Poll Worker Training

Joint and Special Election

May 6, 2023

Dallas County Elections Department
Agenda

• Section I – Election Information
• Section II – Elections Personnel and Participants at Vote Centers
• Section III – Activities Before the Vote Centers Open
• Section IV – Standard Voting Procedures
• Section V – Exceptions to the Standard Voting Procedure
• Section VI – Safety & Emergency Procedures
• Section VII – Closing the Vote Center
• Section VIII – Equipment Training
SECTION I

Election Information
Election Information

• What is a Joint and Special Election?
  ▫ A joint election is an election where two or more political subdivisions, such as municipalities, school districts, or other special districts, hold their elections using shared resources on the same uniform election date.
Sample Ballot

- Lists all issues and contests
- Available to voters
- Election materials are available in Vietnamese, English & Spanish
# Key Election Dates

**May 6, 2023 Joint and Special Election**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 6, 2023</td>
<td>Last day to register to vote in this election</td>
</tr>
<tr>
<td>April 17, 2023</td>
<td>Early Voting equipment deliveries begin</td>
</tr>
<tr>
<td>April 24, 2023</td>
<td>First day of Early Voting</td>
</tr>
<tr>
<td>April 25, 2023</td>
<td>Election Day equipment deliveries begin</td>
</tr>
<tr>
<td>April 25, 2023</td>
<td>Last day to submit a mail ballot application</td>
</tr>
<tr>
<td>May 4, 2023</td>
<td>Supply handout at regional sites</td>
</tr>
<tr>
<td><strong>May 6, 2023</strong></td>
<td><strong>Election Day</strong></td>
</tr>
</tbody>
</table>
Voting Methods in Dallas County

- Absentee Ballot By Mail (ABBM)
- Early Voting
- Election Day
Voting Methods in Dallas County

• Absentee Ballot By Mail (ABBM)
  ▫ Criteria
    • Away from your county of residence on Election Day and during the Early Voting period
    • Sick or disabled
    • 65 years of age or older on Election Day
    • Confined in jail, but eligible to vote
    • Pregnant 3 weeks before or 3 weeks after due date
    • Is a member of the national guard
    • Additional identifying information is required on envelope:
      • FULL Drivers License Number
      • Last 4 digits of social security number
  
  ▫ Applications available
    • Online at dallascounty.org or;
    • By phone at (214) 819 – 6359
  
  ▫ Deadline to receive an application in our office: April 25, 2023
Voting Methods in Dallas County

• Early Voting
  ▫ Early Voting Vote Centers – 54 Vote Centers
    • April 24th – May 2nd
  ▫ Hours of Operation

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Apr 24 – Friday, Apr 28</td>
<td>8am – 5pm</td>
</tr>
<tr>
<td>Saturday, Apr 29</td>
<td>8am – 5pm</td>
</tr>
<tr>
<td>Sunday, April 30</td>
<td>12pm – 6pm</td>
</tr>
<tr>
<td>Monday, May 1 – Tuesday, May 2</td>
<td>7am – 7pm</td>
</tr>
</tbody>
</table>
Voting Methods in Dallas County

• Election Day
  ▫ Saturday, May 6, 2023
  ▫ Hours - 7am to 7pm
  ▫ 370 Vote Centers*
    • Where any registered voter may vote
    • Convenience of voting near home or work
    • Increase voter turnout

*subject to change
QUESTIONS about Election Information
DALLAS COUNTY ELECTIONS
POLL WORKER TRAINING
SECTION II

Election Personnel
and
Participants at Vote Centers
Elections Department Personnel

**Dallas County Elections**

**Elections Administrator**
Michael Scarpello

**Operations Division**

**Deputy Elections Administrator**
Malissa Kouba
Division Management

**Training**

- Training Supervisor (Elections Supervisor)
  - Laura Granado
  - Department Management
  - Content Design
  - Online Training

- Training Coordinator (Trainee I)
  - Curtis Mitchell
  - Training Material Production
  - Class and Trainer Coord

