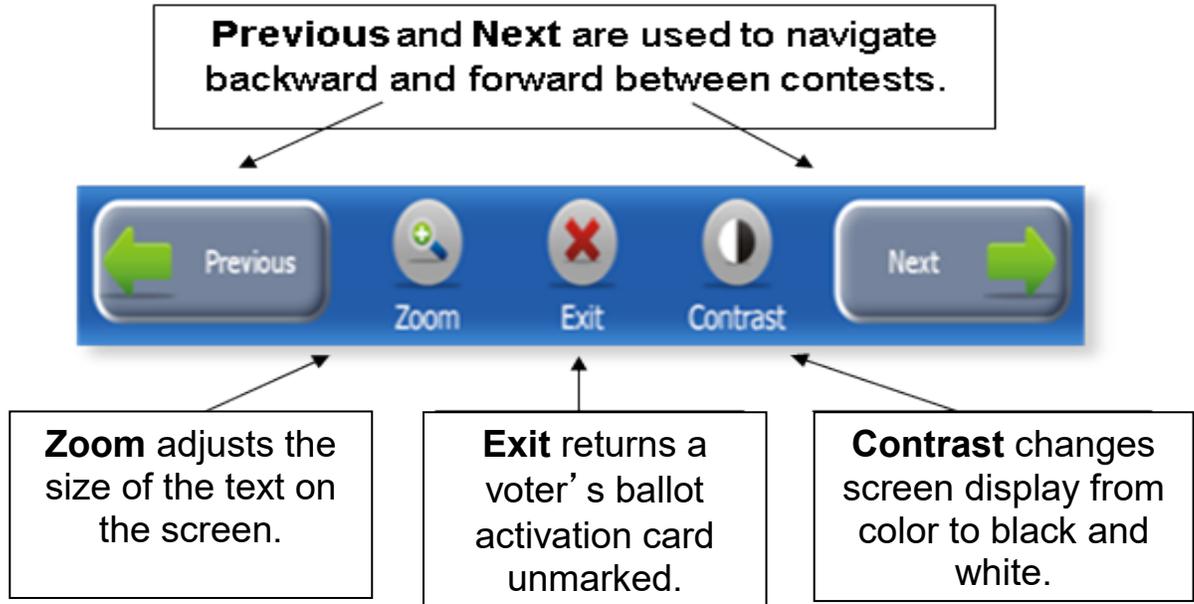
A chief judge will:

- Ask the voter for his or her voter authority card. The voter authority card was put in the clear pouch on the front of the privacy sleeve.
- Make sure that the voter authority card has been signed by the voter and initialed by a check-in judge.
- Initial the voter authority card.

12.12 Ballot Marking Device

- Hold onto the voter authority card while escorting the voter to the ballot marking device.
- Tell the voter how to use the ballot marking device. Show the voter how to increase the text size and how to change the contrast. Explain the audio option.

12.4.1 Screen Display Options

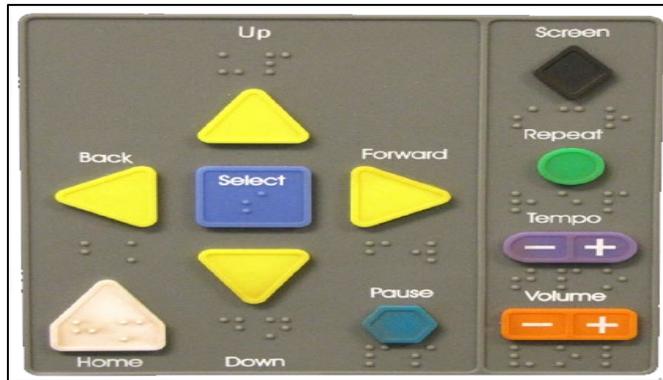


! The “More” button will appear on the touchscreen when an additional page of contest choices is available to the voter. Voters must touch the “More” button to access the additional page. Voting judges are to instruct voters about the “More” button before the voter begins using the ballot marking device.

! The ballot marking device will display a warning message after 5 minutes of inactivity.

12.4.2 Using the Audio Headset and Keypad

Figure 19 - Keypad of the Ballot Marking Device



- The keypad will come already preinstalled. The headset will be located within the ballot marking device case. Plug headset into the audio port (picture of headphones) located on the front of ballot marking device. These items must be always connected to the ballot marking device during voting hours.
- Show the voter how to adjust the volume.
- Give the headphones to the voter and tell the voter to put on the headphones.
- Assist the voter if you are asked.



Once the ballot activation card is identified, the ballot marking device immediately begins playing the voting instructions and provides an overview of the keypad functions.

12.4.3 Audio Instructions

The audio instructions include:

1. Press **Screen** to turn the touchscreen display off.
2. Use **Tempo** on the right side of the keyboard to speed up or slow down the audio.
3. Use **Volume** on the right side of the keypad to adjust the volume of the audio.

4. Use **Down Arrow** on keypad to scroll through available language options. Press **Select** to select desired language and to begin voting.
5. Press **Right Arrow** to proceed to the first contest. The ballot marking device identifies contest information, including name, number of permitted selections, and number of candidates or choices.
6. Press **Down Arrow** to scroll through candidates or choices.
7. Press **Select** to make a selection after the selection has been read.
8. To change a selection in a “vote for one” contest, press **Down Arrow** or **Up Arrow** to scroll through selections. Press **Select** to make a new selection. The new selection replaces the previous one.
9. To change a selection in a “vote for more than one” contest, press **Down Arrow** or **Up Arrow** to scroll through selections. Press **Select** to remove previous selection. Press **Down Arrow** or **Up Arrow** to scroll through selections. Press **Select** to make a new selection.
10. To select a write-in (general elections only), press **Down Arrow** to navigate to the write-in option. Press **Select**. The ballot marking device will begin playing write-in instructions and provides an overview on keyboard functions. Press **Down Arrow** or **Up Arrow** to scroll through letters. Press **Select** to choose a letter. When finished, press **Right Arrow**. The ballot marking device returns to contest and repeats the write-in selection.

12.5 Activating the Ballot Marking Device

The ballot marking device display will read “To begin voting, insert your card.”

The ballot marking device will begin playing the audio instructions when a ballot activation card is inserted. When a voter chooses to use the audio ballot, make sure the voter has the headphones on and the volume is loud enough prior to inserting the ballot activation card.

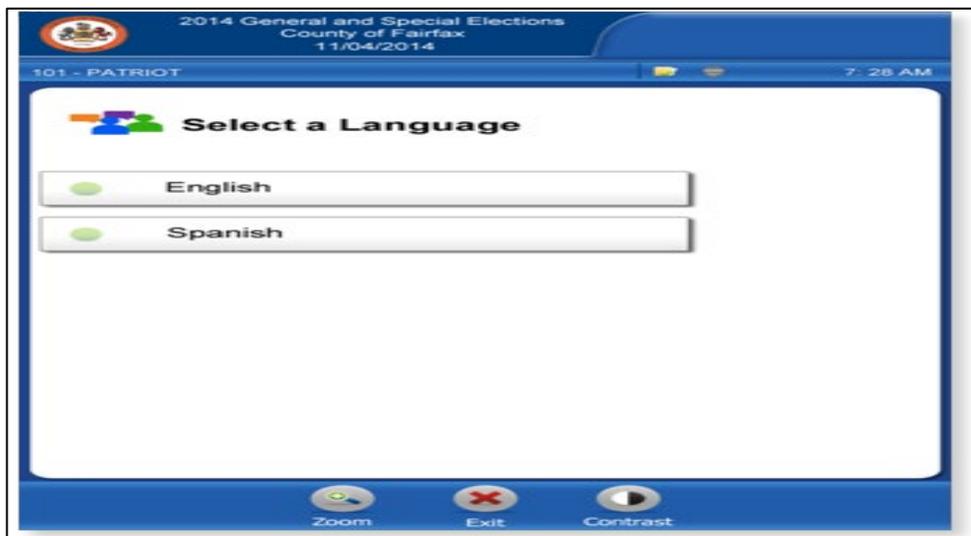
1. Tell the voter to insert the ballot activation card into the slot with the slanted corner of the card to the top right.

Figure 20 - Slanted Corner of the Card to the Top Right of the Ballot Marking Device



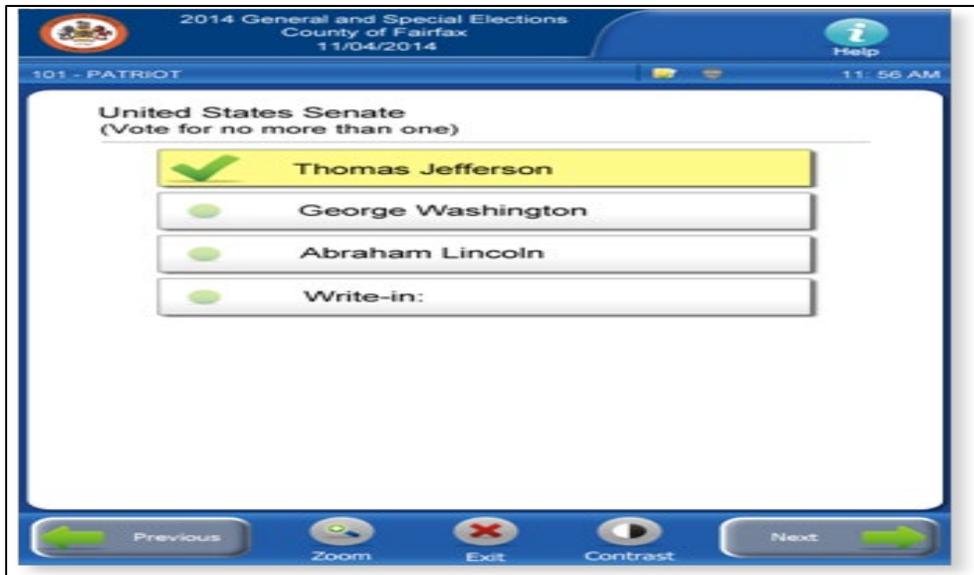
2. For consolidated precincts, the screen will display a list of precincts. Select the precinct number indicated on the voter authority card.
3. The screen will display a selection menu of ballot styles.
4. Use the ballot style number printed on the voter authority card to select the correct ballot style for the voter. Touch the correct ballot style number on the touch screen display.
5. Put the voter authority card back into the clear pouch on the privacy sleeve.
6. Stand to the side of the ballot marking device to ensure voter privacy while giving instructions to the voter.

Figure 21 - Bilingual Ballot Selection Screen of the Ballot Marking Device



7. Tell the voter to select a candidate or contest choice by touching the oval or anywhere on the line. Once selected, the selection turns yellow and a green checkmark appears next to the candidate or contest choice.

Figure 22 - Candidate or Choice Selection on the Ballot Marking Device



- To change a selection in a “vote for one” contest, touch the oval or anywhere on the line of the new selection. The selection turns yellow, and a green checkmark appears next to the candidate or contest choice.
 - To change a selection in a “vote for more than one” contest, remove the previous selection by touching the green checkmark or anywhere on the line of the previous selection. To make a new selection, touch the oval or anywhere on the line of the new selection. The selection turns yellow, and a green checkmark appears next to the candidate or contest choice.
8. Touch “Previous” or “Next” to navigate backward and forward between contests.

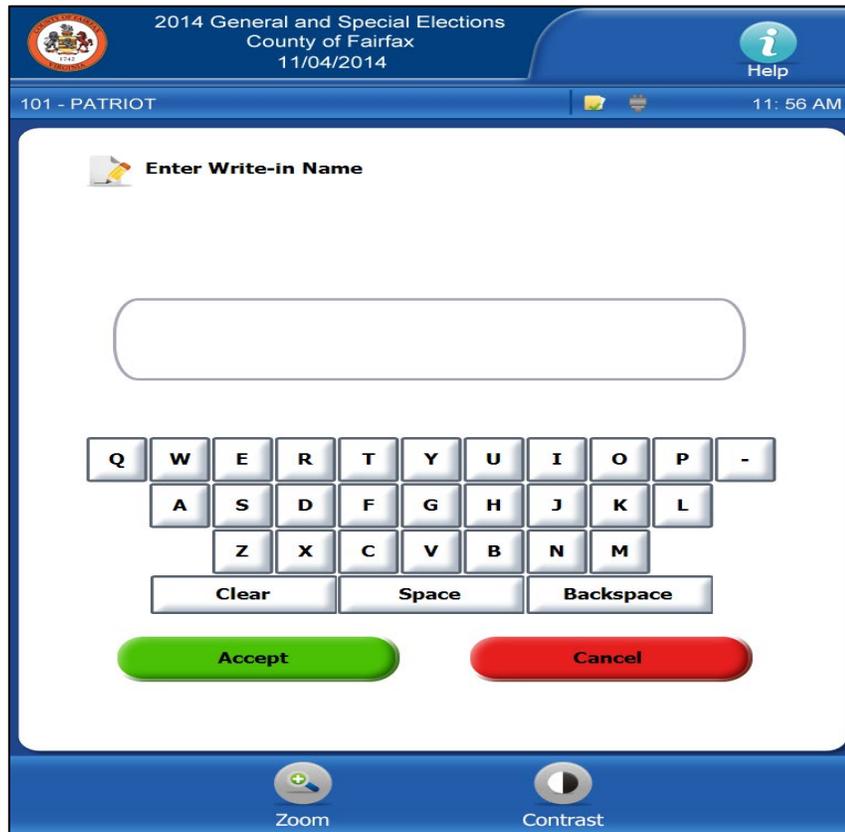


The “More” button will appear on the touchscreen when an additional page of contest choices is available to the voter. Voters must touch the “More” button to access the additional page. Voting judges are to instruct voters about the “More” button before the voter begins using the ballot marking device.

12.6 Write-In Votes (General Election Only)

To select a write-in candidate, touch "Write-In." The screen displays a keyboard. Enter the write-in name using the keyboard and then touch "Accept."

Figure 23 - "Enter Write-In Name" Screen of the Ballot Marking Device

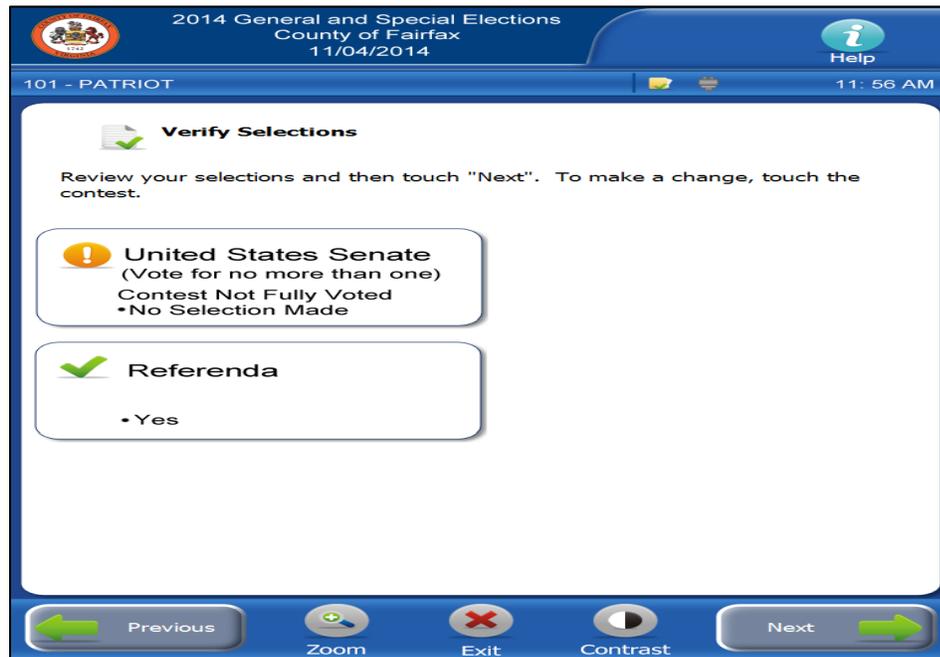


To clear a write-in, touch the green checkmark or anywhere on the line of the write-in selection. The screen displays a keyboard. Touch "Clear" and then touch "Accept."

12.7 Summary of Selections

After the voter is finished making his or her selections, a “Summary of Selections” screen displays. Undervoted contests are marked with an orange exclamation point. All other contests are marked with a green checkmark.

Figure 24 - Summary of Selections Screen of the Ballot Marking Device



To change a selection when a voter is on the “Summary of Selections” screen, the voter can touch the contest he or she wants to change. That contest will show on the screen. After changes are made, touch “Next.” The ballot marking device returns to the “Summary of Selections” screen. When the voter is finished reviewing the selections, touch “Next” to continue to the “Print Card” screen.

12.8 Printing the Ballot Activation Card Ballot

1. To print the ballot activation card ballot, touch "Print Card." The ballot activation card ejects from the ballot marking device showing the selections made by the voter.

Figure 25 - "Print Card" Screen of the Ballot Marking Device



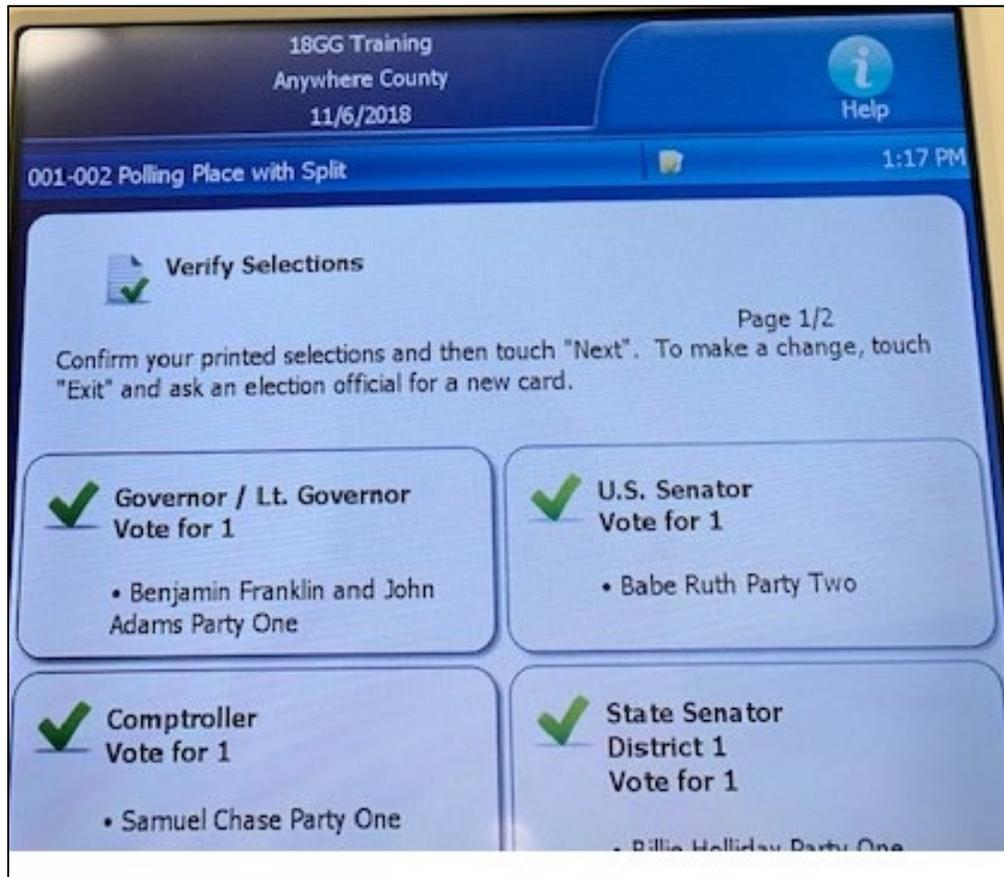
2. Tell the voter to put the printed ballot activation card ballot into the privacy sleeve. Make every effort to avoid seeing the voter's selections printed on the ballot activation card.
3. Direct or walk with the voter to the scanning unit to cast the ballot activation card ballot.
4. Tell the voter to give the voter authority card to the voting judge at the scanning unit. If the voter needs help putting the ballot activation card in the scanning unit, tell the voter to ask the voting judge for help.

