

ELECTION WORKER TRAINING MANUAL

2016



Atlantic County Board of Elections

Evelynn (Lynn) Caterson, Chair

John W Mooney, Secretary

Mary Jo Coutts, Commissioner

Ernest A Aponte, Commissioner

WELCOME FROM THE BOARD OF ELECTIONS

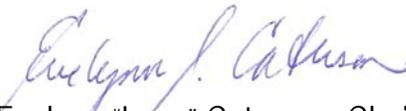
Congratulations, you have been selected to be a poll worker for Election Day. Your best efforts are critical in assuring a fair and impartial election. Title 19 makes you responsible for implementing the rules and regulations that govern the election. You are our representatives on Election Day. This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

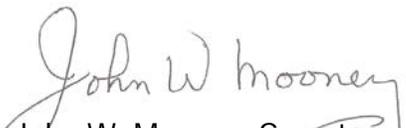
Your duties include:

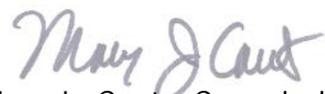
- Arriving professionally dressed and ready to be courteous and kind to voters, stakeholders and Election Day workers. A poll worker makes \$200/day. By law you are paid 21-28 days after the election.
- Opening the polls on time. You report to your poll at 5:15 am. The polls close at 8 pm. It takes you approximately 30 minutes to close up.
Arrival time is critical, if you are late, you will be subject to reduced pay.
- Opening and using BOTH voting machines
- Checking for ADA compliance in the polling place
 - Assure that handicap parking and ramps are in place and there are no obstructions for handicapped or elderly voters between entry to polling place and board worker tables
- Determining who may vote
- Issuing provisional ballots. A provisional ballot is a paper 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 17 for complete instructions.
- Keeping order
- Closing the polls
- Completing official documents and returning supplies

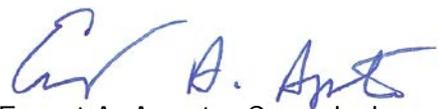
Good luck to you in ensuring a great day for the voters of Atlantic County.

Sincerely,


Evelynn "Lynn" Caterson, Chair


John W. Mooney, Secretary


Mary Jo Coutts, Commissioner


Ernest A. Aponte, Commissioner

District Board Member

TRAINING MANUAL

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PREPARING FOR ELECTION DAY

Board 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. District board members 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. Board members should be particularly sensitive to voters who may not speak English or have limited English skills or who have disabilities.
- ★ District board members must also extend these same courtesies to their fellow board members. Any disagreements should be resolved in a calm manner.
- ★ If board members 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 board members.

Salary

- For any general election or primary election, the compensation is \$200.00 for each district board member.
- In addition, the district board member who is responsible for obtaining and returning the supplies shall receive an additional \$25.00 per election. This district board member is called the Courier.
- Any district board member who fails to attend a required training session in the year in which such training is required, shall be compensated only \$50.00 for that election.

Training Requirements

- Within 30 days before an election, all new members of a district board must attend training administered by the county board of election.
- All district board members 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 district board members at the discretion of the county board of election.

Selection and Appointment of Poll workers

- Each district board of election is to be comprised of at least two Republican and two Democratic district board members appointed by the county board of election.
- In certain election districts, additional district board members, who are bilingual in English and Spanish, are assigned to the district board.
- In some municipalities, the respective Leaders of the party have submitted recommendations; district board members 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 district board members assigned to each specific polling district.
- 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 board members. When communicating with their members, the Courier should fill out the Break & Rotation Schedule Form prior to Election Day.

Breaks during Election Day

- A majority of the district board members must be present at all times when the polls are open. Therefore, only one board member is permitted to be absent from the polling room at a time prior to 1 PM.
- District board members are permitted to be absent for a one hour break between the hours of 1 PM and 5 PM. No district board member should be absent from the polling place after 5 PM.
- Break & Rotation Schedule Forms are included in the Courier Packet to be used at every election. If you have difficulty in filling out the form, call the Board of Election Office to assist in completing the form.

Preparation of Break & Rotation Schedule Forms

- Complete the lines indicating the election, date, municipality, ward and district. See page for example.
- Fill out the break section first making sure only 1 Democrat and 1 Republican are scheduled at the same break time. There should be 1 team for each time at 1 PM, 2 PM and 3 PM
- Fill out the rotation section by substituting district board members' names within each of the blocks.

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 district board member, 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 district board member 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, district boards cannot be paid before 20 days following an election. Do not call the office requesting check prior to this.

COURIER NOTIFICATION LETTER



Board Members

Robert K. Marshall
Chairman

Paula S. Dunn
Secretary

Bernice "Sandy" Couch
Commissioner

Evelynn "Lynn" Caterson
Commissioner

SAMPLE COURIER
1313 MOCKINGBIRD LN
MY TOWN, NJ 09999

Dear Sample,

Thank you for serving as Courier Poll Worker!

You will be working in: **SAMPLE MUNICIPALITY** **Ward 1 District 1**

at: **Sample Polling Location** **1111 Any Street**

Listed below are your fellow Poll Workers assigned for the **PRIMARY ELECTION**
to be held on Tuesday, **6/3/2014**

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, June 02, 2014

SAMPLE DEM WORKER 1	(609) 555-1111
SAMPLE DEM WORKER 2	(609) 555-9999
SAMPLE REP WORKER 1	(609) 555-4444
SAMPLE REP WORKER 2	(609) 555-5555
VACANCY	

If you have questions about picking up the supplies, contact the municipal clerk: **SAMPLE MUNICIPAL CLERK 555-5888**

When picking up supplies, please take the enclosed 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.

