

CHIEF JUDGE CHECKLIST

Early Voting Closing Days 1 to 8 (Light Blue)

Any individual in the check-in line at 8:00 pm can vote.

All Judges:

- All signage remains posted for the next day of voting.
- Straighten up/organize election supplies for the next day of voting.
- Return Early Voting site to the original condition found in the morning.
- Assist Chief Judges with other duties as directed to complete closing activities.
- Make sure judges are using the light blue checklist for closing activities.

IMPORTANT NOTE: All equipment, supplies and signage remain in place for the next day of voting. This would also include the last day of Early Voting in preparation for Election Day, November 3, 2020.

Scanning Unit Closing Activities (complete for each unit):

- After obtaining final VAC counts, place all VAC bundles in the gallon bag labeled for that day of early voting and scanning unit. Pack 4 plastic gallon bags containing that day's VACs in the container labeled for used VACs in a locked transfer cart.
- Record Public Count, Protected Count (from scanning unit screen) and VAC count on *Scanning Unit Closing Integrity Report*.
- Complete and sign *Scanning Unit Closing Integrity Report*.
- Make sure main ballot compartment is locked/sealed. **DO NOT OPEN** unless it is necessary to replace ballot bin.

IMPORTANT NOTE: AN HCBOE STAFF MEMBER MUST BE PRESENT OR SUPPORTING REMOTELY WHEN THE BELOW PROCEDURES ARE PERFORMED ON SCANNING UNITS FOR EACH NIGHT OF EARLY VOTING!

Follow the below steps to power down/shutdown the scanning units:

- **DO NOT AT ANYTIME CLOSE POLLS OR END THE ELECTION ON THE SCANNING UNITS!!!**

- Press "Tools" in the upper right-hand corner of screen.
- Enter Election code when prompted. Press "Accept".
- Tap "Report Options".
- Tap "Admin" in upper right-hand corner of screen.
- Tap "Shutdown" on bottom of screen. Machine will power down,
- Close and lock touch screen. Close and lock case lid. Reattach red tag padlock to case lid.

NOTE: Election code and instructions for performing the above shutdown procedures for Early Voting Days 1-8 are in passcode envelope located in yellow zipper bag.

NOTE: Scanning Units will be replaced with "new" ones the last night of Early Voting.

Voting Area and Ballot Closing Activities:

- Give *Ballot Security Opening/Closing Certificate* to voting judges to complete and sign. **It will not be necessary to count unused ballots at closing for each night of Early Voting.** Place completed report into blue binder.
- Make sure voting judges have accounted for spoiled ballots on *Spoiled Ballot Tally Sheet*. Set Voting Judges' folder and Spoiled Ballot Envelope aside for pick up by HCBOE staff member.
- Verify ballots carts are locked and secure.
- Make sure ballot issuance and prep areas are organized/cleaned for the next day of voting.

BMD Closing Activities (for each unit and voting judges can assist):

- Remove privacy screen. Record tamper tape number and remove seal from the left side compartment using *BMD Integrity Report - Opening and Closing*. Place removed seal on back of report.
- Using round barrel key, open side compartment and flip "Power" switch to "Off" position.
- Carefully close and lock left side compartment with keypad still attached. Apply a new tamper tape on the side compartment and record on *Integrity Report*.
- Complete and sign *BMD Integrity Report - Opening and Closing*.

Provisional Closing Activities

- Verify *Provisional Ballot Opening & Closing Certificate* is completed by Provisional Judge and signed by Provisional and Chief Judges.
- Make sure red Provisional Information folder contains all the necessary paperwork. HCBOE Staff will receive red folder for delivery to HCBOE warehouse.
- Make sure Provisional Ballot Bags containing **ONLY** ballots are locked and sealed.
- Make sure provisional voting supplies are stored away in the black roller case. **DO NOT CLOSE/LOCK LID ON ROLLER CASE.**
- Finally, make sure provisional judges' table and voting areas are clean/organized for the next day of voting.

Pollbook Closing Activities:

IMPORTANT NOTE: AN HCBOE STAFF MEMBER MUST BE PRESENT WHEN THE BELOW PROCEDURES ARE PERFORMED FOR CLOSING OUT POLLBOOKS FOR EACH NIGHT OF EARLY VOTING!

