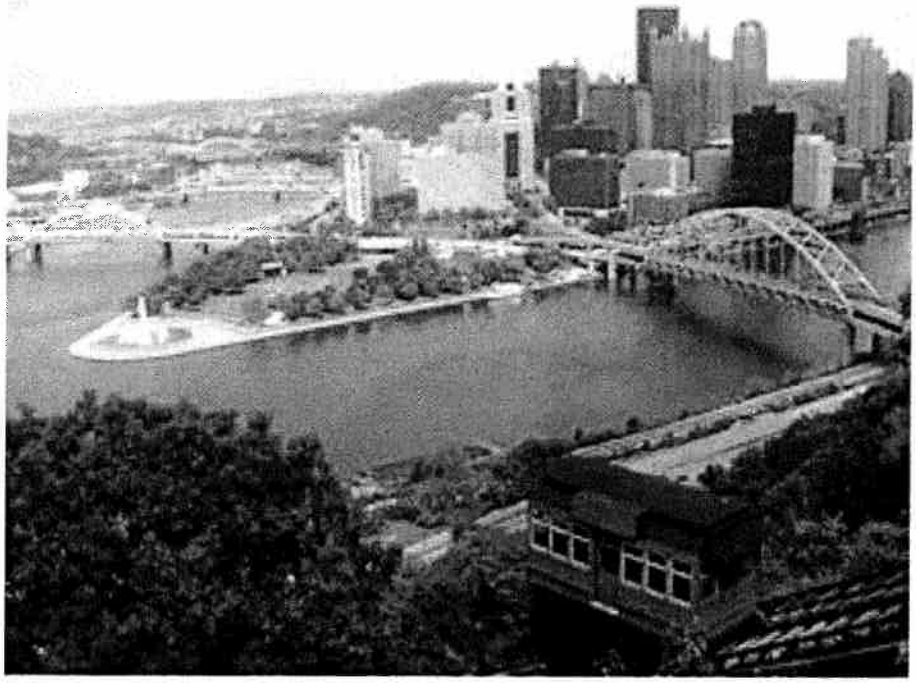
Allegheny County Elections Division
Election Officers Reference Manual



Allegheny County Elections Division
542 Forbes Avenue
Suite 604
Pittsburgh, PA 15219-2953
(412) 350 - 4500

WWW.ALLEGHENYCOUNTY.US

Dear Election Officer,

For every election, it is the responsibility of the Board of Elections to help voters make their voices heard. As an Election Officer on Election Day, you are on the front lines of this important process. We could not do our job without you. On behalf of the registered voters of Allegheny County, we thank you for performing this critically important public service.

In order to ensure a smooth and successful Election Day for both you and the voters, rigorous training is required. To that end, we have created this reference manual as a thorough informational resource. It is vitally important that you read it before Election Day and refer to it during your service on Election Day.

This manual will provide you with the necessary information to effectively and efficiently perform your duties as an Election Officer. Some of the topics covered in your elections administration training include:

- What to do before Election Day
- Opening procedures on Election Day
- Processing Voters and Voter Identification Requirements
- What to do in difficult and/or special situations
- Voters with Specific Needs
- Poll closing procedures

By working together as a team, we will continue to provide excellent customer service to the voters of Allegheny County.

Please know we value your commitment to the election process. Thank you for your dedicated service – past, present, and future. ***We could not have an election without YOU!***

Important Telephone Numbers and Emergency Procedures

TECHNICAL SUPPORT **(412) 350-7272**
Machine Problems

VOTER REGISTRATION SUPPORT see Front Cover of District Register
Voter eligibility questions
"Where do I vote?"

PHONE NUMBER is on the Front Cover of the District Register
(This number is for Election Officers ONLY! Please do not share with voters)

POLLING PLACE isn't unlocked by 6:15 AM **(412) 350-4525**

PROCEDURAL SUPPORT

General Procedures, Forms, Paperwork **(412) 350-4500**

Use of Emergency Ballots **(412) 350-4528**

VOTER wants to contact Elections Division **(412) 350-4500**

Medical Emergency **911**
When the medical emergency is under control, please make follow-up call to the Elections Division at (412) 350-4500.

Evacuation of Your Polling Place **911**
If you must leave your Polling Place due to any emergency (fire, flood, other):

- DO NOT PANIC - Public safety is our first concern.
- If possible, gather and secure the Master and Supervisor PEB cartridges, the District Register, and Supply Suitcase.
- Go to a safe place.
- As soon as you can, call (412) 350-4500.

When the Polling Place can be re-opened:

- Inspect your voting area.
- Are the voting machines operable? If no, call (412) 350-7272. Begin using Emergency Ballots. Continue processing voters.
- Report to Elections Division that Polling Place has re-opened (412) 350-4500.

Weekend Preceding the Election

Review Supplies

- ❑ **Check Supplies** using Supply Checklist located in the clear plastic supply kit in the Supply Suitcase. Verify that you have received all necessary supplies for Election Day. If supplies are missing, call (412) 350-4500.

- ❑ **Organize Voter Certificate Box:** Cut metal seal, open the Voter Certificate Box (metal box), and insert the alphabetical index tabs in the appropriate places. During a **Primary Election**, even though the cards come separated by political party, you should alphabetize the cards from <u>all</u> political parties as **one set**.

- ❑ **Prepare District Register:** Attach alphabetical adhesive index tabs to the District Register pages.

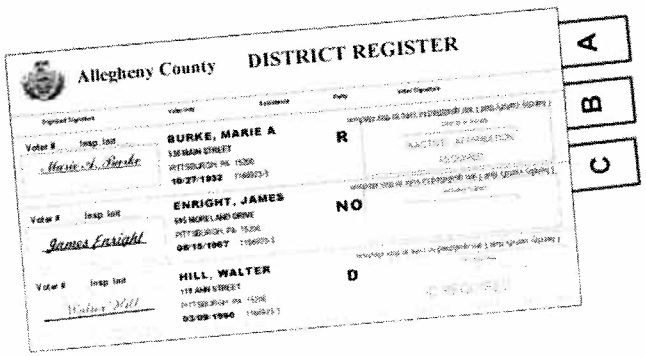


Table of Contents

Welcome Letter from Allegheny County Board of Elections

Important Telephone Numbers & Emergency Procedures **1**
Weekend Preceding the Election 3

Section 1: Opening the Polls **5-20**

Organize the Board 7
Machine Set-Up – TEAM 1 7-13
- Stand It Up 7
- Open It Up & Printer Set-Up 10
- Start It Up/Initialize Machines 11
- Zero Tape Printing 13

Setting Up the Polling Place - TEAM 2 15
Voter Accessibility 17
Polling Place Guidelines 18
- Imaginary Guardrail 18-19
- People at the Polling Place 19-20
- Constables 19
- Party Workers 19
- Overseers 20
- Leadmen and Rovers 20
- Election Board 20

Wearing Campaign Gear 20

Section 2: The Polls are Open **21-38**

During Voting Hours 21
Voter Eligibility at the Polls 21
- Regular Voter 21
- Provisional Voter 22
- Voter in Wrong Location 22

Processing the Voter 23
- Voter Certificate Box 23
- District Register 24
- Numbered List of Voters booklets 24
- Messages in the District Register 24-25
- Record of Assisted Voters 38
- Voter Processing Problems 26-27
- Deceased Voter 27

At the Voting Machine 28-34
- Setting Machine for PRIMARY 28
- Straight Party 28

Voter Instructions 29-30
Cancelling a Ballot 31-32
Audio Ballot for Visually Impaired or Other Disabilities 33-34
Provisional Ballot 35-36
Emergency Ballot 37
Absentee Ballot 38

Section 3: Closing the Polls 39-50

Closing the Polls 39
Voters in Line at 8:00 PM are Eligible to Vote 39
Shut It Down/Closing the Machines – TEAM 1 40
Printing the Final Results Tape 41
Prepare Machines for Pick-Up 42
Finalize Results – Team 2 43-44
Processing and Counting Absentee Ballots 45-46
Provisional Ballot Return Envelope 47
Return Envelopes 48
What Happens Next? Packing Up 49
Regional Returns Center 50

Section 4: Troubleshooting- Problem Solving on Election Day

Machine Problems- Before, During, After
Voting Machine or Provisional Ballot – Voter Processing Reference Chart

Section 5: Appendix

Voter Identification Requirements
Tools & Guidelines for Assisted Voters
Assisting OR Instructing the Voter
Sample Forms
- Record of Assisted Voters form (front & back)
- Assistance Declaration Form
- Pay Sheet Instructions
- Election Officers' Oath
- Affirmation of Elector Form
- General Return Sheet (General Election)
- How to Complete General Return Sheet (General Election)
- General Return Sheet (Primary Election)

BEFORE POLLS OPEN

1. **ORGANIZE THE BOARD:**

   The Minority Inspector administers the oath of office to the Judge of Election. The Judge then administers the oath to the Inspectors and Clerks (and Overseers, if any). The oaths MUST be given upon arrival at the polls. The oath forms may be completed and signed during a slow time after the polls open. A sample oath form—filled in—is in the Appendix of this manual.

2. **DIVIDE INTO TWO TEAMS FOR SET-UP:**

   The Judge of Election should divide the board members into two teams.

   Team One: the Voting Machine Team leader (VMT) and another board member set up the machines and print the Zero Tapes.
   Team Two: the remaining members of the board set up the district -- posting materials and arranging the Election Board table.

TEAM ONE – Voting Machine Team

For your convenience, there is also a loose set of these instructions in the pocket of this binder.

STAND IT UP (Physical Machine Set-Up)

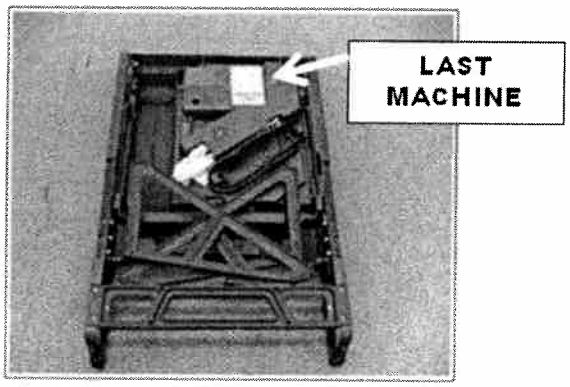
☐ **LOCATE YOUR MACHINES** Check tags attached to the bottom of the voting machines to make sure they are the machines for your election district. The Opening Voting Machine Seals Verification Form in the PEB/Flash Card Binder indicates the number of machines assigned to your district.

☐ **WHEEL ALL MACHINES** to the designated area for your district.

☐ **VERIFY SEALS**

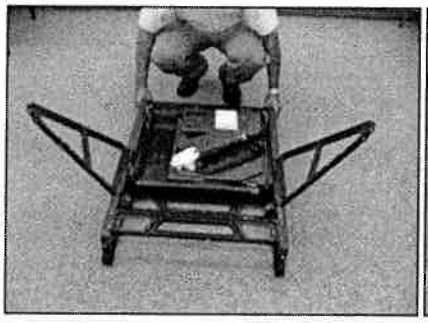
- **Compare seal number** from each machine with the seal number recorded on the Opening Voting Machine Seals Verification Form in the PEB/Flash Card Binder. If any seal is broken, contact the Call Center (412) 350-7272.
- **Record the serial number of the Master PEB** in the space provided. This number begins with "PS."
- **Sign the form** Judge of Election and Minority Inspector, where indicated.
- **Return form** to PEB/Flash Card Binder.

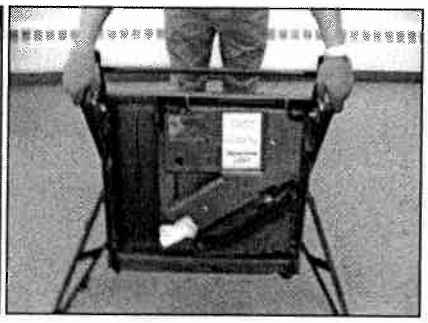
❑ **LAST MACHINE** Find machine labeled LAST MACHINE, and place it closest to an electrical outlet in the area where you will set up machines. Lay all machines on floor with power cords facing up.



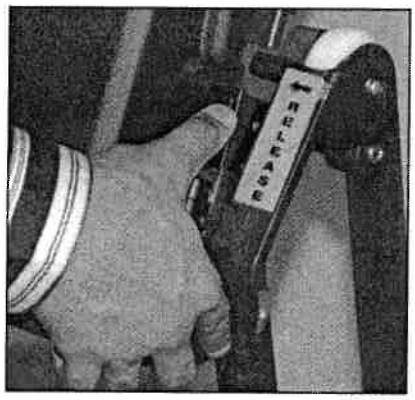
❑ **Extend legs**

❑ **Grasp handles** (at sides by wheels), and pull up machine carefully on to legs as legs do not lock.





- ❑ **Swing top of machine into upright position.** As top of machine begins to tilt back, ***push and hold down*** Release Latch at right, tilt machine into place, then push Release Latch back up to lock, securing machine into place.



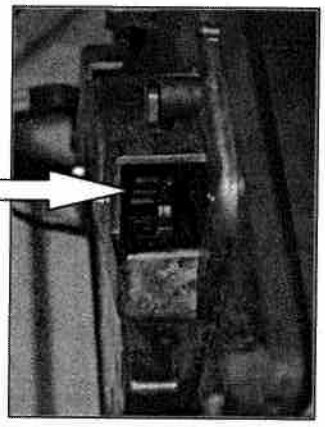
- ❑ **Unwrap BLACK power cord** at back of machine and plug into electrical (wall) outlet.

- ❑ **REMAINING MACHINES** Stand up and plug in remaining machines following instructions above.

Limited Electricity in your Polling Place?

If there are not enough wall outlets to plug in your machines, you may **DAISY CHAIN.** This means plugging the machines into each other using the white multi-outlet extension cord at the back of each machine <u>making sure the **LAST MACHINE** is plugged in to an electrical (wall) outlet.</u>

Check to see that the orange light is LIT on the partially-hidden power strip at the back of EACH machine including the LAST MACHINE. This indicates you have "power."



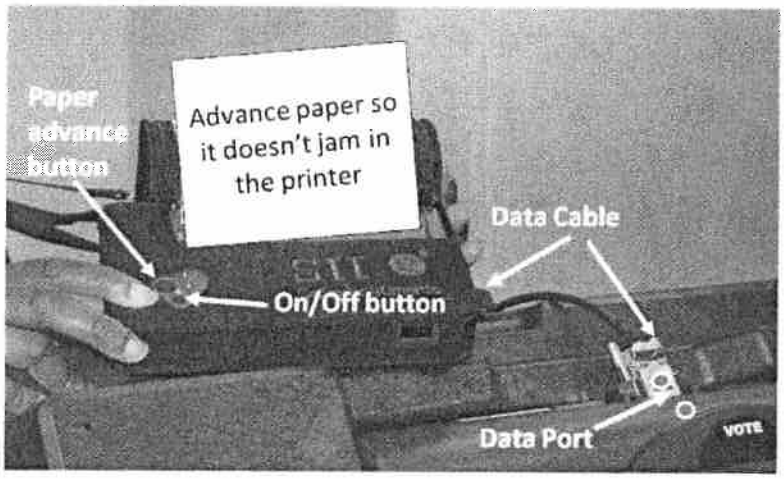
OPEN IT UP (and Printer Set-Up)

- ❑ **CUT SEAL** from the top of each machine. Place seal tops (cut off tails) in designated pocket of PEB/Flash Card Binder.

- ❑ **OPEN MACHINE DOORS** until they stop. Do not force doors; they ONLY open partially to allow for voter privacy.

- ❑ **ATTACH STUB ENVELOPE** to the outside left door of each machine.

- ❑ **PREPARE PRINTER**



- **Retrieve Printer Pack** from Supply Suitcase.

- **Hang Printer** on inside right door of **LAST MACHINE.**
  LAST MACHINE is the **ONLY** machine used for printing.

- **Plug Printer** into white multi-outlet cord at the back of the machine.

- **Connect Data Cable** from Printer to the Data Port at the top of the **LAST MACHINE** with green dot on Data Cable facing FORWARD.

- **Turn Printer On:** Press and hold small black button until green light appears.

- **Prevent Paper Jams:** Press the large black button to advance paper an inch or two.

