

Election Inspector Instruction Manual 2020



Wayne County Board of Elections

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INTRODUCTION

- Thank you for accepting to serve as an election inspector. Wayne County has vested in you the authority to play an essential role in the process that enables a citizen to exercise his/her constitutional right to vote.
- We trust that you, as a representative of Wayne County, will perform your duties in a way that gives voters confidence in the fairness and effectiveness of the election process.
- It is of the utmost importance that your voting district be conducted in strict accordance with requirements the instructors will be giving you.
- This booklet has been prepared to assist you with the election day procedures and give you an overview of the ImageCast Scanner and/or ImageCast Ballot Marking Devices (BMD). This booklet is intended to serve as a handy reference during election day. This booklet contains general instructions as well as illustrations and diagrams.
- The work of an elections inspector may be difficult and tiring, however, when you have done the job properly, you will know that the voters of your election district have been well served. No one expects you to remember everything. Feel free to call the Wayne County Board of Elections with any questions or comments you may have before or during an election.

PLEASE REMEMBER WHEN IN DOUBT, FIND OUT; NEVER ASSUME!!!

Who can be an Election Inspector?

To serve as an Election Inspector, you:

- Must be a registered voter and live in Wayne County,
- May not hold any public elected office or be a candidate for a public office or party position to be voted on by voters of the election district in which you will work;
- May not be the spouse, parent, or child of a candidate running for public office in the district in which you will work;
- Must be able to clearly speak, read, and write the English language;
- Must be certified as an Elections Inspector by the Wayne County Board of Elections after having attended an official New York State Inspector Certification Program and by passing a written test;
- Have a means of transportation.

Roles and responsibilities of election day workers

The inspectors assigned to each election district represent the Wayne County Board of Elections and shall act as the election district Board of Inspectors. It is important that you work as a team to ensure that an honest, efficient election is conducted, and that proper order is maintained

at the polling site. On Election Day, the Board of Inspectors (all the inspectors assigned to an election district) is the only on-site authority for the election district. Your most important responsibilities are:

- ★ Arrive on time at your polling site on Election Day.
- ★ Ensure that **ALL** eligible voters are allowed to exercise their right to vote
- ★ Ensure that all laws, policies, and procedures are applied uniformly.

Election Inspectors' Overall Duties

Inspectors should be familiar with:

- Voter qualifications
- All aspects of processing the voter
- Enrollment procedures (enrolling in a political party)
- Accessibility procedures
- Various ballots and voting procedures
- Casting ballots
- Canvassing vote results from the machine tape
- Layout and set up of Poll Site (includes placement of cones, tables, etc.)

- Paper ballots and other supplies need to be kept in a secure place in view of the inspectors but not accessible to the public. Only take out what you need from the Election District Supply Bag (See Figure 1, Pg. 5) to help keep control of the various materials. The Poll Site shall allow unobstructed views of all entrance and exit points to make sure no one walks out with a ballot to prevent chain voting.
- All election inspectors shall wear proper identification. Name tag stickers are located in your Election District Supply Bag (See Figure 1, Pg. 5). Safety pins are provided if you do not want name tag stickers to adhere to your clothing.
- Maintaining order in the polling place
- Ensure that all voter matters are conducted by a **MAJORITY VOTE** of all inspectors for challenges
- Each inspector will share the workload by rotating the tasks
- If an inspector is assigned to the election district where he/she would normally vote, please vote on the ImageCast voting device.
- If the inspector is assigned to another election district, other than where he/she would normally vote, the inspector will be asked to vote by Absentee ballot rather than leaving the Poll Site on election day

Election Inspectors Etiquette

Inspectors must:

- ★ Remain calm at all times.
- ★ Be flexible and sympathetic to the needs of voters.
- ★ Be polite.
- ★ Use all resources at your disposal, including calling the Board of Elections 946-7400.
- ★ Be considerate to your fellow Inspectors (no arguing or shouting.)
- ★ Be courteous toward poll watchers, media and candidates. Kindly advise them of election procedures, if necessary. No cameras or videos may be used in the poll site.
- ★ Take care of your polling site: keep your table organized and facilities clean.
- ★ Follow the guidance of your Chairperson.

Election Inspector FYI's

- In Wayne County we have 67 Election Districts with 36 polling sites. Currently, 4 to 6 Inspectors are appointed for each district every election by our office.
 - Many town districts are consolidated for primary elections, therefore, fewer inspectors are appointed to work. Please do not take offense if you are not appointed. Inspectors that are willing to travel are more apt to get appointed due to the shortage of inspectors in some areas.
 - We do the best we can to assure coverage in each district. Thank you for understanding that we try to accommodate each inspector.
 - We ask that you immediately mark you calendar when the elections are this year. Last year we called on some inspectors that took the class and could not work due to making other plans.
 - An inspector who knowingly and willfully permits any person to vote who is not entitled to vote is guilty of a criminal offense.
 - A Power of Attorney (POA) **CANNOT** sign or vote for a voter under any circumstance. If the voter cannot sign, have him/her make his/her mark which two inspectors will witness and initial.
 - A voter may **NEVER** sign for someone else.
 - Only active voters will be in the poll book.
 - Do not write on the back of the poll book pages.
 - Neatly note any spelling or date of birth corrections in the poll book.
 - Note deceased voters in the poll book. Only information given from a relative may be noted. Note the relationship of the person telling you about the voter.
 - Note moved voters in the poll book. Only information given from a relative may be noted. Note the relationship of the person telling you about the voter. If you know the County and State the voter has moved to, please record that also. Please do not write near barcode.
- NOTE:** Any notes in the pollbook also need to be added to the Challenge Report.

Election Inspectors' Conduct

- ★ While working, inspectors **MAY NOT** bring children to the polling site.
- ★ While working, inspectors **MAY NOT** bring pets to the polling site.
- ★ While working, inspectors should refrain from long conversations with friends.
- ★ Dress professionally and remember strong scents bother some people's breathing.
- ★ Do not bring any TVs, radios, laptops, electronic readers, or other equipment designed for such purposes to the poll site.
- ★ **DO NOT HAVE ANY POLITICAL ITEMS ON OR NEAR ANY OF THE TABLES AT THE POLLING SITE.** If you have a newspaper with candidate's names on it, just turn it over if a voter approaches the table.
- ★ The Poll Site Contact Person must keep their cell phones on at all times. Inspector's cell phone use should be kept to a minimum, use muted ring, or turned off when working.
- ★ **NO FOOD OR DRINK** should be kept on the table where the ballots, poll book, or other official documents are located.
- ★ Only the inspectors are to have access to the poll books.
- ★ **DO NOT** write down voter's names as they vote, this is against NYS Election Law.
- ★ Only election inspectors can sit at the inspector table.
- ★ The Board of Inspectors must maintain order in the polling place at all times. If a person or group of persons does not comply with your attempts to maintain order, **CALL 911 FOR ASSISTANCE.**

Duties of the ImageCast Chairperson & Backup Chairperson

Our office appoints a chairperson to each ImageCast BMD. The chair has all qualifications of an inspector, oversees Election Day activities, and does the same duties as all other election inspectors:

- The chairperson is directly responsible for the ImageCast BMD and/or the ImageCast Scanner: opening, closing, operation, trouble shooting, security of the ballots and supplies, and assigning an inspector to deliver to the town courier.
- The chairperson assigns tasks for prompt opening and closing of the polls.
- The chairperson will not be allowed to leave the polling site unless there is an emergency.
- A backup chairperson is also appointed in the event the chairperson can not work on election day, and to assist the chairperson as needed.
- All election inspectors are required to stay until the chairperson has excused them.

POLL WATCHERS

Poll Watchers are registered voters of Wayne County assigned by their political party or candidate to observe and obtain names of people voting on Election Day. The political party or candidate issues a **"POLL WATCHER CERTIFICATE"** to a poll watcher. The poll watcher must present the certificate to the Board of Inspectors of that district on Election Day. Without the certificate, the poll watcher can not stay. Please return this certificate in large brown important envelope in your suitcase with the supplies.

In any election, any party committee or independent party with at least one candidate on the ballot may have up to three (3) poll watchers at an election district at any time. Only **ONE** watcher from each political party committee or candidate representative may be within the **"INSPECTOR AREA"** at any one time. The **"poll watcher's inspector area"** is that area next to (right or left of) the inspector's table.

Poll Watcher May:

- Arrive fifteen (15) minutes before the polls open to witness the opening of the ImageCast BMD and/or the ImageCast Scanner;
- Challenge voters (not inspector decisions) whom he/she believes are not qualified to vote;
- Be given information as to who has voted as long as it does not disrupt the proceedings;
- Observe the canvass and tally at the end of the day.

Poll Watcher May Not:

- Assist in the conduct of the election
- Be part of any electioneering at the polling site;
- Greet the voters;
- Handle any official documents;
- Interfere or disrupt with the duties of the Board of Inspectors (he/she is not to challenge the decisions of the Board of Inspectors)
- Sit at the inspector table; he/she is **NOT** a member of the Board of Inspectors.

CANDIDATES

- Candidates may observe the opening of the polling site and the canvass and tally at the end of the day.
- Candidates may **NOT** electioneer within the distance marker (which is placed 100 feet from the entrance of the polling place) or disrupt the proceedings of the election.
- Once a candidate has entered the polling site to vote, he/she **MUST** leave once he/she has placed his/her ballot into the ImageCast scanner. Hanging around talking to voters is strictly prohibited. You as an Inspector must ask the candidate to leave. This is electioneering.
- A candidate may not be a poll watcher according to NYS Election Law. The candidate **MUST NOT** speak to any voters in the polling site.

PREPARING THE POLLING SITE

Your Election District Supply Bag Inventory Checklist

The Election District Supply Bag is a hard cover black suitcase (See Figure 1). Compare the supplies in your Election District Supply Bag with the "Inspector Checklist for Primary and General Election Supplies" (See Figure 3, Pg. 6), the staff at the Wayne County Board of Elections has made revisions since the last time you worked on an election.

Opening the Polls

- ★ Inspectors should arrive sixty (60) minutes before the polls open. The polling place must be ready to open at 6:00 am. (All elections are now 6 am to 9 pm. You **MAY NOT** open the polls until at least **TWO** Inspectors are present. If the building is locked when you arrive, wait for the chairperson or if fifteen (15) minutes has passed contact the Board of Election office at 946-7400.
- ★ The time piece (clock, watch, or phone) you use to open the polls is the time piece you use to close the polls.
- ★ The voting area should already be set up by the custodians of the Wayne County Board of Elections. Each polling site will have a layout that must be strictly followed. **DO NOT REARRANGE ANYTHING!** Cones need to be set up for voter traffic flow. The polling area is to be situated so that the inspectors can easily monitor all activity.
- ★ Locate Red Security Pack (See Figure 2). This is a locked bag located in the Election District Supply Bag and shall be turned over to the chairperson. The security pack will provide election inspectors with a single and secure source for seals, tags, statement of canvass, keys and other security related documents to be used during the election.
- ★ While the chairpersons are starting up the Image-Cast BMD and/or Scanner, two inspectors should immediately count the number of ballots and record the number on the Ballot Count Sheet (See Figure 125, Pg. 73). Two inspectors must compare supplies in the Election District Supply Bag and the Ballot Bag with the Inspector Checklist (See Figure 3, Pg. 6) and the Ballot Bag Checklist (See Figure 12, Pg. 13) respectively. These checklists will be located on top when you open the bags. Make sure **ALL** the supplies are marked with your district. Call Board of Elections immediately if any supplies are missing or not marked for your Election District.



