

ELECTION WORKER TRAINING MANUAL 2024



Atlantic County Board of Elections

John W. Mooney, Chairman

Robert A. Croce, Secretary

Mary Jo Coutts, Commissioner

Creed Pogue, Commissioner

WELCOME FROM THE BOARD OF ELECTIONS

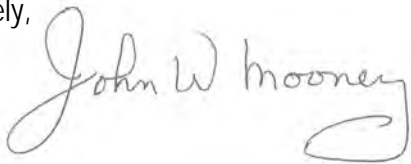
Congratulations, you have been selected to be a poll worker for Election Day. Your best efforts are critical in assuring a fair and impartial election. Title 19 makes you responsible for implementing the rules and regulations that govern the election. You are our representatives on Election Day. This training manual is designed to make it easy to pinpoint needed information. A table of contents follows to make that easier for you.

Your duties include but are not limited to:

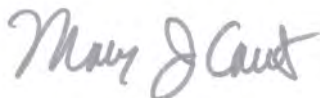
- Arriving professionally dressed and ready to be courteous and kind to voters, stakeholders and Election Day workers. A poll worker makes \$300/day. By law you are paid 21-28 days after the election.
- Opening the polls on time. You report to your poll at 5:15 AM. The polls close at 8 PM. It takes approximately 30 minutes to set up and the same to close.
Arrival time is critical, if you are late, you will be subject to reduced pay.
- Opening and using ALL voting machines on Election Day.
- Checking for ADA compliance in the polling place
- Assure that handicap parking signage and ramps are in place and there are no obstructions for handicapped or elderly voters between entry to polling place and poll worker tables
- Determining who may vote
- Issuing provisional ballots. A provisional ballot is a ballot that is given to a person in the polling place if there is any question regarding his or her right to vote which the district board cannot resolve. It is only the Board of Elections which controls the issuance of provisional ballots. See page 18 for complete instructions.
- Keeping order
- Closing the polls
- Completing official documents and returning supplies

Good luck to you in ensuring a great day for the voters of Atlantic County.

Sincerely,



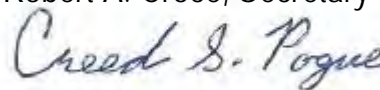
John W. Mooney, Chair



Mary Jo Coutts, Commissioner



Robert A. Croce, Secretary



Creed S Pogue, Commissioner

Poll Worker
TRAINING MANUAL
Table of Contents

PREPARING FOR THE ELECTION	1
Poll Worker Etiquette	1
Salary	1
Training Requirements	1
Selection and Appointment of Poll Workers	1
Courier Notification Letter	2
Breaks During Election Day	2
Preparation of Break & Rotation Schedule	2
Oaths of Office	2
Measure the “No Electioneering” Zone	2
Pay Vouchers & Checks	2
Sample Courier Notification Letter	3
Sample Oaths of Office	4
Sample Election Day Supplies Checklist	5
Sample Break and Rotation Schedule	6
SETTING UP POLLING PLACE	7
Poll Worker Arrival Time	7
Materials and Supplies Checklist	7
Placement of Poll Worker and Challenger Tables	7
Placement of Voting Machines	7
Preparation of a Privacy Area for Voters by Paper Ballot	7
Identify the Official Clock	7
Display of Posters, Sample Ballots and Voting Machine Instructions	8
Opening the Voting Machine	8
Setting Up the Signature Books	8
Conducting A Voter Accessibility Walk-through	8
Pre Opening Meeting	8
Opening the Polls for the Public	8
Diagram Polling Place Setup	9
Instructions Opening Voting Machine	10
Opening Instructions – Clerks’ Table	11
Epoll Book Instructions	12
Diagram Clerks’ Table Setup	13
MAINTAINING ORDER AT THE POLLS	14
Persons Allowed in the Polling Place	14
Electioneering	14
Exit Polling	14
Media Reporters and Photographers	15
Cell Phones	15
Laptop Computers	15
Miscellaneous Situations That May Arise	15
Fund-Raising	15
Emergency	15
Low Paper Ballot Supply	15
Incident Log	15

VOTER PROCESSING	16
When a Voter Appears to Vote	16
Voting by Provisional Ballot	17
Voters Who Must Vote by Provisional Ballot	17
Issuing a Provisional Ballot	18
Special Situations	19
If the Voter's Name is Not in the Poll Book	19
If the Voter Signs on Another Voter's Line	19
If the Voter's Name is Marked as Having Voted	19
Voters Who Have Changed Their Names	19
Voters Who Exit the Voting Booth Before Casting Their Vote	19
Primary Election: Voters Qualified to Vote	20
Voter Affiliated with a Political Party Before Election Day	20
Unaffiliated Voters	20
Voting in Machine at a Primary Election	20
"Tagged" Voters	21
Vote by Mail Voter	21
Signature Required	21
Affirm Address	21
ID Required	22
Voters Who Have Changed Their Residence	22
The Voter has Moved within the Election District	22
The Voter has Moved Outside the Election District but Resides within the County	22
The Voter has Moved Outside the County After the Close of Registration	22
The Voter has Moved Outside the County in Time to Register in the New County	22
Canvassing and Tallying the Emergency Ballots	23
Counting Rules	23
Procedure	23
Voters with Disabilities	24
The Right to Vote	24
Providing Accommodations or Assistance with Voting	24
Interacting with Voters with Disabilities	25
Special Rules for Processing Voters Who Need Assistance	25
Challenges in the Polling Place	26
Challenge Process	26
Upholding the Challenge	27
Challenger Do's and Don'ts	27
CLOSING THE POLLS	28
Announcing the Close of Polls	28
Closing Time	28
Voters Who Are On Line to Vote at Closing Time	28
Post-voting Procedures in the Polling Place	28
Provisional Ballots	28
Inventory of Provisional Ballots	28
Signing of Provisional Ballot Inventory Forms	28
Sealing the Provisional Ballot Bag	28
Closing Duties Divided among Teams	28
Clerks' Table Breakdown	29
Publish the Results of the Election	29
Collecting of all Election Materials and Supplies	29
Closing the Voting Machines	30

PREPARING FOR ELECTION DAY

Poll Worker Etiquette

Every voter should leave the polling place feeling positive about his or her experience in, and contribution to, the democratic process. This is also an important lesson for any children, (our “future voters”), who accompany their parents to the polls. The success of this effort depends largely upon the attitude and conduct of the board members. Poll workers are expected to conduct themselves in a professional and courteous manner to each and every voter throughout the course of the election.

- ★ To facilitate the voting, it is also important that all voters' questions be fully answered. Poll workers should be particularly sensitive to voters who may not speak English or have limited English skills or who have disabilities.
- ★ Poll workers must also extend these same courtesies to their fellow poll workers. Any disagreements should be resolved in a calm manner.
- ★ If poll workers cannot resolve an issue among themselves, they should call the county board office. Under no circumstances should any disagreement escalate into a loud and heated argument.
- ★ While we all know Election Day is long, maintaining one's patience will go a long way toward ensuring a smooth election. A sense of humor also helps.
- ★ Remember: Be polite, patient and helpful to the voters and your fellow poll workers.

Salary

- For any general election or primary election, the compensation is \$300.00 for each poll worker.
- In addition, the poll worker who is responsible for obtaining and returning the supplies shall receive an additional \$50.00 per election. This poll worker is called the Courier.
- Any poll worker who fails to attend a required training session in the year in which such training is required, will not be considered to work the upcoming election.

Training Requirements

- Within 30 days before an election, all future poll workers must attend training administered by the County Board of Elections.
- All poll workers must attend training sessions for each election at least once every two years.
- However, when new laws are introduced, mandatory training may be required of poll workers at the discretion of the county Board of Elections.

Selection and Appointment of Poll workers

- Each polling location is to be comprised of at least two Republican and two Democratic poll workers appointed by the county Board of Elections.
- In certain election districts, additional poll workers, who are bilingual in English and Spanish, are assigned to the polling location.
- In some municipalities, the respective leaders of the party have submitted recommendations; poll workers who are unaffiliated may be assigned where there are deficiencies.

Courier Notification Letter

- At least two weeks prior to the election, Couriers are sent a notification letter, which includes instructions and names of poll workers assigned to each specific polling location.
- Included in this packet are the Oaths of Office Sheet, the Supply Pickup Checklist and the Break & Rotation Schedule Form. (See examples on pages 3, 4, 5 & 6.)
- Using the Courier Notification Letter, the Courier should call all of their assigned poll workers to confirm their availability.

Breaks during Election Day

- A majority of the poll workers must be present at all times when the polls are open. Therefore, only one poll worker will be permitted to be absent from the polling room at a time prior to 1 PM.
- Poll workers are permitted to be absent for a one hour break between the hours of 1 PM and 5 PM. No poll worker should be absent from the polling place after 5 PM.
- Break & Rotation Schedule will be assigned and are included in the Courier Packet to be used at every election.

Oaths of Office

- This form will be completed at various stages. First, it should be signed at the Municipal Clerk's office by the Clerk (or their deputy) when picking up supplies. See page 4 for example.
- The Courier should sign after taking oath when being sworn by the Clerk.
- The Courier then swears in each poll worker, and has each sign and date form prior to declaring the polls open on Election Day. This form is placed in the green BOE Envelope.