START IT UP (Initialize Machines)

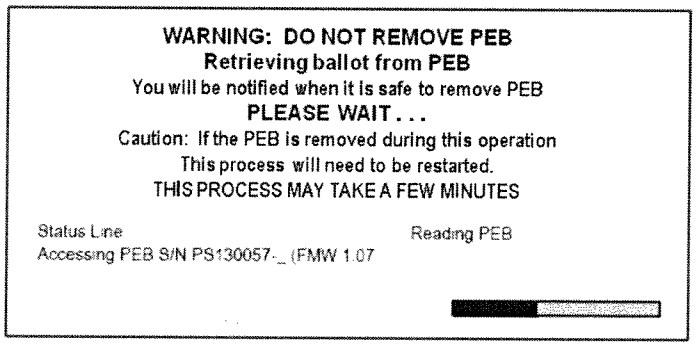
The Start-Up Sequence is:

FIRST machine – 2nd machine – 3rd machine – etc – LAST MACHINE

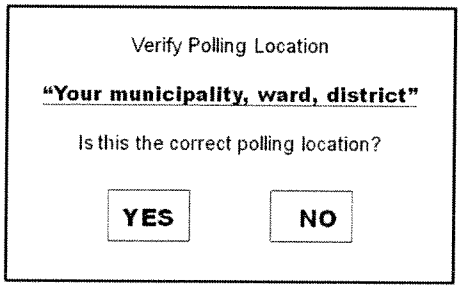
FIRST MACHINE:

- ❑ Retrieve **MASTER PEB** (yellow band) from PEB/Flash Card Binder
  Use ONLY the MASTER PEB to initialize machines.

- ❑ **Insert MASTER PEB into the FIRST machine** to initialize (Start-Up).
  The following screen will appear including a status bar at the bottom right which will advance as the machine is loading data:



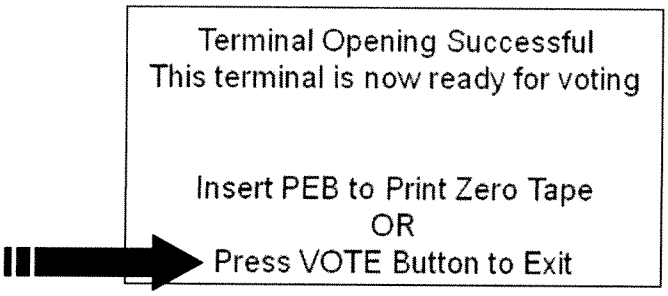
- ❑ **Verify YOUR Municipality, Ward, and District** when next screen appears.



- **If anything** is **NOT CORRECT**, select **"NO."** **STOP; do not initialize any other machines.** **Immediately** contact the Call Center **(412) 350-7272** for further instructions.

- **If ALL** information is **CORRECT**, select **"YES."** **Do not remove** the MASTER PEB until instructed on the screen. It may take a minute or so.

❑ **Remove MASTER PEB** (yellow band), **when prompted**, to continue opening terminal. When machine displays the following message:



Press VOTE button. Screen will go blank; machine is ready for voting.

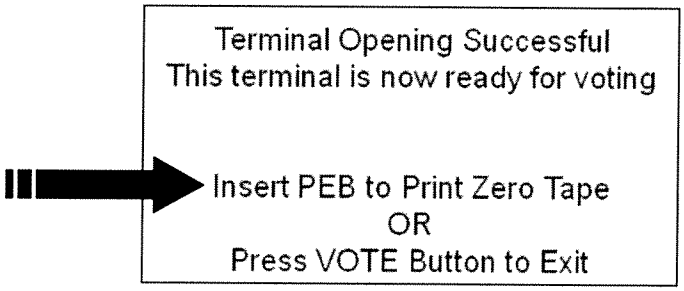
REMAINING MACHINES

❑ **INITIALIZE (Start-Up) ALL REMAINING MACHINES** with the same steps as above—**ENDING** with the **LAST MACHINE**.

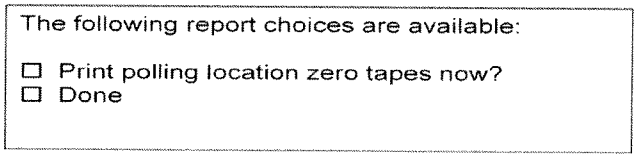
DO NOT press **VOTE** button on the **LAST MACHINE**. A **"STOP"** label will cover the **VOTE** button reminding you to PRINT Zero Tape. Follow instructions below for printing.

PRINT ZERO TAPE (From LAST MACHINE)

❑ **On LAST MACHINE**, when machine displays the following message, **re-insert MASTER PEB.**



❑ **Select the option, *"Print polling location zero tapes now?"***



❑ **DO NOT REMOVE THE MASTER PEB.** Disregard the printing information displayed on the screen. Instead, make sure Printer is still ready—green light "on" and Data Cable connected.

- ❑ **Press the green PRINT button** on the voting machine screen. The printer will start generating the Zero Tape, automatically printing 2 copies on one continuous tape.

- ❑ **When prompted on the screen:**

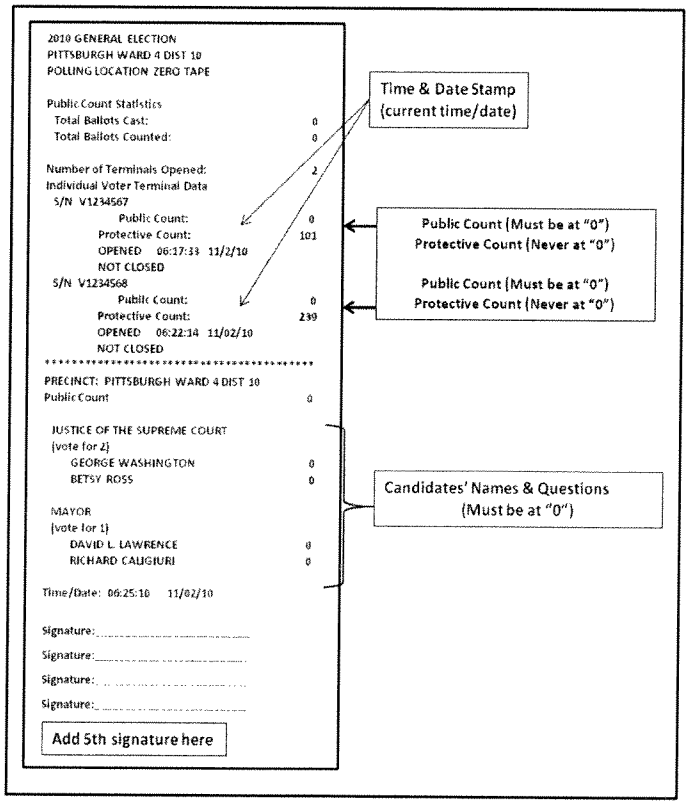
  - **Press "NO"** for *"Do you want to print another?"*
  - **Press "DONE"** for *"The following report choices are available."*
  - **Touch the terminal screen;** it will go blank.
  - **Remove "STOP" label** from VOTE button.

- ❑ **Return MASTER PEB** to PEB/Flash Card Binder (NOT to be used again until polls close.)

- ❑ **Recharge Printer Pack.** First, turn Printer "OFF" by pressing the small black button until the green light goes off. Then, put Printer in "recharge mode" by pressing & holding the small black button until the green light blinks. Remove from machine door; hang on "hook" at the back of machine. Leave Printer plugged in to white cord. Unplug data cable at top of machine and hang on the "hook."

- ❑ **Inspect, Sign, and Distribute Zero Tapes**

  - Separate (cut apart) the Zero Tapes just below the last signature line.
  - Make sure number of terminals opened matches number of machines assigned to district.
  - Make sure Public Count for each machine is "0."
  - Make sure all candidates' names and ballot questions have "0" next to them.
  - Check time listed is close to the actual time. Make sure date is current date.
  - All 5 Election Board members sign both tapes—make extra line for 5th signature.
  - Post one Zero Tape with other notices. Place one Zero Tape in Envelope K.



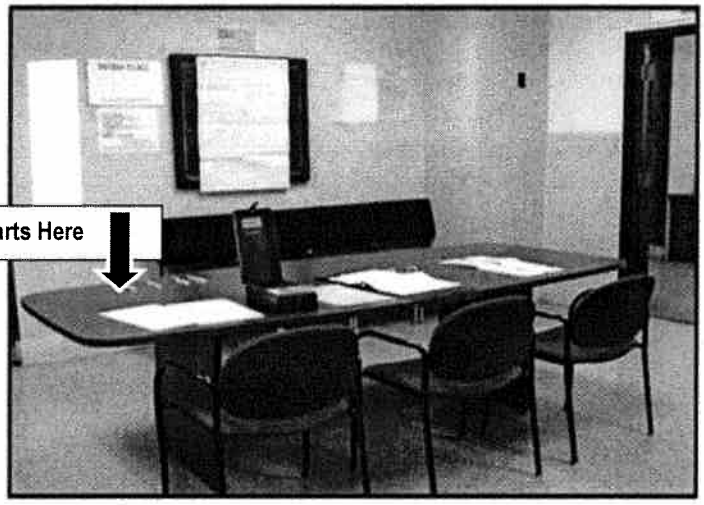
TEAM TWO – Administration Team

SETTING UP THE POLLING LOCATION

When setting up the polling place, the Judge of Election must take into consideration:

- Voter privacy (positioning of machines)
- Handicapped accessibility
- Access to electricity for voting machines
- Safety of voting machines and personnel.

ELECTION BOARD TABLE



IMAGINARY GUARDRAIL
The Election Board Table forms an Imaginary Guardrail which separates the inner (private) and outer (public) portions of the Polling Place.

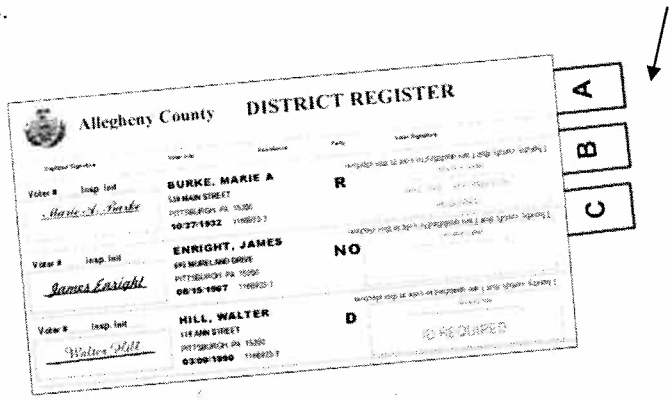
The Election Board Table is positioned so that the voting machines can be placed behind it—wherever possible—to provide privacy for the voter.

❑ **Review & Prepare Supplies** (Judge of Election can do this the "weekend before")

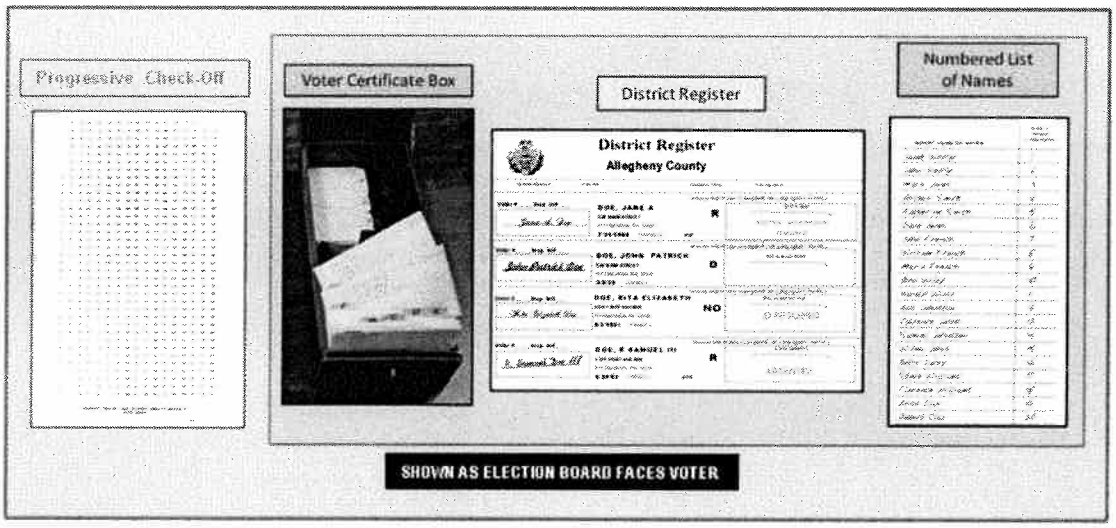
- **Check Supplies** using Supply Checklist. Verify that you have received all necessary supplies for Election Day. If supplies are missing, call (412) 350-4500.

- **Organize Voter Certificate Box:**
  Cut metal seal, open the Voter Certificate Box (metal box), and insert the alphabetical index tabs in the appropriate places. During a **Primary Election**, even though the cards come separated by political party, you should alphabetize the cards from <u>all</u> political parties as **one set**.

- **Prepare District Register:** Attach alphabetical adhesive index tabs to the District Register pages.



❑ Set Up Election Board Table



This set-up is used when most of your voters enter the Polling Place to the <u>left</u> of your table. If most enter from the <u>right</u>, then switch the Voter Certificate Box and Numbered List of Voters.

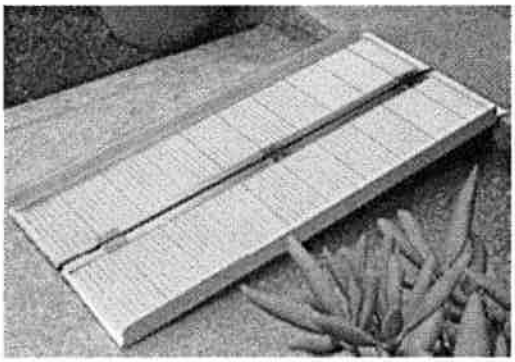
❑ **Post Materials** ALL posted materials must be posted or displayed "outside the guardrail" where the voter can examine them before entering the voting machine.

- **List of Absentee Voters** from Envelope P
- **Sample Ballots** from Envelope K
- **Signs and Notices** from plastic sleeve of supplies (see Supply Checklist for a specific list of items to be posted)
- **American Flag** from plastic sleeve of supplies
- **Zero Tape** Post one Zero Tape after it has been inspected and signed

Voter Accessibility

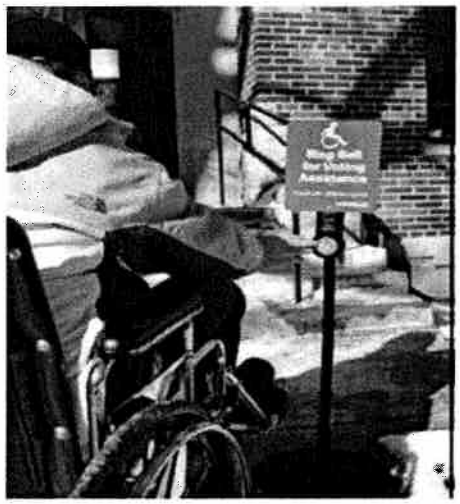
ACCESSIBILITY TOOLS

Allegheny County has a few polling places which require the use of lightweight accessibility tools. These products weigh approximately 5 to 37 pounds, and will be supplied and delivered by the Elections Division. If your particular district receives



these tools, we would greatly appreciate if you could provide your assistance in putting them in place on Election morning.

However, if you have any health issues that would limit your ability to do this, please call (412) 350-7272; we will send someone to place them for you.



VOTER ASSISTANCE IN POLLING PLACE or with VOTING MACHINES?
Refer to the section on *Assisting Voters* in the Appendix.

POLLING PLACE GUIDELINES

WHAT IS A "POLLING PLACE"?

A Polling Place is defined as the room or area where the voting machines are located.

WHO CAN BE IN THE POLLING PLACE AND WHERE?

There are three (3) distinct areas to Polling Place.

- Inside the "imaginary" Guardrail
- Outside the "imaginary" Guardrail
- Outside the Entrance to the Polling Place

Each area has guidelines/restrictions as to who may be there at any given time.

- **IMAGINARY GUARDRAIL**

  The Election Board table forms an Imaginary Guardrail which separates the inner (private) and outer (public) portions of the Polling Place.

- **ENTRANCE TO THE POLLING PLACE**

  The entrance to the Polling Place might be inside or outside the building.

  An entrance is considered the doorway that leads into the area/room where voting is taking place. If that area/room is deep inside a building or on another floor, a person electioneering (campaigning) could be inside the building but must be at least 10 feet from the entrance to the actual voting area. The voter's path to enter the Polling Place must not be blocked nor should the voter feel pressured or harassed by individuals who are soliciting or electioneering.

  "Outside the Entrance to the Polling Place": *at least 10 feet from the entrance to the room/area where the voting machines are located.* It also means that the voters cannot hear any electioneering conversations or see any election-related literature/signage from inside the voting area.

