# CAP CHECKLIST OF POLLING PLACE OPERATIONS

PUNCH-CARD EQUIPMENT: PBC III D

# **GENERAL INFORMATION**

- THE CENTRAL ABSENTEE PRECINCT (CAP) CHIEF OFFICER WILL CONTACT THE GENERAL REGISTRAR'S OFFICE FOR A REPORT TIME.
- THE POLLS OPEN AT 6:00 A.M. AND CLOSE AT 7:00 P.M.
- CAP OFFICERS OF ELECTION MUST ARRIVE AT THEIR ASSIGNED POLLING PLACE AT THE PRE-ARRANGED REPORT TIME AND REMAIN AT THE POLLS UNTIL AFTER THE POLLS CLOSE AND ALL ELECTION DOCUMENTS ARE SIGNED AND DUTIES ARE COMPLETED TO THE SATISFACTION OF THE CHIEF OFFICER OF ELECTION.
- THIS ELECTION DAY GUIDE FOR OFFICERS OF ELECTION PROVIDES AN OUTLINE OF THE ESSENTIAL DUTIES THAT MUST BE COMPLETED BEFORE THE POLLS OPEN, DURING THE DAY, AND AFTER THE POLLS CLOSE. THE CHECKLIST DOES NOT INCLUDE ALL REQUIRED ACTIONS, AND THE DUTIES ARE NOT LISTED IN THE EXACT ORDER OF OCCURRENCE. RATHER, THE DUTIES ARE TO BE CARRIED OUT CONCURRENTLY BY THE TEAM OF OFFICERS OF ELECTION ASSIGNED TO THE POLLING PLACE.
- THE CHIEF OFFICER IS RESPONSIBLE FOR SEEING THAT EACH ITEM ON THE CHECKLIST IS MARKED AS IT IS COMPLETED AND THE CHECKLIST IS RETURNED IN ENVELOPE #2.

# PRE-ELECTION DAY DUTIES

# **ELECTION SUPPLIES**

CHECK OFF SUPPLIES AGAINST LIST OF SUPPLIES

# **VERIFICATION OF BALLOT CARDS**

★ CONFIRM THE NUMBER OF BALLOTS ISSUED AGAINST INFORMATION ON THE SOR (LINE 1)

# **POLLING PLACE**

- CONFIRM THAT THE GENERAL REGISTRAR HAS OBTAINED A KEY FOR THE HISTORICAL COURTHOUSE
- ENSURE YOU CAN GET INTO THE BUILDING AS SCHEDULED ON ELECTION MORNING
- ♦ CHECK THAT THE CORRECT VOTE COUNTER HAS BEEN DELIVERED.
- BE DELIVERED

# OFFICERS OF ELECTION

- ☼ CONTACT OFFICERS OF FLECTION
- REMIND THEM OF REPORT TIME AND TO BRING SNACKS, DRINKS, LUNCH, ETC.
- ♠ ENSURE THAT ALL ELECTION OFFICIALS HAVE YOUR NAME
  AND TELEPHONE NUMBER IN THE EVENT OF AN
  EMERGENCY
- DISTRIBUTE OVERVIEW OF ASSIGNMENT SHEETS TO ALL
  OFFICERS OF ELECTION -- REVIEW IF POSSIBLE

# BEFORE THE POLLS OPEN

# <u>AUTHORIZED REPRESENTATIVES (REPS)</u>

♦ WELCOME REPS, IF ANY; CHECK WRITTEN AUTHORIZATION
[SEE PAGE 5]

# OATH OF OFFICER (CHIEF OFFICER)

- ♠ Administer Oath of Officer; have Officers sign form
- SIGN FORM AT TOP AND BOTTOM OF SHEET
- ₱ PLACE OATH OF OFFICER FORM IN ENVELOPE # 2

# **ELECTION SUPPLIES**

- REMOVE ELECTION SUPPLIES, FORMS AND MATERIALS FROM SUITCASE
- **®** DISTRIBUTE OFFICER OF ELECTION BUTTONS

# **POLLING ROOM**

♠ ARRANGE TABLES AND CHAIRS FOR BEST FLOW

# **VERIFICATION OF BALLOTS**

♦ CONFIRM ON STATEMENT OF RESULTS, PART A-1, THE NUMBER OF BALLOTS PROVIDED TO FOR VOTING BALLOTS IN-PERSON BEFORE THE POLLS OPEN [LINE 1]