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

If you are unable to get into the building by 5:20 AM, call:

SAMPLE CUSTODIAN at (609) 555-1111

After calling the above contact, please call the Board Office immediately at 609-645-5867.

Again, thank you for serving,


Bill Sacchinelli, Democrat Clerk to Board


Susan Sandman, Republican Clerk to Board

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



4/8/2014



Clerks to the Board

Susan Sandman
William Sacchinelli

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 7th day of June, 2016

X _____ Signature	_____ Print Name	_____ Title
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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

- Clear Provisional Bag sealed with white seal (red seal inside)
 - Provisional Ballot Inventory Sheet /Chain of custody Form (on outside of bag)
 - Provisional Ballots Provisional Ballot Envelopes – labeled by Voting District
 - Sample Ballots (inside Clear Provisional Ballot Bag pocket may be bilingual)
 - Orange Bag marked "Voted Provisional Ballots" with Green Seal inside
- American Flag– May be placed at polling location already by public works

SUPERINTENDENT'S OFFICE

- Blue Suitcase containing:
 - Clear Bag
 - Keys to Voting Machines (in envelope with emergency number of machine technician)
 - Cell Phone (from the Board of Elections)
 - Voting Authorities (Numbered & Unsigned)
 - Poll Books (aka Signature Books)
 - Residency Affirmations (in Signature Book)
 - Certificate of Disability Forms (in Signature Book)

BOARD OF ELECTIONS OFFICE

- Black Binder – by District – Containing Handout Forms:
 - Street Index to verify Polling Districts**
 - Poll Worker Name Tags
 - Provisional Ballot Instructions
 - Quiet Please (restriction of cell phones)
 - Vote by Mail Revocation Forms
 - Challenger Do's and Don'ts Forms
 - Voter Complaint Forms
 - N. J. Voter's Bill of Rights – 2 pages (General Instructions)Spanish versions may be included if Bilingual District
 - Instructional check off list for Voting Machine including Audio Kit instructions
 - Zip Ties for Voting Authorities
 - Poll Worker Manual
 - Challenger Guidelines Brochure
 - Call Board of Elections Sign ("If you believe... 645-5867)
 - Municipal Clerks' Contact Information
 - Additional Blank Break & Rotation Schedules
- Cell Phone in Superintendent of Elections Clear Bag
- "Vote Here" Sign(s) – May be placed at polling location already by local public works

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)

Poll Worker Break and Rotation Schedule

Election

Date _____

Start of Day Setup	Poll Books, Posters, Supplies	Machine 1	Machine 2
Breaks	12 to 1 PM *	2 PM to 3 PM	3 PM to 4 PM
	Ann - R	Bob - D	Carol - R
	Dan - D	Ella - R	Frank - D

* Use when there are only 4 Poll Workers

Municipality
Ward
District

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

	Clerk 1 "A" book	Clerk 2 middle book	Clerk 3 "Z" book	Judge (Monitor)	Machine Operator 1	Machine Operator 2
6 AM 8 AM	Ann	Bob	Carol	Dan	Ella	Frank
8 AM 10 AM	Bob	Carol	Dan	Ella	Frank	Ann
10 AM 12 NOON	Carol	Dan	Ella	Frank	Ann	Bob
12 NOON 1 PM	Dan	Ella	Frank	Ann	Bob	Carol
1 PM 2 PM	Ella	Frank	ANN	Bob	Carol	DAN
2 PM 3 PM	Frank	Ann	BOB	Carol	Dan	ELLA
3 PM 4 PM	Ann	Bob	CAROL	Dan	Ella	FRANK
4 PM 6 PM	Bob	Carol	Dan	Ella	Frank	Ann
6 PM 8 PM	Carol	Dan	Ella	Frank	Ann	Bob

***This form should be filled out by courier before Election Day.
 1. When courier calls poll workers, get their break preference.
 2. Just substitute names above and fill out the 2 blank forms.

SETTING UP POLLING PLACE

Board Worker Arrival Time

- District board members must arrive at their assigned polling place no later than 45 minutes before the polls officially open.
- Except for Special school elections, district board members must arrive by 5:15 AM to have the polling place, poll books, and voting machines ready for voting promptly at 6:00 AM.
- Using the Courier Notification Letter, the Courier should note if any board member 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 district board members should check the list of materials and supplies to ensure that the district board 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 district board 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 and Challenger Tables

- District board members' 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 district board member reads it aloud. Challengers cannot sit with the district board
- To setup the district board members' table see Diagram on page 9.

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

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.
- To setup and open the Voting Machines see page 10.
- See Polling Place Setup Diagram on page 9.

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.
- Separate instructions for use of the audio kit for the visually-impaired voters must also be readily available.

Opening the Voting Machine

- The procedures for opening the voting machines and the audio set-up procedures are on page 10.
- 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, equal used throughout the day and remain operating until 8 PM.

