BALLOTS OFFICER

OVERVIEW OF THIS ROLE	CONTENTS OF THIS BINDER:

Responsibilities: -

Ballot security is paramount. As Ballots Officer it is expected that you will spearhead the accountability of ALL ballots as they flow through the voting process. To accomplish this, two tracking reports are used:

- The Ballot Record Report follows the flow of ballots received in the precinct and utilized throughout the day, to include distributed, used, spoiled, voided and provisional ballots. Entries are made on the report before the polls open and is maintained through the day as additional ballots are unpackaged and provided for the arriving voters. Complete instructions for this report follow below.

- A Ballot Tracking form is used to ensure all ballots distributed to the voters are used by taking regular or hourly counts of ballots issued, and ballots voted (scanned). Instructions are given on the Tracking form. You will be collaborating with the Poll Pad Officer(s) and Equipment Officer to obtain counts of ballots issued and scanned.

Ballot Flow: There may be a table in the polling place, adjacent to the Check-in table, specifically for ballot distribution. The Poll Pad Officer(s) check-in voters as they arrive, verifying their ID & registration status. A "ticket" is generated from the Poll Pad showing that status, which in turn is surrendered to receive their ballot. As required during the day, you will distribute additional unused ballots.

INCLUDED MATERIALS

INSIDE FRONT COVER

- Ballot Officer Checklist
- Blank Forms for CURRENT Election
- Election Specific Instructions, If needed.

TAB 1:   **General Information**

- Before Polls Open
- Ballots – Key Points

TAB 2:   **Role Instructions:**

- Confirm Ballots/Initial Count
- Completing the BRR
- Prepare to issue ballots
- While Polls are open
- Ballot Tracking
- After the polls close

TAB 3:   **Annotated Reports**

TAB 4: Emergency Procedures

PRIMARY ELECTIONS: Voter Registration in Virginia does not request nor require a party designation. Primary Elections can be for one specific party, or a "dual" party primary. In a dual primary, there will be different ballots for each (2) party. In essence, this is two separate elections.

IF the event of a Primary Election, an addendum to these instructions, providing specific policies & procedures for that election, will be placed in the front pocket of this binder

BALLOTS OFFICER

Intentionally Left Blank

BALLOTS OFFICER

BEFORE THE POLLS OPEN

IN ALL ELECTIONS: MAKE CERTAIN YOU HAVE THE CORRECT BALLOTS FOR YOUR PRECINCT -IF NOT, ASK YOUR CH TO CALL THE REGISTRAR IMMEDIATELY.

Check to ensure you have the correct ballots for your precinct. The State requires that ballots be counted by precinct, thus, our ballots are coded with barcodes that identify the precinct and are printed with a Precinct Identifier number -look in the upper right corner of the front side of the ballot for the indicator (Precinct 1 3,4, Town). If you do not have the correct style, advise your Chief to call the Registrar immediately: (804) 580-4655.

STEPS TO COMPLETE:

1. Confirm that ballots are for your precinct and match your sample ballots.
2. Confirm that the number of ballot packs on hand equals the number of ballot packs provided by the electoral board and reported on the label. Enter or confirm on the Ballot Record Report.
3. Count individual ballots, if not in sealed packages and record the counts
4. Specifics follow in the following pages.

Following are the full instructions for use of the Ballot Record Report.

INTENTIONALLY LEFT BLANK

BALLOTS OFFICER

BALOTS: KEY POINTS

We must account for every ballot. The Ballot Record Report is used to maintain ballot integrity, control, and tracking. Several things can happen to a ballot after it is issued to a voter.

- *The voter can cast the ballot*. The voter marks his/her choices and places the marked ballot into the scanner where it is tallied then dropped into the ballot box underneath the scanner.
- *The voter can spoil the ballot*. (Section 3a on the form.)
  - The voter makes stray marks on the ballot; or
  - the voter votes for more candidates than permitted (that is, instructions read "vote for one candidate," the voter votes for two.
  - In the case of a spoiled ballot, the spoiled ballot is given to the Precinct Chief who places the spoiled ballot into the spoiled/voided ballot Envelope 4 and the voter is issued a new ballot.
- *After receiving a ballot, the voter decides not to vote and does not mark the ballot – the ballot becomes a voided ballot.* (Section 3b on the form.)
  - Do not issue another ballot to the voter.
  - Take the unmarked ballot to the Precinct Chief who places the ballot in Envelope 4.
- *The voter may cast a provisional ballot.* (Section 3c on the form.)
  - This occurs if the voter registers to vote on the same day as voting, or
  - There is a question about the voter's eligibility to vote.
  - In this case, the voter marks the ballot, hands it to the Precinct Chief who places it into a Provisional Ballot envelope; Chief and voter complete and seal the Provisional Envelope; place the envelope containing the voter's ballot into the Provisional Ballot envelope, Envelope 1 or 1A.

