INFO SESSION: JUDGES

Wednesday, September 25, 2024

Topics

- **INTRO** (5 min)

- **PART 1**: Judge-Specific Responsibilities (15 min)

- **PART 2**: Administrative (15 min)

- **PART 3**: Emergency Readiness (10 min)

- Break (10 min)

- **PART 4**: Audit Process (50 min)

- **PART 5**: Tips & Tricks (10 min)

INTRO: What to Expect

Early Voting & Election Day

Changes in Paperwork & Process

INTRO: Objectives

Learning Objectives

Understand the *specific* **responsibilities** of your roles as Chief and Party Judges

Be ready to *lead and guide* **responses** to potential **emergency situations**

Understand and be ready to use all **new forms and processes**

PART 1: Judge-Specific Responsibilities

Topics

- **Appointment**

- **Responsibilities by Role**

PART 1: Judge-Specific Responsibilities

Appointment

Election Day Judges:

➡ Each county board of elections appoints one person to act as Chief Judge and two others to act as Party Judges for each precinct in the county on Election Days

➡ ED Judges are appointed to 2-year terms in August of odd-numbered years

➡ ED Judges currently serving were appointed in August 2023, making the November 5, 2024, General Election the last of your current appointment

PART 1: Judge-Specific Responsibilities

Appointment

Early Voting judges are appointed for *each election*.

PART 1: Judge-Specific Responsibilities

Appointment

➡ During Early Voting and on Election Day, each polling site must always have one Chief Judge and two Party Judges (only one of which can be the same party as the Chief Judge) present

➡ Only one of the three judges can be from out of precinct

Responsibilities by Role

Chief Judge

➔ Cage delivery and pick-up

➔ Communicate about site setup schedule

➔ Supplies pick-up from CCBOE

➔ Site setup coordination

➔ Emergency Meeting Place, Safe Room

➔ Announce "Polls are open" and "Polls are closed"

➔ Announce shelter-in-place, evacuations, and relocation of site

➔ Enforce peace and good order

➔ Poll workers: assignments, questions, paperwork

➔ Media

➔ Observers

➔ Hourly vote audit counts

➔ Returns to CCBOE on Election Day

PART 1: Judge-Specific Responsibilities

Responsibilities by Role

Chief AND Party Judges

➡ Photo ID issues

➡ Voter challenges

➡ Sign required paperwork

➡ Keep polling site open/unobstructed

➡ Ensure voting system remains secure

Party Judges

➡ Load cage

➡ Serve as backup to Chief Judge

➡ Alert CCBOE if Chief Judge is absent

Responsibilities by Role

Photo ID Issues

When checking in a voter, if the poll worker has an issue with a photo ID (e.g., name or photo aren't reasonable matches to the voter):

1. Let the voter know the issue and ask if they can show a different accepted photo ID.

2. If the voter can't do that, then generate a Help Station Referral Form and direct the voter to the Help Station.

3. At the Help Station, the 3 judges examine the photo ID and record their final decision on the Help Station Referral Form.

4. If at least one judge determines the photo ID meets the legal requirements, the voter can check in and vote.

5. If all 3 judges agree the requirements haven't been met, the voter can vote a provisional ballot.

Responsibilities by Role

Voter Challenges

If a voter is challenged by another voter (who must be registered to vote in the same precinct):

1. The Chief Judge calls CCBOE immediately.

2. If it is deemed that a challenge hearing is appropriate, the 3 judges will follow CCBOE's direction to proceed.

Q & A

PART 2: Administrative

Topics

- **Communication**
- **Key Dates/Times**
- **Shift Lengths**
- **Timesheets**

PART 2: Administrative

Communication

➜ WhatsApp group for all ED and EV Chief Judges

➜ WhatsApp group for each EV site

➜ CCBOE dedicated email:
ccboepworks@chathamcountync.gov

PART 2: Administrative

Key Dates

Tues, Oct 15	cage delivery to EV voting sites
Wed, Oct 16	materials pickup for CJs for EV and voting sites setup
Thurs, Oct 17	start of Early Voting
Thurs, Oct 31 – Fri, Nov 1	cage delivery to ED polling places
Sat, Nov 2	end of Early Voting
Mon, Nov 4	materials pickup for CJs for ED
Tues, Nov 5	Election Day

Shift Lengths

➡ Judges *can* work split shifts during Early Voting

➡ Judges *cannot* work split shifts on Election Day

PART 2: Administrative

Timesheets

→ **Early Voting**

→ **Election Day**

Timesheets

➡ **Early Voting**

➡ **Election Day**

POLL WORKER TIMESHEET **10/20/2024 - 11/2/2024**
EARLY VOTING

INSTRUCTIONS

CODES (in blue cells):

Assistants, use code 105
Party Judges, use code 631
Chief Judges, use code 629

HOURS:

Full day (*except Sundays and Sat, Nov 2*): **11.5**
Full day on Sundays: **3**
Full day on Saturday, Nov 2: **7**
Half day (*except Sundays and Sat, Nov 2*): **3**

ADD'L TIME (*for work done before opening and after closing*):

Chief Judges may add **1** hour per day.
Party Judges and Assistants may add **.5** per day OR **.25** per shift.

NOTE: All poll workers must be settled in and ready to begin work at the start of their shift.