12.9 Checking a Marked Ballot Activation Card Ballot

The ballot marking device allows a voter to put the marked ballot activation card ballot back into the input slot to confirm the voter's selections. This is for confirmation purposes only. No changes can be made. The voter will only be able to view or hear the summary of his or her selections. If the voter wishes to make a change, the ballot must be spoiled and the voter must ask for a new ballot. See "Replacing Ballots and Ballot Activation Cards" in *Chapter 7 – Issuing Ballots*.

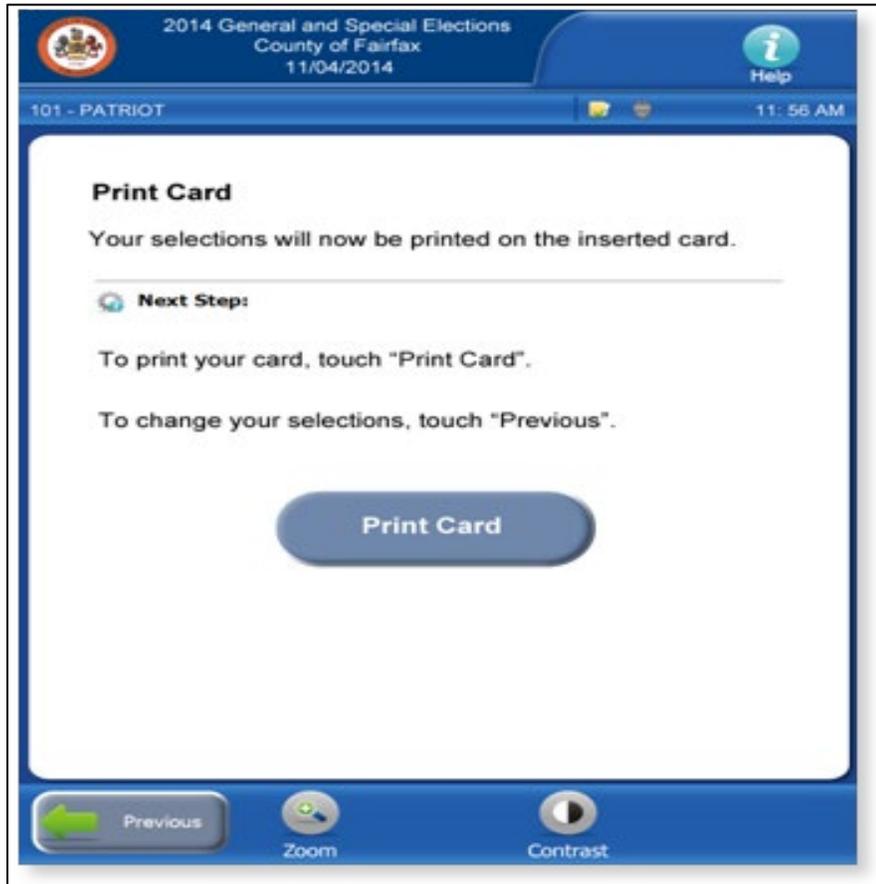
1. Tell the voter to put the ballot activation card ballot into the input slot with the slanted corner of the card to the right.
2. The screen will show instructions on how to review the selections.

Figure 26 - "Verify Selections" Screen of the Ballot Marking Device



3. Touch "Next" to access the "Summary of Selections" screen.
4. Review the selections. When finished, touch "Next" again. Then touch "Print Card" to eject the ballot activation card ballot. The printed ballot activation card ballot ejects from the input slot.

Figure 27 - "Print Card" Screen of the Ballot Marking Device



12.10 Closing the Ballot Marking Device

1. Remove the privacy screen.

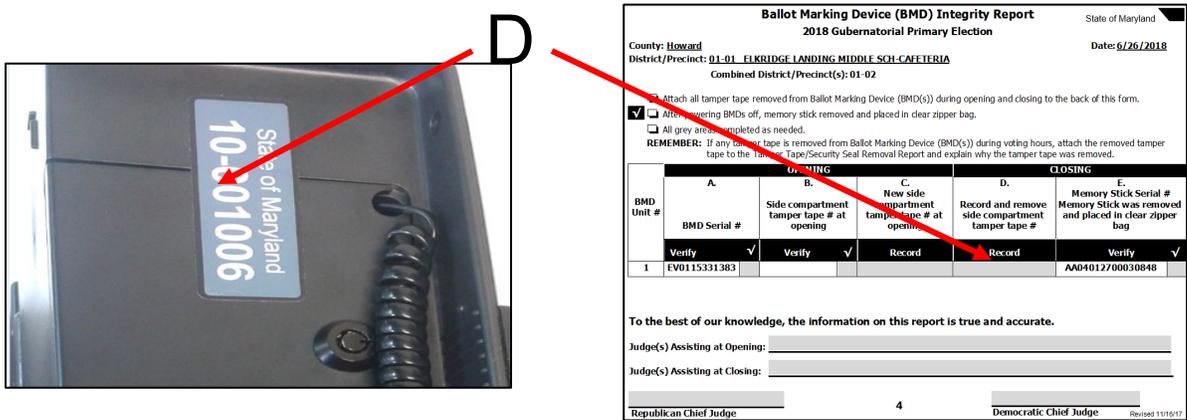
Figure 28 - Removed Privacy Screens of the Ballot Marking Device



12.22 Ballot Marking Device

- Write down the left side compartment tamper tape number in column D of the closing section of the *Ballot Marking Device Integrity Report*.

Figure 29 - Tamper Tape Number and Ballot Marking Device Integrity Report



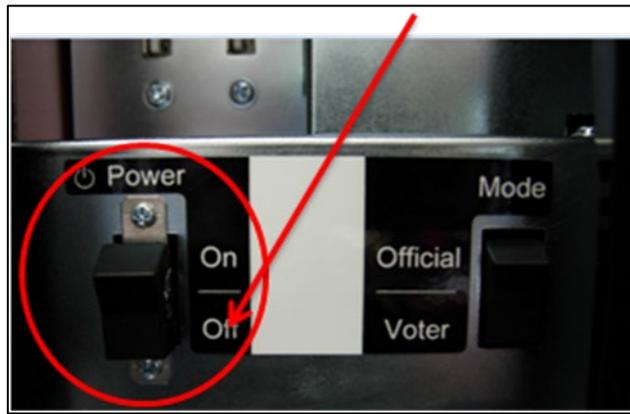
- Remove the tamper tape from the side compartment. Attach it to the back of the *Ballot Marking Device Integrity Report*.
- Use the ballot marking device barrel key to unlock and open the side compartment door.

Figure 30 - Opened Side Compartment Door of the Ballot Marking Device



- Flip the “**Power**” switch to the “**Off**” position.

Figure 31 - "Power" Switch to the "Off" Position of the Ballot Marking Device



6. Remove headphones and put them in the case.
7. Remove memory stick(s) and verify the serial number(s) located in column E on *Ballot Marking Device Integrity Report*. Place memory stick in clear zipper bag. Clear zipper bag will also be used to carry CF Cards from pollbooks and memory stick(s) from scanning unit(s).

Figure 32 – Verify removed memory stick serial number(s) on BMD Integrity Report

Ballot Marking Device (BMD) Integrity Report						State of Maryland
County: <u>Howard</u>					Date: <u>6/26/2018</u>	
District/Precinct: <u>01-01 ELKRIDGE LANDING MIDDLE SCHOOL CAFETERIA</u>						
Combined District/Precinct(s): <u>01-02</u>						
<input type="checkbox"/> Attach all tamper tape removed from Ballot Marking Device (BMD(s)) during opening and closing to the back of this form. <input checked="" type="checkbox"/> After powering BMDs off, memory stick removed and placed in clear zipper bag. <input checked="" type="checkbox"/> All grey areas completed as needed. REMEMBER: If any tamper tape is removed from Ballot Marking Device (BMD(s)) during voting hours, attach the removed tamper tape to the Tamper Tape/Security Seal Removal Report and explain why the tamper tape was removed.						
BMD Unit #	OPENING			CLOSING		
	A. BMD Serial #	B. Side compartment tamper tape # at opening	C. New side compartment tamper tape # at opening	D. Record and remove side compartment tamper tape #	E. Memory Stick Serial # Memory Stick was removed and placed in clear zipper bag	
	Verify	Verify	Record	Record	Verify	Verify
1	EV0115331383				AA04012700030848	

To the best of our knowledge, the information on this report is true and accurate.

Judge(s) Assisting at Opening: _____

Judge(s) Assisting at Closing: _____

Republican Chief Judge _____ 4 Democratic Chief Judge _____ Revised 11/16/17

E

8. Close and lock the side compartment. A new tamper tape is not necessary.
9. Close the stand on the back of the ballot marking device. It will snap into place.

Figure 33 - Stand on the Back of the Ballot Marking Device



10. Remove the power cord from the back of the ballot marking device by sliding the sheath on the plug back while gently pulling the plug out.

Figure 34 - Power Cord on the Back of the Ballot Marking Device



11. Pack up the ballot marking device. Place the keypad and headphones back into the carrying case. Return the power cord to the carrying case side pocket.

Figure 35 - Carrying Case of the Ballot Marking Device



12. Return the ballot marking device to the shelf in the transfer cart. Sign the *Ballot Marking Device Integrity Report* and give it to a chief judge.

Chapter 13 – Marking a Ballot by Hand

13.1 Overview	13.2
13.3 Instructions for Marking a Ballot by Hand	13.2
13.4 Casting a Write-in Vote on a Regular Ballot.....	13.5
13.5 After the Voter Has Marked the Ballot.....	13.6

13.1 Overview

This chapter explains the correct way to mark a regular paper ballot by hand for voters who choose to do so. The Howard County Board of Elections will decide which election judges will be responsible for issuing ballots to voters. Those election judges will be trained to follow the procedures in this chapter.

13.2 Important Changes for the 2020 Presidential Elections

For the 2020 Presidential Elections, there are some important changes to the voting process.

- The ballot issuance judge will tell each voter:

“You have two ways to mark your ballot – either by hand or with the electronic device. Which do you prefer?”

13.3 Instructions for Marking a Ballot by Hand

The voting judge will:

1. Ask the voter for the voter authority card (VAC).
2. Make sure the voter authority card has been signed by the voter and initialed by a check-in judge.
3. Make sure voter authority card is not a provisional VAC.

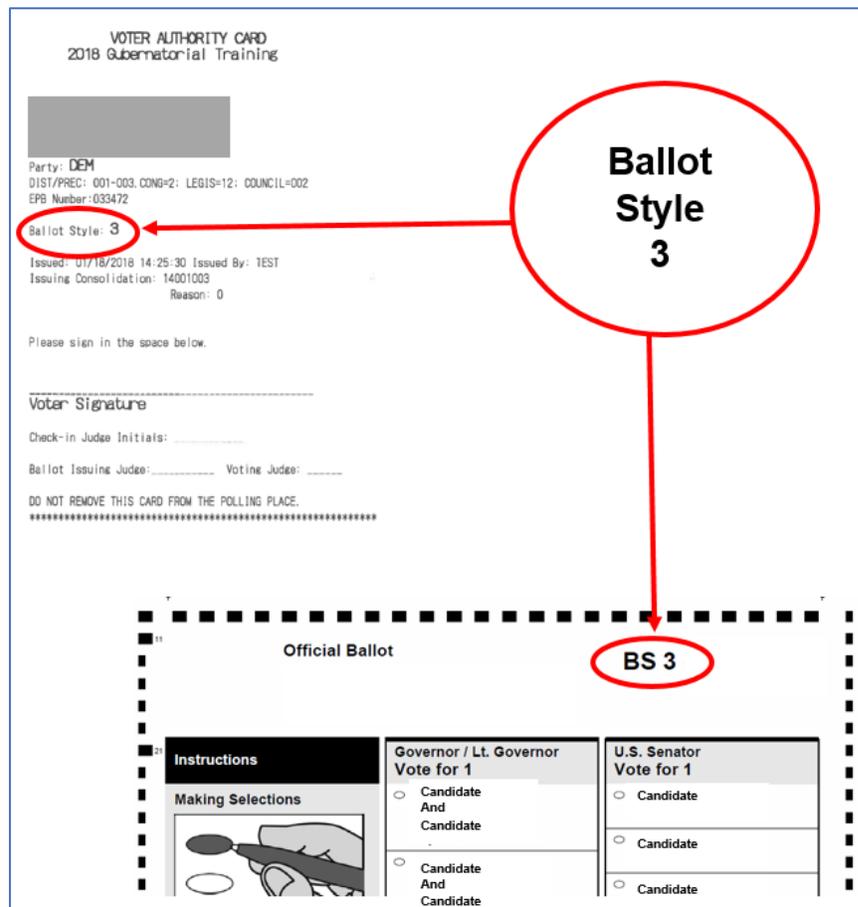
IMPORTANT: Voting Judges stationed at the ballot issuance table must make sure voters having a provisional voter authority card are not issued a regular ballot. Contact a chief judge right away if a voter has a provisional voter authority card. A provisional voter authority card will clearly state "Provisional Ballot" at top and "DO NOT ISSUE REGULAR BALLOT" in ballot style issue area on the voter authority card.

4. Give the voter the correct ballot style. Show the voter the following:
 - The ballot style printed on the voter authority card.
 - The ballot style printed on the ballot to make sure it is the correct ballot style.

13.2 Marking a Ballot by Hand

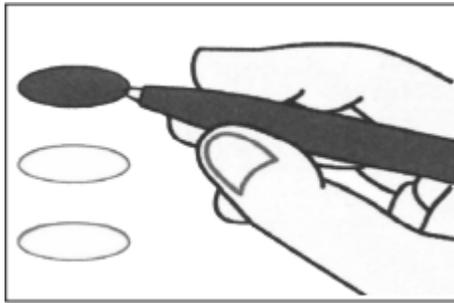
- Both sides of the ballot and all pages of the ballot, if applicable.

Figure 1 - Ballot Style on Voter Authority Card and Ballot Style on Regular Paper Ballot

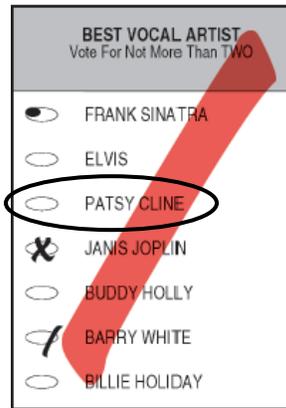


5. Initial the voter authority card.
6. Put the voter authority card in the clear pouch on the front of a privacy sleeve.
7. Tell the voter to read the ballot carefully:
 - All selections for undervoted contests will be counted.
 - No selections for overvoted contests will be counted.
8. Tell the voter how to mark his or her selections on the ballot:
 - Use the marking pen provided at the voting booth.
 - Completely fill in the oval for each selection.

Figure 2 - Examples of How to Mark a Ballot by Hand



CORRECT



INCORRECT

- Do not make any marks outside of the oval.
- Do not make any other marks on the ballot.
- Do not sign his or her name, initial, or make any other identifying marks on the ballot. Ballots with identifying marks may be rejected.

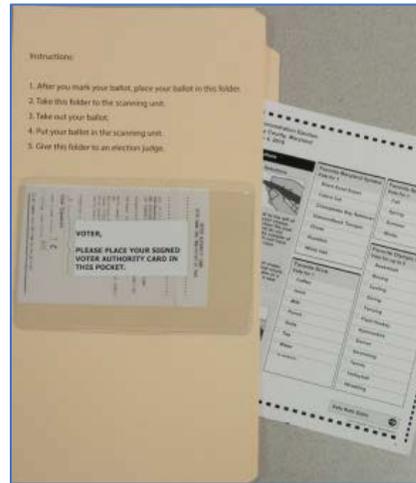


A voting or chief judge must offer assistance to a voter who has spoiled two ballots.

9. Tell the voter to raise his or her hand or tell a voting judge if they have any questions or make a mistake on the ballot. See the “Replacement Ballots for Spoiled Ballots” section of *Chapter 7 – Issuing Ballots* to replace a ballot.
10. Tell the voter to keep the voter authority card in the clear pouch on the front of the privacy sleeve. The voter will need the voter authority card to cast the ballot at the scanning unit.
11. Put the voter’s ballot in the privacy sleeve and give it to the voter.

13.4 Marking a Ballot by Hand

Figure 3 – Privacy Sleeve and Voter's Ballot



12. Direct the voter to an available voting booth.

13.4 Casting a Write-in Vote on a Regular Ballot (General Election Only)

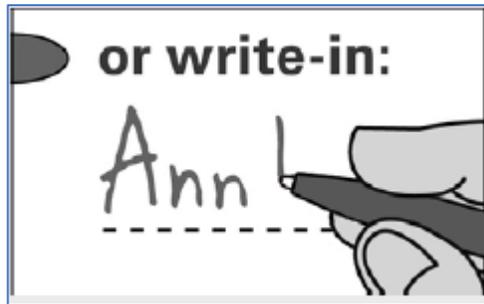


Do not volunteer information about write-in voting unless the voter asks.

If a voter asks about write-in voting during a general election:

- Show the voter to the posted instructions.
- Answer any questions the voter may ask.
- When you help a voter asking about write-in voting, do not say the name of any particular candidate or the name of any particular office. The only exception is indicated below. If you need to use a name as an example when you are helping a voter, use a pretend name such as “John Smith” or a name other than that of a known candidate.
- When explaining write-in voting to a voter, tell the voter to:
 - Completely fill in the oval to the left of “or write-in” under that contest heading.
 - Clearly write the full name of the candidate for whom he or she wishes to vote. The candidate must be clearly identified or the vote will not count.

Figure 4 - Writing in a Write-in Candidate



- Refer to the posted list of filed write-in candidates who have filed to become eligible.



If a voter tells you he or she knows the last name, but not the first name, and gives enough information about the candidate that you know to whom he or she is referring, you may tell the voter the candidate's first name.

If a voter asks for help because he or she is unable to write:

- Complete the *Voter Assistance Form*. See *Chapter 3 – Voters with Special Needs and Cross-Cultural Communication* for more information.
- Assistance should be limited to writing the write-in candidate's name.
- Write the complete name exactly as the voter says.
- Once the voter has completed his or her write-in voting, the person(s) assisting should then leave the voter so the voter may continue to vote in privacy.

If a voter changes his or her mind after writing a write-in candidate's name or makes a mistake on the ballot, instruct the voter to overvote every contest. Write "SPOILED" across the ballot and put it in the "Spoiled Ballot Envelope" before issuing the voter a replacement ballot.

