

SECTION 9: Flowcharts

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Setting Up The Polls

6:00 a.m.

- Arrive at the Polling Place with all supplies.

PRECINCT SCANNER (Pages 28-33)

1. Break tab on Keyless Lock Seal.
2. Remove keys from access panel.
3. Set up ballot box using blue key.
4. Position scanner on ballot box.
5. Check Equipment Verification Sheet and have two people sign.
6. Insert red key and turn to OPEN/CLOSE POLL position.
7. Once scanner has booted, turn key to VOTE position.
8. After Zero Report Tape prints, initial next to the time report was printed.
9. Remove keys.

AutoMARK (Pages 34-38)

1. Set up AutoMARK Table to allow for voter privacy.
2. Open case and place AutoMARK on table.
3. Open unit and use red key to turn to 'ON' position.
4. Check audio function with headphones and place privacy shield.
5. Follow Test Ballot procedures provided in the test ballot envelope.
6. Remove keys.

VOTING BOOTHS (Pages 44-45)

1. Set up all booths.
2. ISA booth large extenders are in the Red Supply Bag.

BLACK BALLOT BAG (Page 40)

1. Empty contents of Red Supply Bag and place black cover over bag to accept provisional envelopes.
2. Set up table. (Page 39-40)

PINK VBM BAG (Page 46)

1. Lift lid and flatten bottom.
2. Fold out cardboard sides and attach each side to Velcro strips.
3. Close lid and seal the three (3) zippers using zip tie with the slot left open.
4. This bag is ready to accept vote by mail and mail ballots.

SIGNS (Pages 41-42)

- Post all signs inside and outside the polling place.
- **All multilingual signs MUST be posted.**

SPECIAL SUPPLIES (Page 43)

- Set up any special supplies for your precinct.
- Review Equipment Receipt for instructions.

OATH AND PAYROLL SHEET (Page 47)

1. Inspector administers oath to all officers.
2. Each officer signs the sheet, verifies mailing address and makes corrections if needed.
3. Indicate who will receive cell phone payment (one person only).
4. Indicate who will receive mileage payment (one person only).
5. Place in the Roster of Voters/ Forms Bag.

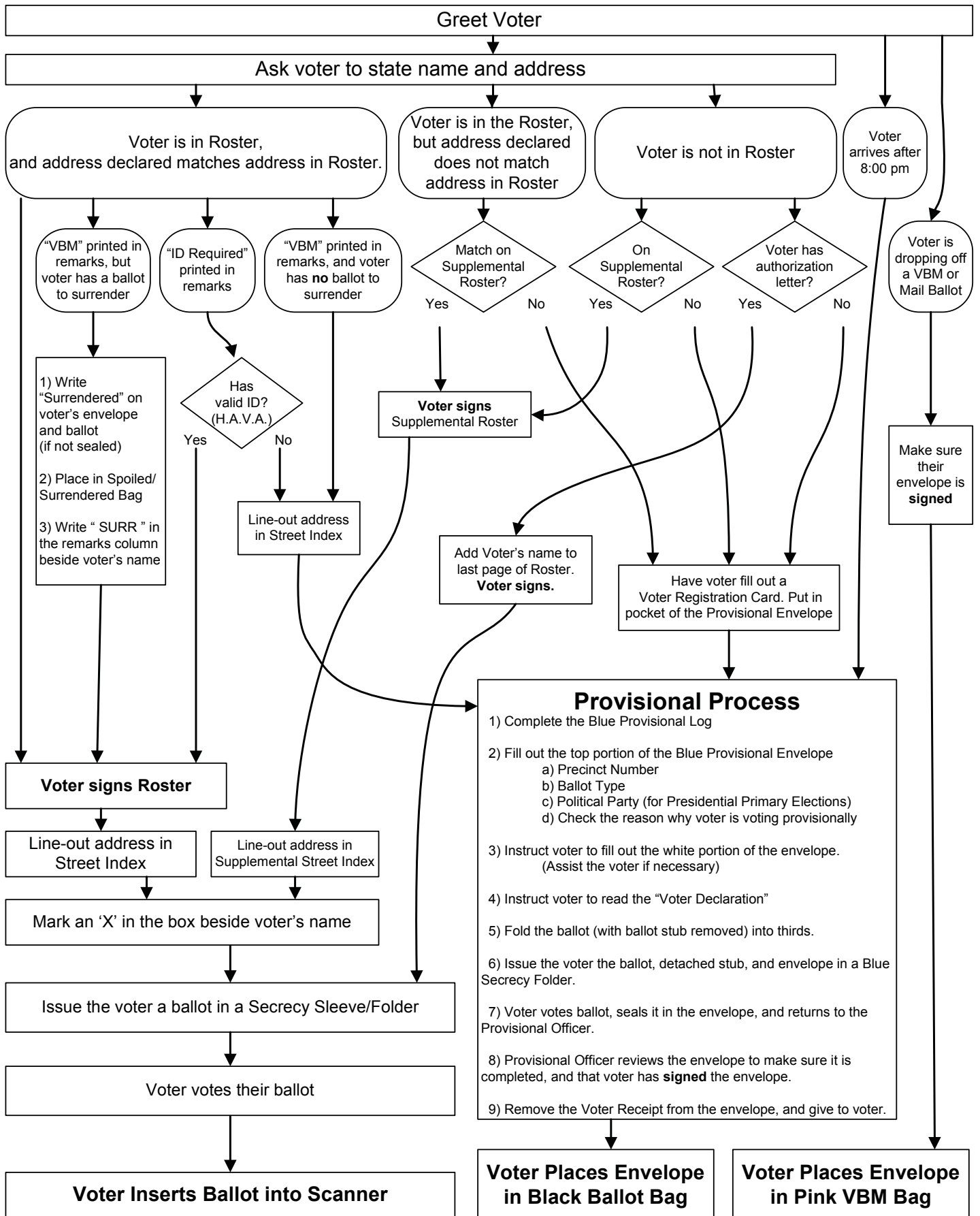
7:00 a.m.