Employee Last Name: _____   Employee #: *leave blank*
Employee First Name: _____   Pay Code: _____
Division/Department: Elections

WEEK 1

Pay Code	SUN 10/20/24	MON 10/21/24	TUE 10/22/24	WED 10/23/24	THU 10/24/24	FRI 10/25/24	SAT 10/26/24	Total Hours
						Total Hours Worked		

WEEK 2

Pay Code	SUN 10/27/24	MON 10/28/24	TUE 10/29/24	WED 10/30/24	THU 10/31/24	FRI 11/1/24	SAT 11/2/24	Total Hours
						Total Hours Worked		

Employee's Signature: _____

Supervisor's Signature: _____

PART 2: Administrative

Timesheets

→ Early Voting

→ **Election Day**

ED – POLL WORKER TIMESHEET

Print Name: _____

Instructions:

1. If you are a Chief Judge or Party Judge, write **1** in the box beside your position.

2. If you are an Elections Assistant working a *full* day, write **1** in the box beside your position. If you're working a *half* day, write **½**.

3. If you participated in the polling site Setup the day before the election, place a check mark ✓ in the box beside Setup.

4. Be sure to sign and date at the bottom.

621 Chief Judge ☐	622 Party Judge ☐	623 Elections Assistant ☐
627 Setup ☐	627 Setup ☐	627 Setup ☐

Signature: _____ **Date:** _____

Q & A

PART 2: Emergency Readiness Leadership

Topics

- **Power Outage**
- **Weather Emergency**
- **Evacuation**
- **Polling Site Relocation**

- **De-escalation**
- **Calling 911**

Power Outage

→ Contact CCBOE immediately.

→ If enough natural light permits, continue voting:

1. Use Check-In laptop and printer to continue checking in voters electronically.

2. Issue pre-printed ballots.

3. Open the Emergency Bin below the Ballot Scanner and have voters place their ballots in there.

→ If the Check-In laptop loses power, continue voting using the backup poll book and blank EVAs/ATVs.

Weather-Related Emergency

→ Each polling site will have a **Safe Room** designated for sheltering-in-place.

→ At Setup, the Chief Judge will share:

- Location of Safe Room

- Which items at each station to safeguard

→ During the emergency:

- Chief Judge will announce the need to shelter in place.

- The poll workers at each station should do their reasonable best to move their station's critical items to the Safe Room.

- Voters – and any in-progress ballots – should also come into the Safe Room as space allows.

Evacuation

➡ **Why?**

- Fire
- Flooding
- Gas leak
- Bomb threat

➡ **How will you know?**

- Chief Judge will announce the decision to evacuate

➡ **Where do you go?**

- Use nearest emergency exit
- Proceed to **Emergency Meeting Place**

➡ **What about voters and observers?**

- Point out nearest exits to those around you
- Ask people to leave the building until an All Clear is given
- Make sure people with impairments are aware of the evacuation order and assist them as needed

➡ **What should you take?**

- If personal safety permits, take OR secure critical equipment and materials as best you can

Polling Site Relocation

→ **Make and announce decision to relocate**

- Chief Judge notifies CCBOE Director of issue with current polling site
- Director makes the decision to relocate equipment to alternate site OR to direct voters to another active polling site
- Chief Judge alerts Facility Coordinator(s)
- Chief Judge announces decision and closes polling site

→ **Pack Up**

- Follow end-of-day suspending or closing procedures
- Post a sign directing voters to the new location – including name and address

→ **Move materials and equipment**

- Take to alternative site OR return to CCBOE (depending on decision)

→ **Set up alternate site**

- Follow normal site setup and opening procedures
- Stay in close contact with CCBOE

→ **During EV, notify poll workers of change in location**

De-escalation

The **Chief Judge** is ultimately responsible for attempting to de-escalate any disturbances and issue any verbal warnings about behaviors that could lead to a person's ejection or arrest.

De-escalation

DE-ESCALATION

Responses, tips and reminders to help stabilize tense situations. Another sentence here and it carries on and on until it's over.

FIVE PURPOSEFUL ACTIONS

REMAIN CALM
Responses, tips and reminders to help stabilize tense or stressful situations.

CHANGE THE SETTING
If possible, remove people from the area. This could involve parties to the conflict and onlookers.

RESPECT PERSONAL SPACE
Maintain a safe distance and avoid touching the other person.

LISTEN
Give your full attention, nod and ask questions, and avoid changing the subject or interrupting.

EMPATHIZE
Present genuine concern and a willingness to understand without judging.

DE-ESCALATION

Be aware of your non-verbal communications. Ensure your tone, facial expressions, body language, and gestures relay calm and empathy.

RULES OF BODY LANGUAGE

GOOD BODY LANGUAGE

#1 Keep a relaxed and alert stance off to the side of the person.

#2 Keep your hands down, open, and visible at all times.

#3 Use slow, deliberate movements.

#4 Maintain a neutral and attentive facial expression.

GOOD BODY LANGUAGE

#1 Standing rigidly directly in front of the person.

#2 Pointing your finger.

#3 Excessive gesturing or pacing.

#4 Faking a smile.

DE-ESCALATION

Remain respectful and courteous. Address the individual with civility and use phrases such as "please" and "thank you."

VERBAL COMMUNICATION

TONE
+
VOLUME
+
RATE OF SPEECH
+
INFLECTION
=
VERBAL DE-ESCALATION

TONE
Speak calmly to demonstrate empathy.