13.5 After the Voter Has Marked the Ballot

A voting judge will:

- Direct or walk with the voter to the scanning unit.
- Tell the voter to give the voter authority card to the voting judge at the scanning unit.

13.6 Marking a Ballot by Hand

Chapter 14 – Final Election End Closing Activities

14.1 General Overview	14.2
14.2 Final Transfer Cart Packing.....	14.2
14.3 Memory Stick and Compact Flash Card Transportation to HCBOE ..	14.3
14.4 Provisional Ballot Bag(s) and Absentee Transportation to HCBOE...	14.5
14.5 Ballot Transfer Bin(s) Transportation to HCBOE Warehouse	14.6

14.1 General Overview

Final tabulation of unofficial results will occur at the Howard County Board of Elections (HCBOE) main office. A designated HCBOE rover or closer will pick up and transport the polling place's clear zipper bag containing memory sticks and CF cards to the Board of Elections main office. A rover or closer will also pick up the polling place's provisional ballot bag(s) and absentee ballot bag for delivery to the HCBOE main office.

Ballot transfer bins containing voted ballots, ballot stubs and spoiled ballot envelope are to be delivered to the HCBOE warehouse (not the main office – see provided maps at end of this chapter) by a chief judge along with other critical election items listed below. The transportation of ballot transfer bins, memory sticks, CF cards, provisional and absentee ballot bags will be documented and accepted through a chain of custody arrangement detailed below and explained during training.

14.2 Final Transfer Cart Packing



Detailed packing picture(s) will be posted within each transfer cart. In addition, Chief judges will be provided a packing picture for items that are returned to the HCBOE Warehouse Election night.

Pack the following on the transfer cart:

- Ballot Marking Device (BMD) within original case along with keypad, headphones and power cord on transfer cart shelf.
- Grey tote(s) containing pollbook and printer cases and any other election items originally found within tote(s).
- Blue/red bags containing printer and pollbook cases if provided.
- Wheeled blue transfer case(s) containing election supplies; i.e. election supply box, green and yellow zipper bags, signage envelope, other supply boxes etc.
- ADA table(s) in original box.
- ADA voting booth legs in original box.
- Blue/red bag containing electrical supplies; i.e. power strips and extension cords

14.2 Final Election End Closing Activities

- All other signage, provisional booths and other election supplies as originally found in white election supply box.
- Voting booths in their respective blue boxes. A total of 4 voting booths may be secured to the top of transfer cart. Any voting booths that will not fit can be left outside transfer cart within their original boxes.



Use transfer cart key located on blue lanyard to finally lock cart with above contents. Apply tamper tape to doors of transfer cart(s) and record seal number(s) on *Ballot Closing Certificate*. Place blue lanyard keys in front pocket of Integrity Report and Payroll Binder labeled for that purpose.

14.3 Memory Stick and Compact Flash Card Transportation to HCBOE

The following must be completed by chief judges (rover or closer may assist with closing activities and paperwork):

1. Pack all memory sticks from scanning unit(s) and ballot marking devices (BMDs) into clear zipper bag. **A MEMORY STICK MUST BE RETURNED FOR EACH SCANNING UNIT AND BMD, INCLUDING THOSE NOT USED OR SHUT DOWN DURING THE DAY.**
2. In addition, all CF Cards (2 per pollbook) from pollbooks must be packed in clear zipper bag. **CF CARDS MUST BE RETURNED FOR EACH POLLBOOK, INCLUDING THOSE NOT USED OR SHUT DOWN DURING THE DAY.**
3. Seal clear zipper bag with ALL Memory Sticks and CF Cards. Complete “Section A: Polling Place” of *HCBOE Memory Sticks/CF Cards/Provisional/AB Transportation Log* as instructed below.

HCBOE MEMORY STICKS/CF CARDS/PROVISIONAL/AB TRANSPORTATION LOG

HCBOE INITIALS: J.W. DIST/PREC: 01-01 LOCATION: Elkridge Middle Sch - Cafeteria CHIEF INITIALS: 1

SECTION A: POLLING PLACE – CHIEF JUDGES					
DATE:	<u>2</u>	TIME:	<u>: 3</u>	TRANSPORTED TO BOE	PROVISIONAL BAGS: <u>4</u>
ALL MEMORY STICKS AND CF CARDS WERE PLACED IN CLEAR ZIPPER BAG AND SEALED WITH SEAL #:				<u>8</u>	MEMORY STICKS: <u>5</u>
					CF CARDS: <u>6</u>
RECORD PROVISIONAL BAG SEAL NUMBER(S) BELOW:					AB BAGS: <u>7</u>
<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	AB SEAL #
					<u>14</u>
<u>15</u> Chief Judge Signature			<u>17</u> Chief Judge Signature		
<u>16</u> Printed Name of Chief Judge			<u>18</u> Printed Name of Chief Judge		
<u>19</u> HCBOE Staff Signature			<u>20</u> Printed Name of HCBOE Staff		



RECEIVED BY
TRANSPORTING HCBOE STAFF

Complete all grey boxes following the above numbered diagram:

1. Chief Judge initials;
2. Date (April 28, 2020 or November 3, 2020);
3. Time transported to HCBOE by Rover or Closer – The last item filled out as to when the Rover or Closer leaves the polling place with clear zipper bag;
4. The number of provisional bags;
5. The number of memory sticks;
6. The number of CF Cards;
7. The number of absentee ballot bags;
8. Clear zipper bag seal number – The seal number used to seal the clear zipper bag;
9. – 13. Provisional bag seal numbers as needed;
14. Absentee ballot bag seal number;
15. Chief Judge signature;
16. Printed Name of Chief Judge;
17. Chief Judge Signature;
18. Printed Name of Chief Judge
19. Transporting Rover or Closer signature;
20. Transporting Rover or Closer printed name.

14.4 Final Election End Closing Activities

4. When **ALL** memory sticks and CF cards have been collected, rover or closer will deliver completed *Transportation Log* and sealed clear zipper bag containing memory sticks and CF cards to the HCBOE Main Office. **DO NOT** place *Transportation Log* within sealed clear zipper bag.



Transportation Log's Section A: Polling Place must be completed by chief judges and rover or closer before leaving polling place.

14.4 Provisional Ballot Bag(s) and Absentee Transportation to HCBOE

1. Verify provisional ballot bag(s) and absentee ballot bag for your polling place are locked and sealed.
2. Rover or closer will receive and deliver to the HCBOE Main Office each sealed provisional ballot bag and absentee ballot bag for the polling place.
3. Record the number of provisional ballot bags and absentee ballot bags with their respective seal numbers on the *HCBOE Memory Sticks/CF Cards/Provisional/AB Transportation Log* as indicated in the above pictured diagram on page 14.4.



Those polling places with more than one consolidation (more than one District/Precinct) will have 2 to 5 provisional ballot bags that rover or closer will receive and deliver to HCBOE.

14.5 Ballot Transfer Bin(s) Transportation to HCBOE Warehouse

1. Return the following critical election items to the HCBOE's warehouse at 9515 Gerwig Ln, Columbia, MD 21046 (see maps at the end of this chapter):
 - A. Sealed ballot transfer bin(s) containing voted ballots;
 - B. Sealed orange Voter Authority Card (VAC) bag;
 - C. Integrity Report and Payroll Binder containing blue lanyard keys and completed paperwork;
 - D. Voting Judges Folder containing *Spoiled Ballot Tally Sheet*



Critical election items (A-D) are either orange or have an orange label. See the picture of these items on page 14.9. In addition, a picture of these items will be provided at supply pickup in the chief judges' *Last-Minute Information* folder.



One chief judge shall deliver ballot transfer bin(s), in addition to above items B-D to the HCBOE Warehouse. See map at end of this chapter for warehouse facility location. A map for directions from your polling place to the warehouse facility will be provided in last minute information materials.

2. Complete Section A: Polling Place of the *HCBOE Ballot Transfer Bin Transportation Log* as instructed below. The Ballot Bin Transportation Log will be used when transporting the ballot transfer bin(s), in addition to other election supplies listed in # 1 above to the HCBOE warehouse.

HCBOE BALLOT TRANSFER BIN TRANSPORTATION LOG

HCBOE INITIALS: *JW* DIST/PREC: *07-01* LOCATION: *St. Augustines School - Gym* CHIEF INITIALS: **1**

SECTION A: POLLING PLACE			
DATE: 2	TIME: 3 :	TRANSPORTED TO HCBOE	NO. OF BALLOT TRANSFER BINS: 4
RECORD SEAL NO.'S FOR EACH BALLOT TRANSFER BIN:			
BIN #1 FRONT SEAL #: 5	BIN #2 FRONT SEAL #: 7	BIN #3 FRONT SEAL #: 9	
BIN #1 BACK SEAL #: 6	BIN #2 BACK SEAL #: 8	BIN #3 BACK SEAL #: 10	
11	SHADED BOXES MUST BE COMPLETED BY CHIEF JUDGES AND TRANSPORTING JUDGE	13	
Chief Judge Signature		Chief Judge Signature	
12		14	
Printed Name of Chief Judge		Printed Name of Chief Judge	
SEALED BALLOT TRANSFER BINS TRANSPORTED TO HCBOE BY:			
15		16	
Transporting Judge Signature		Printed Name of Transporting Judge	
SECTION B: HCBOE			
DATE: <input style="width: 80px;" type="text"/>	TIME: <input style="width: 40px;" type="text"/> :	RECEIVED BY HCBOE STAFF	NO. OF BALLOT TRANSFER BINS: <input style="width: 40px;" type="text"/>
RECORD SEAL NO.'S FOR EACH BALLOT TRANSFER BIN RECEIVED:			
BIN #1 FRONT SEAL #: <input style="width: 80px;" type="text"/>	BIN #2 FRONT SEAL #: <input style="width: 80px;" type="text"/>	BIN #3 FRONT SEAL #: <input style="width: 80px;" type="text"/>	
BIN #1 BACK SEAL #: <input style="width: 80px;" type="text"/>	BIN #2 BACK SEAL #: <input style="width: 80px;" type="text"/>	BIN #3 BACK SEAL #: <input style="width: 80px;" type="text"/>	
17	SECTION B MUST BE COMPLETED BY HCBOE STAFF AND SIGNED BY RELEASING TRANSPORTING JUDGE	<input style="width: 150px; height: 20px;" type="text"/>	
Transporting Judge Signature		HCBOE Staff Signature	
18		<input style="width: 150px; height: 20px;" type="text"/>	
Print Name of Transporting Judge		Printed Name of HCBOE Staff	

Complete all grey boxes following the above numbered diagram:

1. Chief judge initials;
2. Date (April 28, 2020 or November 3, 2020);
3. Time transported to HCBOE – The last item filled out as to when the transporting judge leaves the polling place;
4. The number of ballot transfer bins containing voted ballots, ballot stubs and the spoiled ballot envelope;
5. Ballot bin # 1 front seal number;
6. Ballot bin # 1 back seal number;
7. Ballot bin # 2 front seal number (if necessary);
8. Ballot bin # 2 back seal number (if necessary);
9. Ballot bin # 3 front seal number (if necessary);
10. Ballot bin # 3 back seal number (if necessary);

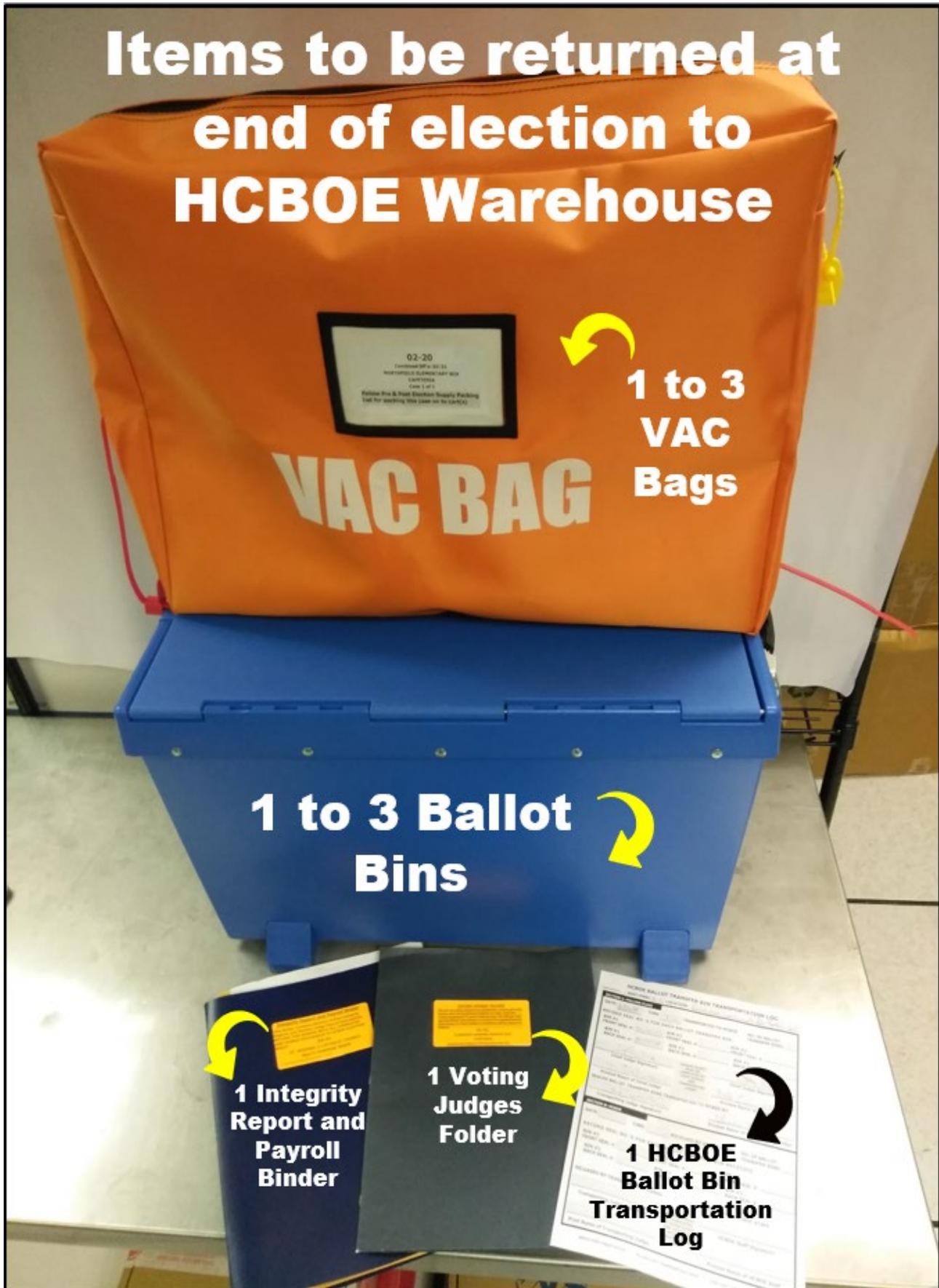
11. Chief Judge Signature;
12. Printed Name of Chief Judge;
13. Chief Judge Signature;
14. Printed Name of Chief Judge;
15. Transporting Judge Signature;
16. Printed Name of Transporting Judge;
17. Upon release of ballot transfer bin(s), transporting judge signature;
18. Upon release of ballot transfer bin(s), transporting judge printed name.



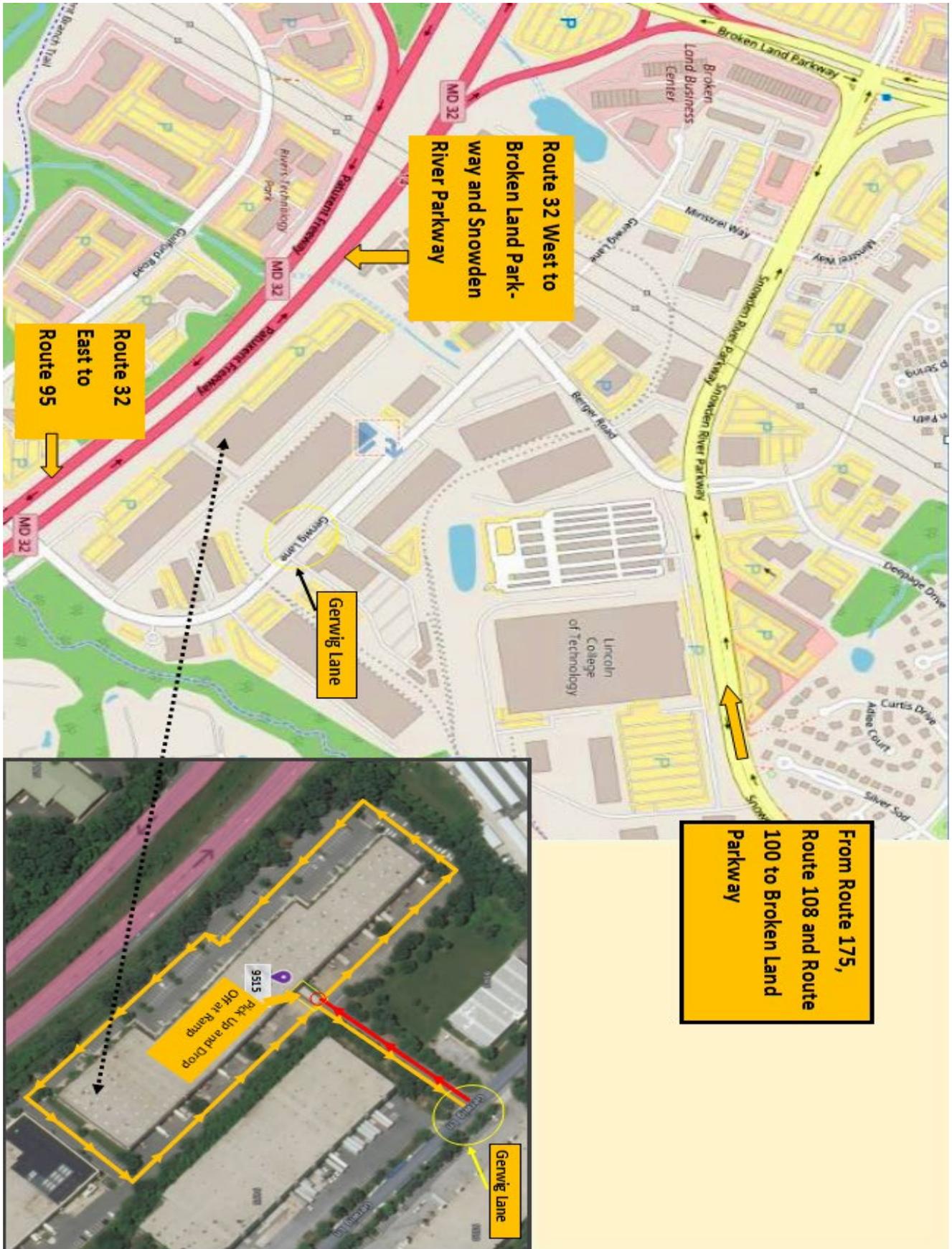
Transportation Log's *Section A: Polling Place* must be completed before leaving polling place. HCBOE Warehouse will not accept ballot transfer bin(s) without a completed Transportation Log.