Figure 2: Red Security Pack



Figure 1: Election District Supply Bag

Inspector Check List

Primary and General Election Supplies (Hardcover Supply Bag Suitcase)

Town _____ District _____ Date of Election _____

Polling Place Location _____

At least two inspectors must check off the following list of supplies before the polls open:

If any supplies are missing, immediately call the Board of Elections: 315 -946- 7400

- SECURITY PACK – (LOCKED RED BAG) – this bag goes directly to the Chairman**
STATEMENT OF CANVASS, KEYS TO IMAGECAST, SEALS, BALLOT COUNT SHEET, ZIP LOCK BAG
- POLLBOOKS** - Ensure that your poll books are for the correct district.
- INSPECTOR 3 RING BINDER -**
Election Day Information
- ITEMS TO POST** - Please post ALL listed.
 - Sample Ballot
 - Voter’s Bill of Rights
 - Spanish Voter’s Bill of Rights
 - “Notice” to Voters
 - Spanish “Notice” to Voters
 - Distance Markers (2) 100’ from site entrance
 - Proposition Statement (only if one is on the ballot)
 - Any other items we include in packet
- SUPPLY BAG -**
 - Scotch Tape
 - Flair Pens
 - Black Permanent Marker
 - Memo Pad
 - Tacks
 - Inspector Badges (required by law)
 - Paper Clips
 - Rubber Bands
 - Scissors
 - Finger Tips
 - Safety Pins
 - Ball Point Pens/Pencils
- IMPORTANT FORMS FOR INSPECTOR USE -**
 - “Notice” to Voters
 - Spanish “Notice” to Voters
 - Processing the Voter Organizational Chart
 - Proposition Statement (only if one is on the ballot)
 - Large Important Papers Return Envelope
- PAPER BALLOTING MATERIAL** - Be sure that all the paper balloting material is marked with the correct town and district. In a primary there will be separate ballots for each political party and they will be color coded.
 - Paper Ballots (Absentee/Affidavit) Old Style
 - Affidavit Ballot Instructions
 - Affidavit Ballot Envelopes
- PACKAGE OF MATERIALS FOR THE INFORMATION/AFFIDAVIT TABLE** (mother district only)
ACTIVE AND INACTIVE LIST OF VOTERS
- REGISTRATION FORMS**
- FIRST AID KIT**
- “I VOTED” STICKERS**
- AMERICAN FLAG** - Will only be present if there is not a flag already displayed at your polling site
- RULER**

Signs, Notices, and Samples

Post all your signs, notices, and samples before the polls open. Use the tape or pins in your supplies to place the signs on walls. The US flag, in your Election District Supply Bag (See Figure 1, Pg. 5), should be placed in a prominent place. If your site has a US Flag your District Supply Bag will not have a flag.

THE DISTANCE MARKER (See Figure 6) is used to warn people not to electioneer within 100' of the entrance of the polling site. The Distance Marker should be placed outside, 100' from the entrance of the polling site. Attach it to an orange cone, a wall, a post, a fence, a tree, or whatever object is about 100' away. A distance marker should be placed 100' from **EACH** entrance of the polling site.

VOTE HERE SIGNS (See Figure 5) are used to show the entrances voters should use to enter the polling site. There are two **VOTE HERE** signs and one **VOTE HERE SANDWICH BOARD**. There are two blue and white

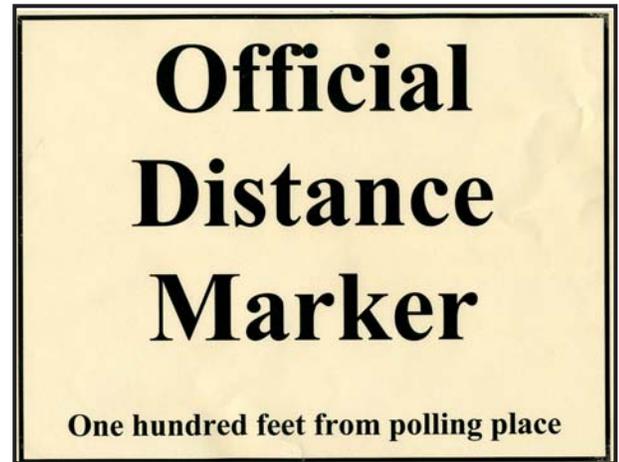


Figure 6: Distance Marker



Figure 5: Vote Here Sign and Vote Here Sandwich Board



Figure 7: Handicapped Parking Sign

handicapped signs (See Figure 7) that are placed for additional handicapped parking places. All entrances must remain unlocked during voting hours.

The **DISTRICT MAP** (See Figure 4) is used to determine what polling site a voter votes at. However, the inspector shall always check the street finder guide to be certain. The District Map is located in your three (3) ring binder for inspector's use.

The **SAMPLE BALLOT** (See Figure 8, Pg. 8) is seen by voters to determine what candidates are on the ballot. The Sample Ballot should be posted on the wall near the entrance. Make sure the sample ballot is the same as the preprinted ballot.

Other notices and samples that should be posted include the **VOTERS BILL OF RIGHTS** (See Figure 9, Pg. 9), the **NOTICE TO VOTERS** (See Figure 10, Pg. 10) and the **IMAGECAST BMD AND THE IMAGECAST SCANNER VOTING INSTRUCTIONS** (See Figure 11, Pg. 11).

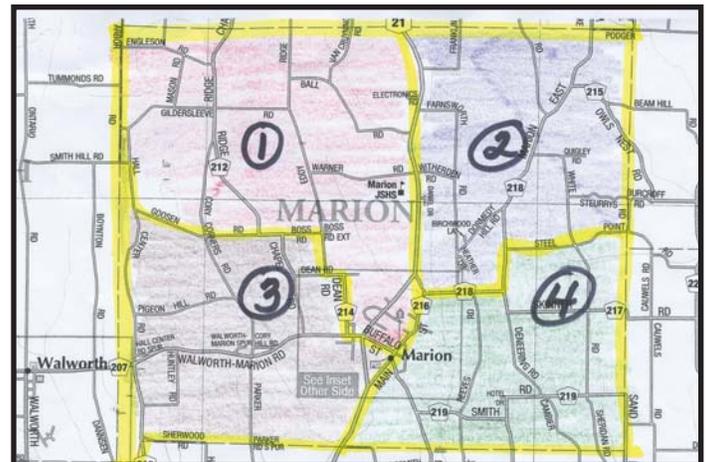


Figure 4: Map, District

OFFICE	1 Best Ice Cream Flavor (Vote for any 1)	2 Best Movie (Vote for any 1)	3 Best Actor/Actress (Vote for any 2)	4 Best Season (Vote for any 1)	5 Best Artist (Vote for any 2)	6 Best TV Show (Vote for any 1)	7 Best Soap Opera (Vote for any 1)
RED A R	R RED 1A <input type="checkbox"/> VANILLA R RED 1B <input type="checkbox"/> GONE WITH THE WIND	R RED 2A <input type="checkbox"/> JOHN WAYNE R RED 2B <input type="checkbox"/> KATHARINE HEPBURN	R RED 3A <input type="checkbox"/> KATHARINE HEPBURN R RED 3B <input type="checkbox"/> WINTER	R RED 4A <input type="checkbox"/> WINTER R RED 4B <input type="checkbox"/> LYNNARD SKYWARD	R RED 5A <input type="checkbox"/> LYNNARD SKYWARD R RED 5B <input type="checkbox"/> BEYONCE	R RED 6A <input type="checkbox"/> CSI R RED 6B <input type="checkbox"/> SOPRANOS	R RED 7A <input type="checkbox"/> YOUNG AND RESTLESS R RED 7B <input type="checkbox"/> BOLD AND BEAUTIFUL
GREEN B G	G GREEN 1C <input type="checkbox"/> CHOCOLATE G GREEN 1D <input type="checkbox"/> WIZARD OF OZ	G GREEN 2C <input type="checkbox"/> JACK NICHOLSON G GREEN 2D <input type="checkbox"/> AL PACINO	G GREEN 3C <input type="checkbox"/> AUDREY HEPBURN G GREEN 3D <input type="checkbox"/> BETTE DAVIS	G GREEN 4C <input type="checkbox"/> SPRING G GREEN 4D <input type="checkbox"/> GLEN MILLER	G GREEN 5C <input type="checkbox"/> GLEN MILLER G GREEN 5D <input type="checkbox"/> NELL DIAMOND	G GREEN 6C <input type="checkbox"/> THE MENTALIST G GREEN 6D <input type="checkbox"/> SOPRANOS	G GREEN 7C <input type="checkbox"/> AS THE WORLD TURNS G GREEN 7D <input type="checkbox"/> BOLD AND BEAUTIFUL
BLUE C BL	BL BLUE 1E <input type="checkbox"/> BUTTER PECAN BL BLUE 1F <input type="checkbox"/> THE BUCKET LIST	BL BLUE 2C <input type="checkbox"/> AL PACINO BL BLUE 2D <input type="checkbox"/> ROBERT DE NIRO	BL BLUE 3C <input type="checkbox"/> BETTE DAVIS BL BLUE 3D <input type="checkbox"/> INGRID BERGMAN	BL BLUE 4C <input type="checkbox"/> SUMMER BL BLUE 4D <input type="checkbox"/> ABBA	BL BLUE 5C <input type="checkbox"/> ABBA BL BLUE 5D <input type="checkbox"/> KENNY ROGERS	BL BLUE 6C <input type="checkbox"/> THE MENTALIST BL BLUE 6D <input type="checkbox"/> SURVIVOR	BL BLUE 7C <input type="checkbox"/> AS THE WORLD TURNS BL BLUE 7D <input type="checkbox"/> GUIDING LIGHT
YELLOW D Y	Y YELLOW 1G <input type="checkbox"/> COOKIES AND CREAM Y YELLOW 1H <input type="checkbox"/> ONE FLEW OVER THE CUCKOO'S NEST	Y YELLOW 2D <input type="checkbox"/> ROBERT DE NIRO Y YELLOW 2E <input type="checkbox"/> JIMMY STEWART	Y YELLOW 3D <input type="checkbox"/> INGRID BERGMAN Y YELLOW 3E <input type="checkbox"/> JOAN CRAWFORD	Y YELLOW 4D <input type="checkbox"/> FALL Y YELLOW 4E <input type="checkbox"/> AVENGED SEVENFOLD	Y YELLOW 5D <input type="checkbox"/> KENNY ROGERS Y YELLOW 5E <input type="checkbox"/> LUTHER VANDROS	Y YELLOW 6D <input type="checkbox"/> SURVIVOR Y YELLOW 6E <input type="checkbox"/> ALL IN THE FAMILY	Y YELLOW 7D <input type="checkbox"/> GUIDING LIGHT Y YELLOW 7E <input type="checkbox"/> GENERAL HOSPITAL
PURPLE E PR	PR PURPLE 1I <input type="checkbox"/> ROCKY ROAD PR PURPLE 1J <input type="checkbox"/> CASABLANCA	PR PURPLE 2E <input type="checkbox"/> JIMMY STEWART PR PURPLE 2F <input type="checkbox"/> BURT LANCASTER	PR PURPLE 3E <input type="checkbox"/> JOAN CRAWFORD PR PURPLE 3F <input type="checkbox"/> SOPHIA LOREN	PR PURPLE 4E <input type="checkbox"/> AVENGED SEVENFOLD PR PURPLE 4F <input type="checkbox"/> GEORGE STRAIT	PR PURPLE 5E <input type="checkbox"/> LUTHER VANDROS PR PURPLE 5F <input type="checkbox"/> PINK FLOYD	PR PURPLE 6E <input type="checkbox"/> ALL IN THE FAMILY PR PURPLE 6F <input type="checkbox"/> MARY TYLER MOORE	PR PURPLE 7E <input type="checkbox"/> GENERAL HOSPITAL PR PURPLE 7F <input type="checkbox"/> ALL MY CHILDREN
ORANGE F O	O ORANGE 1K <input type="checkbox"/> BLACK CHERRY O ORANGE 1L <input type="checkbox"/> THE GODFATHER	O ORANGE 2F <input type="checkbox"/> BURT LANCASTER O ORANGE 2G <input type="checkbox"/> JACK LEMON	O ORANGE 3F <input type="checkbox"/> SOPHIA LOREN O ORANGE 3G <input type="checkbox"/> MERYL STREEP	O ORANGE 4F <input type="checkbox"/> GEORGE STRAIT O ORANGE 4G <input type="checkbox"/> RIHANNA	O ORANGE 5F <input type="checkbox"/> PINK FLOYD O ORANGE 5G <input type="checkbox"/> TOBY KEITH	O ORANGE 6F <input type="checkbox"/> MARY TYLER MOORE O ORANGE 6G <input type="checkbox"/> THE HONEYMOONERS	O ORANGE 7F <input type="checkbox"/> ALL MY CHILDREN O ORANGE 7G <input type="checkbox"/> ONE LIFE TO LIVE
PINK G PK	PK PINK 1M <input type="checkbox"/> MINT CHOCOLATE CHIP PK PINK 1N <input type="checkbox"/> STAR WARS	PK PINK 2G <input type="checkbox"/> JACK LEMON PK PINK 2H <input type="checkbox"/> HARRISON FORD	PK PINK 3G <input type="checkbox"/> MERYL STREEP PK PINK 3H <input type="checkbox"/> DORIS DAY	PK PINK 4G <input type="checkbox"/> RIHANNA PK PINK 4H <input type="checkbox"/> FRANK SINATRA	PK PINK 5G <input type="checkbox"/> TOBY KEITH PK PINK 5H <input type="checkbox"/> KENNY CHESNEY	PK PINK 6G <input type="checkbox"/> THE HONEYMOONERS PK PINK 6H <input type="checkbox"/> THE OFFICE	PK PINK 7G <input type="checkbox"/> ONE LIFE TO LIVE PK PINK 7H <input type="checkbox"/> THE OFFICE
BLACK H BK	BK BLACK 1O <input type="checkbox"/> MOOSE TRACKS BK BLACK 1P <input type="checkbox"/> DEER HUNTER	BK BLACK 2H <input type="checkbox"/> HARRISON FORD BK BLACK 2I <input type="checkbox"/> DENZEL WASHINGTON	BK BLACK 3H <input type="checkbox"/> DORIS DAY BK BLACK 3I <input type="checkbox"/> ELIZABETH TAYLOR	BK BLACK 4H <input type="checkbox"/> FRANK SINATRA BK BLACK 4I <input type="checkbox"/> BEE GEES	BK BLACK 5H <input type="checkbox"/> KENNY CHESNEY BK BLACK 5I <input type="checkbox"/> THE OFFICE	BK BLACK 6H <input type="checkbox"/> THE OFFICE BK BLACK 6I <input type="checkbox"/> MASH	BK BLACK 7H <input type="checkbox"/> THE OFFICE BK BLACK 7I <input type="checkbox"/> MASH
WHITE I W	W WHITE 1Q <input type="checkbox"/> PISTACHIO W WHITE 1R <input type="checkbox"/> STRAWBERRY	W WHITE 2I <input type="checkbox"/> DENZEL WASHINGTON W WHITE 2J <input type="checkbox"/> MORGAN FREEMAN	W WHITE 3I <input type="checkbox"/> ELIZABETH TAYLOR W WHITE 3J <input type="checkbox"/> JODY FOSTER	W WHITE 4I <input type="checkbox"/> ELIZABETH TAYLOR W WHITE 4J <input type="checkbox"/> JODY FOSTER	W WHITE 5I <input type="checkbox"/> BEE GEES W WHITE 5J <input type="checkbox"/> THE OFFICE	W WHITE 6I <input type="checkbox"/> THE OFFICE W WHITE 6J <input type="checkbox"/> MASH	W WHITE 7I <input type="checkbox"/> THE OFFICE W WHITE 7J <input type="checkbox"/> MASH
MAROON J M	M MAROON 1S <input type="checkbox"/> STRAWBERRY M MAROON 1T <input type="checkbox"/> ROCKY	M MAROON 2J <input type="checkbox"/> MORGAN FREEMAN M MAROON 2K <input type="checkbox"/> JODY FOSTER	M MAROON 3J <input type="checkbox"/> JODY FOSTER M MAROON 3K <input type="checkbox"/> JODY FOSTER	M MAROON 4J <input type="checkbox"/> JODY FOSTER M MAROON 4K <input type="checkbox"/> JODY FOSTER	M MAROON 5J <input type="checkbox"/> THE OFFICE M MAROON 5K <input type="checkbox"/> MASH	M MAROON 6J <input type="checkbox"/> MASH M MAROON 6K <input type="checkbox"/> MASH	M MAROON 7J <input type="checkbox"/> MASH M MAROON 7K <input type="checkbox"/> MASH
WRITE-IN	WRITE-IN	WRITE-IN	WRITE-IN	WRITE-IN	WRITE-IN	WRITE-IN	WRITE-IN