INSIDE THE GUARDRAIL

- **Voter when he/she is voting;** and one minor child
- **Election Board** All members of the Election Board
- **Voter's assistant,** if assistance is required
- **Leadmen and Rovers,** when servicing machines
- **Overseers**

OUTSIDE THE GUARDRAIL

- **Voters waiting** to be processed or waiting to vote
- **Constables, Poll Watchers**
- **People waiting for voters** such as children, caregivers, or a voter who has voted and is waiting for a friend, spouse, etc.

OUTSIDE THE ENTRANCE TO THE POLLING PLACE

- **Party Workers, Media personnel**

PEOPLE AT THE POLLING PLACE ON ELECTION DAY

(More detailed information can be found in the *Procedures for the Conduct of Elections booklet.)*

Party Workers

Persons campaigning must remain at least 10 feet from the entrance to the Polling Place.

The Judge of Election is responsible for managing this process and may ask any person to move if he/she is disrupting the Polling Place. The Judge of Election should seek the assistance of the Deputy Constable, if present. If the person(s) refuses, the Judge of Election may contact the Allegheny County Court of Common Pleas at (412) 350-5463 for further assistance.

Constable/Deputy Constable

For the purpose of preserving the peace, the constable shall be present at the Polling Place during Primary and General Election day and while the votes are being canvassed. A Deputy Constable must have a certificate of appointment from the Court of Common Pleas. Constables should remain "outside the Guardrail" unless the Judge of Election requests that they render assistance.

Poll Watchers or Election Watchers
Watchers must present a current Watcher's Certificate. Watcher may serve in more than one election district. Watcher may not wear or carry any electioneering materials such as buttons, stickers, or handouts. Watcher is permitted inside the Polling Place during the course of voting, but must remain "outside the Guardrail." At the close of the polls, and while the votes are being counted, all Watchers are permitted inside the Polling Place. Watcher is permitted to request to inspect—at regular intervals-- one copy of the Numbered List of Names booklet or the signed Voter Certificates without disrupting the operation of the Polling Place.

Overseers
Two Overseers belonging to different political parties may be appointed by the Court of Common Pleas when five or more registered voters of an election district petition the Court for the appointment as a precaution "to secure the purity and fairness of any Primary or Election." They have the right to be "inside the Guardrail" during the entire process of the election, and during the canvassing and completing of the returns. Overseers are required to sign the General Return Sheets.

Leadmen and Rovers
County-authorized personnel trained to lend technical assistance to Election Officers. Will be wearing Allegheny County ID.

Election Board
A team of five election officers - one Judge of Election, two Inspectors (Majority and Minority), and two Clerks (Majority and Minority) - who are elected and/or appointed to a specific voting district, and are responsible for producing the Election and bringing in the returns.

WEARING CAMPAIGN GEAR

Voters: When they are voting, voters are permitted to wear clothing and/or buttons in the Polling Place that support and/or oppose candidates and/or issues. They are not permitted to electioneer while doing so or station themselves in the Polling Place either before or after voting.

Election Officers, Constables, Poll Watchers are NOT permitted to display/wear any campaign materials at all.

Party Workers: Party Workers may wear (and distribute) campaign materials as long as they remain 10 feet outside the entrance to the Polling Place.

DURING VOTING HOURS

There are many procedures and tools to ensure that a registered voter gets to vote on Election Day. A detailed explanation of each situation can be found in the *Processing the Voter* section under **"The Polls Are Open," and in the Appendix.**

There are two normal ways to cast a ballot in the Polling Place on Election Day:

- Voting Machine
- Provisional Ballot (Paper Ballot)

The **Voting Machine** is to be used for all voters who have been determined to be REGULAR voters. (Defined below) All Regular voters **must** vote on the voting machine.

The **Provisional (paper) Ballot** is to be used for all voters who have been deemed to be PROVISIONAL voters. Regular voters are not permitted to use a Provisional Ballot in lieu of the voting machine. **Provisional voters cannot use the voting machine.** (Defined below)

REGULAR VOTER: (votes ONLY on the iVotronic machine)

- Has a Voter Certificate in the box and is listed in the District Register.
- Has NO Voter Certificate in the box and IS listed in District Register.
- Voter is in the correct district as verified by the Elections Division but there is no paperwork – no Voter Certificate and no listing in the District Register. Elections Divisions will provide a White Court Order.
- Voter recently moved, did not change registration, and wishes to vote in his/her OLD voting district. If voter is listed in District Register, voter completes Affirmation of Elector form.
- Voter is listed in District Register as "Inactive." Voter completes Affirmation of Elector form.
- Voter is listed in District Register with "ID Required." Voter provides proper ID.
- Voter is asked for ID due to a question of identity and voter provides proper ID.
- Voter cast an Absentee Ballot, but is able to come in to polling place in person. If voter is listed in District Register, Absentee Ballot is voided and voter uses machine.

If a voter is eligible to use the voting machine and refuses, the voter is not permitted by law to vote by Provisional Ballot as an alternative means of casting a vote.

PROVISIONAL VOTER (votes only on Provisional paper ballot)
(Instructions for Provisional Ballot usage are in the ***Provisional Voting Materials Envelope)***

Federal and State laws provide voters with the opportunity to cast a Provisional Ballot under certain circumstances. The voter will receive a receipt and information to determine the status of his/her completed provisional ballot. County election officials will examine the Provisional Ballot within 7 days after an election to determine if the individual voting that ballot was entitled to vote at the election district in that election.

- Voter recently moved, wishes to vote in his/her NEW polling place, did not change registration, re-registers on Election Day and provides a Blue Court Order
- Voter contests party registration during Primary
- An Election Officer asserts that the voter is not eligible to vote
- Elections Division is unreachable to verify eligibility
- Elections Division is unable to verify eligibility
- Voter does not have an approved form of identification the first time he/she appears to vote in an election district ("ID Required" in District Register)
- Voter is asked for ID due to a question of the voter's identity and voter is without proper ID
- Voter insists they are registered and eligible to vote
- A Federal or State court order requires the voter to vote by Provisional Ballot.

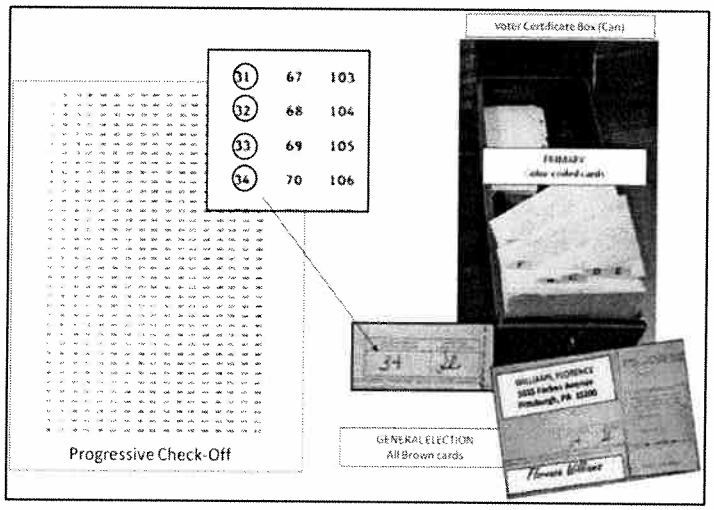
If A Voter Is In The Wrong Polling Location:

- Time permitting, one of the Election Board Members can contact the Registrar using the phone number on the front cover of the District Register. (Do not give this number to the voter.)
- **OR** the voter can call the Elections Division at (412) 350-4500 to be redirected to his/her proper polling location.
- **OR** the voter can log on to the Allegheny County website www.alleghenycounty.us/elect The *Polling Place Locator* is on the front page of the ***Elections*** web page.

PROCESSING THE VOTER

IF ANY STEP of this process fails, consult the *Voter Processing Problems* section of this manual

STEP 1: Voter Certificate Box



The voter presents himself/herself at the Election Board table and states his/her name. The Election Officer in charge of the Voter Certificate Box will locate the Voter Certificate for that voter. The election officer will assign a number of admission for that voter from the Progressive Check-Off List and enter it in the spaces provided on the Voter Certificate along with the election officer's initials.

In a Primary, a capital letter indicating the voter's political party will precede the assigned number. The Voter Certificate cards are color-coded by party:

Democrats/BLUE, **Republicans/CHERRY**, **Independents/No Party affiliation/BROWN.**
Place a **D** (Democrat), **R** (Republican), **I** (Independent) before the assigned number.

After assigning the number and/or letter and number, hand the Voter Certificate to the voter to be signed.

STEP 2: District Register

After the voter has signed the certificate, he/she will hand it to the Election Officer in charge of the District Register who will compare the signature on the Voter Certificate card with the permanent signature in the District Register. If the signature matches and there are no messages, the right-hand portion of the Voter Certificate is detached and given to the voter who will get in line for the voting machine.

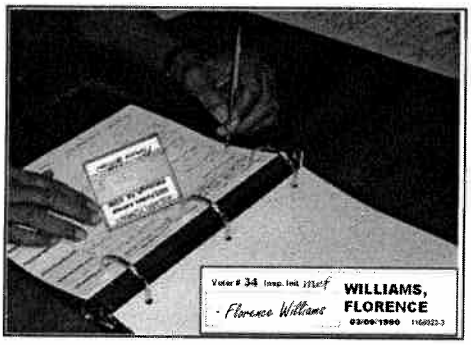
- **If no signature** is in the District Register for you to compare, consult the *Voter Processing Problems* in the ***Troubleshooting*** section of this manual.
- **The Election Officer will also check for any "messages"** in the District Register requiring further assistance with the voter. If there are messages, see section following titled ***Messages In The District Register***.

AFTER THE VERIFICATION OF THE REGISTRATION/SIGNATURE, THE PROCESS SPLITS IN TWO—which may happen at the same time:

Election Officers complete the paperwork
Voter continues with the voting process

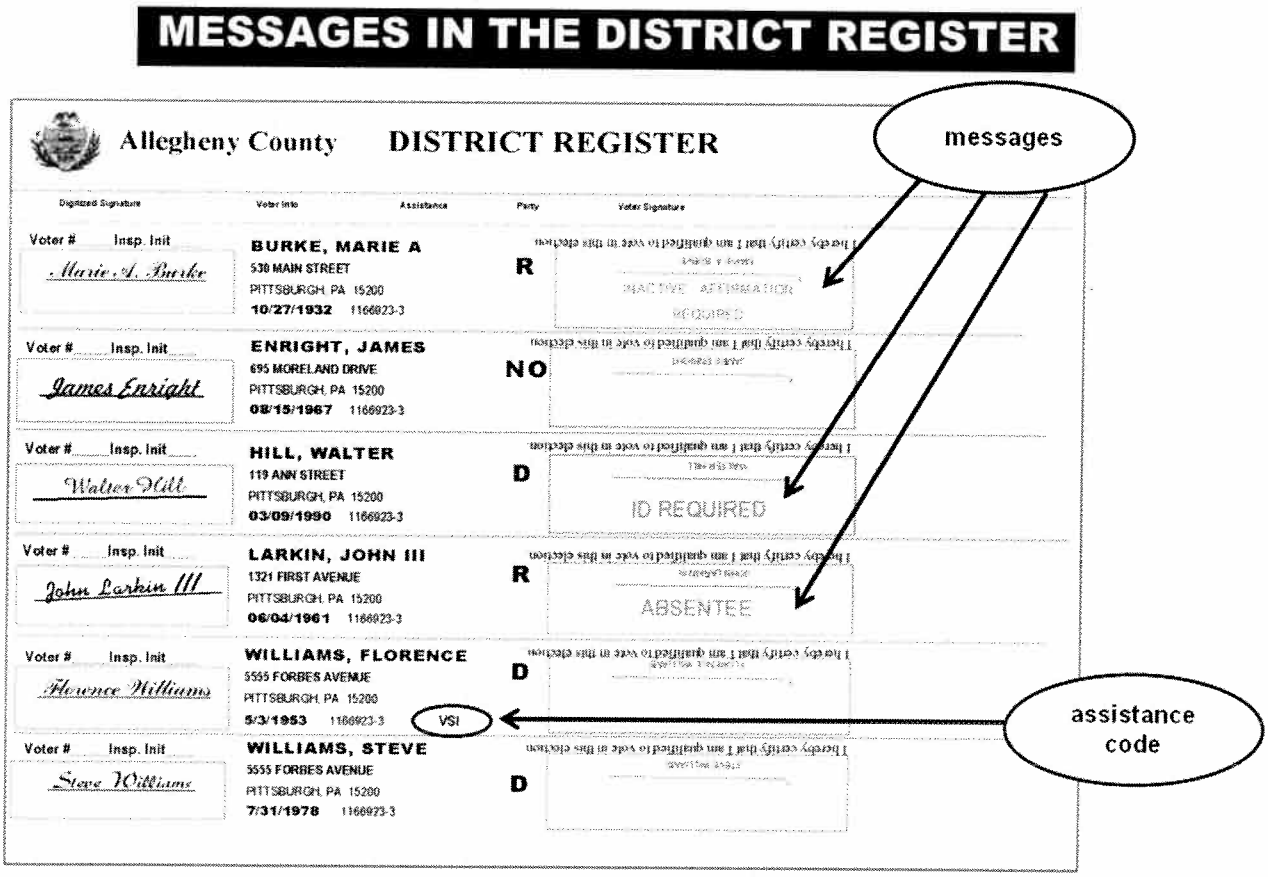
STEP 2: District Register (continued)

The Election Officer at the District Register posts the voter's information in the District Register. The entries are: the voter's number of admission, and the initials of the Election Officer having charge of the District Register. No other notations are to be made in the register; the Voter does NOT sign the register. The Voter Certificate card then passes to the Election Officer assigned to the two Numbered Lists of Voters booklets.



STEP 3: Numbered List of Voters

Using the information on the front of the Voter Certificate, enter, in the spaces provided, in each Numbered List of Voters booklet, the voter's name, and the voter's number of admission. (If this is a Primary, a capital letter indicating the voter's political party will precede the assigned number.) When finished with the entries, place the Voter Certificate in a stack in the back of the Voter Certificate Box.



Inactive: Affirmation Required Any voter, who has not voted for more than 2 years and less than 8 years, must re-affirm his/her registration. Retrieve an Affirmation of Elector form from Supply Suitcase; have the voter complete Sections B & C. An Election Officer must fill in the information at the top of the form and put a signature in Section C. Return completed Affirmation in Voter Certificate Box. Once the Affirmation of Elector form has been completed process voter in the usual way.

ID Required Any voter who is a **first-time voter** to that election district is required to present ID. This notation will be in the District Register for your convenience. Check ID per guidelines in Appendix. Once ID has been verified process voter in the usual way. If ID is not provided, voter must use Provisional Ballot.

> **Affidavit in District Register pocket** By signing this affidavit, the Election Board is "certifying" that proper ID was supplied by the voter, when required. Make certain to complete the **Affidavit** on the front (municipality/ward/district can be found on front of District Register), and sign it on the back. Keep and return Affidavit in the District Register pocket.

Absentee This message means that the voter has filed an absentee ballot. The law requires the voter to vote in person on Election Day should he/she become able or is in his/her municipality of residence. Go to Envelope "P," find the voter's Absentee Ballot, and mark it "Void — Voted in Person" so that it will not be counted at the end of the evening. Draw a line through the voter's name on the List of Absentee Voters. Process the voter in usual way.

Not every Absentee Voter in your district may be designated as such in the District Register. Always refer to the List of Absentee Voters located in Envelope "P."

Assistance Code A voter is allowed to receive assistance in the polling place if the voter is blind, disabled, or unable to read or write English. (For guidelines regarding Assisted Voters, see **Appendix**, OR Commonwealth of PA **Election Officials' Information Card** in Supply Suitcase.)

They may have a designation in the District Register, a permanent assistance code, under the column marked "Assistance" (see District Register example above). Or the voter may be temporarily or permanently disabled and may not have notified the Elections Division of his/her status.

- If the voter has an Assistance Code in the District Register, enter the voter's information on the Record of Assisted Voters form (blue paper). Then process the voter the usual way.
- If the voter does not have an Assistance Code in the District Register, complete an Assistance Declaration Form with the voter and the voter's assistant, enter the voter's information on the Record of Assisted Voters form (blue paper). Then process the voter the usual way.

VOTER REGISTRATION/PROCESSING PROBLEMS
(see *Troubleshooting* section for detailed chart)

No - Voter Certificate/Yes - District Register
PRIMARY or GENERAL Election

If there is **NO** Voter Certificate in the box with the voter's name on it, check for a listing in the District Register. If **YES**, get a blank Voter Certificate (in the box behind the pre-printed cards), have the voter fill in his/her name and address, and signature. Compare the signature in the District Register and process voter in usual way. Voter is considered REGULAR VOTER and may use voting machine.

If this is a Primary Election, be certain to select the correct color of blank Voter Certificate. Democrat (blue), Republican (cherry), Independent/No Party (brown).