- Supervise/direct printing of *Voter Counts* and *Ballot Counts* reports (Daily Closing Step #1). Local and Host screen shows matching numbers – tap "Continue".
- Supervise/direct Daily Closing Step #2 on each pollbook.
- Supervise/direct check-in judges to turn off pollbooks.
- Complete and sign *Electronic Pollbook Integrity Report*.
- Attach *Voter Counts* and *Ballot Counts* reports to *Integrity Report*.

- ❑ Certain procedures will be performed by an HCBOE staff member to “reconsolidate” each pollbook in preparation for the next day of Early Voting.

NOTE: On the last night of Early Voting, CF cards will be removed from ALL pollbooks. In addition, pollbooks will be replaced by “new” ones in preparation for voting that will occur at the location for Election Day, November 3, 2020.

Chief Judges:

- ❑ Complete *Closing Summary Report* using information from the *Scanning Unit Closing Integrity Report, Ballot Counts Report* (from pollbook), *Provisional Ballot Opening & Closing Certificate* and *Cancelled VAC* envelope.
- ❑ Lock/seal transfer cart doors with "southco" key on red lanyard **ONLY** if containing unused ballots and Used VACs.
- ❑ The top portion of *HCBOE Ballot Transfer Bin Transportation Log* will be completed the last day of Early Voting when bins containing ballots are transported back to the HCBOE warehouse or anytime this may occur during Early Voting.
- ❑ Complete top portion of *HCBOE Memory Sticks/CF Cards/Provisional/AB Transportation Log*. **A designated HCBOE staff member will receive provisional ballot bags, blue binder, Voting Judges folder with spoiled ballot envelope and yellow absentee ballot bag (if provided) with Transportation Log for transport to the HCBOE’s warehouse.**
- ❑ Judges for each area; i.e. check-in and voting may be dismissed once that area is cleaned/organized for the next day of voting.
- ❑ Complete Early Vote Center Opening/Closing Certificate. Have a pre-recorded tamper tape to seal exit door upon leaving.

HCBOE Recommended Voting Equipment, Closing Process Flow

It is highly recommended that Chief Judges plan prior to closing and communicate this plan to your team of Judges. Plan should include the delegation of individual responsibilities, tasks requiring completion and the order in which to complete assignments. A plan and your group of judges working together as a team will allow ALL to get home more quickly!!!

Have the following items:

- **Red lanyard keys**
- **Integrity Report and Payroll Binder**
- **HCBOE Memory Sticks/CF Cards/Provisional/AB Transportation Log**
- **Cart tamper tape envelope**
- **Building tamper tape envelope**
- **Scanning Unit/BMD tamper tape envelope**

Follow these steps to efficiently and quickly close Early Voting site. Many steps should be occurring simultaneously so plan and delegate ahead of time:

1. Have ALL your Integrity Reports including Transportation Logs signed and all the required information on these reports that can be completed, done ahead of time.

2. Instruct Voting Judges to complete *Spoiled Ballot Tally Sheet* and *Ballot Security Opening/Closing Certificate*.
3. Instruct judges to organize and clean/sanitize areas for the next day's round of voting.
4. One Chief Judge can remove tamper tape on the BMDs' side compartment and flip power switch to the "Off" position. This Chief Judge can then move on while unit powers down.
5. Instruct Provisional Judges to complete/sign the *Provisional Opening & Closing Certificate* and to have bags ready for HCBOE staff member to receive.
6. **In the presence of HCBOE Staff member**, Chief Judge can instruct Check-In Judges to close pollbooks and print out closing reports.
7. **In the presence of HCBOE staff member**, shutdown activities on scanning units can be performed. **REMEMBER DO NOT CLOSE POLLS OR END THE ELECTION!**
8. Lock side compartment of BMDs and seal with tamper tape. Complete *BMD Opening/Closing Integrity Report*.
9. Complete *Scanning Unit Closing Integrity Report*. Place all bundled VACs in plastic bags from each scanning unit into container labeled for that purpose into a transfer cart and lock.
10. *Closing Summary Report* and all other reports should be completed and signed.
11. Complete/sign Early Vote Center Opening/Closing Certificate
12. **When all paper work has been completed designated HCBOE staff member will then receive provisional bags, absentee bags (if provided), blue binder and Voting Judges Folder w/spoiled ballot envelope. This transfer and delivery process will be documented using a transportation log.**

REMINDERS WHILE WORKING: Practice social distancing, wash hands frequently, sanitize surfaces often and be kind by wearing a mask. Thank you for your service during these unprecedented times!