Setting Up the Signature Books

- The detailed procedures for setting the clerks' table with the signature book stations are on page 11.
- Poll workers should use this checklist to ensure proper setup and operations. Each signature book station should be set up with authority pad(s), pens, and proper signage.
- 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 should perform a walk-through of the polling place for barriers to accessibility. This procedure should begin at the parking lot and include 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, at least 2 more times during Election Day.
- Any barriers or obstacles which might impede a disabled or elderly voter must be removed or adjusted.

NOTE: ACCESSIBILITY SIGNS MUST BE POSTED AT THE HANDICAPPED ACCESSIBLE ENTRANCE TO THE POLLING PLACE. SIGNS DIRECTING VOTERS TO THE LOCATION(S) OF VOTING MACHINES MUST BE POSTED IN INTERIOR PASSAGeways. IF THE DISTRICT BOARD DETERMINES THAT ADDITIONAL ACCESSIBILITY SIGNS ARE NEEDED, THE JUDGE SHOULD TELEPHONE THE COUNTY BOARD OF ELECTIONS IMMEDIATELY.

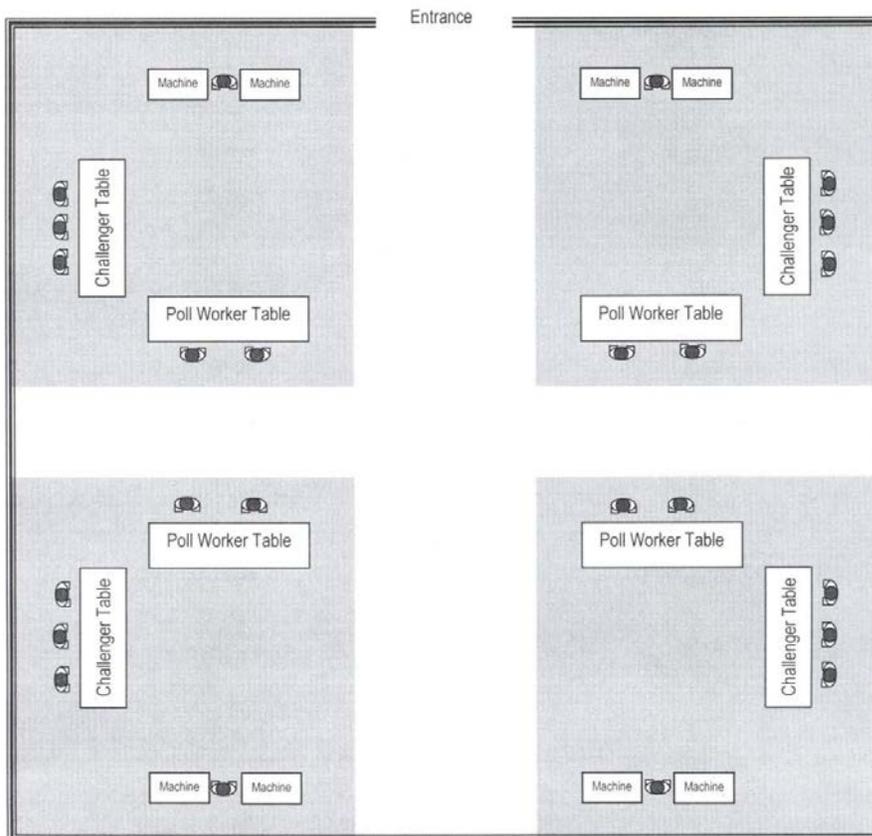
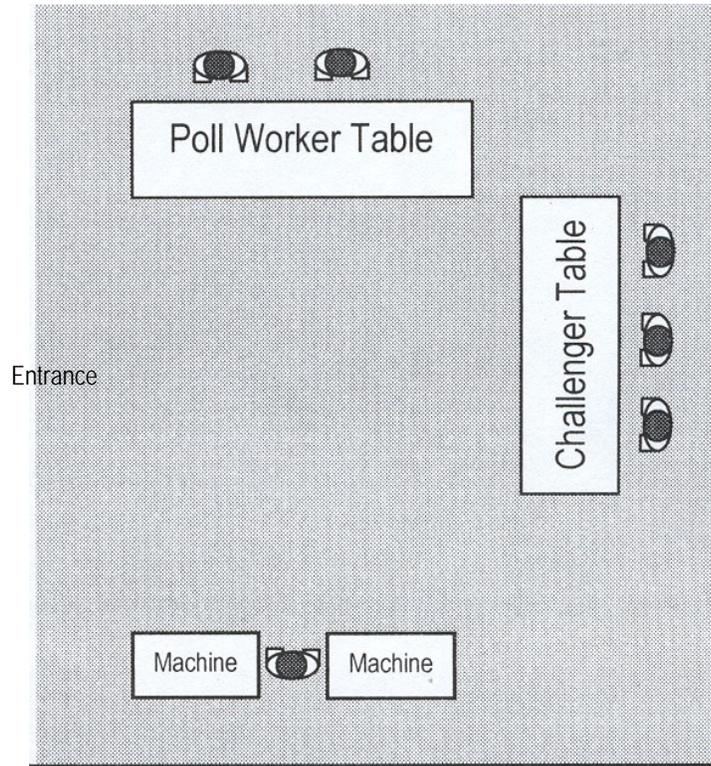
Pre Opening Meeting

- Prior to 6:00 AM, the courier of the district board should review once again the Break & Rotation Schedule with all district board members 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 county provided cell phone is turned on, 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 district board should publicly announce that the polls are officially open.
- Greet the voters, inquire their last name and kindly direct them to the appropriate signature book station.

