



Wayne County Board of Elections

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May 1, 2020

The Wayne County Board of Elections (WC BOE) have adopted the following policies and procedures regarding Early Voting for the 2020 General Election.

ALL PROCESSES WILL BE CONDUCTED IN A BIPARTISAN MANNER (the Deputy Commissioners will be overseeing all aspects of the early voting process)

All early voting will take place at the WC BOE office. The hours are below.

Our office will be set up as a polling site, following all regulations as an election day polling site. We will have three stand up booths, with one equipped for a voter in wheelchair, for voters to vote their ballots.

Three Dominion ICE voting machines will be utilized for early voting. One will be in a provisional mode for persons with disabilities to use. Ink cartridges for the other two machines have been removed and will be used as scanners only.

Beginning on October 24th, and every day of early voting, the voting machines will be verified that all seals are as recorded after testing from the Dominion ICE Security Statement of Canvass.

Poll pads and printer will be powered up according to vendor instructions.

Polls will be opened on the voting machine to be ready for voting.

Once the voter is verified, they sign their name on the e-poll book, a voter dump will be printed and attach the receipt from the receipt printer. On demand printer will print the appropriate ballot for the Town and District of the voter. The ballot is verified by another BOE employee, voter given the verified ballot in a privacy sleeve and shown where to vote their ballot. Once the voter has completed their ballot, they will cast the ballot.

If the voter is inactive or is a registered voter within NYS, they will be given an affidavit ballot to vote. The affidavit ballots will be canvassed with all affidavits from Election Day.

If the voter is not registered in NYS, they will be given a Notice to Voters, giving them the option of voting affidavit or obtaining a court order from the Judge on call.

If a ballot is unscannable and the voter wishes to cast as is, they will be instructed to insert the ballot into the emergency ballot (EB) slot on the machine. The EB's will be canvassed with the early voting results.

At the close of each early voting day the following procedures will take place:

- All three voting machines will be put in a 'logged out' mode. This is to ensure the result tapes cannot be printed, or ballots scanned.
- Security seals will be placed on the voting machines and poll print cabinets, then recorded on the statement of canvass.
- All paper balloting material will be reconciled according to the day's activities, compared to ballot count on the machine, the voter dumps with printed receipt, spoiled and emergency ballots, and court orders on Ballot Reconciliation Sheet.
- Voting machines, spoiled ballot bag, affidavits, epollbooks, printers on demand will be sealed with security seals and secured in a locked storage room within the BOE office. Memory cards and voted ballots will not be removed from the voting machines.
- The room may not be unlocked unless there is one Republican and one Democrat present.
- Results from early voting will be printed and announced at 9 PM, November 3, 2020.
- Voter history for early voting will be done daily and uploaded to NYSVoter. We will stamp in red ink each night, VOTED EARLY, in the appropriate voter's signature box of the paper poll book.
- A 3% audit and recanvass will be done on all early voting machines separate from the Election Day machines.

We feel that our board is fortunate to have only one early voting site for our staff to manage and maintain accurate poll book records to ensure voters are only allowed to vote once in each election.

Early Voting Hours for the 2020 General Election are:

Saturday,	October 24, 2020:	from: 9 AM	to: 2 PM
Sunday,	October 25, 2020:	from: 9 AM	to: 2 PM
Monday,	October 26, 2020:	from: 9 AM	to: 5 PM
Tuesday,	October 27, 2020:	from: 9 AM	to: 8 PM
Wednesday,	October 28, 2020:	from: 9 AM	to: 8 PM
Thursday,	October 29, 2020:	from: 9 AM	to: 5 PM
Friday,	October 30, 2020:	from: 9 AM	to: 5 PM
Saturday,	October 31, 2020:	from: 9 AM	to: 2 PM
Sunday,	November 1, 2020:	from: 9 AM	to: 2 PM