

VOTING/BALLOT JUDGE CHECKLIST TUESDAY NIGHT CLOSING (Light Blue)

All Judges:

- ALL** voters in check-in line at 8:00 PM are allowed to vote.
- Return Vote Center to its original condition.
- Assist Chief Judges with other duties as directed to complete Tuesday night closing.

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

- After last voter has voted, assist Chief Judges with ending the election on the scanning units, gathering final VAC counts and completing integrity reports.
- Upon ending the election on scanning units, Chief Judges will remove memory sticks for delivery through a chain of custody process to the HCBOE's main office.
- Post second totals report from scanning units with zero reports from the morning inside polling place for public display.
- Remove orange VAC bags from scanning units after VACs are counted and seal with yellow/red seal (located in bottom of bags).
- Remove ballot transfer bins containing voted ballots from main ballot compartments. Place spoiled ballot envelope into one of the bins. Close lids and lock ballot bins. Return bin to main ballot compartments and secure all locks on the scanning units.
- Complete *Ballot Security Opening/ Closing Certificate* and *Spoiled Ballot Tally Sheet*. Give completed *Certificate* and Voting Judges' folder with *Tally Sheet* to Chief Judges.

NOTE: The counting of unvoted ballots/BACs will not be necessary at closing.

- Make sure all unused ballots are securely packed on locked ballot cart(s).
- Make sure scanning units' compartments are all closed and securely locked.
- After Chief Judges have shut down BMDs and collected the memory sticks, pack in soft case along with power cord, keypad and headphones
- Place BMD in soft case on cart shelf. After installing cart ramps and with two election judges, wheel scanning units into left side of transfer carts (label facing out).
- Pack away all items originally found in voting judge supply box and return to blue transfer case.
- Place gray totes containing pollbooks and blue transfer cases containing all election supplies within carts.
- Return all items originally found in white, election supply box and pack on cart.
- Place ALL remaining election supply items within carts.
- Breakdown and pack voting booths, ADA tables and ADA voting booth legs back into their boxes. Pack voting booths last on to carts as these are the only items that can be left outside of carts (there is NO cart packing pictures for this Election).
- Make sure ALL transfer and ballot carts are locked and secure.

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!