Polling Place Set Up Diagram



Multiple Districts within one Location

OPENING VOTING MACHINE - AVC ADVANTAGE ELECTRONIC

- Determine the proper location for the voting machine.
- Secure the voting machine in position by locking back wheels.
- Verify key number on brass tag against machine number.
- Pull power cord from power panel, on lower right side of machine, and plug into nearest 110v electrical outlet.
Amber light will show outlet is active.
- Insert key with yellow ring to open the back of machine.
- Make sure cartridge is in place by tapping lightly, verify cartridge seal and tap top of printer.
- Remove operator panel from back of machine (keypad).
Place operator panel into slot on top of machine and press firmly.
- Turn the ON/OFF power switch (located in rear compartment) one quarter turn to left to the ON position.
- On machine so equipped, remove black audio bag, remove key pad and headphones from black audio bag, and place on top of machine.
- On machine so equipped, remove emergency ballot box and place on back door. Check for seal.
- Open the front of voting machine by lifting up on maroon latch, do not release latch until in voting position (using 2 board workers.)
- Turn blue knob located on front panel to left until in open position, open left door then right door, raise center panel and attach to grommets on top of each panel.
- Verify ballot face against sample ballot.
Check label on top of machine to verify you have correct machine for polling place.
- Remove privacy curtain from storage tube (round tube in back of machine at the bottom). Remove end cap by pushing buttons located on each side of storage tube. Remove curtain and unfold, then using 2 board workers insert rods into rings on inside of the left and right doors of the voting machine.
- Remove the key from the door and insert the silver key into the poll switch located in the rear compartment.
Turn silver key 1 quarter to the left to the vertical position.
This starts the printing of the official zero-proof report.
- When the printer stops, tear off printer read-out.
All poll workers must sign zero-proof report at the bottom and place in RED envelope marked for Superintendent. Envelope will be in front flap pocket in Black Binder.
Verify on key pad that the protective and public counters match the zero-proof report.
- Remove the silver key by pulling straight back, making sure switch stays in polls open position.
If you have accidentally closed the polls you will hear an audio and visual warning signal at this point reinsert key and reopen the polls.
The key must not be inserted into the poll switch again until close of polls.
- Place keypad wire in door groove & lock back door.
- Place key in bag and give bag to Courier Poll Worker.

