

# Election Day Procedures

## 2016 General 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



# Position Summary: Supply Clerk

- Responsible for supply pickup the day before the election and returning supplies to the courthouse on election night
- Oversee the actions of fellow poll workers and voters while in the precinct
- Answer questions, make phone calls and complete paperwork needed throughout the day
- Process provisional ballots

# Position Summary: Poll Clerk

- Works in teams of two to check voters in using the electronic poll books as quickly and accurately as possible
- Verifies voter information is correct, signatures match and issues ballots to voters

# Position Summary: Poll Commissioner

- Works in teams of two
- Receives the voted ballot from the voter, verifies clerks signatures are present, the ballot stub number matches the number on poll slip
- Removes ballot stub
- One commissioner puts ballot into ballot box while the other strings the ballot stub and poll book stub together

# Opening the Polls

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

## Please Note:

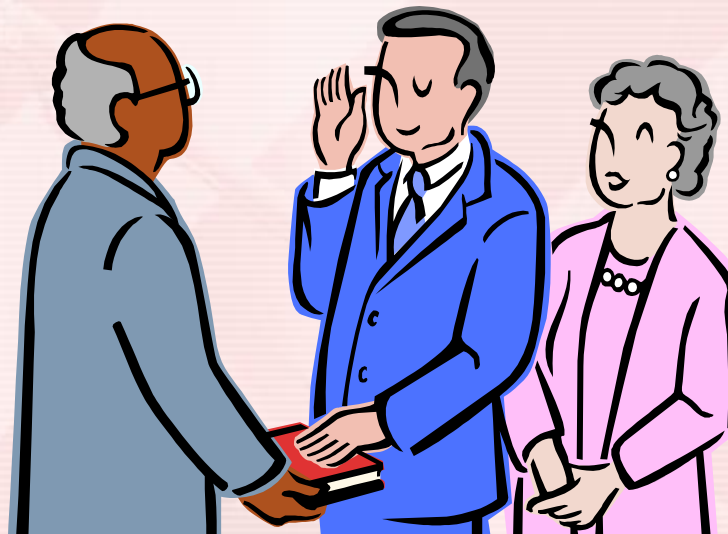
If an appointed poll worker fails to  
appear at the polling place by  
5:45 a.m., call the voter office at  
728-3246 or 728-3386.

# Election Day

1. Already at the polls:
  - a.** Precinct cart with M100, Automark, voting booths, power strip, extension cords 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

- **DO NOT REMOVE THE YELLOW PRECINCT TAG FROM THE CARRYING CASE!**
- Remove the tablet, lazy Susan, router, printer and cords from the carrying case.
- Connect the router power cord into the power strip and slide the power button to **ON**. Verify the button on the other side is set to **3G/4G**. This must be done prior to turning on the tablets.
- 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.