- Training Clerk (Clerk II)
  - Anais Rodriguez
  - Trainee Record Mgmt
  - Trainee Scheduling
  - Training Logistics

**Voting Sites**

- Voting Sites Supervisor (Elections Supervisor)
  - Kyle Rush
  - Department Management
  - Site Operations Coord

- Poll Worker Coordinator (Asst Elections Supervisor)
  - Matthew Fairchild
  - Poll Worker Records Mgmt
  - Political Party Coord

- Poll Worker Lead (Clerk III)
  - Vacant
  - Poll Worker Coord
  - Student Poll Worker Coord
  - Bilingual Poll Worker Coord

- Poll Worker Clerk (Clerk II)
  - Shannon Zimlich
  - Standby Worker Coord

- Voting Sites Coordinator (Administrative Coord I)
  - Danielle Wilson
  - Field Operations Coord
  - Site Coord

- Voting Sites Lead (Clerk II)
  - Marley Philips
  - Site Contracts Processing
  - Site Surveys Processing
  - Field Operations Logistics

**Logistics**

- Logistics Supervisor (Elections Warehouse Mgr)
  - Lynn Comppy
  - Department Management
  - Warehouse Coord

- Logistics Coordinator (Lead Election Technician)
  - Melvin Matthews
  - Delivery Coord

- Election Technician
  - Michael Seidlitz
  - Shipping & Receiving

- Election Technician
  - Tristan Sims-Green
  - Record Storage
  - Supply Coord

- Election Technician
  - Chris Jones
  - Equipment Coord
  - Regional Site Coord

- Courier II
  - David Penelton
  - Courier Coord
Elections Department Personnel

• Field Support Workers
  ▫ Regional Site Teams
    • Distribute & collect vote center equipment and supplies
  ▫ Field Inspectors
    • Visit vote centers to ensure procedures are followed
    • Provide assistance to vote centers as needed
    • (New) Delivers Pay Cards to Poll Workers
    • (New) Delivers Social Security Form to Judges
  ▫ Field Technicians
    • Troubleshoot technical equipment
  ▫ Set-Up Assistance Team (SUAT)
    • Assist in the set up of select vote center locations
Elections Department Personnel

• Vote Center Workers
  ▫ Presiding Judge / Presiding Election Officer (PEO)
    • Appoints clerks
    • Direct the set up and closing procedures at the vote center
    • Completes required forms
    • Handles exceptions to standard voting procedures
Elections Department Personnel

• Vote Center Workers
  ▫ Clerks
    • Assist with the set up and closing procedures
    • Assist voters in the normal voting process
    • Monitor lines and provide general information to voters
  ▫ Student Clerks (Election Day Only)
    • Assist in Clerk duties
  ▫ Bilingual Clerks
    • Assist in Clerk duties
    • Provide bilingual assistance upon request
    • Spanish and Vietnamese
Elections Department Personnel

• COVID-19 Protocols
  ▫ PPE supplies provided at vote centers
  ▫ Face coverings are optional
  ▫ COVID symptoms
Participants at Vote Centers

• Poll Watchers
  ▫ Appointed to observe the conduct of the election on behalf of
    • Candidates
    • Political parties
    • Supporters or opponents of a measure
  ▫ Senate Bill 1
    • must have Certificate of Training and Certificate of Appointment
    • is required to take an Oath
    • can only be removed if the Judge witnesses an infraction
Participants at Vote Centers

- People allowed in a vote center
  - Elections Office Representatives
  - Voters
  - Minors (with parent/guardian)
  - Assistants (including interpreters)
  - Law Enforcement (if requested by the Presiding Judge)
Participants at Vote Centers

• People not allowed in a Vote Center
  ▫ Anyone NOT associated with the vote center operation or voting process are not allowed within 100ft of a vote center
  • Media
  • Bystanders
  • Candidates
Activity Not Allowed in a Vote Center