# **OPENING BALLOT COUNTER**

- REMOVE THE VOTING MACHINE KEY FROM THE HANDLE OF
  THE SUITCASE IN PRESENCE OF OFFICERS
- **OPEN AND TURN ON COUNTER**
- ♠ Confirm Public Counter shows "0000/INSERT BALLOT"
- ♦ VERIFY THAT "0000" IS PRINTED ON THE STATEMENT OF RESULTS, PART C. COUNTER [LINE 14: NUMBER ON PUBLIC COUNTER --BEFORE POLLS OPEN]

# ZERO (0000) TAPE

- TURN ON BALLOT COUNTER [THE ZERO TAPE WILL RUN AUTOMATICALLY; DO NOT REMOVE TAPE]
- EXAMINE ZERO TAPE FOR CORRECT PRECINCT NAME/NUMBER
- CONFIRM THAT ZERO TAPE SHOWS SAME OFFICE TITLES, LEGISLATIVE DISTRICT(S), CANDIDATES, AND ISSUES AS SAMPLE BALLOT
- EXAMINE ZERO TAPE TO CONFIRM THAT ALL POSITIONS
  SHOW FOUR ZEROS (0000). [CALL ELECTORAL BOARD
  IMMEDIATELY IF DISCREPANCY FOUND]
- ♦ SIGN ZERO TAPE--IF NO ERRORS (CHIEF & DEPUTY CHIEF)
- ♠ Leave Zero Tape attached to paper spool

# SIGNS

# **OUTSIDE POLLING PLACE**

**®** Post *PROHIBITED AREA* Poster

# WHILE THE POLLS ARE OPEN--REMINDERS

# <u>AUTHORIZED REPRESENTATIVES</u> (REPS)

Welcome Reps, if any; check written authorization[See Page 5]

# ABSENTEE APPLICANT LIST (AAL)

- MATCH AAL WITH THE ENVELOPES FOR EACH PRECINCT;
- STATEMENT ON INSIDE ENVELOPE IS COMPLETED AND SIGNED:
- **®** READ NAME ON ENVELOPE TO POLLBOOK OFFICER;
- MARK (X-GENERAL ELECTION; R-REPUBLICAN PRIMARY;
   D-DEMOCRATIC PRIMARY) IN RED INK ON AAL;
- **©** Confirm that the count is equal or accountable;
- ♦ WRITE THE NUMBER OF MARKS ON TOP OF AAL
- BY PRECINCT, WRAP THE AAL AROUND THE EMPTY
  ENVELOPES. FORWARD TO BALLOT COUNTER OFFICER

# PERSON SIGNS AFFIRMATION OF ELIGIBILITY FORM

WRITE "S" (FOR AFFIRMATION STATEMENT) IN POLLBOOK TO THE LEFT OF VOTER'S NAME (1ST COLUMN)

# **BALLOT COUNTER**

- ₱ Insert ballot <u>unfolded</u> into counter.
- **♦** BALLOT CARDS ARE INTACT (TOP AND BOTTOM TOGETHER)

# NUMBER OF BALLOTS CAST

**®** Check totals against vote counter work sheet



☼ CONFIRM THE TIME [CALL TELEPHONE SERVICE BEFORE POLLS CLOSE TO CONFIRM CORRECT TIME ]

# AFTER THE POLLS CLOSE

# POLLS CLOSE: 7:00 P.M.

ANNOUNCE PROMPTLY AT 7:00 P.M., "THE POLLS ARE OFFICIALLY CLOSED."

# **AUTHORIZED REPRESENTATIVES (REPS)**

♦ WELCOME REPS; CHECK WRITTEN AUTHORIZATION [SEE PAGE 5]

# **CERTIFYING POLLS CLOSED (POLLBOOK)**

- WRITE "POLLS CLOSED, DATE, TIME" ON LAST PAGE OF EACH POLLBOOK
- SIGN NAME (ALL OFFICERS) AFTER WRITING "POLLS CLOSED . . .