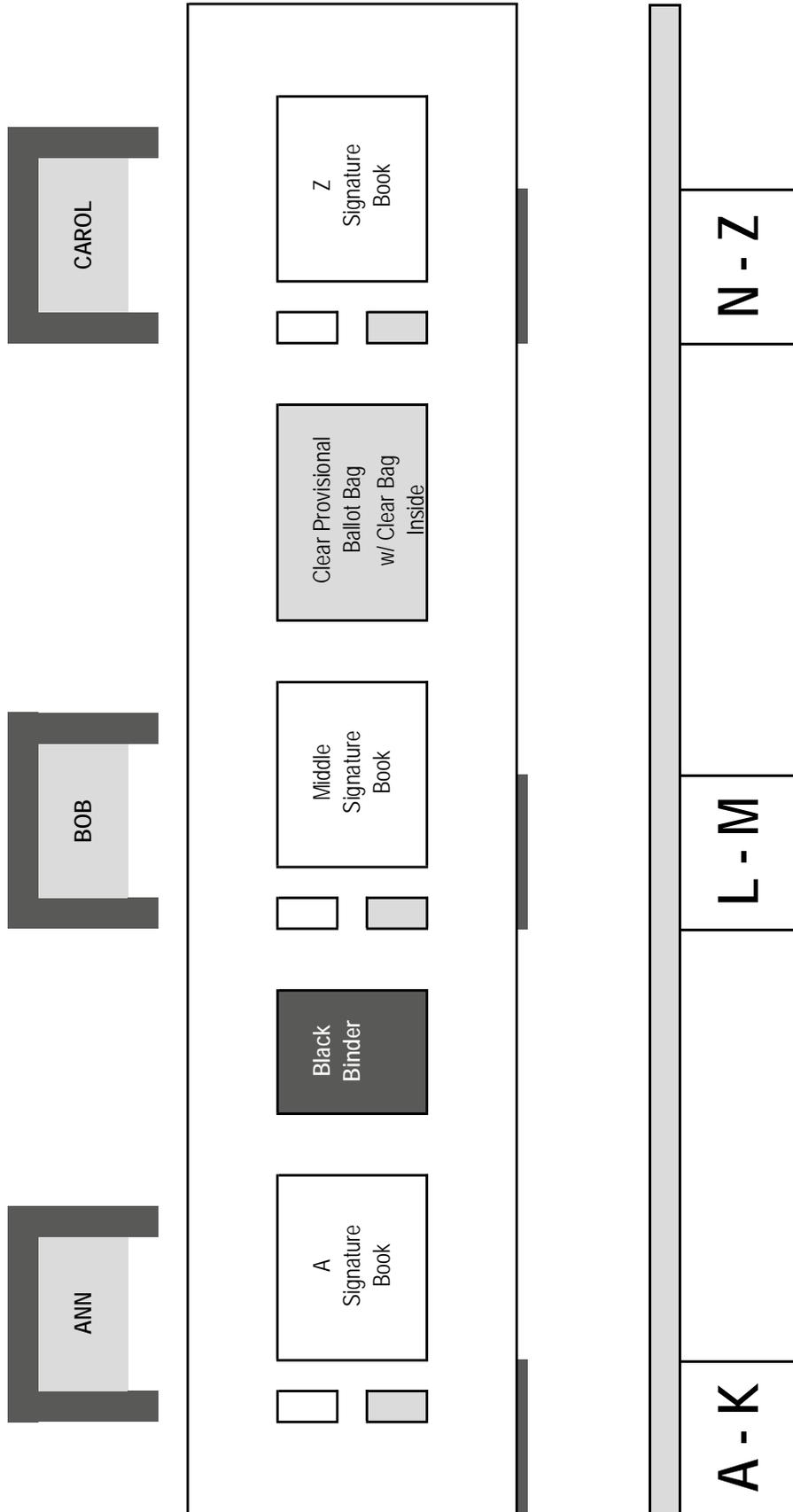
OPENING INSTRUCTIONS – CLERKS' TABLE

- Determine the proper location for the clerks' table.

This should be parallel to the front of the voting machines & be placed closest to the entrance

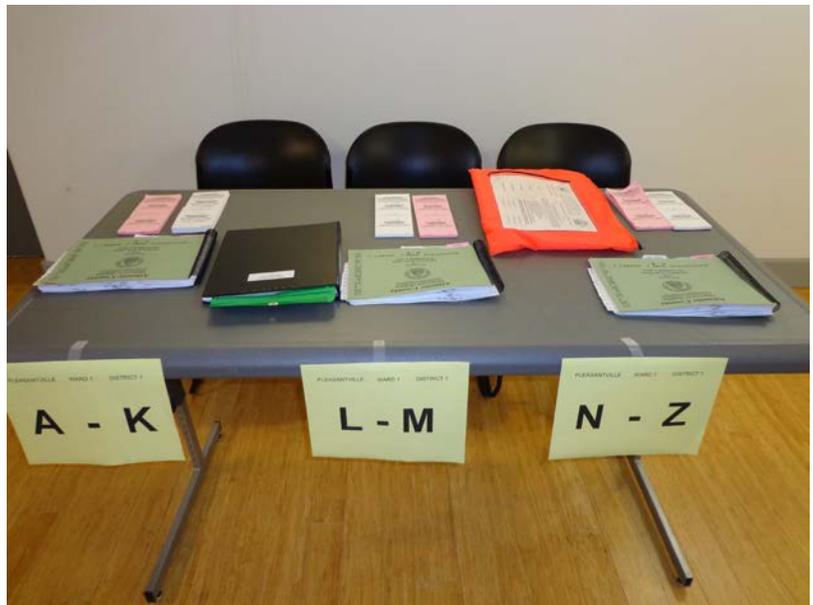
- Remove Black Binder from blue suitcase and place on clerks' table.
- Starting on the left as a Voter would face the table, begin setting the 3 signature books. Place the "A" book to the left, "Z" book on the right and the middle book in the middle.
- Separate the letter designation sign in the front of each book and tape to front edge of table.
- Make sure there is an authority pad book for each signature book.
If this is a Primary, there should be 1 pink & 1 white authority pad for each "station".
Beginning with the lowest number pad(s) with the "A" book, then next set for the middle book, and so forth for the "Z" 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
 - Voters' Bill of Rights
 - "Quiet Please" signs throughout
 - 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.
- Turn on County issued cell phone.
- Review emergency contact numbers.
- Review Break & Rotation Schedule and role of each position.
- Sign Zero Tapes, place in RED envelope, place RED envelope in CLEAR Cartridge bag
- 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.

Clerks Table Setup Diagram



SAMPLE PHOTOS CLERKS TABLE

Clerks' Table should look like this following the Diagram on Page 12.



MAINTAINING ORDER AT THE POLLS

Persons Allowed In the Polling Place

The district board 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:

- ★ District Board Members (also known as 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: Board members 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 district board 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 re-move the sign or move it to an area outside the 100 foot “no electioneering” zone. If the property owner or tenant refuses, however, the district board should take no further action.
- ☆ In order to avoid the appearance of partisanship, district board members 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 district board must refer the individual to the County Board of Election for its determination of the matter. The district board must not allow the photographer, camera crew or reporter to interfere with the conduct of the election, the privacy of voters, or distract the board members from performing their duties.

Cell Phones

Generally, the district board 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 district worker should request that the individual do so in another room. A voter cannot use a cell phone in the voting machine. A board member should use a cell phone, however, to contact the County Board of Election or Superintendent of elections for official election business.

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 district board 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 district board 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 board member 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 district board finds that it is running low on provisional or emergency ballots, the district board must immediately notify the County Board of Election so that it can arrange for more ballots to be delivered to the polling place.

