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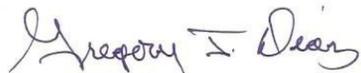
A NOTE FROM THE NEVADA COUNTY REGISTRAR OF VOTERS

Thank you for becoming a Nevada County Elections Officer.

In Nevada County, behind every election there are hundreds of people who ensure a smooth and proper operation at the polling places. Their efforts play a vital part in making democracy work. In serving as a Poll Worker, you are helping the Elections Office provide more than 62,000 registered voters in Nevada County the opportunity to vote at their neighborhood precincts.

Many people find this to be a fulfilling and rewarding experience. We thank you for serving as a Nevada County Poll Worker. Together we are helping to make democracy happen.

Thank You.



NEVADA COUNTY
REGISTRAR OF VOTERS



Module 1: Election Day Preparation and Polling Place Setup

Module 1 covers:

- ✓ **Delivery of Equipment and Supplies**
- ✓ **Polling Place Setup**
- ✓ **Polling Place Layout in Roster Binder**
- ✓ **Required Signatures**
- ✓ **Polling Place Signage**

Delivery of Equipment and Supplies

Electronic voting equipment, tables, chairs, voting booths and lights will be delivered to your polling place prior to 6:00 AM on Election Day.

Polling place setup is the responsibility of the Precinct Board.

Poll Worker Tip

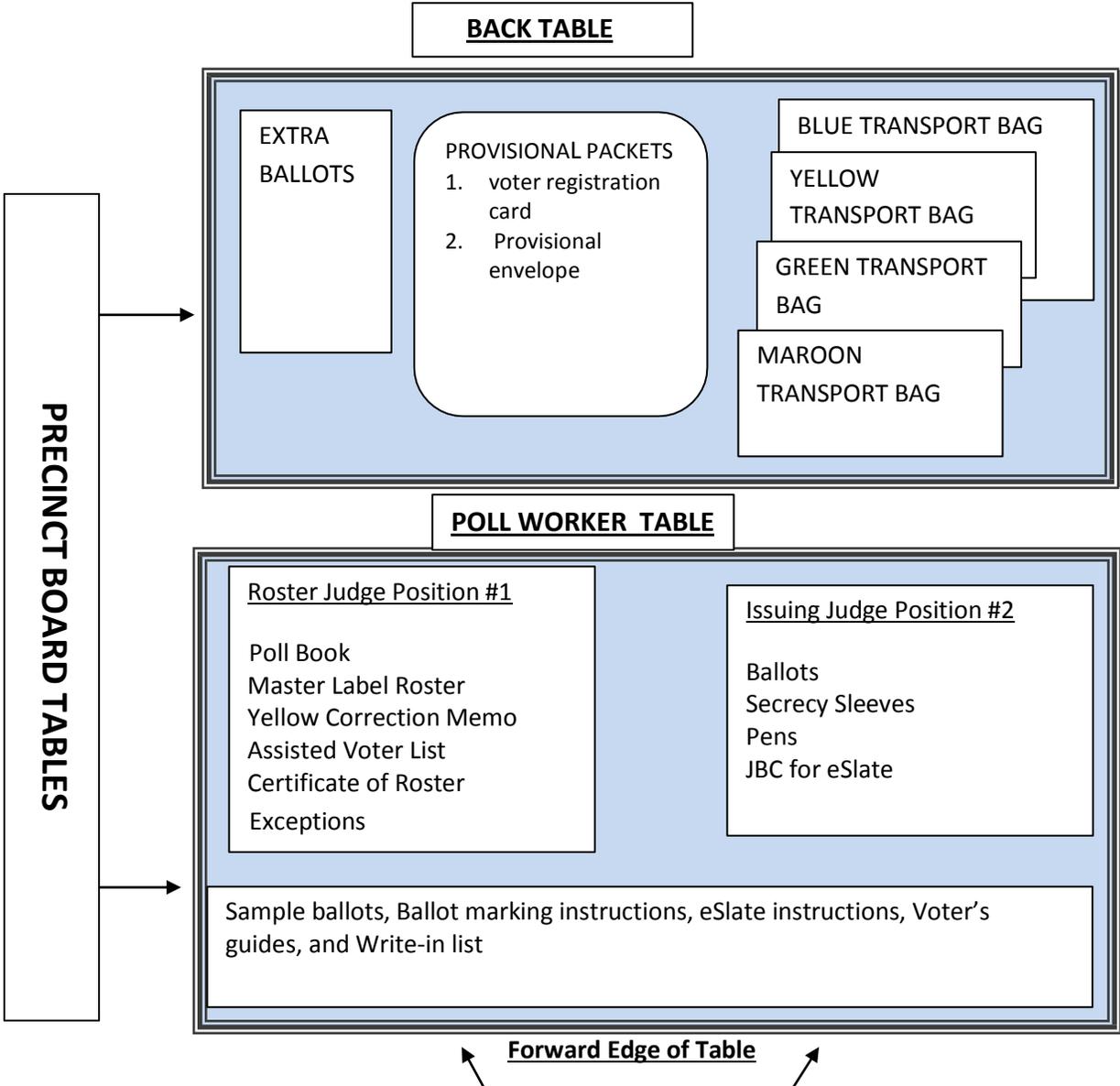
If your location and delivery time allow it, go in the day or night before Election Day and set up as much as you can. Set up tables, chairs, voting booths, post signage, and rearrange the Polling Place to meet your needs. This will save you a lot of time in the morning and give you more time for equipment setup.

You cannot set up the equipment until Election Morning!

Polling Place Setup

- Set up tables, chairs, voting booths.
- Remove Roster Binder from the Poll Supply Bag. (*Blue Roller Suitcase*)
 - Unpack the voting booths.
 - Follow the voting booth setup instructions located in the Roster Binder under the index tab titled **"How To"**.
 - Hang privacy curtains on the voting booth.
- Unpack polling place supplies from the blue rolling suitcase, and arrange them on the *precinct board tables*. (SEE BELOW).

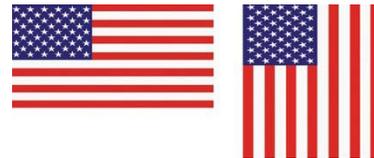
Suggested Table Layout



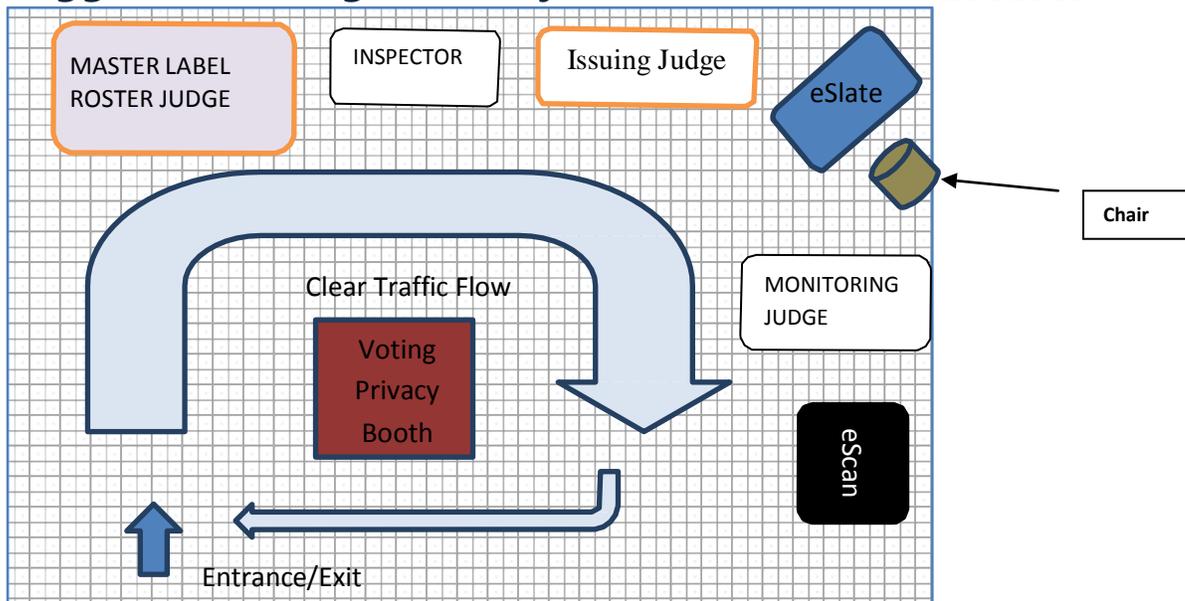
Voting Equipment

- ❑ Set up e-Slate and eScan to maximize voters' privacy.
 - Create an efficient workflow within a polling place: a clearly designated entrance, voter qualification station, voting area, and exit.
 - Set up e-Slate and eScan so voters will not trip over cables. Tape down all obstructing wires and allow for clear observation of all the equipment by Poll Workers. This will help deter or identify any tampering or attempt at tampering.
 - Use the Equipment Flipbook, found in the Poll Supply Bag, on the Opening Procedures side, for the following: check seals to the seal log, connect the equipment to power supply, and print reports in order to have the equipment ready for your first voter.
 - Have the password for the correct equipment ready.
 - (See Roster Binder, under "Passwords" tab)
- ❑ Place the Vote-by-Mail Ballot Box close to the check-in table so voters can walk in and see where to place their Vote-by-Mail ballot.
- ❑ Using the string and tacks provided, post the Outside Index by the door.

(Display the American as shown)



Suggested Polling Place Layout:



Required Signatures

- Sign the Oath of Office & Declaration of Precinct Board Members located in the Roster Binder under the index tab titled "*Paperwork to Sign*."
 - The Inspector will witness the Judges' signatures, and one Judge will observe the Inspector's signature on the Oath of Office & Declaration of Precinct Board member form.
- Sign the reports that must be printed from the equipment. You will be signing two copies of the zero reports from each of the JBC and eSCAN machines.
 - Post the 1st copy of each report that prints from the JBC and eSCAN in the polling place.
 - Place the 2nd set of copies in the *SEALS AND REPORTS ENVELOPE* located in the Poll Supply Bag.
- Sign the Precinct Board Payroll located in the Roster Binder under the index tab titled "*Paperwork to Sign*."
- Complete your Name Badge with your name and consolidated precinct number. (*CP number*)
- Use the Signature Checklists. (*page 10 of this manual*)

Polling Place Signage

ALL SIGNAGE BELOW CAN BE FOUND IN THE POLL SUPPLY BAG

- **Polling Place Signage and Accessibility Equipment.** You will be setting up the following signage and accessibility equipment. (See *the Polling Place Signage Checklist on page 10 of this manual.*)
- **Polling Place signage display board.** Place display board where arriving voters can easily see it.
- **Electioneering Sign.** Post 100 feet from the Polling Place entrance using the rope provided in the Poll Supply Bag.
- **Marking Your Ballot Properly.** Post one in each voting booth.
- **EC 18564 and 18569 signage.** Post in each voting booth, including the e-Slate.
- **Official Polling Place bilingual poster.** Post inside polling location.
- **Accessibility Call Bell.** Place next to accessible parking closest to the building.
- **Vote Here directional signage.** Post as needed, so voters can easily find the entrance to the polling place.
- **Voter Parking signage.** Post as needed for the polling place location.
- **Accessible Signage.** Post as needed for the polling place location. While setting up the Polling Place, verify that there is no political signage or propaganda within 100 feet of the Polling Place door.

