

# Election Day Procedures

## 2016 Primary Election



BEST AUTOMOBILE MANUFACTURER Vote For ONE		BEST VOCAL ARTIST Vote For Not More Than TWO	
<input type="radio"/>	BMW	<input type="radio"/>	FRANK SINATRA
<input type="radio"/>	MERCEDES	<input type="radio"/>	ELVIS
<input type="radio"/>	GENERAL MOTORS	<input type="radio"/>	PATSY CLINE
<input type="radio"/>	HONDA	<input type="radio"/>	JANIS JOPLIN
<input type="radio"/>	FERRARI	<input type="radio"/>	BUDDY HOLLY
<input type="radio"/>	JAGUAR	<input type="radio"/>	BARRY WHITE
<input type="radio"/>	FORD	<input type="radio"/>	BILLIE HOLIDAY
<input type="radio"/>	VOLVO	<input type="radio"/>	STEVIE RAY VAUGHAN
<input type="radio"/>	Write-in	<input type="radio"/>	"MAMA" CASS ELLIOT



# Opening the Polls

All five poll workers must arrive at  
5:30 a.m.

## Please Note:

If an appointed poll worker fails to  
appear at the polling place by  
5:45 a.m., call the voter office at  
728-3246 or 728-3386.

# Election Day

1. Already at the polls:
  - a.** Precinct cart with M100, Automark, voting booths and secrecy sleeves
  
2. Supply clerk will arrive with the following:
  - a.** canvass bag with ballots & misc supplies, poll books, keys to Automark and M100, and the ExpressPoll book

# Receiving Members Oath

Before beginning to work, all poll workers are to take the receiving members oath.



# Opening the Polls

- The M100 and ExpressPoll Book should be turned on right after taking the receiving members oath.
- This will give us time to diagnose and fix any problems prior to polls opening.

# Starting the M100

## Commissioners

- Remove the “Precinct Cart Certification” from the front pocket on the cart cover. Verify the seal numbers on each corner of the cover match the ones listed and note any discrepancies.
- Cut the seals and remove the cart cover.
- Plug the power strip into the extension cord that will then be plugged into a wall outlet.

# Starting the M100

## Commissioners

- Unlock the flap on the front of the machine and remove the metal cover on the scanner. Close and lock the flap.
- Lift the key access panel on the upper left side of the machine. Insert the key and turn it to the **“OPEN/CLOSE POLL”** position.
- The scanner will display the message: **“ELECTION CARD INSERTED-OPEN POLLS NOW?”**
- Press **YES**. The message: **“PLEASE TURN KEY/SWITCH TO VOTE”** will appear.

# Starting the M100

## Commissioners

- Turn the scanner key to the **VOTE** position. After initializing, the scanner will automatically print a Zeros Report showing no votes are in the scanner for each race.
- Review the report for accuracy such as date and election information. If any information is incorrect or the report shows something other than zeros, call the voter office immediately.
- All poll workers must sign the report and place it in the envelope marked "M100 Receipt Tape".
- Remove key and close flap. The M100 is ready to receive ballots.

# Preparing the Automark for Use

- Pull out the tray with the Automark, moving the latches toward the outer edge to open the lid.
- Lift the lid flap and rotate it back until it rests on top of lid.
- Lift the entire lid away from you into a vertical position. The touch screen monitor under the lid is now visible.
- Lift the touch screen monitor toward you into a vertical position. Adjust the angle for viewing comfort.
- Pull up the ballot feed tray, then pull it toward you and lower it into position.
- Turn key to TEST and wait until screen appears. Turn key back to ON position.
- Leave headphones unplugged until someone wants to use them.


# Setting up the ExpressPoll Book

## Clerks

- Remove the tablet, lazy Susan, printer and cords from the carrying case.
- Open the flap on the right-hand side of the printer. There are two cords that are plugged into the printer; the gray cord that is connected to the lazy Susan and the black power cord. The different ends correspond to the correct plug on the printer.
- Place the tablet on the lazy Susan and connect the power plug into the bottom left corner of the tablet.
- Plug the power cords from the lazy Susan and printer into the power strip. The power strip will then need to be plugged directly into the wall outlet or extension cord.