DEMONSTRATION BALLOT

NEW YORK STATE COUNTY TESTING

INSTRUCTIONS:
 (1) Mark every vote with a pen or ball point marker having blue or black ink.
 (2) To vote for a candidate, mark an "X" in the to the right of the candidate's name.
 (3) To vote for a person whose name is not printed on this ballot, write or stamp his or her name on a blank "Write-In" line under the names of the candidates for that office.
 (4) To vote for or on a proposal fill in the below the proposition.
 (5) Any other mark or writing, or any number of candidates on this ballot outside the voting squares or blank spaces provided for voting will void this entire ballot.
 (6) Do not overvote. If you select a greater number of candidates than there are vacancies to be filled, your ballot will be void for that public office or party position.

(7) If you tear, or deface, or wrongly mark this ballot, return it and obtain another. Do not attempt to correct mistakes on the ballot by making erasures or cross-outs. Erasures or cross-outs may invalidate all or part of your ballot. Prior to submitting your ballot, if you make a mistake in completing the ballot or wish to change your ballot choices, you may obtain and complete a new ballot. You have a right to a replacement ballot upon return of the original ballot.

Figure 8: Sample Ballot

New York State Voter's Bill of Rights

Today is General Election Day.

Polls are open from 6:00 AM until 9:00 PM.

As a registered voter, you have the RIGHT TO:

VOTE: The right to vote includes voting for candidates and questions on the ballot and having sufficient time to vote.

HAVE YOUR VOTES COUNT: Vote on a voting system that is in working condition and that will allow votes to be accurately cast.

SECRECY IN VOTING: Secrecy in voting will be preserved for all elections.

FREEDOM IN VOTING: Cast your vote, free from coercion or intimidation by elections officers or any other person.

PERMANENT REGISTRATION: Once registered to vote, you continue to remain qualified to vote from an address within New York State.

ACCESSIBLE ELECTIONS: Non-discriminatory equal access to the election system for all voters, including the elderly, disabled, alternative language minorities, military and overseas citizens, as required by Federal and State laws.

ASSISTANCE IN VOTING: You may request assistance to vote because of blindness, disability, or inability to read or write.

INSTRUCTION IN VOTING: You can view a sample ballot in this polling place prior to voting, and before entering or approaching a privacy booth, scanner or ballot marking device, you may request help in how to mark and/or cast your ballot.

AFFIDAVIT VOTING: Whenever your name does not appear in the poll ledger or the voter registration or enrollment list, or if you have not voted in this election but the records of the Board indicate that you have already voted, or you do not provide identification when required, you will be offered an affidavit ballot.

FIRST TIME VOTER? Instructions on how to vote are available on the sample ballot posted in this polling place. If you need additional help, prior to signing in, ask the inspectors working here today.

CASTING A VOTE ON PAPER BALLOT: Review your ballot to be sure you have cast your votes as you intended. Be sure to vote for the number of candidates permitted, for each office on your ballot. Casting more votes than the maximum number permitted in any contest (overvoting), will void your votes for that contest only. If you make a mistake on your ballot, return it to the inspectors and you will be given another. After you insert your ballot into the scanner, wait for the message which tells you your ballot was successfully scanned.

PROBLEMS? Federal and state laws prohibit acts of fraud and misrepresentation on voting. When you encounter problems in voting, contact your local county board or the State Board of Elections. Contact your County Board of Elections at (315) 946-7400
Contact the New York State Board of Elections at (518) 474 – 6220.

NOTICE TO VOTERS

Election Law Section 8-302-3-a & 8-303

If your poll record is missing, or if you were asked to present identification and did not do so, or for a primary election, your poll record does not show enrollment in the party in which you claim to be enrolled, **you may seek to vote by one of the following methods:**

1. Affidavit Ballot:

If you are able to swear under oath or affirm that you live in the election district in which you are seeking to vote and that you are currently registered to vote in New York State, (and in a primary election, that you are also enrolled in the appropriate party), or that you have not voted but the records of the Board of Elections indicate that you have already voted, the Election Inspectors are required to give you an affidavit paper ballot on which you may cast your vote.

Place the voted ballot in the envelope provided and carefully complete your affidavit on the outside of the envelope, making sure to give your correct residence address. The envelope will be returned, unopened to the Board of Elections. If the Board determines that you are an eligible voter in that election district, your ballot will be counted. You will be notified whether your ballot is counted and the reason for such decision.

At the Board of Elections, your envelope will be opened along with others, and the folded ballots will be placed in a group and mixed. They are then unfolded and counted. In this manner, the secrecy of every vote is maintained.

Special Notice to Inactive List Voters: If the Board of Elections received information indicating that you no longer reside at your registration address, your name may be on the list of inactive voters. By casting an affidavit ballot, you will be restored to active status and your ballot counted.

2. Court Order:

If voting by affidavit ballot is not agreeable to you, you may apply for a court order directing the Election Inspectors to allow you to vote on the voting machine. Your Board of Elections will tell you where and when a Justice of the Supreme Court or a County Court Judge can be located. You can contact your County Board at the number provided below.

Wayne County Board of Elections
7376 State Route 31, Suite 1200
Lyons, NY 14489
315-946-7400

Only use the pen provided to mark the ballot

To Vote For A Candidate

Mark your choices clearly by filling in the oval  in the box next to your candidate choice.

Over Voting or Errors

If you vote for more candidates than allowed, or make a mistake on your ballot, you may return the ballot to the inspector table and obtain a new ballot.

OFFICE	Supervisor (Vote for ONE)	Town Justice (Vote for ONE)	Councilman (Vote for any TWO)	
 A	1A <input type="radio"/> David D. Barrett	2A <input type="radio"/> Robert Wieland	3A <input type="radio"/> Ann Simmons	4A <input type="radio"/> James Branch
 B	1B <input type="radio"/> Robert Howe	2B <input type="radio"/> David Kent		
 C	1C <input type="radio"/> Penny Lane		3C <input checked="" type="radio"/> Thomas Britton	4C <input type="radio"/> Kaleb Jones
 D	1D <input checked="" type="radio"/> John Paul	2D <input checked="" type="radio"/> Debra Stewart	3D <input type="radio"/> Brenda White	
 WRITE-IN	WRITE-IN	WRITE-IN	WRITE-IN	WRITE-IN

Correct way to mark ballot



Incorrect way to mark ballot !



Figure 11: Voting Instructions for ImageCast BMD and the ImageCast Scanner

Wayne County Board of Elections
Ballot Bag Checklist
ImageCast Voting Machine

Election Date: _____ Town/Dist _____

Location: _____

BMD Chairperson: _____

Supplies

Check List Before: Int. by _____

- Printed Ballots
- Spoiled Ballot Bag
- Magnifying Sheets #_2_
- ImageCast Checklist
- Status Light Codes
- Blank Ballot Paper (10)
- Privacy Sleeves #_10_
- ADA Supplies including:
 - o ATI & Cable
 - o Paddles
 - o Ear Phones
 - o Sip & Puff
 - o Powerstrip
- Bag of Sanitary items:
 - o Gloves
 - o Alcohol Swabs
 - o Ear Phone Covers
- Pens/Flairs
- Caution Tape
- Supply Bag Keys
- Thermal Tape

Check List After: Int. by _____

- Printed Ballots (unused)
- Spoiled Ballot Bag
- Magnifying Sheets #_____
- ImageCast Checklist
- Status Light Codes
- Blank Ballot Paper #_____
- Privacy Sleeves #_____
- ADA Supplies including:
 - o ATI & Cable
 - o Paddles
 - o Ear Phones
 - o Sip & Puff
 - o Powerstrip
- Bag of Sanitary items:
 - o Gloves
 - o Alcohol Swabs
 - o Ear Phone Covers
- Pens/Flairs
- Caution Tape
- Supply Bag Keys
- Thermal Tape

Wayne County Board of Elections
BALLOT BAG CHECKLIST
FOR MULTI-ELECTION DISTRICT POLL SITES
(This Ballot Bag Does Not Contain Supplies for Persons with Disabilities)

Election Date: _____ Town _____ District _____

Location: _____

BMD Chairperson: _____

Supplies

Check List Before: Int. by _____

- Printed Ballots
- Spoiled Ballot Bag
- Booth Instructions
- Privacy Sleeves # _____
- Magnifying Sheets # _____
- Caution Tape
- Status Light Codes
- Supply Bag Keys

Check List After: Int. by _____

- Printed Ballots
- Spoiled Ballot Bag
- Booth Instructions
- Privacy Sleeves # _____
- Magnifying Sheets # _____
- Caution Tape
- Status Light Codes
- Supply Bag Keys

Spoiled Ballot Bag Seal # _____

Spoiled Ballot Bag Seal # _____

Ballot Bag Seal # _____

Ballot Bag Seal # _____

Rev. 07/16/2012

Figure 13: Ballot Bag Checklist for Multi-Election District Poll Sites

CHECKLIST FOR IMAGECAST BMD START UP

The ImageCast Scanning Devices (ImageCast BMD and/or the ImageCast Scanner) should be started as soon as possible after arriving. The scanning devices may take about 10 minutes to complete the verification process.