Checklist

MORNING SIGNATURES REQUIRED

- Oath of Office
(Under the index tab titled *Required Signature in Roster Binder*)
- Poll Worker Payroll
(Under the index tab titled *Required Signature in Roster Binder*)
- The Top of the Ballot Statement
(Under the index tab titled *Required Signature in Roster Binder*)
- Opening Report Tapes from the Machines
(2 Sets: Opening for JBC and eScan)

POLLING PLACE SIGNAGE CHECKLIST

- Post Polling Place Signage Display Board
- Post Electioneering Sign(s)
- Post "Marking Your Ballot Properly" in each Voting Booth
- Post "Election Code 18564-18569" in each Voting Booth
- Post Official Polling Place Bilingual Poster
- Accessibility Call Bell. Place next to accessible parking closest to the building
- Post Vote Here Directional Signage
- Post Voter Parking Signage (as needed)
- Post Accessible Signage (as needed)

Module 2:

Equipment Setup and

Opening the Polls

Module 2 Covers:

- ✓ **Security Seal Placement**
- ✓ **Security Seal Verification**
- ✓ **Troubleshooting**
- ✓ **Setting Up the eScan**
- ✓ **Setting Up the e-Slate and JBC**
- ✓ **Declaring the Polls Open**

The Importance of Security Seal Verification

The Seal Verification Log is one of the most important pieces of paperwork that you will complete on Election Day. The purpose of the log is to maintain the chain of custody of the voting equipment. The Elections Office needs to ensure that the equipment has not been tampered with since its preparation and delivery by the Elections Warehouse Team, and that once Election Day is over the equipment is not tampered with between the polling place and its return to the Elections Warehouse.

The [California Hart Equipment Use Procedures Manual](#) requires that various ports on the equipment be sealed; some seals will be removed during the course of the day and others will remain in place for the entire Election Day. Verifying the seal numbers, placing and removing the proper seals are crucial to ensuring the security of the election and the integrity of the voting equipment.

Seals have been color-coded to make verification easier. **Do not remove the red seals on the equipment;** these red seals will stay in place for the entire Election Day. Blue, white and green seals may be removed from the equipment during the course of the day; you will remove or place these seals as directed.

Security Seal Verification

On Election morning, using the Seal Verification Log found in your supplies, *(in the Roster Binder under the Logs tab)* the Inspector and one Judge must check each seal listed on the Seal Log with each seal on the equipment and verify that they show no evidence of tampering. The seal must be in place and unbroken, and the number on the seal must match what is recorded on the Seal Verification Log. If the seal is unscathed and has not been tampered with, circle "Y" on the Seal Verification Log. If the seal is not intact and has been tampered with, circle "N" on the Seal Verification Log. Inspect all seals until verification is complete and call the FED if you find any issues or discrepancies.

Once all seals have been verified the Inspector and Judge who have been checking the seals must place their initials at the bottom of the column.

NEVADA COUNTY SEAL VERIFICATION LOG
 ELECTION NAME _____
 ELECTION DATE _____

eState Serial:
 eScan Serial:
 JBC Serial:

CP:
 Polling Place Name:
 Polling Place Location:

Seal Description	Seal Number	Open Polls Seal in Tact? (Circle One)	Close Polls Seal in Tact? (Circle One)	Was Seal Replaced during the day?	Comments?	New Seal Number?	Placed By? (PW/JED)
Green Zip Seal on Security Storage Bag (O-3)	<input type="text" value="Giant_Security_Bag_Seal"/>	<input type="checkbox"/> Y <input type="checkbox"/> N					
White Wire Seal on JBC Transport Bag (O-13)	<input type="text" value="JBC_Transport_Bag"/>	<input type="checkbox"/> Y <input type="checkbox"/> N					
Red Tape Seal on JBC Printer Port (O-14)	<input type="text" value="JBC_Printer_Port"/>	<input type="checkbox"/> N	<input type="checkbox"/> y <input type="checkbox"/> N	<input type="checkbox"/> N			
Red Tape Seal on JBC Modem Port (O-14)	<input type="text" value="JBC_Modem_port"/>	<input type="checkbox"/> N	<input type="checkbox"/> y <input type="checkbox"/> N				
Red Wire Seal on JBC MBB door (O-15)	<input type="text" value="JBC_MBB_door"/>	<input type="checkbox"/> N	<input type="checkbox"/> y <input type="checkbox"/> N	<input type="checkbox"/> N			
Red Tape seal on JBC Housing (O-15)	<input type="text" value="JBC_housing"/>	<input type="checkbox"/> N	<input type="checkbox"/> y <input type="checkbox"/> N	<input type="checkbox"/> y <input type="checkbox"/> N			
Blue Tape Seal on JBC "Booth Out" Port (O-15)	<input type="text" value="JBC_BoothOut"/>	<input type="checkbox"/> N	<input type="checkbox"/> N	<input type="checkbox"/> y <input type="checkbox"/> N			
Blue Tape Seal on eSlate "Booth In" Port (O-15)	<input type="text" value="eSlate_BoothIn"/>	<input type="checkbox"/> N	<input type="checkbox"/> y <input type="checkbox"/> N	<input type="checkbox"/> y <input type="checkbox"/> N			
White Wire Seal on eSlate Handle (O-16)	<input type="text" value="eSlateHandleSeal"/>	<input type="checkbox"/> Y <input type="checkbox"/> N					
Blue Tape Seal Affixed to eSlate storage compartment (O-20)			<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N			
Red Wire Seal on eScan MBB Door (O-5)	<input type="text" value="eScan_MBB_door"/>	<input type="checkbox"/> N	<input type="checkbox"/> y <input type="checkbox"/> N	<input type="checkbox"/> y <input type="checkbox"/> N			

POLL WORKER INITIALS:
 (INSPECTOR AND ONE JUDGE)

--	--

CLOSING SEALS TO BE PLACED

After the FED has removed the MBBs from the JBC and eScan, please seal the following locations on the machines and document the seal numbers used. (C-14 through C-23)

- Blue Tape Seal on JBC MBB Door(C-18): -----
- Blue Tape Seal on JBC Booth Out-" Port(C-18): -----
- White Wire Seal on Red JBC Transport Bag(C-19): -----

- eState:
- Removed Blue Tape Seal on eState Compartment (C-20): _____
 - White Wire Seal on eState Handle (C-21): -----
 - Blue Tape Seal over "Booth In" Port (C-21): _____

- eScan:
- Blue Tape Seal over eScan MBB Door (C-23): -----

NOTES: -----

INSPECTOR SIGNATURE: _____	JUOGE SIGNATURE: _____
JUOGE SIGNATURE: _____	JUOGE SIGNATURE: _____
JUOGE SIGNATURE: _____	JUOGE SIGNATURE: _____

Open Polls Seal in Tact? (Circle One)	
<input checked="" type="radio"/> Y	<input type="radio"/> N
<input checked="" type="radio"/> Y	<input type="radio"/> N

Red Tape Seal on eScan Housing (O-19)	666666	<input type="checkbox"/> Y	<input type="checkbox"/> N
POLL WORKER INITIALS: (INSPECTOR AND ONE JUDGE)			

Security Seal Placement

You will be examining many seals on three pieces of equipment: the JBC, e-Slate, and eScan.

Opening & Closing Tape



You will see the following seals placed at various locations on the equipment.

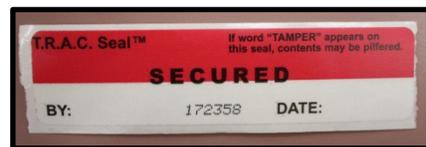
White Wire Seal:



(On outside of equipment suitcases and handle of the eSlate)

Red Tape Seal:

(On the housing of the eScan eSlate and DAU unit)



(Covering modem port on the eScan & securing the VBO Printer in the eSlate)

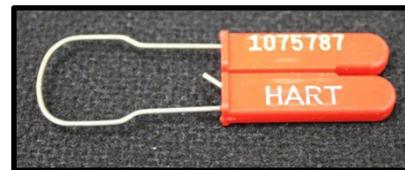


Blue Tape Seal:

(Outside the case of the eSlate and sealing various other ports)



Red Wire Seal:



(Secures the MBBs in the equipment and the VBO in the eSlate)

You will NEVER remove any red seals from the equipment.

Election Equipment Setup

You are responsible for setting up the eScan, which scans and tabulates voters' paper ballots. For setting up the JBC (*Judge's Booth Controller*) and e-Slate, which is a federally required electronic voting system that can be used by all voters, including voters with disabilities.

Position the equipment in the polling place to allow for Poll Worker access. Also, create a clear observation of the voting equipment while maintaining voter privacy. Make sure your polling place layout maximizes traffic flow and eliminates tripping hazards. (*See page 7 in this manual for a suggested layout.*)

Most of your voters will choose to vote with a paper ballot. So on Election morning please set up the eScan first.

Setting up the eScan

Refer to the Opening Procedures Flipbook for information on setting up the eScan.

eSCAN



Setting up the JBC/e-Slate

Refer to the Opening Procedures Flipbook for information on setting up the e-Slate and JBC.

JBC



e-Slate



Poll Worker Tip

Check the supply of printer tape inside your JBC and eScan before you open the polls. Make sure that you have enough paper to get you through the day and be able to close the polls and print all reports at night.

Opening the Polls

All Poll Workers must arrive to their assigned polling location by 6:00 AM in order to set up the polling place and have the polls open on time.

At 7:00 AM, the assigned Poll Worker declares the polls open by announcing aloud, "THE POLLS ARE NOW OPEN".

When the first voter enters the precinct, you must display the empty Ballot Boxes by unlocking the side and exposing the empty Black Ballot Box, Auxiliary Bin, and the Blue Vote-By-Mail (VBM) Ballot Box.

After the ballot boxes are confirmed empty, lock the Ballot Boxes and store the key in a secure location. The Ballot Boxes shall remain locked and supervised by the Monitoring Judge at all times until close of polls. The auxiliary bin slot shall remain in the open position at all times.

Voting begins at 7:00 AM and shall continue until 8:00 PM.

Module 3: Processing Voters

Module 3 covers:

- ✓ **Poll Worker Assignments**
- ✓ **Voter Check-In Paperwork**
- ✓ **Types of Voters**
- ✓ **Reading the Roster**
- ✓ **Marking the Tally Sheet**
- ✓ **Check-In Procedures for Different Types of Voters**
- ✓ **Vote-By-Mail Scenarios**
- ✓ **Steps for Completing a Provisional Envelope**
- ✓ **Issuing Ballots**
- ✓ **Spoiled/Surrendered Ballots**
- ✓ **Cancel Booth**
- ✓ **Corrections**
- ✓ **Assisted Voters**

Processing Voters

On Election Day, you will have varied interactions with different types of voters. In this module, you will learn the different Election Day tasks done by Poll Workers, as well as how to handle active voters, inactive voters, vote-by-mail voters and provisional voters. You will also learn about spoiled and surrendered ballots and how to process them.

Please follow the guidelines in this module to ensure you are correctly processing voters according to all applicable State laws.