VOLUME
Monitor your volume and avoid raising your voice.

RATE OF SPEECH
Speak slowly - though not too slowly - because it is soothing.

INFLECTION
Be aware of emphasizing words or syllables as that can negatively affect the situation.

INSTEAD OF SAYING:
"Calm down"
"I can't help you"
"I know how you feel"
"Come with me"

TRY:
"I can see that you are upset..."
"I want to help. What can I do?"
"I understand that you feel..."
"May I speak with you?"

Calling 911

If you need to call 911, be ready to provide:
- Nature of emergency
- Your name
- **Building address**
- Location of person(s) of concern
- Your exact location
- Description of situation
- If an active threat, is incident still in progress?
- Physical description of assailants, if any
- Type and number of weapons, if any
- Number of potential victims

Q & A

TAKE A BREAK
10 minutes

- **PART 4**: Audit Process (50 min)
- **PART 5**: Tips & Tricks (10 min)
- **Q&A**

PART 4: Audit Process

Topics

- **Black Accordion Folders**
- **Election Day Process & Forms**
- **Early Voting Process & Forms**

ED – BLACK ACCORDION FOLDER – CONTENTS LIST

All content goes BEHIND the assigned tabs. Items in gray *start elsewhere* but are *returned in this folder.*

1. **KEY CODES, keys & extra seals**

2. **LISTS**
   - ED Polling Places
   - Contact #s
   - Observers
   - Absentees *(from CCBOE office)*
   - Poll Worker Interest List *(from Exit Station)*
   - Voters in Line When Polls Close *(from Arrival Station)*

3. **POLL WORKERS' FORMS**
   - Oath of Office
   - Timesheets
   - Computer Policy Forms

4. **ISSUES**
   - Incident Reports
   - Voter Challenge Envelopes
   - Observer Written Warning

5. VOTER UPDATES *(from Ballot Station)*

6. SPOILED BALLOTS LOG & SPOILED BALLOTS *(from Ballot Station)*

7. **TRACKING FORMS**
   - ED Hourly Audit Form
   - Transaction Statistics Reports *(from each laptop, printed at end of night)*
   - Provisional Poll Book *(from Help Station)*
   - Help Station Referral Forms *(from Help Station)*

8. BALLOT CONTROL FORM *(from suitcase)*

9. CURBSIDE LOGS *(from Curbside Station)*

10. BALLOT COUNT REPORTS *(tally tapes)*

11. **ELECTION NIGHT AUDIT FORM**

12. **PICK-UP & RETURN FORMS**
    - Black Accordion Folder
    - Chief Judge Equipment

ED – HOURLY AUDIT FORM

Precinct: _____   Date: _____

REQUIRED: Use the table below *hourly* to track laptop stats, ATV forms, and cast ballots.

During each audit, no voter should be processed at Check-In, Help, or Curbside; and no voters should be in line to obtain a ballot.

AFTER each audit, text the scanner # in column C to CCBOE.

	ATV FORMS ISSUED					CAST OR ACTIVE BALLOTS				
	A					B	C	D	E	
	Transaction Statistics					ATVs	Ballots cast	Voters in booths	C + D	Does A = B = E?
Time	Check-In Laptop 1	Check-In Laptop 2	Curbside Laptop	Help Laptop	TOTAL	Ballot Station	Scanner			YES or NO
6:30 AM										
7:30 AM										
8:30 AM										
9:30 AM										
10:30 AM										
11:30 AM										
12:30 PM										
1:30 PM										
2:30 PM										
3:30 PM										
4:30 PM										
5:30 PM										
6:30 PM										
7:30 PM										
end of night										

OPTIONAL: Use the table below if you *also* want to track ballots printed and issued against the ATV forms and cast ballots.

	BALLOTS PRINTED/ISSUED							
	C				D	E	F	G	
	Ballots Printed-on-Demand				Pre-Printed Ballots Issued	Total Spoiled Ballots	Total Prov'l Ballots	(C + D) – (E + F)	Does G = A = B = E?
Time	Ballot Printer 1	Ballot Printer 2	Touch Writer	TOTAL	Ballot Station	Ballot Station	Help Station		YES or NO
6:30 AM									
7:30 AM									
8:30 AM									
9:30 AM									
10:30 AM									
11:30 AM									
12:30 PM									
1:30 PM									
2:30 PM									
3:30 PM									
4:30 PM									
5:30 PM									
6:30 PM									
7:30 PM									
end of night									

ED – END-OF-NIGHT AUDIT FORM

Precinct: _____ **Election Date:** _____

STEP 1: Follow directions on the PICK-UP & RETURN FORM – BLACK ACCORDION FOLDER to collect ALL required forms from the various stations, as well as ALL judge signatures.