# Setting up the ExpressPoll Book

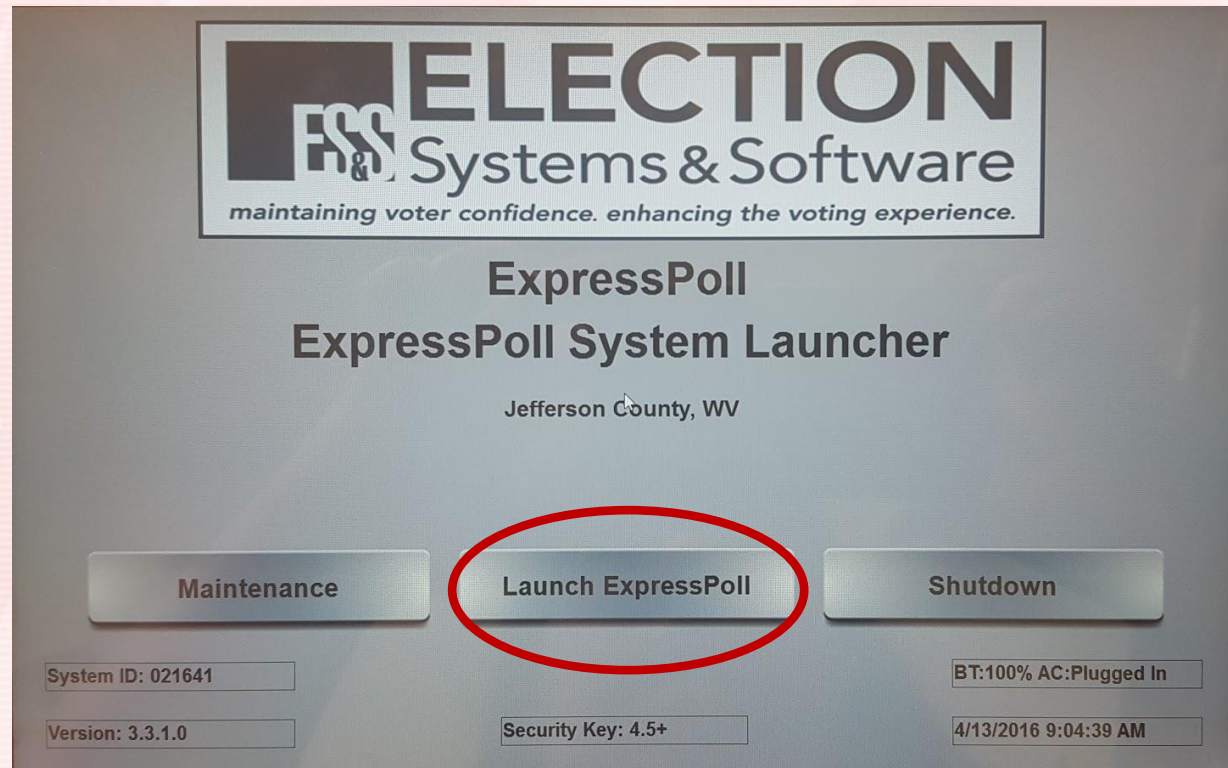
## Clerks

- Turn the printer on by pressing the power button. It will have this symbol:  .
- To turn on the tablet, press the power button on the top left corner. Hold for 3 seconds and release.

# Setting up the ExpressPoll Book

Clerks

- Once loaded, press the “**Launch ExpressPoll**” button using the stylus.



# Setting up the ExpressPoll Book

## Clerks

- When it is time to open the polls press the **“Open the Polls”** button.

The screenshot displays the 'Main Screen' of the ExpressPoll Book interface. At the top, there are navigation tabs: 'Manage Polls', 'Issue Ballots', 'Poll Details', 'Manage System', and 'Status'. Below the tabs is a large text box with instructions: 'Before opening the polls, verify that all information on the screen is correct. Verify that all "Statistics" are zeroes. If the information is not correct, notify Chief Judges immediately. Upon authorization from the Chief Judges, tap the "Open the Polls" button before tapping the "Issue Ballots" tab at the top to begin processing voters.'

The 'Statistics' section is divided into 'Ballots' and 'Voters' tabs. Under 'Ballots', there are two input fields: 'Paper Ballots' with a value of 0 and 'Provisional Paper' with a value of 0. To the right, there are several configuration fields: 'Consolidation' (03), 'Poll Status' (CLOSED), 'Poll Opening Time' (6:30 AM), 'Poll Closing Time' (7:30 PM), and 'Roster Count' (1268).

At the bottom of the screen, there are three buttons: 'Open the Polls', 'Close the Polls', and 'Log Out'. The 'Open the Polls' button is circled in red.

At the very bottom of the screen, there is a status bar with the following information: 'BT:100% AC:Plugged In', 'Issued: 0 Cancel: 0', and '4/13/2016 9:05:17 AM'.

# Setting up the ExpressPoll Book

## Clerks

- Click on the “**Issue Ballots**” tab at the top of the screen. Next click on the “**Search Voter Roster Issue Ballot**” button.
- The ExpressPoll book is now ready to use.

**Find Voters** 205

Enter the voter's last name.

If TOO MANY voters are found with this last name, tap on the First Name field and enter the voter's first name. If needed, tap and enter data into the Middle Initial, Zip Code, or Birth Date fields.

To select a voter, tap on the voter's row.

**Find by Name**

Last Name

First Name  Middle Init.

Zip Code  Birth Date

Search in Precinct

Search Entire County

Clear

Voter NOT Found Issue Ballot

Return to Main

BT:100% AC:Plugged In | Issued: 0 Cancel: 0 | 4/13/2016 9:06:45 AM

# Duties Before Polls Open

## Clerks

- Open canvass bag and remove misc. supplies and ballots. Remember secrecy sleeves will be in the gray ballot box on the cart.
- Record ballot numbers for each party on the statement of ballots used.
- The voters that have voted early/absentee will already be marked as such in the ExpressPoll book but a hard copy list will still be provided.

# Supplies on Poll Clerk's Table

- ExpressPoll Book
- Absentee and Early Voter List
- Assisted Voters Form and Envelope
- Spoiled Ballot Envelope
- Optical Scan Ballots (keep separate by party)
- Secrecy Sleeves

# Duties Before Polls Open

## Commissioners

### **Placement of precinct cart and voting booths**

- Remove voting booths from precinct cart.
- Arrange the voting booths to give the voter as much privacy as possible when voting on Automark or when voter is depositing their ballot into the M100.
- Place an instruction card to voters in each voting booth giving instructions on over voting, write-in and obtaining a new ballot in place of one that is accidentally spoiled.

# 300 feet No Electioneering Sign

Mark a 300 foot No Electioneering area around the precinct.



Make sure no political signs are within that area.



# Placement of Handicap Signs

- Designate the parking space closest to the entrance of the polling place with a handicap parking sign.
- This only needs to be done if spaces are not already marked.



