

# CHIEF JUDGE CHECKLIST

Early Voting 7AM – 8PM, Days 1 to 8 (Orange)

## General Activities:

- Make sure judges are using the orange color checklist for Election Day.
- Record all Election Day anomalies with election equipment and voter issues in *Election Day Logs*.
- Any technical voting equipment issues – call your assigned remote support. All HCBOE support will be done remotely using cell phone.
- Any voter registration check-in issues – call 410-313-5820.
- Call election office at 1:00 pm and 5:00 pm with voter turnout information. (Print “*Voter Counts Report*” from pollbook and post with *Public Voter Turnout Report* located in blue Integrity Report and Payroll Binder.)
- Make sure throughout the day that unused ballots, keys, security seals and passcodes are being stored in a secure manner.
- Store all completed forms (i.e., Voter Assistance Forms, Challengers and Watchers Certificates, cancelled VACs, lost voter items, complaints, voter registrations, etc.) in proper manila envelopes located in blue Integrity Report and Payroll Binder.
- Check outside signage and electioneering limit periodically throughout the day.
- Police Early Voting site for campaign/electioneering material and recycle if found.
- Monitor activities of challengers/watchers/candidates in Early Voting site.
- Ensure voter line protocols, voter placeholder procedures and space limitation requirements at each station (check-in, ballot issuance, voting booths and scanning unit(s)) are being followed including social distancing guidelines.
- Manage voter flow through check-in and voter areas as needed. Make sure ALL judges are enforcing social distancing and space limitations for check-in and voting areas.**
- Provide special attention to those disabled or elderly voters requiring assistance through any part of voting process. Serve when required as a bipartisan team of judges to provide voting assistance to those voters making this request. Remember to complete a *Voter Assistance Form*.
- Lines of communication between check-in and voting areas using walkie-talkies are being used to manage provisional voting, voter lines and judge support.**

## Voting and Voting Equipment Activities:

- Make sure Voter Authority Cards (VACs) are being bundled in groups of 25.
- Confirmed count of VAC bundles placed in gallon bag labeled for that day of voting and that scanning unit within orange VAC bag.
- Monitor HCBOE's defined limit of scanning unit's public count for cast ballots (1700 voted ballots/blue ballot bin/scanning unit).

REMINDERS WHILE WORKING: Practice social distancing, wash hands frequently, sanitize surfaces often and be kind by wearing a mask.

- ❑ Make sure the spoiled ballots are being correctly spoiled and the process (provisional and regular ballots) as defined in training video is being followed.
- ❑ Verify voting judges are accounting for spoiled ballots using the *Spoiled Ballot Tally Sheet* and that spoiled ballots are being stored in envelope labeled for that purpose.
- ❑ Ensure voting judges are monitoring security and condition of scanning unit(s) and BMD; i.e. receiving AC power, charging or fully charged, intact seals and clean screen.
- ❑ Make sure judges issuing ballots are telling each voter: *"You have two ways to mark your ballot – either by hand or with the electronic device. Which do you prefer?"*
- ❑ Make sure privacy sleeves are being recycled back to ballot issuance.
- ❑ Make sure scanning units and ballot issuance station are not being left unattended. Substitute where needed.
- ❑ Make sure judges are issuing the correct ballot style as indicated on voter's VAC.
- ❑ Proctor the process for those voting on BMD including visually impaired voters. Offer to read the required instructions on provided signs to ALL voters voting on BMD.
- ❑ Make sure that at least five (5) voters use the BMD by 1 PM.
- ❑ Ensure voting judges stationed at scanning units are not accepting ballots in an orange privacy folder. **NO PROVISIONAL BALLOTS CAN BE CAST AT THE SCANNING UNIT(S).**
- ❑ Utilize the *Tamper Tape/Security Seal Removal Report* if necessary, to document the removal or replacement of tamper tape and security seals on equipment (including transfer carts if storing ballots) during voting hours.

### **Provisional Voting Activities:**

- ❑ **HIGHLY RECOMMENDED:** Supervise the first 3 voters going through the provisional voting process. Review the Prov. Judge(s) activities throughout the day.
- ❑ Verify provisional judge checklist for qualified provisional voters is being followed.
- ❑ Escort **ALL** provisionally qualified voters to Provisional Judge.
- ❑ Assist provisional judge in retrieving ballot from ballot issuance table using voter's provisional VAC. Also, assist with processing spoiled provisional ballots.
- ❑ Voters listed in pollbook that are qualified to vote provisionally have been issued provisional VACs with proper reason code.
- ❑ **For Early Voting, use the "Edit Address" function on the pollbook for change of address voters. This can be performed on any pollbook and will ensure voter is issued the correct ballot style.**
- ❑ **Note: This pollbook function will not be available on Election Day.**
- ❑ Ensure provisional voters use orange privacy folder throughout the voting process.
- ❑ Make sure that same day registration provisional voters (reason codes 11 or 12) are being processed using the "sticky" provisional ballot application.
- ❑ Make sure that a pre-qualified voter's signed, same day oath document from check-in is deposited in Same Day Registration Oath envelope in blue binder. The Oath document would be produced from a "normal" (not provisional) same day registration voter. A VAC is also produced which voter will use to vote regularly.

## Check-In Activities:

- ❑ Verify that *Voter Update Forms* are being used for voter registration changes/ corrections (**not for provisional voters**). Store completed *Voter Update Forms* in correct manila envelope located in blue Integrity Report and Payroll Binder.
- ❑ Make sure pollbook(s) are synchronized with each other and the State server.
- ❑ Use the required password to perform a supervisory function on the pollbook(s) (i.e., removing ballot issued). Password will be provided by HCBOE.
- ❑ Make sure judges are asking the three questions required when qualifying voters at check-in (name, DOB and address).
- ❑ Make sure Check-In Judges are requesting Chief Judge supervision for qualifying a voter to vote provisionally or to process a same day registration voter.
- ❑ Ensure I.D. is not being required of voters during check-in unless they're listed as "Show ID".
- ❑ **REISSUE** on pollbook **ONLY** for voters that have cast their ballot at scanning unit and then request to vote again which can **ONLY** occur through a provisional ballot.

## Same Day Registration (SDR) Activities:

- ❑ Follow the required procedures for processing an SDR voter as shown in video training and as documented on *Same Day Registration Checklist*.
- ❑ An SDR voter that is "Out of County" will be processed normally but will have to ultimately vote a provisional ballot. Encourage voter to go to their County of residence to receive their correct ballot.
- ❑ Make sure voters requesting same day registration or those not found on pollbook are directed to the designated pollbook for same day registration (pollbook with barcode scanner). Each location will have 2 pollbooks equipped with scanners.
- ❑ Make sure all voters not pre-qualified as indicated on pollbook are issued a provisional ballot with reason code 11 or 12 and directed to Provisional Judge with the following 3 signed documents: provisional VAC and 2 oath documents.
- ❑ Make sure a pre-qualified same day registration voter as indicated on pollbook receives a regular VAC to vote normally and that their signed same day oath document is deposited in envelope in blue binder labeled for that purpose.
- ❑ Make sure that for all same day registration voters not having the require documents; i.e. driver's license that they only vote provisionally (reason code 11 or 12)

## Absentee Ballot Drop Off Activities:

- ❑ Encourage voters with absentee ballot in hand to drop off ballot in the drop box at the Early Voting location. **If they choose to vote in-person, they will have to vote provisionally.**

Note: All Early Voting Sites have outside absentee ballot drop off boxes and may or may not have yellow absentee ballot bag(s).