Make sure that your scanning device(s) is/are labeled with the correct Election District and they are positioned as shown on the polling site diagram (See Figure 16) provided by the Board of Elections.

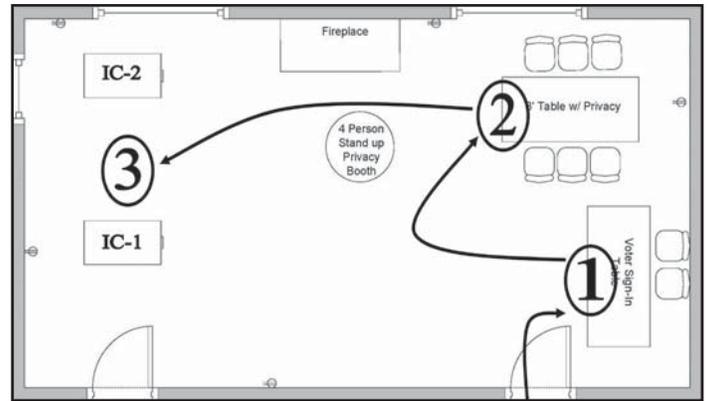


Figure 16: A sample Poll Site Diagram used to set-up the Election District(s)

- Check the machine cover white hard plastic security seal, located on the strap below the machine (See Figure 17), with the BMD Statement of Canvass (See Figure 14); cut the security seal and place it in the used seals envelope (See Figure 18). Remove vinyl protective machine cover, fold and store.



Figure 17: Hard white plastic security seal location on vinyl machine cover

BEFORE THE POLLS OPENED

We, the undersigned Inspectors of Election, do hereby certify that prior opening of the polls for voting:

- Security Seal Number from Vinyl Machine Cover: **268436**
*Cut and place in broken seal envelope.
- Voting Machine Serial Number #1: **59-279688-0020-0043**
- Voting Machine Tabulator Number #2: **NYJAC8M2683**

Figure 14: Hard white plastic security seal location on the BMD Statement of Canvass.

- Are the wheels locked?
- Raise and position Display Monitor for viewing by Disabled Voter (See Figure 15). Lift the monitor by the arm not on the Monitor screen. The arm has been modified **NOT** to turn 360°.



Figure 15: Raise the Display Monitor for viewing by Disabled Voter

- Remove and store the styrofoam that protects the flat screen monitor (See Figure 19). Please keep it clean.

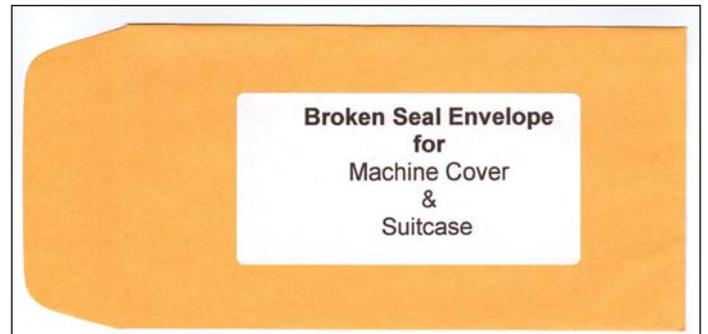


Figure 18: Broken Seal Envelope



Figure 19: Styrofoam that protects the flat screen monitor

Check that all machine serial & seal numbers match your BMD Statement of Canvass (See Figure 22):

- #1 and #2: 2 serial numbers on the top and side of the ImageCast BMD Printer:
Machine serial number and Tabulator number

6 Red Vinyl Seals:

- #3: 1 on ballot box door
- #4: 1 on thermal tape printer
- #5: 1 on side metal plate
- #7: 1 on rear ATI port
- #8: 1 on top of tabulator/scanner/shield gap
- #10: 1 on Emergency Ballot Door



Figure 20: Two Hard Plastic Security Seals locking in the Flash cards.

- 2 hard white plastic seals (See Figure 20) on front of tabulator/scanner that lock in the flash cards:
Left side (6a): **Administrator**
Right side (6b): **Poll Worker**
If these are broken or missing call Board of Elections immediately: 946-7400

- Unlock the ballot box door (See Figure 23). Open the door by pulling out the handle then twisting it. This breaks the security seal. Place the red vinyl seal on the BMD Statement of Canvass in space allotted (See Figure 21); check that the security taped ballot box inside is labeled with your Town & District No. **Do not tamper with ballot box or break security tape.**

BEFORE THE POLLS OPENED

We, the undersigned Inspectors of Election, do hereby certify that prior to opening of the polls for voting:

- Security Seal Number from Vinyl Machine Cover: **268436**
***Cut and place in broken seal envelope.**
- Voting Machine Serial Number #1: **59-279688-0020-0043**
- Voting Machine Tabulator Number #2: **NYJAC8M2683**
- Seal Number from Ballot Door #3: **1733526**
- Seal Number from Thermal Tape Printer #4: **1733479**
***ONLY to be removed if there is a problem with the thermal printer.**
- Seal Number from Metal Side Plate #5: **1733481**
- Hard Plastic Seal Numbers (locking in flash cards):
#6a: ADMINISTRATOR: 268418 NEVER REMOVE
#6b: POLL WORKER: 268417
- Seal Number from ATI Port #7: **1733527**
- Seal Number from Ballot Box Shield Gap # 8: **1570504**
- Seal Number from the Emergency Ballot Door #10: **1733069**
- Confirm Total Scanned is 0

Figure 22: Machine and Seal number locations on the BMD Statement of Canvass.

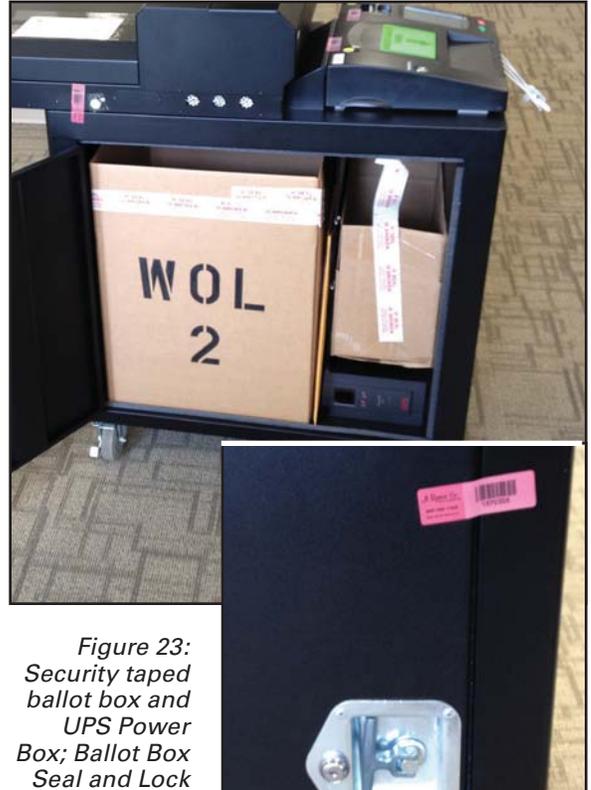


Figure 23: Security taped ballot box and UPS Power Box; Ballot Box Seal and Lock

Place ATI Seal Here →

**Place Ballot Door Seal Here →
(Before Polls Opened)**

New Seal Number Placed on Ballot Door: _____

Figure 21: Red Security Seal placement locations on the BMD Statement of Canvass.



Figure 24: power cord connection



Figure 26: electrical cords with the black & yellow safety tape covering protection

- Plug in the powerstrip (See Figure 24) into an outlet and make sure that the powerstrip light is on. Secure all electrical cords with the black & yellow safety tape provided (See Figure 26).
- Take ImageCast BMD power cord from storage clip, located on the back of the machine, and plug the power cord into power strip (See Figure 24).



Figure 25: ImageCast BMD (Only) UPS Power On Button

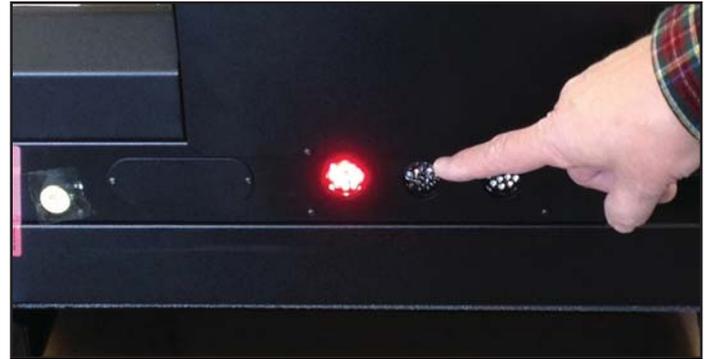


Figure 27: Red Status Lights on the ImageCast BMD (Only)

- Turn the power on by pressing and holding the **BOTTOM** button. When you hear the beep remove your finger. (See Figure 25). **Do not press top button!**
- Close and lock the ballot box door, **do not put a security seal on yet.**
- The administrator screen will indicate start up.
- A solid red status light should be on over the ballot door (See Figure 27). **If not call Board of Elections immediately: 946-7400**
- The beeping will sound to prompt you to put the iButton on the key pad (See Figure 28).

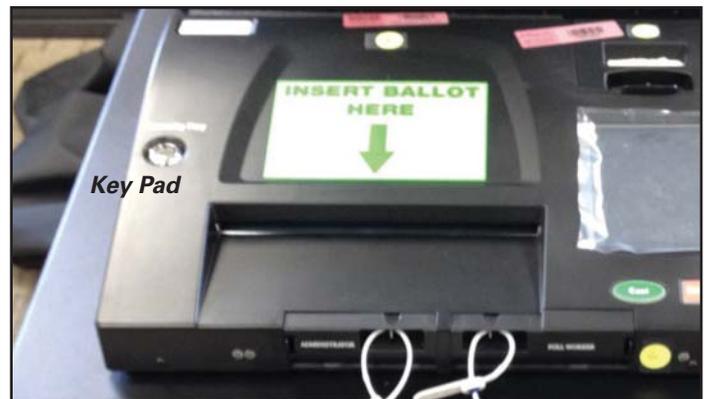


Figure 28: iButton Key Pad



Figure 29: Administrative Screen - Enter Password

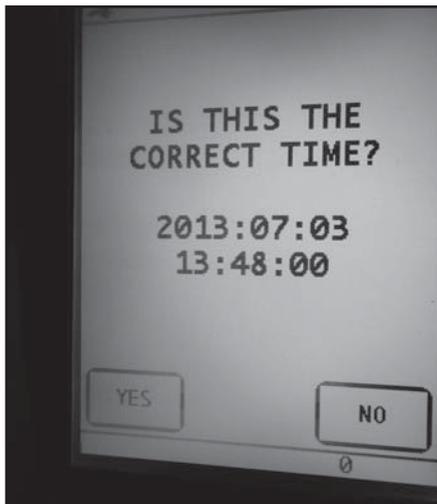


Figure 30: Administrative Screen - Is time correct

- Hold the iButton on key pad until the iButton is accepted on LCD screen. You may need to slightly rotate the iButton.
- The screen will prompt you to enter the password (See Figure 29). Enter this password: **12345678** - then press **ENTER**"
- The administrative screen will read, "Key accepted, validating election files, please wait." This will take approximately 5 to 7 minutes.
- While you are waiting for the machine to validate assemble the ADA device:
 - Remove the red vinyl security seal from the #7 port. Place this security seal on the BMD Statement of Canvass in space allotted (See Figure 34, Pg. 19).
 - Connect the Yellow cable into the ATI controller then into the BMD (See Figure 31 & 32). **NOTE:** This is a clip connection you should hear a click when the cable is connected.