No—Voter Certificate/Yes—District Register
PRIMARY – Voter registered Independent/No Party Affiliation

If there is NO Voter Certificate in the box and the voter IS listed in the District Register, and it is a PRIMARY election, the Voter may be in the correct district, but is registered *"Independent."* Only when there are questions on the ballot OR if a Special Election is held during a PRIMARY will a voter registered as an *"Independent"* be eligible to vote in a PRIMARY election.

If this is a Primary Election, be certain to select the correct color of blank Voter Certificate. Democrat (blue), Republican (cherry), Independent/No Party (brown).

Yes - Voter Certificate/No - District Register

If there **IS** a Voter Certificate with the voter's name on it, but **NO** listing in the District Register, call the Registrar for further instructions. The assigned phone number is on the front of your District Register.

No - Voter Certificate/No - District Register

If there is **NO** Voter Certificate in the box with the voter's name on it, and **NO** listing in the District Register, check first to see if the voter is in the CORRECT polling place. If the voter is in the CORRECT district, call the Registrar for further instructions. The assigned phone number is on the front of your District Register. You may be instructed that the Elections Division has made an error and that the voter IS eligible to vote in your district with a **White Court Order**. DO NOT wait for the court order to be delivered to you. Get a blank Voter Certificate (in the box behind the pre-printed cards), have the voter fill in his name and address, and signature. If everything is OK, then process voter in usual way. Voter is considered a REGULAR VOTER and may use voting machine.

If this is a Primary Election, be certain to select the correct color of blank Voter Certificate. Democrat (blue), Republican (cherry), Independent/No Party (brown).

Voter Moved/Vote At Old Address
If a voter recently moved and wishes to vote in his/her OLD polling place one last time, the voter may do so if Voter is listed in District Register, and completes Sections A & C of the *Affirmation of Elector* form. An Election Officer must fill in the information at the top of the form and put a signature in Section C. Return completed *Affirmation of Elector* form in the Voter Certificate Box. Once the *Affirmation of Elector* form has been completed, process voter in the usual way. Voter is considered a REGULAR VOTER and may use voting machine. Place voter certificate card in the front of the stack of cards.

Blue Court Order
If a voter presents a **Blue Court Order**, then he/she is eligible to vote with a **Provisional Ballot.** You will not have any paperwork for this voter as this means they moved, did not change their registration, and wish to vote in their new polling place. Follow instructions for using the Provisional Ballot section of this manual.

ID Required – Voter Provides ID
If ID is required in District Register or if identity of the voter is in question and voter **CAN** provide approved ID per the ID guidelines in the Appendix, process voter in usual way. Voter is considered a REGULAR VOTER and may use voting machine.

ID Required – Voter Does Not Provide ID
If ID is required in District Register or if identity of the voter is in question and voter **CANNOT** provide approved ID per the ID guidelines, follow instructions for using the Provisional Ballot.

Voter Insists
If voter insists he/she belongs in your district EVEN after the Registrar cannot verify this, he/she may vote on the Provisional Ballot. Follow instructions for using the Provisional Ballot.

Cannot Reach Elections Division
If, after several attempts, the Elections Division is unreachable to verify eligibility, the voter may vote on the Provisional Ballot. Follow instructions for using the Provisional Ballot.

Deceased Voter
The *"Cancellation of Voter Registration Record Due to Death of Voter"* form must be completed by an immediate family member or executor of the deceased person's estate.

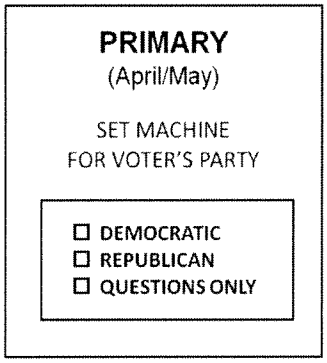
AT THE VOTING MACHINE

An Election Officer must activate a ballot for each voter. The Supervisor (voting) PEB (red band) will be used, and must always be in the possession of the designated Election Officer(s).

☐ Escort voter to outside of the booth. Take their Voter Certificate stub, tear in half, give bottom half to voter. Deposit top half in Voter Certificate stub envelope.

☐ Election Officer enters booth and inserts **Supervisor PEB (red band)**.

PRIMARY (April/May):



- Party Selection screen will appear (Democratic, Republican, and other parties are listed). Select the appropriate party according to the color of the Voter Certificate stub:
  Democratic – BLUE
  Republican – CHERRY
  Non-Partisan/Independent – BROWN

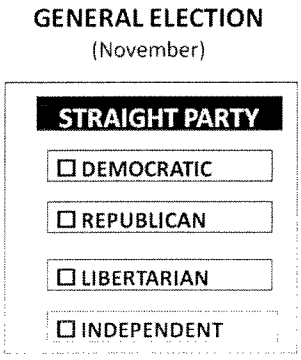
- When prompted, remove **Supervisor PEB**.

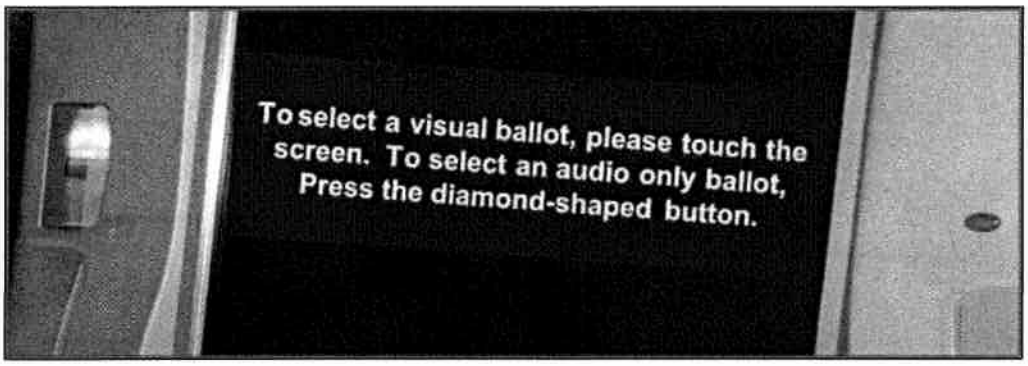
- Touch screen to display the Voter Instruction/Help screen, ask voter to step into the booth and explain how machine works, if necessary. Instruct voters to pull doors in closer, and then step away for voter privacy.

GENERAL (November): When prompted, remove **Supervisor PEB** to get to the Voter Instruction/Help screen, ask voter to step into the booth and explain how machine works, if necessary. Instruct voters to pull doors in closer, and then step away for voter privacy.

- **STRAIGHT PARTY** The voter will see the following screen on the first page of the ballot:

  The machine **IS NOT** asking the voter to select his/her party; it is offering the convenience of selecting--with the touch of one button--all candidates in the party the voter selects. The voter has the **option** to use this feature OR to skip it and select candidates individually in any party(ies) of the voter's choice.





❑ **AUDIO BALLOT FOR VISUALLY IMPAIRED OR OTHER DISABILITIES is selected** by pressing the diamond-shaped button. Follow instructions for ***Audio Ballot For Visually-Impaired*** later in this section.

VOTER INSTRUCTIONS

The voter must go through all ballot pages, and select any offices/questions for which the voter wishes to cast a ballot. Selections may be left blank, but voter will be reminded of this during the review process, allowing voter to decide if they missed a selection or intended to leave that selection blank.

- **Voter makes selections** by touching anywhere on the line that corresponds to voter's selection. A green checkmark will appear in the box next to that selection. To un-do that choice, the voter touches the selection again, the checkmark will disappear, and another selection can be made. This applies to write-ins, as well.

- **Voter may choose the "Straight Party"** option as a "convenience" during a **General Election.** It is located in the top left corner of the first page of the ballot. This option will select all candidates in the party the voter selects for EVERY office on EVERY page of the ballot. Only the questions on the ballot will remain blank for the voter to select.

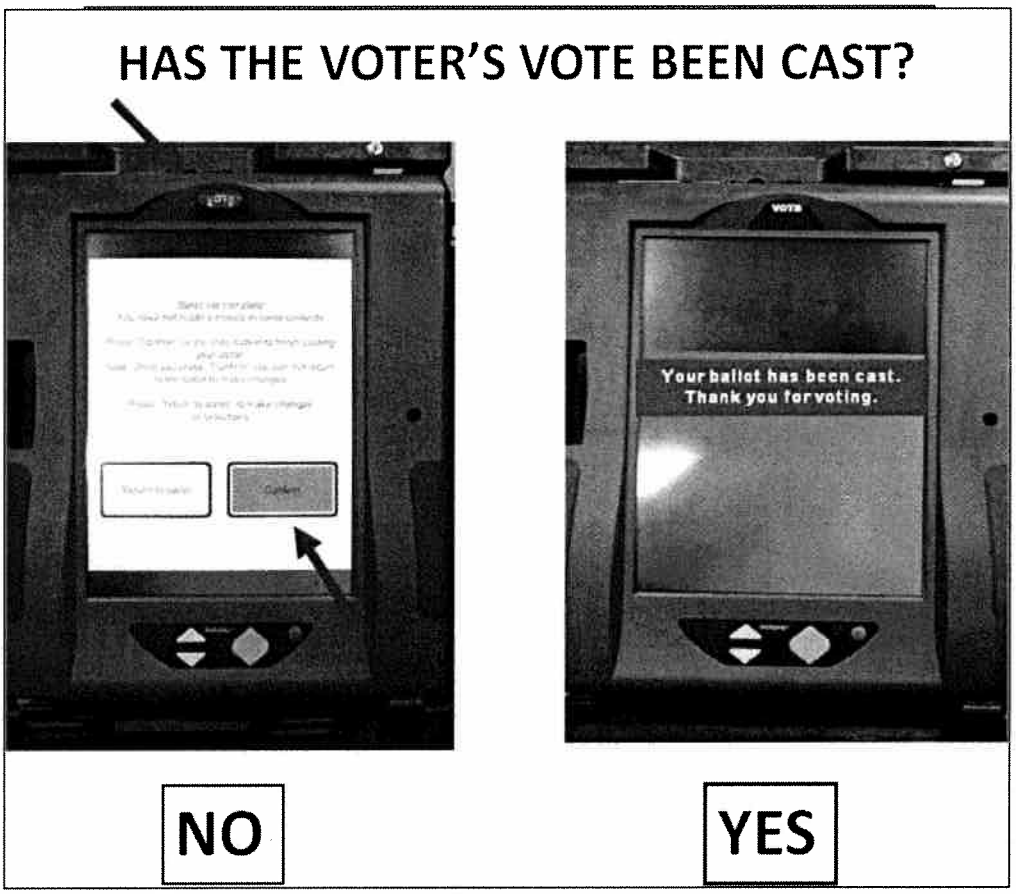
- **Write-Ins** Voter selects "write-in" for that contest. A keyboard screen will appear which allows voter to type in the "write-in" name. Once "Accept" is selected, the contest screen will re-appear with the name the voter typed in listed as the voter's selection.

- **Voter may change his/her vote** at any time until ballot is cast.

- **Review Ballot** When finished, and at the last page, voter should press "Review Ballot" on the bottom right-hand side of ballot face. Voter is to review all selections on all pages, and make any changes/corrections, if desired.

- **VOTE** When finished, and at the last Review Page, voter should press the flashing red **VOTE** button at the top of the machine. Next, the voter will see a screen allowing one last opportunity to review.

- **Confirm/Cast Ballot** Voter will confirm/cast ballot by pressing the **VOTE** button again **OR** voter may press **CONFIRM** button. Voting machine will display the "Thank You" screen, then go blank until activated by a **Supervisor PEB** for the next voter.



Instruct the voter that he/she must not leave without "confirming" and seeing the "Thank You" screen or their ballot will have to be cancelled.

Cancelling a Ballot

WHY CANCEL A BALLOT?

The Commonwealth of Pennsylvania mandates that the ballot be cancelled, if:

- The wrong Ballot Style (audio or visual ballot) was selected on the voting machine;
- A voter believes the wrong "party" ballot is displayed on the voting machine (Primary);
- A voter refuses to use the machine after the ballot has been activated;
- Screen froze; Leadman/Rover had to reset the machine;
- A voter leaves without casting his or her ballot. This Voter is called a FLEEING VOTER. When an open ballot is left unattended--no screen activity-- the voting machine will begin "chirping" after 15 seconds. *(see instructions in the box below)*

FLEEING VOTER:

If the fleeing voter is still in the polling place, and the Election Officers **have NOT** begun cancelling the ballot, have the voter return and cast or request to cancel his/her ballot.

If the fleeing voter is still in the polling place, and the Election Officers **have** begun cancelling the ballot, the Election Officers must continue cancelling the ballot and activate a new ballot for the voter to cast.

If the fleeing voter returns after the ballot has been cancelled, and if the Election Board is **ABSOLUTELY CERTAIN** this is the voter who fled and whose ballot was cancelled, then, at the Election Board's discretion, a new ballot may be activated for that voter. No additional signature or paperwork is required as the voter had completed that earlier in the day. Remove the tally mark from the back of your General Return Sheet.

UNDER NO CIRCUMSTANCES, is an Election Officer permitted to cast the ballot of a Fleeing Voter.
You cannot assume that the voter intended to do so.
The law requires that you follow the procedures above.

CANCEL A BALLOT

To cancel a ballot, two Election Officers, preferably the Judge of Election, if available, and another Election Officer, must return to the voting machine to perform the following steps:

- ❑ **Insert** the **Supervisor PEB** (red band).
- ❑ The following screen will be displayed:

Ballot Selection Menu
☐ Cast Ballot
☐ Cancel Ballot

- ❑ Select "**Cancel Ballot.**"

  When **Cancel Ballot** is pressed, the next screen will ask you to confirm the previous choice by selecting either "**YES**" or "**NO.**" Selecting **"NO"** will return to the previous screen. Selecting "**YES**" will display the following screen:

☐ Voter Request
☐ Wrong Ballot
☐ Voter Left Before Selecting A Ballot
☐ Voter Left After Selecting A Ballot
☐ Problem with Printer
☐ Problem with Terminal
☐ Other Reason
☐ Exit Menu

- ❑ To proceed with vote cancellation, select the appropriate reason for cancelling the ballot OR "Exit the Menu." Selecting "Exit the Menu," will take you back to the previous screen.
- ❑ Select "**Proceed with Vote Cancellation**" to cancel the ballot.
- ❑ Remove the **Supervisor PEB (red band)** from the voting machine, when prompted.
- ❑ If ***Voter Left Before*** or ***Voter Left After Selecting A Ballot*** was selected, make a tally mark on the back of one of the General Return Sheets. When reconciling totals at the end of the night, the Final Results Tape total will differ from the total in the Numbered List of Voters booklets. You will need to make an explanation on the General Return Sheet. This tally mark(s) will help you track how many cancellations were made.

Note: If the voter returns, remove the tally mark for that voter on the back of the General Return Sheet.

Audio Ballot for Visually-Impaired or Other Disabilities

There is ONE machine per district equipped with the Audio Ballot. It is the machine labeled LAST MACHINE.

When a voter approaches who needs or requests an Audio Ballot:

- **Retrieve headphones and multiple headphone jack** (Y-Adapter Cable) from Printer Box. Insert multiple headphone jack into the lower right-hand side of voting machine. Connect one set of headphones to the headphone jack.

- **Ask voter to put on the headphones.**

- **Insert Supervisor PEB** into machine to activate ballot for voter.

- **To activate AUDIO BALLOT press the green diamond-shaped button**

- **Screen will prompt** the election officer to remove the **Supervisor PEB**, and will display "Audio Ballot is Selected." Then screen will go blank for voter privacy.

Voting instructions will then be given to the voter through the headphones:

1. To repeat instructions, press the yellow UP arrow button.

2. To begin listening to the contest and selections in the audio ballot, press the green diamond-shaped button.

3. To move from selection to selection within a contest, use the yellow, arrow-shaped buttons.

4. To vote a selection within a contest, the voter locates the candidate/selection of his/her choice, and presses the green diamond-shaped button to choose the selection. The selection will be read, again, to notify the voter of their selection.

5. Voter may change his/her vote at anytime until voter casts ballot.

6. To move to the next contest, use the DOWN arrow-shaped button.

7. When within a particular contest, it will be necessary to scroll down through the remaining candidates/selections in the current contest to get to the next contest.

Audio Ballot Instructions (continued)

- **Summary Review Mode** When the voter reaches the end of the ballot, the ballot will change to **Summary Review Mode**. The voter will be notified of any under-votes (no selection made), or if the ballot has been left blank.

- **Review/Make Changes** The voter has the option of reviewing his/her ballot and making any desired changes before casting their ballot by pressing the green, diamond-shaped button to return to re-vote mode.