# Placement of Polling Place Signs

Hang precinct signs on the outside door to the entrance of the polling place. Place signs with voter instructions, sample ballots and “Know Your Voting Rights” in a highly visible area.



# Time to Vote!!

At 6:30 a.m., a poll commissioner steps outside the voting precinct and announces.....



“The time is 6:30 and the polls are now open.”

# How to Process a Voter...

- Voter approaches the clerk's table and states their name and address.
- Type in the first 3 letters of the last name and the first letter of the first name.

The screenshot displays a 'Find Voters' application interface. At the top, the title 'Find Voters' is on the left and '205' is on the right. Below the title is a table with the following data:

Name	Address	DOB	Party	Status	Issued
PAINTER ALICE NICOLE	181 DOMER SQ KEARNEYSVILLE 25430-	09/03/1981	DEM	Active	None

Below the table is a search form titled 'Find by Name'. The form includes fields for 'Last Name' (containing 'PAI'), 'First Name' (containing 'ALI'), 'Middle Init.', 'Zip Code', and 'Birth Date'. To the right of the form, there are radio buttons for 'Search in Precinct' (selected) and 'Search Entire County'. A 'Clear' button is located below the search options. At the bottom of the screen, there is a 'Return to Main' button. A virtual keyboard is overlaid on the bottom half of the screen, with a 'clear' button in the bottom right corner. The status bar at the very bottom shows 'BT:100% AC:Plugged In', 'Issued: 0 Cancel: 0', and the date/time '4/13/2016 9:09:01 AM'.

# How to Process a Voter...

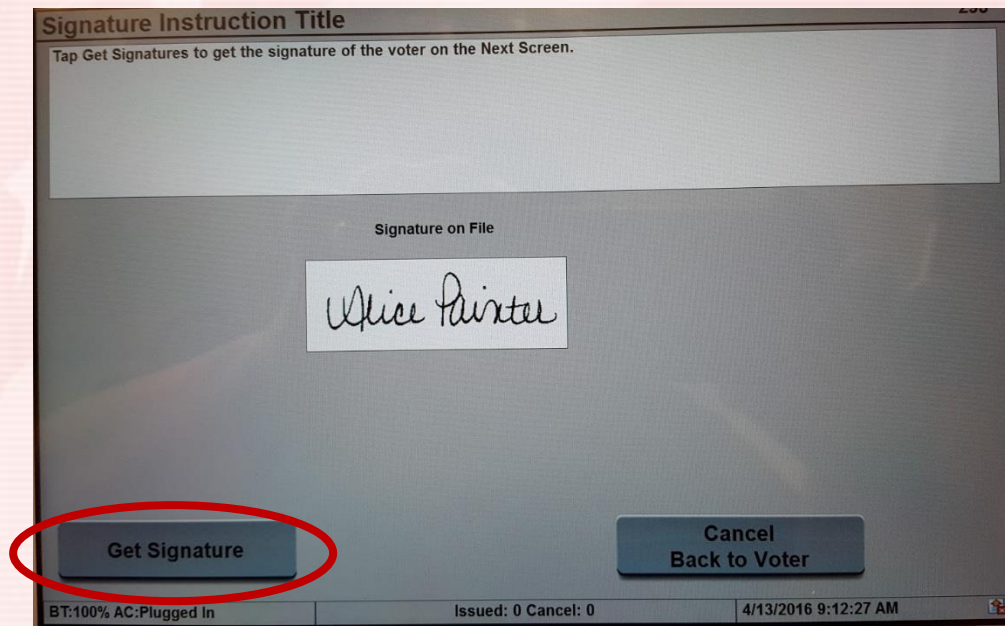
- Once the voter has been located, select the voter's name to bring up the "**Voter Record**" screen.
- Verify voter information is correct. If it is, select the "**Issue Standard Ballot**" button.

The screenshot displays the 'Voter Record' interface for a voter named PAINTER ALICE NICOLE. The address is 181 DOMER SQ, KEARNEYSVILLE 25430-. The voter's details include Precinct 27 0, Ballot Style 27.0, DOB 09/03/1981, Age 34, Status Active, VRN 000227002, Party DEMOCRAT, and Require ID No. The 'Issue Standard Ballot' button is highlighted with a red circle.

Voter Record		260					
PAINTER ALICE NICOLE	181 DOMER SQ KEARNEYSVILLE 25430-						
Voter Details   Identification   History   Precinct Details							
Confirm that this is the correct voter using name, month and day of birth and address. If this is a primary election, discreetly verify the voter's party.							
Precinct	27 0	DOB	09/03/1981	Age	34	Status	Active
Ballot Style	27.0	VRN	000227002	Party	DEMOCRAT	Issued	None
		Require ID	No				
Comments							
<input type="text"/>							
Issue Standard Ballot		Issue Provisional Ballot		Go Back			
BT:100% AC:Plugged In		Issued: 0 Cancel: 0		4/13/2016 9:12:14 AM			