Poll Worker Assignments

Master Label Roster Judge: This worker is responsible for the Poll Book, Master Label Roster, updating the Outside Label Index, the Yellow Correction Memorandum and ensures that Vote-by-Mail ballots are placed in the Blue VBM Ballot Box.

Issuing Judge: This worker is responsible for the ballot marking pens, secrecy sleeves, issuing of official paper ballots and issuing a Voter Access Code for the e-Slate.

Monitoring Judge: This worker is responsible for monitoring the eScan Ballot Box. They will assist voters in scanning their ballots through the eScan if needed. They will ensure that Voted but Not Scanned ballots are placed in the Auxiliary Bin on the left-hand side of the Black Ballot Box.

Greeter (Multiple Board Locations Only): This worker sits at the entrance of the polling place or the room where voting is held. They use a Greeter Roster to locate voter names and direct voters to the correct precinct board. This worker may also ensure that Vote-by-Mail ballots are placed in the Blue VBM Ballot Box.

Voter Check-In Paperwork

As voters check in at the precinct table, you will use the following tools:

- Poll Book
- Master Label Roster
- Outside Index

The Poll Book is the list of voters registered to vote in that precinct as well as the County wide index. *As voters check in, they must clearly state their name and address without any assistance from a board member.*

Voters must sign and print their name in the Master Label Roster, which is kept as a record of all the voters who voted in that precinct.

Please do not make any marks or notations in the Master Label Roster except Voters' signatures and addresses.

In the Master Label Roster, the 1st column is the tally number for that Voter. One label from the Poll Book printer will be affixed to the Master Label Roster, the other label will be affixed to the Outside Index. Only one tally number is given to a voter as he or she checks in. This tally number represents one voter who checked in and his/her signature is in your Master Label Roster.

Please note: *A voter receives only ONE (1) Tally Number regardless of number of ballots spoiled and reissued.*

Definitions

Master Label Roster: The main roster where you affix the voter's label and have them sign.

Master Label Roster Judge: Referred to as the Roster Judge throughout this manual.

Voter Status: Voter status will be a green checkmark for an Active Voter. Yellow exclamation mark indicates Inactive Voter, a New Voter that must show ID, or a Vote-By-Mail Voter. A Red X indicates the person has already Voted.



Tally Number: The number from the first column of the Master Label Roster.

Vote-by-Mail: A Vote-by-Mail voter's name will be indicated by a yellow exclamation mark in the Poll Book.

Voter Name: The Voter will sign and print his or her residence address on the line next to the place you affixed the label in the Master Label Roster.

Inactive Voter Oath: An Inactive voter is shown in the Poll Book by a yellow exclamation mark. An inactive voter must read the oath before he or she will be allowed to vote.

Types of Voters

Active Voter - A voter who has registered with the correct name and current address and has signed their voter registration card.

Inactive Voter- A voter that has been inactivated by the election office for missing or incomplete information, notification from another Government agency that they voter no longer lives at stated address or address confirmation card and election material returned to the Elections office as undeliverable.

New Voter – A voter that has never previously registered to Vote, and may have presented minimal identification upon registration.

Check-In Procedures for Different Types of Voters

Check-In Procedures for Active Voters

1. The Roster Judge asks the voter to state his/her name and residence address. If the voter's name is not listed or residence address is different, he or she must be processed as a Provisional Voter. (See page 31 for check-in Procedures for a Provisional Voter)
2. The Roster Judge then repeats the voter's name and address.
3. Judge finds the voter's name in the Precinct Roster List
4. Judge checks the County Roster List if not found in Precinct List
 - a. If the Voter is found on the County Roster List, they must either go to their polling location or vote PROVISIONALLY.
(See Page 31)
 - b. If the Voter is not found in either Roster List, the voter must vote PROVISIONALLY.
6. Once labels are printed from the Poll Book printer (Should print 2 labels automatically) The Roster Judge will affix one label in the next blank space on the Master Label Roster and will affix other label in the next space available on the Outside Index page.
7. The Roster Judge will direct voter to the Issuing Judge.
8. The voter is now to be issued either a paper ballot or an eSlate access code from the Issuing Judge.

If necessary, instruction should be given to the voter when voting for the first time on the eSlate.

Check-In Procedures for Inactive Voters

1. The Roster Judge asks the voter to state his/her name and residence address. If the voter's name is not listed or residence address is different, he or she must be processed as a Provisional Voter.
(See page 31 in this manual for Check-In Procedures for a Provisional Voter)
2. The Inactive Voter must state his or her name and address. **This must match exactly what is listed in the Master Roster.**
3. The Roster Judge then repeats the voter's name and address.
4. Judge checks the County Roster List if not found in Precinct List
 - a. If the voter is found on the County Roster List, the voter must either go to his/her polling location or vote PROVISIONALLY.
(See page 31 in this manual for Check-In Procedures for a Provisional Voter)
 - b. If the voter is not found in either Roster List, the poll worker will fill in the required information in the Poll Book. Then the Voter must vote PROVISIONALLY.
(See page 31 in this manual for Check-In Procedures for a Provisional Voter)
 - c. A screen will display in the Poll Book once you have selected the Provisional Voter button. The Roster Judge will fill in this information. *(See Poll Book instruction manual).*
5. The voter must read the Inactive Voter Oath located on the top of the page in the Master Label Roster. It reads:

"I swear (or affirm) under penalty of perjury that I am a registered voter in this precinct and continue to reside at the registered address shown."
6. After swearing the oath, the voter will be processed as an active voter.
7. Print labels from the Poll Book printer *(Should print 2 labels automatically)*
8. Judge will affix one label in the next blank space on the Master Label Roster and the other label in the next space available on the Outside Index page.
9. Judge will direct voter to the Issuing Judge
10. The voter is now to be issued either a paper ballot or an eSlate access code from the Issuing Judge.

If necessary, instruction should be given to the voter when voting for the first time on the eSlate.

Vote-by-Mail Voters Dropping Off Ballots

Many Vote-by-Mail voters will simply want to drop their completed ballot off at the polling place. Instruct voters delivering their Vote-by-Mail ballot at the poll location to make sure their envelope is signed and sealed, and have the voter deposit his or her ballot into the blue VBM Ballot Box. If the voter is dropping off ballots on behalf of another voter, please ask the voter if they signed the declaration on the back of the envelope. **Remember:** If the voter does not sign his or her ballot envelope, the enclosed ballot cannot be counted.

Check-In Procedures for Vote-by-Mail Voters

Vote-by-Mail voters who are listed in the Poll Book and wish to vote at the polls can do so, but must first surrender their Vote-by-Mail ballot **and** envelope.

1. The Roster Judge asks the voter to state his/her name and residence address. If the voter's name is not listed or residence address is different, he or she must be processed as a Provisional Voter.
(See page 31 in this manual for Check-In Procedures for a Provisional Voter)
2. The Roster Judge then repeats the voter's name and address.
3. Judge checks the County Roster List if not found in Precinct List
 - a. If the voter is found on the County Roster List, the voter must either go to his/her polling location or vote PROVISIONALLY.
(See page 31 in this manual for Check-In Procedures for a Provisional Voter)
 - b. If the voter is not found in either Roster List, the poll worker will fill in the required information in the Poll Book. Then the voter must vote PROVISIONALLY.
(See page 31 in this manual for Check-In Procedures for a Provisional Voter)
 - c. A screen will display in the Poll Book once you have selected the Provisional Voter button. The Roster Judge will fill in this information. (See Poll Book instruction manual).
4. Ask the voter to hand you his or her Vote-by-Mail ballot and envelope.
5. Write "SURRENDERED" across the voter's envelope, ballot, and deposit both into the Surrendered Ballots Envelope
6. Print labels from the Poll Book printer (Should print 2 labels automatically)
7. Judge will affix one label in the next blank space on the Master Label Roster and the other label in the next space available on the Outside Index page
8. Judge will direct voter to Issuing Judge
9. The Voter is now to be issued either a paper ballot or an eSlate access code from the Issuing Judge.

Other Vote-by-Mail Voter Situations

1. If a Vote-by-Mail voter has only his/her ballot but no envelope is in the precinct roster list and wants to vote in the polling place, then follow Check-In Procedures for Vote-by-Mail Voters on page 25.
 2. If a Vote-by-Mail voter has only his/her envelope but does not have the ballot and wants to vote at his or her assigned Polling Place, he or she must vote provisionally.
(See page 31 in this manual for Check-In Procedures for a Provisional Voter)
3. Any Vote-by-Mail Voter who does not have a ballot to surrender and wants to vote at the Polling Place must vote provisionally.

Replacement Vote-by-Mail Envelopes

A Vote-by-Mail voter that has his or her ballot but no Vote-by-Mail envelope and does not want to vote at the polling place may be given a replacement envelope.

The white Replacement Envelopes can be found in the Poll Supply Bag.

See Figure 7.5 on page 27.

The voter will not sign their name in the Master Label Roster.

A worker must complete the section entitled "Instructions to Poll Worker" on the envelope.

Be sure to write the PRECINCT CP# on the envelope.

The voter must complete the section entitled "Instructions to Voter" and sign the envelope.

The voter will deposit the completed and sealed replacement envelope into the blue VBM Ballot Box.

Figure 7.5

**REPLACEMENT ENVELOPE
OFFICIAL VOTE BY MAIL BALLOT ENCLOSED
To be opened by Canvassing Board only**

<p style="text-align: center;">INSTRUCTIONS TO POLLWORKER:</p> <ol style="list-style-type: none"> 1. Use this envelope when a voter needs it to enclose a voted vote by mail ballot. 2. Have voter complete and sign envelope. 3. Voter does not sign any Roster. 4. Voter does not receive a tally number 5. Place voted ballot inside this envelope and seal 6. Write your precinct number here: _____ 	<p style="text-align: center;">INSTRUCTIONS TO VOTER:</p> <p>You must complete this section and sign your name.</p> <p>I <i>(Print your name)</i> _____ declare under penalty of perjury that: I am a resident of the precinct in Nevada County, California from which I am voting; I am the person whose name appears on this envelope; I have not applied for and do not intend to apply for an absentee ballot from any other jurisdiction for this election.</p> <p>X Written Signature (or your mark) _____ Date Signed _____</p> <p><i>Print Your Residence Address in Nevada County (No P.O. Boxes) _____ City _____</i> <i>*If voter makes a MARK instead of a signature, a witness must sign here.</i></p> <hr/> <p>WARNING: Voting twice in the same election constitutes a crime in the State of California. IN ORDER FOR YOUR BALLOT TO BE COUNTED YOU MUST SIGN IN YOUR OWN HANDWRITING.</p>
--	--

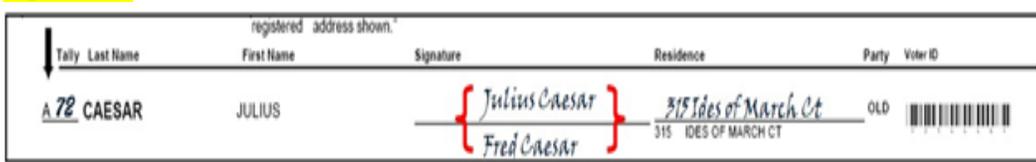
<p>Person returning ballot signs here.</p> <p>Signature: _____</p> <p>Relationship to voter: _____</p>	<p>I authorize the following person <i>(Print Name):</i> _____</p> <p>to return my ballot to any polling place in Nevada County, or the Elections Office, 850 Maldu Avenue, Nevada City, CA 95959-8600. (EC 3017)</p> <p>I am authorized to act as a representative to return this ballot according to law. (EC 3017)</p>
--	---

