

VOTING/BALLOT JUDGE CHECKLIST

Early Voting Closing Days 1 to 8 (Light Blue)

All Judges:

- ALL** voters in check-in line at 8:00 PM can vote.
- Assist Chief Judges with other duties as directed to complete closing activities.

Voting/Ballot Issue Judges (many of the below items can be occurring together):

- After last voter has voted, assist Chief Judges with shutting down the scanning units, gathering final VAC counts for the day and completing integrity reports.
- Chief Judges will **NOT** end the Election on scanning units. Special steps will be performed on each scanning unit for **SHUTTING DOWN OR POWERING OFF**.
- Orange VAC bags from each scanning unit will remain except for the last day of Early Voting. After the VACs are counted for that day of Early Voting, place in the labeled plastic, gallon bag.
- Place the four plastic bags (from each scanning unit) containing that early voting day's VACs in the labeled container for VACs and lock on a transfer cart.
- DO NOT REMOVE** ballot transfer bins containing voted ballots from main ballot compartments. Ballot bins will only be removed during Early Voting when full.
- Complete *Ballot Security Opening/Closing Certificate* and *Spoiled Ballot Tally Sheet*. Give completed *Ballot Security Opening/Closing Certificate* and Voting Judges' folder with *Tally Sheet* and *Spoiled Ballot Envelope* to Chief Judges. **Note:** There will be **NO** counting of unused ballots at closing for each day of Early Voting.
- Make sure all unused ballots and BACs are securely packed on locked ballot carts.**
- Make sure scanning units' compartments are all closed and securely locked.
- Make sure BMD is powered off and secured with a new piece of tamper tape.
- An HCBOE staff member may assist in closing activities, in addition to receiving provisional ballots and that Early Voting Day's paperwork.
- Clean/sanitize and organize ballot issuance and scanning unit areas in preparation for the next day of voting.
- Make sure voting booths are free of debris, trash and other items in preparation for next day of voting.
- Return Early Voting location back to its original, morning condition. Assist other judges in ALL activities as it relates to closing facility down in preparation for the next day of voting.
- IMPORTANT NOTE: ALL EQUIPMENT AND ELECTION SUPPLIES WILL REMAIN AND NOT BE PACKED UNTIL CLOSING ON THE NIGHT OF NOVEMBER 3, 2020 (ELECTION DAY).**

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!