# CERTIFYING POLLBOOK COUNT

- ENTER THE LAST NUMBER MARKED OFF EACH POLLBOOK COUNT FORM IN THE CERTIFICATION SECTION (PAGE 4 OF FORM)
- SIGN POLLBOOK COUNT CERTIFICATION (POLLBOOK OFFICER)

# **EMPTYING BALLOT BOX**

# CHALLENGED BALLOTS (GREEN ENVELOPES)

- WINLOCK BALLOT BOX; REMOVE, BUT DO NOT OPEN, SEALED CHALLENGED BALLOTS IN GREEN ENVELOPES, IF ANY; ENCLOSE SEALED GREEN ENVELOPES IN LARGER GREEN ENVELOPE #1
- ♠ ENTER IN CERTIFICATION SECTION (ENVELOPE #1) THE NUMBER OF CHALLENGED BALLOTS ENCLOSED; OTHERWISE, WRITE "NONE"

# OTHER BALLOTS

- REMOVE BALLOTS FROM "OUTSIDE POLLS" ENVELOPES; INSERT BALLOTS INTO COUNTER

# **RUNNING RESULTS TAPES**

- © CONFIRM THAT ALL BALLOTS IN THE BALLOT BOX HAVE BEEN INSERTED INTO THE COUNTER
- **♦** TAPE #1
  - ✓ UNLOCK KEYPAD DOOR; PRESS ASTERISK (\*\*) ONE TIME:
  - ✓ PRESS "O" KEY TO RUN TAPE #1--IF ALL BALLOTS FROM BALLOT BOX HAVE BEEN INSERTED INTO COUNTER
  - ✓ KEEP TAPE #1 ATTACHED TO ZERO TAPE
  - ✓ MARK *TAPE #1*; SIGN TAPE (FOUR OFFICERS)
  - ✓ ATTACH TAPE #1 TO STATEMENT OF RESULTS, COPY #1
- **♦** TAPE #2:
  - ✓ Press asterisk ( ) to run Tape #2
  - ✓ MARK TAPE #2; SIGN TAPE (FOUR OFFICERS)
  - ✓ ATTACH TAPE #2 TO STATEMENT OF RESULTS, COPY #2
- **♦** TAPE #3
  - ✓ Press asterisk ( ) to run Tape #3
  - ✓ MARK TAPE #3; SIGN TAPE (FOUR OFFICERS)
  - ✓ ATTACH TAPE #3 TO YELLOW PRINTED RETURN SHEET
- **♥** TAPE #4:
  - ✓ Press asterisk ( ) to run Tape #4
  - ✓ Mark Tape #4; Sign tape (four Officers)
  - ✓ ATTACH TAPE #4 TO UNOFFICIAL TALLY SHEET

# WRITE-IN BALLOTS

- ♠ Remove write-in ballots from ballot box
- RECORD ON WRITE-INS CERTIFICATION (TWO COPIES)

  VALID AND INVALID WRITE-INS FOR EACH OFFICE
- WRITE "NONE" ON WRITE-INS CERTIFICATION (TWO COPIES) IF NO WRITE-IN BALLOTS ARE CAST

# **STATEMENT OF RESULTS (SOR)** (Two copies)

- ♦ COMPLETE PART A-1 AND A-2, BALLOTS; PART B, POLLBOOK COUNT; AND PART C, COUNTER
- ANSWER QUESTION IN PART D; WRITE EXPLANATION IF ANSWER IS "NO" TO QUESTION
- SIGN (ALL OFFICERS) COPY #1 OF THE SOR, PART F; ATTACH TAPE #1 AND ZERO TAPE TO SOR
- SIGN (ALL OFFICERS) COPY #2 OF THE SOR, PART F; ATTACH TAPE #2 TO SOR

# PRINTED RETURN SHEET

SIGN (ALL OFFICERS) YELLOW PRINTED RETURN SHEET; ATTACH TAPE #3 TO SHEET

# REPORTING & ANNOUNCING UNOFFICIAL RESULTS

- REPORT THE UNOFFICIAL ELECTION RESULTS USING TAPE #4
  ATTACHED TO UNOFFICIAL TALLY SHEET (CHIEF MAY
  DESIGNATE AN OFFICER TO DELIVER THIS TO REGISTRAR'S
  OFFICE)
- ANNOUNCE UNOFFICIAL RESULTS OUTSIDE POLLS, IF REQUESTED