If a voter’s last name has changed since he or she last registered then process as follows:

1. The Roster Judge asks the voter to state his/her name and residence address. If the voter’s name is not listed or residence address is different, he or she must be processed as a Provisional Voter
(See page 31 in this manual for Check-In Procedures for a Provisional Voter)
2. The Roster Judge then repeats the voter’s name and address
3. Judge checks the County Roster List if not found in Precinct List
 - a. If the voter is found on the County Roster List, the voter must either go to his/her polling location or vote PROVISIONALLY
(See page 31 in this manual for Check-In Procedures for a Provisional Voter)
 - b. If the voter is not found in either Roster List, the poll worker will fill in the required information in the Poll Book. Then the voter must vote PROVISIONALLY
(See page 31 in this manual for Check-In Procedures for a Provisional Voter)
 - c. A screen will display in the Poll Book once you have selected the Provisional Voter button. The Roster Judge will fill in this information *(See Poll Book instruction manual).*
4. Request that the voter complete a new Voter Registration Card
5. Place the Voter Registration Card in the Blue Zippered Transport Bag
6. The voter must sign his/her name twice: first as it is listed in the Master Label Roster and a second time using his/her new name
7. The Roster Judge indicates in the Master Label Roster that the two signatures on the single line are those of the same voter by placing **BRACKETS** around the signatures. **See Figure 7.6 below**
8. Print labels from the Poll Book printer *(Should print 2 labels automatically)*
9. Judge will affix one label in the next blank space on the Master Label Roster and the other label in the next space available on the Outside Index page
10. Judge will direct voter to Issuing Judge
11. The voter is now to be issued either a paper ballot or an eSlate access code from the Issuing Judge

If necessary, instruction should be given to the voter when voting for the first time on the eSlate

Figure 7.6



Check-In Procedures for New Voters

A new voter is someone who did not provide identification when registering to vote. To avoid voting a provisional ballot, a new voter must show you proof of identity using a valid form of ID

1. The Roster Judge asks the voter to state his/her name and residence address. If the voter's name is not listed or residence address is different, he or she must be processed as a Provisional Voter
(See page 31 in this manual for Check-In Procedures for a Provisional Voter)
2. The Roster Judge then repeats the voter's name and address
3. Judge checks the County Roster List if not found in Precinct List
 - a. If the voter is found on the County Roster List, the voter must either go to his/her polling location or vote PROVISIONALLY
(See page 31 in this manual for Check-In Procedures for a Provisional Voter)
 - b. If the voter is not found in either Roster List, the poll worker will fill in the required information in the Poll Book. Then the voter must vote PROVISIONALLY
(See page 31 in this manual for Check-In Procedures for a Provisional Voter)
 - c. A screen will display in the Poll Book once you have selected the Provisional Voter button The Roster Judge will fill in this information *(See Poll Book instruction manual)*
4. The Judge verifies the voter's ID
(To avoid voting a provisional ballot, a new voter must show you a valid form of Identification.)
5. Print labels from the Poll Book printer *(Should print 2 labels automatically)*
6. Judge will affix one label in the next blank space on the Master Label Roster and the other label in the next space available on the Outside Index page
7. Judge will direct voter to Issuing Judge
8. The Voter is now to be issued either a paper ballot or an eSlate access code from the Issuing Judge

If necessary, instruction should be given to the voter when voting for the first time on the eSlate

To avoid voting a provisional ballot, a new voter must show you a valid form of I.D

Acceptable identification falls into the following categories:

Current and valid photo identification such as:



Valid Driver's License or ID card of any state

Valid Passport

Valid Employee ID card

Valid ID card provided by a business

Valid Credit or debit card Military ID card

Valid Student ID card Valid

Health club ID card Valid

Insurance plan ID card



Documents that do not include a photo but do include both the name and residence address of the voter, such as: utility bill, bank statement, or government issued items such as: check or paycheck, sample ballot, Voter Notification Card, student or public housing ID card, tuition statement or bill, insurance plan card, property tax statements, vehicle registration or certificate of ownership can also be used as valid identification

Note: If the voter is unable to show you proper valid identification, the voter must vote provisionally

(See page 31 in this manual for Check-In Procedures for a Provisional Voter)

Check-In Procedures for Provisional Voters

Because no voter should ever be denied the right to vote. Voters claiming to be properly registered but whose eligibility or entitlement to vote cannot be immediately determined, are allowed to vote provisionally.

ALL PROVISIONAL VOTERS HAVE TO VOTE ON THE E-SLATE ONLY!!

When a voter checks in at the precinct table and states his or her name and address, the Master Roster Judge searches for the voters name in the Poll Book.

Identifying a Provisional Voter

The voter will be processed as a PROVISIONAL voter if any one of the following statements is true:

Voter's address is different from the address in the Poll Book

Voter is listed as a VBM and cannot surrender Vote-By-Mail ballot & envelope

Voter is not listed in the PRECINCT Roster list

Voter is in the COUNTY Roster list and refuses to go to his/her correct polling place

Voter is not listed in either PRECINCT or COUNTY Roster list

Voter is a (N) New Voter and cannot show ID

Processing Provisional Voters is the specialty of the Precinct Inspector

1. A screen will display in the Poll Book once you have selected the Provisional Voter button. The Roster Judge will fill in this information. *(See Poll Book instruction manual)*
2. Print labels from the Poll Book printer *(Should print 2 labels automatically)*
3. Judge will affix one label in the next blank space on the Master Label Roster and the other label in the next space available on the Outside Index page.
4. Judge will direct voter to Issuing Judge
5. The voter is now to be issued either a paper ballot or an eSlate access code from the Issuing Judge.

If necessary, instruction should be given to the voter when voting for the first time on the eSlate.

Poll Worker Tip

If you are working in a multi-board facility and a voter is not in your Roster, please check with the Greeter to make sure the voter is at the right table. Oftentimes the voter has just gone to the wrong table.

Provisional Ballot Envelope Diagram

7.7

COUNTY
Provisional Ballot Envelope

Voter please complete the following:

- Fill out a new Voter Registration Card if your name is not in the roster and LEAVE attached to envelope.
- Vote your ballot and remove the stub
- Place your voted ballot in this Provisional Ballot Envelope and seal it
- Complete the following information
- Sign the Declaration
- Deliver sealed, completed envelope to Precinct Officer for deposit in _____ Box

1. Voter Name
First Name _____ MI _____ Last _____

2. Voter Current Address
Current Res _____ State & Zip _____
Current Ma _____ State & Zip _____

3. Previous Address if Moved
If moved _____
Previous Ad _____

4. Birthday Date of Birth: _____ (mm/dd/yyyy)
5. Presidential Primary Only Political Party: _____ (for Pr _____)

I am a citizen of the United States: Yes No
I am 18 years or older: Yes No

California Driver's License or last four digits of Social Security Number (**ONE REQUIRED**): _____
6. Driver License or Last Four of SSN

Declaration:
I declare under penalty of perjury that: I reside at the address listed above; I have not previously voted in this election either at this polling place or at any other polling place; I am a United States citizen; I am not on parole for the conviction of a felony.

7. Voters Signature

(Voter's Signature)

Precinct Officer please complete the following:

8. Inspector marks what applies

9. Inspector Prints Last Name & Signature

Voter's name is not listed in roster
Voter is listed in Roster as an Vote-by-Mail Voter but CANNOT surrender ballot
Moved - did not reregister
Other: _____
29ZA **609526**

CP#: _____ Party voted: _____

10. Precinct CP#

11. Party Voted- Presidential Primary Only

VOTED BALLOT ENCLOSED
To Be Opened By Canvassing Board ONLY

Checklist for the Provisional Ballot Envelope

Checklist for the Provisional Ballot Envelope

- Voter Completed First Name
- Voter Completed Last Name
- Voter Completed Current Residence Address
- Voter Completed Current Mailing Address (Only if different)
- Voter Completed Previous Address (Only if Moved)
- Voter Completed Date of Birth
- Voter Completed Political Party (**Only if it is a Presidential Primary Election**)
- Voter Completed Driver's License or Last Four of SSN
- Voter Signed the Envelope
- Inspector Marked the Situation that applies
- Inspector printed his/her last name
- Inspector Signed after printed last name
- Inspector completed the Precinct #
- Inspector completed the Party voted (**Only if it is a Presidential Primary Election**)

The top portion of the Provisional Envelope (**figure 7.7 on page 32**) must be completed by the voter. The voter must fill in all of his or her information and make sure to sign the bottom of the envelope. If a voter does not sign the provisional ballot envelope, his or her ballot will not be counted.

The bottom portion of the envelope must be completed by the Inspector. Inspectors must check one of the boxes to explain the reason for issuing the Provisional Ballot. Then print his/her last name, sign his/her name in the signature line and enter the precinct number in the space provided.

Issuing Provisional Ballots

e-Slate (Electronic) Ballot

1. Select **"Add a Voter"** on the JBC menu.
2. Select **"Provisional"** on the bottom right of the JBC Screen
3. Answer question "Are you sure you want to make this voter provisional?" by pressing **"Yes."**
4. Print a Provisional stub, tear off the access code and ask the voter to print and sign his or her name on the stub.
5. Place the completed, signed stub in the completed voter's provisional envelope.
6. Seal the envelope and place the entire provisional envelope inside the Auxiliary Bin of the Black Ballot Box.
7. Give the access code and voting instructions to the voter and direct the voter to the e-Slate booth.

If necessary, instruction should be given to the voter when voting for the first time on the eSlate.

Issuing Ballots to Voters

After voters have checked in and signed the Master Label Roster, the Issuing Judge ***offers every non-provisional voter the option of a paper ballot or voting on the e-Slate*** and gives the voter the ballot of his or her choice.

If the voter chooses to vote a paper ballot

1. Starting with the lowest serial number in the range of ballots for the precinct. The Issuing Judge issues the voter a ballot with the ballot stub attached, a secrecy sleeve and a ballot marking pen.
2. The Issuing Judge instructs the voter to completely darken the square next to his/her choice on the ballot using the marking pen provided and shows the voter how to use the secrecy sleeve.
3. The Monitoring Judge will monitor and assist, if asked, by voters using the eScan. Make sure each voter has removed the ballot stub attached to the ballot.

If the voter chooses to use the e-Slate electronic voting machine

1. The Issuing Judge will first make sure that the booth is free and then issue the voter an access code from the JBC.
2. From JBC menu press arrow next to "Add Voter"
3. On the next screen press "Print"
4. The Issuing Judge hands the access code to the voter, directs the voter to the booth and encourages them to read the instructions on the screen or in the booth prior to using the e-Slate voting unit.
If necessary, instruction should be given to the voter when voting for the first time on the eSlate.

Spoiling a Ballot

Sometimes a voter makes a mistake when marking a ballot. If a voter spoils or defaces a ballot, he or she may be issued up to TWO replacement ballots; however, no more than three total ballots may be issued per voter.