# Setting up the ExpressPoll Book

## Clerks

- 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

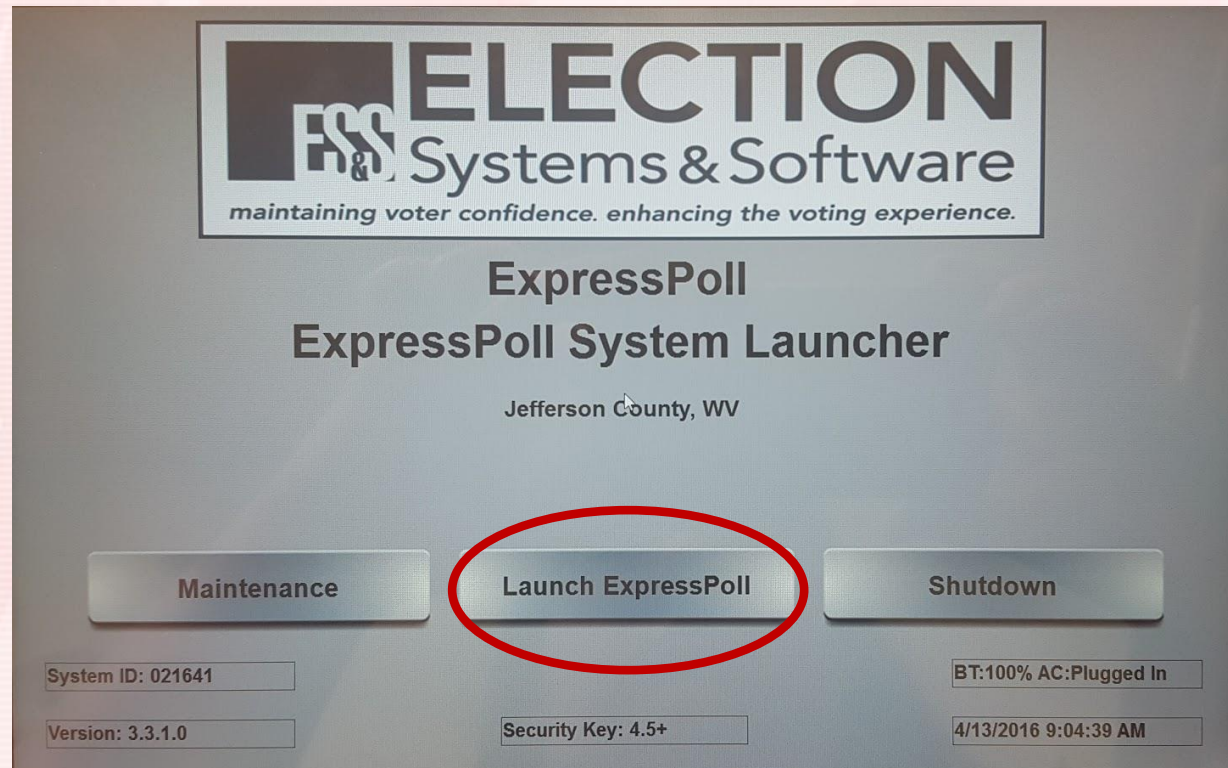
## Clerks

- 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 these 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.

BT:100% AC:Plugged In | Issued: 0 Cancel: 0 | 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 and power cords will be in the gray ballot box on the cart.
- Record ballot numbers 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

- Ballots (lowest number should be on top)
- ExpressPoll book
- Assisted Voter Form
- Spoiled Ballot Envelope
- Secrecy Sleeves
- Voter Change Form
- Provisional Ballot Form
- Statement of Ballots Used

# 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 the 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.”

**The polling place must open on time! No excuses!**

# 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 right, the number '205' is visible. Below the title, there 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, there is a search section titled 'Find by Name'. It includes input fields for 'Last Name' (containing 'PAI'), 'First Name' (containing 'ALI'), 'Middle Init.', 'Zip Code', and 'Birth Date'. To the right of the search fields, it indicates '1 voters found.' and has two radio button options: 'Search in Precinct' (selected) and 'Search Entire County'. A 'Clear' button is located below these options. At the bottom of the screen, there is a 'Return to Main' button and a keyboard overlay with a 'clear' button. 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.