- **Press VOTE** After the voter reviews the audio ballot in Summary Review Mode, he/she will be prompted to press the VOTE button, at the top center of the voting machine, ONLY once to cast his/her ballot.

Write-Ins

When scrolling through contests, candidates, or the audio alphabet for write-ins, it is not necessary to wait for the entire voice file to play before proceeding. This can be especially helpful when scrolling through the audio alphabet. The voter may press the UP or DOWN arrow buttons several times to "skip ahead or back" to get to the desired alphabet character, contest, or candidate.

If a Visually-Impaired or Disabled Voter finds the Audio Ballot too difficult
and requests a Visual Ballot "with Assistance":

- Use the Supervisor (voting) PEB
- Follow the instructions to cancel the Audio Ballot
- Activate a Visual Ballot for the voter
- Complete appropriate "Assistance" paperwork

Audio Ballot Assistance

If voter requires assistance at the machine while using the audio ballot, retrieve the additional headphones from Printer Box and connect to the other cable of the headphone jack. Assistant will be able to hear the ballot to assist voter.

Remember to place headphones and multiple headphone jack (Y-Adapter Cable) neatly back in Printer Box when voter is finished so they do not get lost, stolen or broken.

Mouth Wand

For a voter with mobility and/or dexterity limitations, retrieve the Mouth Wand from your Supply Suitcase, per the voter's request.

Provisional Ballot Procedures

(Detailed instructions for completing the Provisional Ballot can be found inside the ***Provisional Voting Materials Envelope***)

Federal and State laws provide voters with the opportunity to cast a Provisional Ballot under certain circumstances. The voter will receive a receipt and information to determine the status of his/her completed provisional ballot. County election officials will examine the Provisional Ballot within 7 days after an election to determine if the individual voting that ballot was entitled to vote at the election district in that election.

WHO MUST VOTE BY PROVISIONAL BALLOT?

- Voter who recently moved, did not change registration, and wishes to vote in his/her NEW polling place. Voter re-registers at Elections Division on Election Day and provides a Blue Court Order.
- Voter contests party registration during Primary.
- An Election Officer asserts that the voter is not eligible to vote.
- Elections Division is unreachable to verify eligibility.
- Elections Division is unable to verify eligibility.
- Voter does not have an approved form of identification the first time he/she appears to vote in an election district ("ID Required" in District Register).
- Voter is asked for ID due to a question of the voter's identity and voter is without proper ID.
- Voter insists he/she is registered and eligible to vote.
- A Federal or State court order requires the voter to vote by Provisional Ballot.

BEFORE COMPLETING THE BALLOT

Provisional Voters are <u>NOT</u> counted in the total of Regular Voters.

- **The voter DOES NOT sign a Voter Certificate.** If the voter already signed a Voter Certificate card, draw a line through the signature on the Voter Certificate card and return it to the Voter Certificate card box as if unused. If that voter's information was entered into the District Register and/or the Numbered List of Voters booklets, please cross out the entry. Re-use the assigned number from the Progressive Check-Off List for a different voter as the Provisional Voter is NOT included as a Regular Voter and **<u>DID NOT</u>** use the iVotronic voting machine.
- **Verify that the Voter has not cast an Absentee Ballot** in the Election District. If the Voter <u>has</u> cast an Absentee Ballot, write "VOID—Voted Provisional Ballot" on the front of the Absentee Ballot, and do not tally that Absentee Ballot at the close of the polls.
- **Inform the voter** that some OR all of the ballot may not be counted if the County Board of Elections determines he/she was not properly registered to vote in the election district.

INSTRUCTIONS FOR VOTING A PROVISIONAL BALLOT

(Detailed instructions for completing the Provisional Ballot can be found inside the ***Provisional Voting Materials Envelope***)

For an individual whom the Judge of Election has determined may vote at the election district ONLY by Provisional Ballot, the Judge of Election shall adhere to the following procedure:

The Judge of Election shall provide the Voter with:

a) One Provisional Ballot (actual paper ballot)
b) One Provisional Ballot Secrecy Envelope (#10 size)
c) One Provisional Ballot Envelope
d) Black or Blue ink ballpoint pen

An Election Officer witnesses voter's signature on Provisional Ballot Envelope before and after voter has completed his/her ballot. The Election Officer also signs envelope. Before the voter leaves the polling place, make sure the voter has sealed the envelope and that all information on the envelope face is complete. Affix Ballot ID number to the Provisional Ballot Envelope, and give the corresponding receipt to the voter. Place completed Provisional Ballot Envelope in the Provisional Ballot Return Envelope (orange).

Instructions for completing the Provisional Ballot Return Envelope (orange) are in the "Closing The Polls" section of this manual.

Do NOT, under any circumstances, open a sealed Provisional Ballot Envelope!

Emergency Ballot Procedures

DO NOT CONFUSE EMERGENCY BALLOTS WITH PROVISIONAL BALLOTS.
(Refer to the instructions below and the **"Emergency Ballot Instructions"** inside the Emergency Ballot envelope.

Emergency Ballots have a yellow stripe, and may be used at the Election Board's discretion under the following guidelines:

1. 50% of voting machines in a Polling Place are non-functioning;
2. A voting machine "Leadman" technician is unable to restore any machines ;
3. A Zero Tape has not been generated, and the polls are ready to open;
4. The Polling Place is locked, and it's time for the polls to open;
5. The machines cannot be found, and the polls are ready to open.

The Emergency (paper) Ballots may then be used until normal operations have been restored to your polling place.

Please notify the Elections Division at 412-350-4528 when you have started using Emergency Ballots.

After the voter has finished voting, instruct each voter to fold his/her voted ballot and place it in the envelope imprinted "EMERGENCY BALLOT SECRECY ENVELOPE" and then securely seal.

- Indicate on the Numbered List of Voters each voter that used them. For example:
  John Doe E1
  Jane Doe E2
  In a PRIMARY, add the letter of the voter's political party after the "E" and before the number.
- DO NOT open or tally voted Emergency Ballots.
- Return all voted Emergency Ballots in Envelope "K", and place all un-voted Emergency Ballots/materials in the Supply Suitcase.
- Indicate on the front of the Emergency Ballot Envelope and all copies of the General Return Sheets how many Emergency Ballots were voted.

Absentee Ballot

Processing Absentee Voter Ballots

Detailed instructions are in Envelope "P."

Before the Polls Open

- Remove the List of Absentee Voters from Envelope "P" and post with the other signs and notices.

During Voting Hours

If "ABSENTEE" is listed in the message box of the District Register for this voter, process the voter as a Regular voter and permit the voter to vote on the machines. Not every voter who submitted an Absentee Ballot will have the "message" in the District Register. Be sure to look at the posted List of Absentee Voters, as well.

- **Do not forget to void the ballot**:

  Write **"VOID-VOTED IN PERSON"** on the absentee ballot.

  Return the ballot to Envelope "P" until processing after the polls have closed.

  Draw a line through the voter's name on the List of Absentee Voters (this indicates that the voter voted in person on the voting machines).

At Close of Polls

- **Begin counting/tallying Absentee Ballots** as soon as the last voter has voted. Detailed instructions are in Envelope "P."

Closing the Polls

At 8:00 PM, if there are NO voters waiting, announce that the "Polls Are Closed" and IMMEDIATELY begin closing procedures.

The Judge of Election MUST close the Polling Place promptly at 8:00 PM
UNLESS there are voters in line (see box below).

Voters in line at 8:00 PM are ELIGIBLE TO VOTE

All voters who are in line to vote either inside or outside the Polling Place shall be permitted to do so, if found qualified. Close the door to the Polling Place OR post one of the Election Officers or the Constable to mark the end of the line. Inform any additional voters who arrive after 8:00 PM that the polls are closed and only those voters who were in line by or before 8:00 PM are permitted to vote.

- ☐ If qualified voters are still waiting in line, continue using the **Supervisor PEB (red band)** to activate a ballot. When inserted, the screen will display the **"Close Option Menu"** select the box next to **"Exit This Menu."** This "Close Option Menu" will come up every time a **Supervisor PEB (red band)** is inserted past the scheduled poll closing time. Select **"Exit This Menu"** to activate a ballot for each voter until all qualified voters in line have been allowed to vote.
- ☐ As soon as the last voter has left, **put away the Supervisor PEBs, retrieve the Master PEB (yellow band)** from the PEB/Flash Card Binder and follow the **SHUT IT DOWN instructions** for closing the machines.

DIVIDE INTO TWO TEAMS AND CLOSE THE POLLS

The Judge of Election should divide the board members into two teams.

Team One: the Voting Machine Team leader (VMT) and another board member closes the machines and prints the Final Results Tapes.
Team Two: tallies Absentee Ballots, removes the signs, and processes the paperwork.

TEAM ONE – Voting Machine Team

SHUT IT DOWN (Close the Machines/Print Final Results Tape)

The Shut-Down Sequence is:

FIRST machine – 2nd machine – 3rd machine – etc – LAST MACHINE

- ❑ **Retrieve the MASTER PEB (yellow band)** from the PEB/Flash Card Binder.
- ❑ **Insert MASTER PEB (yellow band)** in the FIRST machine.
- ❑ **When machine displays Close Option Menu, select *"Close The Polls."***
- ❑ **Follow instructions on screen.** Do not remove **MASTER PEB** until instructed.
- ❑ **When the following message is displayed, touch screen to exit:**

- ❑ **Shut Down (close)** remaining machines with the same steps above—**ENDING** with the LAST MACHINE The screen will go blank as each machine shuts down.

PRINT FINAL RESULTS TAPES from LAST MACHINE

❑ **PREPARE PRINTER**

- **Reposition Printer Pack** on inside right door of **LAST MACHINE**
  The **LAST MACHINE** is the **ONLY machine** used for printing.
- **Connect Data Cable** from Printer to the Data Port at top of **LAST MACHINE** with green dot on Data Cable facing FORWARD.
- **Check power:** Make sure green light is on. If not, press small black button.
- **Prevent Paper Jams:** Press large black button to advance paper an inch or two.

❑ **Re-insert MASTER PEB** (yellow band) into **LAST MACHINE**

- **Select the option,** *"Print polling location results tapes now?"*
- **Do not remove the MASTER PEB until instructed.**
- **Disregard printer information** displayed on the screen.
- **Press the green PRINT button on the screen.**
  Final Results Tape will start generating from Printer and will automatically print 4 copies on one continuous tape. Hand Final Results Tape to Team Two for processing.

❑ **When prompted on the screen:**

- Press **"NO"** for ***"Do you want to print another?"***
- Press **"DONE"** for ***"The following report choices are available"***
- Press **"NO"** for ***"Do you want to recollect this terminal?"***

❑ **Message in lower left corner will read,** *"Please remove PEB. Re-collection not chosen."*

❑ **Place Master PEB** in PEB/Flash Card Binder.

❑ **Place Printer Pack** neatly back in box and return to Supply Suitcase.

❑ **REMOVE FLASH CARDS from each Voting Machine**
Flash Card is located under sealed slot at top of voting machine next to Data Cable Port.

- Cut the nylon seal with scissors.
- Slide the flash card latch to the left.
- Use tab to pull out Flash Card.
- Place all Flash Cards in PEB/Flash Card Binder.

PREPARE MACHINES FOR PICK UP

❑ Close Doors and Seal Machines

- Close machine doors.
- Retrieve new seals from pocket in PEB/Flash Card Binder.
- Insert new seal through holes at top of doors for each machine.
- Record new seal numbers in space provided on General Return Sheets.

❑ Have Machines Ready for Elections Division pick-up

- Unplug machines and wrap power cord around hooks in back.
- Wrap up and place rubber band around white multi-outlet cord.
- Push down Release Latch; slowly pull machine top forward and down.
- Walk behind machine, grasp handles near wheels. **(Do not grab the black crossbar– your fingers will get pinched.)** Tilt machine toward you; gently lower machine flat on floor.
- Fold in legs; click to lock.
- Wheel machines to place where you received them.

TEAM TWO – Finalize Results

Team Two begins closing the Polling Place as soon as Team One begins closing the machines.

☐ **Process Absentee Ballots** as soon as the polls are closed. *(Absentee Ballot instructions are in Envelope "P" in Supply Suitcase.)*

☐ **Inspect, Sign, and Distribute Final Results Tapes**

- Separate the Final Results Tape (cut into 4 identical tapes just below the last signature line)
- All 5 Election Board members sign both tapes—make extra line for 5th signature.
- (2) Final Results Tapes in Envelope K, (1) Final Results Tape in Envelope B, (1) Final Results Tape posted at Polling Place.

☐ **Complete the Provisional Ballot Return Envelope.**
(Refer to Provisional Ballot instructions later in this section.)

☐ **Complete the General Return Sheets** (4 identical sheets)

- **Total Number of Voters Admitted to Machine**

  Enter total number of voters, for each party affiliation or non-partisan if a Primary Election, who were processed as a regular voter from **Numbered List of Voters booklet.**

- **Total iVotronic Voters**

  Enter the total number of voters from **Final Results Tape**.
  Primary Election - enter for each party

- **Total Counted Absentee**

  Enter the total number of counted absentee voter ballots from Envelope "P."

  - **Challenged Absentee**
    Enter the total number of challenged absentee ballots. Insert these ballots with the associated fees in Envelope "R" and insert Envelope "R" in Envelope "P."
  - **Voided Absentee**
    Enter the total number of voided absentee or cancelled absentee ballots. Insert these ballots in Envelope "T" and insert Envelope "T" in Envelope "P."

- **Voted Provisional Ballots**

  Enter the total number of voters who voted using a provisional ballot.

- **Voted Emergency Ballots**

  If ballots have been cancelled due to fleeting voters or if emergency ballots have been used, enter the number of ballots cancelled and the number of voted emergency ballots.

If the Total Number of Voters Admitted to Machine is more than the Total iVotronic Voters, you must provide an explanation. Record this information in the explanation section of the General Return Sheet.

- All Election Officers sign Final Results Tapes.
- Complete Envelopes P, B, & K. (Insert Envelopes R & T into Envelope "P.")
- Record the Seal Numbers used to seal the machines on the General Return Sheet.
- Place Voter Certificate Stub Envelopes in Supply Suitcase.
- Place any unused supplies in Supply Suitcase.
- All Election Officers must sign their individual Pay Sheets and mark which position they worked – either "Judge" or "Inspector/Clerk."
- Judge of Election must sign the Constable's pay sheet.
- Post one General Return Sheet, one Final Results Tape, and one Absentee Tally sheet. If Primary, use separate tally sheets for each party.
- Insert a tally sheet in Envelope P.
- Take the posted zero tape and an Absentee Tally Sheet and place them in Envelope B. This envelope will go home with the Minority Inspector.
- Insert voted Emergency Ballots in Envelope K.

Place Regional Returns Envelopes, Pay Envelope, and PEB/Flash Card Binder in your "Regional Returns Bag." Do not place any return envelopes in your supply suitcase. Only the stub envelopes can be placed in your supply suitcase.

Processing and Counting Absentee Ballots

The Absentee Voting Law provides that "Absentee Ballots shall be canvassed immediately and continuously without interruption until completed after the close of the polls." However, the **Voting Machine Team leader (VMT) should begin to close all iVotronics voting machines and print the Final Results Tape from the LAST MACHINE at the same time.**

THE ELECTION BOARD SHALL PROCEED AS FOLLOWS:

1. Void the Absentee Ballot of any elector, who appeared at the polling place in person, signed the affidavit on his temporary registration card and voted on the voting machine. Mark such ballot envelope **"VOID-VOTED IN PERSON"** and return it in Envelope-**T** with Election Returns. (Envelope-**T**)

2. Void the Absentee Ballot of any elector who has died prior to the opening of the polls. Mark such ballot envelope **"VOID-DECEASED"** and return it in Envelope-**T** with Election Returns. (Envelope-**T**)

3. Check the registration cards of all other Absentee Voters to make sure that they have not already voted at the polling place. If the Election Board finds that the Absentee Voter has already voted, (i.e., voting information is recorded on his registration card, name appears on the numbered list of voters and a signed voter's certificate is on file), and such voter did not identify himself as an Absentee Voter at the time he voted on the voting machine, and did not sign the affidavit on his temporary (green) registration card, mark such ballot envelope **"CANCELLED"** and return it in (Envelope-**T**) with Election Returns.

4. Check the Absentee Voters List furnished by the Elections Division to make sure that the names of the Absentee Voters, whose ballots you are about to tally, appear on such list. If the name does not appear, call the Elections Division immediately. Make certain that you cross out the names of the Absentee Voters whose ballots you have "**Void,**" or "**Cancelled.**

5. Compare the signature of the Absentee Voter on his Absentee Ballot Envelope with the signature in the district register to assure sufficient identity of the voter. If the voter was unable to sign, his mark, together with the signature and address of a witness, should appear on the affidavit on the back of the Absentee Ballot Envelope.