Incident Log

The district board should use an incident log to record voting irregularities, mistakes, or 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:

- The voter shall state his or her full name and address to the district board member in charge of the poll books.
 - The district board member (the clerk) shall locate the voter's name and address in the poll book.
 - ☆ *If the election is a PRIMARY, the clerk must also consider whether the voter has declared a party affiliation. In a PRIMARY, the clerk issues the voting authority slip for the correct party. Pink for DEMOCRAT (DEM in book), White for REPUBLICAN (REP in book).*
 - The voter must sign his or her name to the voting authority slip.
 - The clerk shall compare the voter's signature to the signature in the poll book for verification.
 - ☆ *The signatures must match to allow a voter to vote in the voting machine.*
 - The voter shall sign his or her name in the appropriate signature column in the poll book.
 - Upon being satisfied that the signatures are the same, the clerk shall print his or her initials in the proper space adjacent to the voter's signature in the poll book.
 - The clerk verifies the authority number printed on the voting authority slip, and records the authority number in the proper column in the poll book.
 - The bottom portion of voting authority slip is then detached and given to the voter.
 - 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 slip to the district board member in charge of the voting machine (the operator) before entering the voting machine booth to vote.
 - The operator accepts the voting authority slip from the voter and places it on the zip tie. The operator then sets the machine for voting.
 - ☆ *If the election is a PRIMARY, Pink for DEMOCRAT # 6 on Operator Panel, White for REPUBLICAN # 12 on Operator Panel.*
-
- ★ 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 also may accompany the voter into the voting booth. The operator should instruct the voter to keep the child 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 district board can process a voter, it may be necessary to provide the voter with special assistance.

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

All district board members 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 his or her right to vote which the district board cannot resolve. Always check the street index located in the Black Binder to verify address is within polling district.

VOTERS WHO MUST VOTE BY PROVISIONAL BALLOT

- A voter whose name does not appear in the poll book at his or her polling place.
(Check the street index to verify address is within polling district)
- 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 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 poll book page is marked "Mail In Ballot".
A Mail In Ballot Voter may not ever be allowed to vote in the Voting Machine

Provisional ballots are supplied to each district board in a sealed CLEAR Provisional ballot bag.

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

- ★ When a voter must vote by provisional ballot, a district board member should locate and unseal the CLEAR provisional ballot bag. The provisional ballot bag will usually contain a set number of 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 district board members should locate the Street Index and copies of the "Notice to Provisional Ballot Voter" Handout, which are included in the Black Binder.
- ★ After removing all the supplies, the district board must count the provisional ballots and then record the number of ballots on the provisional ballot inventory sheet.
- ★ At least 2 clerks 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:

- To sign the Affirmation Statement which is attached to the provisional ballot envelope
 - NOT to remove or detach the Affirmation Statement from the envelope
 - To vote the ballot in secret
 - Place the voted ballot inside the provisional ballot envelope
 - Seal the envelope
 - Fill out the Affirmation Statement in its entirety
 - Return the sealed envelope with the completed affirmation statement attached and the completed ballot inside to the district board.
- ★ If the voter spoils a ballot, the voter should fold the spoiled ballot and return it with the envelope to the clerk who will provide the voter with another ballot. The clerk should mark the returned ballot "Spoiled" and place it in the Orange bag within the CLEAR Provisional Ballot bag. If they return a spoiled envelope, clerk should mark the returned envelope "Spoiled" and place it in the Orange bag within the CLEAR Provisional Ballot bag.

After giving these instructions, the district board member is to give the voter a provisional ballot and an envelope with the attached Affirmation along with a pen and direct the voter to a security screen or private area to complete the ballot.

☆ FOR A PRIMARY ELECTION, THE CLERK WILL PROVIDE THE REPUBLICAN VOTER ONE COLORED BALLOT USUALLY RED AND AN ENVELOPE, AND PROVIDE THE DEMOCRAT VOTER ONE DIFFERENTLY COLORED BALLOT USUALLY BLUE AND AN ENVELOPE.

- When the voter returns the ballot, the clerk, who is in charge of the provisional ballot bag, 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 in the orange bag within the clear provisional ballot bag or hand the ballot to the clerk for placement in the orange bag within the clear provisional ballot bag.
- Finally, before the voter leaves the polling place, the clerk 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 Poll Book

If the voter's name cannot be located in the poll book, the clerk should:

- carefully check the book as the name may have been incorrectly typed
- check the book as the name may have been misspelled
- check the book as the name may be out of order in the book
- check the book as the surname and common name may have been switched
- Ask the voter to repeat his or her address, and refer to the street index which has been provided 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 street index to determine the correct district in order to direct the voter to the correct polling location.
 - ★ If there is any doubt, contact the County Board of Election to confirm his or her correct polling location.

If the Voter Signs on Another Voter's Line

When a voter mistakenly signs his or her name on another voter's line in the poll book,

- Draw a single line through the name
- Do not obliterate it or erase it
- When the correct voter appears to vote, have such voter sign his or her name above the incorrect signature. Make a note of the error and the correction on the Remarks Page

If the Voter's Name is Marked as Having Voted

When a voter, upon appearing to vote, finds that the poll book indicates he or she has already voted, the district board cannot permit the voter to vote. Refer the voter to 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 poll book, but who states that he or she has changed his or her 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 clerk should request the voter complete a Change of Name Form in order to correct the voter's record
- Make a note of the error and the correction 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 district board member 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 district board members, of opposite parties, should push the button. This is also known as a "fleeing voter."