3. When polling place is back to its original condition and transfer cart has been packed/locked/sealed, all election judges can be dismissed. Designated chief judge shall proceed to HCBOE warehouse with ballot transfer bin(s) and other critical election items outlined in step 1 above.
4. Transporting chief judge to HCBOE warehouse will be required to go back to polling place to retrieve missing ballot transfer bins. Rovers or closers will be responsible for the safe and successful delivery of memory sticks, CF cards, provisional ballot bag(s) and absentee ballot bag to HCBOE main office.

Critical Items Transported to HCBOE Warehouse Election Night



Area Map to HCBOE Warehouse



Chapter 15 - Forms

Samples of forms to be completed by Election Judges

On the following two pages is a list of all State Board of Elections (SBE) required forms and Howard County Board of Elections (HCBOE) forms. Samples of these forms are included in this chapter in the following order:

SBE Required Forms

Integrity Reports	Page #
Electronic Pollbook Integrity Report	15.4
Scanning Unit Opening Integrity Report	15.5
Scanning Unit Closing Integrity Report	15.6
Ballot Marking Device (BMD) Integrity Report	15.7

Regular Ballot Certificates/Forms

Ballot Opening Certificate	15.8
Ballot Closing Certificate	15.9
Spoiled Ballot Tally Sheet	15.10
Absentee Ballot Sign-In Sheet	15.11

Provisional Certificates/Forms

Provisional Ballot Application and Instructions	15.12 – 15.16
Provisional Opening & Closing Certificate - Primary	15.17
Provisional Opening & Closing Certificate - General	15.18
Provisional Ballot Tally Sheet – Primary	15.19
Provisional Ballot Tally Sheet – General	15.20
Provisional Sign-In Sheet (HCBOE Form)	15.21

Other SBE Forms

Affidavit for Challenger and Challenged Voter	15.22
Challenger and Watcher Certificate	15.23
Chief Judges Election Day Log	15.24
Closing Summary Report	15.25
Replacing Ballot Transfer Bin Report	15.26
Tamper Tape Security Seal Removal Report	15.27
Voter Assistance Form	15.28
Voter Update Form	15.29

HCBOE Forms

Election Day Error Log – Equipment/Security Incident	15.30
Election Judge Service Form	15.31
Howard County Payroll Adjustment Report	15.32
HC Incident Report	15.33
HCBOE Election Day Issue Form	15.34
Note of Appointment of Substitute Judge	15.35
Transportation Log – Memory Cards, CF Cards, Provisional and AB	15.36
Transportation Log – Ballot Transfer Bins	15.37
Voter Turnout Record – Binder	15.38
Voter Turnout Record – Public Posting	15.39
Voting Judge’s Error Log	15.40

Electronic Pollbook Integrity Report 2018 Gubernatorial Primary Election

State of Maryland

Date: 6/26/2018

County: Howard

Dist./Prcd: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA

Combined District/Predinct(s): 01-02

JUDGES MUST: Complete ALL Grey Areas

1. Opening: Print and sign the opening Ballot Counts Report and Voter Counts Report from each pollbook and attach them to this form before polls open.
2. Complete the "Opening" section.
3. During: Verify and record information if you have to remove the inner seal during the day.
4. Closing: Print and sign the Ballot Counts Report and Voter Counts Report from each pollbook and attach them to this form.
5. Complete the "Closing" section.
6. Have Chief Judges sign this form **AFTER** the polls close.

Pollbook ID Numbers	OPENING			DURING		CLOSING		
	Outer Lock # (on outside of storage case)	State Asset Tag # (on back of pollbook)	Red Seal # (on top lid of pollbook)	Verify inner seal was intact when polls opened (initial)	DEM	REP	REATTACHED	
1	5391	0049780					YES	5391
2	5070	0049843					YES	5070
3	5041	0049764					YES	5041

To the best of our knowledge the information on this report is true and correct. The Electronic Pollbook CF Cards were removed at the close of the polls and packed in dear zipper bag for delivery to HCBOE by Rover/Closer.

REPUBLICAN CHIEF JUDGE

2

DEMOCRATIC CHIEF JUDGE

Revised 12/1/17

Scanning Unit Opening Integrity Report 2018 Gubernatorial Primary Election

State of Maryland

Date: 6/26/2018

County: Howard

Dist/Prct:01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA

Combined District/Precinct(s):01-02

1. Reattach ALL locks to their original location after opening and closing.
2. Attach the Zero Report and Configuration Report from each Scanning Unit to this report.
3. Post second Zero Report from each Scanning Unit for public viewing.
4. Complete ALL grey areas.

Remember: If any tamper tape or seal is removed from the scanning unit during voting hours, attach the removed tamper tape or seal to the Tamper Tape/Security Seal Removal Report and explain why the tamper tape or seal was removed.

Scanning Unit #	A.	B.	C.	D.	E.	F.
	Main Ballot Box Lock #	Reattached Main Ballot Box Lock #	Emergency Ballot Compartment Lock #	Reattached Emergency Ballot Compartment Lock #	Left Case Seal # (DO NOT REMOVE)	Right Case Seal # (DO NOT REMOVE)
1	5589	5589	2269	2269	B000501	B000502
	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>			

Scanning Unit #	G.	H.	I.	J.	K.	L.
	Scanning Unit Lid Lock #	Scanning Unit Serial #	Rear Access Door Tamper Tape # (DO NOT REMOVE)	Front Access Door Tamper Tape # (DO NOT REMOVE)	Public Count	Protected Count
1	2161	DS0315330483	14-51397		0	0
	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>

To the best of our knowledge, the information on this report is true and accurate.

Assisting Judges: _____

Republican Chief Judge

1

Democratic Chief Judge

Revised 11/13/17

Scanning Unit Closing Interiry Report 2018 Gubernatorial Primary Election

State of Maryland

County: Howard

Date: 6/26/2018

Dist./Prct: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA

Combined District/Precinct(s): 01-02

- Reattach ALL locks removed during closing activities to their original location. Place removed tampere tape on back of this report.
- Remove ballot transfer bin from each scanning unit for delivery to HCSOE. Place spoiled ballot envelope within bin before sealing.
- Place white ballot divider boxes containing unvoted ballots within main ballot compartment of each scanning unit(s). Reattach lock.
- Complete all gray areas.

Scanning Unit #	A. Removed Emergency Ballot Comp. Lock #	B. Reattached Emergency Ballot Comp. Lock #	C. Removed Main Ballot Box Lock #	D. Reattached Main Ballot Box Lock #	E. Public Count	F. Protected Count	G. Number of VACs
1	Verify ✓	Verify ✓	Verify ✓	Verify ✓	Record	Record	Record
	H. REMOVED Memory Stick Serial #	I. Reattached Scanning Unit Lid Lock #	J. Rear Access Door Tamper Tape # (Do Not Remove)	K. Removed Front Access Door Tamper Tape #	Front/Back Seals Applied to Ballot Transfer Bin(s). Seal #'s recorded on Ballot Bin Transportation Log		
1	AA04012700029972	2161	14-51397		Verify ✓	Verify ✓	YES

To the best of my knowledge, the information on this page is true and accurate.

Assisting Judges: _____

Republican Chief Judge

7

Democratic Chief Judge

Ballot Marking Device (BMD) Integrity Report 2018 Gubernatorial Primary Election

State of Maryland

County: Howard

Date: 6/26/2018

District/Precinct: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA

Combined District/Precinct(s): 01-02

- Attach all tamper tape removed from Ballot Marking Device (BMD(s)) during opening and closing to the back of this form.
- After powering BMDs off, memory stick removed and placed in clear zipper bag.
- All grey areas completed as needed.

REMEMBER: If any tamper tape is removed from Ballot Marking Device (BMD(s)) during voting hours, attach the removed tamper tape to the Tamper Tape/Security Seal Removal Report and explain why the tamper tape was removed.

BMD Unit #	OPENING			CLOSING	
	A. BMD Serial #	B. Side compartment tamper tape # at opening	C. New side compartment tamper tape # at opening	D. Record and remove side compartment tamper tape #	E. Memory Stick Serial # Memory Stick was removed and placed in clear zipper bag
1	Verify EV0115331383	Verify ✓	Verify ✓	Record	Record
				Record	Verify AA04012700030848
					Verify ✓

To the best of our knowledge, the information on this report is true and accurate.

Judge(s) Assisting at Opening:

Judge(s) Assisting at Closing:

Republican Chief Judge

4

Democratic Chief Judge

Revised 11/16/17

Ballot Opening Certificate
2018 Gubernatorial Primary Election
Dist./Prct: 02-02 ELLICOTT MILLS MIDDLE SCH-CAFETERIA

State of Maryland
 Date: 6/26/2018

County: Howard
 Combined District/Precinct(s): NONE

OPENING INSTRUCTIONS
 1. Place ALL tamper tape removed after opening cart(s) on the back of this form.
 2. Place ALL removed ballot transfer bin seals in green zipper bag.
 3. INITIAL in last column to show confirmation that all tamper tape and seals were intact before their removal from equipment and that all seals, ballot style(s), UNVOTED ballots and ballot activation card counts have been verified.
 4. COMPLETE ALL GREY AREAS AS NEEDED.

Ballot Transfer Bin #	REMOVED Front Ballot Transfer Bin Seal #	REMOVED Rear Ballot Transfer Bin Seal #	Ballot Styles	Quantity of Each UNVOTED Ballot Style at Opening	Added Ballots After Opening	Chief Judge Initials
Verify	Verify	Verify	Verify	Verify	Record	REP/DEM
1	66666666	66666666	DEM BAC	50 1900		/
2	55555555	55555555	REP NON	1000 500		/
TOTAL UNVOTED BALLOTS AND ACTIVATION CARDS =				3450		

Before Opening the Polls: Locked and sealed ballot transfer bins were secured on the following transfer carts:

Cart #	Seal #	Verify
16	44444444	✓
17	44444444	✓

To the best of our knowledge, the information on this form is true and correct. Sign when opening is completed.
 Assisting Judges: _____

Republican Chief Judge _____ 3 _____ Democratic Chief Judge _____ Revised 11/1/17

Ballot Closing Certificate

2018 Gubernatorial Primary Election

State of Maryland

County: Howard

Date: 6/26/2018

Dist/Prec: 01-10 HOWARD HIGH SCHOOL-GYM

Combined District/Precinct(s): 02-04, 06-10

INSTRUCTIONS AFTER POLLS CLOSE:

1. Count and record the number of unvoted and spoiled ballots for each ballot style and Ballot Activation Cards (BACs).
2. Record the column totals for unvoted and spoiled ballots.
3. COMPLETE ALL GREY AREAS AS NEEDED FOR EACH TABLE.

Ballot Styles	BAC	Number of Unvoted Paper Ballots and BACs	Number of Spoiled Paper Ballots and BACs
		Record	Record
Activation Card	BAC		
DEM	1		
DEM	2		
DEM	3		
REP	1		
REP	2		
REP	3		
NON	1		
NON	2		
NON	3		
COLUMN TOTALS:		=	=

After Poll Closing: All unvoted ballots and ballot activation cards were accounted for and packed in white unused ballot container. White ballot container(s) has been stored in main ballot compartment of scanning unit(s). Transfer cart(s) are locked and sealed as indicated below:

Cart #	Record Cart Seal #	Cart Locked	✓	Judge Initials
9		YES		/
19		YES		/
86		YES		/

To the best of our knowledge, the information on this form is true and correct. Sign when closing is completed.

Assisting Judges: _____

Republican Chief Judge

Democratic Chief Judge

Absentee Voter Sign - In Sheet

State of Maryland 

County: Howard

Date: 4/28/2020

Dist/Prct: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA

Please Complete ALL Grey Areas as needed

All voters who drop off their voted absentee ballot must print and sign their name.

The chief judge must verify below that the voter put the voted absentee ballot in the absentee ballot bag.

	Time	Voter Name (Please Print)	Voter Signature	Put into the Absentee Ballot Bag	
				Yes ✓	No ✓
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Overview

Provisional voting lets someone who thinks that he or she is an eligible voter to vote. A local board of elections will count a provisional ballot if the provisional voter is registered and eligible to vote in Maryland. Provisional ballots are counted even if they will not change the outcome of an election.

Why am I voting a provisional ballot?

- You are *not* listed on the precinct register. This usually happens if you are not registered to vote or you moved and did not update your voter registration.
- You *did not* provide ID. You must show ID because you are voting for the first time in Maryland and have not yet met the ID requirements. You must provide ID to your local board of elections before 10 am on the 2nd Wednesday after election day. You must submit:
 - A copy of a current and valid Maryland driver's license or MVA-issued ID card, student, employee, or military ID, U.S. passport; or
 - A copy of a current utility bill, bank statement, government check, paycheck, or other government document with **your** name and current address (the same address you provided on your provisional ballot application). Current means that the document is dated within 3 months of the election.
- You *wanted to* register to vote during early voting or on election day, but we had not yet determined if you are eligible to vote. Your ballot will count if you meet all of the eligibility requirements.
- You *did not* prove where you live. You must prove where you live if you want to register to vote during early voting or on election day. You must prove where you live to your local board of elections before 10 am on the 2nd Wednesday after election day. You must submit:
 - A copy of your current and valid Maryland driver's license or MVA ID card; or
 - A copy of a current utility bill, bank statement, government check, paycheck, or other government document with **your** name and current address. This address must match the one on your provisional ballot application, and the document must be dated within 3 months of the election.
- Your voter registration is not complete because you did not provide an ID number on your voter registration application or we could not verify the number you provided. To complete your registration, take or submit your ID or ID number to your local board of elections before 10 am on the 2nd Wednesday after election day. Your local board of elections will verify your number with the MVA or Social Security Administration. Acceptable forms of ID are listed above.
- You are not eligible to vote a regular ballot because either:
 - You moved more than 21 days before election day, did not notify election officials, and showed up to vote at the polling place for your prior address.
 - The precinct register shows that you already received an absentee ballot for this election or have already voted. If you have not already voted, your provisional ballot will be counted. Voting or trying to vote more than once is against the law, and if you do this you will be referred to law enforcement agencies for further investigation.
- Your right to vote was challenged and you did not show ID. Your provisional ballot will count if your local board of elections determines that you are the person you say you are. You may wish to contact your local board of elections and provide ID.

How do I vote by provisional ballot?

Follow the instructions on the back side of this page. If you have any questions, ask an election judge.

Will my provisional ballot count?

Provisional ballots are counted even if they will not change the outcome of an election. Counting starts on the 2nd Wednesday after the election. Your ballot will be counted at that time if you are a registered voter, were eligible to vote by provisional ballot, and met any other applicable requirements (see above).

For some voters, only part of the provisional ballot will count. This may happen if you either voted in the wrong county during early voting or at the wrong polling place on election day. Only those contests or ballot questions that appear on the ballot where you live will count.

Tear off and keep this page. Do not remove any other pages.

4/2018

Can someone help me vote?

Yes, if you have a disability or are unable to write or read. Anyone can help you except: a candidate whose name is on your ballot, your employer or agent of your employer, an officer or agent of your union, or an accredited challenger or watcher. You may also have two election judges help you. Your helper can fill out the application, sign it for you if you cannot sign, and vote the ballot according to your instructions. Your helper cannot try to influence you and must sign the Voter Assistance Form provided by an election judge.

How do I fill out the application?

Complete Part 1.

We use this information to confirm that you are registered to vote and update any information that has changed. If you are not registered to vote, we use this information to register you for future elections. Please follow the specific instructions below:

- #6: Complete the appropriate box.
 - #6a: If you have a current, valid Maryland driver's license or MVA-issued ID card, write the number in #6a and go to #7. If you do not have a current, valid Maryland driver's license or MVA-issued ID card, go to #6b.
 - #6b: If you have a Social Security number, write the last 4 digits of your Social Security number in #6b and go to #7. If you do not have a Social Security number, go to #6c. Election Law Art., § 3-202 allows election officials to ask for the last 4 digits of your Social Security number. We will only use the number for registration and other administrative purposes, and it will be kept confidential.
 - #6c: If you do not have a current, valid Maryland driver's license, MVA-issued ID card, or Social Security number, check the box in #6c and go to #7.
- #9: If you want to change your political party, check your new party. If this is a primary election, you cannot vote today in your new party's primary election. We will change your party after this election, and the change will be in effect for future elections.

Complete Part 2.

Check whether this is a primary or general election. If it is a primary election, check your current political party. If you check a party other than your current political party, your ballot will not count.

Complete Part 3.

You must sign this form, or your ballot will not count. Give this form to the election judge, and you will receive a ballot.

How do I vote the ballot?

Follow the instructions the election judge gave you.

- If an election judge gives you a pen, use this pen. Marks by other pens or pencils may not be accurately counted.
- If you mark your ballot by hand, do not erase or cross out something you have written on your ballot. Ask the election judge for another ballot.
- Do not vote for more candidates than the number listed above each contest. You may vote for less than this number but not more.
- In a general election, you can cast a write-in vote. To cast a write-in vote: (1) find the designated space for write-in votes in the contest where you want to cast a write-in vote; (2) write the first and last name or at least the initial of the first name and full last name of the person for whom you wish to vote, and (3) completely fill in the oval to the left of the name you have written.
- Do not make any other marks on the ballot.

What do I do next?

After you vote your ballot, put the ballot inside the envelope (behind the application) and seal the envelope. Put your application (with voted ballot inside) where the election judge told you to put it.

Will my votes be secret?

Yes. Your ballot will stay sealed in the envelope until your local board of elections has reviewed your application. If your local board concludes that your ballot should be counted, your ballot will be removed and immediately separated from your application so that your votes will be kept secret.

Can I find out if my ballot was counted?

Yes. Visit www.elections.maryland.gov or call 1-800-222-8683. This information is available 10 days after the election.

www.elections.maryland.gov

1-800-222-8683

15. 13 Forms

Part 1 - Voter Information

1	Are you at least 16 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No If you answer NO to either question, do not complete this form.						
2	Check boxes that apply and complete Items 3–10. <input type="checkbox"/> New Registration <input type="checkbox"/> Name Change <input type="checkbox"/> Party Affiliation Change <input type="checkbox"/> Address Change						
3	Last Name		First Name		Middle	Suffix	
4	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unspecified or Other		5	Month	Date	Year	
6a	MARYLAND Driver's License or MVA ID Number MANDATORY (if you have neither see instructions)						
6b	Social Security Number (last 4 digits)		6c	<input type="checkbox"/> Check here if you do not have either a current, valid Maryland driver's license / MVA ID card or a Social Security Number			
7	Maryland Residence Address:	Street Number	Street Name	Apt. No.	City or Town	Zip Code	County
	<input type="checkbox"/> Check here if you reside in Baltimore City						
8	Mailing Address (if different from Item 7)						
9	Party (check one): <input type="checkbox"/> Democratic Party <input type="checkbox"/> Republican Party <input type="checkbox"/> Bread and Roses Party <input type="checkbox"/> Unaffiliated (independent of any party) <input type="checkbox"/> Other – Specify _____						
10	CONTACT INFORMATION						
	Daytime Phone:			Email (optional):			

Part 2 - Ballot Information

1	Pick the election: <input type="checkbox"/> Primary Election <input type="checkbox"/> General Election						
2	<p>If this is a primary election, pick the ballot you want to vote.</p> <ul style="list-style-type: none"> • Check the party printed on the top part of your voter authority card. If you check a party other than the one printed on the top part of your voter authority card (given to you by an election judge), your ballot will not be counted. • If you select "Unaffiliated or Other," your ballot will only have non-partisan offices (for example, school board). <input type="checkbox"/> Democratic Party <input type="checkbox"/> Republican Party <input type="checkbox"/> Unaffiliated or Other						

Part 3 - Signature

Under penalty of perjury, I hereby swear or affirm that: I am a U.S. citizen; I am a Maryland resident; I am at least 16 years old; I have not been convicted of buying or selling votes; I have not been convicted of a felony, or if I have, I have completed serving a court-ordered sentence of imprisonment. The information in this application is true to the best of my knowledge, information and belief.