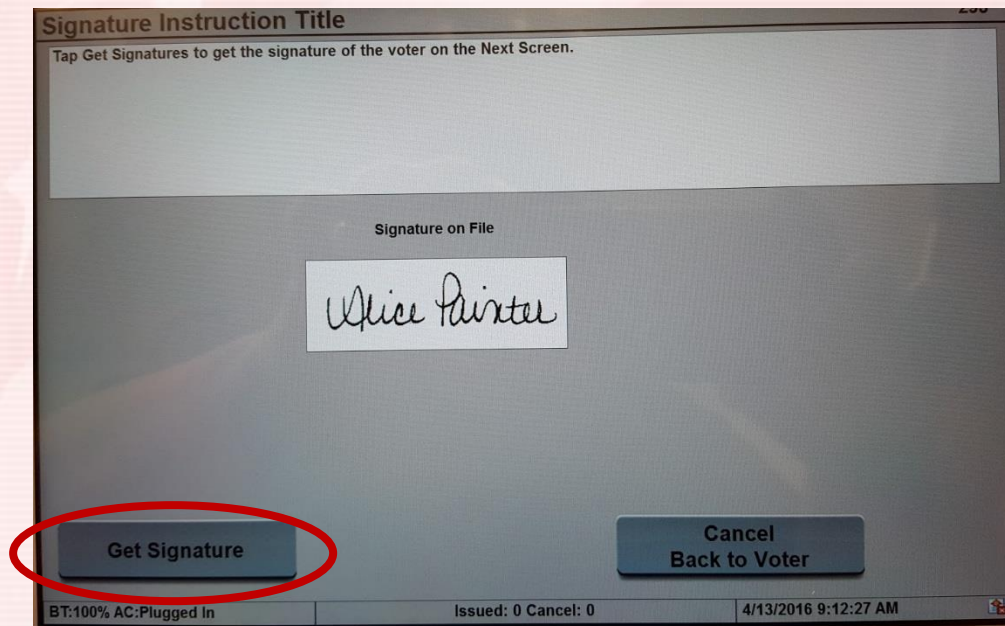
The screenshot shows a web interface for a voter record. At the top, the name 'PAINTER DAVID JASON' and address '181 DOMER SQ KEARNEYSVILLE 25430-' are displayed. Below this, there are tabs for 'Voter Details', 'Identification', 'History', and 'Precinct Details'. A confirmation message asks to verify the voter's name, birth date, and address. The voter's details are listed in a grid: Precinct (27 0), Ballot Style (27.0), DOB (07/11/1979), Age (37), Status (Active), VRN (100176260), Party (DEMOCRAT), Issued (None), and Require ID (No). A 'Comments' section is empty. At the bottom, there are two buttons: 'Issue Standard Ballot' (circled in red) and 'Go Back'. The date and time '8/11/2016 8:59:56 AM' are visible in the bottom right corner.

PAINTER DAVID JASON	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	07/11/1979	Age	37	Status	Active
Ballot Style	27.0	VRN	100176260	Party	DEMOCRAT	Issued	None
		Require ID	No				
Comments							
Issue Standard Ballot							
Go Back							

8/11/2016 8:59:56 AM

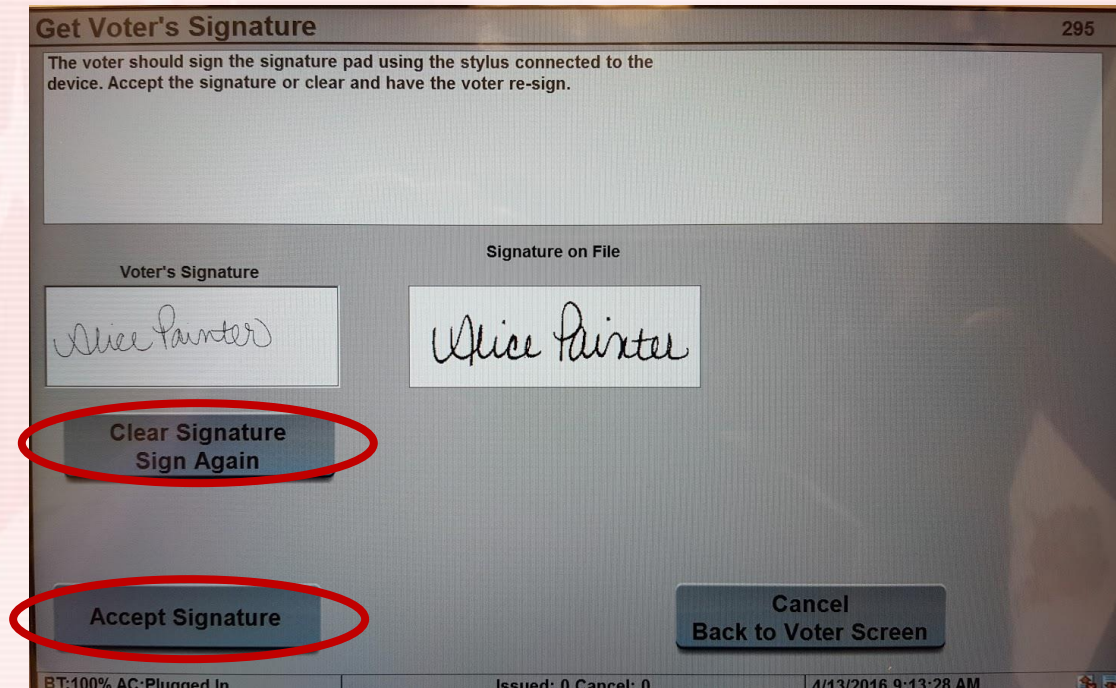
# How to Process a Voter...