Thus, the purpose of the Ballot Record Report is to ensure that each ballot is accounted for.

INTENTIONALLY LEFT BLANK

BALLOTS OFFICER

Before The Polls Open

1. Ensure you have the correct Ballots! The Electoral orders a quantity for each precinct, packing and marking the count on the box label.

2. Blank Ballots are packed in a box having two labels, one on either side. "A", is the label showing the quantity of blank ballots being provided to your precinct.

3. The ballots are specific to your precinct and will show (upper right of ballot) a Precinct number or Ballot Type and packed in shrink wrapped "packs", generally of 100. Count to ensure you have received the quantity listed on Label A.

4. The other side of the box has a label indicating a "6" on its face. At the close of voting this box should contain only the remaining unused ballots. It gets sealed and taken back to the Registrar's Office..

5. The other box provided, empty in the morning, is specifically for "used" or "voted" ballots which will be removed from the Ballot Box at the end of voting, then sealed and returned to the Registrar's Office.

INITIAL BALLOT COUNT:

With the assistance of another officer, you will open a pack of ballots, count to ensure they contain the labeled (100) count, and have available for distribution to voters once checked in.

It is always a good idea to stay one pack ahead (count 2 at beginning) then only open & count ONE PACK AT A TIME through the day as voter demand requires.

See specific instructions in completion of the Ballot Record Report for conducting this count.

INTENTIONALLY LEFT BLANK

BALLOTS OFFICER

INSTRUCTIONS FOR COMPLETING THE BALLOT RECORD REPORT

This report is an 8.5"x14", two-sided form and looks complicated. It's not really complicated – it's just that there is a lot of information to be entered onto the form and some simple math, but the use of this form is simple.

We use this form to maintain ballot integrity, control, and tracking. We must account for every ballot. Several things can happen to a ballot after it is issued to a voter.

- *The voter can cast the ballot*. The voter marks his/her choices and places the marked ballot into the scanner where it is tallied then dropped into the ballot box underneath the scanner.
- *The voter can spoil the ballot*. (Section 3a on the form.)
  - o The voter makes stray marks on the ballot; or
  - o the voter votes for more candidates than permitted (that is, instructions read "vote for one candidate," the voter votes for two.
  - o In the case of a spoiled ballot, the spoiled ballot is given to the Precinct Chief who places the spoiled ballot into the spoiled/voided ballot Envelope 4 and the voter is issued a new ballot.
- *After receiving a ballot, the voter decides not to vote and does not mark the ballot – the ballot becomes a voided ballot.* (Section 3b on the form.)
  - o Do not issue another ballot to the voter.
  - o Take the unmarked ballot to the Precinct Chief who places the ballot in Envelope 4.
- *The voter may cast a provisional ballot.* (Section 3c on the form.)
  - o This occurs if the voter registers to vote on the same day as voting, or
  - o There is a question about the voter's eligibility to vote.
  - o In this case, the voter marks the ballot, hands it to the Precinct Chief who places it into a Provisional Ballot envelope; Chief and voter complete and seal the Provisional Envelope; place the envelope containing the voter's ballot into the Provisional Ballot envelope, Envelope 1 or 1A.

Thus, the purpose of the Ballot Record Report is to ensure that each ballot is accounted for.

Now, look at the sample Ballot Record Report (following these instructions) where you will see **BOLD** numbers entered in several places on the front and back of the form. These numbers follow the instructions on the next page. Let's get started seeing how to complete this form.

Section 1. Start here at the beginning of the day.

- For purposes of this exercise, assume the Registrar/Electoral Board has issued to your precinct **1,200** ballots. This number is written on the sealed box of ballots that the Chief brings to the precinct.
- Enter the number of ballots issued to the precinct on the line where indicated, in this case **1,200.**

- Ballots are wrapped in packets of 100 ballots per packet. ***Two officers must independently count the number of packets*** – in this case, with 1200 ballots, you would have 12 packets (100 X 12 = 1,200).
- If the number of packets/ballots does not match the number issued by the Registrar/Electoral Board, contact the Registrar immediately – 804-580-4655.