I hereby swear or affirm that I have not voted and will vote only this provisional ballot in the current election in Maryland or in any other state; and I am a registered voter in Maryland and eligible to vote in this election.

X _____
Signature (required) _____
Date

DO NOT DETACH

INSERT BALLOT IN ENVELOPE

Part 1 - Voter Information

1	Are you at least 16 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No If you answer NO to either question, do not complete this form.						
2	Check boxes that apply and complete Items 3–10. <input type="checkbox"/> New Registration <input type="checkbox"/> Name Change <input type="checkbox"/> Party Affiliation Change <input type="checkbox"/> Address Change						
3	Last Name	First Name		Middle	Suffix		
4	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unspecified or Other	5	Month	Date	Year		
6a	MARYLAND Driver's License or MVA ID Number MANDATORY (If you have neither see instructions)						
6b	Social Security Number (last 4 digits)	6c	<input type="checkbox"/> Check here if you do not have either a current, valid Maryland driver's license / MVA ID card or a Social Security Number				
7	Maryland Residence Address:	Street Number	Street Name	Apt. No.	City or Town	Zip Code	County
							<input type="checkbox"/> Check here if you reside in Baltimore City.
8	Mailing Address (if different from Item 7)						
9	Party (check one): <input type="checkbox"/> Democratic Party <input type="checkbox"/> Republican Party <input type="checkbox"/> Bread and Roses Party <input type="checkbox"/> Unaffiliated (independent of any party) <input type="checkbox"/> Other – Specify _____						
10	CONTACT INFORMATION						
	Day/Time Phone:			Email (optional):			

Part 2 - Ballot Information

1	Pick the election: <input type="checkbox"/> Primary Election <input type="checkbox"/> General Election
2	If this is a primary election, pick the ballot you want to vote. <ul style="list-style-type: none">• Check the party printed on the top part of your voter authority card. If you check a party other than the one printed on the top part of your voter authority card (given to you by an election judge), your ballot will not be counted.• If you select "Unaffiliated or Other," your ballot will only have non-partisan offices (for example, school board). <input type="checkbox"/> Democratic Party <input type="checkbox"/> Republican Party <input type="checkbox"/> Unaffiliated or Other

Part 3 - Signature

Under penalty of perjury, I hereby swear or affirm that: I am a U.S. citizen; I am a Maryland resident; I am at least 16 years old; I have not been convicted of buying or selling votes; I have not been convicted of a felony, or if I have, I have completed serving a court-ordered sentence of imprisonment. The information in this application is true to the best of my knowledge, information and belief.

I hereby swear or affirm that I have not voted and will vote only this provisional ballot in the current election in Maryland or in any other state; and I am a registered voter in Maryland and eligible to vote in this election.

X _____ Date _____
Signature (required)

DO NOT DETACH

For Official Use Only

Election Judge

✓ Check all boxes that apply.

A provisional ballot application was issued because the voter was:

- 1. Not listed on the precinct register
- 2. Listed on the precinct register but indicated a change of address
- 3. Listed but claims to have a different party affiliation (primary election only)
- 4. Listed as an absentee voter or as having already voted
- 5. Listed as "Active" or "Inactive" & "Show ID" & unable to provide acceptable ID
- 6. Listed as "pending" & "Show ID"

Was acceptable ID presented? Yes No

If yes, record the type of ID presented.

- Photo ID - Address on the photo ID does not need to match the address in #7.
 - Maryland Driver's License or MVA ID Card - Verify that DL or ID number is printed in #6a.
 - Other-Photo ID - specify _____
- Non-Photo ID - Must be dated within the last 3 months and have the same name and address as listed in #3 and #7.
 - Utility Bill Pay Check Bank Statement Government Check
 - Other government document - specify _____
- 7. Listed as "pending" & "Need DL#/SSN#" (See instructions for #6.)
- 8. Identity challenged & cannot provide acceptable form of ID
- 9. Other (explain): _____
- 10. Voted during extended hours
- 11. Not prequalified for same day registration
- 12. No proof of residency for same day registration

District/Precinct or
Early Voting Center

Ballot Style Issued

Election Judge

Initials

Date

Election Director

Ballot Style Voted: _____
Ballot Style Required: _____

1. Is the voter registered? Yes No (if yes, answer a - c.)
 - a. County/City _____ b. Precinct _____ c. Reg Date _____
 - d. Was the person prequalified? Yes No
 - e. Is the voter eligible to vote in this election? Yes No
2. Party Affiliation: Democrat Republican Other _____
3. If ID or a DL# or SS# was required, was it timely received? Yes No (if yes, answer a-c.)
 - a. Type of ID: _____
 - b. Did the ID satisfy the ID requirement? Yes No
 - c. If a DL# or SS# was required, was the number verified? Yes No
4. Recommended Action: Accept in Full Accept in Part Reject - Rejection Code: _____
 - a. Document proving residence: _____
 - b. Did the document satisfy the proof of residency requirement? Yes No
5. Recommended Action: Accept in Full Accept in Part Reject - Rejection Code: _____

Board Action

Accept in Full Accept in Part Reject - Rejection Code: _____

Rejection Codes

1. Applicant is not registered to vote.
2. Applicant returned a voted absentee ballot or already voted.
3. Applicant voted the wrong primary ballot.
4. No signature on application.
5. Applicant not eligible to receive a provisional ballot.
6. ID or DL# or SS# was not timely received.
7. Incomplete information was provided on the application.
8. DL# or SS# was received but was not verified.
9. ID was received but did not satisfy the ID requirements.
10. No provisional ballot or more than one provisional ballot in envelope.
11. No evidence to support alleged voting unit malfunction.
12. Identity challenge was upheld.
13. Order extending voting hours was invalidated.
14. Identifying mark on the ballot.
15. Applicant is not 18 years old by the general election.
16. Proof of residency was not timely received.
17. Proof of residency was timely received but did not satisfy the ID requirements.

**Provisional Opening & Closing Certificate
2018 Gubernatorial Primary Election**

State of Maryland

County: Howard

Date: 6/26/2018

Dist/Prct: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA

OPENING

Complete ALL Grey Areas

Verify ✓

1.	Verify seal number on orange provisional bag is:	<u>525901</u>	
2.	After opening activities, verify orange provisional bag is empty and locked.		

CLOSING

VOTER AUTHORITY CARDS (VACs)	
Provisional Ballot Tally Sheet Numbers	Party Totals
VAC Democrat Total	
VAC Republican Total	
VAC All Others/UNA Total	
Blank or No VAC Total	
TOTAL (A)	

PROVISIONAL BALLOTS	
Provisional Ballot Tally Sheet Numbers	Party Totals
Provisional Ballot Democrat Total	
Provisional Ballot Republican Total	
Provisional Ballot Others/UNA Total	
TOTAL (B)	

Note: TOTAL (A) and TOTAL (B) should be equal.

Provided Yellow
Return Seal:
525902

Record yellow return, seal # placed on orange provisional bag at closing:

To the best of our knowledge, the information on this form is true and correct:

Provisional Judge _____

Republican Chief Judge _____

Democrat Chief Judge _____

Provisional Ballot Tally Sheet 2018 Gubernatorial Primary Election

State of Maryland

County: Howard

Date: 6/26/2018

Dist./Prec.: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA

VOTER AUTHORITY CARDS (VACS)

1. Keep a tally of provisional voters by their registered party. (Ex. //// = 4 |||| |||| || = 12)
2. A voter not listed in the electronic pollbook (No VAC) is tallied as the party requested by the voter.
3. Complete ALL grey areas as needed

Party	VAC Tally	Totals
Democrat		
Republican		
Other /UNA		
Blank or No VAC		
TOTAL (A)		

PROVISIONAL BALLOTS

1. Keep a tally of provisional ballots issued by party. (Ex. //// = 4 |||| |||| || = 12)
2. Spoiled ballots are accounted for at Ballot Issuance Table.
3. Complete ALL grey areas as needed.

Party	Provisional Ballot Tally	Totals
Democrat		
Republican		
Other /UNA		
TOTAL (B)		

Note: TOTAL (A) and TOTAL (B) should be equal.

Provisional Judge Signature _____

Provisional Ballot Tally Sheet

2018 Gubernatorial General Election

State of Maryland

County: Howard

Dist./Prec.: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA

Date: 6/26/2018

VOTER AUTHORITY CARDS (VACS)

1. Keep a tally of provisional voters with or without a VAC. (Ex: //// = 4 ////// = 12)
2. A voter not listed in the electronic pollbook (No VAC) is tallied in second row.
3. Complete ALL grey areas as needed

VAC Type	VAC Tally	Totals
Regular Provisional VAC		
Blank or No VAC		
TOTAL (A)		

PROVISIONAL BALLOTS

1. Keep a tally of provisional ballots issued to each voter. (Ex: //// = 4 ////// = 12)
2. Spoiled ballots are accounted for at Ballot Issuance Table.
3. Complete ALL grey areas as needed.

Issued Provisional Ballot Tally	Totals
TOTAL (B)	

Note: TOTAL (A) and TOTAL (B) should be equal.

Provisional Judge Signature

Provisional Voter Sign - In Sheet

State of Maryland 

County: Howard

Date: 6/26/2018

Dist/Prct: 01-02 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA

Please Complete ALL Grey Areas as needed

All voters who mark a provisional ballot must print and sign name. Provisional judge must verify below that voter marked a provisional ballot and completed a ballot application. Ballot within sealed and completed application must be placed in provisional ballot bag .

Voter ID Located on VAC	Voter Name (Please Print)	Voter Signature	Voted Provisionally	
			Yes ✓	No ✓
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Other SBE Forms

01-01

ELKRIDGE LANDING MIDDLE SCH
CAFETERIA

Please Complete All Shaded Area

State of Maryland

Affidavit for Challenger and Challenged Voter

Under § 10-312 of the Election Law Article, an individual may challenge another individual's right to vote on the basis of the individual's identity. If the challenged voter is unable to present one of the required forms of identification, the challenger must complete Part I of this form, and the challenged voter must complete Part II. A chief judge must witness the challenger and the challenged voter signing the affidavit and may provide additional information in Part III.

Part I: Affidavit by Challenger

Name of Challenger: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ Date of Birth: _____

Name of Voter whose identity is being challenged: _____

Why do you believe that the voter named above is not whom he or she claims to be? Be specific.:

I do solemnly swear or affirm under penalties of perjury that the information provided in this affidavit is true.

Signature of Challenger

Date

Witnessed by: _____

Name of Chief Judge (please print)

Signature of Chief Judge

Part II: Affidavit of Challenged Voter

Name of Voter: _____ Date of Birth: _____

Provide any information that would help the local board of canvassers in making a determination about this challenge:

I do solemnly swear or affirm under penalties of perjury that I am the voter whose name appears above.

Signature of Voter

Date

Witnessed by: _____

Name of Chief Judge (please print)

Signature of Chief Judge

Part III: Chief Judge Section Only -If you have any information that would be helpful to the local board of canvassers in making a determination about this challenge, please provide in the space below.

State of Maryland

Challenger & Watcher Certificate

Part I – Instructions and Information

Instructions to Designating Candidate or Entity: You may designate a Maryland registered voter as a challenger and watcher if you are: (a) a candidate; (b) a political party; or (c) any other group of voters supporting or opposing a candidate, principle, or proposition on the ballot. *(To be eligible, the group of voters must form a political committee under section 13-207 of the Election Law Article.)*

Before designating any individuals, please read the State Board of Elections' *Instructions and Information for Challengers, Watchers, and Other Election Observers* (available at www.elections.state.md.us/get_involved/index.html). Please provide the State Board's instructions to any individual you designated as a challenger and watcher.

Instructions to Challenger and Watcher: Please read the State Board of Elections' *Instructions and Information for Challengers, Watchers, and Other Election Observers* (available from your designating candidate or entity or at the website listed above). You **must** have this certificate when you are acting as a challenger or watcher; you will not be permitted to remain in the voting area without a signed certificate. Give an extra copy of this signed certificate to the election judges when you arrive at an early voting center or polling place.

As a challenger and watcher, you have the right to:

- Enter the voting area at least (but no later than) 30 minutes before voting hours begin;
- Enter or be present in the voting area at any time during voting hours;
- Remain in the voting area until all post-voting tasks have been completed and the election judges leave the voting area;
- Maintain a list of registered voters who have cast a ballot or individuals who have cast provisional ballots;
- Enter and leave the voting area to take outside information that identifies individuals who have cast ballots; and
- Be positioned near the election judges so that you may see and hear each voter as the voter checks in to vote.

You **cannot** attempt to: (a) determine how a voter voted or intends to vote; (b) talk with any voter in the voting area; (c) assist any voter in voting; (d) physically handle an original election document or equipment; (e) interfere with the election process or impede a voter's access to election judges; or (f) use a cell phone, laptop or other electronic equipment in a voting area.

You may be removed by an election judge if you do not follow an election judges' order or attempt a prohibited act.

Part II – Certificate Designating Challenger and Watcher

I/We certify that _____ has designated _____, a

Name of Designating Candidate or Entity

Name of Challenger/Watcher

registered voter, to act as a challenger or watcher for the 20__ Primary Election OR 20__ General Election.
(check only one)

This individual will act in this capacity on election day (complete Part A) and/or during early voting (complete Part B).
(check all that apply)

Part A: I/We designate this individual as a Challenger or Watcher for the following precinct(s) on election day:

District/Precinct or Ward/Precinct	Name of County or Baltimore City

Part B: I/We designate this individual as a Challenger or Watcher on the following days and at the following early voting locations:

Early Voting Dates	Name of Early Voting Center	Name of County or Baltimore City

Signature of Designating Candidate or Officer of Designating Entity

Office Sought by Candidate

Date

**Closing Summary Report
2018 Gubernatorial Primary Election**

State of Maryland

County: Howard

Date: 6/26/2018

Dist/Prct: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA

Combined District/Precinct(s): 01-02

Complete ALL Grey Areas

BALLOTS ISSUED from Electronic Pollbook Counts Report	
1. Regular Ballots Issued Net Regular Issued	
2. Provisional Ballots Issued Net Provisional Issued	
3. TOTAL BALLOTS ISSUED (1+2)	

BALLOTS CAST	
4. Regular Ballots Cast from ALL scanning units from public count on Scanning Unit Closing Integrity	
5. Provisional Ballots Cast from Provisional Opening and Closing Certificate (Total (B))	
6. TOTAL BALLOTS CAST (4+5)	

SPOILED BALLOTS	
7. Total Spoiled Ballots and Ballot Activation Cards from Ballot Closing Certificate (Grand Total)	

BALLOTS USED	
8. TOTAL BALLOTS USED (6+7)	

VOTER AUTHORITY CARDS (VACs)	
9. Total VACs from ALL Scanning Unit(s) from Scanning Unit Closing Integrity Rpt	
10. Total Provisional VACs from Provisional Ballot Opening & Closing Certificate	
11. TOTAL VACs (9+ 10)	

CANCELLED Voter Authority Cards (VACs)	
12. Total Cancelled VACs from Cancelled VAC Envelope	

To the best of our knowledge, the information on this page is true and correct.

REPUBLICAN CHIEF JUDGE SIGNATURE

DEMOCRATIC CHIEF JUDGE SIGNATURE

**Replacing Ballot Transfer Bin Report
2018 Gubernatorial Primary Election**

State of Maryland

County: Howard
Dist./Prct: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA

Date: 6/26/2018

Combined District/Precinct(s): 01-02

If a ballot transfer bin reaches 1,700 ballot pages (per the Public Count on scanning unit) or as directed by Rover:

1. Complete ALL grey areas for each ballot transfer bin replacement event.
2. Follow procedures in Removing and Replacing Ballot Transfer Bin During Voting Hours.
3. Reattach any locks removed to their original location.

Scanning Unit Number Record	Removed Lock Number from Main Ballot Box Record	Time of Change Record	Number on Public Count from Scanning Unit Record	Replaced Main Ballot Box Lock Number Record	Seal Numbers placed on Ballot Transfer Bin Record	Initials of both Chief Judges	Rep	Dem
		■ ■						
		■ ■						
		■ ■						
		■ ■						
		■ ■						
		■ ■						
		■ ■						

To the best of our knowledge, the information on this page is true and accurate.

Republican Chief Judge

Democratic Chief Judge

Instructions: Use this form if a voter **has a disability or is unable to read or write English AND requests assistance with voting or completing a provisional ballot application**. Assistance is limited to: (1) reading the voter instructions, ballot content, or the provisional ballot application; and (2) marking or casting the ballot, operating the voting equipment, or completing the provisional ballot application as directed by the voter.

Part I – Completed by Election Judge

Printed Name of Voter: _____

Street Address: _____

City: _____ State: _____ Zip: _____

The voter named above has requested assistance in voting and is being assisted by:

- A person designated by the voter (Go to Part II) or Two election judges (Go to Part III)

Part II – Completed by Person Designated by Voter

Printed Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

I affirm that:

1. I am not the voter's employer or agent of the voter's employer;
2. I am not an officer or agent of the voter's union;
3. I have not been appointed as a challenger or watcher for this election;
4. For a voter casting a provisional ballot, I am not a candidate who is on the voter's ballot;
5. The named voter asked me to assist with marking or casting the ballot or in completing a provisional ballot application;
6. I will assist the voter only by: (a) reading the voter the instructions, ballot content, or the provisional ballot application; or (b) marking or casting the ballot, operating the voting equipment, or completing the provisional ballot application as directed by the voter; and
7. I will not attempt to influence or suggest in any way how the voter should vote in any contest or question.

Signature

Date

Part III – Completed by Election Judges Assisting Voter

Signature – Election Judge

Party Affiliation

Signature – Election Judge

Party Affiliation

**Howard County Election Judge Proof of Service Form
2018 Gubernatorial Primary Election**



Dist/Prct:01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA

Combined District/Precinct(s): 01-02

Please Complete ALL Grey Areas

(FOR JUDGES EMPLOYED BY THE STATE OF MARYLAND AND HOWARD COUNTY GOVERNMENT)

NAME: _____

STATE/COUNTY AGENCY: _____

ELECTION DATE WORKED: 2018 Gubernatorial Primary Election on 6/26/2018

STARTING TIME: _____

ENDING TIME: _____

POLLING LOCATION

WORKED: ELKRIDGE LANDING MIDDLE SCH - CAFETERIA

DISTRICT/PRECINCT: 01-01

SIGNATURE OF EMPLOYEE: _____

I, _____, certify that _____
(Chief Election Judge) (Name of Employee)

served as an Election Judge on _____ for the Election Listed above.