• Electioneering
  ▫ Advocating for or against a candidate, measure, party affiliation or issues
  ▫ May not wear apparel or a similar communicative device relating to a candidate, measure, or political party appearing on the ballot in the current election
  ▫ However, may wear such apparel relating to a candidate, measure, or political party that does not appear on the ballot in current election
Activity Not Allowed in a Vote Center

• Use of electronic media devices
  ▫ Bluetooth devices
  ▫ Smartphones
  ▫ Cameras
  ▫ Devices capable of recording sounds and images
  ▫ Exception: Judge for official election use only
To build a strong team, you must see someone else’s strength as a compliment to your weakness, not a threat to your abilities.

- Be Kind
- Be Considerate
- Be Respectful
- Be Honest
- Think beyond yourself
QUESTIONS

about

Election Personnel

and Participants at Vote Centers
SECTION III

Activities Before the Vote Centers Open
Before Election Day

- **Elections Department**
  - Prepare and deliver equipment and supplies

- **Presiding Judge (PEO for Early Voting)**
  - Attend training
  - Judge will pick up supplies from assigned Regional Site (Election Day)
  - Set up of vote center (if available)

- **Clerks**
  - Attend training
  - Assist in set up of vote center (if available)
Election Day - Before the Polls Open

• Before leaving home
  ▫ Wear appropriate attire and comfortable shoes
  ▫ Bring:
    • Beverages
    • Meals and snacks
    • Any needed medication
    • Reading materials (non-political)

• Must arrive at the Vote Center by 6 am
Before the Polls Open

- Check-in with Judge
- (New) Clock-in on the E-Pollbook
- (New) Oath of Office Form (if applicable)
- (New) SSN Form (if applicable)
Before the Polls Open

- (New) DCED implemented a new payment method for the May 6, 2023 Election which is processed by ADP
- (New) ADP will provide:
  - A faster pay turnaround time
  - Personalized secured pay card with 2 blank checks per Poll Worker
Before the Polls Open

- Set-up Vote Center using the “Opening the Vote Center Checklist”
  - Election Day Vote Center's must be set up and open by 7:00 am
Vote Center Set-up

- Election equipment
  - Election Supply Cart (ESC)
  - DS 200 (Vote Tabulator)
  - Sanitation Station
  - E-Pollbooks
Vote Center Set-up

• Determine Vote Center layout
  ▫ Voter Check-in Tables
  ▫ Judge’s Tables
  ▫ Voting Machines
  ▫ Accessible Voting Machine Table
  ▫ Vote Tabulator
  ▫ Sanitation Station
  ▫ ESC
Recommended Vote Center Set-Up

- Check-In Table
- ESC
- Sanitation Station
- Entrance
- Judge's Table
- Voting Machines Area
- ADA Voting Machine Area
- Vote Tabulator
Vote Center Set-up

• Election Supply Cart (ESC)
  ▫ Wireless Router
  ▫ Voting Machines
  ▫ Signs
  ▫ Safety Shields
  ▫ Cardboard Supply Boxes
  ▫ Provisional Bag
  ▫ Tables and chairs
Vote Center Set-up

• Wireless Router
  ▫ Provides connectivity from E-Pollbooks to Elections Office
Vote Center Set-up

• E-Poll book
  ▫ Used by Clerks and Judges to:
    • (New) Clock-in Poll Workers
    • Look up and check in voters

• Ballot Card Printer
  ▫ Prints ballot activation information on blank ballot card
Vote Center Set-up

- Voting Machines
  - Used by voters to select candidates and mark their ballot card with their selections
Vote Center Set-up

• Vote Tabulator
  ▫ Used by voters to deposit their voted ballot cards
  ▫ Used by Judge to tabulate totals of deposited ballots
Vote Center Set-up

- Voter Check-in Table
Vote Center Set-up

• Judge’s Table(s)
Vote Center Set-up

- Outdoor signage
  - Entrance sign

I.D. REQUIRED FOR TEXAS VOTERS

Do not possess and cannot reasonably obtain one of the following I.D.:

- Texas Driver License issued by the Texas Department of Public Safety (DPS)
- Texas Election Identification Certificate issued by DPS
- Texas Personal Identification Card issued by DPS
- Texas Handgun License issued by DPS
- United States Military Identification Card containing your photograph
- United States Citizenship Certificate containing your photograph
- United States Passport (book or card)

OFFICIAL VOTE CENTER
CENTRO OFICIAL DE VOTACIÓN
TRUNG TÂM BÀU CỬ CHÍNH

CLOSET VOTE CENTERS (CENTROS DE VOTACIÓN MÁS CERCANOS)

1. VES70 - HUSSO RECREATION CENTER
   201 W WISCONSIN AVE, NEWTON, KS 67114
   2:30 PM

2. VES71 - DOW O'KELLY VFW
   1544 E 11TH ST, NEWTON, KS 67114
   2:30 PM

3. VES72 - BROWN LEE LIBRARY
   1124 E 11TH ST, NEWTON, KS 67114
   5:30 PM

TOTAL NUMBER OF VOTERS WHO HAVE VOTED

AVISO DE NUMERO DE VOTANTES QUE HAN VOTADO
TÔNÏ SÔ MÔY/TÔY BÀU PHÊ

PROHIBITED ITEMS
ARTICULOS PROHIBIDOS
NHỮNG THỦ BỊ CÂM

PROHIBITION OF HANDGUNS IN THE POLLING PLACE

PROHIBICIÓN DE ARMAS DE FUEGO EN LA LUGAR DE VOTACIÓN

PROHIBITION OF CERTAIN DEVICES WITHIN 100 FEET OF VOTING STATION

CÁM S.dtd ALT ft POLQ痣

PROHIBITION OF Arm AS OF FUEGO ENS LA LUGAR DE VOTACIÓN

CÁM S.dtd ALT ft POLQ痣

PROHIBITION OF CERTAIN DEVICES WITHIN 100 FEET OF VOTING STATION

CÁM S.dtd ALT ft POLQ痣
Vote Center Set-up

- Outdoor signage
  - Official Vote Center Signs
  - Direction Official Vote Center
Vote Center Set-up

- Outdoor signage
  - Vote Here Feather Flag
Vote Center Set-up

- Outdoor signage
  - Curbside Voting Sign

Curbside voting is available if you are:
- Physically unable to enter a vote center
- Physically unable to enter the polling place without personal assistance or likelihood of injuring your health

Votación por la acera está disponible, sí:
- Físicamente no puede entrar a un centro de votación
- Físicamente no puede entrar al lugar de votación sin asistencia personal o probabilidad de dañar su salud

Bố phiếu bên via hè nếu quý vị:
- Về mặt thể chất, không thể vào trung tâm bỏ phiếu
- Về mặt thể chất, không thể vào phòng bỏ phiếu mà không có sự trợ giúp cá nhân hoặc có khả năng gây thương tích cho sức khỏe của quý vị

Please Call / Por Favor Llame / Vui Lòng Gọi:
Vote Center Set-up

- Outdoor signage
  - Distance Marker Sign

**DISTANCE MARKER**

**MARCADOR DE DISTANCIA**

**DÂNHI ĐÀU KHOẢNG CÁCH**

NO ELECTIONEERING OR LOITERING
between this point and the vote center entrance

SE PROHIBE ACCIONES EN PLAN DE CAMPAÑA ELECTORAL
entre este punto y la entrada del centro de votación

KHÔNG VĂN ĐỘNG BÀU CỨ HOẠC LĂNG VÂNG
giữa điểm này và lối vào trung tâm bỏ phiếu
Vote Center Set-up