Measure the "No Electioneering" Zone

- This marks a protected area within which no electioneering, fund raising activities or other social events are permitted.
- Prior to Election Day, the local Municipality should have measured 100 feet from the outside entrance of the polling place, marking with chalk.
- Election Deputy Teams will have tools to assist in completing this task, please notify the BOE Office.

Pay Vouchers & Checks

- Pay Voucher will be with your Area Leader Team who will ensure each poll worker signs next to their name.
- In order to be paid, the Pay Voucher MUST be signed. The mailing address listed should be verified to ensure proper & prompt delivery.
- Checks will be mailed in 3 weeks. By law, poll workers cannot be paid before 21 days following an election. Do not call the office requesting your check prior to this.

COURIER NOTIFICATION LETTER



Board Members
 John W. Mooney
Chairman
 Robert A. Croce
Secretary
 Mary Jo Counts
Councilmember
 Creed S. Pogue
Councilmember

Board of Elections
County of Atlantic
 5903 Main Street • Mays Landing, NJ 08330
 Telephone: 609/645-5867
 FAX: 609/645-5875 • TDD: 609/348-5551



Clerks to the Board
 William Sacchinelli
 Jenna Baruffi

SAMPLE POLL WORKER
 123 MAIN ST
 ANYTOWN, NJ 08888

Tuesday, March 26, 2024

Dear Sample,

Call the Board of Elections at 609-645-5867 immediately to confirm that you have received this letter!

You will be working in: **VOTERVILLE** **Ward 10 District 4**
 at: **Voterville Sample for Training** **5555 Park Street**

Listed below are your fellow Poll Workers assigned for the **2024 General** to be held on Tuesday, **11/5/2024**
NEW REPORT TIME IS 5 AM! Please remind everyone when you call that the time to report is 5 AM!

Please be sure to contact ALL of your fellow workers IMMEDIATELY to let them know where they will be working, and AGAIN the day before the Election, Monday, November 4, 2024

Please find a completed Break and Rotation Schedule enclosed.

When calling your fellow Poll Workers, kindly let them know about their pre-assigned Break Time.

VACANCY TO BE FILLED	(609) 555-1212
SAMPLE REP WORKER 2	(609) 555-4444
SAMPLE REP WORKER 2	(609) 555-4444
SAMPLE DEM WORKER 1	(609) 555-5555
SAMPLE DEM WORKER 2	(609) 555-6666

If you have questions about picking up the supplies, contact the municipal clerk: **SAMPLE MUNI CLERK 555-1212**

When picking up supplies, take the enclosed Oaths of Office and the Supplies Checklist and be sure all items are included!

If anything is missing, ask the Municipal Clerk and call the Board of Elections at 609-645-5867 immediately.

After picking up supplies, call the Board of Elections at 609-645-5867 immediately.

Please take this letter to the polling place on Election Day!

If you are unable to get into the building by 5:15 AM, call:

The Custodian at (609) 555-1111

On Election Day, IF you CANNOT open the polls to the voters by 6 AM call 609-645-5867.

Again, thank you for serving,

Atlantic County Board of Elections Commissioners and Staff



Website: www.aclink.org/BoardofElections
 Email: boecommissioners@atlantic-county.org
 Atlantic County is an Equal Opportunity Employer



Atlantic County Board of Elections

OATHS OF OFFICE

Before entering into the execution of their duties of the district board of registry and election shall take and subscribe to the following oaths and shall forthwith file same with county clerk. 19:6-11

State of New Jersey }
County of Atlantic } ss.

I, do solemnly swear or affirm that I will support the Constitution of the United States, and the Constitution of the State of New Jersey and that I will faithfully, impartially and justly perform all the duties of the office of a member of the Board of Registry and Election, according to the best of my abilities and understanding, so help me God (I do affirm.)

X _____ Signature	_____ Print Name	Courier Poll Worker _____ Title
X _____ Signature	_____ Print Name	Poll Worker _____ Title
X _____ Signature	_____ Print Name	Poll Worker _____ Title
X _____ Signature	_____ Print Name	Poll Worker _____ Title
X _____ Signature	_____ Print Name	Poll Worker _____ Title
X _____ Signature	_____ Print Name	Poll Worker _____ Title
X _____ Signature	_____ Print Name	Poll Worker _____ Title
X _____ Signature	_____ Print Name	Poll Worker _____ Title

Sworn and subscribed to me this 5th day of November, 2024

X _____ Signature	_____ Print Name	_____ Title
-------------------------	---------------------	----------------

ELECTION DAY SUPPLIES CHECKLIST FOR COURIERS

ALL OF THE SUPPLIES LISTED BELOW ARE TO BE PICKED UP AT THE MUNICIPAL CLERK'S OFFICE ON THE DAY BEFORE THE ELECTION or AS DIRECTED BY MUNICIPAL CLERK

OATHS OF OFFICE ARE LOCATED ON REVERSE SIDE OF THIS FORM

COUNTY CLERK'S OFFICE

- Provisional Bag sealed with red seal (green seal inside)
 - Provisional Ballot Inventory Sheet /Chain of custody Form (on outside of bag)
 - Provisional Ballot Envelopes – labeled by Voting District
 - Sample Ballots (may be bilingual) inside Clear Provisional Ballot Bag Pocket
 - Pink Bag marked "Voted Provisional Ballots"
 - Emergency Provisional Ballots (old style paper ballots to be used only if Epoll Books are not functioning)
- American Flag – Should be placed at polling location already by local public works

SUPERINTENDENT'S OFFICE

- Blue Transfer Case (Suitcase) containing but not limited to:
 - Supply of Ballot Activation Cards
 - Red Key/Media Bag - Keys to Voting Machines (1 for each machine)
 - Epoll Books(aka Signature Books)
 - Residency Affirmations Green Sheet (in Binder)
 - Certificate of Disability Forms (in Binder)
 - Remarks/Incident Report
 - Voting Authorities (Numbered & Unsigned)

BOARD OF ELECTIONS OFFICE



THE BOARD IS NO LONGER PROVIDING CELL PHONES ON ELECTION DAY



- Black Binder – by District – Containing Handout Forms including but not limited to:
 - Poll Worker Name Tags
 - Zip Ties for Voting Authorities
 - Quiet Please (restriction of cell phones)
 - Municipal Clerks' Contact Information
 - Accessibility Complaint Forms
 - N. J. Voter's Bill of Rights – 1 page (General Instructions) Spanish versions may be included if Bilingual District
 - Vote by Mail Opt Out Forms
 - Poll Worker Manual
 - Challenger Do's and Don'ts Forms
 - Challenger Guidelines Brochure
 - Call Board of Elections Sign ("If you believe... 645-5867)
 - Additional Blank Break & Rotation Schedules
 - Voter Complaint Forms

MUNICIPAL CLERK'S OFFICE

- Stationary Supply Container (color may vary by municipality) containing:
 - Push Pins/Thumb tacks for hanging Instructions/Sample Ballots
 - 6 Pens (minimum)
 - 5 Pencils
 - Scrap paper or pads
 - Paper Clips
 - Scotch Tape
 - Scissors
 - Rulers
 - Rubber Bands
 - Clipboard
 - Clock (if one is not permanently displayed in polling site)
- "Vote Here" Sign(s) – Should be placed at polling location already by local public works
- Feather Flags, Privacy Screens, and other supplies – Should be already placed at polls by public works

Poll Worker Break and Rotation Schedule

General Election

Start of Day Setup	Poll Books, Posters, Supplies	Machine 1	Machine 2
---------------------------	-------------------------------	-----------	-----------

November 5 2024

Breaks

12 to 1 PM *	1 PM to 2 PM	2 PM to 3 PM	3 PM to 4 PM
	DAVID	CAIN	JOHN
	RUTH	SARAH	MARY

* Use when there are only 4 Poll Workers

Municipality	Voterville
Ward	10
District	4

Poll Books, Posters, Supplies	Machine 1	Machine 2	End of Day Breakdown
-------------------------------	-----------	-----------	-----------------------------

9

	Clerk 1 ePoll Book 1	Clerk 2 ePoll Book 2	Greeter	Machine Operator 1	Machine Operator 2	Monitor
6 AM - 8 AM	DAVID	CAIN	JOHN	RUTH	SARAH	MARY
8 AM - 10 AM	CAIN	JOHN	RUTH	SARAH	MARY	DAVID
10 AM - 12 NOON	JOHN	RUTH	SARAH	MARY	DAVID	CAIN
12 NOON - 1 PM	RUTH	SARAH	MARY	DAVID	CAIN	JOHN
1 PM - 2 PM	SARAH	MARY	DAVID	CAIN	JOHN	RUTH
2 PM - 3 PM	MARY	DAVID	CAIN	JOHN	RUTH	SARAH
3 PM - 4 PM	DAVID	CAIN	JOHN	RUTH	SARAH	MARY
4 PM - 6 PM	CAIN	JOHN	RUTH	SARAH	MARY	DAVID
6 PM - 8 PM	JOHN	RUTH	SARAH	MARY	DAVID	CAIN

SETTING UP POLLING PLACE

Poll Worker Arrival Time

- Poll workers must arrive at their assigned polling place no later than 45 minutes before the polls officially open.
- Except for Special school elections, poll workers must arrive by 5:15 AM to have the polling place, e-poll books, and voting machines ready for voting promptly at 6:00 AM.
- Using the Courier Notification Letter, the Courier should note if any poll worker fails to report for duty and must notify the county board of election once the polling place has opened. However, the board may not delay the opening of the polls because of the absence of any member.