SPECIAL SITUATIONS

PRIMARY ELECTION: VOTERS QUALIFIED TO VOTE

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 Democrat 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 poll book in a box to the right of the voter's name.
- ★ A DISTRICT BOARD MEMBER 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 district board member to allow this to occur. Therefore, the district board member must be careful to provide the voter with the voting authority slip that corresponds to the voter's declared political party. The district board member operating the voting machine will rely upon the voting authority to set the voting machine for a party's primary election ballot.
- ★ A DISTRICT BOARD MEMBER 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 he or she desires to change his or her party affiliation, the board member 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 district member 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 poll book indicates that a voter is affiliated with a political party, but the voter insists that the poll book is wrong, district board members should call the Board of Elections.

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 poll book page 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 district board member must explain that the voter must choose a party affiliation in order to vote in the Primary Election. The district board member must record the voter's declaration in the box provided to the right of the voter's name and on the Party Declaration column page in front of Signature Book. 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.

VOTING IN MACHINE AT A PRIMARY ELECTION

After the voter gives the board member the voting authority slip, the inspector must:

- Examine the voting authority slip to determine which party's ballot the voter will vote
- Select DEMOCRAT # 6 on Operator Panel for Pink, REPUBLICAN # 12 on Operator Panel for White
- PRESS THE GREEN ACTIVATE BUTTON ON THE OPERATOR PANEL.

SPECIAL SITUATIONS

“TAGGED” VOTERS

The district board member may find that a voter’s poll book page is marked with one of the following “tags”.

Vote by Mail Voter

A voter who has applied for a mail in ballot will have the word “Mail In Ballot” or an “Voted by Mail” in the signature space where the voter would sign the poll book.

- The clerk should also consult the supplemental list of Mail In Ballot voters who applied for a ballot after the poll books were printed.
- The clerk should update the signature book with this updated information on Election Day morning.

A MAIL IN BALLOT VOTER CANNOT VOTE IN THE VOTING MACHINE.

IF THE VOTER INSISTS THAT HE OR SHE 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 he or she has lost or destroyed their ballot, advise the voter that he or she may go to Court to petition for an emergency absentee ballot.
- ★ If the voter refuses to leave the polling place without voting, the district board member 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 he or she must deliver the ballot to the Board of Election before the close of polls in order to have the ballot counted. Again, the voter must be told that the ballot will not be counted unless it is timely received by the county board of election. **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 whose signature is missing cannot vote in the voting machine.
- The voter can vote only by provisional ballot.

Affirm Address

If “Affirm Address” appears in the voter’s signature box, the voter must complete the “Affirmation of Residency Affidavit.”

- ★ The district board member 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 district board member 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 signature book.

If the voter affirms that he or she has not moved and resides within the election district, the voter votes in the voting machine.

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 clerk is not required to record what type of document is presented. The clerk does not record any information from the document.

- Once the voter provides the required identification, the clerk will check the "Yes" box on the voter's page. This indicates that the board member has seen appropriate identification for the voter. The voter is permitted to vote in the voting machine.
- If the voter cannot provide acceptable identification, the voter can only vote by provisional ballot. The district board member should check the "NO" box in the poll book, indicating that the voter did not provide appropriate identification. The district board member is to provide the voter with the provisional ballot materials.

The district board member must be familiar with the procedures for Provisional Ballot Voting as described on page 15 of this Manual.

VOTERS WHO HAVE CHANGED THEIR RESIDENCE

The Voter Has Moved Within the Election District

If the voter indicates that he or she has moved, but still resides within the election district, the clerk 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 he or she has moved to another election district within the county, the clerk should direct the voter to his or her 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 he or she has 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, the voter may vote on the machine. 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 he or she 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

After the polls close, and the machine totals have been recorded, the district board must count emergency ballots, if they were used.

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 district board 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 the district board determines to be void must be identified as such on the envelope in which it was enclosed.

Procedure

- First, a board member is to remove the white seal from the emergency ballot box and opens the ballot box in full view of the public.
- Second, the judge 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 judge will remove the ballots one at a time and read the votes cast.
- The judge will do this in view of the inspector 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 district board clerk will tally the results of the emergency ballots as they are read by the judge.
- Before removing the next ballot from the ballot box, the judge shall replace the ballot previously read back into its plain white envelope and hand it to the inspector.
- Each envelope shall be numbered consecutively (i.e., 1, 2, 3, etc.) and strung together in numerical order.
- The district board members shall total all the votes cast by emergency ballots on the tally sheet.
- ALL board members 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 district board 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 district board must string all the plain white envelopes marked “VOID” or “SPOILED” at the end of the same string.
- The district board members then place the tally sheet and ALL emergency paper ballots—voted, unvoted, void, and spoiled--into the emergency ballot box.
- Finally, the district board members shall immediately secure the ballot box with the red numbered seal.
- The ballot box is stored into the back of the voting machine.

Voters with Disabilities

The district board 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 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 judge rules otherwise.
- ☛ This determination cannot be made by a district board member, 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. District board members 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 board members the voter can get the assistance of some one of their choosing. If there is no one the county board of election 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 board member 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 district board members 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 district board. In that case, two board members of the opposite political party should offer assistance.

Remember, however, that it is the voter's choice. He or she can choose to have only one board member assist.

- The member of the district board acting as clerk 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.

District board members 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 board worker's 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.

Therefore, board members should extend all possible help to such voters.

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 district board of election 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.

District board members 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 district board members.