Ballot Record – issue ballots to voters. Turn the form over.

Note on Issuing Ballots: Under ideal circumstances and full Election Officer staffing, the intent is to have a "Ballots Table" adjacent to the Poll Pad/Check-in table. When this is the case, the Poll Pad Officer will issue the voter a "ticket" receipt from their Poll Pad, and the voter is to provide this in exchange for a clean, unused ballot. There are times when the Poll Pad Officer may be tasked with issuing ballots directly to the voter.

- You have now verified that you have the same number of ballots that were issued to your precinct by the Registrar/Electoral Board. Now, it is time to get ready to issue ballots to voters.
- Look at the heading on the columns on the back side of the Ballot Record Form.
- Open one (only one) packet of ballots. (Never open/count >1 at a time!)
    - Have one person separately count the number of ballots in that pack with no one else looking on. That person notes the number of ballots in the pack, does not tell anyone his/her count.
    - Hand the open pack to another person, have them count the number of ballots in the pack.
    - When the two counters agree on the number of ballots in the pack, that pack is ready to issue to voters.
- Complete the columns on the back of the form as follows – assume each pack is verified to contain 100 ballots.
    - You have now opened pack #1, counted and verified the number of ballots in that pack. Next to **Ballot pack #1**, in the column that reads **# of ballots in pack Column 2**, enter the number 50.
    - Issue ballots to voters.
    - As time goes on, you will begin to get to the end of the ballots in Pack #1.
    - Have two people open a second pack, verify the number of ballots in that pack.
    - Place the ballots from Pack #2 under the remaining ballots from Pack #1 and continue issuing ballots to voters.
    - Assuming you counted 100 ballots in Pack #2, make these entries:
        - In the line for Pack #1, enter **100** in the **# of ballots USED from pack Column 2**; enter **0** in the **# of UNUSED ballots Column 3**.
- **Think about what you have just done – you opened Pack #1 containing 100 ballots and started issuing those ballots. Before you issue all 100 ballots for Pack #1, open and count Pack #2 and prepare to issue ballots from that pack. When you start issuing ballots from Pack #2, you know that all 100 ballots from Pack #1 were used and 0 left over from Pack #2.**
    - You will continue this process all day – as the pile of ballots to be issued gets low, open a new pack, two people verify the contents, enter the number of ballots in the pack you just opened in the appropriate line (Ballot pack #1, 2, 3, . . .).
    - As you start to issue from the newly opened packet, enter the number of ballots in the previous packet in the **# of ballots USED from pack Column 2** (should be 100); enter **0** in the **# of UNUSED ballots Column 3**.
    - **See the examples in the accompanying sample Ballot Record Report.**

ELECTION OFFICER INSTRUCTIONS

- As 7:00 PM approaches – time to close the polls – be careful – you do not want to have a lot of unused ballots ready for issue – keep a close eye on the number of ballots unpacked and ready to issue and estimate the number of voters you anticipate.
- At the end of the day, count the number of ballots that you DID NOT ISSUE from the last pack you opened – in our sample, there are 20 unused ballots, enter that number in the last column on the right # of UNUSED ballots Column 3. Because you counted 100 ballots in pack #10, and you have 20 left over, you know you issued 80 from pack #10 – see the sample form for the entries.
- Now you must account for all the ballots you did not issue.
  - You started the day with 12 packets of ballots.
  - You opened and used all or some of those 10 packets, thus, you have 2 unopened packets. With 100 ballots per pack, you have 200 unused ballots in the unopened packs. Look at the sample form to see how to handle that number.
  - Enter the total of **# of ballots in pack**, **# of ballots used**, and number of **UNUSED ballots** in the **TOTAL** line at the bottom of the back side of the form.

Ballot Record – now go back to the front of the form.