ALL 3 JUDGES must sign:
- *any used Voter Challenge envelopes*
- *back of last ATV form*
- *Spoiled Ballot Log*
- *Ballot Control Form*
- *all Ballot Count Reports (tally tapes)*

STEP 2: Complete the tables below and ensure the numbers reconcile. *If they don't, note why and open an incident report.*

ATV FORMS PRINTED						
A					**B**	
Final Transaction Statistics Reports					ATVs	Does A = B?
Check-in laptop 1	Check-in laptop 1	Curbside laptop	Help laptop	**TOTAL**	Ballot Station maroon binders	YES or NO

BALLOTS PRINTED/ISSUED								
C			**D**	**E**	**F**	**G**	**H**	**I**
Ballots Printed-on-Demand			Pre-Printed Ballots Issued	C + D	Total Spoiled Ballots	Total Prov'l Ballots	F + G	E – H
Ballot Printer 1 tally tape	Ballot Printer 2 tally tape	Touch Writer tally tape	**TOTAL**	Ballot Station		Ballot Station Spoiled Ballot Log	Help Station Prov'l Poll Book	

BALLOTS CAST			NOTES:
J			
Ballots Cast	Does A = B = I = J?		
Scanner tally tape	YES or NO		

STEP 3: Complete the PICK-UP & RETURN FORM – CHIEF JUDGE EQUIPMENT (with new seal #s).

STEP 4: Signatures

_____ _____
Chief Judge printed name   CCBOE printed name

_____ _____
Chief Judge signature   CCBOE signature

ED – PICK-UP & RETURN FORM – BLACK ACCORDION FOLDER

Precinct: _____   Election Date: _____

Keep all items/forms inside the Black Accordion Folder BEHIND the assigned tabs.

Tabs	Pick-Up	Return
	CONTENTS LIST	CONTENTS LIST
1.	KEY CODES, keys, and extra seals	KEY CODES, keys, and extra seals Place used seals in empty ziplock baggie.
2.	LISTS __ Observers __ Contact #s __ Polling Places	LISTS __ Observers __ Contact #s __ Polling Places __ Absentee Voters List __ Voter Assistants Log (*from Check-In Station*) __ Poll Worker Interest List (*from Exit Station*) __ Voters in Line When Polls Close (*from Arrival Station*)
3.	POLL WORKERS' FORMS __ Oath of Office __ Timesheets __ Computer Policy	POLL WORKERS' FORMS Complete and sign these forms during polling place setup. __ Oath of Office __ Timesheets __ Computer Policy
4.	ISSUES __ Incident Reports __ Voter Challenge envelopes __ Observer Written Warning	ISSUES Clip together any used forms and place in front. Clip Voter Challenges and Observer Warnings to their associated Incident Reports. __ Incident Reports __ Voter Challenge envelopes ALL 3 JUDGES sign. __ Observer Written Warning
5.	VOTER UPDATES	VOTER UPDATES (*from Check-In Station, in manilla envelope*)
6.	SPOILED BALLOTS LOG & SPOILED BALLOTS	SPOILED BALLOTS LOG & SPOILED BALLOTS (*from Ballot Station, in manilla envelope*) ALL 3 JUDGES sign the Spoiled Ballots Log.

Tabs	Pick-Up	Return
7.	TRACKING FORMS __ ED Hourly Audit Form	TRACKING FORMS __ ED Hourly Audit Form Complete and sign. __ Transaction Statistics Reports (*from each laptop*) Print at end of night. __ Provisional Poll Book (*from Help Station*) Print 2 copies at end of night. Place 1 copy here and 1 copy in orange bag.
8.	BALLOT CONTROL FORM	BALLOT CONTROL FORM (*from Ballot Station*) ALL 3 JUDGES sign.
9.	CURBSIDE LOGS	CURBSIDE LOGS (*from Curbside Station*)
10.	BALLOT COUNT REPORTS	BALLOT COUNT REPORTS (*tally tapes from Ballot Selectors, Touch Writer, and Scanner*) Print 3 copies at end of night. ALL 3 JUDGES sign all copies. 1 copy of each goes here, 1 copy in yellow bin, and 1 copy in slot on gray ballot bag. Paperclip copies together.
11.	ELECTION NIGHT AUDIT SHEET	ELECTION NIGHT AUDIT FORM Complete, but sign *after* the audit at CCBOE.
12.	PICK-UP & RETURN FORMS __ Black Accordion Folder (*this form*) __ Chief Judge Equipment	PICK-UP & RETURN FORMS __ Black Accordion Folder (*this form*) __ Chief Judge Equipment Write in new seal #s. Sign *after* the audit at CCBOE.
	_____ CCBOE printed name _____ CCBOE signature _____ Chief Judge printed name _____ Chief Judge printed name date: _____	_____ CCBOE printed name _____ CCBOE signature _____ Chief Judge printed name _____ Chief Judge printed name date: _____