Voter Registration is **not** required for persons in Military Service. Therefore, you may have an Absentee Ballot from a military elector and no registration record for this voter in the District Register. In such case, no signature comparison can be made, but the ballot must be counted.

6. If satisfied that the Absentee Ballot declaration is sufficient to verify the Absentee Elector's right to vote, announce the name of such voter in order to give any watcher present the opportunity to challenge.

Challenges may be made on the ground that:

(a) the Absentee Voter is not a qualified elector of the election district; or
(b) the Absentee Voter (who has claimed necessary absence) was in fact within the municipality of residence during the time the polls were open (Military excepted) or
(c) the Absentee Voter (who claimed illness or physical disability) was in fact physically able to come to the polls; or
(d) the Absentee Voter is not a County Employee with Election Day duties relating to the conduct of the Election; or
(e) the Absentee Voter is not observing a religious holiday; or
(f) the Absentee Voter is not elderly or handicapped and is not assigned to an inaccessible polling place.

The challenger for each Absentee Ballot challenged must submit a deposit of ten dollars ($10.00) in cash. Challenger shall be given a deposit receipt. Any ballot so challenged shall be marked **"CHALLENGED"**, a carbon copy of the deposit receipt shall be attached, together with the challenge affidavit, and shall be returned to the Department of Elections in **Envelope "R"** along with the Election Returns. Within seven (7) days after the date of the challenge, hearings will be held. The deposit will be refunded if the challenge is withdrawn within five (5) days, or if the challenge is sustained; otherwise, deposit will be forfeited.

7. After announcing the name of the Absentee Voter, and hearing no challenge you are now ready to count the ballots.

8. Open each absentee ballot mailing envelope carefully. Do not destroy the declaration on the back of the envelope. There should be **ONE** envelope inside marked, **OFFICIAL ABSENTEE BALLOT.**

9. After opening the mailing envelopes extract all the ballot envelopes and shuffle to prevent identification. If any of the ballot envelopes are unsealed or contain any markings on the outside, set them aside. Also, if there is anything inside the ballot envelope other than the ballot, set those aside. All ballots set aside are to be marked **"VOID"** and returned to the Department of Elections in **Envelope "T."**

10. In counting the ballots, use the absentee tally sheet(s) located in Envelope "P." For a Primary, prepare separate tally sheets per party affiliation.

11. **DO NOT REFOLD BALLOTS.**

12. Absentee Ballot Tally sheet(s) distribution:
    - One copy in Envelope K
    - One copy in Envelope B
    - One copy in Envelope P
    - One copy posted on the wall next to the General Return Sheet and Final Results Tape

13. **REMINDER**:
    - Return all Counted Absentee Ballots **unfolded** in P Envelope
    - Return all voters mailing envelopes in Envelope T
    - Return all voided absentee ballots in Envelope T
    - Return all challenged absentee ballots in Envelope R
    - RETURN ALL ABSENTEE BALLOT FORMS and R – T Envelopes in P Envelope

Provisional Ballot Return Envelope

PROVISIONAL BALLOTS

Voted Provisional Ballot Envelopes are **NOT** to be opened at the polling place. All Provisional Ballot Envelopes are to remain sealed until opened by officials or employees of the County Board of Elections, which will determine the validity of each Provisional Ballot.

All sealed Provisional Ballot Envelopes go into the large **(orange) Provisional Ballot Return Envelope**. At the close of the polls, write the total number of ballots used/voted, unused/unvoted, spoiled, etc. on the front of this envelope, place it in the Regional Returns Bag, and take it to your designated Regional Reporting station. Even if **NO** Provisional Ballots were used, you **MUST** return the (orange) Provisional Ballot Return Envelope with the Return materials. Place all unvoted/unused provisional balloting materials (**except the orange Provisional Ballot Return Envelope**) in the Supply Suitcase.

- Record the total number of Provisional Ballots voted in the Provisional Ballot section on the General Return sheets.

- Record the number of Provisional Ballots issued at the bottom of the Envelope "K."

RETURN ENVELOPES & END OF THE NIGHT MATERIALS

"P" ENVELOPE

- **Envelope "R"** – Containing Challenged Absentee Ballots, Absentee Challenge Forms, Monies Deposited (if any)
- **Envelope "T"** – Voided Absentee Ballots, Absentee Ballot Declaration Envelope
- **Absentee Ballots** – counted and unfolded
- Any Absentee Challenge Forms
- **List of Absentee Voters**
- One **Absentee Tally Sheet** (If a Primary, one from each party)

"K" ENVELOPE

- Two **General Return Sheets**
- Two **Final Results Tapes** from Voting Machine
- One **Zero Tape** from Voting Machine
- One **Numbered List of Voters** booklet
- One **Election Officers Oath** form
- Any **Voted** Emergency Ballots
- Record of Assisted (Un-used only)

"B" ENVELOPE

- One **General Return Sheet**
- One **Final Results Tapes** from Voting Machine
- One **Zero Tape** from Voting Machine
- One **Numbered List of Voters** booklet
- One **Election Officers Oath** form
- One **Absentee Tally Sheet** (If a Primary, one from each party)

(The Minority Inspector must keep this Envelope for ONE YEAR)

POST AT OUTSIDE ENTRANCE TO POLLING PLACE

- One **General Return Sheet**
- One **Final Results Tapes** from Voting Machine
- One **Absentee Tally Sheet** (If a Primary, one from each party)

PEB/FLASH CARD BINDER

- One **MASTER PEB**
- Two **SUPERVISOR (VOTING) PEBs**
- All **FLASH CARDS (one from each voting machine)**
- **Seal Tops** from machines in the morning
- **Seals Verification Form**

PAY ENVELOPE

- **Pay Sheet** for each Election Officer, **Constable's Pay Sheet,** if applicable
- **Election Officers Attendance Sheet**

PROVISIONAL RETURN ENVELOPE (must put in Returns Bag even if empty)

- Any **Voted** Provisional Ballots

What Happens Next?

PACK THE REGIONAL RETURNS BAG FIRST!

WHAT SHOULD BE IN YOUR REGIONAL RETURNS BAG?

- Envelope K
- Envelope P
- Pay Envelope
- PEB/Flash Card Binder
- Provisional Returns Envelope (orange)
  empty (if none used) OR with voted ballots

WHAT SHOULD BE IN YOUR SUPPLY SUITCASE?

- Voter Certificate Box
- District Register
- Voter Certificate Stub Envelope(s)
- Provisional Voting Materials Envelope
  with un-voted Provisional balloting materials
- Printer Box w/printer, headphones, etc.
- All unused Supplies, extension cords, etc.

DO NOT place any return envelopes in the Supply Suitcase. Only the Voter Certificate Stub Envelopes un-used Emergency Ballot and envelopes can be placed in the suitcase.

When all return materials are complete, Judge of Election goes DIRECTLY to the designated Regional Return Center with:

- **Regional Returns Bag**
- **Supply Suitcase**

DO NOT GO HOME FIRST

The Regional Reporting Centers close at 12:00 MIDNIGHT.
After that hour, your returns must be brought to the:
Elections Division Office - County Office Building 6th Floor, Room 604
542 Forbes Ave. (corner of Ross Street)
Downtown Pittsburgh

Allegheny County Elections Division
iVotronic Troubleshooting Guide

Setting-Up and Opening the Polls	
Problem	**Solution**
Where can I find the Polling Location ID# for my election district?	The Polling Location ID# is the 4-digit number located on the spine of your PEB/Flash Card binder. The Call Center will ask for this number to identify the municipality, ward, and district of your polling place when you report a problem.
Polling place is not open	**Call 412-350-4525 immediately.**
Voting machines not found	**Call 412-350-7272 immediately.** If known, also call the contact person for your polling place.
How many voting machines should I have for my election district?	The number of voting machines used at your election district is located in the inside cover of your PEB/Flash Card binder. The number of seals recorded on your Opening Voting Machine Seals Verification Form also indicates the number of machines you should have. If your location has more or less than the number indicated, make sure the machines did not get mixed up with other districts in your polling place. If there is still an issue, call 412-350-7272 immediately and report the problem.
Extra voting machine found	Call 412-350-7272 and report the problem.
Do not have enough time to set up and open machines	Call 412-350-7272 immediately and report the problem. Unless otherwise instructed, continue to open all voting machines and print the Zero Tape.
The power indicator on the power strip in the back of the machine does not light up when plugged into electricity "NO ORANGE LIGHT"	• Double-check all connections. • Check that the On/Off switch on the partially-hidden power strip on the back of the machine is in the "On" position. • Try using a different wall outlet. • Check with the contact person for the polling place as there may be a wall switch controlling the outlets. • If the power indicator still does not light up, call 412-350-7272. <u>Continue to open all voting machines-they will run on internal batteries for about three (3) hours.</u>

Problem	Solution
Do I need to open ALL my machines?	**ALL** voting machines must be (electronically) opened for voting and accounted for on the Zero Tape.
The Master PEB is labeled with the wrong voting location.	**Contact 412-350-7272 immediately.** Do not use the PEB on any of the voting machines.
When opening, the machine displays the wrong precinct	**Select "NO" on the screen; call 412-350-7272 immediately to report the problem**. Remove the PEB and press the VOTE button to power down the machine. Do not use the PEB on any other voting machine.
Removed the Master PEB before prompted on the screen.	Re-insert the Master PEB to continue. Remember: DO NOT REMOVE THE MASTER PEB UNTIL THE SCREEN PROMPTS YOU to remove it.
One of the machines will not open, or indicates that it is already opened (brings up a ballot) or closed (brings up a "Print final results" menu).	• Close the doors to the voting machine. • Continue opening the remaining voting machines. • Print out the zero tape for the other machines and open the polls on time. • **Call 412-350-7272** and report the problem. The Leadman or Rover will print out a Zero Tape for that machine once the problem has been resolved.
Date and/or time are incorrect on one or more machines	**Call 412-350-7272** and report the problem. Open the polls on time and allow voters to use all machines.
Pressed the VOTE button on the Last Machine before printing the Zero Tape	**Call 412-350-7272 immediately to report the problem.** Follow the guidance provided by the Call Center regarding whether the voters can begin voting or not.

Problem	Solution
Selected the print option to print the Zero Tape and the printer is not printing, or the printer stops while printing the Zero Tape.	• Check all power cords and the data plug connections. • If there is no green light on the printer, press the small black button until the green light appears. Press the large black button to advance the paper approximately 2 inches to prevent paper jams. Hold the data plug in place while the tape is printing. • If the printer is still not working, call 412-350-7272 to report the problem. • If there is another election district in your polling place, borrow their printer to print the Zero Tape. If you do not • get 2 complete copies of the Zero Tape due to printer problems, then select "Yes" when prompted to print an additional copy.
Printer cable does not plug into the voting machine properly	• Check to ensure the green dot on the data cable matches up to the green dot on the voting machine. • If the green dots are lined up properly and the cable still does not plug into the voting machine properly, call 412-350-7272 to report the problem. • If there is another election district in your polling place, borrow their printer to print your Zero Tape.
Used the wrong or more than one PEB to open the machines	• Continue opening with the PEB you are currently using and print the Zero Tape from the Last Machine. Verify that all voting machines are listed on the Zero Tape. • Call 412-350-7272 to report the problem. Follow their guidance regarding allowing voters to use the voting machines not listed on the Zero Tape. • Mark any Supervisor (Red Band) PEBs used to open voting machines. The Leadman or Rover will use this PEB to print a Zero Tape for any machines not listed on the original Zero Tape. • Use only the Master (Yellow Band) PEB to close all voting machines at the end of the day. You will need assistance to close and print the final results tapes.

During Voting Hours	
Problem	**Solution**
Missing Supervisor PEB(s)	If you have one Supervisor PEB, allow voters to vote. Call 412-350-7272 immediately to report the missing PEB(s).
Voting machine does not respond when Supervisor PEB is inserted.	• Remove and re-insert the Supervisor PEB. If the voting machine responds, bring up a ballot and allow voters to vote. • If the voting machine does not respond, use another Supervisor PEB. If the voting machine responds, bring up a ballot and allow voters to vote. Mark the original Supervisor PEB as bad and call 412-350-7272 to report the bad Supervisor PEB and request another one. • If the voting machine does not respond with the second Supervisor PEB, move to another voting machine, insert the original Supervisor PEB. If this machine responds, then allow voters to vote on this machine. • For the voting machine that did not respond, check all power connections (check for the orange light in the back of the machine, check the power connection at the top of the machine, check the power connection at the bottom left on the back of the machine.) If the problem cannot be resolved, close the doors to the voting machine and call 412-350-7272 to report the problem immediately.
Error message: "Battery Too Low To Continue"	The voting machine may be running on battery. Check all power connections (check for the orange light in the back of the machine, check the power connection at the top of the machine, check the power connection at the bottom left on the back of the machine) If the problem cannot be resolved, close the doors to the voting machine and call 412-350-7272 to report the problem immediately.
The voter decided not to vote for anything after the ballot was activated	Instruct the voter that he/she may cast a blank ballot by paging through to the end of the ballot and review, then pressing the VOTE button and confirming to cast a blank ballot. If the voter chooses not to cast the ballot, then two election officers must cancel the ballot by inserting the Supervisor PEB, selecting "Cancel Ballot", and following the prompts to confirm cancellation. See detailed instructions in the elections manual.

Problem	Solution
The voter decided not to cast their ballot after selecting candidates, or left without confirming their ballot	Two election officers must cancel the ballot by inserting the Supervisor PEB, selecting "Cancel Ballot", and following the prompts to confirm cancellation. See detailed instructions in the elections manual.
The voter indicates that the screen is not responding when certain candidate names are touched or wrong selection registers when the screen is touched.	Cancel the ballot on the voting machine, and move the voter to a different voting machine. Discontinue using the machine; close the front door panels, and immediately call 412-350-7272 to report that the voting machine may require calibration.
Removed the Supervisor PEB before prompted.	Reinsert the Supervisor PEB to continue. Remember: DO NOT REMOVE THE PEB UNTIL THE SCREEN PROMPTS YOU to remove it
Voter has wrong candidates/issues on the screen	Be sure to confirm with the voter the correct ballot style before entering it into the machine. However, if the voter has the wrong ballot, reinsert the Supervisor BLUE PEB, cancel the ballot, and reselect the correct ballot for the voter.
The voter or VMT presses an option on the screen, and the option above or below is selected instead	The calibration of the machine needs to be adjusted so the item pressed is the one that displays. Call (412) 350-7272
A screen has become "frozen"	The machine will need to be reset. Call (412)350-7272
The screen has gotten dirty or smudged by fingerprints	Use a static wipe to clean the voting machine screen

ADA VOTING MACHINE (LAST MACHINE)	
(Audio Ballot for Visually Impaired or Other Disabilities)	
Problem	**Solution**
Headphones do not work, or volume is too low	Press the purple button on the ADA voting machine to increase the volume. If the problem persists, try the other set of headphones. If the problem is not resolved, call 412-350-7272 to report the problem.
Wrong ballot is selected- visual ballot selected instead of audio or audio ballot selected instead of visual.	Insert the Supervisor PEB and cancel the ballot. Re-insert the Supervisor PEB and select the correct ballot style. Make sure the Election Officer, not the voter, selects the ballot.
Audio ballot too difficult and voter wants to use a visual ballot.	If the visually impaired voter finds it too difficult to use the audio ballot and requests a visual ballot with an assistant, insert the Supervisor PEB and cancel the audio ballot. Select "Voter Request" as the reason. Re-insert the Supervisor PEB to activate a visual ballot.

CLOSING PROCESS

Closing the Polls & Printing Final Results Tape

Problem	Solution
Voters are in line after 8:00PM	Any qualified voter in line at 8:00 PM is entitled to vote. The election officer will see the "Close Option" menu on the voting machine. Select **"Exit this Menu"** to activate a ballot for each voter who was in line by 8:00 PM
Accidently selected "Close the Polls" instead of "Exit this Menu" when activating a ballot for a voter after 8:00 PM	The voting machine will immediately begin the closing process. Leave the PEB in place until prompted to remove it. Move the voter to another voting machine and use the other Supervisor PEB to activate a ballot – taking care to select "Exit this Menu". You will require assistance to close the polls so call 412-350-7272 to report what happened.
Screen unexpectedly goes blank during closing process	After the voting machine has successfully closed, the screen will go blank. To begin printing the Final Results Tape, re-insert the Master PEB (Yellow Band) into your LAST machine.
Screen instructions indicate one of the machines has not been closed	Remove the Master PEB, find and close the voting machine(s) indicated. Return to the Last Machine and re-insert the Master PEB to print the Final Results Tape. If the voting machine was previously closed with a different PEB, then you will need assistance to close the polls. Call 412-350-7272 immediately to report the problem.
Date and/or time are incorrect on one or more machines	If the date and time are not correct at the time of closing, you will not be able to close the machines at the end of the Election Day. Call 412-350-7272 and report the problem immediately.
Voting machine displays the "Print Final Results" menu when you attempt to close the polls after 8:00 PM	The voting machine has already been closed. If it was not closed with the Master PEB, call 412-350-7272 to report the problem immediately.