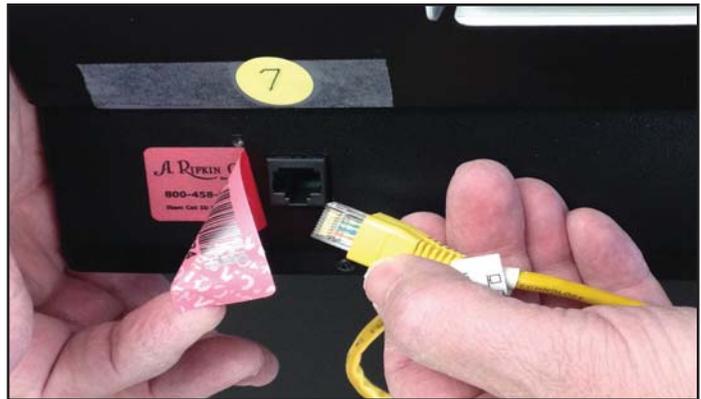


Figure 31: Connect the ATI to the yellow cable & to BMD

- The ear phones are connected to the ATI controller at the bottom right port labeled audio (See Figure 32).

- Store the sip/puff device and the paddles at the inspector's table (See Figure 33).
- Once the validation has been completed the administrative screen will read, (See Figure 30). **"Is this the correct time?"**

If the time is incorrect **FIX IT**. To correct the calendar-clock follow the screen prompts. Use the same clock you open the polls with to set this clock.



Figure 32: Connect ear phones to ATI



Figure 33: Stored BMD Equipment: Audio, Sip/Puff, and Paddles Supplies

- Attach the privacy screens. One to the Display Monitor; One to the scanner area (See Figure 36).
- Complete any required paper work (as in Figure 34).

<input type="checkbox"/> Seal Number from Security Pack (Red Bag) _____ <input type="checkbox"/> Seal Number from BMD Suitcase: _____ <input type="checkbox"/> Spoiled Ballot Bag (Purple) Seal number: _____ Never remove this seal!!!	
Place ATI Seal Here → <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	
Place Ballot Door Seal Here → (Before Polls Opened) <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	
<input type="checkbox"/> New Seal Number Placed on Ballot Door: _____ Inspector Signature: _____ Inspector Signature: _____ Inspector Signature: _____ Inspector Signature: _____	

Figure 34: Machine and Seal number and Signature locations on the BMD Statement of Canvass.

- Select **OPEN POLL** on the Administrator screen (See Figure 37).
 Message reads: **“Results are zero, would you like to print a status report or zero report?”** (See Figure 35).

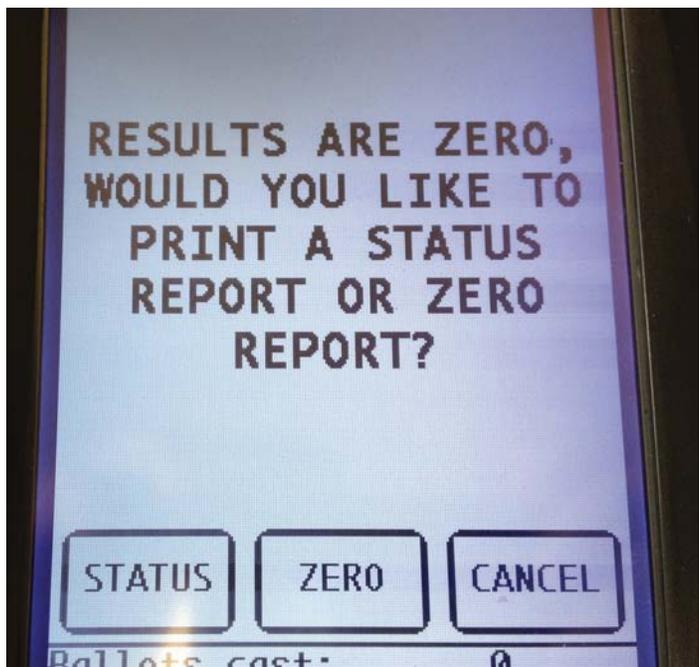


Figure 35: Administrative Screen - Zero Report



Figure 36: Privacy Screens

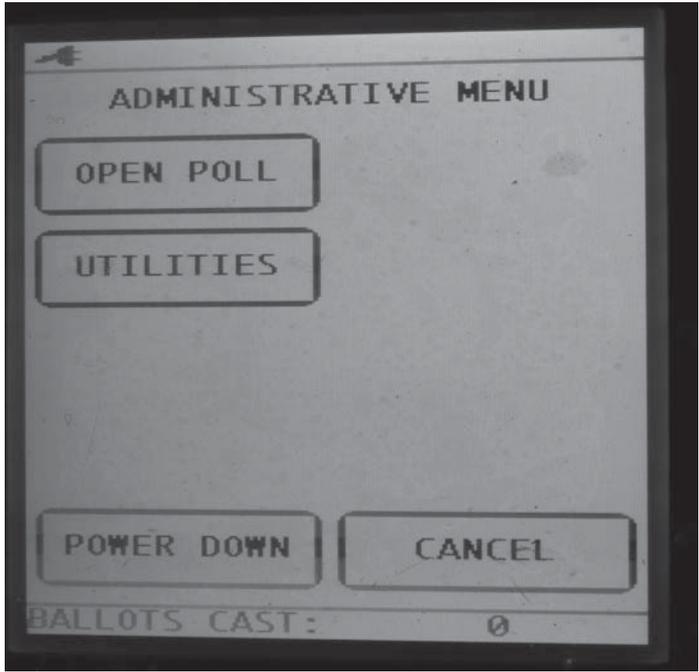


Figure 37: Administrative Screen - Open Poll

- Select **ZERO** (middle block) on the Administrator screen (See Figure 35). The BMD and the Scanner automatically print two (2) copies of the tape. After tape prints, Administrator screen message reads: **“Would you like to print more copies of this report?”** (See Figure 38, Pg. 20).
- Select **NO** on the Administrator screen (See Figure 38, Pg. 20).
 Menu should then read: **“System Ready.”**

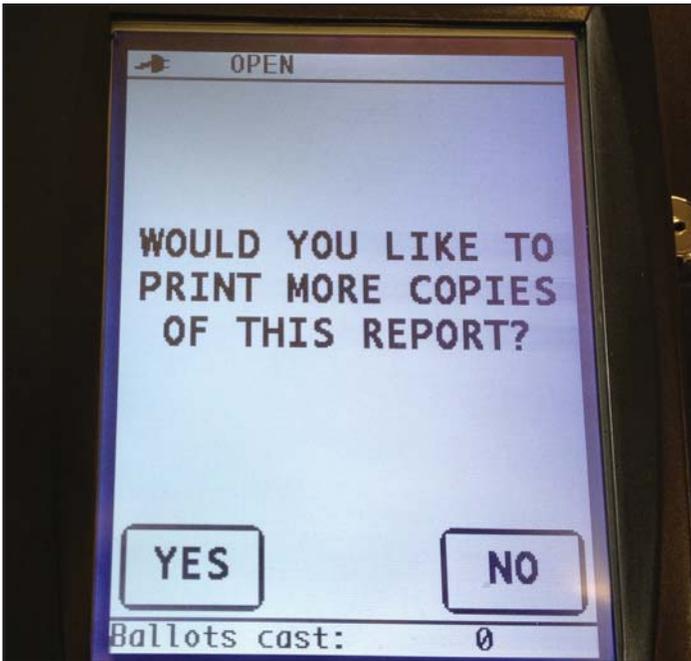


Figure 38: Administrative Screen - System Ready

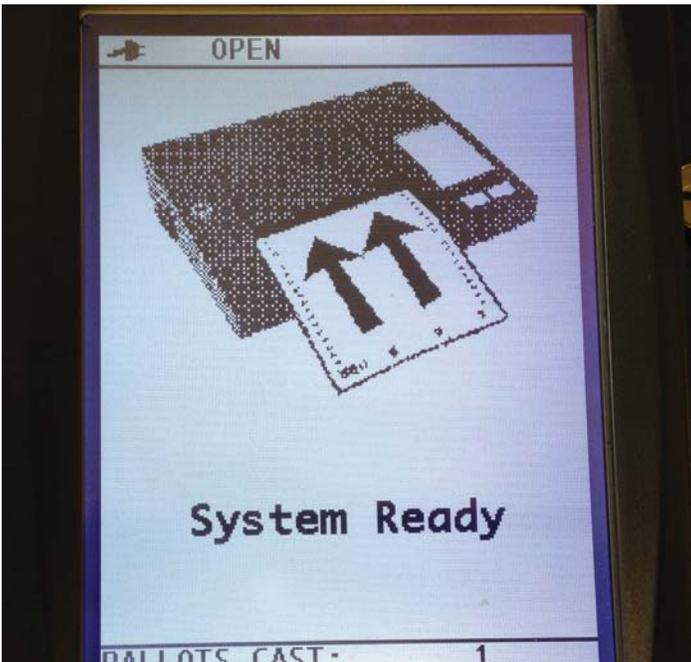


Figure 39: Administrative Screen - System Ready

- Review the tape (See Figure 44, Pg. 21). Verify the following on the tape:
 Voting location name
 Election district number
 Ballot ID number(s)
 Time and date at bottom of tape. This was corrected earlier.

- Review and place the following information on the BMD Statement of Canvass in space allotted (See Figure 40). **If any of the information is incorrect call Board of Elections immediately: 946-7400**

Total Scanned = 0

Total Voters = 0

All contests on tape should be = 0

Scanner serial number (on right side)

Record Protective Counter Number

- Confirm on the bottom of screen (See Figure 38): Ballots Cast = 0. **If this is not zero call Board of Elections immediately: 946-7400** If the tape and the administrator's screen are correct, have four (4) inspectors sign the tape and the BMD Statement of Canvass in space allotted (See Figure 40); place the tape printout in the red security pack (See Figure 41, Pg. 21).

- The Chair places the lanyard with the iButton and the machine key around his/her neck (See Figure 43, Pg. 21).

<input type="checkbox"/> Confirm Total Scanned is 0 <input type="checkbox"/> Confirm Total Voters is 0 <input type="checkbox"/> Protective Counter Number: _____ <input type="checkbox"/> Seal Number from Security Pack (Red Bag) _____ <input type="checkbox"/> Seal Number from BMD Suitcase: _____ <input type="checkbox"/> Spoiled Ballot Bag (Purple) Seal number: _____ <p style="margin-left: 20px;">Never remove this seal!!!</p>	
<p>Place ATI Seal Here →</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>	
<p>Place Ballot Door Seal Here → (Before Polls Opened)</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>	
<input type="checkbox"/> New Seal Number Placed on Ballot Door: _____ Inspector Signature: _____ Inspector Signature: _____ Inspector Signature: _____ Inspector Signature: _____	

Figure 40: Red Security Seal placement locations on the BMD Statement of Canvass.



Figure 41: Red Security Pack



Figure 42: Green Status Light

- When the green status light flashes (See Figure 42), lock the ballot box door (See Figure 23, Pg. 16). Place a new red security seal on the door. Record the red security seal number on the BMD Statement of Canvass in space allotted (See Figure 40, Pg. 20).
- The machine is ready for balloting



Figure 43: Lanyard with ImageCast Security iButton and Machine Key.

```

*****

                California
            ICE CREAM FOR NY
            Monday, July 23, 2012

Tabulator Name
BMD

Tabulator ID
1

Voting Location
Berkeley

Precinct
Precinct 1

-----
Total Scanned           : 26
Total Voters           : 26

Ballot ID : 1
Ballots Scanned           : 26

=====

WE, THE UNDERSIGNED ELECTION
OFFICIALS, HEREBY CERTIFY THAT
THE ABOVE ELECTION WAS HELD IN
ACCORDANCE WITH THE LOCAL
AUTHORITY ELECTION ACT AND
REGULATIONS OF THIS
JURISDICTION.

_____  

Name

_____  

Signature

_____  

Name

_____  

Signature

Poll closed.
Tue Jul 2 11:22:56 2013
    
```

Figure 44: Status Report Tape

Simple Steps To Open ImageCast BMD

1. Remove Vinyl cover.
2. Remove Styrofoam cover.
3. Remove Opening Ballot Box Door Seal and Open the Ballot Box Door.
4. Plug the cord into an outlet.
5. Press **"ON"** Power button.
6. Wait for a beeping sound.
7. Touch the Administrative Key to the Security Key Pad.
8. Hold the iButton on the Key Pad until the screen prompts you to enter the password.
9. Enter this password: **12345678** - then press **ENTER.**" The screen will read, "Key accepted, validating election files, please wait."
10. Is this the correct time? **Yes** if **No FIX IT**
11. **DO NOT** touch the Administrative Menu until the indicator light above the ballot box door turns green. While waiting:
 - a. Plug in the ATI
 - b. Position the Monitor
 - c. Attach Privacy Devices
12. When the indicator light above the ballot box door turns green, press **"Open Poll"** on the Administrative Menu
13. The machine will automatically print out one (1) **ZERO** opening tapes.
14. When **"System Ready"** is displayed on the Administrative Menu, the machine is ready.

