

VOTING/BALLOT ISSUE JUDGE CHECKLIST

ELECTION DAY (Orange)

All Judges:

- Assist Chief Judges with other duties as directed to perform Election Day activities.
- Monitor Vote Center and voting equipment areas for prohibited or suspicious activity.

Voting/Ballot Issue Judge: Under Chief Judges' supervision, duties and the associated responsibilities are to be split between the following stations: **scanning units, ballot prep and issuance and voting booths**. **ALL** voting activity using the BMD is a Chief Judge responsibility.

Ballot Issuance (ballot prep and issuance judges working together)

- For each voter:
 1. Take their VAC and initial. **Inform voter of the ballot style to be received as shown on VAC**
 2. Make the following statement: *"You have two ways to mark your ballot – either by hand or with the electronic device. Which do you prefer?"*
 3. Place the correct ballot style into the privacy sleeve matching the ballot style recorded on VAC.
 4. Place VAC in the attached pocket of privacy sleeve.
 5. Offer instruction on voting the paper ballot if necessary.
 6. Direct voter to the voting booth area.

- For spoiled ballots:

1. Instruct voter to overvote each contest and write "SPOILED" across front/back of ballot.
2. Retrieve voter's VAC.
3. Cross out ballot issue judge's initials on VAC. Initial again and record a circled number for the replacement number being given; i.e.
4. Provide voter the correct replacement ballot and VAC.
5. Voter deposits spoiled ballot into spoiled ballot envelope.
6. Record spoiled ballot event on the *Spoiled Ballot Tally Sheet*.



- For issuing provisional ballots to a Chief or Provisional Judge:

1. Initial VAC in space next to where Provisional Judge will initial.
2. **Make careful note of the ballot style recorded on VAC.**
3. Place correct ballot style in orange privacy sleeve provided by the Chief or Provisional Judge and give the VAC back to judge.
4. Follow the same procedures for a spoiled provisional ballot as you would a regular spoiled ballot. Chief or Provisional Judge will provide the voter's already spoiled provisional ballot with their VAC.
5. Process the VAC with your initials as indicated in the first above diagram and provide the correct replacement provisional ballot to judge.
6. For a provisional voter with no VAC, Chief Judge will inform you of the ballot style to provide.
7. **ONLY ISSUE A BALLOT FOR PROVISIONAL VOTING TO A CHIEF/PROVISIONAL JUDGE.**



- Ballots are being securely stored within ballot cart(s), divider box or locked transfer cart.

Voting Booths

- For each voter:

1. Direct to an open voting booth.
2. Inform to read instructions on ballot or within booth on properly marking ballot. Offer further instructions on marking a paper ballot if necessary.
3. Offer ballot magnifier to those needing assistance with reading ballot.

(continued on other side)

4. Instruct to take completed ballot within privacy sleeve (with VAC in pocket) to scanning unit.
- Summon a Chief Judge under the following circumstances:
 1. Voter requests assistance other than additional instruction.
 2. Voter has spoiled a ballot and needs a replacement. Chiefs may delegate this task to others.
 3. Voter requests an audio ballot or to use BMD.
 4. A marked ballot and/or a VAC is discovered without a voter; i.e. "fleeing voter".
 - Assist voters requesting a replacement ballot.
 - Periodically check voting booths/BMDs to remove any campaign literature, specimen ballots, trash, graffiti etc.
 - Use voting equipment, kit wipes to sanitize touch screens on equipment throughout the day.

Scanning Units

- Election judges are always stationed at scanning units.
- For each voter:
 1. Stand to front or side of scanning unit to maintain voter privacy and social distancing (do not touch a voter's ballot or view scanning unit screen unless permission is granted).
 2. Instruct to hand you their VAC from privacy sleeve (**DO NOT INITIAL VAC**).
 3. Verify VAC is not a Provisional VAC or a Same Day Registration Oath document.
 4. Instruct to properly insert ballot into scanning unit (bottom slot for regular paper ballots and top slot for Ballot Activation Cards (BACs)).
 5. Instruct to keep their attention to scanning unit screen until it reads "Thank you for voting. Your ballot has been counted".
 6. Place VAC into orange VAC bag attached to scanning unit upon successful casting of ballot. You will hear ballot dropping into bin within main ballot box.
 7. Place privacy sleeve in colored election supply tote.
- For overvoted contests as indicated on scanning unit; i.e. contest asks for two selections but voter has made more than two:
 1. Scanning unit's display will provide a caution to the voter for all overvoted contests. Inform voter they may touch "Return" or "Cast" on scanning unit display screen.
 2. Inform voter they may cast ballot as is in which no selections will be counted for that contest or they may touch "Return" and get a replacement ballot.
- If necessary, make voter aware that scanning unit will not provide a warning for undervoted contests on any type of ballot. All other contest selections are still recorded.
- Ensure privacy sleeves are being recycled back to ballot issuance throughout the day by a designated judge(s). **DO NOT LEAVE SCANNING UNITS UNATTENDED.**
- Periodically count VACs for each scanning unit and bundle in groups of 25 with paper clips (**DO NOT ROLL VACs!**).
- Use voting equipment wipes to clean touch screen on scanning units/BMDs throughout the day.
- Assist Chief Judges at 11:00 am, 4:00 pm and closing with VAC counts and public counts.
- Summon a Chief Judge under the following circumstances:
 1. Unexpected error messages on scanning unit; i.e. ballot jams.
 2. Voter presents a provisional VAC, same day oath document or has no VAC.
 3. Scanning unit malfunctions; i.e. screen freeze ups, not charging etc.
 4. Scanning unit's public count is at the predetermined limit for replacing ballot transfer bin. Chief Judges will be informed of the public count limit prior to Election.
 5. Voter requests a replacement ballot.

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