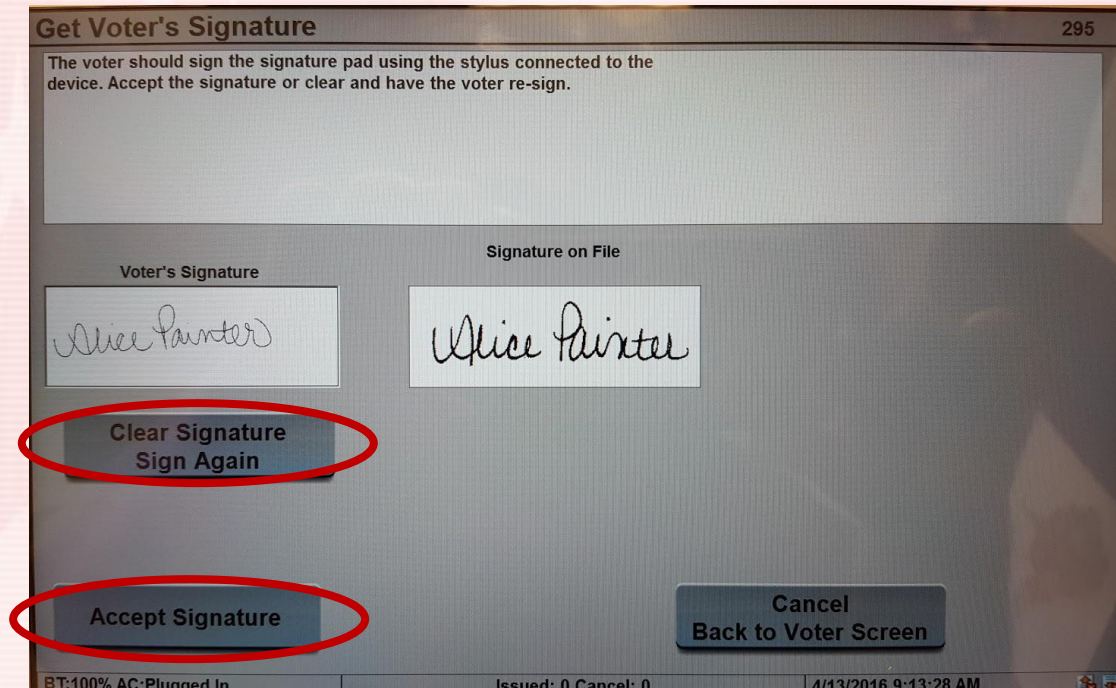
# How to Process a Voter...

- The “**Signature Instruction Title**” screen displays the signature of the voter. Press the “**Get Signature**” button so voter can sign the tablet.



# How to Process a Voter...

- Turn the tablet so the voter can sign. Once the signature is complete, the voter is able to **ACCEPT** or **CLEAR** the signature.



# How to Process a Voter...

- After the signature has been accepted, the “**Issue Paper Ballot**” screen appears.
- Issue the voter the correct party ballot and enter the ballot stub number.
- Press the “**Issue Ballot**” button to print the voter’s stub.

The screenshot displays the 'Issue Paper Ballot' interface. At the top, it says 'Issue Paper Ballot' and '330'. Below that, it instructs: 'Supply a paper ballot to the Voter. Then tap the "Issue Paper Ballot" button.' The form contains the following fields:

- Voter Name: PAINTER, ALICE NICOLE
- Precinct: 27 0
- Ballot Party: DEMOCRAT
- Ballot Style: 27.0

Below these fields is a 'Ballot Number' input field, currently empty. A virtual keyboard is displayed below the input field, with a red circle around the 'Issue Paper Ballot' button at the bottom left. To the right of the keyboard is a 'Cancel NO Ballot Issued' button. At the bottom of the screen, there is a status bar with the text: 'BT:100% AC:Plugged In', 'Issued: 0 Cancel: 0', and '4/13/2016 9:14:56 AM'.

# How to Process a Voter...

- When the voter is ready to receive a ballot, the poll clerk takes the lowest numbered ballot of the correct party affiliation, then signs the ballot. The clerk then hands the voter the ballot, poll slip and privacy sleeve.
- Give the voter the ballot, poll book stub and secrecy sleeve and direct them to an open voting booth.

# How to process a Voter...

Name or address change within precinct

- If a voter has changed his/her name and/or address, have the voter update information on the "Voter Change Form".
- Make sure the voter completes all required information. This information will be used to update the voter's registration record after the election. **No PO Boxes are accepted unless it is the mailing address.**

# How to Process a Voter Who Is Not Found in Poll Book

- If the voter's name does not come up, select the "Search Entire County" button.

The screenshot displays a mobile application interface for finding voters. At the top, the title is "Find Voters" and the number "205" is shown in the top right corner. Below the title is a table with the following data:

Name	Address	DOB	Party	Status	Issued
FIELDS SHAKIRA LYNN	302 W SIXTH AVE RANSON 25438-	06/20/1974	DEM	Active	None
FIELDS SHARON STEWART	118 W SECOND AVE RANSON 25438-0000	06/26/1952	DEM	Active	None

Below the table, there is a "Find by Name" section with input fields for Last Name (FIE), First Name (SHA), Middle Init., Zip Code, and Birth Date. To the right of these fields, there are two radio button options: "Search in Precinct" and "Search Entire County". The "Search Entire County" option is selected and circled in red. Below these options are buttons for "Clear", "Voter NOT Found Issue Ballot", and "Return to Main". At the bottom of the screen, there is a keyboard and a status bar showing "BT:100% AC:Plugged In", "Issued: 1 Cancel: 0", and the date/time "4/13/2016 9:27:48 AM".

# How to Process a Voter Who Is Not Found In Poll Book

- If the voter is found and their address is listed correctly, select their name.
- Select the “**Precinct Details**” tab at the top of the page. This will display their correct precinct. Select the “**Print**” button and it will print out a location receipt to give to the voter.

**Voter Record** 260

FIELDS SHAKIRA LYNN 302 W SIXTH AVE RANSON 25438-

Voter Details Identification History **Precinct Details**

Voter's registration is not at this polling place. See Precinct Details (above tab) to find correct polling place, or continue issuing a ballot.