Signature, Chief Rep. Election Judge

Signature, Chief Dem. Election Judge

*******Both Chief Election Judges and State/County Employee that is serving as an election judge must sign this form on the day of the Election. State/County Employee must take completed form and present to employer as proof of working as an election judge for this Election.*******

**EMPLOYED STATE/COUNTY JUDGE MUST KEEP
THIS FORM AS PROOF OF WORK!!!**

Howard County Payroll Adjustment Report 2018 Gubernatorial Primary Election

Date: 6/26/2018

Please Complete ALL Grey Areas as needed

Dist/Prct: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA

Combined District/Predinct(s): 01-02

PAYROLL SIGN-IN SHEET CORRECTIONS FOR NEW JUDGE APPOINTMENTS, JUDGE ABSENTEES, EARLY DISMISSALS, LATE ARRIVALS AND EMERGENCY LEAVE

Chief Judge(s), please complete and print all requested information for those election judges not working a full Election Day or new judge appointments. For all new judge appointments, please complete the Note of Appointment of Substitute Judge form. All judge emergency leave must be first approved by calling Guy Mickleby at 410-313-5820.

Print Judge Full Name	Date	Please Check One	Time In - Time Out	Chief Judge Initials
1. [REDACTED]	6/26/2018	<input type="checkbox"/> New Judge Appointment <input type="checkbox"/> Late Arrival <input type="checkbox"/> Early Dismissal <input type="checkbox"/> Absent Judge <input type="checkbox"/> Emergency Leave	[REDACTED] - [REDACTED] [REDACTED] - [REDACTED] [REDACTED] - [REDACTED] [REDACTED] - [REDACTED]	[REDACTED] [REDACTED] [REDACTED] [REDACTED]
Comments: [REDACTED]				

2. [REDACTED]	6/26/2018	<input type="checkbox"/> New Judge Appointment <input type="checkbox"/> Late Arrival <input type="checkbox"/> Early Dismissal <input type="checkbox"/> Absent Judge <input type="checkbox"/> Emergency Leave	[REDACTED] - [REDACTED] [REDACTED] - [REDACTED] [REDACTED] - [REDACTED]	[REDACTED] [REDACTED] [REDACTED]
Comments: [REDACTED]				

01-01

Combined District/Precinct(s):
01-02

ELKRIDGE LANDING MIDDLE SCH
CAFETERIA



**HOWARD COUNTY GOVERNMENT
CITIZEN INCIDENT REPORT**

INSTRUCTIONS: This report is to be completed for any accident or incident involving a citizen (non-employee) which Occurs on County property. The County employee who first becomes aware of the situation should complete and sign the form. Forward the form to the Bureau of Risk Management at once. Call if serious injury or property damage is involved. (FAX 410-313-6399) (PHONE 410-313--6390)

1. Citizen's Name: _____

Address: _____

Phone: Day _____ Evening _____

2. Date of Incident: _____ Time: _____ AM _____ PM

3. Location of Incident (building, room, etc.) Be Specific: _____

4. Fully describe how incident occurred: _____

5. Describe injury or property damage: _____

6. Were any witnesses present? _____ If so, provide names and contact info here

Name: _____ Phone: _____

Address: _____

Name: _____ Phone: _____

Address: _____

7. What action was taken as a result of incident? (First aid, police, ambulance/parents called etc.):

8. Does citizen wish to be contacted for follow up? _____

9. Additional Comments (use back if necessary): _____

SIGNATURE: _____ Phone: _____ Dept. _____ Date _____

Print Name _____

Supervisor _____

Note of Appointment of Substitute Judge
Howard County Board of Elections
2018 Gubernatorial Primary Election



01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA

Please complete and print ALL requested information in grey areas

Date: 6/26/2018

At _____ o'clock _____ was appointed
(Full Name)

and sworn in as a substitute judge of Election at the polling place ELKRIDGE LANDING MIDDLE SCH

CAFETERIA District/Predinct 01-01 taking the place of the absent judge

_____ because _____
(Full Name)

and said substitute began to serve _____ o'clock and ceased to serve at _____ o'clock.

Appointed Judge Signature

Dismissed Judge Signature

Chief Judge Signature

("Judge" means any person designated as a judge of election shall include check-in, greeter, voting unit, provisional and chief judges)

APPOINTMENT JUDGE INFORMATION - THIS SECTION MUST BE COMPLETED

Date of Birth: _____

Street of Address: _____

City: _____, MD Zipcode: _____

Social Security Number: _____ (For payroll purposes only)

HCBOE MEMORY STICKS/CF CARDS/PROVISIONAL/AB TRANSPORTATION LOG

HCBOE INITIALS: _____ DIST/PREC: _____ LOCATION: _____ CHIEF INITIALS: _____

SECTION A: POLLING PLACE – CHIEF JUDGES

DATE: _____ TIME: _____ : _____ TRANSPORTED TO BOE PROVISIONAL BAGS: _____

ALL MEMORY STICKS AND CF CARDS
WERE PLACED IN CLEAR ZIPPER BAG
AND SEALED WITH SEAL #: _____

MEMORY STICKS: _____

CF CARDS: _____

RECORD PROVISIONAL BAG SEAL NUMBER(S) BELOW:

AB BAGS: _____

AB SEAL #

Chief Judge Signature

Printed Name of Chief Judge

HCBOE Staff Signature



RECEIVED BY
TRANSPORTING HCBOE STAFF

Chief Judge Signature

Printed Name of Chief Judge

Printed Name of HCBOE Staff

SECTION B: HCBOE STAFF

DATE: _____ TIME: _____ : _____

SEALED CLEAR ZIPPER BAG TO BE TRANSPORTED AND RECEIVED AT BOARD OF ELECTION:

CLEAR ZIPPER BAG SEAL NUMBER: _____ NUMBER OF: _____

MEMORY STICKS _____ CF CARDS _____ PROVISIONAL BAGS _____

RECORD PROVISIONAL BAG SEAL NUMBER(S) BELOW:

AB BAGS: _____

AB SEAL #

**RELEASED BY TRANSPORTING
HCBOE STAFF TO:**

HCBOE STAFF Signature

Printed Name of HCBOE STAFF

THIS SECTION
MUST BE
COMPLETED BY
HCBOE
ROVER/STAFF AT
TIME OF DELIVERY

RECEIVED BY HCBOE REP:

HCBOE Office Rep. Signature

Printed Name of HCBOE Rep.

HCBOE BALLOT TRANSFER BIN TRANSPORTATION LOG

HCBOE INITIALS: _____ DIST/PREC: _____ LOCATION: _____ CHIEF INITIALS: _____

SECTION A: POLLING PLACE			
DATE: _____	TIME: _____	TRANSPORTED TO HCBOE	NO. OF BALLOT TRANSFER BINS: _____
RECORD SEAL NO.'S FOR EACH BALLOT TRANSFER BIN:			
BIN #1 FRONT SEAL #: _____	BIN #2 FRONT SEAL #: _____	BIN #3 FRONT SEAL #: _____	
BIN #1 BACK SEAL #: _____	BIN #2 BACK SEAL #: _____	BIN #3 BACK SEAL #: _____	
<div style="border: 1px solid black; padding: 5px; text-align: center;">Chief Judge Signature</div>	<div style="border: 1px solid black; padding: 5px; font-size: small;">SHADED BOXES MUST BE COMPLETED BY CHIEF JUDGES AND TRANSPORTING JUDGE</div>	<div style="border: 1px solid black; padding: 5px; text-align: center;">Chief Judge Signature</div>	
Printed Name of Chief Judge		Printed Name of Chief Judge	
SEALED BALLOT TRANSFER BINS TRANSPORTED TO HCBOE BY:			
<div style="border: 1px solid black; padding: 5px; text-align: center;">Transporting Judge Signature</div>		<div style="border: 1px solid black; padding: 5px; text-align: center;">Printed Name of Transporting Judge</div>	

SECTION B: HCBOE			
DATE: _____	TIME: _____	RECEIVED BY HCBOE STAFF	NO. OF BALLOT TRANSFER BINS: _____
RECORD SEAL NO.'S FOR EACH BALLOT TRANSFER BIN RECEIVED:			
BIN #1 FRONT SEAL #: _____	BIN #2 FRONT SEAL #: _____	BIN #3 FRONT SEAL #: _____	
BIN #1 BACK SEAL #: _____	BIN #2 BACK SEAL #: _____	BIN #3 BACK SEAL #: _____	
<div style="border: 1px solid black; padding: 5px; text-align: center;">Transporting Judge Signature</div>	<div style="border: 1px solid black; padding: 5px; font-size: small;">SECTION B MUST BE COMPLETED BY HCBOE STAFF AND SIGNED BY RELEASING TRANSPORTING JUDGE</div>	<div style="border: 1px solid black; padding: 5px; text-align: center;">HCBOE Staff Signature</div>	
Print Name of Transporting Judge		Printed Name of HCBOE Staff	

WHITE COPY-HCBOE YELLOW COPY-HCBOE PINK COPY-TRANSPORTING JUDGE GOLD COPY- PRECINCT CHIEF JUDGE

Voter Turnout Record - Chief Judges' Report

2018 Gubernatorial Primary Election

State of Maryland

County: Howard

Date: 6/26/2018

Dist/Prct: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA

Combined District/Precinct(s): 01-02

INSTRUCTIONS:

1. RECORD the total number of voter authority cards, scanning unit(s) public count totals and pollbook totals at the incremented times. These totals should balance. If totals do not balance try to determine reason for discrepancy.
2. Obtain pollbook counts by printing Voter Counts report from any pollbook.
3. MAKE A NOTATION in Chief Judges' Election Day Log as to your findings; i.e. balancing, discrepancies and reasons.
4. CALL the Election Office with pollbook counts at 11:00 AM and 4:00 PM.
5. Keep this report in Chief Judges' Binder - this report should be the same as one posted for public viewing.
6. DO NOT include provisional totals from pollbooks when making your recordings.
7. COMPLETE ALL GREY AREAS.

Scanning Unit #'s	SCANNING UNIT(S) AND VAC COUNTS					
	TIME		TIME		TIME	
	11:00 AM		4:00 PM		POLL CLOSING	
	Scanning Unit Public Count	VAC Count	Scanning Unit Public Count	VAC Count	Scanning Unit Public Count	VAC Count
1						
TOTALS						

Check-In Tables	ELECTRONIC POLLBOOK COUNTS		
	TIME	TIME	TIME
	11:00 AM	4:00 PM	POLL CLOSING
TOTALS			

*DO NOT include provisional counts in your pollbook recordings

POLL CLOSING			
PRECINCT FINAL TOTALS	SCANNING UNIT(S) COUNT	VAC COUNT	POLLBOOK COUNT

Voter Turnout Record - Public Posting
2018 Gubernatorial Primary Election

State of Maryland

County: Howard

Date: 6/26/2018

Dist/Prct: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA

Combined District/Precinct(s): 01-02

INSTRUCTIONS:

1. RECORD the total number of voter authority cards, scanning unit(s) public count totals and pollbook totals at the incremented times. These totals should balance. If totals do not balance try to determine reason for discrepancy.
2. Obtain pollbook counts by printing Voter Counts report from any pollbook. Print two copies of Voter Counts report at each of the below incremented times. One is posted with this report and one attached to Chief Judge's copy in blue binder.
3. MAKE A NOTATION in Chief Judges' Election Day Log as to your findings; i.e. balancing, discrepancies and reasons.
4. CALL the Election Office with pollbook counts at 11:00 AM and 4:00 PM.
5. Post this report for public viewing.
6. DO NOT include provisional totals from pollbooks when making your recordings.
7. COMPLETE ALL GREY AREAS.

Scanning Unit #'s	SCANNING UNIT(S) AND VAC COUNTS					
	TIME		TIME		TIME	
	11:00 AM		4:00 PM		POLL CLOSING	
	Scanning Unit Public Count	VAC Count	Scanning Unit Public Count	VAC Count	Scanning Unit Public Count	VAC Count
1						
TOTALS						

Check-In Tables	ELECTRONIC POLLBOOK COUNTS		
	TIME	TIME	TIME
	11:00 AM	4:00 PM	POLL CLOSING
TOTALS			

*DO NOT include provisional counts in your pollbook recordings

POLL CLOSING			
PRECINCT	SCANNING UNIT(S) COUNT	VAC COUNT	POLLBOOK COUNT
FINAL TOTALS			

Appendix 1 – Extended Voting Hours

A.1	Extended Voting Hours Generally	A1.2
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A.3	Checking-in Extended Hours Voters	A1.3
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A.1 Extended Voting Hours Generally

If a court has ordered extended voting hours, the Howard County Board of Elections will notify the chief judges. Do not open the extended hours envelope unless you have been instructed to do so by the Howard County Board of Elections.

- All voters in line at 8:00 p.m. are not affected by the extended hours order. Those voters must be allowed to vote using the regular voting procedures.
- The Howard County Board of Elections will call the chief judges if they are to open the extended hours envelope. The chief judges will follow the instructions for extended hours.
- **Scanning units cannot be used during extended voting hours.** When the last voter in line at 8:00 p.m. votes, **stop** using the scanning units.
 - Voters who would have voted a regular ballot, not a provisional ballot, will put their voted ballots in an extended hours envelope.
 - Voters who would have voted a provisional ballot during normal voting hours still vote a provisional ballot. Those voters will complete a provisional ballot application that is marked with an “E”.

A.2 During Extended Voting Hours

- Allow voters to enter the polling place to vote.
- Keep all signs posted during extended voting hours.
- Continue to use the electronic pollbook to check in voters who arrive during extended voting hours.



All voters must be checked-in as provisional voters.

- Voters may request to use the ballot marking device during extended voting hours.

A1.2 Extended Voting Hours

- All voters in line when extended hours end must be allowed to vote. Voters arriving after extended voting hours cannot vote.

A.3 Checking-in Extended Hours Voters

- Issue a provisional ballot on the electronic pollbook using provisional reason code **10**.
 - **Change of Address:** If the voter says that his or her address has changed, give the voter a *Voter Update Form*. Tell the voter to complete the change of address section on the *Voter Update Form*.
 - If the voter signs the *Voter Update Form*, use provisional reason code **10**.
 - If the voter does not sign the *Voter Update Form*, use provisional reason code **2**.
- When the voter authority card prints, the check-in judge will write “E” on the voter authority card.

A.4 Issuing Regular Ballots to Voters

An election judge will:

- Get an extended hours envelope and a regular ballot or a ballot activation card.
- Write on the envelope the voter’s name, birth date, and voter ID number.
- Direct voter to affirm oath by signing and dating below the preprinted oath where indicated on envelope. Follow all other instructions issued by the Howard County Board of Elections.
- Give the voter the completed extended hours envelope and regular ballot or ballot activation card.

- Get the voter’s voter authority card. Make sure there is an “E” written on the voter authority card. Put the voter authority card in the extended hours voter authority card envelope.
 - Tell the voter to:
 - Vote the regular ballot or the ballot activation card;
 - Put the voted ballot into the extended hours envelope and seal the envelope;
 - Sign the oath located on the envelope; and
 - Put the sealed extended hours envelope into the orange provisional ballot transfer bag.
 - Direct the voter to a designated area to complete the ballot.
-

A.5 Provisional Ballot Voters

If the voter would have been required to vote a provisional ballot during regular voting hours, follow normal procedures to issue a provisional ballot on the electronic pollbook. Enter the applicable provisional reason code (codes 1 through 9 or 11 and 12). Do not use code 10 for these voters.

If the voter would have voted a provisional ballot during regular voting hours, the provisional judge will:

- Get the voter’s voter authority card. Make sure there is an “E” written on the voter authority card. Put the voter authority card in the extended hours voter authority card envelope.
- Give the voter a provisional ballot application marked with an “E” and tell the voter to complete the front of the application.
- Make sure the voter signs the provisional application.
- Fill out the “Election Judge” section on the back of the provisional ballot application.
- Tell the voter to:

A1.4 Extended Voting Hours

- Vote the regular ballot or the ballot activation card;
- Put the voted ballot into the provisional ballot envelope; and
- Seal the envelope.
- Give the voter a provisional ballot.
- Tell the voter where to vote the provisional ballot; and
- Tell the voter to put the sealed provisional ballot envelope into the orange provisional ballot transfer bag.

A.6 Other Duties During Extended Voting Hours

The chief judge may end the election on the scanning units if it does not interfere with extended hours voting.

If the chief judge decides to end the election on the scanning units, see *Chapter 11 – Scanning Unit* for more information.

- Totals reports with the results must be signed, grouped together, and placed in a secure location. Once extended voting hours are over, post the reports from the scanning units so that the results are visible.
- Challengers and watchers may observe the ending of the election process on the scanning units. If any observers watch the printing of the totals reports, ask the observers to respect that voters are still voting during extended hours.

Other judges may begin to pack miscellaneous supplies that are not needed during extended voting hours.

A.7 After Extended Voting Hours

- Follow the normal ending the election and closing procedures for the scanning units, ballot marking devices, and electronic pollbooks.
- All election judges perform the normal closing procedures.

Appendix 2 – Voting Equipment Troubleshooting

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2.3 Electronic Pollbook Troubleshooting	A2.4
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2.1 Overview

The most commonly experienced issues with the voting equipment; i.e. scanning units, pollbooks (and printers), ballot marking devices is described in this chapter, together with possible solutions. It's always important for the chief judges or assigned rover to record the issue with as much detail as possible including equipment unit numbers in the judge's *Election Day Log* or the rover's incident report. If circumstances and time permit, malfunctioning equipment will be replaced as soon as possible. Any problem events with voting equipment requiring the removal of security seals must be documented either on the respective equipment's integrity report or the *Tamper Tape/Security Seal Removal Report*.

2.2 Electronic Pollbook Printer – Changing the Paper

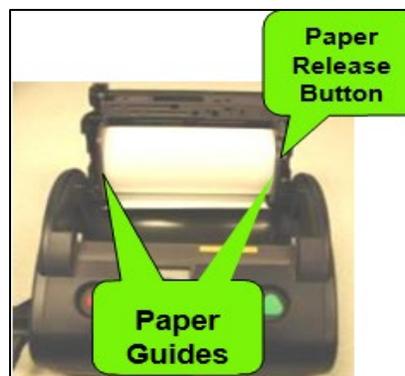
1. Each polling place will be provided extra rolls of paper for use when having to replace the printer paper. Extra rolls will be in the grey tote.
2. When red streak marks appear on pollbook printer paper, take the following steps to replace the paper roll:
 - Push up the cover release button to open printer cover

Figure 1 – Cover Release Button on Printer Cover



- Open printer cover and press the paper release tab on right side.

Figure 2 – Paper Release Tab on Printer Roll Carriage



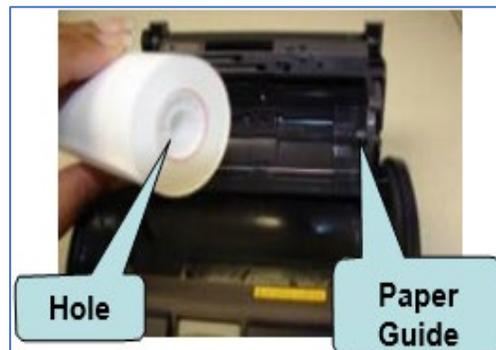
- Slide the paper release tab forward and gently slide the paper guides apart with your thumbs. Remove the empty roll.