Simple Steps To Open ImageCast Scanner

1. Plug the cord into an outlet
2. Cut the plastic hood seal
3. Set up the hood
4. Wait for the beeping sound
5. Touch the Administrative Key to the Security Key Pad
6. Hold the iButton on the Key Pad until the screen prompts you to enter the password.
7. Enter this password: **12345678** - then press **ENTER.**" The screen will read, "Key accepted, validating election files, please wait."
8. Is this the correct time? **Yes** if **No FIX IT**
9. Press **"Open Poll"** on the Administrative Menu
10. The machine will automatically print out two (2) **ZERO** opening tapes.
11. When **"System Ready"** is displayed on the Administrative Menu, the machine is ready.

BMD STATEMENT OF CANVASS
Votes Cast at the Republican Federal Primary Election
Held June 26, 2012
County of Wayne, State of New York

Town of / District: ARC 1

Located at: Fairville Fire Hall

BEFORE THE POLLS OPENED

We, the undersigned Inspectors of Election, do hereby certify that prior to the opening of the polls for voting:

- Security Seal Number from Vinyl Machine Cover: 268436
***Cut and place in broken seal envelope.**
- Voting Machine Serial Number #1: 59-279688-0020-0043
- Voting Machine Tabulator Number #2: NYJAC8M2683
- Seal Number from Ballot Door #3: 1733526
- Seal Number from Thermal Tape Printer #4: 1733479
***ONLY to be removed if there is a problem with the thermal tape**
- Seal Number from Metal Side Plate #5: 1733481
- Hard Plastic Seal Numbers (locking in flash cards):
#6a: ADMINISTRATOR: 268418 NEVER REMOVE
#6b: POLL WORKER: 268417
- Seal Number from ATI Port #7: 1733527
- Seal Number from Ballot Box Shield Gap # 8: 1570504
- Seal Number from the Emergency Ballot Door#10: 1733069
- Confirm Total Scanned is 0
- Confirm Total Voters is 0
- Protective Counter Number: _____
- Seal Number from Security Pack (Red Bag) _____
- Seal Number from BMD Suitcase: _____
- Spoiled Ballot Bag (Purple) Seal number: _____
Never remove this seal!!!

Place ATI Seal Here →

Place Ballot Door Seal Here →
(Before Polls Opened)

New Seal Number Placed on Ballot Door: _____

Inspector Signature: _____

Inspector Signature: _____

Inspector Signature: _____

Inspector Signature: _____

Figure 45: BMD Statement of Canvass - Polls Open

Place any other seals here, if used through out the day (other than the close of polls seal). Explain in detail why the seals had to be used & 2 Inspectors initial:

AFTER THE POLLS CLOSE

We, the undersigned Inspectors of Election, do hereby certify that immediately after the close of polls:

- Ziplock bag Seal: _____
- Total Voters Scanned: _____
- Total Voters: _____
- Protective Counter Number: _____
- Confirm Seal Number from Ballot Box Shield Gap #8: **1570504**
- Confirm Hard Plastic Seal Number (locking in Administrator Card) #6: **268418**
- Confirm Seal Number on Metal Side Plate5 :**1733481**
- Seal Number from Thermal Tape Printer #4: **1733479**
- Seal Number from Ballot Box Door #3: _____
- Seal Number from Emergency Ballot Door #10 _____
- New** Seal Number from BMD Suitcase: _____
- Verify** Spoiled Ballot Bag (Purple) Seal Nbr: _____

Place Ballot Door Seal Here →

When closing polls, place ballot door seal here. New seal will have to be recorded and placed when machine shuts down.

- New** ATI Port Seal Number #7: _____
- New** Seal Number For Ballot Door #3: _____
- New** Security Seal Number on BMD Vinyl Cover: _____
- New** Seal Number on Security Pack (Red Bag): _____

Inspector Signature: _____

Inspector Signature: _____

Inspector Signature: _____

Inspector Signature: _____

Revised 04/12/12

CHECKLIST FOR IMAGECAST SCANNER START UP

Make sure that your scanning device(s) is/are labeled with the correct Election District and they are positioned as shown on the polling site diagram (See Figure 16, Pg. 15) provided by the Board of Elections.

- Check the machine cover white hard plastic security seal, located on the front of the scanner (See Figure 47), with the Scanner Statement of Canvass (See Figure 49); cut the security seal and place it in the broken seal envelope (See Figure 46).



Figure 47: White Plastic Hood Seal

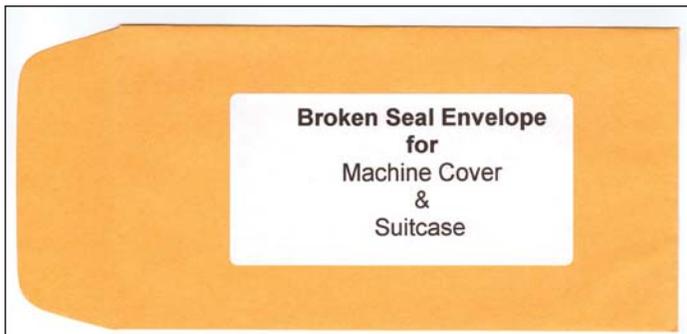


Figure 46: Broken Seal Envelope

- Are the wheels locked?

Check that all machine serial & seal numbers. Match them to your Scanner Statement of Canvass (See Figure 49):

- #1 and #2: 2 serial numbers on the top of ImageCast Scanner: Machine Serial and Tabulator

4 Red Vinyl Seals:

- #3: 1 on ballot box door
- #4: 1 on thermal tape printer
- #8: 1 on top of 5A Ballot Box Shield Gap
- #10: 1 on Emergency Ballot Door
- #6: 2 hard white plastic seals on front of tabulator/scanner-locking in flash cards (See Figure 48):

Left side: **Administrator**

Right side: **Poll Worker**

If these are broken or missing call Board of Elections immediately: 946-7400

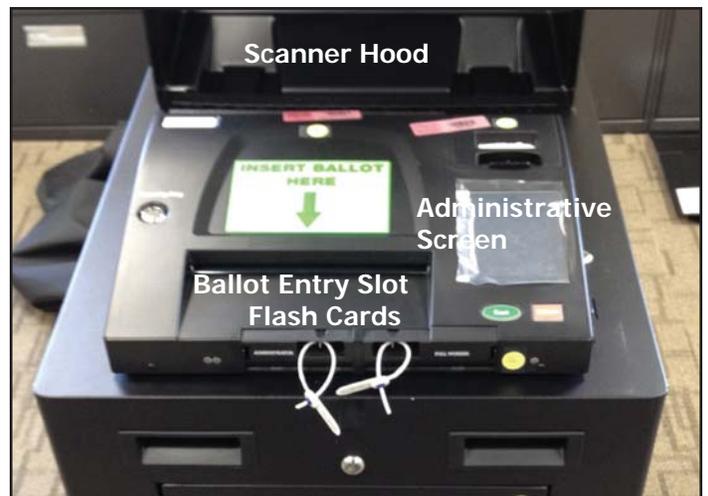


Figure 48: ImageCast Scanner

BEFORE THE POLLS OPENED	
We, the undersigned Inspectors of Election, do hereby certify that prior to the opening of the polls for voting:	
<input type="checkbox"/>	Seal Number from Scanner Metal Cover #9 268400 *Cut and place in broken seal envelope.
<input type="checkbox"/>	Voting Machine Serial Number #1 59-303023-0005-0010
<input type="checkbox"/>	Voting Machine Tabulator Number #2: NYNAEAH3737
<input type="checkbox"/>	Seal Number from Ballot Door #3: 1733146
<input type="checkbox"/>	Seal Number from Thermal Tape Printer #4 : 1697914
*ONLY to be removed if there is a problem with the thermal tape	
<input type="checkbox"/>	Hard Plastic Seal Numbers (locking in flash cards) ↓
<input type="checkbox"/>	#6a: ADMINISTRATOR: 268366 NEVER REMOVE
<input type="checkbox"/>	#6b: POLL WORKER: 268365
<input type="checkbox"/>	Seal Number from 5A Ballot Box Shield Gap # 8: 1733428
<input type="checkbox"/>	Seal Number from the Emergency Ballot Door #10: 1733143
<input type="checkbox"/>	Total Scanned is 0
<input type="checkbox"/>	Total Voters is 0
<input type="checkbox"/>	Protective Counter Number: _____

Figure 49: Machine and Seal number locations on the Scanner Statement of Canvass.

- Take the ImageCast Scanner power cord from the storage clip that is on the side of machine, and plug it into the power strip (See Figure 52). Be sure all the cords do not present a tripping hazard. Secure the electrical cords with the black & yellow safety tape provided, if necessary (See Figure 53).
- Set up the hood by placing the hood flaps into the slots on the ImageCast Scanner.
- The beeping will sound to prompt you to put the iButton on the key pad (See Figure 50).



Figure 52



Figure 50: iButton Key Pad



Figure 53: electrical cords with the black & yellow safety tape covering protection.

- Hold the iButton on key pad until the iButton is accepted on LCD screen (See Figure 51). You may need to slightly rotate the iButton.
- The screen will prompt you to enter the password (See Figure 51). Enter this password: **12345678** - then press **ENTER**
- The administrative screen will read, "Key accepted, validating election files, please wait."

- The administrative screen will read, (See Figure 54). "Is this the correct time?"
If the time difference is within 30 minutes, press the **YES** button. On the zero tape correct the time and have the inspectors initial the tape.
If the time is greater than 30 minutes, press the **NO** button and follow the screen prompts.



Figure 51: Administrative Screen - Enter Password

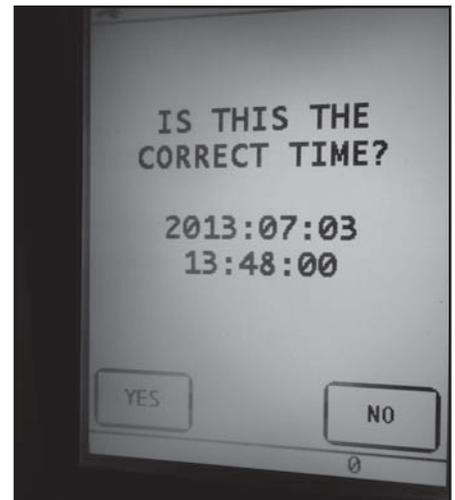


Figure 54: Administrative Screen - Is time correct

- View Administrative menu; select Open Poll (See Figure 57).
- Message reads: **“Results are zero, would you like to print a status report or zero report?”**

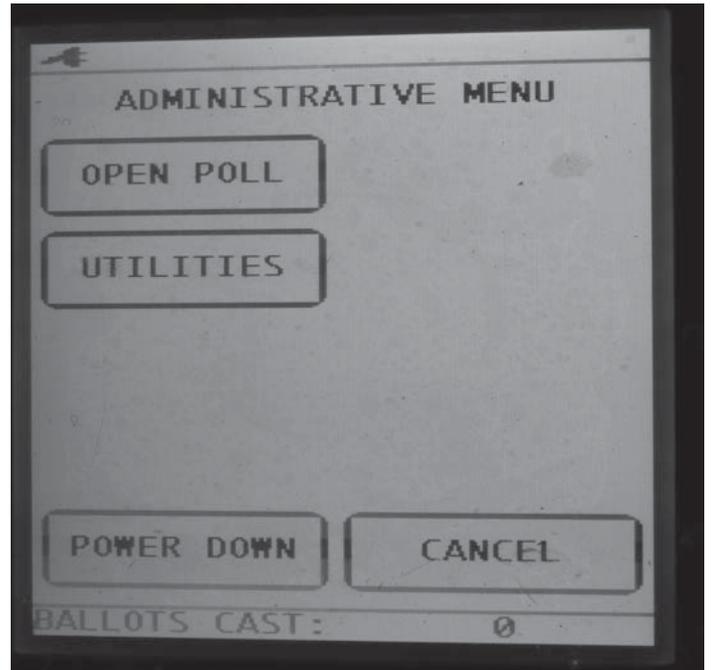


Figure 57: Administrative Screen - Open Poll

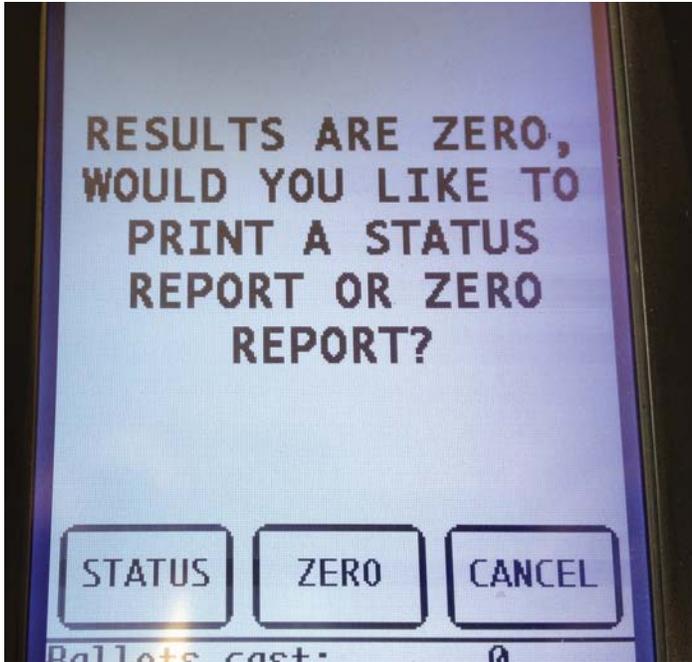


Figure 55: Administrative Screen - Zero Report

- Press **ZERO** (See Figure 55) (middle block).