Materials and Supplies Checklist

- While preparing the polling place, the poll workers should check the list of materials and supplies to ensure that each polling location has been provided with the materials that it will need using the supplies checklist the Courier used when picking up materials the previous day.
- NOTE: It is most important that the poll workers prominently post ALL signs included in its supplies, both English and Spanish (if appropriate), in the polling place. These signs should be immediately visible to and easily read by the voter when he or she enters the polling place.
- In addition, the American flag must be displayed at the entrance to the polling place during the hours of the election. Immediately contact the municipal clerk if there is no flag at the polling place.

Placement of Board Member (aka Poll Worker) and Challenger Tables

- Poll worker tables must be situated to ensure a full view of the polling place and the voting machines.
- The challenger's table should be located close enough to the district board table so that the challenger can hear the voter's name when the poll worker reads it aloud. Challengers cannot sit with the poll workers.
- To setup the poll workers table see Diagram on page 9.

NOTE: NO INDIVIDUAL, INCLUDING A POLL WORKER, IS PERMITTED TO BE IN A POSITION FROM WHICH HE OR SHE MAY OBSERVE HOW A VOTER HAS VOTED.

- Some locations due to multiple districts being assigned, may be instructed to setup different than what is displayed in examples shown here to better serve the voters.

Placement of Voting Machines

- Voting machines should be placed across from the poll workers table so that they may see under, but not behind the machine curtains. Again refer to Polling Place Setup Diagram on page 9.
- To setup and open the Voting Machines see page 10 (Sample Mardi Gras Card.).

Preparation of a Privacy Area for Voters Who Vote by Paper Ballot

- Set aside an area where voters who are voting by provisional or emergency ballot may vote privately.
- Prepare the designated area with a table or clip board, pens, and a privacy screen.

Identify the Official Clock

- Use a wall clock in the room as the official clock, because it is likely that voters and challengers will use this as a reference. Some polling places may have a portable clock included in the supplies.
- Immediately contact the municipal clerk if the clock is not working, not correct or there is no clock at the polling place.

Display of Posters, Sample Ballots and Voting Machine Instructions

- The Voters' Bill of Rights Posters (found in black binder) and the Sample Ballots (found in pocket of Orange Provisional Ballot Bag) should be posted close to the polling location's entrance.
- Instructions for using the voting machine, including instructions for casting a write-in vote, must be placed where they are immediately visible to and can be easily read by a voter before the voter enters the voting machine..

Set up Cradlepoint or S700 Router

- Locate and set up (Turn on) the Cradlepoint or S700 Router. Additional Instructions will be provided.
- Connect and turn on the Ballot activation card printers.
- Find the password credentials (Workers will be informed beforehand where they will be located)
- Check that the E-Poll books are communicating fully with the router(s). All symbols should remain green.

Opening the Voting Machine

- The procedures for opening the voting machines set-up procedures are on page 10. (Refer to Mardi Gras cards)
- Poll workers should use the checklist to ensure proper setup and operations. Each machine should be set up and opened by two poll workers to avoid accidents.
- All machines must be opened, used equally throughout the day and remain operating until 8 PM.

Setting Up the ePoll Books

- The detailed procedures for setting the clerks' table with the epoll book stations are on page 11.
- This checklist should be used to ensure proper setup of authority pads, pens, signage and operations.
- The Provisional Ballot Bag and the Black Binder should remain on the clerks' table throughout the day.

Conducting a Voter Accessibility Walk-through

- The board members (poll workers) should perform a walk-through of the polling place for barriers to accessibility. This procedure begins at the parking lot and includes access to entrances, parking and pathway signs, internal and external doorways and possible obstructions which might hinder disabled or elderly voters.
- The judge (Monitor), as part of their duties, is responsible for ensuring that the polling place remains accessible to disabled or elderly voters throughout Election Day. A walk-through should be conducted periodically.
- Any barriers or obstacles which might impede a disabled or elderly voter must be removed or adjusted.

NOTE: IF THE POLL WORKER DETERMINES THAT ADDITIONAL ACCESSIBILITY SIGNS ARE NEEDED, THE POLL WORKER SHOULD TELEPHONE THE COUNTY BOARD OF ELECTIONS IMMEDIATELY.

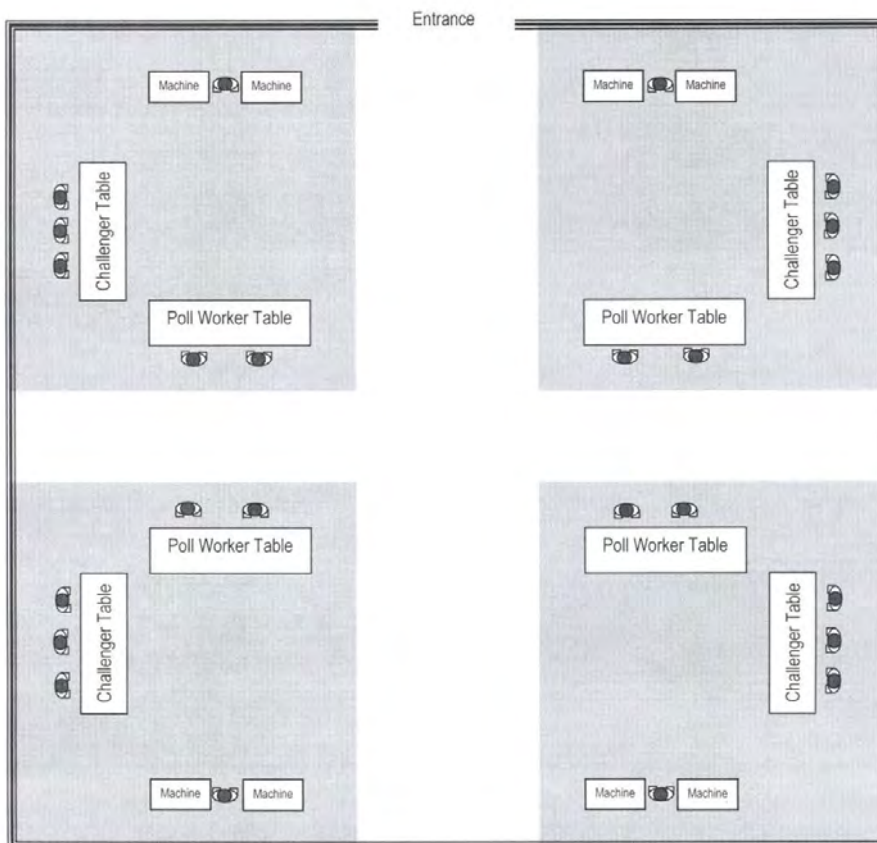
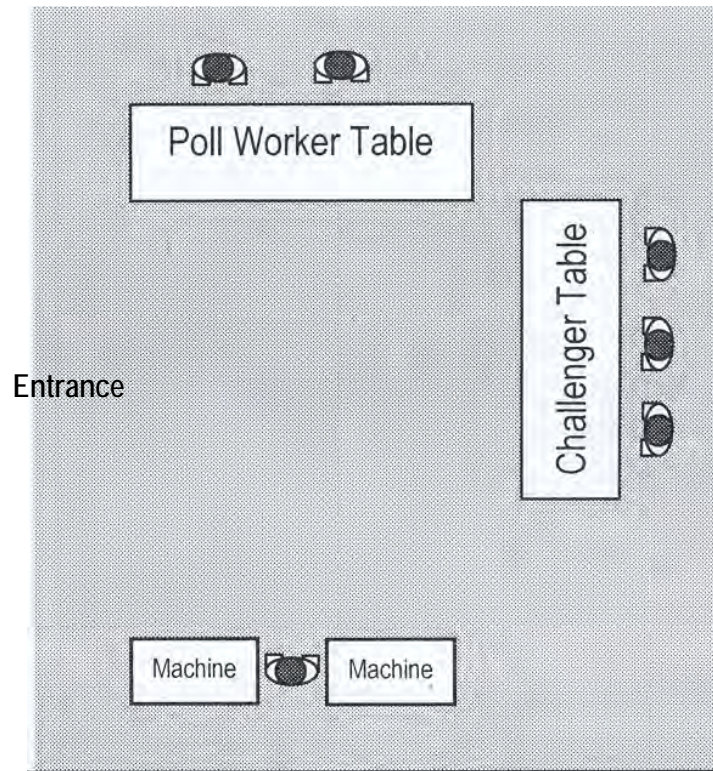
Pre Opening Meeting

- Prior to 6:00 AM, the courier of the polling location should review once again the Break & Rotation Schedule with all poll workers to be clear of everyone's starting position and scheduled break times. Make sure the Oaths of Office, the "zero tapes" and any current paperwork or forms have been properly signed and filed.
- Each worker should review the duties of their specific starting position and ensure they have all the supplies and tools needed. Locate any contact numbers for unexpected questions or that may be required for emergency situations.
- Determine that the machines are working properly and everyone is in place ready for the first voters to arrive.