Declare the Polls Open! (Page 50)

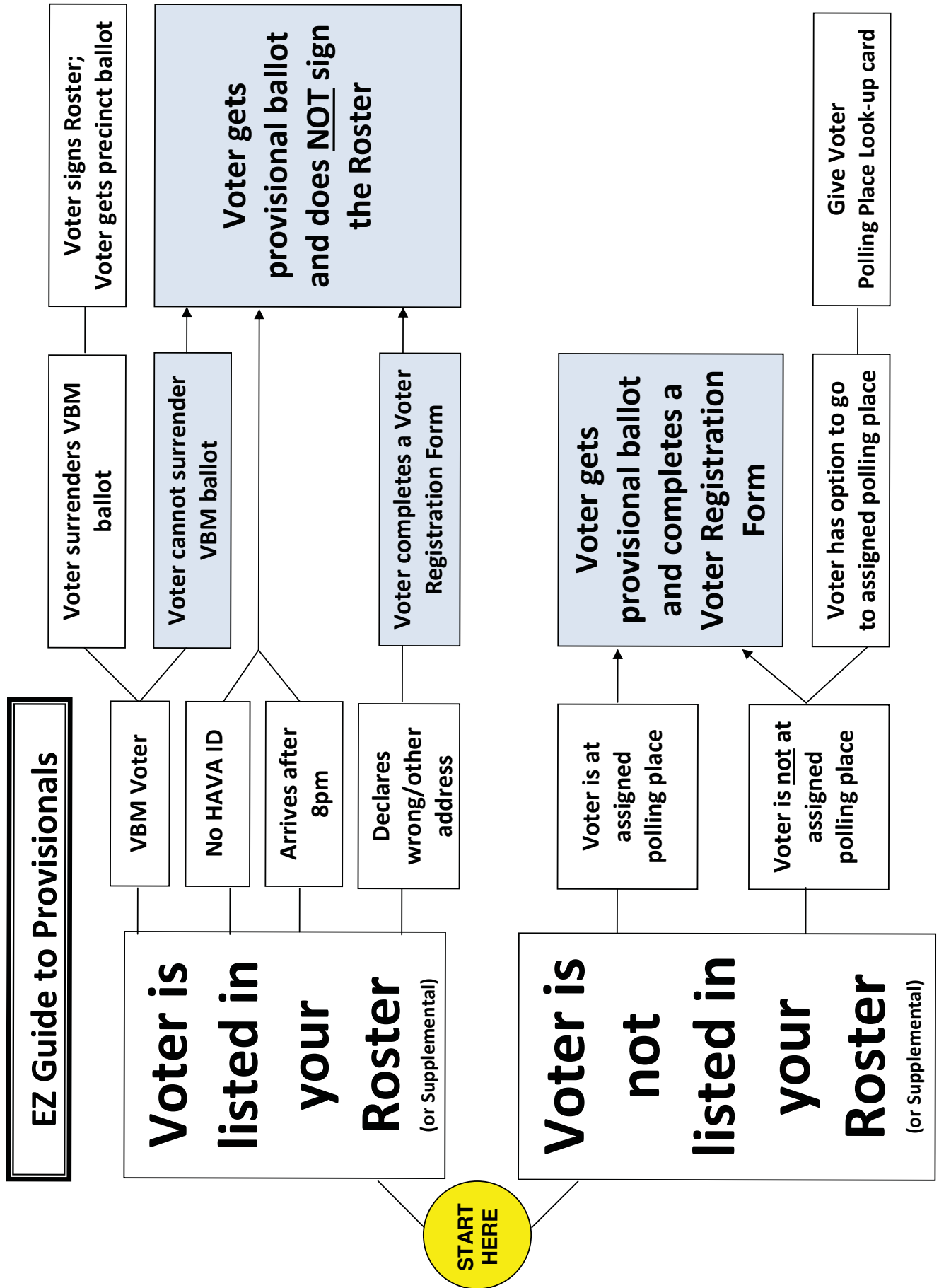
1. Show the Zero Report tape to anyone in polling place.
2. Display empty ballot box (the back of the ballot box and the auxiliary bin) then lock ballot box door.
3. Place door on auxiliary bin and lock in the upright position.