The BMD and the Scanner automatically print two (2) copies of the tape.

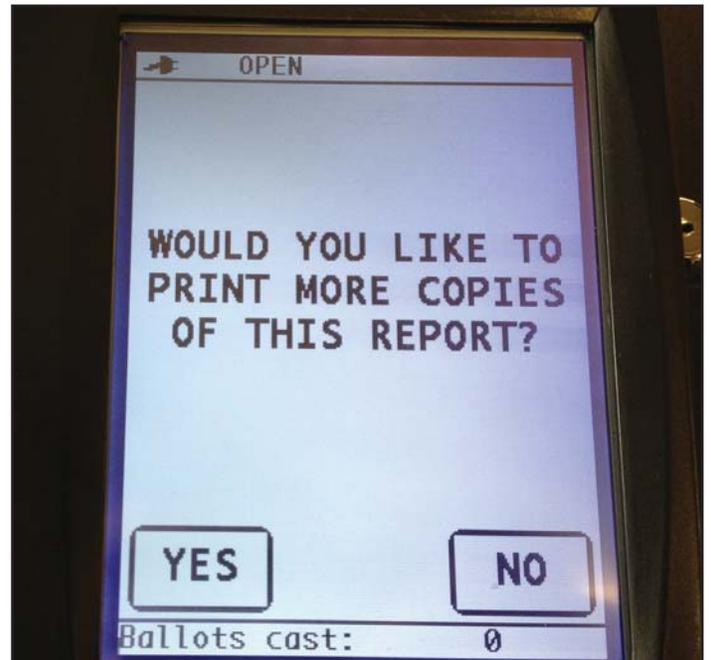


Figure 58: Administrative Screen - Print More Copies of this Report

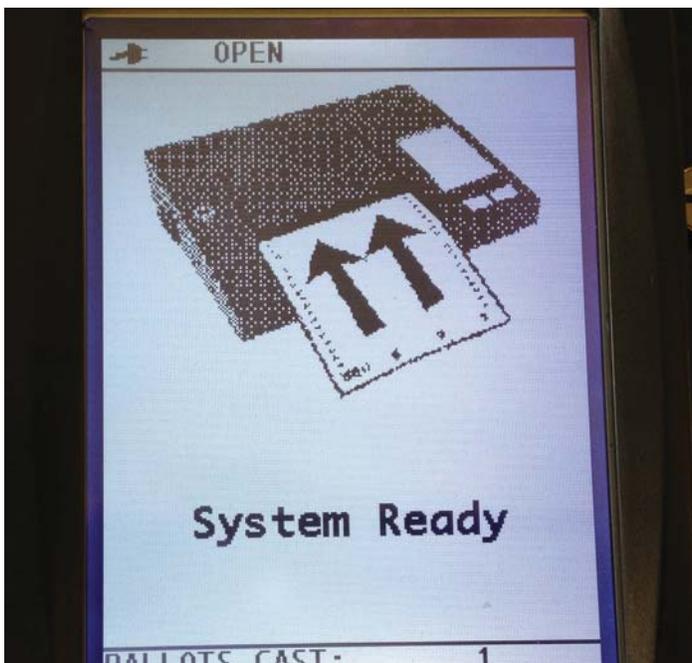


Figure 56: Administrative Screen - System Ready

- After the tape prints, the message reads: **“Would you like to print more copies of this report?”** (See Figure 58).
- Press **NO**. Menu should then read: **“System Ready.”** (See Figure 56)

- Review the tape (See Figure 60). Verify the following on the tape:
 Voting location name
 Election district number
 Ballot 10 number(s)
 Time and date at bottom of tape If this information is incorrect draw a line through what is printed and **PRINT** the correct date and time. Put your initials on the tape next to the time and date.

- Review and place the following information on the Scanner Statement of Canvass in space allotted (See Figure 49, Pg. 25). **If any of the information is incorrect call Board of Elections immediately: 946-7400**

Total Scanned = 0

Total Voters = 0

All contests on tape should be = 0

Scanner serial number (on right side)

Record Protective Counter Number

- Confirm on the bottom of the Administrator screen (See Figure 58, Pg. 27): Ballots Cast = 0

- If not zero, **CONTACT THE ELECTION OFFICE IMMEDIATELY AT 946-7400.**
- If the tape and the LCD screen are correct, four (4) inspectors sign the tape and the Scanner Statement of Canvass (See Figure 61, Pg. 29); tape printout is placed in the red security pack (See Figure 42, Pg. 21).

- The Chairperson places the Security iButton & Machine Key on the lanyard around his/her neck (See Figure 59).



Figure 59: Lanyard with ImageCast Security iButton and Machine Key.

```

*****
                California
            ICE CREAM FOR NY
            Monday, July 23, 2012

Tabulator Name
BMD

Tabulator ID
1

Voting Location
Berkeley

Precinct
Precinct 1

-----
Total Scanned           : 26
Total Voters            : 26

Ballot ID : 1
Ballots Scanned           : 26

=====
WE, THE UNDERSIGNED ELECTION
OFFICIALS, HEREBY CERTIFY THAT
THE ABOVE ELECTION WAS HELD IN
ACCORDANCE WITH THE LOCAL
AUTHORITY ELECTION ACT AND
REGULATIONS OF THIS
JURISDICTION.

_____  

Name

_____  

Signature

_____  

Name

_____  

Signature

Poll closed.
Tue Jul 2 11:22:56 2013
  
```

Figure 60: Status Report Tape

SCANNER STATEMENT OF CANVASS
of Votes Cast at the Presidential Primary Election
Held April 24, 2012
County of Wayne, State of New York

Town of / District: LYO 1 - 5

Located at: Lyons VFW

BEFORE THE POLLS OPENED

We, the undersigned Inspectors of Election, do hereby certify that prior to the opening of the polls for voting:

- Seal Number from Scanner Metal Cover #9 268400
***Cut and place in broken seal envelope.**
- Voting Machine Serial Number #1 59-303023-0005-0010
- Voting Machine Tabulator Number #2: NYNAEAH3737
- Seal Number from Ballot Door #3: 1733146
- Seal Number from Thermal Tape Printer #4 : 1697914
***ONLY to be removed if there is a problem with the thermal tape**
- Hard Plastic Seal Numbers (locking in flash cards) ↓
- #6a: ADMINISTRATOR: 268366 **NEVER REMOVE**
- #6b: POLL WORKER: 268365
- Seal Number from 5A Ballot Box Shield Gap # 8: 1733428
- Seal Number from the Emergency Ballot Door #10: 1733143
- Total Scanned is 0
- Total Voters is 0
- Protective Counter Number: _____

Inspector Signature: _____

Inspector Signature: _____

Inspector Signature: _____

Inspector Signature: _____

Figure 61: Scanner Statement of Canvass - Polls Open

Scanner machines will share the red security pack and spoiled ballot bag with the BMD machines

Ballot box door should not be opened on the Scanner unit unless you have a jam.

Place any replaced seals here, if used through out the day (other than the close of polls seal). Explain in detail why the seals had to be used & 2 Inspectors initial:

AFTER THE POLLS CLOSE

We, the undersigned Inspectors of Election, do hereby certify that immediately after the close of polls:

- Total Voters Scanned: _____
- Total Voters: _____
- Protective Counter Number: _____
- Verify Seal Number from Ballot Box Shield Gap #8: **1733428**
- Verify Hard Plastic Seal Number (locking in Administrator Flash Card) #6: **268366**
- Verify Seal Number from Metal Side Plate #5: **0**
- Verify Seal Number from Thermal Tape Printer #4: **1697914**
- Seal Number from Ballot Box Door #3: _____
- Seal Number from Emergency Ballot Door #10: _____
- New Security Seal Number For Metal Scanner Cover #9: _____

Inspector Signature: _____

Inspector Signature: _____

Inspector Signature: _____

Inspector Signature: _____

Revised 04/12/12

IMPORTANT SUPPLIES: THE POLL BOOK

Use the Wayne County Election District Poll Book (See Figure 62) to check in the voter. The procedures for using the Poll Book will be explained in full in the section "Checking in the Voter"

Highlights for using the Poll Book

- ★ The Poll Books are arranged alphabetically by the Voter's Last Name and then First Name.
- ★ To quickly locate a voter's name, use the indexing located at the bottom right side of the Poll Book

1. **NO ONE** may sign the Poll Book for someone else, Period!
2. Make sure the voter signs next to his/her own name. Make sure they sign on the line right side up.
3. Power of Attorney (POA) and pre-printed stamps may **NOT** be used.
4. **NEVER** make stray marks in the Poll Book
5. **NEVER** add voters into the Poll Book or write on the back of any page.
6. Only information given by a relative (mother, father, brother, sister, etc.) may be used if the voter is deceased or the voter has moved.
 - a. If the voter is deceased, place the information in Section 1 on the Challenge Report (See Figure 65, Pg. 35).
 - b. If the voter has moved within Wayne County, place the residence address to which he/she has moved in Section 1 on the Challenge Report (See Figure 65, Pg. 35). Do the same thing if the voter has moved out of Wayne County or New York State, place the residence address to which he/she has moved in Section 1 on the Challenge Report.
7. If the voter wishes to correct his/her birth date, place the information in Section 1 on the Challenge Report (See Figure 65, Pg. 35). Have vote fill out new registration form for our files.
8. Make a note of any spelling errors in the Poll Book on the Challenge Report (See Figure 65, Pg. 35).
9. Always double-check the spelling of a voter's name. Check a few pages forward or back if necessary.

Wayne County Board of Elections
Poll Book Report For 11/08/2011 General Election
BUTLER DISTRICT 1

Page 1
ABB - ALI

(* All signatures have been whited out)

Voter ID	Name	Address	AFF	DOB	Reg Date	
312586	ABB D		REP	06/07/1986	10/15/2004	Stub _____ Insp _____
100425	ABB G		REP	01/14/1952	10/10/1987	Stub _____ Insp _____
205304	ABB KI		REP	02/15/1982	10/10/2000	Stub _____ Insp _____
100150	ABB L		REP	10/06/1953	10/10/1987	Stub _____ Insp _____
097456	ALI A		DEM	04/04/1956	08/17/1987	Stub _____ Insp _____
198181	ALI R		DEM	09/26/1980	09/23/1998	Stub _____ Insp _____

ABB - ALI

Figure 62: Wayne County Poll Book Sample

IMPORTANT SUPPLIES: THE STREET FINDER

Use the Wayne County Road System Street Finder (See Figure 63, Pg. 33) to confirm the election district the voter lives within.