- 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 lowest numbered ballot.
- Press the “**Issue Ballot**” button to print the voter’s poll slip. The ballot stub number will now be handwritten on the poll slip.

The screenshot displays the 'Issue Paper Ballot' interface. At the top, the title 'Issue Paper Ballot' is on the left and the number '330' is on the right. Below the title is a instruction box: 'Supply a paper ballot to the Voter. Then tap the "Issue Paper Ballot" button.' The main area contains three input fields: 'Voter Name' with the value 'PAINTER, DAVID JASON', 'Precinct' with the value '27 0', and 'Ballot Style' with the value '27.0'. At the bottom, there are two buttons: 'Issue Paper Ballot' (circled in red) and 'Cancel NO Ballot Issued'. The bottom status bar shows 'BT:93% AC:Unplugged', 'Issued: 0 Cancel: 0', and the date/time '8/11/2016 9:00:53 AM'.

# 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 their 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 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

# How to Process a Voter...

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

# 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 the '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
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 search section titled 'Find by Name'. It includes input fields for 'Last Name' (containing 'FIE'), 'First Name' (containing 'SHA'), 'Middle Init.', 'Zip Code', and 'Birth Date'. To the right of the search 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 status bar with the text '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.
- If the address is different than listed, call the voter office to determine the correct precinct.

**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 Assisted Voters

- A voter can ask for assistance if they are of advanced age, blind, disabled or unable to read/write.
- The person who does assist **cannot** be associated with the voters current or past labor union or employer.
- If the voter does not have anyone of his/her choice, two poll commissioners, of opposite political parties, may assist.

# How to Process Assisted Voters

- The poll clerk is to write the name of the assisted voter on the assisted voters form.
- The person who is assisting must sign the assisted voters form, stating he/she will not influence or advise the voter.

**LIST OF ASSISTED VOTERS & ASSISTANTS' OATHS** Binder

Jefferson County      Precinct: \_\_\_\_\_      Election Date: \_\_\_\_\_, 20\_\_

Oath of Voter's Assistant:  
I, a person giving assistance to a voter and signing below, hereby swear or affirm that:

- I will not override the actual preference of the voter I am assisting; and
- I will not mislead the voter into voting for someone other than the candidate of the voter's choice; and
- I believe the voter is voting free of intimidation or manipulation; and
- I am not the voter's present or former employer or agent of that employer; officer of a labor union of which the voter is a past or present member; a candidate on the ballot; or an official write-in candidate; and
- I understand that I must not keep or make any memorandum or entry of anything occurring within the voting booth or compartment and must not, directly or indirectly, reveal to any person the name of any candidate voted for by the voter or which ticket he or she had voted or how he or she had voted on any public question or anything occurring within the voting booth or compartment or voting machine booth except when required pursuant to law to give testimony as to the matter in a judicial proceeding.

Name of Voter	Poll Slip #	Reason for Receiving Assistance	Name & Address of Person Giving Assistance	Oath & Signature of Person Giving Assistance

We, the undersigned Election Commissioners for the election held on \_\_\_\_\_, 20\_\_, do hereby certify that the above listed voter(s) received assistance in voting under the provisions of Chapter 3 of the West Virginia Code and do also swear or affirm to the oath above for any and all voters assisted by us. If no voters were assisted, write "None" here: \_\_\_\_\_.

\_\_\_\_\_  
POLL COMMISSIONER

\_\_\_\_\_  
POLL COMMISSIONER

RETURN THIS FORM IN THE PRINTED ENVELOPE PROVIDED EVEN IF NO VOTERS ARE ASSISTED.

# 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.

# 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.

## PROVISIONAL BALLOT NOTICE

You have voted a provisional ballot because a question has been raised about your eligibility to vote at this precinct in this election or for another qualifying reason. Your ballot will not be opened and counted on Election Night. During the official canvass of the election results, the Board of Canvassers will review the information provided on the Provisional Ballot Envelope that has been completed by you and the poll clerks in attendance at your precinct. The Canvassing Board will determine whether your vote will or will not be counted. You may track the status of your ballot through a free-access system at: [www.wvsos.com](http://www.wvsos.com).