Precinct 06 0 DOB 06/20/1974 Age 41 Status Active  
Ballot Style 06.0 VRN 000231916 Party DEMOCRAT Issued None  
Require ID No

Comments  
Wrong Poll - Please see instructions above.

Voter not in Poll  
Issue Provisional Ballot

Go Back

BT:100% AC:Plugged In Issued: 1 Cancel: 0 4/13/2016 9:28:03 AM

**Voter Record** 260

FIELDS SHAKIRA LYNN 302 W SIXTH AVE RANSON 25438-

Voter Details Identification History **Precinct Details**

Consolidation Number 06  
Consolidation Name 06SENIOR CENTER  
Precinct Number 06 0  
Poll Name 06SENIOR CENTER 103 W 5TH AVE

**Print**

Go Back

BT:100% AC:Plugged In Issued: 1 Cancel: 0 4/13/2016 9:28:15 AM

# How to Process a Voter Who Has Never Provided Identification

If a voter registered by mail without identification he/she will need to provide one of the following forms of ID:

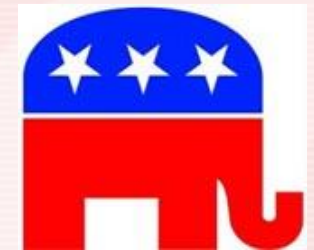
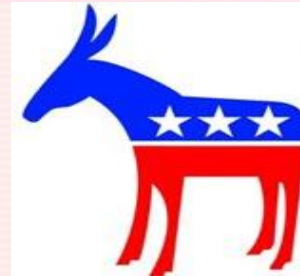
- A current /valid photo identification
  - Drivers license, Passport, Military ID
- Copy of a current utility bill
- Bank Statement/checkbook
- Government check or document
- Paycheck stub

# Party Affiliation in a Primary

- Please keep in mind this is a Primary. If the voter is registered Democrat, Republican, Libertarian or Mountain they can only receive that party's ballot or a Non-Partisan ballot. If they want to vote for a different party they will have to vote a *provisional ballot*.
- If the voter is registered as anything other than the four mentioned above they can choose which ballot they would like to vote. They **HAVE** to ask you for it. You can not offer it to them. If they do not specify then they are to only get the non-partisan ballot.
- **THE VOTER CANNOT CHANGE THEIR PARTY AT THE POLLS.**

# Ballot Rules

Party Affiliation Showing in Poll Book	Ballot Voter Can Receive
Democrat (D)	Democrat, Non-Partisan
Republican (R)	Republican, Non-Partisan
Libertarian (L)	Non-Partisan
Mountain (M)	Non-Partisan
Anything other than the four listed above	Democrat, Republican, Non-Partisan



# Why Vote a Provisional Ballot?

## Reasons

- Voter is on early/absentee voters list
- Voter is not found in the poll book
- Signature of the voter does not match signature in the poll book
- Voter asked for assistance and does not need assistance
- The poll worker is not working in his/her home precinct
- The voter's registration asks for ID and the voter has no proof of identification.

# How to Process a Voter Who is Voting a Provisional Ballot-Optical Scan

- If a voter is casting a provisional ballot, the voter will be given a provisional ballot tracking form with a tracking number.
- The voter uses this form to determine if the ballot was counted.

**IMPORTANT INSTRUCTIONS ON TRACKING THE STATUS OF YOUR PROVISIONAL BALLOT**

**VOTER:** Since there has been a question about your eligibility to vote in this election, you have been required to vote a provisional ballot. Your ballot will not be opened on election night. The canvassing board will review the information associated with the ballot at the canvass and will determine whether or not your vote can be counted. You may learn how your provisional ballot was handled by contacting the following representatives:

\_\_\_\_\_, County Clerk of \_\_\_\_\_ County, WV

\_\_\_\_\_, WV \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

West Virginia Secretary of State  
Building 1, Suite 157-K  
Charleston, West Virginia 25305  
Toll Free 1-866-SOS-VOTE

PB-7A

# How to Process a Voter Who is Voting a Provisional Ballot

- Never sign the bottom of a provisional ballot. Signing the bottom of the ballot means the ballot can be counted Election night. Provisional ballots are considered at canvass.

# How to Process a Voter Who is Voting a Provisional Ballot

- Processing a provisional ballot includes the use of three ballot envelopes
  - ✓ Envelope #1 details why voter cast a provisional ballot.
  - ✓ After voter is finished, place ballot into envelope #2.
  - ✓ All provisional ballot envelopes are to be placed into envelope #3 and returned to the Courthouse at the end of the day.

# How to Process Assisted Voters

- The Federal Voting Rights Act provides that any voter who requires assistance to vote by reason of advanced age, blindness, disability or inability to read or write, may be given assistance by a person of that voter's choice.
- The person who does assist **cannot** be the agent or officer of the voter's past or present labor union, or a present or former employer or agent of the employer.
- If the voter does not have anyone of his/her choice, two poll commissioners, of opposite political parties, may assist.



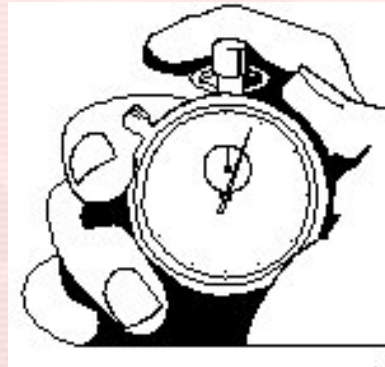
# Spoiled Ballot

- If a voter indicates the ballot is spoiled, defaced, not signed by two poll clerks or that he/she has voted incorrectly, the poll clerk shall write spoiled across the front of the ballot, place the ballot in the spoiled ballot envelope, and issue the voter another signed ballot. Do not issue a new poll slip. Put a line through the spoiled ballot number on the poll slip and write in the new ballot number.