# **PACKING ENVELOPES**

- ASSIGN (FROM PAGE 5) EACH ENVELOPE, SEAL AND SIGN AS INSTRUCTED
- ✿ CONFIRM THAT PRECINCT NAME AND DATE OF ELECTION ARE PRINTED ON EACH ENVELOPE

# PACKING BOXES [SEE PAGE 6]

- REMOVE COUNTED BALLOTS FROM COUNTER
- PLACE COUNTED BALLOTS, INCLUDING BANDED WRITE-IN BALLOTS. IN BOX A
- ♦ CHECK TO SEE THAT THE BOX A LABELS SHOW THE PRECINCT NAME AND DATE

# **CLOSING AND LOCKING COUNTER**

- TURN OFF COUNTER'S POWER SWITCH; LOCK KEYPAD DOOR
- ₱ PLACE CORD(S); LOCK SIDE PANEL
- ♠ ENCLOSE THE VOTING EQUIPMENT KEYS IN ENVELOPE #7

# **COLLECTING SIGNS**

- ₱ RETURN TO POLLING ROOM ANY SIGNS POSTED OUTSIDE
- ₱ Remove paper signs; discard "non-reusable" signs
- PACK REUSABLE SIGNS IN ENVELOPE #11

# **FINAL DUTIES**

- PACK ELECTION MATERIALS IN THE SUITCASE
- LEAVE VOTING AREA AS CLEAN AND ORGANIZED AS POSSIBLE

# **ASSIGNMENTS - PACKING ENVELOPES**

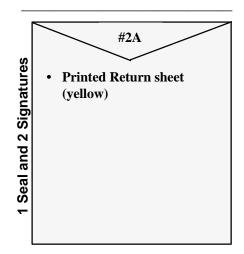
# **ENV #1 ASSIGNED TO:**

# \*\* Challenged Ballot(s) (Sealed Green ENVelope)

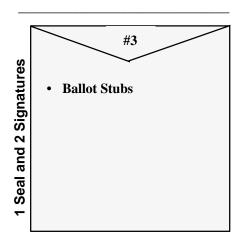
# **ENV #2 ASSIGNED TO:**

# • Oath of Officer form • Pollbooks • Pollbook count forms • Statement of Results (2 copies) • Write-ins certification (2 copies) • Incident Sheet

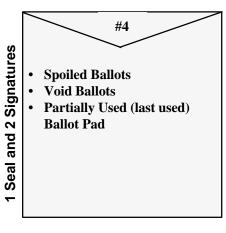
**ENV #2A ASSIGNED TO:** 



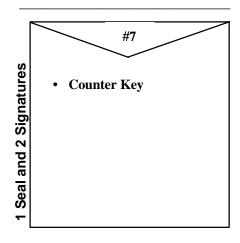
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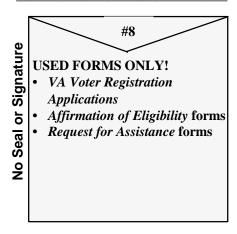
**ENV #4 ASSIGNED TO:** 



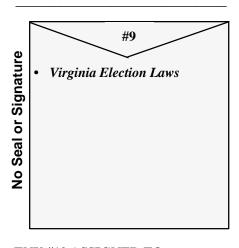
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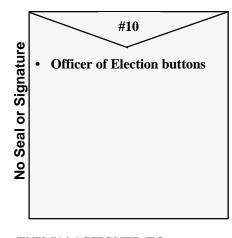
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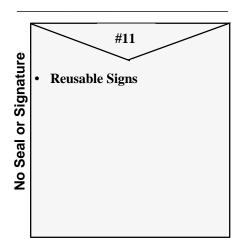
**ENV #9 ASSIGNED TO:** 



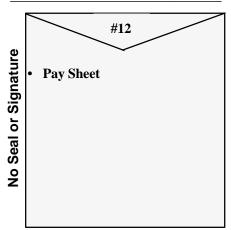
ENV #10 ASSIGNED TO:



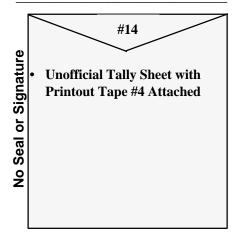
**ENV #11 ASSIGNED TO:** 



**ENV #12 ASSIGNED TO:** 

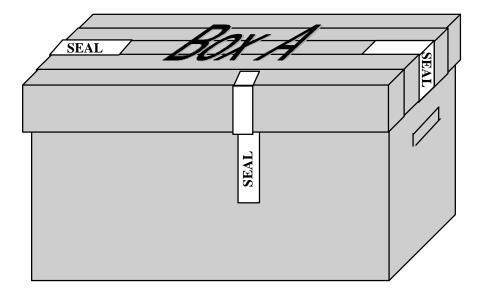


**ENV #14 ASSIGNED TO:** 



# **ASSIGNMENTS - PACKING BOXES**

# Box A assigned to:



# This box contains:

- Counted ballots
- Write-in Ballots (banded)

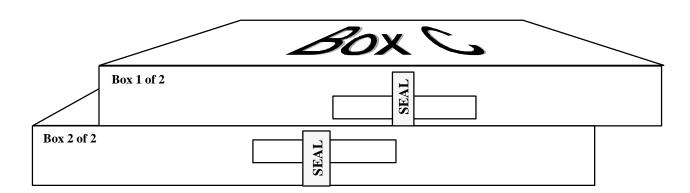
NOTE: If ballot was processed through the counter it is packed into this box.

# Sealing & Signing Requirements

- Seal with 3 seals (white labels)
- All Officers sign & date

# Box(es) C assigned to:

NOTE: White boxes which are not holding full ballot pads are to be returned empty.



# Box(es) C contain:

Unused Ballot Pads

NOTE: If no ballots have been removed from the stub, that pad goes in these boxes.

# **Sealing & Signing Requirements:**

- Seal front of box with 1 seal
- Sign & date label (2 officers)

# PRIMARY ELECTIONS

# WHAT IS A PRIMARY ELECTION?

A PRIMARY ELECTION IS ONE HELD FOR THE PURPOSE OF SELECTING A CANDIDATE TO REPRESENT A POLITICAL PARTY FOR ELECTION TO A CERTAIN OFFICE. In a primary election, voters decide who will be the nominee of the political party. In a *Multiple Primary*, two or more elections ARE HELD ON THE SAME DAY. VIRGINIA LAW PERMITS A VOTER TO VOTE IN ONLY ONE OF THE ELECTIONS. (§24.2-530, CODE OF VIRGINIA)

# **EXCEPTIONS TO GENERAL PROCEDURE**

In a primary election, write-in votes are  $\underline{\text{NOT}}$  permitted. (§24.2-644, Code of Virginia). The other procedures that are different FROM GENERAL ELECTIONS INCLUDE THE FOLLOWING:

	REPUBLICAN PRIMARY	DEMOCRATIC PRIMARY	VIRGINIA REFORM PRIMARY
BEFORE POLLS OPEN PRECINCT ROSTER (PR)	ENTER "R-AB" (INSTEAD OF "AB")	ENTER "D-AB" (INSTEAD OF "AB")	ENTER "V-AB" (Instead of "AB")
WHILE POLLS ARE OPEN PRECINCT ROSTER (PR)	ENTER "R" (INSTEAD OF "X")	ENTER "D" (INSTEAD OF "X")	ENTER "V" (INSTEAD OF "X")

# MULTIPLE PRIMARY ELECTION ONLY . . .

VOTER MUST BE ASKED . . .

"DO YOU WISH TO VOTE IN THE REPUBLICAN PARTY PRIMARY?"

"Do you wish to vote in the Democratic Party Primary?" OR "DO YOU WISH TO VOTE IN THE VIRGINIA REFORM PARTY PRIMARY?"