ED – PICK-UP & RETURN FORM – CHIEF JUDGE EQUIPMENT

Election Date: _____   Precinct: _____

Pick-Up	Return
SUITCASE: seal #: _____	**SUITCASE:** seal #: _____
__ blank ballot paper	__ blank ballot paper
__ pre-printed ballots	__ pre-printed ballots
__ Ballot Control Form (*signed*)	__ 3-hole punch paper
__ 3-hole punch paper	__ printer cartridges
__ printer cartridges	__ red bag (*backup poll book, blank ATVs*) seal #: _____
__ red bag (*backup poll book, blank ATVs*) seal #: _____	
BACKPACK: seal #: _____	**BACKPACK:** seal #: _____
__ 4 laptops	__ 4 laptops
serial #s: ____ ____ ____ ____	__ 4 laptop power cords (*see zipper w/rubber band*)
__ 4 laptop power cords (*see zipper w/rubber band*)	__ 4 wireless mice and mousepads
__ 4 mice and mousepads	__ 2 wired mice
__ batteries for mice	__ batteries for wireless mice
__ extra printer cable	__ extra printer cable
METAL CASES:	**METAL CASES:**
__ 0 to 2 Ballot Selectors	__ 0 to 2 Ballot Selectors
serial #: ____ → seal #: _____	seal #: _____
serial #: ____ → seal #: _____	seal #: _____
__ 1 Touch Writer	__ 1 Touch Writer
serial #: ____ → seal #: _____	seal #: _____
__ 1 Ballot Scanner	__ 1 Ballot Scanner
serial #: ____ → seal #: _____	seal #: _____
CLEAR FILE BOX:	**CLEAR FILE BOX:**
__ forms, reference matl's, signage, folders, envelopes for all 8 stations	__ forms, reference matl's, signage, folders, envelopes for all 8 stations
BLACK BOXES:	**BLACK BOXES:**
__ 0 to 2 Ballot Printers	__ 0 to 2 Ballot Printers

Pick-Up	Return
BIG BLUE BAG: seal #: _____	**BIG BLUE BAG:** seal #: _____
__ cell phone	__ cell phone
__ 0 to 2 handheld scanner(s)	__ 0 to 2 handheld scanner(s)
__ Chief Judge's blue notebook	__ Chief Judge's blue notebook
__ clear bag (*provisional envelopes, orange bag*)	__ clear bag (*provisional envelopes, orange bag*)
__ maroon binder(s) (*ATVs*)	__ maroon binder(s) (*ATVs*) all 3 judges sign last ATV
__ green bag (*spoiled ballots*) seal #: _____	__ green bag (*spoiled ballots*) seal #: _____
__ orange bag (*provisionals and 1 copy of provisional poll book*) seal #: _____	__ orange bag (*provisionals and 1 copy of provisional poll book*) seal #: _____
GRAY BALLOT BAG	**GRAY BALLOT BAG:** seal #: _____
	__ voted ballots
_____ CCBOE printed name	_____ CCBOE printed name
_____ CCBOE signature	_____ CCBOE signature
_____ Chief Judge printed name	_____ Chief Judge printed name
_____ Chief Judge signature	_____ Chief Judge signature
_____ date	_____ date

EV – BLACK ACCORDION FOLDER – CONTENTS LIST

All content goes BEHIND the assigned tabs. Items in gray *start elsewhere* but are *returned in this folder*.

1. **KEY CODES, keys & extra seals**

2. **LISTS**
   - EV Voting Sites
   - Contact #s
   - Observers
   - Poll Worker Interest List *(from Exit Station)* *

3. **POLL WORKERS' FORMS**
   - Oath of Office *
   - Computer Policy *

4. **ISSUES**
   - Incident Reports
   - Voter Challenge Envelopes
   - Observer Written Warning

5. **TRACKING FORMS**
   - Daily Return-to-CCBOE Checklist
   - EV Daily Audit Form
   - EV Hourly Audit Form

6. **CURBSIDE LOGS** *(from Curbside Station)* *

7. **PROVISIONAL FINAL POLL BOOK** *(from Help Station)* *

8. **PICK-UP & RETURN FORMS**
   - Black Accordion Folder
   - Chief Judge Equipment

* returned to CCBOE in this folder on last day of EV

EV – HOURLY AUDIT FORM

Early Voting Site: _____   Date: _____

REQUIRED: Use the table below *hourly* to track laptop stats, EVA forms, and cast ballots.

During each audit, no voter should be processed at Check-In, Help, or Curbside; and no voters should be in line to obtain a ballot.

AFTER each audit, text the scanner # in column C to CCBOE.

Time	EVA FORMS ISSUED					EVAs	CAST OR ACTIVE BALLOTS				Does A = B = F?
	A					B	C	D	E	F	
	Transaction Statistics					Ballot Station	Current Scanner Total	Yesterday's Scanner Total *	Voters in booths	(C – D) + E	
	Check-In Laptop 1	Check-In Laptop 2	Curbside Laptop	Help Laptop	TOTAL		Scanner	*same for the entire column*			YES or NO
EX: hour 1	22	6	3	1	32	32	81	51	2	32	yes
EX: hour 2	30	8	7	3	48	48	99	51	0	48	yes
EX: hour 3	43	11	9	3	66	66	114	51	3	66	yes
8:00 AM											
9:00 AM											
10:00 AM											
11:00 AM											
12:00 PM											
1:00 PM											
2:00 PM											
3:00 PM											
4:00 PM											
5:00 PM											
6:00 PM											
7:30 PM											
end of night											

* For the Scanner, you must subtract yesterday's *ending total* from the *current value*.

(Why? Because, during Early Voting, the Scanner is *suspended* each night. The next morning, when it's opened again, it just picks up counting where it left off. At the close of the last day of Early Voting, the value on the Scanner is the *cumulative value* for *all* of Early Voting.)

OPTIONAL: Use the table below if you *also* want to track ballots printed and issued against the EVA forms and cast ballots.