- **First,** total the number of UNUSED ballots – Section 4a.
  - Add the two numbers in Section 4a **(280 in this sample)**
- **Now go to Section 4b.**
  - From the scanner, get the number of ballots that went through the scanner. In this sample, that is **911**.
  - Record the number of spoiled, voided, and provisional ballots from 3a, 3b, and 3c. In this sample, those numbers are **3, 3, and 4.**
  - **Do the math for a total of 921 ballots used –** scanned, spoiled, voided, and provisional.
- **Go to the FINAL REVIEW section – 4c.**
  - **Add the numbers in 4a (280) and 4b (921) and get a total of 1,201 BALLOTS, which includes ballots scanned, voided, spoiled, and provisional ballots.**
  - **BUT WAIT – WE ONLY RECEIVED 1,200 BALLOTS TO START THE DAY. WHY DO WE NOW SHOW 1,001 BALLOTS?**
  - **Go to the Touch Writer, check the number of ballots printed on the Touch Writer -- 1. Enter that in the appropriate space and do the math: 1,201 – 1 (printed during the day on the Touch Writer) = 1,200 ballots that were issued to the Precinct.**

Now – answer the question **"Does this number equal the number of ballots issued at the start of the day?"** If **YES**, you are good to go. If **NO**, determine why not and explain on whatever blank space you can find on the form (write on the edge of the form if necessary).

IMPORTANT: In your calculations, **ignore** any entries in the **Returned absentee ballots** space. Voter(s) may have requested and received a mail-in ballot, then, decided to come to the polling place and vote in person. The voter(s) must surrender that unused mail-in ballot and be issued a new ballot. This section simply allows the precinct to keep count of how many mail-in ballots are returned unused; place in Envelope 5. The number of returned absentee ballots DOES NOT FIGURE IN YOUR CALCULATIONS – IGNORE THIS NUMBER.

End of BRR specific instructions. Continue with next page!

Intentionally left blank.

ELECTION OFFICER INSTRUCTIONS

BALLOTS OFFICER

WHILE THE POLLS ARE OPEN

Ballot Integrity is a daylong priority.

- Always check to ensure you have the correct ballot as you open ballot packs.
- Count and record all ballots distributed. Verify ballot count for each individual package when it is first opened. Open only one package at a time.
- Do not open packages that are not needed.
- Ensure the number of ballots counted, distributed, and voted (scanned) balance through the day using the BTR – next section.

PERIODIC BALLOT TRACKING - Ballot Tracking Form Annotated Form follows)

Periodically (hourly or so) verify that the number of voters who have checked-in on the Poll Pad (EPB) is the same as the total number of votes cast on the Scan unit. If there are voters at a booth voting, they too must be accounted for.

A Ballot Tracking Form is provided to facilitate this task. A blank form is inside the front cover pocket of this binder. A Sample form, annotated with instructions, is provided on the next page.

Follow this example:

1) Column 1:   Enter the time you are taking the count. The timing is not precise, with the expectation that it be done 6-8 times during the voting day, thus equating to about every 2 hours. Always perform this task during a slack period. The 1st line of the sample form shows 9:45AM
2) Column 2:   Enter the total number of voters checked in. The Poll Pad(s) show a cumulative total of voters checked-in at the bottom of the home screen. If two Poll Pads are in use, check each and add the totals together. Alternatively, from the Poll Pad menu, a Summary Report can be generated at any time. This report will aggregate the date into a sum of both devices and print a report. In the example, 49 voters have checked in.
3) Column 3:   Enter the cumulative number of ballots scanned as shown on the scanner tablet screen. Example shows 47 ballots scanned.
4) Column 4:   Account for any voters in process of marking their ballot, and not yet scanned, i.e., There are 3 voters marking their ballots, Enter 3.
5) Column 5:   Spoiled & Voided ballots – Take from Sect. 3 of the BRR.
6) Column 6:   Take a count of ballots counted but not yet distributed. The example shows 51.
7) Column 7:   Add columns 3,4,5, & 6. Your total should balance.

REMEMBER: Every ballot, voted/used, spoiled, provisional or un-used must be accounted for at day's end. These forms will help ensure an accurate count on your Ballot Record Report

Intentionally left blank.