ENTER: "R" OR "D" OR "V" ON THE PR, AS APPLICABLE

### AUTHORIZED REPRESENTATIVES (REP)

REP MUST BE A QUALIFIED VOTER OF THE LOCALITY TO BE PRESENT IN THE POLLING PLACE REP MUST PRESENT A LETTER OF AUTHORIZATION TO THE CHIEF OFFICER OF ELECTION NO CAMPAIGNING IS PERMITTED BY ANYONE INSIDE THE POLLING PLACE

BEFORE POLLS OPEN (§24.2-639)	WHILE POLLS ARE OPEN (§24.2-604)	AFTER POLLS CLOSE (§24.2-655)				
General & Special Elections						
ONE REP OF EACH POLITICAL PARTY  CITY OR TOWN ELECTION: ONE REP OF EACH CANDIDATE IF NO CANDIDATE IS A PARTY NOMINEE AND NO OTHER ELECTION HAVING PARTY NOMINEES IS BEING CONDUCTED	One Rep of each political party  One Rep of each independent candidate  Candidates may enter polling place only to vote or to visit for no longer than ten (10) minutes.  Note: If the PR is divided, one Rep is permitted for each division. This number may not exceed three Reps of any political party or independent candidate at one time.	TWO REPS OF EACH POLITICAL PARTY HAVING A CANDIDATE ON THE BALLOT  ONE REP OF EACH INDEPENDENT CANDIDATE  NOTE THE ABOVE NUMBERS APPLY REGARDLESS OF THE PR DIVISIONS				
ONE REP OF EACH POLITICAL PARTY HOLDING A PRIMARY	ONE REP OF EACH CANDIDATE  CANDIDATES MAY ENTER POLLING PLACE ONLY TO VOTE OR TO VISIT FOR NO LONGER THAN TEN (10) MINUTES. [SEE NOTE ABOVE]	ONE REP OF EACH PRIMARY CANDIDATE [SEE <i>NOTE</i> ABOVE]				

# ABSENTEE APPLICANT LIST (AAL) POSITION

**PUNCH CARD EQUIPMENT** 

### MATERIALS AND EXPLANATIONS

ABSENTEE APPLICANT LIST (AAL)

THE ABSENTEE APPLICANT LIST (AAL) IS A RECORD OF VOTERS WHO WERE ISSUED AN ABSENTEE BALLOT PRIOR TO ELECTION DAY. THE LIST IS PRINTED ALPHABETICALLY BY PRECINCT.

<u>LEGISLATIVE DISTRICTS</u>. A LOCALITY MAY BE DIVIDED INTO TWO OR MORE LEGISLATIVE DISTRICTS (E.G., CON 04 AND CON 07). IN THIS CASE, VOTERS IN EACH DISTRICT WILL BE LISTED IN A SEPARATE POLLBOOK FOR THE DISTRICT.

# BEFORE THE POLLS OPEN

# **BALLOTS**

ALL BALLOTS COMPLETED IN OR RECEIVED BY THE GENERAL REGISTRAR WILL BE ARRANGED IN DISTRICT ORDER ALPHABETICALLY BY PRECINCT PRIOR TO BEING DELIVERED TO THE CENTRAL ABSENTEE PRECINCT (CAP). THE EXTERIOR ENVELOPES WILL BE OPENED.

### WHILE THE POLLS ARE OPEN

## **DETERMINING VOTER IS QUALIFIED**

The AAL Officer matches the envelopes with the correct precinct AAL before preceding:

- OPEN THE OUTER ENVELOPE;
- VERIFY THAT STATEMENT ON INSIDE ENVELOPE IS COMPLETED AND SIGNED;
- REMOVE BALLOT FROM ENVELOPE;
- Read name on envelope to Pollbook Officer;
- Mark (X-General Election; R-Republican Primary; D-Democratic Primary) in red ink off AAL;

When all the ballots for the precinct have been accounted for:

- COUNT THE NUMBER OF BALLOTS RECEIVED;
- COUNT THE NUMBER OF MARKS (X,R OR D) ON THE AAL;
- CONFIRM THAT THE COUNT IS EQUAL OR ACCOUNTABLE;
- WRITE THE NUMBER ON TOP OF AAL
- BY PRECINCT, WRAP THE AAL AROUND THE EMPTY ENVELOPES. PLACE A RUBBER BAND AROUND THE ENTIRE PACKAGE

VERIFY THE TOTAL WITH THE POLLBOOK OFFICER. PASS THE BALLOTS TO THE MACHINE OPERATOR.