Time	BALLOTS PRINTED/ISSUED							
	G				H	I	J	Does J = A = B = F?
	Ballots Printed-on-Demand				Total Spoiled Ballots	Total Prov'l Ballots	G – (H + I)	
	Ballot Selector 1	Ballot Selector 2	Touch Writer	TOTAL	Ballot Station	Help Station		YES or NO
YESTERDAY'S TOTAL				NA	NA	NA	NA	NA
yesterday's total minus current total *				NA	NA	NA	NA	NA
8:00 AM								
9:00 AM								
10:00 AM								
11:00 AM								
12:00 PM								
1:00 PM								
2:00 PM								
3:00 PM								
4:00 PM								
5:00 PM								
6:00 PM								
7:30 PM								
end of night								

* For the Ballot Selectors and Touch Writer, you must subtract yesterday's ending total from the current value on each machine.

(Why? Because, during Early Voting, these machines (like the Scanner) are *suspended* each night. The next morning, when they're opened again, they just pick up counting where they left off. At the close of the last day of Early Voting, the value on these machines is the *cumulative value* for that machine for *all* of Early Voting.)

Example: Imagine the following for *Ballot Selector 1*:

current count at 9:00 AM: 87
yesterday's total: – 74
                              13

So, the number that goes in the blue cell beside 9:00 AM for Ballot Selector 1 is **13**.

current count at 4:00 PM: 116
yesterday's total: – 74
                              42

So, the number that goes in the blue cell beside 4:00 PM for Ballot Selector 1 is **42**.

EV – DAILY AUDIT FORM

Early Voting Site: _____ Date: _____

TO BE COMPLETED BY THE CHIEF JUDGE

Ballot Scanner (Exit Station)	Starting Count A:	Ending Count B:	
Daily Ballots Cast		(B − A) = C:	
Daily EVA Forms (Ballot Station)		D:	
Laptop 1 (Check-In Station)		Daily Transaction Total E:	
Laptop 2 (Check-In Station)		Daily Transaction Total F:	
Laptop (Curbside Station)		Daily Transaction Total G:	
Laptop (Help Station)		Daily Transaction Total H:	
Total Laptop Counts		E + F + G + H = I:	
Ballot Selector 1 (Ballot Station)	Starting Count J:	Ending Count K:	
Ballot Selector 2 (Ballot Station)	Starting Count L:	Ending Count M:	
Touch Writer (Accessible Voting Station)	Starting Count N:	Ending Count O:	
Daily Ballots Printed		(K − J) + (M − L) + (O − N) = P:	
Spoiled Ballots (Ballot Station)		Q:	
Provisional Ballots (Help Station)		R:	

Do the Daily Ballots Cast equal Daily EVA Forms? (Does C = D?)	☐ YES ☐ NO
Do the Daily EVA Forms equal Total Laptop Count? (Does D = I?)	☐ YES ☐ NO
Do Daily Ballots Cast equal Daily Ballots Printed minus Spoiled Ballots and Provisional Ballots? (In other words, does C = P − (Q + R)?)	☐ YES ☐ NO

Same-Day Registrations		Curbsides
Voter Updates		Cancellations
Absentee-by-Mail Ballots		

Chief Judge signature _____

TO BE COMPLETED BY CCBOE STAFF

Verify that the following have been returned to CCBOE:

Ballot Count Reports (start and suspend tally tapes for Ballot Selectors, Touch Writer, and Scanner)	☐ YES ☐ NO
Daily Return-to-CCBOE Checklist form	☐ YES ☐ NO
Hourly Audit Form	☐ YES ☐ NO
Transaction Statistics Reports (for 4 laptops)	☐ YES ☐ NO
Incident Reports	☐ YES ☐ NO
Same-Day Registration Applications	☐ YES ☐ NO
Voter Updates and Voter Update Log	☐ YES ☐ NO
Spoiled Ballots and Spoiled Ballot Log	☐ YES ☐ NO
Who's in Line at End of Day (may not be included if no one was in line)	☐ YES ☐ NO
Early Voting Applications (EVAs)	☐ YES ☐ NO
Absentee Ballots	☐ YES ☐ NO
Did the site reconcile their counts?	☐ YES ☐ NO

Audit Notes: (If "NO" was answered to any of the questions above, please note the reason here.)

CCBOE staff signature _____ Date _____

EV – DAILY RETURN-TO-CCBOE CHECKLIST

Early Voting Site: _____   **Date:** _____

- At the end of each Early Voting Day, collect the paperwork below.
- Stack it IN THE ORDER SHOWN and place the stack in the clear zippered pouch to be collected by an authorized staff person from CCBOE the next morning.
- On the FINAL day of Early Voting,

	Paperwork	From	What to Do	✓
1	Ballot Count Reports (*tally tapes*)	*Ballot Selectors, Touch Writer, Ballot Scanner*	All morning and end-of-day tally tapes must be signed by all 3 judges. Clip together tally tapes for each machine. Rubber-band all tally tapes together and place on top of the stack. On the LAST DAY of EV, print 3 copies of the end-of-day tally tapes from each machine. Have all 3 judges sign all copies. 1 copy goes in the stack as usual, 1 copy goes in the black accordion folder, and 1 copy goes in the slot on the gray ballot bag.	
2	Daily Return-to-BOE Checklist (*this document*)	*black accordion folder*	Place below the tally tapes after checking everything off.	
3	Daily Audit Form	*black accordion folder*	Fill out the front and sign it. → Write the *ending* count numbers on the *next day's form* in the *starting count* boxes.	
4	Hourly Audit Form	*black accordion folder*	Finish filling it out. → Write the *last* scanner number on the *next day's form* in the *start* scanner column.	
5	Transaction Statistics Reports	*all laptops*	Print one from each laptop and clip them together.	
6	Incident Reports / Voter Challenges / Observer Warnings	*black accordion folder*	Make sure reports are complete and signed. Voter Challenges should be signed by all 3 judges. Clip Voter Challenges and Observer Warnings to their associated Incident Reports.	
7	Voter Updates AND Voter Update Log	*Ballot Station*	Remove from their folder and clip together with the log on top.	
8	Same-Day Registration Applications	*Help Station*	Remove from their folder and clip them together.	