Problem	Solution
I want to close the polls at 7:15 PM because no voters are around	It is illegal to close the polls before 8:00 PM The voting machines will not begin the closing process until 8:00 PM
Used the Supervisor PEB to open one or more voting machines. Which PEB is used to close the polls?	You must use the Master PEB to close all the machines. You will require assistance to close the polls so call 412-350-7272.
Forgot to pull the Flash Cards and the voting machines are sealed.	**Call 412-350-7272 immediately** to report the problem. Cut the seals, remove the flash cards and put them in the PEB/Flash Card binder.

VOTING MACHINE OR PROVISIONAL BALLOT?	**Refer to "Polls Are Open"** section of this manual for detailed instructions			
Situation	**Action**	**Voting Machine**	**Provisional Ballot**	**OTHER**
1. NO Voter Certificate Card YES District Register	Check District Register; see if Voter is in wrong Polling Place	–	–	
	A. If it is a PRIMARY, see if Voter is registered "Independent." Unless there are questions or 3rd party candidates on the ballot, or it's a Special Election, then Voter will not be able to vote until the General Election in November	NO	NO unless voter insists	
	B. If eligible in District Register, voter fills in blank Voter Certificate card; process as usual	✔	NO	
	C. Call Elections Division for further instructions if A.or B. does not apply.--see #3 A--D below	–	–	per Elections Division
2. YES Voter Certificate Card NO District Register	**Check for supplemental pages** in pocket of District Register or in suitcase before calling Elections Division for verification	–	–	
	A. If YES, process as usual.	✔	NO	
	B. If NO, call Elections Division for verification	–	–	per Elections Division

Situation	Action	Voting Machine	Provisional Ballot	OTHER
3. NO paperwork for voter (NO Voter Certificate & NO listing in District Register)	See if correct district; call Elections Division for further instructions (see below)	–	–	
	A. Elections Division issues White Court Order. Don't wait for court order, process voter to machine.	✔	NO	
	B. Elections Division says voter is registered elsewhere	–	–	
	a) Voter goes to OLD polling place, if feasible	at OLD polling place	NO	
	b) Voter uses Provisional Ballot at your site	NO	✔	
	C. Cannot reach Elections Division	NO	✔	
	D. Voter insists	NO	✔	
4. Voter moved/wants to vote at OLD polling place	Use Affirmation of Elector form	✔	NO	
5. Blue Court Order	MUST use Provisional Ballot	NO	✔	
6. Voter moved/never changed address/wants to vote in NEW polling place	A. Voter may return to OLD polling place; uses Affirmation of Elector	NO	NO	voter goes to OLD polling place
	B. Voter goes to Elections Division, re-registers, returns to NEW polling place with Blue Court Order	NO	✔	
7. ID REQUIRED or Requested Voter HAS ID	Verify ID	✔	NO	

Situation	Action	Voting Machine	Provisional Ballot	OTHER
8. ID REQUIRED or Requested Voter has NO ID	A. Voter provides/retrieves ID	✔	NO	
	B. Voter does NOT provide/retrieve ID	NO	✔	
10. CANNOT REACH ELECTIONS DIVISION (Make sure to call number in District Register)	Try for 5 or 10 minutes, then administer Provisional Ballot	NO	✔	
11. INACTIVE--use Affirmation (message in District Register)	Use Affirmation of Elector form	✔	NO	
12. ABSENTEE (message in District Register)	If voter wishes to vote in person and has voted by Absentee Ballot, remove ballot from Envelope P, write "VOID--Voted in Person" on ballot. Process voter usual way.	✔	NO	
13. Voter claims to be registered	Call Elections Division for verification	–	–	
	see #3 A--D above			
14. Election official asserts voter is ineligible	Call Elections Division for verification	NO	✔	
15. PRIMARY ONLY--voter claims Party affiliation is incorrect	Call Elections Division for verification			
	A. If Elections Division disagrees--	NO	✔	
16. PRIMARY ONLY--registered Independent NO Voter Certificate/YES District Register	See 1 A above	NO	NO unless voter insists	

VOTER IDENTIFICATION

Federal and State laws now require Voter ID for all **first-time voters** in the election district. There will be a "message" in the District Register – *ID REQUIRED*.

An Election Officer may ask for ID at its discretion when the Election Officer is unsure of that voter's identity.

VALID PHOTO ID
(ID must be current)

- √ PA Driver's License or Non-Driver's ID card issued by PENNDOT
- √ ID issued by any other Commonwealth agency
- √ ID issued by the U.S. Government
- √ U.S. Passport
- √ U.S. Armed Forces ID
- √ Student ID
- √ Employee ID

NON-PHOTO ID
(ID must include the name and address of the voter)

- √ Voter's identification card issue by the voter registration commission
- √ Non-photo ID issued by the Commonwealth
- √ Non-photo ID issued by the U.S. Government
- √ Firearm permit
- √ Current utility bill
- √ Current bank statement
- √ Current paycheck
- √ Government check

TOOLS AND GUIDELINES FOR ASSISTED AND/OR DISABLED VOTERS

Our county is constantly working to improve equipment and facilities for voters with special needs.

EQUIPMENT

- **Wheelchair Accessible** All of our iVotronic voting machines are able to accommodate most wheelchairs.

- **Audio Ballot** Every election district receives one voting machine equipped with the Audio Ballot. The Audio Ballot is not just for visually-impaired voters. It has many uses including (but not limited to): for voters who cannot read, who have cognitive difficulties, who understand English but do not read English; who have physical difficulty with the touch screen but can control the colored buttons. If the voter tries using the Audio Ballot and finds it too difficult, he/she may have "assistance" with the Audio Ballot or opt to cancel the Audio Ballot and ask for "assistance" with a Visual Ballot.

- **Voting machine terminal can be removed** Terminal can be removed from the upright case and placed on a table or in the voter's lap. Contact the Call Center 412-350-7272.for this service. Please allow 15 – 45 minutes for a Leadman or Rover to reach your location.

- **Mouth Wands** are in the Supply Suitcase and can be used for a voter who has limited or no use of his/her hands.

FACILITIES

Accessible Facilities Our Field Service department inspects all Polling Places for ADA accessibility. While very few places have accessibility issues, ramps, reserved parking signs, and remote doorbells are supplied, where needed. (For more information, see ***Voter Accessibility***)

VOTER COURTESY

Speak directly and graciously with the Assisted Voter Unless the voter is unable to communicate with you, please speak to the voter. Be gracious and patient. Speak clearly and assume the voter is able to comprehend you unless otherwise indicated. Do not speak loudly unless the voter is hearing-impaired; a person in a wheelchair or with limited vision or other disabilities is not necessarily deaf.

ASSISTING the Voter **OR INSTRUCTING** the Voter?

Assisting the voter means that the voter has a special need that requires another person to assist them at the machine or with a paper ballot.
Election law allows assistance in the Polling Place if the voter is visually-impaired, disabled, or unable to read or write English.
Who can assist the voter? The voter may identify one person of the voter's choice to assist him/her and may enter the booth or assist with a paper ballot.

- The person chosen may be someone who came to the Polling Place with the voter or someone the voter sees at the Polling Place.
- The person providing assistance **may not** be the Judge of Election, the voter's employer, or an officer or agent of the voter's union. Inspectors and Clerks **are** eligible.

What can the voter's assistant do?

- Assist voter in entering the booth
- Read the names on the ballot
- Help voter understand the ballot questions
- Assist with marking a paper ballot or operating the machine

Is there special paperwork for assisted voters?

See ***"Messages in the District Register"*** for detailed instructions about completing *Record of Assisted Voters* and *Assistance Declaration* forms.

Instructing the Voter means that a member(s) of the Election Board is answering the voter's questions about the use of the voting machine or paper ballot, or general information about the voting process.
It is the Election Board's responsibility to provide this information to the voter, when asked.

- **The Election Board cannot make voting decisions** or recommendations for the voter, but they can explain where the voter might find something on the ballot, how to use the "write in" feature, what "straight party" means, what "*no selection made*" means on the review pages, etc.

- **Answering Questions at the machine** If the voter calls you back to the machine try to answer their question outside the booth for voter privacy. If required to actually show the voter something about the machine, you may enter the booth, as the voter, by virtue of asking their question, has "invited you in."

RECORD OF ASSISTED VOTERS

No voter shall be permitted to receive any assistance in voting unless it is recorded upon his registration card or he completes an Assistance Declaration at the polling place that by reason of blindness, disability or inability to read or write he is unable to read the names on the voting machine, or that he has a disability which renders him unable to operate the voting machine or to enter the voting machine booth without assistance, the exact nature of such condition being recorded, and unless the election officers are satisfied that he still suffers from the same condition.

Any elector who is entitled to receive assistance in voting under the provisions of this section shall be permitted by the Judge of Election to select a person of the elector's choice **(other than the Judge of Election, the voter's employer, or an officer or agent of the voter's Union)** to enter the voting machine booth with him to assist him in voting.

PENALTIES

Any election officer who shall permit a voter to be accompanied by another into the voting compartment or voting machine booth when such election officer knows that the disability which the elector declared no longer exists, or who shall permit any person to accompany an elector into the voting compartment or voting machine booth, except as provided by this act, shall be guilty of a misdemeanor, and upon conviction thereof, shall be sentenced to pay a fine not exceeding One Thousand Dollars ($ 1,000.00) or to undergo an imprisonment of not more than one year or both. Any elector who unlawfully obtains assistance shall be guilty of a misdemeanor, and upon conviction thereof, shall be sentenced to pay a fine not exceeding One Thousand Dollars ($ 1,000.00) or to undergo an imprisonment of not more than one year or both.

The judge of Election will then enter the Name(s) of the Voter, Reason for Assistance, and Name of Person furnishing Assistance on the reverse of this sheet.

MUNICIPALITY _____AT THE ELECTION OR PRIMARY

WARD_____DISTRICT _____

HELD _____. 20 _____

_____
Judge of Election

After the polls close, the Judge must sign this form and put it inside the Voters Certificate Can, ONLY if names appear on reverse side. If no names appear on reverse side, return unused form in K Envelope.

Revised 7-2009

RECORD OF ASSISTED VOTERS

Name of Voter	Reason for Assistance	Name of Person Furnishing Assistance

_____
Judge of Election

County Board of Elections shall allow the contents of this Record to be examined only upon written order of a Judge of the Court of Common Pleas permitting a named person or persons to make such examination thereof or be subject to subpoena to the same extent to which other election records may be subpoenaed.

ALLEGHENY COUNTY ELECTIONS DIVISION

ASSISTANCE DECLARATION

(To be used **only** when the voter requiring assistance does not have such fact indicated on their permanent registration card.)

I, _____ by reason of _____
Elector Requiring Assistance — Exact **Assistance Reason** **

am unable to vote without the assistance of _____
Person **Rendering** Assistance

_____ _____
Signature or mark of elector **requiring assistance** — Signature of person **rendering assistance**

_____ _____
Address — Address

_____ _____
Post Office — Zip Code — Post Office — Zip Code

****Eligibility:** In order to legally qualify for assistance in voting, one or more of the following must be present:
Blindness, inability to read or write or physical inability to enter or operate the voting machine without assistance.

Witnessed by:

_____ _____
Signature of Judge of Election — Date

_____ _____ _____
Municipality — Ward — District

NOTE: Please return **completed** Assistance forms in the **Voters Certificate Can.** (gray can)

Please return **unused** Assistance forms in the **Supply Suitcase**.

Revised
September 18, 2006

PAYSHEET INSTRUCTIONS

ELECTION OFFICER'S PAYSHEET MUNICIPAL ELECTION OF 11/06/07

MT. LEBANON 2nd Ward/6th District

ELECTION OFFICERS WILL NOT BE PAID UNLESS RETURN ENVELOPES AND SUPPLY SUITCASE CONTAINING THE DISTRICT REGISTER ARE RECEIVED BY BOARD OF ELECTION PERSONNEL.

I, THE UNDERSIGNED MEMBER OF THE ELECTION BOARD OF THE ABOVE DISTRICT, DO HEREBY CERTIFY THAT I WAS PRESENT DURING THE ENTIRE PERIOD FROM OPENING OF THE POLLS UNTIL THE RETURNS WERE COMPILED, AND THAT I FAITHFULLY PERFORMED ALL MY DUTIES AS A MEMBER OF THE ELECTION BOARD IN CONNECTION WITH ABOVE ELECTION. I FURTHER CERTIFY THAT THE ELECTION BOARD CANVASSED AND RETURNED ALL VOTES CAST.

Position Served: ☐ Judge ☐ Inspector/Clerk (1 must be checked)

☐ Check here if all information below is correct

☐ Check box here if you need to correct any information. Correct all information in the associated boxes.

First Name: JANE E.	☐☐☐☐☐☐☐☐☐☐☐☐☐☐
Last Name: DOE	☐☐☐☐☐☐☐☐☐☐☐☐☐☐
Address: 123 Main Street	☐☐☐☐☐☐☐☐☐☐☐☐☐☐
Apt #:	☐☐☐☐☐☐☐☐☐☐☐☐☐☐
City: Mt. Lebanon	☐☐☐☐☐☐☐☐☐☐☐☐☐☐
Zip Code: 15243	☐☐☐☐☐
Phone #: 412-555-1212	☐☐☐ - ☐☐☐ - ☐☐☐☐
Social Security #: 123-45-6789	☐☐☐ - ☐☐ - ☐☐☐☐

Signature _____

☐ Check box only if you have served as a replacement to the person listed above.

First Name:	☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐
Last Name:	☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐
Address:	☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐
City:	☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐
Zip Code:	☐☐☐☐☐
Phone #:	☐☐☐ - ☐☐☐ - ☐☐☐☐
Social Security #:	☐☐☐ - ☐☐ - ☐☐☐☐

Signature _____

Mark which position you worked. NOT marking this could delay your paycheck by 4-6 weeks.

Inspect all preprinted info. Make corrections, where necessary. Is social security number correct? Check appropriate box.

Sign form. Failure to do so could delay your paycheck by 4-6 weeks.

Substitutes complete info here. DON'T FORGET TO SIGN IT!

EXHIBIT C

March 2009

To be made in DUPLICATE

ELECTION OFFICERS' OATHS

One copy to be placed in Envelope K
One copy to be placed in Envelope B

I....Betsy Ross.....DO SWEAR (OR AFFIRM)
(PRINTED NAME OF JUDGE)

That I will, as **JUDGE**, duly attend the ensuing Election or Primary during the continuance thereof, and in cooperation with the Inspectors, faithfully carry on the same; that I will not give my consent to the admission of any person to vote, except such as I firmly believe to be registered and entitled to vote at such Election or Primary, according to the provisions of the Constitution and Laws of this Commonwealth, and that I will use my best endeavors to prevent any fraud, deceit, or abuse in carrying on the same, and that I will make a true and perfect return of the said Election or Primary, and will at all times impartially and faithfully perform my duty respecting the same, to the best of my judgement and ability; and that I am not directly or indirectly interested in any bet or wager on the result of this Election or Primary."

Sworn (or affirmed) and subscribed this 18th day of May, 20 10, before me
Geo. Washington Minority Inspector
(SIGNATURE OF MINORITY INSPECTOR)

Betsy Ross (SIGNATURE OF JUDGE)
Judge of Ward 4th District 10th
of Pittsburgh

I....Benjamin Franklin.....DO SWEAR (OR AFFIRM)
(PRINTED NAME OF MAJORITY INSPECTOR)

That I will, as an **INSPECTOR**, duly attend the ensuing Election or Primary during the continuance thereof, and that I will not admit any person to vote except such as I shall firmly believe to be registered and entitled to vote at such Election or Primary, according to the provisions of the Constitution and Laws of this Commonwealth. That I will not vexatiously delay or refuse to permit any person to vote whom I shall believe to be entitled to vote as aforesaid. That I will make a true and perfect return of the said Election or Primary and that I will, in all things, truly, impartially and faithfully, perform my duties therein to the best of my judgement and ability and that I am not directly, or indirectly, interested in any bet or wager on the result of this Election or Primary."