- Indoor signage
  - Information Posters
Vote Center Set-up

- Sanitation Station
  - Supplies in back compartment of Sanitation Station
QUESTIONS

about

Activities Before the Vote Centers Open
SECTION IV

Standard Voting Procedures
Standard Voting Procedures

• When voters enter the Vote Center
  ▫ Greet voters and direct to Voter Check-in Tables
  ▫ Pass out PPE and remind voters about social distancing
  ▫ Provide sample ballots to voters in line
Standard Voting Procedures

• At the Voter Check-in Table
  ▫ Using the E-Pollbook
    • Review voter identification
    • Locate voter in the electronic pollbook
    • Verify voter’s name and address are correct
Standard Voting Procedures

• At the Voter Check-in Table
  ▫ On the Voter Roster, record voter’s name and ballot style from the E-Pollbook

  Print voter’s last name, first name

  Record precinct and ballot style
Standard Voting Procedures

• At the Voter Check-in Table
  ▫ Voters will select a serialized ballot card
  ▫ Print voter’s ballot card
  ▫ Give printed ballot card to voter and direct to Voting Machine
Standard Voting Procedures

• At the Voting Machine
  ▫ Clerk - Provide instruction and assist the voter if requested
  ▫ Voter - Makes selections and prints ballot card
  ▫ Clerk - Direct voter to the Vote Tabulator and periodically wipe down the Voting Machine
Standard Voting Procedures

• At the Vote Tabulator
  ▫ Clerk - Instruct voter to insert ballot into the Vote Tabulator and assist if needed
  ▫ Voter – review selections, cast ballot and take an "I voted" sticker
QUESTIONS
about
Standard Voting Procedures
SECTION V

Exceptions to Standard Voting Procedures
Exceptions to Standard Voting Procedures

Exceptions handled by Clerks

- Issues related to voting that are typically handled by the Clerk.
  - The Clerk should handle this issue with little to no assistance from the Presiding Judge.

Exceptions handled by Judge

- Issues related to voting that are typically handled by the Presiding Judge.
  - The Clerk should notify a Presiding Judge if one of these exceptions occurs.
Exceptions - Handled by Clerk

1. Voter's name on ID is different than name in E-Pollbook
2. Voter with confidential address
3. Voter with language barriers
4. Voter with disabilities
Exception 1 - Handled by Clerk

• Voter's name on ID is different than name in E-Pollbook
  ▫ Voter must complete Similar Name Affidavit in the E-Pollbook at the Check-in table
    • Voter may update name in E-Pollbook (optional)
  ▫ Continue standard voting process
Exception 2 - Handled by Clerk

- Voter with a confidential address
  - “PRIVACY ELIGIBLE” shown in E-Pollbook
  - Do not ask voter to verify their address
  - Continue standard voting process
Exception 3 - Handled by Clerk

- Voter with language barriers
  - Have the right to receive assistance from
    - person of their choice, or
    - bilingual poll worker, or
    - Smart Phone LanguageLine
  - Assistant must complete both paper and electronic Voter Interpreter and Voter Assistance Oath
Exception 4 - Handled by Clerk

- Voter with disabilities
  - Have the right to reasonable accommodations
  - Have the right to receive assistance from
    - person of their choice, or
    - Election official
  - Assistant completes Voter Assistance form in E-Pollbook
  - Person assisting the voter must complete both paper and electronic Oath of Assistance.
Exception 4 - Handled by Clerk

• Voter with disabilities
  ▫ Ask, don’t assume a voter needs assistance
  ▫ Do not touch/move the voter’s mobility device
  ▫ Speak to the person, not companion or interpreter
QUESTIONS
about
Exceptions to Standard Voting Procedures
Exceptions – Handled by Clerk
Exceptions Handled by Judge

• Resulting in issuance of a standard ballot
  5. Voter without ID in List A
  6. Address given by voter is different than in E-Pollbook
  7. Voter’s record is in suspense
  8. Voter has been mailed a ballot
  9. Priority for voters with mobility issues
  10. Curbside voting
Exceptions Handled by Judge