Please note: ***A voter signs the Master Label Roster only ONCE regardless of the number of ballots spoiled and reissued.***

Spoiling a Paper Ballot

1. A voter wishing to spoil a paper ballot must be directed back to the Issuing Judge.
2. The Issuing Judge will write "Spoiled" on the ballot stub and across the spoiled ballot on both sides, and the Issuing Judge then places the spoiled ballot in the Spoiled Ballots Envelope.
3. The Issuing Judge will give the voter a new ballot with the ballot stub attached.

Spoil/Cancel a Ballot on the eSlate

An access code canceled at the request of the voter will be considered as ONE ballot issued. They may ask for this no more than two more times. **A booth can only be canceled after the voter has entered his or her access code and accessed the ballot.**

If a voter wishes to spoil his or her e-Slate ballot, the Issuing Judge will cancel the booth and document the reason, date, time, and whoever canceled the booth in the Canceled Booth Log.

HOW TO CANCEL A BOOTH

1. From the main JBC screen press the arrow next to **"OTHER"**.
2. On the next screen you will press the arrow next to **"CANCEL BOOTH"**.
3. Enter the booth number that you wish to cancel using the keys on the JBC.
4. Walk to the eSlate and press the **"ENTER"** button.
5. Go back to the JBC and press the arrow next to **"CONTINUE"**.
6. To get back to the main menu, press the arrow next to **"POLLS OPEN MENU"**.

The Issuing Judge will reissue an access code to the booth or a paper ballot instead.

Place the canceled access code in the spoiled ballots envelope.

A combination of access codes and paper ballots shall equal no more than three for each voter.

Corrections

If a voter's name or address has an error or needs correction, make a notation of the proposed change on the Yellow Correction Memorandum (see **Figure 7.8**). **Do not make any changes or corrections in the Master Label Roster.**

There are five change categories listed on the Correction Memorandum:

- 1. Deceased voters**
- 2. Voters who no longer live in the county**
- 3. Voters who have changed mailing addresses**
- 4. Duplicate voter listings**
- 5. Other problems or corrections**

Record the proposed change in the appropriate section. Use the back of the sheet if you need more space for changes.

The Yellow Correction Memorandum is not to be used for voters who have changed their residence addresses. If a voter has changed his/her physical residence address, he or she must vote provisionally (*See page 31 in this manual for Check-In Procedures for a Provisional Voter*)

A notebook is in the Poll Worker supplies in case an incident occurs that needs to be documented. After the Elections Office and/or FED are contacted for any reason, then write up all the details in the notebook for documentation.

Figure 7.8

June 5, 2012 Primary Election

CORRECTION MEMORANDUM

CP # _____
Inspector's Name _____

<p><u>DECEASED VOTERS:</u> <u>Voter's Name</u></p> <p>_____</p> <p>_____</p>	<p><u>VOTERS WHO HAVE MOVED OUT OF COUNTY:</u> <u>Voter's Name</u></p> <p>_____</p> <p>_____</p>
---	---

VOTERS WHO HAVE CHANGED MAILING ADDRESSES:

<u>Voter's Name</u>	<u>Old Mailing Address</u>	<u>New Mailing Address</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

DUPLICATE VOTER LISTINGS (I.E. voters who have changed their names] 1) Complete this section; 2) Have voter complete a new Voter Registration Card

<u>1st Listing of Voter's Name</u>	<u>2nd Listing of Same Voter</u>	<u>Which is Correct?</u>
_____	_____	_____
_____	_____	_____

OTHER PROBLEMS/CORRECTIONS: Voter's Name/Nature of Problem

If additional room is required please use the reverse side.

PLACE IN THE BLUE ZIPPERED TRANSPORT BAG AT THE CLOSE OF POLLS

H:\June 5, 2012 Primary Election\Forms\Poll Worker\Forms\Polling Place Correction Form (Bright Yellow).doc

Make sure notations are clear, correct, and complete. Tell the voter to print clearly.

California Elections Code requires that the Elections Office confirm with the voter the changes suggested, which often requires a signature. If a voter is deceased, the only way to remove that voter from the voter rolls is to provide the Elections Office with a photocopy of the death certificate.

Notification of changes made by a second party or person other than the voter himself/herself does not allow the Elections Office to change a voter's record but will initiate verification procedures.

Assisted Voters

Some voters may request assistance when marking a ballot. A voter may designate up to two assistants to help them vote—one or both of which can be a Poll Worker.

If you as a Poll Worker assist a voter in marking his/her ballot, the voter’s name must be entered in the Assisted Voters List in the Master Roster (**See Figure 7.9**).

Figure 7.9

ASSISTED VOTERS LIST (Elections Code Sec. 14283)	
Name of Assisted Voter	Name of Assisted Voter
<i>Minnie Mouse</i>	

Ballot Issuing Quick Reference Table

Voter	Regular Ballot	Provisional Ballot	VRC	Replacement Envelope
Inactive	X			
Name Change	X		X	
Different Address		X	X	
Not in Roster		X	X	
New Voter With ID	X			
New Voter Without ID		X		
VBM Voter Has Ballot to Surrender	X			
VBM Voter Cannot Surrender Ballot		X		
VBM Ballot but no Envelope				X
Voter lives in a Mail Ballot Precinct & wants to vote at Polling Place		X		

Module 4: Polling Place Etiquette

Module 4 Covers:

- ✓ **Poll Watchers/Observers**
- ✓ **News Media**
- ✓ **Electioneering**

Observers and Electioneering

Elections are extremely visible public processes. From equipment and ballot preparation, to voting and through the opening to the closing of the polls, interested members of the public and the media can follow an Election every step of the way.

This Module will cover rules regarding media and observer presence and activity in the polling place, as well as electioneering or campaigning in and around the polling place.

Observers and Poll Watchers

Observers may be present before, during and after the voting process and can include members of the public, the Nevada County Grand Jury and Poll Watchers on behalf of Candidates and Campaigns. A Poll Watcher's main purpose is to "Get out the Vote" on behalf of a political party or candidate or to ensure there are no problems at the polls on Election Day.

Although the law allows Poll Watching, there are rules and guidelines that must be followed. Please enforce the following rules with regard to Poll Watchers within 100 feet of the entry or door to the room in which voters sign the roster and cast their ballots.

Observers Cannot:

- Touch any election supplies or handle official ballots; interfere in the voting process in any way.
- Sit at the voter check-in table or be between the table and the voting booths.
- Wear campaign buttons, signs, hats, shirts, etc.
- Solicit votes or advocate for or against a candidate or ballot measure.
- Maintain a communications center within 100 feet of the polling place
- Disobey a lawful command of a Poll Worker or cause a disturbance or breach of the peace.
- Remove the Index from its location in the polling place.
- Take any unilateral steps to change any action, inaction or activity occurring at the Polling Place.

The Poll Watcher may contact the Registrar of Voters if they feel the Inspector is failing to correct the activity in question. Inspectors are required to document any information that is brought to their attention by any poll watcher in the notebook (that is located in their supplies), as well as notify the Nevada County Elections Office.

Poll Watchers may ask questions of the Inspector, as long as the questioning does not interfere with normal polling place business. Poll Watchers can also view the Index, but must share it with other parties that are interested in viewing the information. Additionally, Poll Watchers may view the Master Label Roster but only when not in use for polling place business.

News Media Activities in the Polling Place

Voters are extremely sensitive about their privacy and their right to vote in secret, and photography or videography in the polling place could well be construed by a typical voter to constitute a tactic of coercion or intimidation.

For this reason, no photos, video, audio recording, or interviews are allowed in polling places unless done by credentialed news media organizations. Local media such as The Union, Sierra Sun, KNCO, KVMR, and Yubanet will be the most common visitors to Nevada County poll locations. Members of the media will carry identification badges, and should introduce themselves to the Polling Place Inspector.

Media wishing to photograph or film inside a polling place must receive permission from every person inside the polling place, including voters and Poll Workers, in order to proceed with their activities.

Occasionally, voters will try to take pictures or video footage inside the polling place. If an unauthorized person is photographing or videotaping inside the location, calmly explain the rules and ask them to stop. If the person refuses, contact the appropriate law enforcement agency and the Elections Office. Remember to document the incident in the precinct notebook.

Emergency numbers are located on page 54 of this book, as well as the Roster Binder on Election Day.

News media activities in the polling place can also include exit polling, which is asking voters how they voted in a particular race or contest in order to get a sense of the election returns before the results are released at close of polls. Exit Pollsters must remain 25 feet from the Polling Place entrance (this is within the 100 foot no- electioneering zone).

Electioneering

Every election generates some degree of emotion in the voters. Some generate an extremely high degree of emotion. Regardless of the contests on the ballot, the same rules apply.

Electioneering (campaigning) is not allowed within 100 feet of the Polling Place entrance. Use the 100-foot pre-measured rope and signage included in your Polling Place Supplies to mark and notify voters of this rule.

California Elections Code defines electioneering as: "The visible or audible dissemination of information that advocates for or against any candidate or measure on the ballot, within 100 feet of a polling place (EC 319.5)."

Electioneering is discussing a candidate's or measure's qualities or displaying any printed material about a candidate or ballot measure on the current ballot including campaign buttons, shirts, hats, and posters. This applies to all people who enter the 100-foot zone.

No voters are permitted to wear items in the polling site or within 100 feet of the polling site that **display messages related to measures or candidates who appear on the current ballot.**

Prohibited materials and information include, but are not limited to:

- A display of a candidate's name, likeness, or logo
- A display of a ballot measure's number, title, subject, or logo
- Buttons, hats, pencils, pens, shirts, signs, or stickers containing information about candidates or issues on the ballot
- Any audible broadcasting of information about candidates or measures on the ballot

The 100-foot limit should be explained to those who may be in violation. Ask the voter to take off the offending hat or button, or turn their shirt inside out or cover it up so the electioneering cannot be seen by other voters. If someone does not comply with the 100-foot limit, call the appropriate law enforcement authorities.

Emergency numbers are located on page 54 of this book and can be found in the Roster Binder on Election Day.

Sometimes you may see signs and/or bumper stickers on vehicles parked within 100 feet of the Polling Place entrance. If you can locate the vehicle's owner, ask them to move it outside the 100-foot zone, and if the owner refuses, call the appropriate law enforcement authorities.

Electioneering:



Not Electioneering:



Module 5: Special Situations, Troubleshooting and Who to Call

Module 5 Covers:

- ✓ **Special Situations**
- ✓ **Challenges**
- ✓ **Troubleshooting**
- ✓ **Emergencies and Evacuation**
- ✓ **Who to Call**

During Election Day

During Election Day, you will be processing Active, Inactive, Provisional and Vote-by-Mail Voters, but there are some voters you will encounter that may not fit into any of these categories. This chapter will cover how to handle challenging a voter's right to vote and fleeing voters. Also covered will be how to handle problems with the equipment and who to call for different scenarios.