# How to Process a Voter:

## Poll Commissioner Duties

- One commissioner should be keeping track of time. Generally, voters are allowed 5 minutes. Voters with disabilities are allowed 15 minutes.
- Don't forget to check the Automark and voting booths for campaign literature and other items left behind.



# How to Process a Voter:

## Poll Commissioner Duties

- The voter will approach the commissioners table and hand the ballot, that is inside the secrecy sleeve, and poll book stub to one of the commissioners.
- The commissioner will verify that both poll clerks have signed the bottom of the ballot and that the ballot stub number matches the number printed on the poll book stub. They will remove the ballot stub and hand it, along with the poll book stub, to the other commissioner.
- The second commissioner also verifies the numbers match and then strings the two stubs, keeping them separate by party affiliation.
- The first ballot commissioner is responsible for putting the ballot into the M100.

# Scanning Ballots

- Scan ballots by inserting them into the ballot entry slot. The ballot count on the display increases whenever the scanner successfully scans a ballot.
- If there are no issues with the ballot, the ballot will automatically be deposited into the ballot box.
- If there are concerns with the ballot, the voter has the option to press **ACCEPT**, which deposits the ballot into the ballot box or **RETURN**, which returns the ballot to the voter. A returned ballot will be spoiled and a new ballot will be issued to take to a voting booth.

<b>BEST AUTOMOBILE MANUFACTURER</b> Vote For ONE	<b>BEST VOCAL ARTIST</b> Vote For Not More Than TWO
<input type="radio"/> BMW	<input type="radio"/> FRANK SINATRA
<input type="radio"/> MERCEDES	<input type="radio"/> ELVIS
<input type="radio"/> GENERAL MOTORS	<input type="radio"/> PATSY CLINE
<input type="radio"/> HONDA	<input type="radio"/> JANIS JOPLIN
<input type="radio"/> FERRARI	<input type="radio"/> BUDDY HOLLY
<input type="radio"/> JAGUAR	<input type="radio"/> BARRY WHITE
<input type="radio"/> FORD	<input type="radio"/> BILLIE HOLIDAY
<input type="radio"/> VOLVO	<input type="radio"/> STEVIE RAY VAUGHAN
<input type="radio"/> Write-in	<input type="radio"/> "MAMA" CASS ELLIOT

# Election Day Ballot Exception Handling

- During election day, voters may encounter messages when processing their ballot.



# Blank Ballots

- The M100 precinct tabulator is able to detect and notify the voter when it encounters a blank ballot. An audio alert will sound and the display will indicate that a blank ballot was detected. The M100 will offer the voter two choices: **ACCEPT** or **RETURN**.
- If it is the voter's intent to cast a blank ballot, they may choose to select **ACCEPT**. The ballot will be counted as a ballot cast. However, no vote will be registered for each race and issue on the ballot.
- If it was not the voter's intent to cast a blank ballot, he/she may choose to select **RETURN**. The ballot will be spoiled and a new ballot will be issued to take to a voting booth.

# Over-Voted Ballots

- The M100 precinct tabulator is also able to detect and notify the voter when it encounters an over-voted race or issue on the ballot. An over-vote is when more than the allowed number of selections in a race or issue has been marked. An audio alert will sound and the display will indicate that an over-vote was detected and offer the voter two choices: **ACCEPT** or **RETURN**.
- If the voter selects **ACCEPT**, the ballot will be counted. All properly marked races and issues will receive the appropriate votes. Only the individual candidates or issue choices in an over-voted race will not be counted.
- If the voter selects **RETURN**, the ballot will be returned uncounted, and the voter will return to the clerks table and have that ballot spoiled and receive a new one.

# System Messages and Errors

- If a ballot is unable to be processed due to damage, extraneous marks or a hardware problem, an audio alert will sound and the ballot will automatically be returned to the voter. The ballot will not be counted and no votes will be cast.
- If the problem is a ballot issue, that ballot may be spoiled, and a new one issued to the voter.
- If the display indicates a system message, it may be necessary to contact the voter office to assist in the interpretation of the message and correction of the issue.

# Closing the Polls

Promptly at 7:30 p.m., a poll commissioner steps outside and announces that the polls are closed.



# Closing the Precinct

- ✓ If any voters are waiting in line, two poll commissioners from opposite political parties begin at the **END** of the line and proceed forward to distribute waiting voter permits.
- ✓ These permits are to be signed by the voter in the presence of the two poll commissioners.
- ✓ After the last voter with the waiting voters permit votes his/her ballot, no more ballots can be cast or received.

# Closing the Precinct – M100

- Once all ballots have been processed, immediately begin shutting down the M100.
- Turn the key/switch to **OPEN/CLOSE POLL** position. The screen will display a message asking if you want to close the polls.
- Press the button beneath **CLOSE POLLS**.
- An end of the night report will automatically begin printing. Once it is done printing, place it in the envelope marked "M100 Receipt Tape".
- ***This needs to be done quickly so the Field Worker will not have to wait when they arrive.***

# Closing the Precinct – ExpressPoll

- From the “Find Voters” screen, select the “Return to Main” button.