- Resulting in issuance of provisional ballot
  11. Voter is not found in the E-Pollbook
  12. Voter without ID in List A and List B
  13. Voter has already voted
  14. Voter issued a mail ballot and cannot surrender
  15. Voter claims they should be eligible to vote in a specific political subdivision
  16. Canceling and reissuing a ballot due to wrong party affiliation (Partisan Election only)
Exception 5 – Handled by Judge

- Voter without ID in List A
  - Send to the Judge’s Table to review other ID options
  - If applicable, Judge may issue a standard ballot
Exception 6 – Handled by Judge

- Address given by voter is different than on E-Pollbook
  - Direct voter to the Judge’s table to continue
    - Judge will issue a Statement of Residence Form
    - Judge will continue standard voting process
Exception 7 –Handled by Judge

• Voter's record is in suspense
  □ Voter’s address on their registration may be incorrect or no longer valid
  □ Direct voter to the Judge’s table to continue
    • Judge will issue a Statement of Residence Form
    • Judge will continue standard voting process
Exception 8 – Handled by Judge

• Voter has been mailed a ballot
  ▫ “BALLOT MAILED” shown in E-Pollbook
  ▫ Direct voter to the Judge’s table to continue
  ▫ Judge will issue:
    • a standard ballot if a voter surrenders their mail ballot, or
    • a provisional ballot if the voter does not (Exception 14)
Exception 9 - Handled by Judge

• Priority for voters with mobility issues
  □ Offered at discretion of judge to voters who appear to have a mobility problem.
  □ Direct voters to judge if needed
  □ Judge may direct voter to the front of the check-in line

VOTING ORDER PRIORITY

An election officer may give voting order priority to individuals with a mobility problem that substantially impairs the person’s ability to move around.

• A person assisting an individual with a mobility problem may also, at the individual’s request, be given voting order priority.

• Disabilities and conditions that may qualify you for voting order priority include:
  ▶ paralysis
  ▶ long disease
  ▶ the use of portable oxygen
  ▶ cardiac deficiency
  ▶ severe limitation in the ability to walk due to arthritis
  ▶ neurological
  ▶ orthopedic condition
  ▶ wheelchair confinement
  ▶ arthritis
  ▶ foot disorder
  ▶ inability to walk 200 feet without stopping to rest, or use of a brace, cane, crutch, or other assistive device.

• Voters who wish to be given voting order priority and be accepted for voting before others in line to vote at that polling place, may indicate this to any election officer serving at the polling place. The presiding election judge will determine whether the voter and the voter’s assistant, if applicable, will be brought forward to the front of the line.
Exception 10 - Handled by Judge

- Curbside Voting
  - Allows a voter to vote directly from their vehicle
  - Who qualifies?
    - A voter who is physically unable to enter the vote center without assistance or possibility of injury
Exception 10 - Handled by Judge

• Curbside Voting (cont’d)
  ▫ Voter calls Judge’s phone number listed on sign
  ▫ Judge or Clerk will assist voter in the voting process
  ▫ Judge will use Curbside Form to keep track of curbside voter total
Exception 11 – Handled by Judge

• Voter is not found in the E-Pollbook
  ▫ Try various search options to locate voter
  ▫ If voter is still not found
    • A clerk will direct the voter to the Judge’s table to continue
    • Judge may issue a standard or provisional ballot
Exception 12 – Handled by Judge

• Voter without ID in List A and List B
  ▫ Voter has no form of identification from List A or B
    • A clerk will direct the voter to the Judge’s table to continue
    • Judge will issue a provisional ballot
Exception 13 – Handled by Judge

• Voter has already voted
  ▫ E-Pollbook indicates a “Active Ballot Issued”
    • Direct voter to the Judge’s table to continue
    • Judge may issue a provisional ballot
Exception 14 – Handled by Judge

- Voter issued a mail ballot and cannot surrender
  - E-Pollbook indicates a “Active Ballot Mailed”
    - Direct voter to the Judge’s table to continue
    - Judge will issue a Cancel Ballot by Mail Form, the Voter will then be issued a provisional ballot
Exception 15 – Handled by Judge