### You may contact your County Clerk at:

Jefferson County Clerk's Office  
100 E Washington St  
Charles Town, WV 25414  
304-728-3246

### You may contact the WV Secretary of State at:

WV Secretary of State  
1900 Kanawha Blvd East, Suite 157K  
Charleston, WV 25305  
1-866-767-8683

# 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.

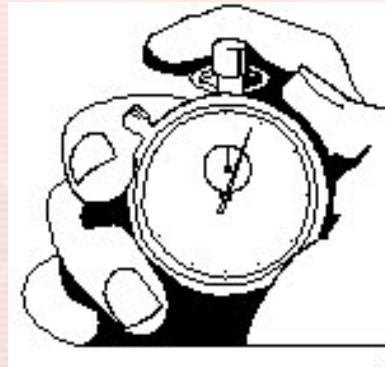
# How to Process a Voter Who is Voting a Provisional Ballot

- 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 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 slip 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 slip. They will remove the ballot stub and hand it, along with the poll slip, to the other commissioner.
- The second commissioner also verifies the numbers match and then strings the two stubs.
- 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.

# 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

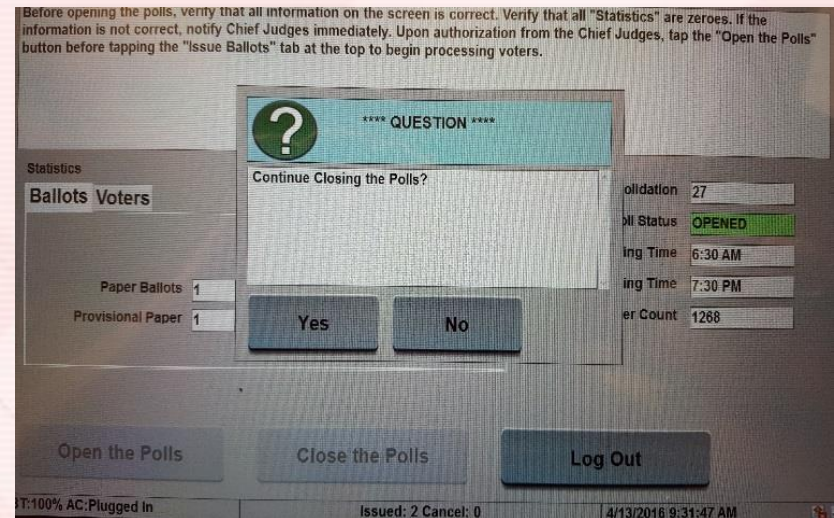
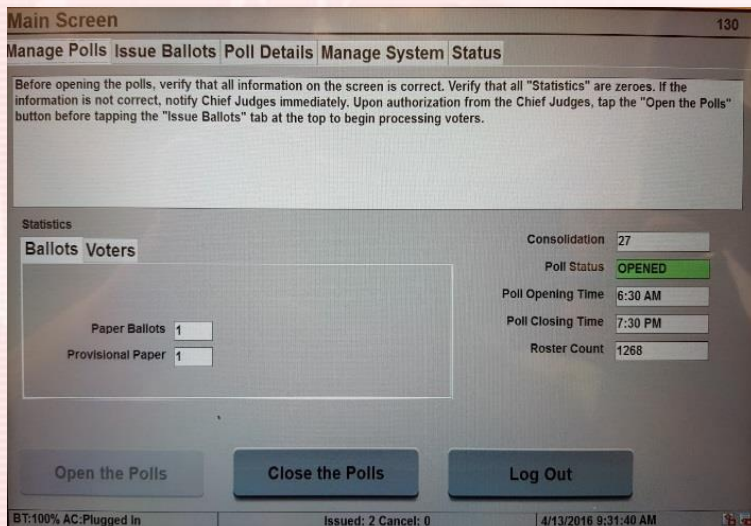
Voter NOT Found  
Issue Ballot