Opening the Polls for the Public

- As determined by the official clock, at precisely 6:00 AM, the courier of the polling location should publicly announce that the polls are officially open.
- Greet the voters, inquire their last name and kindly direct them to the appropriate epoll book station.

Polling Place Set Up Diagram



Multiple Districts within one Location

ES&S VOTING MACHINES: OPENING - EXPRESSVOTE XL

- Remove its cover and place in safe spot.
- Secure the voting machine in position by locking rear wheels by pressing down on each lever.
- Unwrap the power wire from the lower, right side of machine and plug into power strip. Two green lights will illuminate from lower and upper power panels.
- Retrieve Red Media Bag from blue transfer case and each red bag matches the number found on left side of machine facing front.
- Remove & Verify the key number on white pull-tag against the number found on left side of machine facing the front.
- Flip the gray cover all the way up and leave in an upright position.
- Using Seal Log inside red media bag, locate white media access door on machine top.
- Confirm and notate seal number if applicable, then remove seal.
 - ❖ **Please note: All seals that are removed from voting machine must be placed inside machines designated media bag**
- Insert barrel key into the white media door lock. Unlock by turning key clockwise.
- Confirm and notate Permanent Seals.
- Press the red power button ONE TIME, QUICKLY, and LET GO. On the front of voting machine, the center power signal will illuminate green, and the display screen will turn on.
- Press white media access compartment door down to close, then lock white access door by turning the barrel key counterclockwise. Press down on right bottom corner of media compartment door to ensure it is completely closed.
- Apply new seal to top of the media access compartment door along seam, note seal number if applicable.
- Firmly grasp the bottom of the display screen and lift to angle upwards.
- On rear of machine, confirm and notate pull-tag seal if applicable, then remove
- On rear of machine, insert barrel key into gray door lock. Turn barrel key counterclockwise to unlock, then pull on black handle to open the door.
- Remove all necessary equipment from rear access compartment. Place audio headset and panel on ledge above door.
 - ❖ **Note: The S700 Router (or CradlePoint) should be the first piece of equipment set up**
- Close rear access door by raising upwards, hold in place, and lock by turning barrel key clockwise.
 - ❖ **Note: The wire threads through a notch in the top left corner of rear access door.**
- Apply and notate new seal on rear access door.
- Using the keyboard on front display screen, type the election code and touch "ACCEPT"
 - ❖ **Note: Election code will be found on first page inside the Poll Worker Binder**
- The poll and device screen will display.
- Touch "OPEN POLL". One copy of the zero tape will print.
 - ❖ **Note: All Poll Workers must sign Zero Tape.**
- The screen will display "Ready for Voting, Touch Continue"
- Touch "CONTINUE"
- Raise the side arms of the machine by unlocking the white clips and pulling up the arms. Once completely raised, secure the white clips.
- Un-Velcro privacy curtain tube and remove tube from machine (tube located at bottom, rear of machine)
- Lift smaller end cap to remove privacy curtain from storage tube.
- Using two Poll Workers, insert curtain rods into the arms at front of voting machine.
- Replace cap and return privacy curtain tube to its place at machine bottom using Velcro to secure.
- Locate light on left, front side of voting machine. Adjust up/down or forward so visible to all Poll Workers.
- You are now ready to begin voting.

OPENING INSTRUCTIONS – POLL WORKERS' TABLE

- Determine the proper location for the poll workers table.
This should be parallel to the front of the voting machines & be placed closest to the entrance.
- Remove Black Binder from blue suitcase and place on poll workers' table.
- FOLLOW INSTRUCTIONS ON MARDI GRAS CARD to SETUP EPOLL BOOKS***
- Make sure there is an authority pad book for each E-Poll book.
If this is a Primary, there should be 1 pink authority pad & 1 white authority pad for each "station". For a General Election there will only be white voting authorities.
Beginning with the lowest number pad(s) with the E-Poll book, then next set for the other E-Poll book.
- Set up the pens for each station.
- Remove sample ballots from pocket on the clear provisional bag.
Place clear provisional bag on clerks' table.
Post sample ballots near polling place entrance.
- Place all signage in visible locations
 - a. Voters' Bill of Rights
 - b. "Quiet Please" signs throughout
 - c. County Board of Elections Contact number (yellow sign)
- The challenger table should be placed to form an L shape.
Place a few "Notice to Challenger" Handouts on challenger table.
- Give Zip ties to Machine Operators to setup on top of voting machines.
- Review emergency contact numbers.
- Review Break & Rotation Schedule and role of each position.
- Sign Zero Tapes, place in RED envelope, place RED envelope into RED KEY BAG.
Place RED KEY BAG back into Blue Transfer Case.
- Sign Oaths of Office and place in GREEN envelope, place Green envelope back in binder.
- Check clock and privacy area.
- Conduct Accessibility Walk-through.
- Conduct Preopening Meeting.
- Open Polls by announcing opening of polls.

E-POLL BOOK OPENING

- Remove dark grey and orange E-Poll Book carrying case, E-Poll Book Printer, and black square-shaped case from rear access compartment behind machine.
- Place dark grey and orange case on table (label facing up), place printer and black square-shaped case beside it.
- Unzip and **gently** lower dark grey and orange case so that E-Poll Book case is laying open and flat.
- Un-Velcro each strap.
- Using two hands, carefully remove each E-Poll Book with the screen facing down, barcode facing you.
- Remove both black chargers and place next to each E-Poll Book.
- Zip E-Poll Book case closed and place in safe location nearby.
- Locate E-Poll Book Number Label, this is placed on the kick stand of the device.
- Gently lift kick stand into upright position.
- Underneath, using your thumbs lift the triangular, orange wings and slide them along the base of the kick stand so they slide into the groove. You will hear a click sound once secured.
- Using two hands grasp the sides of the E-Poll Book so that it is sitting upright on table.
- The E-Poll Book Screen should be facing you with the three orange buttons on the top left of the E-Poll Book.
- Locate black charger whose end is tubular and its connection abutting from it.
- On lower right side of E-Poll Book, locate notch with similar tube-like shape.
- Holding the charger, gently connect the magnetic charging tip, into its corresponding notch on E-Poll Book.
- ❖ **Notice there is a little notch underneath for the charging cable. Press cord gently to ensure it is snug.**
- Remove all black wires from black, square-shaped case.
- Locate the black box-shaped charger and the 3 holed plug, then combine together.
- At the end of that same wire, locate the metal, circular plug. At the tip of the circular plug pull back on the black casing. While pulling back, insert STRAIGHT into circular shaped port on back of printer by matching shape (circle up, square down).
- ❖ **! DO NOT TWIST INTO PRINTER !**
- Locate USB port above the orange square on right side of the E-Poll Book at the top.
- Take USB plug and connect into the USB port.
- Take opposite end that is square-shaped and insert the wire into port on back of printer that matches its shape.
- Plug both power cords into power strip.
- Firmly press the far left orange power button located on top of the E-Poll Book. The display screen will show four small squares, then go dark while powering up.
- Press the orange power button on the ExpressVote printer.
- Printer will beep and a blue light on the printer will illuminate.
- Once the screen is on, touch **"LAUNCH"**
- Enter the E-Poll Book Qualification Code (PQC)- **PQC =**
- ❖ **Note: Election code will be found on first page inside the Poll Worker Binder**
- Touch **"SUBMIT"**
- You will now sign in using your designated Username and Password.
- The Monitor Poll Screen will appear on the E-Poll Book.
- In lower right corner of the screen touch **"OPEN POLLS"**
- You are now ready to search and process your Voters.

MAINTAINING ORDER AT THE POLLS

Persons Allowed In the Polling Place

The poll worker must be aware at all times of who is in the polling place. State election law provides that only certain people are authorized to be in the polling place. They are as follows:

- ★ Poll Workers
- ★ Voters and their dependent children
- ★ Credentialed Challengers
- ★ Candidates (do not need credentials but names must appear on ballot)
- ★ Election officials appointed by the County Board of Election or Superintendent or Municipal Clerk
- ★ Police officers, if assigned
- ★ Federal or state observers

Media persons and non-partisan interest group representatives with credentials are permitted to conduct exit polling outside the polling place exit.

NOTE: Poll Workers should not permit unauthorized persons to remain in the polling place and should ask them to leave.

Electioneering

Electioneering is not permitted within 100 feet of the entrance of the polling place.

- ☆ Electioneering is defined as the distribution or display of any circular or printed matter or offering of any suggestion or the solicitation of support for any candidate, party or public question. This includes, but is not limited to, wearing of partisan tee-shirts, buttons, hats and/or the display or distribution of partisan campaign material including pamphlets, newsletters, brochures, bumper stickers, signs or placards. The district members should ask that the electioneering stop and contact the County Board of Election, if there are any problems. As a last resort, the poll worker could request police assistance.
- ☆ If partisan political signs are located on private property that is located within the 100 foot “no electioneering” zone, the district board should request the property owner to remove the sign or move it to an area outside the 100 foot “no electioneering” zone. If the property owner or tenant refuses, however, the poll worker should take no further action.
- ☆ In order to avoid the appearance of partisanship, poll worker should not accept food or other gifts offered by candidates or parties during the conduct of the election.