- ☆ 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 district board will retain the original Challenger Affidavit and return it to the County Board of Election.
- ☆ When the district board receives a Challenger Affidavit:
 - ❑ A clerk 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 district board members vote on whether to permit the voter to vote.
- ★ At least four district board members 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 district board members) works in the voter's favor and the voter will be permitted to vote in the voting machine.
- ★ Each and every district board member must sign the Challenged Voter Affidavit (Form C-4) and provide a copy to the challenger and the voter.
- ★ The district board will retain the original Affidavit (Form C-4) and return it to the county board of election.
- ★ Once the voter has voted, the challenge ends.

Challenges in the Polling Place

Upholding the Challenge

If the district board upholds the challenge and determines that the voter may not vote, the district board 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 district board, the district board member will instruct the voter to sign the Order again in the presence of the district board.

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

THE DISTRICT BOARD MUST RETAIN THE COURT ORDER, PLACE IT IN THE 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 judge 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 district board members cannot take any steps to close the books or the voting machine until all voters present have been processed.
- ★ A district board member 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 district board 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 district boards must inventory the provisional ballots. The number of "invalid" ballots (placed in envelopes marked "SPOILED"), used provisional ballots, and unused 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 district board members must sign the inventory form when it is completed. If a district board member dissents from the inventory, he or she shall state the reason and sign the form.

Sealing the Provisional Ballot Bag

Place all of the voted and spoiled ballots into the orange bag and seal with green seal. After placing orange bag and any unused provisional ballots and envelopes in the clear bag, the district board members 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.

Closing Duties will be divided among each Team as follows:

To verify end of night positions which make up the Teams, check Break and Rotation Schedule

Team 1 – Clerks' Table Breakdown

Use checklist on page 29.

Team 2 – Machine 1 Shut down and Team 3 – Machine 2 Shut down

Use checklist on page 30.

CLERKS' TABLE BREAKDOWN

Publish the Results of the Election

A district board member shall announce the final results of the election.

Collecting of all Election Materials and Supplies

The district board members should:

- take down all signs, sample ballots and posters, place into Black Binder
- collect informational materials such as challenger handouts, place back into Black Binder
- count and secure court orders (if any) in the signature books,
 - record on certification page in front of Z book
- separate (if a Primary Election) and count voting authority slips
 - record counts on certification page in front of Z book
 - place secured zip ties with authority slips in blue suitcase
 - place all unused authority pads in blue suitcase
- collect signature books & sign Certification page in front of Z book
 - place signature books in blue suitcase
- place inventoried & sealed CLEAR provisional ballot bag in blue suitcase
- collect all stationary supplies such as pens, scissors, etc.
 - place in municipal clerk's container (if any)
 - place container in blue suitcase near top
- return Black Binder into blue suitcase
- place medium PINK envelope (marked for Superintendent) containing results tapes marked D into the CLEAR cartridge bag
- place medium BLUE envelope (marked for County Clerk) containing results tapes marked C into the CLEAR cartridge bag
- place large GREEN envelope (marked for Board of Elections) into blue suitcase near top containing:
 - oaths of office
 - cell phone
 - results tapes marked B
- place medium white envelope (marked for Municipal Clerk) containing result tapes marked A into blue suitcase near top
- The RED, BLUE & PINK envelopes all go into the CLEAR cartridge bag
- place Clear cartridge bag into blue suitcase near top containing;
 - RED envelope containing ZERO tapes, the BLUE envelope and the PINK envelope
 - clear key envelopes with keys
 - result cartridges from each machine
- and 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
- secure polling location

CLOSING the VOTING MACHINE

- Remove Zip tie with authorities from top back of machine and give to Team 1
- Retrieve the clear key envelopes from clear cartridge bag and open back door of voting machine with yellow ring key.
- Close the polls by inserting the silver key into the poll switch.
 - Turn key 1 quarter turn to the right. (clockwise)
The printer will automatically begin printing the official election results report. This will be 1 tape with the results printed 4 times without any separation or perforation. Report must be cut into 4 separate tapes.

WHILE THE REPORT IS PRINTING, THE FRONT OF THE MACHINE CAN BE CLOSED:

- Remove privacy curtain, using 2 poll workers, and replace in storage tube at bottom of machine.
- Close the face of the machine
 - Raise center panel and gently drop from grommets on top of each panel
 - Close right door then left door, turn blue knob located on front panel to right until in closed position
- Lower the tub to the down position (using 2 workers) by holding maroon latch until tub is in the fully down position.

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
 - 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
- Cut or break the seal and remove the results cartridge from back of voting machine & place in small blue bag.
THE SILVER BUTTON ON TOP OF THE RESULTS CARTRIDGE MUST BE PRESSED DOWN TO REMOVE IT
- Remove the silver key from poll switch located in rear compartment and place key in back of door.
Depending on which machine is being closed, place in rear compartment of the machine:
 - The emergency ballot box
 - Neatly stored audio components in black bag
- Place operator panel in its storage notch located in rear compartment of the machine.
- Lock the rear door using the yellow ring key.
- Place key ring in key envelope in small clear cartridge bag and give bag to Courier.
- The RED, BLUE & PINK envelopes all go into the CLEAR cartridge bag
- Unplug the electrical cord and retract cord back into the machine.
- Return machine to original location, cover with plastic cover and/or blanket if provided.