Figure 3 – Pressing the Paper Release Tab for Removing the Paper Roll



- Place the holes of the new paper roll over spindles on paper guides. Make sure the paper feeds from the bottom.

Figure 4 – Installing New Paper Roll



- Slide the paper release tab forward and gently slide the paper guides together.

Figure 5 – Pressing the Paper Release Tab to Install New Paper Roll



- Pull the paper through the printer's opening and close the cover. Press the green triangle button to ensure the paper is feeding properly.

Figure 6 – Pressing the Green Paper Feed Button



2.3 Electronic Pollbook Troubleshooting

2.3.1 Screen Freezes

A pollbook with no activity on the screen, such as an hour glass, or is unresponsive to touch from the stylus for at least 30 seconds must be rebooted; i.e. powered off then on again. If the pollbook is unresponsive to the touch and has an animated hourglass, then wait at least one minute. If there is no change then reboot the pollbook.

2.3.2 Synchronization Issues

Refer to *Chapter 10 – Electronic Pollbook* (pages 10.17 – 10.18) for checking with pollbook synchronization. Follow the below steps to correct a pollbook(s) that will not synchronize:

1. Check for secure cable connections to the back of pollbook(s) and modem.
2. Check power connections to each piece of equipment; i.e. modem.
3. Try plugging cable into a different port on modem.
4. When voting lines permit, reboot the pollbook(s) not synchronizing.
5. Contact rover to investigate and replace cable(s) or modem if necessary.

If the pollbook(s) has not synchronized by poll closing, reboot the pollbook after last voter has voted and prior to performing Daily Closing Steps #'s 1 and 2 on ALL pollbooks. Wait five minutes after

rebooting for synchronization. If this is not successful, close the affected pollbook(s).

2.3.3 Fatal Error Messages

When a pollbook produces a message on the screen indicating a “Fatal Error”, record message in *Election Day Log* and reboot the pollbook. Inform your assigned rover for continued “Fatal Error” messages with the same pollbook.

2.3.4 Printer Error Messages

For a message showing “the printer is not connected or powered up” perform the following steps:

1. Verify printer is receiving power by checking for indicator lights and that the power cord connections are secure.
2. Verify USB cable connections at pollbook and printer are tight and secure.
3. If message does not disappear switch USB connection on back of pollbook to other USB port.
4. If message continues to appear when checking in voters, inform your assigned rover who can replace the USB or power cords.

For all other issues regarding the pollbooks call your assigned rover.

2.4 Scanning Unit Troubleshooting

The below described procedures with scanning unit(s) must be performed by a bipartisan team of judges.

2.4.1 Scanning Unit will NOT Scan Ballots

If it is determined with absolute certainty scanning unit will not accept ballots and polling place has only one unit then follow these steps for using emergency ballot bin:

1. Notify your assigned rover immediately.
2. Remove padlock attached to the emergency ballot compartment. Use flat silver key on red lanyard to open lock on bin.

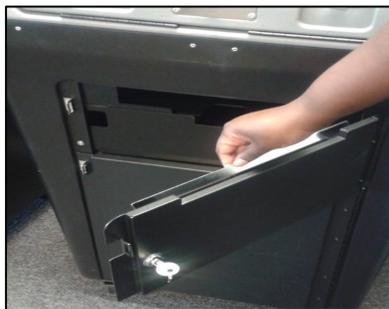
Figure 7 – Remove Lock from Emergency Ballot Compartment

Lock attached to emergency ballot bin. Record removal in *Tamper Tape/Security Seal Removal Report*



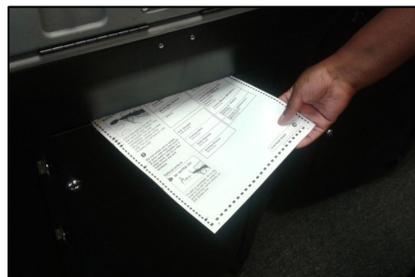
3. Flip the flat metal flap on the Emergency Ballot Compartment down so that when the door is closed, there is a slot to allow voters to put ballots into the bin.

Figure 8 – Preparing Emergency Ballot Compartment to Receive Ballots



4. Close and lock bin door. Reattach padlock to door and record event in *Tamper Tape and Security Seal Removal Report*. Instruct voters to place (cast) their ballots into the open slot of the emergency ballot bin.

Figure 9 – Emergency Ballot Compartment Ready to Receive Ballots



5. Rover in the presence of chief judges will reboot scanning unit once they arrive. Continue using emergency ballot bin until scanning unit can scan ballots or unit has been replaced.

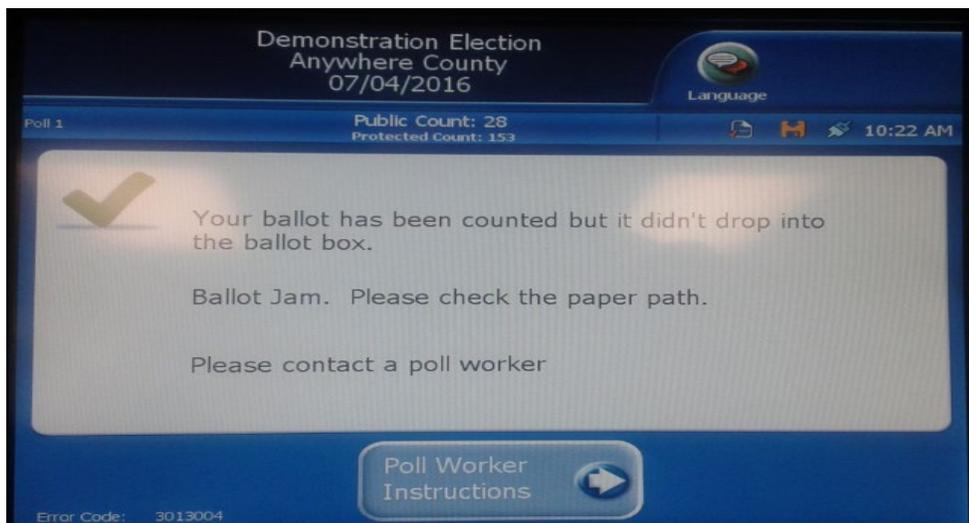
6. Follow procedures outlined in *Chapter 11 – Scanning Unit* pages 11.26 to 11.27 on scanning voted ballots placed in emergency ballot bin or follow the instructions specified by rover.
7. Once the malfunctioning scanning unit can scan ballots, open emergency ballot bin, flip metal flap to closed position and relock bin. Record this event in *Tamper Tape/Security Seal Removal Report*.
8. For polling places having more than one scanning unit, voters must scan their ballots at the functioning unit(s). Rover will reboot the malfunctioning scanning unit once they arrive. Continue using working scanning unit(s) until the malfunctioning one is repaired or replaced (if required).

2.4.2 Scanning Unit Ballot Jams – Overview

When the scanning unit has a ballot jam (regular ballots or ballot activation cards), there will be one of two messages that will appear on screen with a series of beeps:

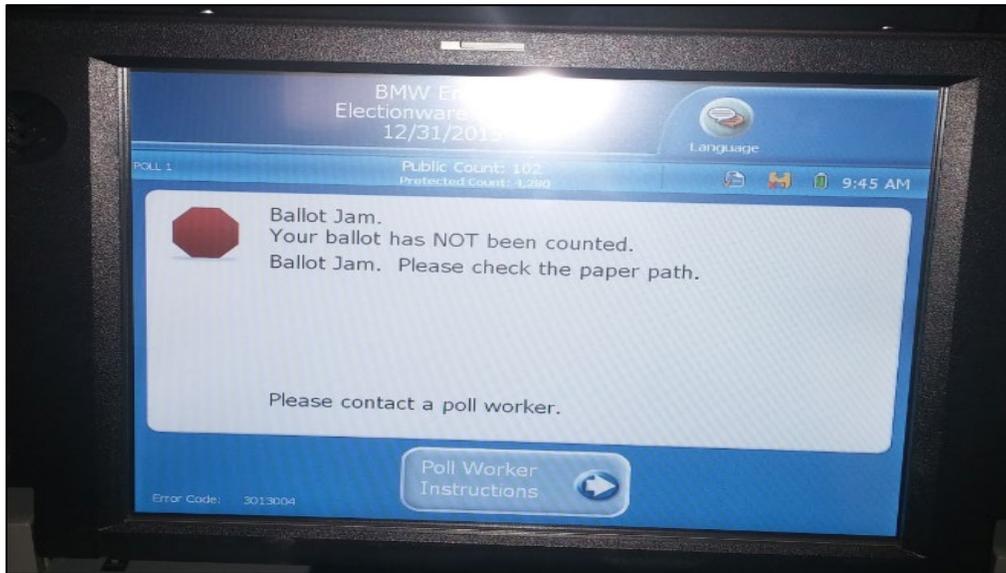
- **“Your ballot has been counted but it didn’t drop into the ballot box. Ballot Jam. Please check the paper path. Please contact a poll worker.”**

Figure 10 – “Ballot has been counted...” Screen on Scanning Unit



- **“Ballot Jam. Your ballot has NOT been counted. Ballot Jam. Please check the paper path. Please contact a poll worker.”**

Figure 11 – “Ballot has NOT been counted...” Screen on Scanning Unit

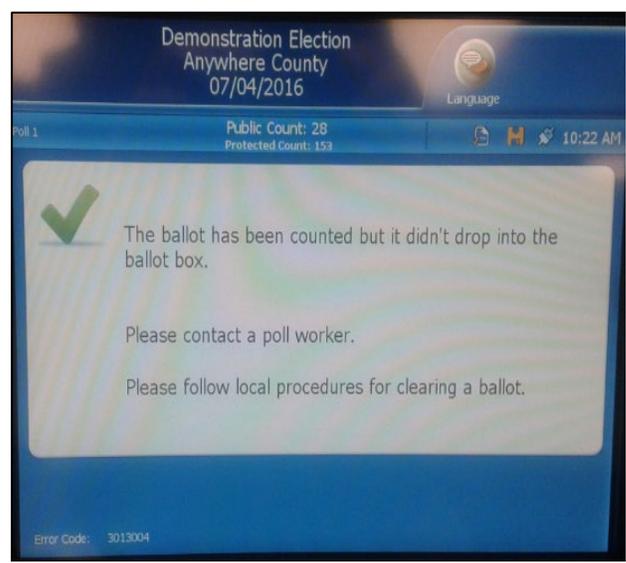
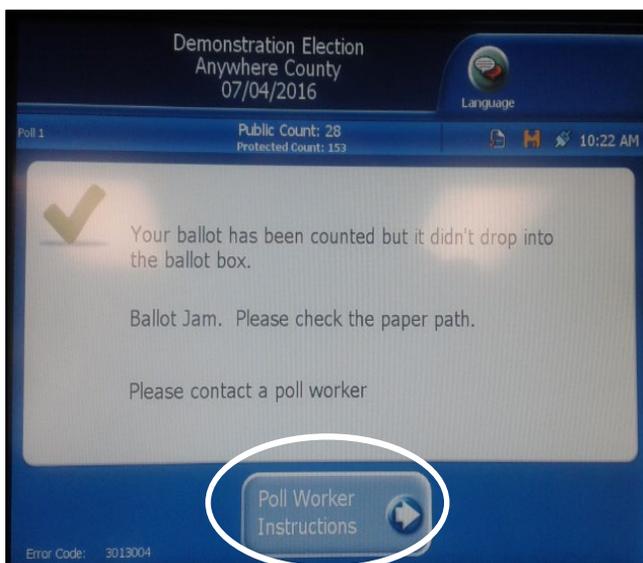


In both cases, the ballot jams must be cleared before voting can continue on that scanning unit. The difference between the two messages dictates what procedures are followed when the jammed ballot is retrieved. Always inform your assigned rover and then follow the below procedures based on the message indicated on screen.

2.4.3 Scanning Unit Ballot Jam – Ballot Counted

1. Press the “Poll Worker Instructions” button indicated on screen. The message in the right picture will appear.

Figure 12 – “Poll Worker Instructions” Screen on Scanning Unit



2. Using the flat silver key on red lanyard, unlock the padded holding bar in front of the scanning unit. The locking mechanism is located at the front right in the recessed area next to scanner.

Figure 13 – Unlocking the Padded Holding Bar on Scanning Unit



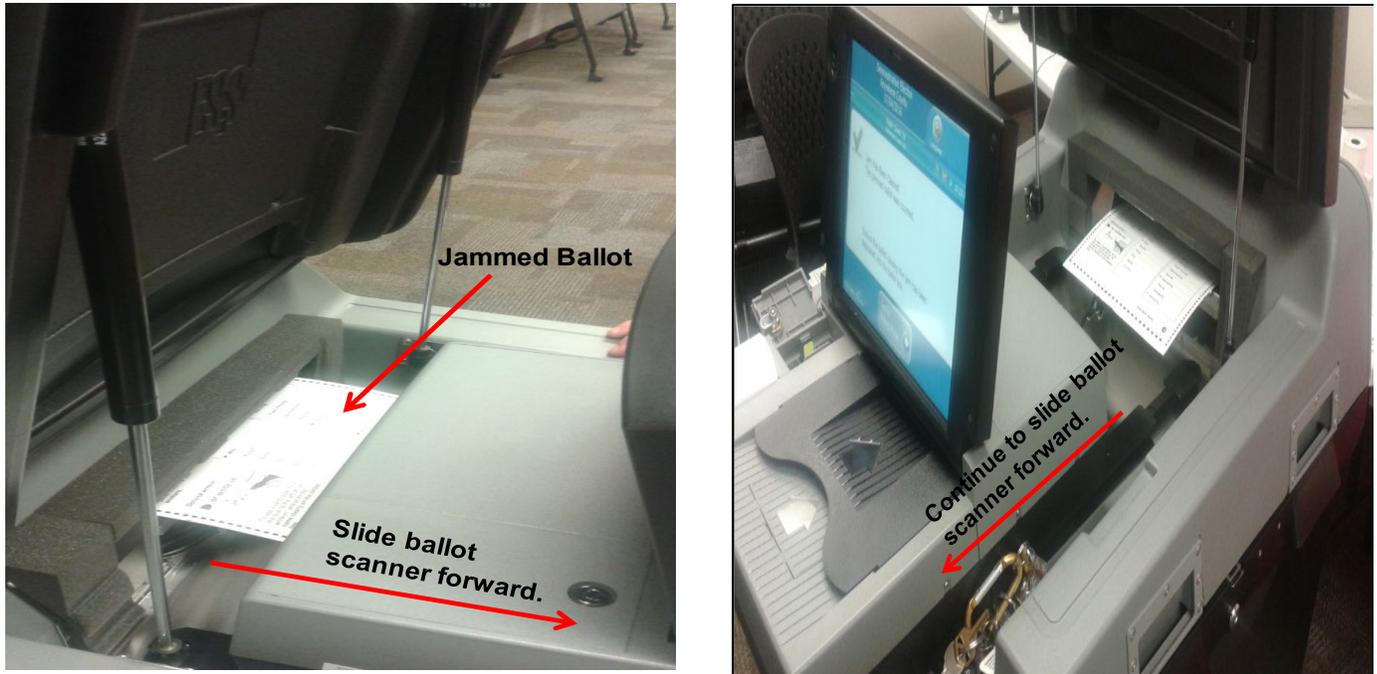
3. Pull down the padded holding bar in front of scanning unit.

Figure 14 – Padded Holding Bar in Down Position



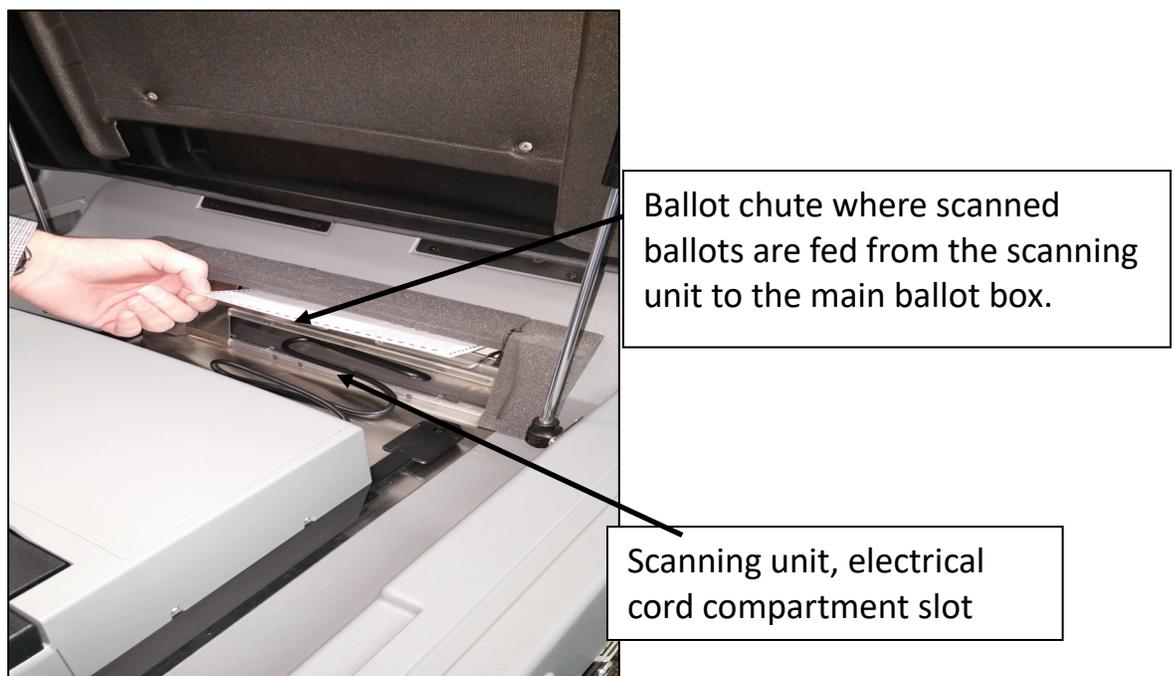
4. **CAREFULLY** slide ballot scanner forward to reveal ballot jam. Continue to slide scanner forward allowing enough space (approximately 10 inches) to remove jammed ballot from insertion point at back of ballot box. **DO NOT SLIDE BALLOT SCANNER COMPLETELY OFF BALLOT BOX!**

Figure 15 – Sliding Scanning Unit Forward to Reveal and Remove a Ballot Jam



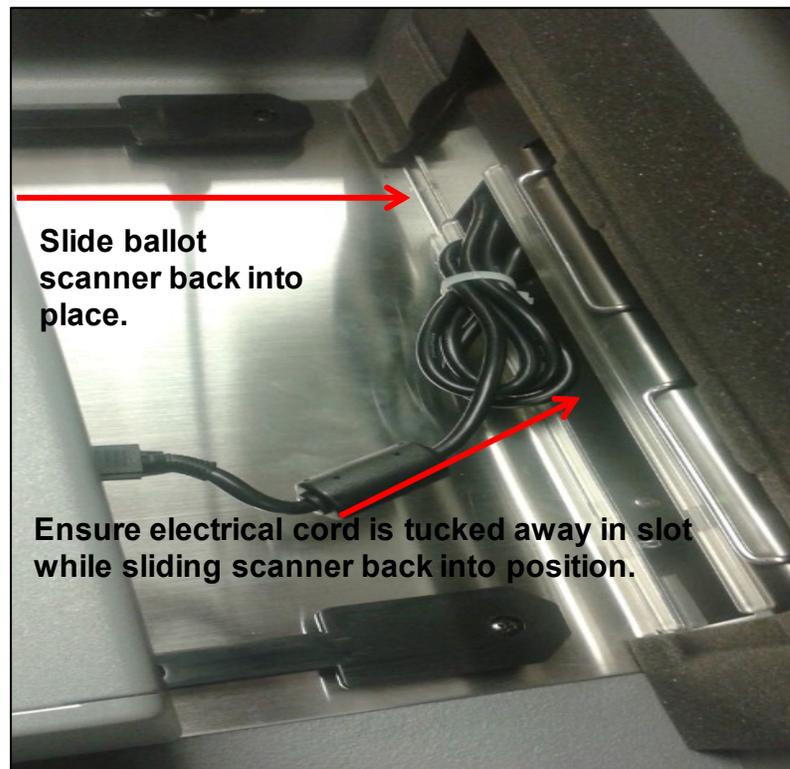
5. Reinsert ballot into the top ballot chute so that it drops into the main ballot box as it has already been counted.