STANDARD PROCEDURE	WHAT TO DO IF
BALLOT INSIDE ENVELOPE IS NOT COMPLETED PROPERLY AND/OR SIGNATURE IS MISSING	NAME IS CHECKED OFF AAL BUT IS REJECTED. BE AWARE: THIS WILL CREATE A DISCREPANCY TO BE ACCOUNTED FOR ON THE SOR.

# POLLBOOK POSITION

# **PUNCH CARD EQUIPMENT**

# MATERIALS AND EXPLANATIONS

POLLBOOK:

THE POLLBOOK IS A BOOK OR SERIES OF BOOKS USED TO MAKE NOTE OF THE VOTER'S NAME IN THE ORDER THAT THE BALLOTS WERE PROCESSED.

# BEFORE THE POLLS OPEN

### **BALLOTS**

ALL BALLOTS RECEIVED BY THE GENERAL REGISTRAR WILL BE ARRANGED IN DISTRICT ORDER ALPHABETICALLY BY PRECINCT PRIOR TO BEING DELIVERED TO THE CENTRAL ABSENTEE PRECINCT (CAP). THE EXTERIOR ENVELOPES WILL BE OPENED.

# WHILE THE POLLS ARE OPEN

### **PROCEDURE**

ASSISTS THE AAL OFFICER IN SEPARATING THE AAL BY LEGISLATIVE DISTRICT AND BY PRECINCT

- Prepares empty pollbooks by legislative district, then by precinct;
- AFTER THE AAL OFFICER STATES THE VOTER'S NAME, WRITE VOTER'S NAME IN POLLBOOK;

WHEN ALL THE BALLOTS FOR THE PRECINCT HAVE BEEN ACCOUNTED FOR:

- COUNT THE NUMBER OF NAMES WRITTEN;
- WRITE THE NUMBER ON TOP OF POLLBOOK

VERIFY THE TOTAL WITH THE AAL OFFICER.

IF	THEN, IN ADDITION TO ENTERING THE POLLBOOK COUNT NUMBER
VOTER VOTED OUTSIDE THE POLLS	ENTER "OP" OPPOSITE VOTER'S NAME IN POLLBOOK (FIRST COLUMN)
VOTER IS REQUIRED TO SIGN THE <b>A</b> FFIRMATION STATEMENT	ENTER "S" OPPOSITE VOTER'S NAME IN POLLBOOK (FIRST COLUMN)

# AFTER THE POLLS CLOSE

# CERTIFYING POLLS CLOSED

AFTER THE LAST BALLOT HAS BEEN PROCESSED, ALL OFFICERS MUST CERTIFY THE CLOSING OF THE POLLS AT THE END OF EACH POLLBOOK.

- WRITE "POLLS CLOSED, (DATE), (TIME)" ON THE LAST PAGE OF EACH POLLBOOK.
- HAVE EACH OFFICER SIGN HIS NAME FOLLOWING "POLLS CLOSED, (DATE) (TIME)."

# STATEMENT OF RESULTS

PROVIDE TO THE OFFICER PREPARING THE STATEMENT OF RESULTS, THE TOTAL NUMBER OF NAMES MARKED FOR EACH POLLBOOK'S LEGISLATIVE DIVISION.

# BALLOT COUNTER POSITION

# **PBC IIID PUNCH CARD EQUIPMENT**

# **EQUIPMENT**

• BALLOT COUNTER (PBC III D)

- CAP WORK SHEET
- Vote Counter Work Sheet

# BEFORE THE POLLS OPEN

# SETTING UP THE COUNTER (A QUICK REFERENCE)

- UNLOCK THE SIDE PANEL.
- Remove the power cord and other election materials.
- CLOSE AND LOCK THE SIDE PANEL.
- PLUG THE POWER CORD INTO THE COUNTER'S REAR-PANEL OUTLET AND INTO A GROUNDED WALL OUTLET.
- TURN THE COUNTER ON, USING SWITCH ON REAR PANEL.
- VERIFY THE FOUR ZEROS (0000) ON LINE 7, STATEMENT OF RESULTS, PART B. COUNTER--IF YOU SEE ON THE FRONT PUBLIC COUNTER: "0000/INSERT BALLOT."
- Examine Zero Tape; confirm all positions show "0000."
- CHECK TO SEE THAT THE ZERO (0000) TAPE HAS BEEN EXAMINED AND INITIALED BY CHIEF OFFICER AND DEPUTY CHIEF OFFICER
- Leave the Zero Tape on the paper roll.