see back →

	Paperwork	From	What to Do	✓
10	Spoiled Ballots AND Spoiled Ballot Log	*Ballot Station*	Remove from their folder and clip together with the log on top.	
11	Voters in Line When Polls Close list	*Arrival Station*	*Only include this form if there were people in line at closing time.*	
12	EVAs	*Ballot Station*	If there are a bunch, put a binder clip or a rubber band on them.	

NOTE: Leave the Absentee Ballots AND that day's Absentee Ballot Request Form In-Person Return log in the absentee ballot box. The CCBOE staff person will collect them from there.

Supplies Needed:

_____

_____

_____

_____

_____

_____

EV – **LAST DAY** RETURN-TO-CCBOE CHECKLIST

Early Voting Site: _____ **Date:** _____

- At the end of the *final* day of Early Voting, collect the paperwork below.
- Stack it <u>IN THE ORDER SHOWN</u> and place the stack in the Returns bag.
- Complete the Pick-Up & Return forms for the black accordion folder AND the Chief Judge's equipment.
- Bring the Returns bag, black accordion folder, timesheet binder, and Absentee Ballot Box to CCBOE along with the other Chief Judge Equipment.

	Paperwork	From	What to Do	✔
1	Ballot Count Reports *(tally tapes)*	*Ballot Selectors, Touch Writer, Ballot Scanner*	All morning and end-of-day tally tapes must be **signed by all 3 judges**. Clip together tally tapes for each machine. Rubber-band all tally tapes together and place on top of the stack. On the LAST DAY of EV, print 3 copies of the end-of-day tally tapes from each machine. Have **all 3 judges sign all copies**. 1 copy goes in the stack as usual, 1 copy goes in the black accordion folder, and 1 copy goes in the slot on the gray ballot bag.	
2	Daily Return-to-BOE Checklist *(this document)*	*black accordion folder*	Place below the tally tapes after checking everything off.	
3	Daily Audit Form	*black accordion folder*	Fill out the front and sign it. → Write the *ending* count numbers on the *next day's form* in the *starting count* boxes.	
4	Hourly Audit Form	*black accordion folder*	Finish filling it out. → Write the *last* scanner number on the *next day's form* in the *start* scanner column.	
5	Transaction Statistics Reports	*all laptops*	Print one from each laptop and clip them together.	
6	Incident Reports / Voter Challenges / Observer Warnings	*black accordion folder*	Make sure reports are complete and signed. Voter Challenges should be **signed by all 3 judges**. Clip Voter Challenges and Observer Warnings to their associated Incident Reports.	
7	Voter Updates AND Voter Update Log	*Ballot Station*	Remove from their folder and clip together with the log on top.	
8	Same-Day Registration Applications	*Help Station*	Remove from their folder and clip them together.	

see back →

	Paperwork	From	What to Do	✔
10	Spoiled Ballots AND Spoiled Ballot Log	*Ballot Station*	Remove from their folder and clip together with the log on top.	
11	Voters in Line When Polls Close list	*Arrival Station*	*Only include this form if there were people in line at closing time.*	
12	EVAs	*Ballot Station*	If there are a bunch, put a binder clip or a rubber band on them.	

EV – PICK-UP & RETURN FORM – BLACK ACCORDION FOLDER

Date: _____   Voting Site: _____

Keep all items/forms inside the Black Accordion Folder BEHIND the assigned tabs.

Tabs	Pick-Up	Return on LAST DAY of EV
	CONTENTS LIST	CONTENTS LIST
1.	KEY CODES, keys, and extra seals	KEY CODES, keys, and extra seals — Place used seals in empty zip lock baggie.
2.	LISTS __ Observers __ Contact #s __ Voting Sites	LISTS __ Observers __ Contact #s __ Voting Sites __ Voter Assistants Log (from Check-In Station) __ Poll Worker Interest List (from Exit Station)
3.	POLL WORKERS' FORMS __ Oath of Office __ Computer Policy	POLL WORKERS' FORMS Signed by Precinct Official. __ Oath of Office (judges only) __ Computer Policy (all Precinct Officials)
4.	ISSUES __ Incident Reports __ Voter Challenge envelopes __ Observer Written Warning	ISSUES Return unused forms in the black accordion folder. Return used forms with daily return-to-CCBOE paperwork. __ Incident Reports __ Voter Challenge envelopes ALL 3 JUDGES sign. __ Observer Written Warning
5.	TRACKING FORMS __ Daily Return-to-CCBOE Checklist __ EV Daily Audit Form __ EV Hourly Audit Form	TRACKING FORMS Return unused forms in the black accordion folder. Return used forms with daily return-to-CCBOE paperwork. __ Daily Return-to-CCBOE Checklist Signed. __ EV Daily Audit Form __ EV Hourly Audit Form
6.	PROVISIONAL FINAL POLLBOOK	PROVISIONAL FINAL POLLBOOK (from Help Station) Print 2 copies at the end of the last day. Place 1 copy here and 1 copy in the orange bag.
7.	CURBSIDE LOGS	CURBSIDE LOGS (from Curbside Station)
8.	FINAL BALLOT COUNT REPORTS	FINAL BALLOT COUNT REPORTS (tally tapes from Ballot Selectors, Touch Writer, and Scanner) On the LAST DAY of EV, print 3 copies of the end-of-day tally tapes from each machine. Have ALL 3 JUDGES sign all copies. 1 copy goes in the stack as usual, 1 copy goes in the black accordion folder, and 1 copy goes in the slot on the gray ballot bag.
9.	PICK-UP & RETURN FORMS __ Chief Judge Equipment __ Black Accordion Folder (this form)	PICK-UP & RETURN FORMS __ Chief Judge Equipment Write in new seal #s. __ Black Accordion Folder (this form) Sign after the audit at CCBOE.