Exit Polling

Exit polling inside the 100 foot “no electioneering” zone is permitted by the media and non-partisan interest group representatives.

- ☆ Exit polling is not considered to be “electioneering.” Representative(s) of the media and non-partisan interest groups must have credentials from the County Board of Election. The exit pollster may question voters who are leaving the polling place. Voter participation in exit polling is strictly voluntary.
- ☆ A pollster must stand outside the polling place but can stand anywhere within the 100 foot “no electioneering” zone. The pollster cannot interfere with the orderly conduct of the election or obstruct the path of voters as they enter or exit from the polls.
- ☆ Approaching voters before they enter the polling place, however, is prohibited. These voters should not be subject to any questioning, or the offering of assistance or any materials as they are entering the polling place.

MAINTAINING ORDER AT THE POLLS

Media Reporters and Photographers

Photographers, TV camera crews and reporters from the media are generally not permitted in the polling room. However, it has been a longstanding tradition in New Jersey to permit the filming or photographing of a candidate voting at the polls. The media must obtain prior permission from the County Board of Election to do this. If a member of the media enters the polling place to take photographs, the poll worker must refer the individual to the County Board of Election for its determination of the matter. **The poll worker must not allow the photographer, camera crew or reporter to interfere with the conduct of the election, the privacy of voters, or distract the poll workers from performing their duties.**

Cell Phones

Generally, the poll worker should not permit the use of cell phones in the polling place. If a voter or a challenger is using a cell phone in the polling place, the poll worker should request that the individual do so in another room. A voter cannot use a cell phone in the voting machine. A poll worker should use a cell phone, however, to contact the County Board of Election or Superintendent of elections for official election business. **(Phone numbers can be found in front of the black binder)**

Laptop Computers

The use of a laptop computer by a challenger to track voters or to record polling place observations is generally acceptable. If for some reason, it causes a disturbance, the poll worker should ask the challenger to stop using it.

MISCELLANEOUS SITUATIONS THAT MAY ARISE

Fund-Raising

No social or fund-raising activity of any group or organization should be permitted within 100 feet of the entrance of a polling place, or in the polling room, on Election Day. This includes, but is not limited to; bake sales, dinners or other food sales, book sales, craft exhibits, art shows or other social or fund-raising activities. The poll worker must ask individuals responsible for such events to leave the protected area.

Emergency

If a fire drill or an emergency occurs, everyone must safely evacuate the building. **A poll worker should take custody of the provisional ballot bag and close the front of the voting machine, if possible.** The County Board of Election should have an emergency voting plan, including alternate voting sites and emergency procedures.

Low Paper Ballot Supply

If the poll worker finds that it is running low on provisional or emergency ballots, activation cards, and authorities the poll worker must immediately notify the County Board of Elections so they can arrange for more supplies to be delivered to the polling place.

Incident Log

The poll worker should use an incident log to record voting irregularities, mistakes, or ANY unusual events or incidents that occur at the polling place during Election Day. Some examples are:

- ☆ Disturbances in the polling place.
- ☆ "Fleeing Voters"

The log should include the time, a description of the incident and how it was handled, and the identity of the person(s) and board member(s) who were involved. The incident log is located in the Black Binder, should remain in the binder and be returned with the supplies and materials at the close of polls.

VOTER PROCESSING

When a Voter Appears to Vote:

NOTE: (the following steps may be in different order, please refer to the cheat sheets on the tables)

- The voter shall state his or her full name and address to the poll worker in charge of the E-poll books.
- The poll worker (the clerk) shall locate the voter's name and address in the e-poll book.
 - ☆ *If the election is a PRIMARY, the poll worker (clerk) must also consider whether the voter has declared a party affiliation. In a PRIMARY, the poll worker issues the voting authority slip for the correct party. Pink for DEMOCRAT, White for REPUBLICAN.*
- The voter must sign his or her name to the voting authority ticket.
- The poll worker shall compare the voter's signature to the signature in the E-poll book for verification.
 - ☆ ***The signatures must match to allow a voter to vote in the voting machine. The poll workers present must take a vote on whether the signatures match if a poll worker remains unsure of a signature.***
- The voter shall sign his or her name in the appropriate signature block in the E-poll book.
- Upon being satisfied that the signatures are the same, the clerk shall print his or her initials in the proper space on the Voting Authority Ticket (VAT).
- The poll worker verifies the authority number printed on the voting authority ticket (VAT), and records the authority number in the proper block in the E-poll book.
- The bottom portion of voting authority ticket (VAT) is then detached and given to the voter.
- The poll worker presents the printed Ballot Activation Card to the voter with the voting authority ticket (VAT.)
- The name & street of the voter must be announced by the clerk loudly enough so the challengers can hear it.
- The voter is to present the Voting Authority Ticket (VAT) to the poll worker in charge of the voting machine (the operator) before entering the voting machine booth to vote.
- The machine operator accepts the voting authority slip from the voter and places it on the zip tie.
- The voter upon entering the voting machine will be able to insert their Ballot Activation Card into the slot on the left hand side of the machine to begin their ballot selections.

- ★ Only one voter at a time shall be permitted in the voting machine. However, the voter who qualifies for assistance may be accompanied by the assistor. The voter's dependent child (or children) also may accompany the voter into the voting booth. The operator should instruct the voter to keep children on their left side while occupying the voting booth.
- ★ Each voter is allowed to vote only once, and once a voter completes casting his or her vote upon the voting machine, he or she is not permitted to re-enter the voting booth.
- ★ A voter is permitted to take his or her own "Official Sample Ballot" into the voting booth or voting area, provided that the voter does not use the Sample Ballot to electioneer or cause any improper display of the ballot while waiting to vote. The Sample ballot is for the voter's reference only.

NOTE: Before the poll worker can process a voter, it may be necessary to provide the voter with special assistance.

It is most important that all poll workers familiarize themselves with the laws and procedures to be followed when a voter needs assistance in voting.

All poll workers must read & review the section, "Voters with Disabilities," starting on page 24.

PROVISIONAL BALLOTS

VOTING BY PROVISIONAL BALLOT

A provisional ballot is a paper ballot that is given to a person in the polling place if there is any question regarding their right to vote which the poll worker cannot resolve. Always check the ePoll Book to verify address is within polling district. With the new machines, Provisional Balloting will take place within the Voting Machine using a specially printed Ballot Activation Card.

VOTERS WHO MUST VOTE BY PROVISIONAL BALLOT

- ☑ A voter whose name does not appear in the E-poll book at his or her polling place.
- ☑ A voter whose voter information is deficient.
An example is the voter whose sample signature is missing.
- ☑ A voter who has moved within the county and failed to notify the commissioner of registration before Election Day. *(Voter will not be in the E-poll book)*
- ☑ A voter who failed to provide the required identification.
The acceptable forms of ID are listed on the Voters' Bill of Rights Posters
- ☑ A voter whose E-poll book page is marked "Mail In Ballot".

Emergency Provisional ballots are supplied to each polling district in a sealed CLEAR Provisional ballot bag. These ballots are only to be used if the ePoll Books completely fail and after the poll worker has checked with either the Board of Elections Office or the Superintendent of Elections' Office.

THE PROVISIONAL BALLOT BAG MUST REMAIN SEALED UNTIL THE POLL WORKER IS REQUIRED TO ISSUE A PROVISIONAL BALLOT.

- ★ When a voter must vote by provisional ballot, a poll worker should locate and unseal the CLEAR provisional ballot bag. The provisional ballot bag will usually contain a set number of Emergency Provisional Ballots and envelopes with detachable Affirmation Statements, an inventory sheet on the outside and a numbered plastic seal in addition to the one already on the outside.
- ★ In addition to these materials, the poll workers should locate copies of the "Notice to Provisional Ballot Voter" Handout, which are included in the Black Binder.
- ★ After removing all the supplies, the poll worker must count the Emergency Provisional Ballots and then record the number of ballots
- ★ At least 2 poll workers should verify the count of supplied ballots
- ★ The numbered seal should be placed in the Key Envelope.

PROVISIONAL BALLOTS

ISSUING A PROVISIONAL BALLOT TO THE VOTER

Before handing the provisional ballot and envelope to the voter, the clerk should instruct the Voter:

- Fill out the Affirmation Statement in its entirety before voting in the machine
- To sign the Affirmation Statement which is attached to the provisional ballot envelope
- NOT to remove or detach the Affirmation Statement from the envelope
- The provisional ballot activation card will have a small darkened box in the top right corner
- Place the voted ballot inside the provisional ballot envelope
- Seal the envelope

After the voter has received the above instructions and has completed the Affirmation Statement, they can proceed to the voting machine to insert their Provisional Ballot Activation Card.

Let the voter know that once the voter has completed voting, the Ballot Activation Card will be ejected from the voting machine. The voter should then fold the Ballot Activation Card in half and place it into the envelope. Once the ballot is in the envelope the voter should seal the envelope.