Special Situations

Voter Signs Roster but Does Not Vote (Fleeing Voter)

If a voter signs the Master Label Roster but leaves the Polling Place with his/her paper ballot:

- Enter the voter’s name and tally Number in the space provided in the Certificate of Roster Exceptions located in the black binder under “Logs”
- Make a note of this event on the lines provided on the Ballot Statement in the Roster Binder under the “Paperwork to Sign” tab front of the Master Roster to account for the ensuing difference between Lines 8 and 9 **(Figure 5.2)**

Figure 5.1

CERTIFICATE OF ROSTER EXCEPTIONS:
 We hereby certify that all voters whose signatures appear hereinbefore in this roster voted this day excepting the following who, after signing the roster, failed to vote or were challenged and denied the right to vote.

1. Jane Doe (#113) 2. _____
 3. _____ 4. _____

Figure 5.2

LINES 8 & 9 differ by: 1

REASON:
Voter #113 signed roster but did not vote - left before ballot was issued

Voter Signs Roster but Does Not Finish Voting

If a voter signs the Master Label Roster and leaves the Polling Place before he or she finishes voting his/her paper ballot, cast the ballot through the eScan as is.

If the voter leaves the booth and does not cast the ballot on the e-Slate, without looking at or changing the ballot, press the “Cast Ballot” button.

Curbside Voting

Some voters with an illness or a physical disability may request to vote their paper ballot outside of the polling place, i.e. in the car. If this situation arises, please bring the Poll Book, Master Label Roster, another Judge, and a paper ballot outside. Let the Voter fill out a paper ballot and then process as a ballot voted but not scanned.

Challenging a Voter

An individual's right to vote may be challenged for any of the following reasons:

- The voter is not the person whose name appears on the Roster
- The voter is not a resident of the precinct
- The voter is not a citizen of the United States
- The voter has already voted in this election
- The voter is presently on parole for the conviction of a felony

On the rare occasion that you have doubts regarding a voter's eligibility to vote or someone else raises questions about a voter's eligibility, **you should call the Clerk-Recorder/Registrar of Voters Hotline before challenging the voter.** (see page 55 in this manual for Hotline number) There are a limited number of legal grounds for challenging a voter. Calling County officials before you take action will ensure that you are not making a challenge improperly.

Only a poll worker may challenge a voter, poll observers may not. If someone gives you a list of people to challenge or any information to support a challenge, the list or information **must** be submitted to County officials for approval **before a challenge can be made.**

If the challenge is resolved in favor of the voter, the voter must be allowed to vote using a regular ballot.

If the challenge cannot be resolved **or** is resolved against the voter, **the voter MUST be allowed to vote using a provisional ballot.**

If challenges are so persistent that voters are leaving the polling place without voting, either because of delay or fear of intimidation, the County Election officials have the right and the duty to order that all voter challenges cease.

If the voter affirms the Oath, complete the Challenge List in the Roster Binder under the "Logs" Tab (**see Figure 5.3**) and allow the voter to vote a provisional ballot.

(See page 31 in this manual for Check-In Procedures for a Provisional Voter)

Figure 5.3

CHALLENGE LIST		
(Elections Code Sections 14240 and 14252)		
Names & Addresses of Persons Challenged	Grounds of Challenge & Board Determination	Name/Address/Identification of Voter Offering Information or Testimony Re:Challenge
<hr/> Name <hr/> Address:	<input type="checkbox"/> Voter is not the person whose name is on the index. <input type="checkbox"/> Voter is not a resident of this precinct <input type="checkbox"/> Voter is not a citizen of the US <input type="checkbox"/> Voter has already voted this day <input type="checkbox"/> Voter on parole/felony conviction <input type="checkbox"/> Allowed (1 Denied	<hr/> Name <hr/> Address:
<hr/> Name: <hr/> Address:	<input type="checkbox"/> Voter is not the person whose name is on the index. <input type="checkbox"/> Voter is not a resident of this precinct <input type="checkbox"/> Voter is not a citizen of the US <input type="checkbox"/> Voter has already voted this day <input type="checkbox"/> Voter on parole/felony conviction <input type="checkbox"/> Allowed (1 Denied	<hr/> Name: <hr/> Address:

Troubleshooting

Equipment Troubleshooting

Before calling your FED on Election Day, see if any of the following troubleshooting methods solve your equipment problems.

- Make sure all equipment is plugged in
- Check to see that all other cables are connected properly
- Most equipment issues can be solved simply by restarting the equipment

To restart the equipment, unplug the JBC battery key, and the power cable. For the e-Slate and JBC, unplug the gray connector cable.

Wait approximately 30 seconds and then reconnect the equipment to the power source.

Common Problems

- The e-Slate shows “Unavailable” on the screen after the polls are opened. This means the booth is not assigned.



DO NOT CLOSE POLLS

- Disconnect the battery key and unplug the JBC and e-Slate from the power source
 - Wait approximately 30 seconds
 - Reconnect all power sources
 - Assign the booth number to the e-Slate, making sure to press **Enter**
 - Enter the Polls Open Password and press Accept
- If the eScan Unit stops working:
 - Check all power connections to the eScan, including:
 - AC power to rear of eScan
 - AC power connection to the power strip
 - AC power connection to the wall outlet
 - Surge protector: if using a surge protector with a power switch, make sure it is turned on
 - Restart eScan

- If the eScan Unit stops working due to **power outage**:
 - If the power goes out at the polling facility during the day or there is any kind of interruption in the processing of ballots on the eScan, deposit the **Voted but Unscanned Ballots** in the Auxiliary Bin
 - Unplug the eScan from the wall outlet in order to avoid a power surge to the device when power returns
 - Immediately call your FED and/or Elections Office for assistance
 - File tapes printed upon restart in the appropriate envelope.

- If the e-Slate unit Stops working:
 - If the screen on the e-Slate is blue and shows "Contact Poll Worker," there is something wrong with the e-Slate or the VBO Printer
 - At the bottom of the screen, you should see a code that begins with "EVBO" followed by three numbers
 - Consult Page 44 of your Hart Election Day Desk Reference, found in your Roster Binder, to see what the error is

 - If the screen shows the error as EVBO-103, which is a communication error, you can attempt to resolve the problem
 - If it shows any other error, contact your FED and tell him or her the error code on the machine
 - To attempt to fix the EVBO-103 error, make sure all the cords are connected correctly. Try turning the power off and then turn it back on.

If this doesn't work, the e-Slate may need to be reinstalled in its booth. Refer to page 45 of your Hart Election Day Desk Reference found in your Roster Binder. This procedure is very delicate, and if you do not feel comfortable performing it, call the FED immediately.

- Paper Ballot Jammed (eScan):
 - Immediately Call your FED and the Help Desk
 - If a ballot causes a paper jam in the scanner path of the eScan, refer to page 81 of your Hart Election Day Desk Reference found in your Roster Binder.

Changing the Printer Paper- eScan

- Open the lid to the printer compartment. Before removing the old roll it is important to NOTICE HOW THE SPINDLE IS INSERTED THROUGH THE PAPER ROLL AND OBSERVE THE ROUTING OF THE PAPER UNDER THE RUBBER ROLLER. Refer to page 85 of your Hart Election Day Desk Reference found in your Roster Binder for pictures.
- On the right-hand side of the printer compartment there is a feed lever. In order for the printer to print, it must be **DOWN**. In order to change the paper, **you** must lift it **UP**. Lift the lever.
- Take the old paper off the spindle (like changing paper towels) and insert the spindle into the new roll of paper. Gently peel the free end of the paper off the roll and insert the new roll into its place in the printer compartment so the roll feeds from the bottom. The spindle tips go into the slots.
- Slip the free end of the paper under the rubber roller and turn the roller by hand to feed the paper through.
- After you get enough paper fed through (around the rubber roller and past the silver shield) pull some extra paper out and thread this through the slot on the printer cover so you have some lead when you close the lid.
- Push the feed lever **DOWN** and close the lid. **You are ready to print.**

Changing the Printer Paper- JBC

- Open the lid to the printer by pressing on the tab on the back of the lid and lifting. Before removing the old roll it is important to NOTICE HOW THE SPINDLE IS INSERTED THROUGH THE PAPER ROLL AND OBSERVE THE ROUTING OF THE PAPER UNDER THE RUBBER ROLLER. Refer to page 47 of your Hart Election Day Desk Reference found in your Roster Binder for pictures.
- On the right-hand side of the printer compartment there is a feed lever. In order for the printer to print, it must be **DOWN**. In order to change the paper, you must lift it **UP**. Lift the lever.
- Take the old paper off the spindle (like changing paper towels) and insert the spindle into the new roll of paper. Gently peel the free end of the paper off the roll and insert the new roll into its place in the printer compartment so the roll feeds from the bottom. The spindle tips go into the slots.
- Slip the free end of the paper under the rubber roller and turn the roller by hand to feed the paper through.
- After you get enough paper fed through (around the rubber roller and past the silver shield) pull some extra paper out and thread this through the slot on the printer cover so you have some lead when you close the lid.
- Push the feed lever **DOWN** and close the lid. **You are ready to print.**

Poll Worker Tip

For additional equipment troubleshooting, refer to Page 29 (for the e-Slate) and Page 76 (for the eScan) of *The Hart Voting System Election Day Desk Reference*

Emergencies and Evacuation Numbers

In case of medical emergency, bomb threat, fire, flood, or
physical threat, immediately dial

911

or

call the appropriate authority for your polling place location.

If located within the city limits of **GRASS VALLEY**

GRASS VALLEY POLICE DEPARTMENT: **477-4600**

If located within the city limits of **NEVADA CITY**

NEVADA CITY POLICE DEPARTMENT: **265-2626**

If located within the town limits of **TRUCKEE**

TRUCKEE POLICE DEPARTMENT: **550-2320**

If located in the **UNINCORPORATED** AREA OF NEVADA COUNTY

NEVADA COUNTY SHERIFFS OFFICE: **265-7880**

If located in the **LAKE WILDWOOD** AREA

LAKE WILDWOOD SECURITY: **432-4434**

Contact Information

Before Election Day:

Elections Office (Monday-Friday 8AM-5PM)
530-265-1298 or Toll Free: 1-888-395-1298

Election Day Support (Voter Information):

Poll Worker Help Desk

530-205-0769 or 530-205-0815

Clerk-Recorder/Registrar of Voters Hotline

530 205-0613

Election Day Support (Technical Assistance):

Please call your assigned Field Election Deputy (FED). Your FED is responsible for several Polling Places in your area and will be your contact when you have questions or problems on Election Day.

Your FED's contact information can be found on the business card located at the front of the Roster Binder included in your Polling Place Supplies.

Voter Complaints

California Secretary of State's Office

1-800-345-8683

Nevada County Elections Office 530-265-1298,
or Toll Free 1-888-395-1298

Polling Place Evacuation

Most importantly, take care of yourself and the people around you. Get out, lock the door, and don't risk any person's safety!

If it becomes necessary to evacuate the Polling Place due to an emergency situation, gather the items below to continue serving voters outside or at a new location.

- Poll Book
- Master Label Roster
- Unvoted Ballots
- Black Ballot Box and Blue VBM Ballot Box (The two ballot boxes that contain Voted Ballots)
- JBC (Judge's Booth Controller)

If possible, post the location of the new Polling Place.

If you are unable to remove the supplies listed above, from the building and voters show up to vote, take their names, addresses, and phone numbers, so the office can contact them about voting on Election Day.