**Find Voters** 205

Enter the voter's last name.

If TOO MANY voters are found with this last name, tap on the First Name field and enter the voter's first name. If needed, tap and enter data into the Middle Initial, Zip Code, or Birth Date fields.

To select a voter, tap on the voter's row.

**Find by Name**

Last Name

First Name  Middle Init.

Zip Code  Birth Date

Search in Precinct  
 Search Entire County

Clear

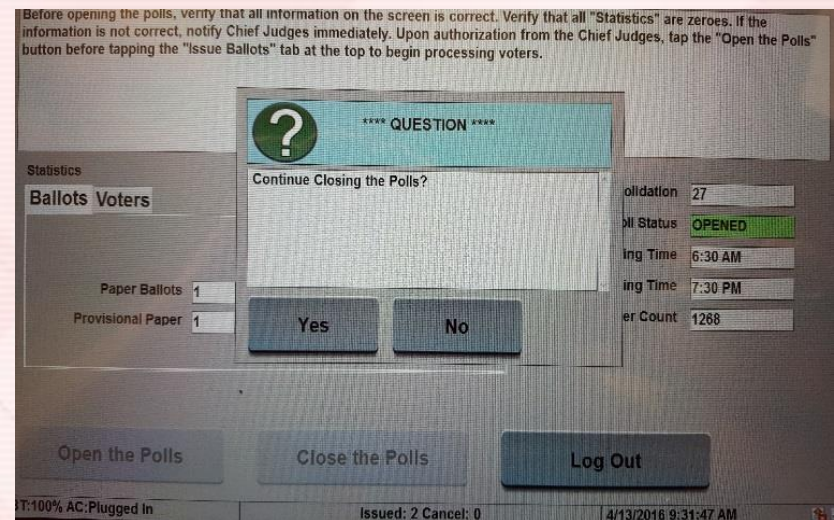
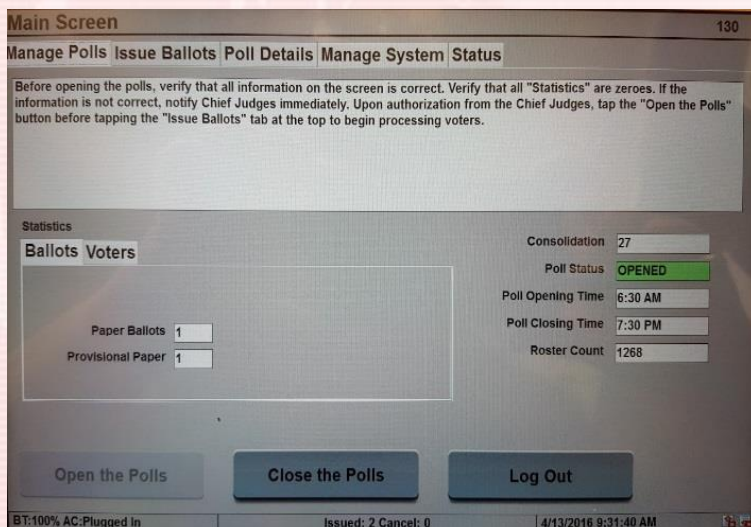
Voter NOT Found  
Issue Ballot

**Return to Main**

BT:100% AC:Plugged In Issued: 2 Cancel: 0 4/13/2016 9:31:10 AM

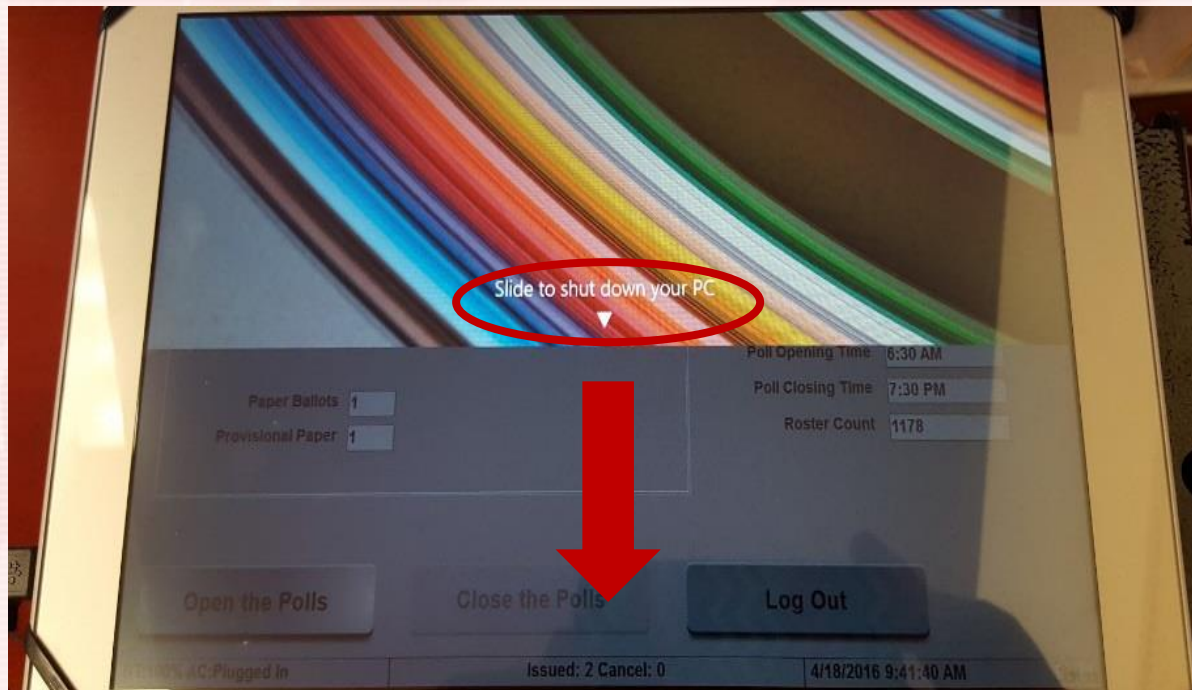
# Closing the Precinct – ExpressPoll

- Select the **“Manage Polls”** tab. Press the **“Close Polls”** button and select **“Yes”** when the pop-up box asks **“Continue Closing the Polls”**. The **“Poll Status”** box will turn red and say **“CLOSED”** to indicate that the polls are closed.