Ballot Tracking Form

1	2	3	4	5	6	7
	Voters Checked In	Ballots Scanned	Voters in Process	Spoiled Voided Prov.	Ballots NOT Issued	Total Ballots Issued
Time	Ballots Requested Total Shown on Poll Pad(s)	Total Votes Cast (On scanner)	Voters in Booth (Currently Voting	(Per Chief)	(Ready to Distribute)	Total
9:45 AM	49	47	2	0	51	100
11:00AM	183	178	5	2	15	200
1:30PM	357	351	6	10	33	400

When convenient dring the voting day you will <u>periodically</u> ensure the total votes cast match voters checked-in, and match **ballots** opened & dispensed. This form will achieve that need. We define "periodically" as happening 6 to 8 times a day, give or take every 2 hours or so

<u>Instructions</u>:
Column 1:   Time: Enter the time of day you take this data. Semi-Hourly is suggested, however do so only when active voting is slow.
Column 2:   Enter the number of ballots given to voters as they check-in. If using 2 Poll Pads, the total checked-in on each must be added together, OR run a Poll Pad Summary Report from the Poll Pad Menu..
Column 3:   From the Scanner, enter the running total of ballots (R&D) shown as being scanned - bottom center of screen. This may be less than the total of R&D checked in under Column 2, due to Column 4 below.
Column 4:   Some voters may have been checked in however are currently completing their ballot, orr waiting to do so. Enter that total in "C".
Column 5:   Enter the number of Spoiled, Voided and Provisional ballots used - obtain total from Chief Officer.
Column 6: Enter the number of ballots you have opened and counted but not yet distributed to voters.
Column 7: Add together Columns 3+4+5+6=7.
   The total in column 7 should match the number of ballots you have opened & counted per your Ballot Record Report.
Remember: Column 2,3 & 7 are cumulative through that point in time.

INTENTIONLLY LEFT BLANK

ELECTION OFFICER INSTRUCTIONS

AFTER THE POLLS ARE CLOSED:

- With the Equipment Officer, before the scanner is "closed", break the seals on the Ballot Box, front & back.

- Assist as necessary to put ballots from emergency ballot box, if any, through the scanner.

- The remaining scanned ballots may now be removed, boxed, and sealed as required. The Chief Officer can assist and provide direction when needed.

- The Equipment Officer can now close the scanner and log the removal of those seals on the Seal Certificate, retaining the broken seals per their instructions.

- Count unused ballots. Leave sealed (pre-counted) packages and assume each unopened package contains the correct number of ballots when completing the Ballot Record Report.

- Complete two copies of the Ballot Record Report per previous instructions. Give one Ballot Record Report to the Reports Officer and the second Ballot Record Report to the Chief to include in Envelope #2. Empty Ballot Box

- Remove, but do not open, sealed provisional ballots in green envelopes, if any and give to the Chief.

- Package all counted ballots in box/envelope #3. e) Package all unused ballots in box/envelope

INTENTIONALLY LEFT BLANK

EMERGENCY PROCEDURES

(Not Location Specific)

1) **YOUR PRIORITYIES**
   a) Safety of Personnel and Voters
   b) Security of the Ballots and Equipment
   c) Personal property and supplies

2) **LOSS OF POWER**
   a) Continue Voting. Pollbooks and scanners will continue to operate for up to four hours, the printer will not.
   b) Call the Registrar's Office at 580-4655.
   c) The Board members will contact the appropriate emergency service to have a generator and necessary electric cables delivered.

   <mark>DO NOT TURN THE Poll Pads, SCANNER OR TOUCH WRITER OFF.</mark>
   <mark>Doing so will cancel all reporting functions</mark>

3) **ABANDONMENT OF POLLING SITE**
   a) The person closest to the door will restrict entrance and direct all voters outside escorting them a safe distance from the building.   Tell voters that the precinct has been temporarily closed.
   b) Ask all voters holding ballots to wait outside and they will be able to vote their ballots, once the equipment is outside.

4) **Specific Role Responsibilities:**
   a) Pollbook/Poll Pad Operators: Unplug and carry equipment/book outside. Do not accept any additional voters until a temporary site has been set up or the polling site has been moved to its emergency location.
   b) The Ballot Officer: Collect and carry out all unused ballots.
   c) The Equipment Officer: With the assistance of the Facilities Officer and any available persons, unplug the scanner and carry it and the ballot box outside.   DO NOT "CLOSE" THE POLLS.
   d) The Chief Officer will collect all Provisional, void and spoiled ballots and a cell phone and carry them outside.
   e) Ensure all people have evacuated to a safe distance from the building and the staff is providing collective oversight of all equipment and ballots.
   f) The Chief will call:
      i) 911 in case of fire or a medical emergency.
      ii) The Registrar's Office and explain the situation.
      iii)   The contact for the alternative polling site.

Registrar's Office (804) 580-4655

EMERGENCY PROCEDURES

(Not Location Specific)

Intentionally Left Blank