**Return to Main**

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

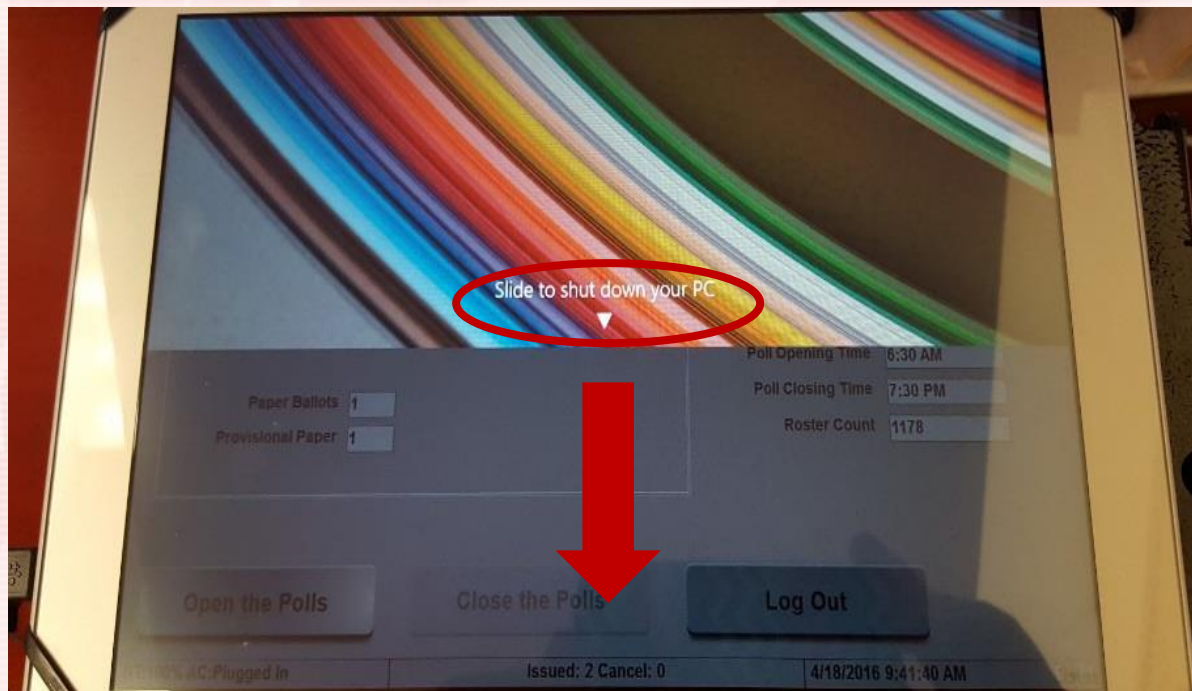
# Closing the Precinct – ExpressPoll

- 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
  - Ballot Stub Envelope
  - Statement of Ballots Used (2)
  - PCMCIA Card
  - Voter Change Form
  - When Polls Close Certification
  - Spoiled Ballots
  - Expense Statement
  - Provisional Ballots
  - Oath of Election Officials
  - Provisional Voters Form

# 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>Karen</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

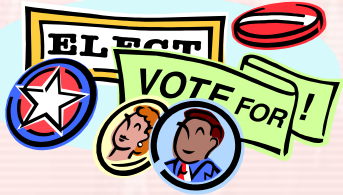
- The escort must accompany the supply clerk in the same car to return the precinct supplies.
- The escort and supply clerk must be of opposite political parties.
- The escort will be paid \$10 for this duty.



# Supply Clerks Notices

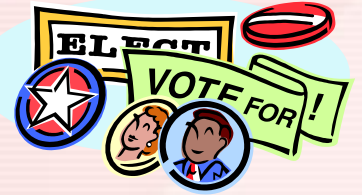
- Supplies can be picked up on Monday, November 7 between 1pm and 5pm.
- Please call your poll workers on the list provided to confirm that everyone can work and to remind them that the report time is 5:30 a.m.

# Early Voting



## **Early Voting Hours**

9 a.m.-5 p.m.



Oct 26 – Nov 5

## **Saturday Voting:**

October 29 and November 5

# 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!