# Closing the Precinct – ExpressPoll

- Hold down the power button on the tablet until the “Slide to shut down your PC” screen appears. Using the stylus, touch the arrow and pull the screen down. The tablet will power down.



# Closing the Precinct – ExpressPoll

- Unplug all power cords. **After the printer is unplugged**, hold down the power button until the green light starts blinking rapidly then release. The printer will now power down.



# Closing the Precinct

- After all voters have voted, you are ready to balance out your “Statement of Ballots Used”.
  - *2 copies will be placed in the envelope that goes into the ballot box and 2 copies will be placed in the envelope that has postage. The envelope with postage must be mailed election night.*
- The strung poll slips are placed in an envelope marked “ballot stubs”.

# Final Procedures

## Envelopes, Ballots, Supplies

- Paperwork is now clearly marked as to where it goes at the end of the night. Please follow the instructions in the blue binder for each form.
- The following **MUST** be placed into the ballot box at the end of the night:
  - Voted Ballots
  - Spoiled Ballots
  - Ballot Stub Envelope
  - Expense Statement
  - 2 Statements of Ballots Used
  - Provisional Ballots
  - PCMCIA Card

# Taking Down Polling Place Signs

Take down all signs that were put up in the morning and remove any tape. Place them back into the blue supply binder.

# County Field Workers

- County field workers will arrive to remove the ballots and PCMCIA card. All workers will sign the “Ballot Box Certification” and tape it to the top of the box.
- Place 2 red seals on the ballot box once everything has been placed inside.
- Cover and attach red security seals to the precinct cart. Record the seal numbers on the “Precinct Cart Certification” in the front pocket of the cover.

# County Field Workers

- County field workers are only there to remove the PCMCIA cards and ballots from the M100.
- Please do not ask them about end of the night procedures. They must get to each precinct as quickly as possible.

# County Field Workers Schedule

Rover	Precinct
<b>Katrina</b>	Washington High School
	South Jefferson Elementary (2)
	Summit Point Baptist Church
	Country Day School (2)
<b>Vivian</b>	Shepherdstown Fire Hall (2)
	Trinity Episcopal Church
	Shepherdstown Elementary
	Covenant Baptist
<b>Sally</b>	First Baptist Church
	Ranson Elementary School
	Ranson Senior Center
	Wright Denny Elementary
	Charles Town Baptist Church
	Charles Town Middle School

Rover	Precinct
<b>Cherokee</b>	Camp Hill Wesley
	Harpers Ferry Middle School
	CW Shipley Elementary
	Bakerton Church
<b>Jerri</b>	Blue Ridge Fire Hall
	Blue Ridge Elementary (2)
	Kabletown Church
	Oakland Methodist Church
<b>Lynn</b>	Fellowship Bible Church (2)
	Jefferson High School
	TA Lowery Elementary
	North Jefferson Elementary
	Leetown Methodist Church

# Escorts

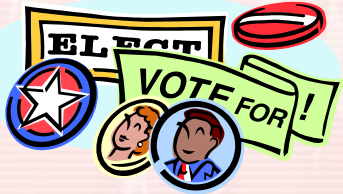
- The escort must accompany the supply clerk in the same car to return the precinct supplies.
- The escort and supply clerk must be of opposite political parties.
- The escort will be paid \$10 for this duty.



# Supply Clerks Notices

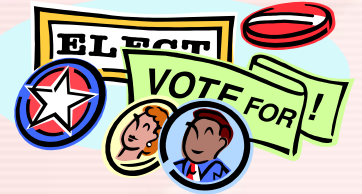
- Supplies can be picked up on Monday, May 9 between 1pm and 5pm.
- Please call your poll workers on the list provided to confirm that everyone can work and to remind them that the report time is 5:30 a.m.

# Early Voting



## Early Voting Hours

9 a.m.-5 p.m.



April 27 – May 7

## Saturday Voting:

April 30 & May 7

# Special Reminders

- All voting must stop if someone leaves the room. There is a bathroom break sign included in the kits for you to post when necessary.
- Cell phones are only to be used in between voters and not for long periods of time. No voter should be on their phone while in the polling place.
- There are to be **NO** visitors in the polling place.
- Smoking is not permitted on school property.
- No newspapers, political magazines, radios or laptops are allowed in the polling place.
- If a voter comes in with a campaign hat, shirt, button, etc. ask them to remove or cover it up.

# Special Reminders

- Never discuss the ballot or political views while working at the polls.
- No media, campaign workers, or unauthorized people may enter the precinct. If this is a problem call our office immediately.
- You must provide your own meals, snacks and drinks for the entire day.
- If you have any questions please call our office (728-3246 or 728-3386). Before you leave a message, please try to call the other number.

# Website

For information on the candidates visit  
our website:

[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

Thank you for your service as a poll  
worker!