_____
CCBOE printed name

_____
CCBOE signature

_____
Chief Judge printed name

_____
Chief Judge signature

_____
date

EV – PICK-UP & RETURN FORM – CHIEF JUDGE EQUIPMENT

Election Date: _____   Precinct: _____

Pick-Up	Return
SUITCASE: seal #: _____	**SUITCASE:** seal #: _____
__ blank ballot paper	__ blank ballot paper
__ pre-printed ballots	__ pre-printed ballots
__ Ballot Control Form (*signed*)	__ 3-hole punch paper
__ 3-hole punch paper	__ printer cartridges
__ printer cartridges	__ red bag (*backup pollbook, blank EVAs*) seal #: _____
__ red bag (*backup pollbook, blank EVAs*) seal #: _____	
BACKPACK: seal #: _____	**BACKPACK:** seal #: _____
__ 4 laptops	__ 4 laptops
serial #s: _____ _____	__ 4 laptop power cords (*see zipper w/rubber band*)
_____ _____	__ 4 wireless mice and mousepads
__ 4 laptop power cords (*see zipper w/rubber band*)	__ 2 wired mice
__ 4 mice and mousepads	__ batteries for wireless mice
__ batteries for mice	__ extra printer cable
__ extra printer cable	
METAL CASES:	**METAL CASES:**
__ 0 to 2 Ballot Selectors	__ 0 to 2 Ballot Selectors
serial #: _____ → seal #: _____	seal #: _____
serial #: _____ → seal #: _____	seal #: _____
__ 1 Touch Writer	__ 1 Touch Writer
serial #: _____ → seal #: _____	seal #: _____
__ 1 Ballot Scanner	__ 1 Ballot Scanner
serial #: _____ → seal #: _____	seal #: _____
CLEAR FILE BOX:	**CLEAR FILE BOX:**
__ forms, reference matl's, signage, folders, envelopes for all 8 stations	__ forms, reference matl's, signage, folders, envelopes for all 8 stations
BLACK BOXES:	**BLACK BOXES:**
__ 0 to 2 Ballot Printers	__ 0 to 2 Ballot Printers

Pick-Up	Return
BIG BLUE BAG: seal #: _____	**BIG BLUE BAG:** seal #: _____
__ cell phone	__ cell phone
__ 0 to 2 handheld scanner(s)	__ 0 to 2 handheld scanner(s)
__ Chief Judge's blue notebook (*reference matl's*)	__ Chief Judge's blue notebook (*reference matl's*)
__ timesheet binder	__ timesheet binder
__ clear zippered pouch (*for daily returns to CCBOE*)	__ clear zippered pouch (*for daily returns to CCBOE*)
__ clear bag (*provisional envelopes, orange bag*)	__ clear bag (*provisional envelopes, orange bag*)
__ green bag (*spoiled ballots*) seal #: _____	__ green bag (*spoiled ballots*) seal #: _____
__ orange bag (*provisionals and 1 copy of provisional poll book*) seal #: _____	__ orange bag (*provisionals and 1 copy of provisional poll book*) seal #: _____
GRAY BALLOT BAG	**GRAY BALLOT BAG:** seal #: _____
	__ voted ballots
ABSENTEE BALLOT BOX	**ABSENTEE BALLOT BOX** (*locked*)
	__ contains sealed and signed absentee ballot envelopes
_____ CCBOE printed name	_____ CCBOE printed name
_____ CCBOE signature	_____ CCBOE signature
_____ Chief Judge printed name	_____ Chief Judge printed name
_____ Chief Judge signature	_____ Chief Judge signature
_____ date	_____ date

Q & A

Topics

- **Just a few bright ideas!**

- Get signed up for WhatsApp

- Take care of timesheets and oaths during setup rather than on ED

- How to tape up maps

- AUDITS:

  – Set hourly alarm on your phone to audit #s (and text scanner total to CCBOE on Election Day only)

  – Start at Check-In Station and work your way around

  – Don't forget people voting curbside when you do hourly audits!

- Never leave Exit Station unattended

- When in doubt, open an incident report

- Use curbside and help laptops to help with check-in if line is long and they're available

- Keep Ballot Control Form in suitcase until end-of-day, then black accordion folder

- Sign tally sheets as they come off each machine on ED

- Download WhatsApp on your phone; accept invitation to group

You guys ROCK!!

Thank you!!!!