The signed affirmation statement should remain attached to the outside of the envelope.

Make sure the affirmation statement is signed by the voter. New Jersey is a signature state.

Return the sealed envelope with the completed affirmation statement attached and the completed ballot inside to the poll worker.

- ★ **If a voter spoils a ballot, the voter should fold the spoiled ballot and return it with the envelope to the poll worker who will provide the voter with a new ballot. The poll worker should mark the returned ballot "Spoiled" and place it within the CLEAR Provisional Ballot bag. If they return a spoiled envelope, poll worker should mark the returned envelope "Spoiled" and place it within the CLEAR Provisional Ballot bag.**

- When the voter returns the ballot, the poll worker, who is in charge of the provisional ballot bag at that time, must review the Affirmation for completeness. If it is not completed, the voter must be told to fill in the missing information.
- Thereafter, the voter can place the ballot within the clear provisional ballot bag or hand the ballot to the poll worker for placement within the clear provisional ballot bag.
- Finally, before the voter leaves the polling place, the poll worker must provide the voter with the Provisional Ballot Information Sheet (pink handout) which explains how the voter can find out whether or not his or her ballot was counted. This information is also found on the Voters Bill of Rights which is posted prominently in the polling place.

SPECIAL SITUATIONS

If the Voter's Name is Not in the E-Poll Book

If the voter's name cannot be located in the ePoll Book, the clerk should:

- Check that they have not mistyped or misspelled the name
- Check that the surname and common name have not been switched
- Ask the voter to repeat their address and search the ePoll Book to determine if the voter is in the correct polling place.
 - ★ If the voter's address is within your election district, meaning the person is in the right polling place, but the name is not in the book, the voter can only vote by provisional ballot.
 - ★ If the voter's address is NOT within your election district, refer to the ePoll Book to determine the correct district in order to direct the voter to the correct polling location.
 - ★ If the voter is not found after expanding the search, tap on **Voter Not Found**. Follow the onscreen prompts to enter the voter's information into all required fields, using the onscreen keyboard or dropdown menus when available. Select **Save** after all information has been entered. Follow the onscreen prompts to issue a provisional ballot to the voter.
 - ★ If there is any doubt, contact the County Board of Elections to confirm their correct polling location.

If the Voter's Name is Marked as Having Voted

When a voter, upon appearing to vote, finds that the ePoll book indicates they have already voted, the poll worker cannot permit the voter to vote. The poll worker must contact the County Commissioner of Registration (Board or Superintendent) for advice and resolution of the problem.

Voters Who Have Changed Their Names

A voter whose name is in the E-poll book, but who states that they have changed their name by way of marriage or court order may vote in the voting machine.

The voter should be processed as follows:

- The voter must sign the former name and current name in the poll book
- The poll worker should request the voter complete a Change of Name Form in order to correct the voter's record
- Make a note of any errors and the corrections on the Remarks Page

Voters Who Exit the Voting Booth Before Casting Their Vote

The inspector must stay close to the machine to listen if the CAST VOTE button was pushed. If the voter leaves the machine before this button is pushed, the poll worker must immediately attempt to get the voter to come back to the machine to push the button and finish voting. If such attempt is unsuccessful, two poll workers, of opposite parties, should push the button. This is also known as a "fleeing voter."

SPECIAL SITUATIONS

PRIMARY ELECTION: VOTERS QUALIFIED TO VOTE

NOTE: WITH THE TECHNOLOGY OF THE EPOLL BOOKS AND NEW VOTING MACHINES, THE EPOLL BOOKS WILL PRINT THE VOTER'S AFFILIATION ON THE BALLOT ACTIVATION CARD AND A VOTING MACHINE WILL AUTOMATICALLY KNOW WHICH BALLOT, INCLUDING PARTY, TO PULL UP WHEN A BALLOT ACTIVATION CARD IS INSERTED INTO THE VOTING MACHINE.

VOTER AFFILIATED WITH A POLITICAL PARTY BEFORE ELECTION DAY

A Primary Election is an election where political parties select candidates to run in the General Election in November. Currently, the only political parties in New Jersey are the Democratic and Republican parties.

- ★ ONLY VOTERS WHO HAVE DECLARED AN AFFILIATION WITH THE REPUBLICAN OR DEMOCRATIC PARTY ARE PERMITTED TO VOTE IN A PRIMARY ELECTION.

A voter's party affiliation is indicated in the E-poll book on the voter's profile.

- ★ A POLL WORKER MAY NOT PERMIT A VOTER TO VOTE ACROSS PARTY LINES.

It is a criminal offense for the voter to vote across party lines and for the poll worker to allow this to occur. Therefore, the poll worker must be careful to provide the voter with the voting authority slip that corresponds to the voter's declared political party. The poll worker operating the voting machine will rely upon the voting authority to set the voting machine for a party's primary election ballot.

- ★ A POLL WORKER CANNOT PERMIT A VOTER TO CHANGE HIS OR HER PARTY AT THE POLLING PLACE AND VOTE IN THE NEW PARTY'S PRIMARY ELECTION.

If a voter indicates that they desire to change their party affiliation, the poll worker must explain to the voter that in order to change party and vote in the Primary Election, a voter must notify the commissioner of registration of the change at least 50 days before the Primary Election. The poll worker may offer the voter a registration application or party declaration form to change his or her party affiliation for future elections only.

If a voter's E-poll book indicates that a voter is affiliated with a political party, but the voter insists that the E-poll book is wrong, a poll worker should call the Board of Elections or Superintendent's Office.

UNAFFILIATED VOTERS

- ☆ An UNAFFILIATED VOTER is one who has not declared his or her affiliation with a political party.

- ☆ AN UNAFFILIATED VOTER MAY DECLARE A PARTY AFFILIATION AT THE POLLING PLACE AND VOTE IN THE PRIMARY ELECTION.

- ☆ If a voter's E-poll book record is marked "UNAFFILIATED," the voter may declare affiliation with the Democratic or Republican Party and vote in that party's primary. When an unaffiliated voter presents himself or herself to vote, the poll worker must explain that the voter must choose a party affiliation in order to vote in the Primary Election. If the unaffiliated voter refuses to declare a party, they cannot vote in a Primary election.

- ★ ALL VOTERS PREVIOUSLY IDENTIFIED AS "INDEPENDENT" ARE NOW IDENTIFIED AS "UNAFFILIATED" AND CAN VOTE AT A PRIMARY ELECTION, IF THEY DECLARE A PARTY AT THE POLLING PLACE.

SPECIAL SITUATIONS

"TAGGED" VOTERS

The district board member may find that a voter's record is marked with one of the following "tags."

Vote by Mail Voter

A voter who has applied for a mail in ballot will have a notation on their record in the epoll book.

A mail in ballot voter cannot vote on the machine, however they may vote in the machine using a provisional ballot activation card. The provisional ballot activation card will be ejected from the voting machine once the voter has completed the voting process.

IF THE VOTER INSISTS THAT THEY DID NOT APPLY FOR, OR DID NOT RECEIVE, A MAIL IN BALLOT, THE VOTER IS TO BE GIVEN A PROVISIONAL BALLOT.

- ★ If the voter states that they have lost or destroyed their ballot, the voter will be allowed to vote provisionally.
- ★ If the voter refuses to leave the polling place without voting, the poll worker should give the voter a provisional ballot.
- ★ If a voter arrives at the polling place with his or her mail in ballot, instruct the voter that they must deliver the ballot to the Board of Elections or to a VBM Drop Box before the close of polls in order to have the ballot counted. Refer to the black binder for the locations of official drop boxes. Again, the voter must be told that the ballot will not be counted unless it is timely received by the county board of elections.

Do not, under any circumstances, accept the ballot.

Signature Required

If the voter's sample scanned signature is missing from the poll book, "Signature Required" will be marked in the signature block. The voter can ONLY vote by a provisional ballot.

- The voter whose signature is missing cannot vote on the machine.
- The voter may only vote by provisional ballot

Affirm Address

If "Affirm Address" appears in the voter's signature box, the voter must complete the "Affirmation of Residency Affidavit Form"

- ★ The poll worker will review the Affirmation of Residency and determine the voter's residency status based solely on information provided by the voter.
- ★ The voter is not required to present any identification or proof of address.
- ★ The poll worker **may not ask** the voter to present any identification or proof of address.
- ★ This voter cannot be challenged solely because there is an "Affirm Address" in the E-poll book.
- ★ Refer to "New Jersey Voters' Bill of Rights for any additional information.
- ★ If the address is different than in the epoll book, refer to "**VOTERS WHO HAVE CHANGED THEIR RESIDENCE**" section on the next page

SPECIAL SITUATIONS

ID Required

If "ID Required" appears in the voter's signature block, the voter must present one form of current and valid identification. A suitable identifying document includes, but is not limited to:

- a valid NJ driver's license or MVC non-driver's ID card
- any photo identification
- a government document with the voter's name and address
- a current utility bill
- tax bill
- rent receipt

A complete list of suitable documents is on the Voter Bill of Rights Poster. The voter only needs to present the document. No copies are to be collected. The poll worker is not required to record what type of document is presented. The poll worker does not record any information from the document.