Sworn (or affirmed) and subscribed this 18th day of May, 20 10, before me
Betsy Ross Judge
(SIGNATURE OF JUDGE)

Benjamin Franklin
(SIGNATURE OF MAJORITY INSPECTOR)
Majority Inspector of Ward 4th District 10th
of Pittsburgh

I....George Washington.....DO SWEAR (OR AFFIRM)
(PRINTED NAME OF MINORITY INSPECTOR)

That I will, as an **INSPECTOR**, duly attend the ensuing Election or Primary during the continuance thereof, and that I will not admit any person to vote except such as I shall firmly believe to be registered and entitled to vote at such Election or Primary, according to the provisions of the Constitution and Laws of this Commonwealth. That I will not vexatiously delay or refuse to permit any person to vote whom I shall believe to be entitled to vote as aforesaid. That I will make a true and perfect return of the said Election or Primary and that I will, in all things, truly, impartially and faithfully, perform my duties therein to the best of my judgement and ability and that I am not directly, or indirectly, interested in any bet or wager on the result of this Election or Primary."

Sworn (or affirmed) and subscribed this 18th day of May, 20 10, before me
Betsy Ross Judge
(SIGNATURE OF JUDGE)

Geo. Washington
(SIGNATURE OF MINORITY INSPECTOR)
Minority Inspector of Ward 4th District 10th
of Pittsburgh

I....Harriet Tubman.....DO SWEAR (OR AFFIRM)
(PRINTED NAME OF MACHINE INSPECTOR)

That I will, as a **MACHINE INSPECTOR**, attend the ensuing Election or Primary during the continuance thereof. That I will in all things truly and faithfully perform my duty respecting the same, to the best of my judgement and ability and that I am not directly or indirectly interested in any bet or wager on the results of this Election or Primary."

Sworn (or affirmed) and subscribed this 18th day of May, 20 10, before me
Betsy Ross Judge
(SIGNATURE OF JUDGE)

Harriet Tubman
(SIGNATURE OF MACHINE INSPECTOR)
Majority Inspector's Clerk acting as Machine Inspector
of Ward 4th District 10th
of Pittsburgh

I....Thomas Jefferson.....DO SWEAR (OR AFFIRM)
(PRINTED NAME OF MINORITY INSPECTOR'S CLERK)

That I will, as a **CLERK**, attend the ensuing Election or Primary during the continuance thereof. That I will carefully and truly record the number of votes that shall be given for each candidate at the Election or Primary as often as his name shall be read to me by the Judge or Inspectors thereof and in all things truly and faithfully perform my duty respecting the same, to the best of my judgement and ability and that I am not directly, or indirectly interested in any bet or wager on the result of this Election or Primary."

Sworn (or affirmed) and subscribed this 18th day of May, 20 10, before me
Betsy Ross Judge
(SIGNATURE OF JUDGE)

Thomas Jefferson
(SIGNATURE OF MINORITY INSPECTOR'S CLERK)
Minority Inspector's Clerk of Ward 4th District 10th
of Pittsburgh

Overseers are only appointed by the Allegheny County Court of Common Pleas. If any Overseers have been appointed in your district, the required Oaths of Office will be found in your "K" Envelope.

For use in the polling place when an elector has changed addresses and has failed to notify the Division of Elections or when poll book indicates that an elector must complete an affirmation.

AFFIRMATION OF ELECTOR - FOR THE PRIMARY OR ELECTION HELD _____, 20_____
Allegheny County Department of Elections

_____ _____ _____
(Municipality) (Ward) (District)

Please complete either Part A or Part B of this form, whichever is applicable, ***then complete Part C*** *of this form in the presence of the local district election board.*

A. Change of Address: *If you have changed addresses, please check one of the following:*

( ) I still reside in the same county and in the election district covered by this polling place and wish to vote here.

( ) I still reside in the same county but now live in a different election district and wish to vote at this polling place **for the last time.**

( ) I now reside in a different county and wish to vote here **for the last time**. Please cancel my registration in this county. *(To register to vote at your new address, you should contact your local voter registration office in your new county.)*

My new residence address is: **My old residence address <u>was</u>:**

_____ _____

_____ _____

_____ _____

B. If you have not changed your address, please check the following:

( ) I affirm that I reside at the address shown in the poll book and wish to remain registered to vote in this precinct and county.

C. Affirmation: I hereby swear or affirm that the information appears above is true and correct to the best of my knowledge under penalty of perjury.

_____ _____
Signature of Elector Date

_____ _____
Printed Name Date of Birth

On the above date, the above elector came before me and affirmed the information contained herein to be true and correct.

_____
(Signature of Election Officer)

NOTE: **Please return any completed Affirmations in the Voter Certificate Can.**

Please return any unused Affirmations in the Supply Suitcase.

Revised
January 30, 2007

GENERAL RETURN SHEET
NOVEMBER 3, 2009 - MUNICIPAL ELECTION

1 COPY POSTED AT POLLS
2 COPIES "K" ENVELOPE
1 COPY "B" ENVELOPE

TOTAL NUMBER OF VOTERS ADMITTED TO MACHINE 30 (A)
(From Numbered List of Voters)

TOTAL iVOTRONIC VOTERS 29 (B)
(From Machine Tape)

TOTALS IN LINES A & B SHOULD AGREE. IF NOT, SEE BELOW*

† TOTAL COUNTED ABSENTEES 5

TOTAL CHALLENGED ABSENTEES 0
(From Absentee Voters List)

TOTAL VOIDED ABSENTEES 0
(From Absentee Voters List)

Number of Voted Provisional Ballots 0

EMERGENCY BALLOTS USED

SEAL NUMBER - At Close of Polls

Machine 1 12345
Machine 2 12346
Machine 3 12347
Machine 4
Machine 5
Machine 6

* If the totals in lines A and B do not agree-please explain here.

Cancelled 1 vote; voter left without casting ballot

STATEMENT - We the Election Officials certify that we have followed all procedures prescribed by law, and have enclosed the specified items from this Election.

Benjamin Franklin	Dolley Madison	Betsy Ross	
Judge of Elections	Majority Inspector	Minority Inspector	Overseer
Residing at	Residing at	Residing at	Residing at
Phone No.	Phone No.	Phone No.	Phone No.

ALL COPIES MUST BE SIGNED

Thomas Jefferson	George Washington		
Clerk	Clerk	Clerk	Overseer
Residing at	Residing at	Residing at	Residing at
Phone No.	Phone No.	Phone No.	Phone No.

†Please refer to the Allegheny County website for election results that also include votes cast by absentee ballot. **www.alleghenycounty.us**

How to Complete the General Return Sheet

INSERT NAME OF VOTER	Number of Authorization to Voting Machine
Janet Wedge	1
John Wedge	2
Mary Jones	3
Arthur Smith	4
Katherine Smith	5
Dave Jones	6
John French	7
William French	8
Marie French	9
Ann Wiley	10
Harold Wiely	11
Gus Johnston	12
Clarence Johns	13
Samuel Johnston	14
Wilma Johns	15
Betty Lacey	16
Steve Williams	17
Florence Williams	18
Alice Clay	19
Robert Clay	20
Roberta Clarks	21
James Clarks	22
Arron Apler	23
James Enright	24
Walter Hill	25
Joseph Devine	26
James Wall	27
Marie Burke	28
John Larkin	29
Margaret Lear	30

Top left corner of General Return Sheet

TOTAL NUMBER OF VOTERS ADMITTED TO MACHINE **30** (A)
(From Numbered List of Voters)

TOTAL IVOTRONIC VOTERS **29** (B)
(From Machine Tape)

TOTALS IN LINES A & B SHOULD AGREE. IF NOT, SEE BELOW*

*If the totals in lines A and B do not agree-please explain here:

FINAL RESULTS TAPE
General Election
November 4, 2008

President of the United States
Ross, Betsy 15
Washington, George 14

PUBLIC COUNT **29**

Explanations for Discrepancies

Cancelled 1 vote; voter left w/o casting ballot

1 COPY POSTED AT POLLS
2 COPIES "K" ENVELOPE
1 COPY "B" ENVELOPE

GENERAL RETURN SHEET
MAY 18, 2010 - GENERAL PRIMARY

DEMOCRATIC	REPUBLICAN	NON-PARTISAN
TOTAL NUMBER OF VOTERS ADMITTED TO MACHINE _____ (A) (From Numbered List of Voters)	TOTAL NUMBER OF VOTERS ADMITTED TO MACHINE _____ (A) (From Numbered List of Voters)	TOTAL NUMBER OF VOTERS ADMITTED TO MACHINE _____ (A) (From Numbered List of Voters)
TOTAL iVOTRONIC VOTERS _____ (B) (From Machine Tape "Party Counts" Totals)	TOTAL iVOTRONIC VOTERS _____ (B) (From Machine Tape "Party Counts" Totals)	TOTAL iVOTRONIC VOTERS _____ (B) (From Machine Tape "Party Counts" Totals)
TOTAL ABSENTEE VOTERS _____ (C) (A MUST EQUAL B)	TOTAL ABSENTEE VOTERS _____ (C) (A MUST EQUAL B)	TOTAL ABSENTEE VOTERS _____ (C) (A MUST EQUAL B)

_____ (A) GRAND TOTAL

_____ (B) GRAND TOTAL

_____ (C) GRAND TOTAL

SEAL NUMBER At Close of Polls
Machine 1 _____
Machine 2 _____
Machine 3 _____
Machine 4 _____
Machine 5 _____
Machine 6 _____

If the totals in A and B do not agree - please explain here: _____

NUMBER OF VOTED PROVISIONAL BALLOTS
DEMOCRATIC _____
REPUBLICAN _____
NON-PARTISAN _____

NUMBER OF VOTED EMERGENCY BALLOTS
DEMOCRATIC _____
REPUBLICAN _____
NON-PARTISAN _____

TOTAL COUNTED ABSENTEES _____

TOTAL CHALLENGED ABSENTEES _____

TOTAL VOIDED ABSENTEES _____

STATEMENT - We the Election Officials certify that we have followed all procedures prescribed by law, and have enclosed the specified items from this Election.

Judge of Elections	Majority Inspector	Minority Inspector	Overseer
Residing at	Residing at	Residing at	Residing at
Phone No.	Phone No.	Phone No.	Phone No.

ALL COPIES MUST BE SIGNED

Clerk	Clerk	Clerk	Overseer
Residing at	Residing at	Residing at	Residing at
Phone No.	Phone No.	Phone No.	Phone No.

OFFICIAL ABSENTEE BALLOT NOVEMBER 2, 20XX

STRAIGHT PARTY

- ● Democratic
- ○ Republican
- ○ Green
- ○ Independent
- ○ Libertarian
- ○ Reform

UNITED STATES SENATOR

- ○ **John W. Geary** Democratic
- ○ **John F Hartranft** Republican

GOVERNOR

- ○ **Daniel H. Hastings** Democratic
- ○ **William A. Stone** Republican
- ○ **James A. Beaver** Independent

STATE TREASURER

- ○ **Henry Bouquet** Democratic
- ○ **David R. Porter** Republican

JUDGE OF THE SUPERIOR COURT

- ○ **Thomas Mifflin** Democratic
- ○ **Albert Gallatin** Republican
- ○ **Edwin L. Drake** Reform

COMMITTEEWOMAN

- ○ **Betsy Ross** Democratic
- ○ **Dolly Madison** Republican
- ○ **Louisa May Alcott** Libertarian
- ○ _____ Write-In

WATER AND SEWER REFERENDUM

Do you favor the xxxxx xxxxx xxxx xxxx xxxxx xxx xxxxx xx xxx xxxx wastewater treatment projects?

- ● **YES**
- ○ **NO**

EXAMPLE #1

Straight Party No deviation

Every candidate(s) in the selected party gets a vote.

Count the Ballot Questions, if any.

DO NOT WRITE ON VOTER'S BALLOT

OFFICIAL ABSENTEE BALLOT NOVEMBER 2, 20XX

STRAIGHT PARTY

- ○ Democratic
- ● Republican
- ○ Green
- ○ Independent
- ○ Libertarian
- ○ Reform

UNITED STATES SENATOR

- ○ **John W. Geary** Democratic
- ○ **John F Hartranft** Republican

GOVERNOR

- ○ **Daniel H. Hastings** Democratic
- ○ **William A. Stone** Republican
- ○ **James A. Beaver** Independent

STATE TREASURER

- ○ **Henry Bouquet** Democratic
- ○ **David R. Porter** Republican

JUDGE OF THE SUPERIOR COURT

- ● **Thomas Mifflin** Democratic
- ○ **Albert Gallatin** Republican
- ○ **Edwin L. Drake** Reform

COMMITTEEWOMAN

- ○ **Betsy Ross** Democratic
- ○ **Dolly Madison** Republican
- ● **Louisa May Alcott** Libertarian
- ○ _____ Write-In

WATER AND SEWER REFERENDUM

Do you favor the xxxxx xxxxx xxxx xxxx xxxxx xxx xxxxx xx xxx xxxx wastewater treatment projects?

- ○ **YES**
- ● **NO**

EXAMPLE #2

Straight Party, with deviation

FIRST: Within each contest, every candidate with a darkened oval gets a vote.

THEN: For each contest left BLANK, each candidate of the <u>selected party</u> gets a vote EXCEPT where additional choices were available and a candidate was already selected.

Count the Ballot Questions, if any.

DO NOT WRITE ON VOTER'S BALLOT

OFFICIAL ABSENTEE BALLOT NOVEMBER 2, 20XX

STRAIGHT PARTY

- ○ Democratic
- ○ Republican
- ○ Green
- ○ Independent
- ○ Libertarian
- ○ Reform

UNITED STATES SENATOR

- ○ **John W. Geary** Democratic
- ● **John F Hartranft** Republican

GOVERNOR

- ○ **Daniel H. Hastings** Democratic
- ○ **William A. Stone** Republican
- ● **James A. Beaver** Independent

STATE TREASURER

- ● **Henry Bouquet** Democratic
- ○ **David R. Porter** Republican

JUDGE OF THE SUPERIOR COURT

- ○ **Thomas Mifflin** Democratic
- ○ **Albert Gallatin** Republican
- ○ **Edwin L. Drake** Reform

COMMITTEEWOMAN

- ○ **Betsy Ross** Democratic
- ○ **Dolly Madison** Republican
- ○ **Louisa May Alcott** Libertarian
- ● *Ida Tarbell* Write-In

WATER AND SEWER REFERENDUM

Do you favor the xxxxx xxxxx xxxx xxxx xxxxx xxx xxxxx xx xxx xxxx wastewater treatment projects?

- ● YES
- ○ NO

EXAMPLE #3

Regular Ballot, No Straight Party

Within each contest, every candidate with a darkened oval gets a vote. If more candidates than allowed are selected within a contest, do not count this contest. (overvote) (e.g. "select not more than 3" and voter selected 4) Do not count any contest(s) left BLANK.

Count the Ballot Questions, if any.

Notice the "Write-In"

DO NOT WRITE ON VOTER'S BALLOT

OFFICIAL ABSENTEE TALLY SHEET NOVEMBER 2, 20XX

STRAIGHT PARTY

- ○ Democratic
- ○ Republican
- ○ Green
- ○ Independent
- ○ Libertarian
- ○ Reform

UNITED STATES SENATOR

○ **John W. Geary**
10 Democratic ~~||||~~ ~~||||~~

○ **John F Hartranft**
9 Republican ~~||||~~ ||||

GOVERNOR

○ **Daniel H. Hastings**
7 Democratic ~~||||~~ ||

○ **William A. Stone**
9 Republican ~~||||~~ ||||

○ **James A. Beaver**
3 Independent |||

STATE TREASURER

○ **Henry Bouquet**
4 Democratic ||||

○ **David R. Porter**
9 Republican ~~||||~~ ||||

JUDGE OF THE SUPERIOR COURT

○ **Thomas Mifflin**
10 Democratic ~~||||~~ ~~||||~~

○ **Albert Gallatin**
10 Republican ~~||||~~ ~~||||~~

○ **Edwin L. Drake**
Reform

COMMITTEEWOMAN

○ **Betsy Ross** ||||
4 Democratic

○ **Dolly Madison**
4 Republican ||||

○ **Louisa May Alcott**
Libertarian

○ *Ida Tarbell*
2 Write-In ||

WATER AND SEWER REFERENDUM

Do you favor the xxxxx xxxxx xxxx xxxx xxxxx xxx xxxxx xx xxx xxxx wastewater treatment projects?

10 ○ YES ~~||||~~ ~~||||~~
7 ○ NO ~~||||~~ ||

Absentee Tally Sheets

Always complete 3 Tally Sheets

- 1 to post at Polling Place
- 1 for Envelope P
- 1 for Envelope B

PRIMARY
Prepare 3 Tally Sheets per party affiliation