This flowchart is an outline only. Divide the duties accordingly to complete by 7:00 a.m.

Voter Processing Flowchart



EZ Guide to Provisionals



Closing the Polls

8:00 p.m. Declare the Polls Closed!

Station a Precinct Officer at the end of the voting line to designate the last person eligible to vote.

Pack all Supplies

1. Bring all items in from outside.
2. Remove all inside signs.
3. Remove all tape from items.
4. Put items away in correct bags.

Disassemble Voting Booths

AutoMARK, Table and Privacy Screen
close down and repack

Close the Precinct Scanner

1. Check auxiliary bin for any ballots and scan.
2. Turn key to **Open/Close Poll**.
3. Select Close Polls.
4. Two 'Totals Report' tapes and an 'Audit Report Log' will print. Sign them both. The first 'Totals Report' tape is posted outside the polling place and the second goes into the orange data transport bag with the 'Audit Report Log'.
5. Remove and toss "Do Not Remove Tape Before Close of Polls" tape.
6. Verify seal numbers to Precinct Equipment Verification Sheet and break left seal only.
7. Remove Memory Card.
8. Place Memory Card with precinct number visible through window and Precinct Verification Sheet into the data transport bag.

Inside Data Transport Bag

1. 'Zero Report' tape, 'Totals Report' tap, 'Audit Report Log', Precinct Equipment Verification Sheet, broken seals and the Memory Card.
2. Enter serial number of the barbed locking clip on the Security Check Card and sign, replace card in pocket.
3. Place keys in bag.
4. Seal bag.

Process the Ballots in Black Ballot Bag

1. Remove all Vote by Mail, Mail, and Provisional ballots from the Black Ballot Bag.
2. Separate and enter totals on Ballot Statement.
3. Place ballots into the corresponding bags with totals on the labels.

Pink VBM Bag

1. Break seal and remove all Vote by Mail/Mail Ballot envelopes.
2. Count Vote by Mail/Mail Ballot envelopes and write the total on the card located inside the pocket.
3. Do NOT remove the plastic card from the pocket.
4. Detach cardboard flaps from Velcro and fold sides towards the back.
5. Return voted Vote by Mail/Mail Ballot envelopes to the Pink VBM Bag.
6. Zip the top slot shut and pull all three zippers together.
7. Seal shut using one zip-tie.
8. Use plastic overflow bag if needed.

Scanned Ballots and Ballot Statement

1. Count and enter total of unused ballots on ballot statement.
2. Place unused ballots in box or bag, write total on seal, sign and seal bag or box.
3. Remove ballots from the ballot box and disassemble box.
4. Sort the scanned ballots into 3 stacks (A cards, B cards, and write-ins) with all cut corners on top right hand side.
5. Count write-ins and place in the appropriate bag. Enter total on line #5 of the ballot statement.
6. Place voted ballots into empty box and seal with the signed green seal.
7. Add totals on Ballot Statement.
8. Count the signatures on each page of the roster and enter total in box at the top right corner.

Roster of Voters/Forms Bag

The following **completed** items are placed inside the bag:

Bags:

Spoiled/Surrendered Ballots
Write-in Ballots
Items left at Polling Place

Other Items:

Comment Sheets
Signed Declaration and Payroll Sheet
Inspector's Vote by Mail Voters list
Liability Incident Reports
Precinct Officer Applications
Roster Correction forms
Roster of Voters
Street Indexes
Supplemental Roster (inserted in Roster of Voters)
Tested Ballots for AutoMARK
Voter Registration Cards

REMEMBER!

1. Voting booths, ballot box, AutoMARK and table are left at the polling place where found upon arrival.
2. Leave the polling place clean.
3. If unable to balance, pack it up and go to drop-off site.
4. **Two people** are to return with the ballots and supplies to drop-off site.

This flowchart is an outline only – see detailed instructions in the manual "Closing the Polls".

Hint: Do not seal any bags until all processing steps are completed.