THE COUNTER WILL AUTOMATICALLY PRINT A ZERO (0000) TAPE. DO NOT TEAR OFF THIS TAPE.

# WHILE THE POLLS ARE OPEN

### PROCEDURE

THE BALLOT CARD MAY BE INSERTED WITH THE NUMBERED SIDE UP OR DOWN AND FROM EITHER THE TOP OR THE BOTTOM OF THE CARD. (DO NOT SEPARATE THE TOP PORTION OF THE CARD FROM THE BOTTOM. IF THIS OCCURS NOTIFY THE CHIEF OFFICER). THE COUNTER OFFICER PROCESSES THE BALLOTS ONE PRECINCT AT A TIME:

- Post beginning counter number on Vote Counter Work Sheet;
- Insert the ballots into the PBC IIID;
- Post ending counter number on Vote Counter Work Sheet;

VERIFY THAT THE NUMBER OF BALLOTS PROCESSED THROUGH THE COUNTER EQUALS THE NUMBER OF NAMES WRITTEN IN THE POLLBOOK AND THE NUMBER OF NAMES MARKED ON THE AAL.

# AFTER THE POLLS CLOSE

- PLACE ANY CHALLENGED BALLOTS, WHICH HAVE BEEN SEALED IN A GREEN ENVELOPE, INSIDE THE LARGER GREEN ENVELOPE #1-CHALLENGED BALLOTS. (THESE BALLOTS ARE NOT COUNTED UNTIL THE NEXT DAY);
- OPEN THE SEALED OUTSIDE POLLS ENVELOPES; INSERT THESE BALLOT CARDS, AND ANY OTHER LOOSE BALLOT CARDS, INTO THE COUNTER;
- VERIFY THAT THE TOTAL BALLOTS PROCESSED BY DISTRICT EQUALS TOTAL ON PBC IIID. THIS INCLUDES ACCOUNTING FOR DISCREPANCIES
  BY ADDING IN SPOILED OR REJECTED BALLOTS THAT WERE NOT ACCEPTED BY THE COUNTER;
- REPORTS THE TOTAL TO THE OFFICER IN CHARGE OF COMPLETING THE SORS.

AFTER REPORTING THE TOTALS TO THE OFFICER IN CHARGE OF COMPLETING THE SORS COMPLETE THE FOLLOWING:

# RUNNING TAPES AND CLOSING THE COUNTER

# (A QUICK REFERENCE)

- UNLOCK THE KEYPAD DOOR.
- Press the asterisk ( ) on the keypad once.
- PRESS THE "O" KEY TO CONFIRM THAT ALL BALLOTS HAVE BEEN INSERTED INTO THE BALLOT COUNTER. THE COUNTER WILL BEGIN TO PRINT THE RESULTS TAPES AUTOMATICALLY.
- Run four (4) tapes.
- PROVIDE TO THE OFFICER PREPARING THE STATEMENT OF RESULTS THE FINAL NUMBER SHOWN ON THE PUBLIC COUNTER (LINE 8).
- UNLOCK SIDE PANEL

- Remove all write-in ballots from front bin of counter; give write-ins to PR and Pollbook Officers
- REMOVE REMAINING BALLOTS FROM BACK BIN; BAND BALLOTS INTO GROUPS BY LEGISLATIVE DISTRICTS AND PACK IN BOX A.
- Unplug electrical cord from wall outlet and counter.
- PLACE ELECTRICAL CORD, EXTENSION CORD (IF USED), DEMONSTRATORS, AND ANY OTHER MATERIALS, AS DIRECTED, INSIDE COUNTER.
- CLOSE AND LOCK SIDE PANEL.
- LOCK KEYPAD PANEL ON TOP.
- PLACE LOCKED COUNTER WITH VOTING BOOTH CASES.