Module 6:

Closing the Polls

Module 6 Covers:

- ✓ **Declaring the Polls Closed**
- ✓ **Seal Verification**
- ✓ **Closing the Electronic Equipment**
- ✓ **Completing all necessary closing paperwork**
- ✓ **Packing**
- ✓ **Cleanup**
- ✓ **Transport to Check-In**

Closing the Polls

This module will cover the closing procedures at the end of Election Day; specifically how to close out the Hart InterCivic electronic voting equipment. As with opening the polls, security seal verification will play a large part in your closing process.

The paperwork involved in closing the polls is very involved and is extremely important. All ballots, voted and unvoted, must be accounted for at the end of the day. Security seals on the voting equipment must once again be verified. Finally, all materials must be packed up, stored properly, and some items must be delivered to your assigned check-in location.

In this chapter you will learn the proper procedures for ballot accounting and how to complete your closing paperwork.

Proclaim the Polls closed at 8:00 PM. Anyone in line to vote at that time must be allowed to vote. One Poll Worker may stand at the end of the line to tell any voters who arrive late that the Polls are closed.

After the last voter leaves the Polling Place, you may begin to close the polls.

CLOSING ELECTRONIC EQUIPMENT

After the polls have closed, complete the closing procedures on the voting equipment first, referring to the Closing Procedures Flipbook.

DO NOT TURN OFF EQUIPMENT UNTIL FED ARRIVES.

Once you have completed the closing procedures on the equipment and printed the reports, call your FED, who will pick up the MBB's (Mobile Ballot Box) from the machines.

While you are waiting for the FED, you will have time to finish your paperwork and ballot accounting. After the FED has retrieved the MBB's, you will pack up and finish sealing the machines and complete the back of the Seal Verification Log.

Seal Verification

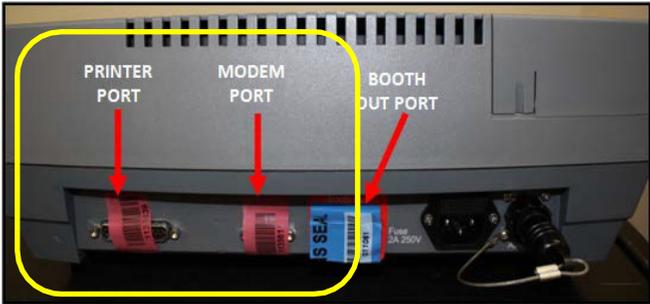
Using the Seal Verification Log, verify that at closing all seals are in place on the voting equipment. To streamline closing processes, seal verification can be done a few minutes prior to close of polls. In the morning of Election day, the Inspector and one Judge must verify that each seal listed on the Seal Verification Log shows no sign of tampering, that the seal is in place and has not been broken, and that the number on the seal matches what's recorded on the Seal Verification Log. If the seal is intact and all looks fine, circle "Y" on the verification log. If the seal is not intact and has been tampered with, circle "N" on the Seal Verification Log. Inspect all seals until verification is complete. Call the FED if you find any issues or discrepancies. Once all seals have been verified, the Inspector and Judge who have been checking the seals will initial at the bottom of the column.

Seal Verification

Pay special attention to the seals shown below.

The red tape seals on the **JBC**

Printer and Modem Ports



The red wire seal on the **JBC** MBB door

The red tape seal on the JBC housing



The blue tape seal on the e-Slate compartment



The red wire seal on the MBB door



Closing the JBC/e-Slate

Do not close the voting equipment until all voters have finished voting.

Use the Closing Procedures Flip Book for reference.

Closing the eScan

Use the Closing Procedures Flipbook for reference. Note that the eScan will require the Poll Worker password and the close password.

MBB Pickup

After you have completed the closing procedures on the machines and have run all your reports, call the FED for MBB pickup. Your FED will come by your polling place, remove the MBB's (memory cards) from the equipment, and will also remove the VBO printer inside the e-Slate. Your FED will assist you in completing chain-of-custody paperwork for these items.

Finishing with the Equipment

After the **FED** has left the polling place with your MBB's and VBO printer, you can finish closing and packing up the voting equipment by using the Flipbook.

Completing Closing Paperwork

Unvoted Ballots

1. Enter the total number of ballots originally issued to you on Line 1 of the Ballot Accounting Worksheet and Line 1 of the Ballot Statement.
2. Count the unused ballots by hand.
3. Enter on Line 2 of the Ballot Statement and the Ballot Accounting Worksheet, the number of unused ballots.
4. After finishing counting the Unvoted Ballots, immediately place them in the box provided to you by the Elections Office.
5. List the serial numbers of the boxed ballots on the Unvoted Ballots Seal.

All workers MUST sign the seal of the boxed Unvoted ballots.

Do not seal until all forms are completed and not before the accounting is done. You may need to recount.

Poll Worker Tip

NOTE: You must process the Unvoted Ballots before opening the ballot box and processing any other ballots.

Voted Ballots

• First Step.

- Two workers must remove all the voted and scanned ballots from the bottom of the Black Ballot Box and set aside.
- Then pull out the Auxiliary Bin and set aside from the voted and scanned ballots retrieved from the bottom of the Black Ballot Box.

• Second Step.

- Count the Voted and Scanned ballots that were set aside.
- Count a second time to verify the count of Voted and Scanned Ballots.
- Enter the total number of Voted and Scanned Ballots on Line 6 of the Ballot Statement and Line 6 of the Ballot Accounting Worksheet.
- Place the Voted and Scanned Ballots in the voted ballot box to be returned.
- Do not seal until all accounting forms are completed.

•Third Step.

- Empty the Voted but not Scanned ballots from the Auxiliary Bin that was set aside.
- Leave the Provisional Envelopes inside Auxiliary Bin for the time being.
- Count and enter the total number of Voted but Not Scanned Ballots on Line 7 of The Ballot Accounting Worksheet and Line 5 of the Ballot Statement.
- Complete the Voted but Not Scanned Verification Sheet with the total number of ballots enclosed.
- Apply the White wire seal # used for transport. **DO NOT SEAL YET!**
- The Inspector and all Judges must sign.
- Place the Voted but Not Scanned Ballots and Verification Sheet (face-out) in the Green Canvas Portfolio Bag.

Provisional Ballots

- Pull the provisional envelopes from the Auxiliary Bin that was set aside earlier.
 - Count the total number of Provisional Envelopes and enter this number on Line 4 of the Ballot Statement and Ballot Accounting Worksheet.
 - Find the number of Provisional Ballots cast on the e-Slate by looking at the bottom of the Tally Tape from the JBC.
 - This number should match the total number on Line 4 of the Ballot Statement. Enter total number of Provisional ballots cast on the e-Slate on line 5 of the Ballot accounting Worksheet

Provisional Voters

- Count the number of Provisional Voters marked in the Master Label Roster.
 - Enter the total number on Line 9 of the Ballot Statement and Line 14 of the Ballot Account Worksheet.
 - Complete the Provisional Ballots Verification Sheet by entering the total number of ballots enclosed.
 - Apply the White wire seal used for transport. **DO NOT SEAL YET!**
 - The Inspector and all Judges must sign the Provisional Ballots Verification Sheet.
 - Place Provisional Envelopes, and Verification Sheet in the Yellow Canvas Portfolio Bag.
 - Place verification sheet on top, face out so it can be seen.

Vote-by-Mail Ballots

- Two Poll Workers remove the Vote-by-Mail Ballots from the Blue Ballot Box.
 - Two workers must verify that the Ballot box is completely empty.
 - Count the ballots.
 - Complete the Vote-by-Mail Verification Sheet.
 - Enter total number of ballots enclosed.
 - Apply the White wire seal used for transport. **DO NOT SEAL YET!**
 - The Inspector and all Judges must sign the Vote-by-Mail Verification Sheet.
 - Place ballots and Verification Sheet (face-out) in the Maroon Canvas Portfolio Bag.

Spoiled Ballots

- Count the total number of number of spoiled paper ballots. Enter the total number of spoiled paper ballots on Line 3 of the Ballot Statement and the Ballot Accounting Worksheet.

e-Slate Ballots

- Using the JBC End of Day Public Count, complete line 7 (Total number of VOTES CAST ON e-SLATE) on the Ballot Statement and Line 13 on the Ballot Accounting Worksheet.

Poll Worker Tip

DO NOT ENTER the total number of Vote-by-Mail Ballots on any of the closing accounting forms.

Signature Accounting

- Go through the pages of the Master Label Roster.
- Count Provisional Voters- total this column. Count Regular Voters – total this column.
- Total all of the pages' signature counts and verify that this matches the total on Line 9 of the Ballot Statement.
- Note that Line 9 also includes Provisional signatures
- Lines 1 through 7 should now be filled out on the worksheet.
- Add Lines 5, 6, and 7 together and put the total in Line 8 of the worksheet.

Finish Ballot Accounting Worksheet and Ballot

- **Balancing the Roster**
 - When the total number of voter signatures in the roster matches the number of ballots cast at your board, and all paper ballots are accounted for, the roster is considered balanced.
- Transfer Worksheet numbers to the Roster Ballot Statement.
- **NOW SEAL ALL BOXES AND TRANSPORT ENVELOPES!**

Poll Worker Tip

Do not seal any Voted or Unvoted Ballot containers until you are finished with the Ballot Statement in the Master Label Roster

Common Mistakes Balancing the Roster:

- Not properly accounting for Provisional ballots, i.e. not subtracting the e-Slate Provisional ballots from your totals.
- Including Vote-by-Mail ballots in any of your totals on the Ballot Statement.
- Including surrendered ballots in any of your totals.
- A tally number being skipped.
- Incorrect hand counts of the paper ballots.
- Mistakenly scanned provisional ballots.
- The envelope is counted, as is the ballot that was mistakenly scanned, resulting in the same "ballot" being counted twice.
- If a provisional ballot is scanned, you will have to remember that it will be included in your tally totals at the end of the night, so take that into account when balancing.

Poll Worker Tip

If you have tried to reconcile the ballot statement a total of three times and cannot balance, please finish closing the polls so the ballots can be transported to the Check-in Center.

Packing

Pack items according to the instructions below.

➤ **Seals and Reports Envelope**

- JBC Polls Open Reports with all Poll Worker Signatures
- eScan Polls Open Reports with all Poll Worker Signatures
- JBC Close Polls Reports with all Poll Worker Signatures
- eScan Polls Close Reports with all Poll Worker Signatures
- Canceled Booth Log
- Removed Seals

➤ **Blue Zippered Transport Bag**

- Poll Book
- Roster Binder Pages under paperwork to Sign
 - Precinct Board Payroll
 - Oath of Office/Declaration of Precinct Board
 - Ballot Accounting Worksheet
- Yellow Correction Memorandum
- Completed Seal Verification Log
- Completed Voter Registration Cards except those attached to Provisional Ballot envelopes
- Yellow Provisional Ballot canvas portfolio
- Green Voted but Unscanned Ballot canvas portfolio bag
- Burgundy Vote-By-Mail Ballot canvas portfolio bag
- Seals and Reports Envelope

➤ **Blue Polling Place Supply Suitcase**

- Roster Binder
- Large supplies
- Extra seals
- All signs, posters and materials from in and around the Polling Place

Transport to Check-In Center

The Inspector and one Judge shall transport, in the same vehicle, the following items:

- Blue Zippered Transport Bag with items checked off on checklist
- Voted Ballot Box(es) with voted ballots inside and the completed and signed seals affixed to the outside
- Unvoted Ballot Box(es) with completed, signed Seal Log documenting the serial numbers affixed
- Unvoted Ballots inside

Cleaning Up

Please discard any of the following:

- Broken or burned out light bulbs
- Dry pens and empty (or near-empty) rolls of tape
- Hand-drawn signs
- Pieces of string, etc

Make sure the facility is as clean and as neat as you found it. Make sure the Polling Place is locked securely and keys are returned to the proper location or person.