VOTERS WHO HAVE CHANGED THEIR RESIDENCE

The Voter Has Moved Within the Election District

If the voter indicates that they have moved, but still resides within the election district, the poll worker must ask the voter to complete the registration form provided with the election materials and used by the county to record the change of address. The voter votes in the voting machine.

The Voter Has Moved Outside the Election District But Resides within the County

If the voter indicates that they have moved to another election district within the county, the poll worker should direct the voter to their new polling place where the voter will vote only by provisional ballot.

The Voter Has Moved Outside the County After the Close of Registration

If the voter indicates that they have moved outside of the county after the close of registration less than 21 days before the election, and therefore could not register in the new county in time to vote in this election, they should be issued a standard ballot. This voter's information will still be in this district. Voter must complete the proper form.

The Voter Has Moved Outside the County In Time to Register In the New County

If the voter indicates that they moved outside the county more than 30 days before the election, the voter may NOT vote in this county. Voter was required to register to vote in the new county.

CANVASSING AND TALLYING THE EMERGENCY BALLOTS

This section refers only to Emergency Ballots that are used when the Voting Machines are inoperable

After the polls close, and the machine totals have been recorded, the poll worker must count emergency ballots, if they were used. Emergency ballots will only be used if authorized by the Superintendents' office.

Counting Rules

- ★ Each vote must have the appropriate mark placed in the proper place on the ballot to be counted.
- ★ An invalid vote in one place does not necessarily invalidate the entire ballot.
- ★ However, any unauthorized ballot markings which the poll worker determines were intended to identify or distinguish the ballot will result in the rejection of the entire ballot (that is called a "marked" ballot).
- ★ A misspelled write-in vote does not necessarily invalidate the vote.
- ★ Any ballot that is determined to be void must be identified as such on the envelope in which it was enclosed.

Procedure

- First, a poll worker is to remove the seal from the emergency ballot box and opens the ballot box in full view of the public.
- Second, the poll worker will remove, count and record the number of envelopes on the form provided.
- Third, envelopes marked "VOID" or "SPOILED" shall be set aside. (Do not count)
- Next the poll worker will remove the ballots one at a time and read the votes cast.
- One poll worker will do this in view of another poll worker of the opposite party affiliation who will look at the ballot to make sure that it was read correctly and record the vote(s) on the Emergency Ballot Tally Sheet.
- A poll worker will tally the results of the emergency ballots as they are read another poll worker.
- Before removing the next ballot from the ballot box, the poll worker shall replace the ballot previously read back into its plain white envelope and hand it to another poll worker of the opposite party affiliation.
- Each envelope shall be numbered consecutively (i.e., 1, 2, 3, etc.) and strung together in numerical order.
- The poll workers shall total all the votes cast by emergency ballots on the tally sheet.
- ALL poll workers must sign the completed tally sheet.
- After counting, one copy of the tally sheet is placed in the emergency ballot box.
- The second copy of the tally sheet is placed in the supply bag in conjunction with the other machine results and returned in the supply bag to the county election office.
- The poll worker is to add the emergency ballot results to the voting machine totals in the proper place on the return sheet.
- After all the voted emergency ballots are counted, tallied, and strung together in numerical order, the poll worker must string all the plain white envelopes marked "VOID" or "SPOILED" at the end of the same string.
- The poll workers then place the tally sheet and ALL emergency paper ballots—voted, unvoted, void, and spoiled—into the emergency ballot box.
- Finally, the poll worker shall immediately secure the ballot box with the numbered seal and record the number in the remarks page in the black binder.

Voters with Disabilities

The poll worker may encounter voters with disabilities on Election Day since about 20% of New Jerseyans currently have some type of disability or disabling condition. For instance, there may be voters with vision impairments, speech or language impairments, mobility concerns, physical or intellectual disabilities, mental illness, or certain health conditions. Therefore, it is important to understand what the law requires for voters with disabilities. The following guidelines should be helpful in understanding how to interact appropriately with voters with disabilities at your polling site.

The Right to Vote

By law, voters with disabilities have the same legal right to vote as everyone else regardless of their disability. No one can be denied the right to vote because of a disability. In fact, the law in New Jersey states that:

A person cannot be denied the right to vote based on the fact that he or she:

- ☆ has a specific disability (intellectual, developmental, physical, or psychiatric), or
- ☆ has a legal guardian, or
- ☆ lives in an institution, group home, supported apartment, or other residential facility that serves individuals with disabilities; or
- ☆ requires the help of an assistance dog

- ☛ Only a court judge can decide that a person lacks the mental capacity to vote.
- ☛ Again, a person must be assumed to have the capacity to vote unless a court judge rules otherwise.
- ☛ This determination cannot be made by a poll worker, a person's family member, a person's personal assistance worker, or other staff.
- ☛ A voter with a disability cannot be required to answer questions or fill out a form to "prove" his or her mental capacity.
- ☛ A voter with a disability cannot be required to do anything to prove capacity.
- ☛ Voters with disabilities have the same right as everyone else to cast their votes on the machine in the voting booth.

Providing Accommodations or Assistance with Voting

Under federal and state law, voters with disabilities have the right to receive "reasonable accommodations" at polling places. For example, some voters might require extra time, might need a voting machine to be adjusted, or might need assistance in the voting booth. Poll workers must know how to adjust the machines if necessary, must know where the accessible entrances are, must know what accommodations are available and must be helpful to any voters who need assistance.

Voters should not be asked for "proof" of their disability in order to receive accommodations.

Some examples of other accommodations that voters might require are:

- Accessible entryways, voting booths, and voting machines
- Use of audio ballot for visually impaired voters
- Allowing a voter extra time
- Large-print ballot or a magnifying device to read the ballot
- Providing a chair for a voter who might need to sit down while waiting
- Showing a voter how to use the machines
- Speaking more slowly

If a voter cannot speak or read English and there are not bilingual poll workers the voter can get the assistance of some one of their choosing. If there is no one the county Board of Elections should be contacted.

Voters with Disabilities

Interacting with Voters with Disabilities

Above all else, voters with disabilities should be treated with the same respect and courtesy as other voters at the polling place. In addition, here are some useful tips about disability etiquette to help you interact appropriately with voters with disabilities:

- ☆ Kindly speak to the voter directly, not to a companion, personal assistant or staff member.
- ☆ Do not assume that someone with a disability needs help. You should ask before helping.
- ☆ Please ask before pushing someone in a wheelchair.
- ☆ A person's wheelchair, scooter, or other assistive device is considered to be an extension of the person's personal space. Don't lean on or touch these devices without someone's express permission.
- ☆ If you are assisting someone who has a visual impairment by reading something aloud for them, you do not need to raise your voice.
- ☆ Speak slowly and directly to a person who is hard of hearing.
- ☆ Remember that animals that assist people with disabilities must be allowed to accompany the person into the building and into the booth. You should not pet or touch these animals.
- ☆ When greeting someone who has a visual impairment, let them know who and where you are. If you provide assistance to them in walking, allow the person to take your arm (do not grab the person's arm) and tell them when you are approaching stairs, when you are about to turn left or right, and warn them if there are any obstacles in the way.
- ☆ Remember to afford voters with disabilities the same privacy as other voters.
- ☆ If you believe someone is having trouble understanding you, speak slowly and clearly. Try simplifying what it is you are saying.
- ☆ If you assist the voter in the voting machine, remember you cannot disclose how he or she voted to anyone.

Special Rules for Processing Voters Who Need Assistance

Federal and state laws provide that voters who are blind, disabled or who cannot read or write English are entitled to assistance in voting. When a voter requests assistance or indicates that he or she is unable to read or write English, the poll worker must provide the voter with a "Disability Certificate for Assistance" form, which is included in front of each signature book. The voter must declare to the poll worker under oath that because of an inability to read or write, blindness or other disability the voter is unable to cast his or her vote without assistance.

Once the voter has made this declaration under oath he or she is entitled to the assistance of a person of his or her own choosing, with the exception of the voter's employer, representative of the employer, or an officer or agent of the voter's union.

The voter may choose the assistance of the poll worker. In that case, two poll workers of the opposite political party should offer assistance.

- The poll workers assisting the voter must make complete the "Disability Certificate for Assistance" form. The information included on the form must state briefly what facts concerning the voter's disability were sworn to and the name of the person (or persons) who provided assistance to the voter.
- The name and address of the assistor(s) must be recorded on the Disability Certificate for Assistance form.
- The person or persons providing assistance to the voter cannot reveal the name of any person for whom the voter voted, or anything which took place while the voter was being assisted.
- Two poll workers of opposite political affiliation (party) must sign the disability certificate.

Poll workers are expected to treat all voters with courtesy and respect but are particularly reminded that voters with disabilities, including those voters with a limited proficiency in English, may require additional time and a poll workers' courteous attention in order to vote. The purpose of the federal and State voter assistance laws is to encourage all disabled voters to exercise their right to vote and to allow them to do so in a comfortable and secure manner.

Challenges in the Polling Place

Challengers are appointed by either a candidate or group of candidates; municipal or county chairs of the Democratic or Republican Parties; or by the proponents or opponents of a public question. In addition, a candidate in any election may act as his or her own challenger. A challenger must be a registered voter of the county.