Figure 16 – Reinserting “Counted” Ballot into Scanning Unit Ballot Chute



6. After the jammed ballot has been cleared and dropped into the main ballot box, slide scanner back into place being careful to ensure that the electrical cord is tucked away in its slot.

Figure 17 – Sliding Scanning Unit Back in Place Ensuring Electrical Cord is Tucked Away in Slot



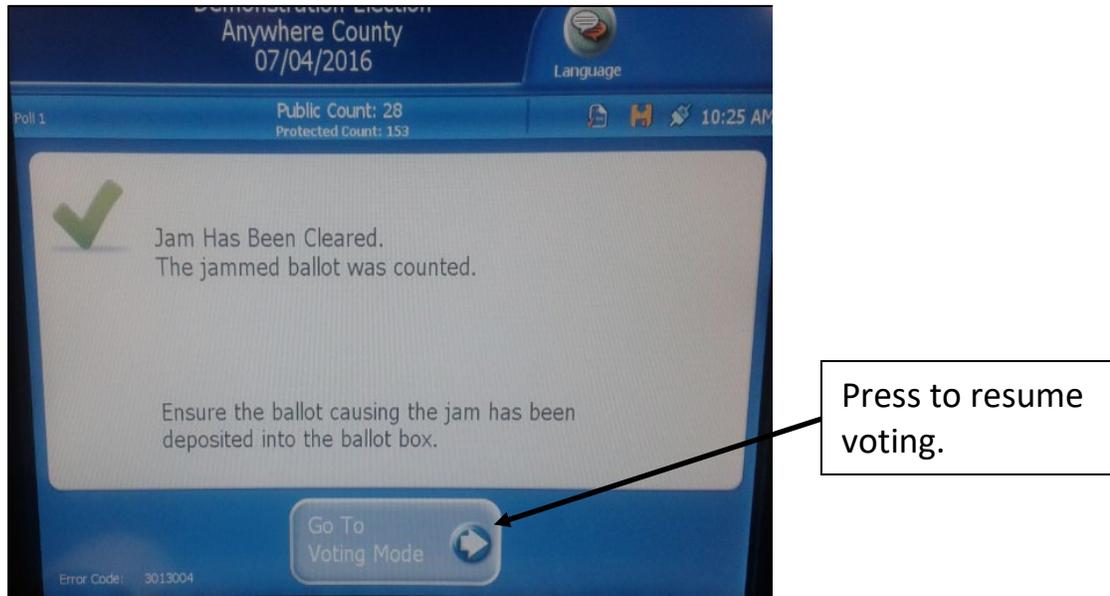
7. Lock the padded holder bar back into place.

Figure 18 – Locking Padded Bar with Scanning Unit Back into Place



- When jam is cleared the below screen appears. Press the “Go To Voting Mode” button which will be indicated on scanning unit screen once ballot jam has been cleared.

Figure 19 – Scanning Unit Screen After Ballot Jam has been Cleared

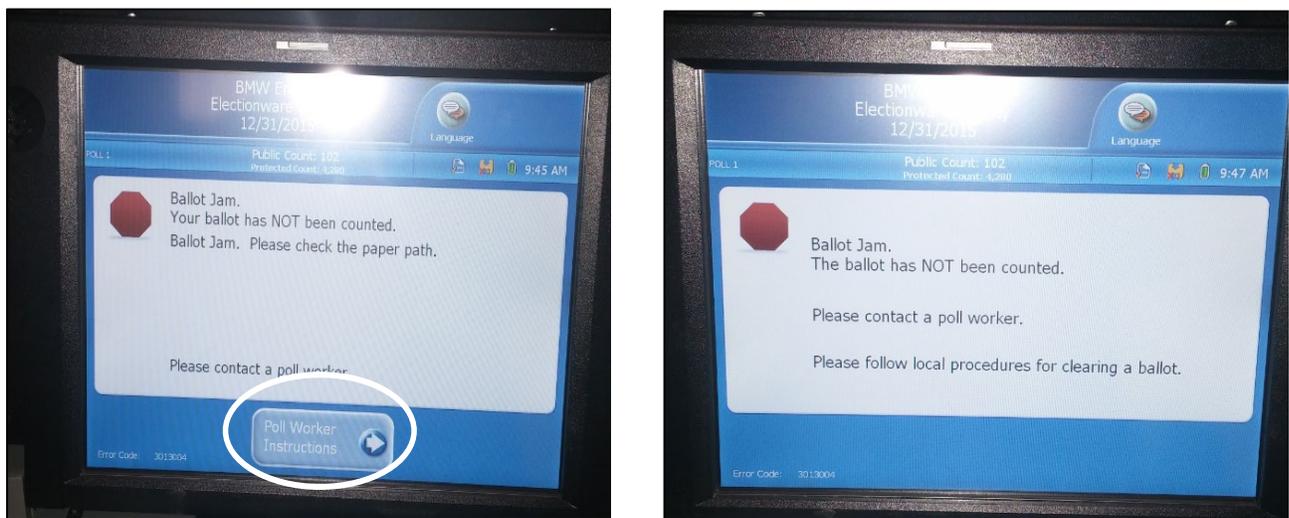


- Record the incident in *Election Day Log*

2.4.4 Scanning Unit Ballot Jam – Ballot NOT Counted

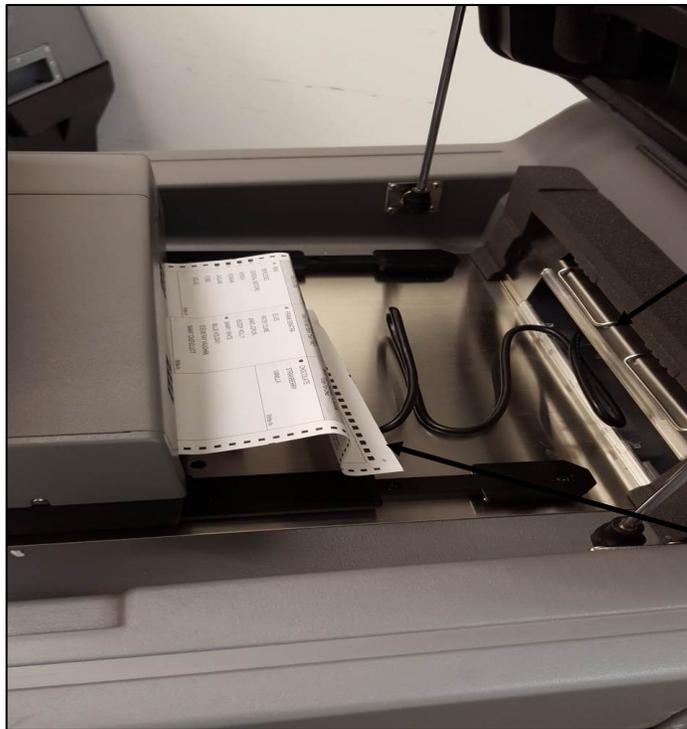
- Press the “Poll Worker Instructions” button indicated on the screen. The message in the right picture will appear.

Figure 20 – “Ballot Jam Your ballot has NOT been counted...” Scanning Unit Screen



2. Follow the described steps listed in the above section on pages A2.9 and A2.10 (steps 2-4) to expose the ballot jam within scanning unit.
3. Remove the jammed ballot from scanning unit. Ballot will most likely be jammed directly in the back of scanning unit.

Figure 21 – Removing Ballot Jam for Ballot NOT Counted. DO NOT DROP DOWN THE BALLOT CHUTE!

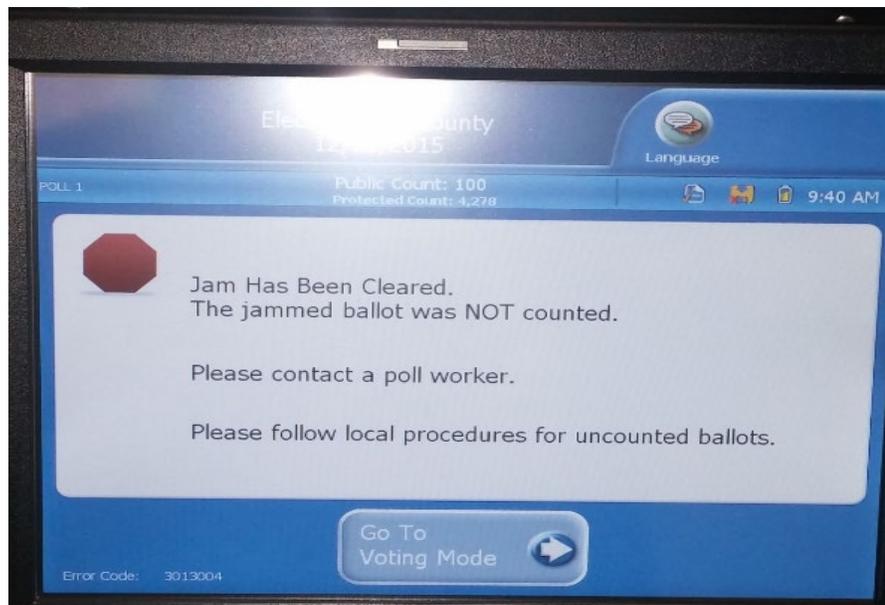


Because ballot was not counted, DO NOT drop ballot through ballot chute.

Remove jammed ballot. Follow procedures for spoiling the removed ballot and providing voter a replacement ballot.

5. Follow the procedures for spoiling ballot and providing voter a replacement ballot if needed. DO NOT DROP THE BALLOT THROUGH BALLOT CHUTE WHEN THE SCANNING UNIT BACK HAS BEEN EXPOSED.
6. Follow steps on pages A2.11 (steps 6 and 7) to slide and lock the scanning unit back into place for a resumption of voting.
7. When the jam is cleared the below screen appears. Press the “Go To Voting Mode” button which will be indicated on scanning unit screen once ballot jam has been cleared.

Figure 22 – Jam Cleared Screen on Scanning Unit – Ballot NOT Counted



8. Record the incident in *Election Day Log*.

2.5 Ballot Marking Device Troubleshooting

For ALL situations in which the ballot marking device malfunctions including ballot activation card jams, inform your assigned rover immediately. Follow the procedures detailed in *Chapter 3 – Voter Assistance and Cross Cultural Communication* for helping a voter that may require voting assistance. Rover will either repair or replace the malfunctioning unit. Record the incident in *Election Day Log*.

Glossary

Absentee Voter: A voter who has chosen not to vote in a polling place or at an early voting center. The voter receives a paper ballot and can mail or return the voted ballot by the close of election day.

Archiving: A process that saves the day's activities on the electronic pollbook's compact flash card.

Audio Ballot: The ballot that can be heard by a voter while using a headset that is connected to a ballot marking device.

Ballot Activation Card (BAC): A card issued to a voter to be inserted into a ballot marking device. The BAC activates the ballot marking device so the voter can make selections and print a ballot.

Ballot Box: Locked storage compartment where scanned ballots are deposited after the ballots have been inserted into the scanning unit.

(Consolidated) Ballot Counts Report: A report run from the electronic pollbook prior to opening and closing the polls that shows the number of ballots issued during the day.

Ballot Marking Device (BMD): A device that enables a voter, including a voter with a disability, the ability to cast his or her vote independently. Any voter who asks to vote using the BMD should be allowed to do so.

Ballot Transfer Bin: Blue plastic case with two flaps and a black handle that is located inside the ballot box. This device is used to transport, collect, and store ballots securely.

Blank Ballot: A ballot in which a voter has made no selections. The scanning unit will initially caution a voter that the ballot is blank. The voter has the option of having the ballot returned to mark selections or casting the blank ballot.

Cast Ballot Button: This touchscreen button is located on the scanning unit's help screen. The voter has the option to press this button after inserting a ballot into the scanning unit and the screen indicates that there are over-voted contests on the ballot (or a blank ballot). The voter should be made aware that all selections in an over-voted contest on the ballot will not be counted.

Chain of Custody: The chronological documentation, or paper trail, showing the custody, control, and transfer of voting equipment, memory sticks, voted and unvoted ballots, reports, forms, and other equipment and supplies.

Challengers & Watchers (also “Poll Watcher”): Registered voters designated by a candidate, political party, or other group to be in a polling place or early voting center for the purpose of observing an election.

Closing Summary Report: A report completed by the chief judges after ending the election that summarizes the data from each scanning unit, electronic pollbook, provisional ballots, and voter authority cards.

Compact Flash Card (CF Card): A device used in the electronic pollbook for storing a list of eligible voters.

Configuration Report: A report printed by the scanning unit when the scanning unit is powered on before the first Zero Report is printed.

Contest: Candidates run against each other for a particular office.

Contingency Plan: The materials and instructions used in the polling place or early voting center in case of an emergency.

Early Voting: A period of time prior to Election Day in which voters can cast their ballots.

Electioneering: Includes wearing hats or clothing supporting or opposing a political candidate or issue. Also includes the distribution of political literature, posters, banners, buttons, or otherwise soliciting votes. Electioneering is prohibited inside the polling place and within the “No Electioneering Zone”. Voters are allowed to wear political hats or clothing with political messages and may carry political literature with them inside the polling place, but may not otherwise electioneer (i.e., solicit votes from voters) while inside the polling place or within the “No Electioneering Zone.” Voters may not distribute or leave political literature inside the polling place.

Electronic Pollbook: A device that contains an electronic list of all registered voters and is used to check-in voters.

Emergency Ballot Compartment: The locked compartment located in the top of the ballot box of the scanning unit. Used to store ballots if the scanning unit malfunctions.

Ending the Election: The process performed on a scanning unit after the precinct closes to print closing reports and to shut down the scanning unit.

Exit Polling: The process used to interview voters leaving the polling place or early voting center. This activity may take place inside the “No Electioneering Zone” but not inside the voting area.

Extended Hours Voting: A court order that extends regular voting hours.

Fleeing Voter: A voter who leaves the polling place without casting a ballot. The chief judge must be notified of this situation immediately when it happens in order to keep a record of these occurrences.

High Contrast Text: An option on a ballot marking device that changes the screen content to black and white for the benefit of voters with low vision.

Hub: A device that connects to the electronic pollbooks with cables and allows them to synchronize data. Used when more than two pollbooks are being used in a polling place.

Inactive Voter: A voter is listed as “Inactive” because the voter has not responded to two mailings at the address on file with the local board of elections or has not responded to certain confirmation mailings.

Keypad: A keypad that is used for making ballot selections while using the audio ballot component of a ballot marking device. The keypad allows voters to select candidates, move around the ballot, vote for write-in candidates during a general election, and mark a ballot.

Large or Magnified Text: An option on a ballot marking device that increases the size of ballot text for the benefit of voters with low vision.

Memory Stick: Portable memory device used in voting equipment to store election information and results.

No Electioneering Zone: Marked boundary where electioneering is not allowed.

Overvoting: Selecting more than the allowable number of candidates in a contest.

Power Indicator Light for Electronic Pollbooks: Power light in the lower right corner of the electronic pollbook flashes green when the pollbook is plugged into electrical power and charging.

Precinct Register: A list containing the names of all the registered voters in a particular precinct or county.

Privacy Screen: The screen attached to the table where the ballot marking devices sits. A privacy screen or booths may also be used in the provisional voting area. In addition, privacy screens will be used at the scanning units.

Privacy Sleeve: Folder used to cover the ballot selections made by a voter. Provisional voters use an orange privacy sleeve.

Protected Count: The total number of ballots cast on an scanning unit since the date of manufacture.

Provisional Ballot: A paper ballot issued to a voter claiming to be properly registered and whose qualification or entitlement to vote cannot be established by the election judge.

Provisional Ballot Voting Booth: A voting booth that allows for privacy while voting a provisional ballot.

Provisional Ballot Transfer Bag: An orange canvass bag with a black strap that contains and secures voted provisional ballots.

Public Count: The total number of ballots cast on each scanning unit during the election.

Results Report from the Scanning Unit: A report showing the number of votes for each contest as recorded on the scanning unit.

Scanning Unit: A paper ballot scanner and tabulator designed for use at the polling place and early voting center.

Security Seal: A device used to lock voting equipment compartments and to verify that the compartments have remained locked until the security seals were removed.

Serial Number on the Memory Stick: The memory stick's serial number printed on its label (usually near the barcode).

Spoiled Ballot: A ballot on which the voter made a mistake or is otherwise damaged (because of extra marks, creases, etc.) such that a scanning unit will not accept it.

State Asset Tag Number on the Electronic Pollbook: The electronic pollbook's State Asset Tag Number that is identified on a label on the external surface. The asset number may also be printed on a tag attached to the electronic pollbook's storage case.

Stylus: A pen-shaped instrument used to tap on the screen of the electronic pollbook to make selections.

Summary Page: The summary screen shown on the ballot marking device touchscreen that gives the voter the opportunity to review selections prior to printing a ballot.

Tamper Tape: An adhesive strip with a unique number that is used to verify that voting equipment compartments, doors, windows, etc. have not been opened after the tamper tape was affixed. Tamper tape will show the word "Void" when there is an attempt to remove it after it has been affixed.

Touchscreen: The screen on the ballot marking device which allows a voter to make selections by pressing directly on the screen.

Undervoting: Voting for fewer than the number of selections allowed in a contest. All selections made in an undervoted contest will be counted. The scanning unit will not alert a voter who inserts a ballot with undervoted contests.

Voting Booth: Used by voters to ensure privacy while voting their ballot.

Voter Authority Card (VAC): A document printed from an electronic pollbook that contains certain voter information.

(Consolidated) Voter Counts Report: A report printed from the electronic pollbook prior to opening and closing the polls that shows the number of voters checked-in during the day. This report may also be printed during the day, as needed.

Write-In Vote: During a general election only, a voter has an option to vote for an individual whose name does not appear on the official ballot.

Zero Report: A report that is printed by the scanning unit before the polls are opened that verifies that no votes have been cast on the scanning unit prior to opening the polls.