- Voter claims they should be eligible to vote in a specific political subdivision
  - Voter issued ballot but wants to vote in a different political subdivision
    - Direct voter to the Judge’s table to continue
    - Judge may issue a provisional ballot
Exception 16 – Handled by Judge

• Re-issuing a ballot
  ▫ Judge will cancel a check-in and re-issue a ballot when a voter states that they:
    • chose the wrong party ballot
    • voted incorrectly on the ballot
QUESTIONS

about

Exceptions to Standard Voting Procedures

Exceptions – Handled by Judge
SECTION VI

Safety & Emergency Procedures
Safety & Emergency Procedures

• Judge/PEO should:
  ▫ Check in with building personnel
  ▫ Determine emergency procedures at the vote center
  ▫ Locate emergency exit routes at the vote center and shelter locations
  ▫ Review safety information with poll workers
Safety & Emergency Procedures

• Clerks:
  ▫ Think about what to do in case of emergency
  ▫ Be on the lookout for anything unusual
  ▫ Never do something that would put your life at risk
  ▫ Review safety procedures with Judge
Safety & Emergency Procedures

• In emergency situations Judge/PEO should:
  ▫ Call 911

• Potential Emergencies include:
  ▫ Fire
  ▫ Power Outage
  ▫ Tornado
  ▫ Medical Emergency
  ▫ Terrorism
  ▫ Bomb Threat
  ▫ Shooting
SECTION VII

Closing the Vote Center
Closing the Vote Center

• Vote Center closes at 7:00 pm
  ▫ Do not let anyone else get in line to vote
  ▫ Voters already in line at 7:00 pm are allowed to vote
Closing the Vote Center

- Close vote center using “Closing the Vote Center Checklist”
  - Complete required forms
  - Shut down equipment and return to cases
  - Organize specified items into the supply boxes and ESC.

---

**Vote Center – Closing Checklist**

**Judge:** Use the checklist below to ensure the Vote Center is broken down and closed properly. Each item must be checked off after it has been completed.

**Section 1 – Vote Center Closing**
- Judge – Confirm that there are not any voters in the voting area waiting to vote, and that the last qualified voter has voted.
- Judge – Remove the Vote Tabulator – Closing Checklist from the Closing Section of the Judge’s Notebook and close the Vote Tabulator.
- Clerk – Remove the Voting Machine – Closing Checklist from the Closing Section of the Judge’s Notebook and close the Voting Machine.
- Clerk – Remove the E-Votebook – Closing Checklist from the Closing Section of the Judge’s Notebook and close the E-Votebook.

**Section 2 – Voter Check-in Table(s) Breakdown**
- Clerk – Gather completed Voter Rosters and Voter Registration cards and provide to the Judge.
- Clerk – Return the following (unused) items to the White Stationary & Forms Supply Box:
  - Voter Roster
  - Voter Registration Cards (English)
  - Voter Registration Cards (Spanish)
  - Sample Ballots
  - To the Judge’s Stationary Supply Bag:
    - Disposable Stylus
    - Black Ballpoint Pens

- Clerk – Return reference materials to the Judge’s Notebook.
- Clerk – Disassemble the Safety Shield(s) and return them to the ESC.

**Section 3 – Judge Table Breakdown**
- Judge – Initial and sign the following forms:
  - Register of Spoiled Ballots
  - List of Provisional Voters
- Judge – Place the following (unused) items in the White Stationary & Forms Supply Box:
  - Miscellaneous Forms/Exhibit Cards
Closing the Vote Center

• Close vote center using “Closing the Vote Center Checklist” (cont’d)
  ▫ Organize specified items into the supply boxes and ESC
  ▫ Judge instruct Clerks on other closing procedures
  ▫ Judge deliver specified items to Regional Site
QUESTIONS

SECTION VI

Closing the Vote Center
SECTION VII

Equipment Training