Items To Remain at the Polling Location

- Blue Polling Place Supply Suitcase
- Red rolling bag with the JBC
- e-Slate, sealed shut
- Locked Black Ballot Box with eScan inside (verified to be empty)
- Empty Blue VMB Ballot box (verified to be empty)
- Voting Booths

Poll Worker Tip:

It is the responsibility of the Board Members to take down the Voting Booths and return to the packing box

Checklist for Closing Signatures Required

- Ballot Statement in the Master Roster/Index
- Oath of Office in the Master Roster/Index
- Election Officers' Payroll in the Master Roster/Index
- All reports from the eScan and JBC units
- Seal Verification Log
- Voted Ballots **Seals(s)**
- Unvoted Ballots **Seal(s)**
- Voted Provisional Ballots Count Verification Sheet
- Voted VBM Ballots Count Verification Sheet
- Voted but Unscanned Ballots Count Verification Sheet

CLOSE POLLS CHECKLIST

- Proclaim the Polls Closed at 8:00 PM.
- Close Voting Equipment
- Call FED for MBB pickup
- Count Unvoted and Spoiled Ballots
- Place Unvoted Ballots in one of the boxes provided. Seal after all the Accounting is completed
- Empty Ballot Boxes
- Sort **Provisionals**, **Vote-by-Mail**, and **Voted but Unscanned Ballots** and place in proper canvas portfolio envelopes. Complete verification forms and seal envelopes
- Poll Workers verify count of Voted and Scanned Ballots
- Complete Ballot Accounting Worksheet and then the Ballot Statement
- After FED has taken MBB's, pack and seal equipment
- Finish cleanup of polling place
- Deliver supplies to Polling Place drop-off location

Glossary of Terms

Glossary of

Access Code – The access code is issued by the Judges' Booth Controller (JBC). It is a unique code that allows the voter to bring up and vote their ballot on the eSlate.

Active Voters – Voters in the Master Roster designated by  in the Voter status column. These voters are registered in Nevada County.

Affidavit – The Voter Registration Form.

Auxiliary Bin – The slot on the left side of the Ballot Box if looking at front. The slot is exposed by opening the metal plate on the inside of the Ballot Box. Provisional envelopes and Voted but Unscanned Ballots are all placed in this slot. Also used in emergencies if the scanner stops working.

Ballot Statement – The form inside the Master Roster used to reconcile the number of ballots issued, voted, unused, and spoiled.

Blue Vote-by-Mail Ballot Box- A supplemental, locked ballot box where Vote-by-Mail Voters may drop off their Ballots.

California State Voter Information Guide – A pamphlet sent by the Secretary of State containing information on State Propositions and Candidates. Sometimes, there is a Supplemental Guide issued as an addendum to the original.

Check-In Center – The assigned regional location where voted ballots are returned after the close of Polls.

Election Official – A County Clerk or any person who is charged with the duty of conducting an election.

Electioneering –Discussing a candidate’s or measure’s qualities or displaying any printed material about a candidate or ballot measure
 - including campaign buttons, shirts, hats, and posters within 100 feet of the polls.

eScan – The Hart InterCivic scan unit affixed to the top of the black Ballot Box. Uses optical scan technology to scan each paper ballot, advise of errors (depending on setup: overvotes, undervotes or ballots that are otherwise not able to be read by the scanner), and tabulate results for all races and measures on the ballot.

eSlate – The Hart InterCivic voting unit in every voting site for the purpose of allowing accessible voting as required by State and Federal law (Americans with Disabilities Act). It provides an audible ballot for blind and low vision voters and tactile switches for those with limited dexterity to make selections on their ballots. *This equipment is available for use by all voters.*

Fleeing Voter – A voter that leaves the Polling Place before casting their ballot. If the voter leaves a partially voted paper ballot, the ballot is cast in the eScan. If the voter leaves the eSlate in the middle of casting a ballot, a Precinct Member casts the ballot as is and up to the point it has been voted.

Inactive Voter – Voters identified in the Roster with a  in the voter status column and who are required to read the Inactive Voter’s Oath on the Voter confirmation screen

JBC—Judge’s Booth Controller. The Hart InterCivic piece of equipment that Poll Workers use to issue access codes to voters requesting to vote on the eSlate.

List of Qualified Write-in Candidates – A list of official write-in candidates that is available upon request by the voter.

Mail Ballot Precinct – A Precinct where no Polling Place was assigned because there were fewer than 250 registered voters. Mail Ballot Precinct voters are sent Vote-by-Mail Ballots.

Master Label Roster – The Roster used to affix labels issued from the Poll Book. Includes tally number (First Column), Provisional Voter (Column 4 or 5).

Mobile Ballot Box (MBB) – A memory card inserted into the eScan and JBC that carries cast vote records (CVR's) and allows for ease of vote tallying at the end of Election Day.

New Voters – Voters identified in the Roster with a  voter status column. These new voters must show identification at the Polls before being allowed to cast a regular ballot. If they cannot Provide ID, they are issued a Provisional Ballot.

Non-Partisan Office – An office for which no party affiliation is required to be a candidate. Judicial, school, special district, county and municipal offices are nonpartisan offices.

Non-Partisan Voter – Voters who marked “Decline to State” on their Voter Registration Card, chose not to register with a political party, and/or Voters that are affiliated with a party that does not have enough members to meet Secretary of State voter registration qualification requirements (such as the Communist or Socialist parties).

Overvote – Voting for more selections or candidates than allowed. The eSlate unit will disallow overvotes. The eScan unit will inform the voter that a race or measure is overvoted. If the voter insists on the overvote on a paper ballot, then that race cannot be tabulated in the count.

Partisan Office – An office for which a party must nominate a candidate.

Poll Book – A computer pad that lists all the Voter's in the County. This takes the place of the Master Roster, Tally Index, and Provisional Roster.

Precinct Board Member – Poll Worker assigned to a Polling Place

Provisional Ballot – A ballot issued to a voter whose eligibility to vote cannot be immediately established. After the provisional ballot is voted, it is placed in the Provisional Ballot Envelope with pertinent information completed on the outside of the envelope that provides the Elections Office the facts needed to make a determination on the validity of the ballot.

Sample Ballot – A facsimile of an actual ballot provided in the Poll Voters' Voter Information Pamphlet.

Seal– A zip tie or tape that is applied to voting equipment for security purposes, or a paper seal used for sealing boxes and envelopes.

Secrecy Sleeve – A folder used by the voter for confidentiality.

Spoiled Ballot – A ballot that has been voted incorrectly or damaged by a voter.

Surrendered VBM Ballot – A Vote-by-Mail Ballot that is surrendered to a Precinct Board Member for the opportunity of voting in person at their assigned Polling Place.

Tally Report - The printed tape report on the JBC and eSlate that is printed at Poll Closing. This report verifies the ballot counts for all races and measures. The Precinct Board Members check and sign each report at Poll Closing. 4 sets of reports from each machine are printed and distributed as instructed.

Tape Seal – An official seal applied to the voting equipment. See Seals Glossary for picture. If the tape seal is tampered with, the tape will indicate the tampering by changing the text written on the seal.

Undervote - Voting on a ballot in a race or measure where the voter votes for less than allowed. Often this means the race or measure is not voted on at all. This is considered to be an undervote. The eSlate will inform the voter when a race or measure is undervoted. Undervotes in individual races and measures will be accepted by the voting equipment.

Unvoted Ballots – Ballots issued to the Precinct Inspector by the Elections Office that remain unvoted at close of polls. These ballots are counted and placed in a sealed box for delivery to the assigned Check-In location.

VBM – Vote-by-Mail Voter, i.e. voters who applied for a Vote-by-Mail Ballot or voters who live in a precinct with fewer than 250 registered voters. Formerly “Absentee Voters.”

Vote-by-Mail Ballots – Ballots requested by the voter when they are unable to vote at the Polling Place. They are mailed or given to voters in person at the Elections Office. VBM ballots can be mailed or delivered to the Elections Office, or may be turned in at any polling location in Nevada

County on Election Day. They are indicated on the Poll Book as a  Vote-by-Mail ballots must be returned no later than 8:00 PM on Election Day.

Voted but Unscanned Ballots – A paper ballot that cannot be read through the eScan unit or a ballot that a voter did not want to scan. Voted but Unscanned Ballots are placed in the Auxiliary Bin. At the end of Election Day they are delivered to the Elections Office in a green sealed portfolio bag and will be scanned and counted during the canvass.

Voter Information Pamphlet – A pamphlet that lists all local ballot contests, and is sometimes used as a reference by voters and provides each voter with Polling Place information. Sometimes called a Sample Ballot Booklet.

White Provisional Envelope – An envelope used if a voter's name or address is not on any Master Roster or voter cannot surrender a VBM Ballot.

Worksheet – Also called the Ballot Accounting Worksheet, the Worksheet is a form provided to facilitate ballot accounting so the reconciliation of ballots and signatures can be performed to create a balance. The results are transferred to the Ballot Statement in the Roster Binder under the paperwork to sign tab.

Write-In – Used when a voter chooses to manually write-in a vote for a candidate not printed on the ballot. This vote will count only if the person the voter designates is a “qualified” write-in candidate as listed on the Write-In Candidate’s List in the precinct supplies.

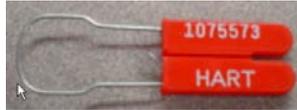
Zero Tape – On the JBC and eScan devices, the zero tape is the printed tape report that prints as a result of starting up the equipment. This report verifies that all counters are set to zero for every candidate or measure. The Precinct Members check, sign, and post sets of each report at Poll Opening.

Seals Glossary

White Wire Seal:



Red Wire Seal:



Red Tape Seal:



Blue Tape Seal:



Voted Ballots Seal:

Inspector
Judge
Judge
Judge
Judge
ELECTION DATE
CP# _____
VOTED BALLOTS
BOX _____ OF _____
TOTAL # OF BALLOTS: _____
All precinct board members must sign the tamper proof seal above.
Seal the Voted Ballots container by placing the seal over the front side of the ballot box where the container closes, with the fold lines positioned at the edges, so that the seal must be broken to open the Voted Ballots container.

Un-voted Ballots Seal:

Inspector
Judge
Judge
Judge
Judge
ELECTION DATE
CP# _____
UNVOTED BALLOTS
BOX _____ OF _____
TOTAL # OF BALLOTS: _____
SERIAL #'S OF ENCLOSED BALLOTS: _____ _____ _____
All precinct board members must Sign the tamper proof seal above.
Seal the Unvoted Ballots container by placing the seal over the front side of the ballot box where the container closes, with the fold lines positioned at the edges, so that the seal must be broken to open the Unvoted Ballots container.