The County Board of Elections will issue the challenger credentials, which include a certificate of appointment and a challenger badge. Challengers must wear the challenger badge at all times while in the polling place which must display the person or party represented by the challenger. Official challengers are authorized to remain in the polling place during the course of the election, to challenge a voter's eligibility to vote and to ask all necessary questions to determine this right.

In Atlantic County, when a challenger enters the polling place, the challenger is required to present to the poll worker his or her certificate of appointment. The certificate of appointment indicates whether the challenger has been appointed to a particular election district. At-large challengers are authorized to move from one polling place to another within the county. The challenger should be instructed to lay their certificate in front of them on the challenger table.

In order to prevent confusion and crowding in the polling place, only one (1) challenger representing any of the parties described above should be permitted in the polling place at any given time.

Poll workers may also act as challengers by virtue of their appointment and statutory duty.

CHALLENGERS MAY CHALLENGE A VOTER ONLY IF THE CHALLENGER HAS REASON TO BELIEVE THAT:

- ★ the voter is under 18 years of age
- ★ the voter is not a citizen of the United States
- ★ the voter has moved out of the county more than 30 days before election day
- ★ the voter is serving a sentence, on parole or probation after conviction of an indictable offense

Challenge Process

A challenger may not ask any questions directly to the voter. All questions must be directed to the poll workers.

- ☆ The challenger must complete a Challenger Affidavit (Form C-2) specifying the challenger's reason(s) for challenging the voter.
- ☆ One copy of the Challenger's Affidavit is given to the challenged voter.
- ☆ The poll worker will retain the original Challenger Affidavit and return it to the County Board of Election.
- ☆ When the poll worker receives a Challenger Affidavit:
 - ❑ A poll worker will read aloud to the voter the "Information for Challenged Voter" sheet (Form C-3) which explains the voter's rights.
 - ❑ The challenged voter should fill out and sign the "Challenged Voter Affidavit" (Form C-4) and provide a suitable identifying document for inspection, which are listed on the Challenged Voter Affidavit (Form C-4).
 - ❑ After the voter completes the Affidavit (Form C-4), the district board members must review the Affidavit and the identifying document.
 - ❑ The poll workers vote on whether to permit the voter to vote.
- ★ At least four poll workers must vote against the voter to uphold the challenge to prevent the voter from voting in the voting machine.
- ★ A tie vote of 3-3 (or 2-2 if there are four poll workers) works in the voter's favor and the voter will be permitted to vote in the voting machine.
- ★ Each and every poll worker must sign the Challenged Voter Affidavit (Form C-4) and provide a copy to the challenger and the voter.
- ★ The poll worker will retain the original Affidavit (Form C-4) and return it to the county Board of Elections.
- ★ Once the voter has voted, the challenge ends.

Challenges in the Polling Place

Upholding the Challenge

If the poll worker upholds the challenge and determines that the voter may not vote, the poll worker must provide the voter with the Challenged Voter Information sheet and inform the voter of his or her right to appear before a Superior Court Judge for a review of the matter.

If the voter goes to court and the Judge decides in the voter's favor, the Judge will issue an Order permitting the voter to vote in the voting machine. The voter should sign his or her name on the Order before leaving the court room.

When a voter presents the Order to the poll worker, the poll worker will instruct the voter to sign the Order again in the presence of the poll worker.

The poll worker must compare the signatures and, if he or she is satisfied that the signatures match, the poll worker will issue the voter a Voting Authority slip.

THE POLL WORKER MUST RETAIN THE COURT ORDER, PLACE IT IN THE E-POLL BOOK AND RETURN IT WITH THE ELECTION SUPPLIES AT THE CLOSE OF POLLS.

Challenger Do's and Don'ts

- ★ Challengers are not permitted to handle any election documents or to sit at the table with the district board of election.
- ★ A challenger may not approach the voting machine to examine any counters.
- ★ A challenger may, however, inspect the zero-proof report at the opening of the polls and the vote total printed out at the close of polls.
- ★ A list of those things a challenger may and may not do, "Challengers Do's and Don'ts," is provided in the Voter's Bill of Rights which must be prominently displayed in the polling place.

CLOSING THE POLLS

Announcing the Close of Polls

Closing time

- ☆ At 8:00 PM, the poll worker publically announces the polls are officially closed.
- ☆ The same clock used to open the polls should be used to close the polls.

Voters Who Are On Line to Vote at Closing Time

- ★ Any voters on line to vote at the close of polls must be allowed to vote.
- ★ The poll workers cannot take any steps to close the e poll books or the voting machine until all voters present have been processed.
- ★ Two poll workers (of opposite political affiliation) should be positioned at the end of the line indicating which voters were in line at the time that the polls officially closed.

Post-voting Procedures in the Polling Place

- ★ Challengers, candidates, and members of the media as well as the general public may be present at this time, as long as they do not interfere with the closing procedures.
- ★ It is the responsibility and duty of the poll worker to maintain order and decorum while processing any remaining voters, shutting down the machines, tallying any results, collecting, securing & storing any supplies and materials to conclude the election.

Provisional Ballots

Inventory of Provisional Ballots

At the close of the polls, the poll workers must inventory the provisional ballots. The number of "invalid" ballots (marked "SPOILED") and used provisional ballots must be recorded on the inventory form provided with the CLEAR provisional ballot bag.

Inventory of EMERGENCY Provisional Ballots

At the close of the polls, the poll workers must inventory the EMERGENCY provisional ballots. The number of "invalid" ballots (marked "SPOILED"), used EMERGENCY provisional ballots, and unused EMERGENCY provisional ballots must be recorded on the inventory form provided with the CLEAR provisional ballot bag.

Signing of Provisional Ballot Inventory Forms

All of the poll workers must sign the inventory form when it is completed. If a poll worker dissents from the inventory, he or she shall state the reason and sign the form. Place the inventory form in the pouch on the outside of the clear bag

Sealing the Provisional Ballot Bag

Place all of the voted and spoiled ballots into the clear bag. After placing any unused provisional ballots and envelopes in the clear bag, the poll workers must seal the clear bag with the RED seal provided in the bag. Leave the inventory form in the pouch on the side of the clear bag. Make sure to notate the seal numbers on the remarks pages found in the black binder.

CLERKS' TABLE BREAKDOWN

Publish the Results of the Election

A poll worker shall announce the final results of the election.

FOLLOW INSTRUCTIONS ON MARDI GRAS CARDS TO SHUT DOWN EPOLL BOOKS

Collecting of all Election Materials and Supplies

The poll workers should:

- Return Ballot activation card printer and C700 Routers to back of the voting machine. Cradlepoints will need to be returned with the courier to the drop off location.
- Place E-Poll books in blue transfer case
- Separate (if a Primary Election) and count voting authority slips
 - place secured zip ties with authority slips in blue transfer case
 - place all unused authority pads in blue transfer case
- Place inventoried & sealed CLEAR provisional ballot bag in blue transfer case
- Place medium PINK envelope (marked for Superintendent) containing results tapes marked D into the blue transfer case
- Collect all stationary supplies such as pens, scissors, etc.
 - place in municipal clerk's container (if any)
- Place medium white envelope (marked for Municipal Clerk) containing result tapes marked A into Municipal Clerk's Container. Place container in blue transfer case
- Place medium BLUE envelope (marked for County Clerk) containing results tapes marked C into the RED KEY BAG. Place Red Key Bag into blue transfer case
- Place large GREEN envelope (marked for Board of Elections) into Black Binder containing:
 - oaths of office
 - results tapes marked B
- Take down all signs, sample ballots and posters, place into Black Binder
- Collect informational materials such as challenger handouts, place back into Black Binder
- Return Black Binder into blue transfer case
- Gather any other supplies (some large items such as flags, bells, etc. may need to be left at location)
- Secure all material for return delivery
 - If unsure where something may go, return it back to where you found it.*
- Secure polling location.

Courier should follow "Instructions to Courier for the Return of Election Supplies" letter that is supplied by the Area Leader Team on Election Day to return to Reporting Zone

CLOSING the VOTING MACHINE

- Remove Zip tie with authorities from top back of machine and give to Team closing Epoll Books
- Retrieve the keys from the red bag and open Top door of voting machine with key.

Refer to Mardi Gras cards for detailed instructions on closing the Voting Machines.

WHEN PRINTING IS COMPLETE, tear off report.

- ALL POLL WORKERS MUST SIGN ALL COPIES**
- On back of tapes, mark the 4 copies "A, B, C & D"
- Separate and place each printout in appropriate envelopes as follows:
 - Each **A** goes into the medium **WHITE** envelope marked for the Municipal Clerk
There may also a tape with "Write In Results" which should be place in the WHITE envelope
 - Each **B** goes into the large **GREEN** envelope for the Board of Elections
 - Each **C** goes into medium **BLUE** envelope for the County Clerk
 - Each **D** goes into medium **PINK** envelope for the Superintendent of Elections

Continue to refer to Mardi Gras cards for instructions on closing the Voting Machines.

- Place key ring in red bag and give to the Courier.
- Follow instructions on previous page for placement of envelopes.
- Remember to unplug the electrical cord and retract cord back into the machine.
- Return machine to original location, cover with plastic cover.