Procedure for using the Street Finder:

When looking up a voter's district:

1. Ask the voter for his/her physical address (not a Post Office (PO) Box).
2. Start with the Street Name. There are often several towns or zip codes with the same street name.
3. Then the zip code.
4. Find the house number within the street name and zip code under the House Range column.
BE CAREFUL some streets have inclusive, odd inclusive, or even inclusive notes.
5. If the voter's house is **NOT** within range, see the section in this manual called "**Poll Site Change**" for the procedures to complete a Poll Site Change Letter (See Figure 103, Pg. 64).

WHERE DO THEY VOTE?

- Abby Butterworth lives at 12250 Smith Rd. in Wolcott, NY 14590. Are you able to confirm she lives in district 1 in Butler?
- William J. Docker lives at 7364 Slocum Rd, Ontario NY 14519. In what election district would he be voting?
- Nancy Harrison lives at 607 Smugglers Cove in Macedon, NY 14502. Does Nancy vote in district 2 or district 4?
- Emilo L. Bonal lives at 2722 Smith Hill Rd, Walworth NY 14568. In what election district would he be voting?
- David C. Austin has just moved to 15 Sisson St, Lyons NY 14489. What election district should David be voting?
- Jeffery Homer lives at 6734 Snake Road in Newark, 14513. Will Jeffery be voting in election district 10 or election district 2?
- Rose Aban lives at 2625 Smith Hill Rd, Walworth NY 14568. Will Rose be voting in Walworth District 1 or 3?
- Victor W. Blankenson lives at 14000 Smith Rd., in Sterling, NY 13156. Will Victor be allowed to vote in district 4?
- Barb McClought gives her address as 6600 Slocum Rd, Ontario NY 14519. In what election district would she be voting?

**If at anytime you are unsure of a voters district,
please call the Wayne County Board of Elections.**

Wayne County Board of Elections
Street Finder w/Polling Place Address

Ordered by Street (Town & Polling Place)

Street Name: Sisson St to Snake Rd

Zip	Street Name	House Range	Polling Place Name	Polling Place Address	Town/Ward/District
14489	SISSON ST	1-21	LYONS COMMUNITY CENTER	9 MANHATTAN ST, LYONS, NY 14489	LYONS / DISTRICT 4
14505	SKINNER RD	4547-5152	MARION FIRE DEPARTMENT	3786 MILL ST, MARION, NY 14505	MARION / DISTRICT 4
14505	SKINNER RD	5173-5475	FAIRVILLE FIRE HOUSE	2963 STATE ROUTE 88 N, NEWARK, NY 14513	ARCADIA / DISTRICT 1
14590	SLAGHT RD	10172-10826	HURON TOWN HALL	10880 LUMMISVILLE RD, WOLCOTT, NY 14590	HURON / DISTRICT 2
14513	SLEIGHT RD	1272-1751	ALEX ELIGH COMM CENTER	303 EAST AVE, NEWARK, NY 14513	ARCADIA / DISTRICT 2
14519	SLOCUM RD	5590-6632	ONTARIO FIRE HALL	6160 WALTER CONE DR, ONTARIO, NY 14519	ONTARIO / DISTRICT 6
14519	SLOCUM RD	5611-6955	ONTARIO FIRE HALL	6160 WALTER CONE DR, ONTARIO, NY 14519	ONTARIO / DISTRICT 6
14519	SLOCUM RD	6652-7596	N ONTARIO METH CHURCH	7200 ONTARIO CENTER RD, ONTARIO, NY 14519	ONTARIO / DISTRICT 2
14519	SLOCUM RD	6965-7445	N ONTARIO METH CHURCH	7200 ONTARIO CENTER RD, ONTARIO, NY 14519	ONTARIO / DISTRICT 2
14590	SLOOP LANDING RD	6769-7007	HURON TOWN HALL	10880 LUMMISVILLE RD, WOLCOTT, NY 14590	HURON / DISTRICT 1
13146	SLYBURG RD	3517-4278	BUTLER TOWN HALL	4576 BUTLER CENTER RD, WOLCOTT, NY 14590	BUTLER / DISTRICT 1
14566	SMITH HILL RD	2198-2528	WALWORTH FIRE HOUSE	2178 CHURCH ST PO BOX 66, WALWORTH, NY 14568	WALWORTH / DISTRICT 1
14566	SMITH HILL RD	2545-2677	WALWORTH FIRE HOUSE	2178 CHURCH ST PO BOX 66, WALWORTH, NY 14568	WALWORTH / DISTRICT 1
14566	SMITH HILL RD	2685-2723	MARION FIRE DEPARTMENT	3786 MILL ST, MARION, NY 14505	MARION / DISTRICT 1
14566	SMITH HILL RD	2686-2722	MARION FIRE DEPARTMENT	3786 MILL ST, MARION, NY 14505	MARION / DISTRICT 3
13156	SMITH RD	13993-14027	WOLCOTT ELKS LODGE	6161 W PORT BAY RD PO BOX 128, WOLCOTT, NY	WOLCOTT / DISTRICT 4
14432	SMITH RD	492-492	NEWARK VFW	225 E UNION ST, NEWARK, NY 14513	ARCADIA / DISTRICT 10
14433	SMITH RD	11063-11116	CLYDE FIRE DEPARTMENT	15 FORD ST, CLYDE, NY 14433	GALEN / DISTRICT 2
14505	SMITH RD	4121-4862	MARION FIRE DEPARTMENT	3786 MILL ST, MARION, NY 14505	MARION / DISTRICT 4
14590	SMITH RD	12206-12275	BUTLER TOWN HALL	4576 BUTLER CENTER RD, WOLCOTT, NY 14590	BUTLER / DISTRICT 1
14551	SMITH ST	2-35	SODUS MUNICIPAL BLDG FIREMAN'S MEETING ROOM	14-16 MILL ST, SODUS, NY 14551	SODUS / DISTRICT 5
14590	SMITH ST	11891-11964	WOLCOTT ELKS LODGE	6161 W PORT BAY RD PO BOX 128, WOLCOTT, NY	WOLCOTT / DISTRICT 1
14502	SMUGGLERS CV	605-646	W WALWORTH FIRE HOUSE	3870 W WALWORTH RD, MACEDON, NY 14502	WALWORTH / DISTRICT 2
14513	SNAKE RD	6561-6937	ALEX ELIGH COMM CENTER	303 EAST AVE, NEWARK, NY 14513	ARCADIA / DISTRICT 2

Lppsstreet

PROCESSING THE VOTER

Is the Voter's Name in the Poll Book

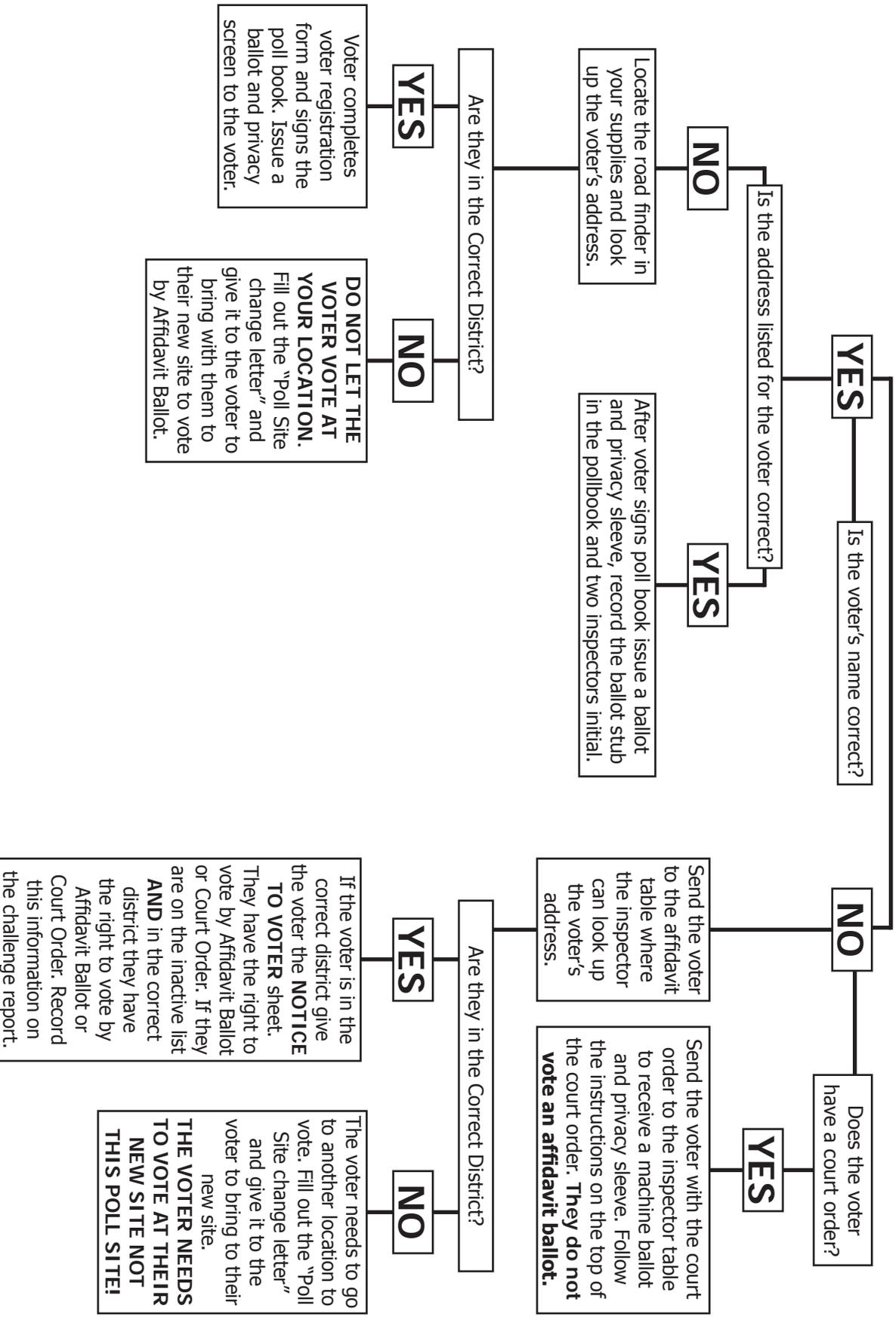


Figure 64: Processing the Voter Flow Chart

SECTION 3 - VOTERS WHO RECEIVED ASSISTANCE ON THE MACHINE

Here you would record anyone who received assistance voting and the reason.

Voter's Name	Address	Registration #	Reason for Assistance
Person providing assistance	Assistant's address		
Voter's Name	Address	Registration #	Reason for Assistance
Person providing assistance	Assistant's address		
Voter's Name	Address	Registration #	Reason for Assistance
Person providing assistance	Assistant's address		

SECTION 4 - AFFIDAVIT BALLOTS/COURT ORDERS

Here you would record any voter voting by Affidavit ballot or Court Order.

Affidavit ballot or Court Order should be placed in the Brown 'Important Papers' Envelope.

Name	Address	Affidavit	Court Order

ALL INSPECTORS ARE REQUIRED TO SIGN Inspector Certification

We the undersigned Election Inspectors do hereby certify that we have completed this Challenge Report, that it contains the list of persons with name and address changes; that it contains the list of persons challenged; and that same were administered the required oath; that it contains the list of voters who have sworn that they needed assistance, as well as those sworn persons who rendered that assistance; that it contains the list of voters who voted either by affidavit ballot or court order; and that all entries are a true and accurate record of our proceedings on this election day:

Signature _____ Signature _____

Signature _____ Signature _____

CHECKING-IN THE VOTER

The main inspector table is going to process voters in the poll book only. You may have a table/area for voters that are not in the poll book, "**Information Table.**" These would be any voter whose name is **NOT** in the poll book and might need to be directed to another district, need an affidavit ballot, or need to obtain a court order.

Refer to the Processing the Voter Flow Chart (See Figure 64, Pg. 34).

Procedures for Giving the Voter a Ballot

1. Greet the Voter
 - a. The Poll Books (See Figure 62, Pg. 31) are arranged alphabetically by the Voter's Last Name and then First Name.
 - b. To quickly locate a voter's name, use the indexing located at the bottom right side of the Poll Book.
2. Ask the voter his/her name and verify his/her address. This is printed on the left side of the poll book page. You should speak clearly and distinctly repeat the person's name. (NY State Election Board Representatives and/or political party poll watchers may be present)
 - a. In order for the voter to receive a ballot, his/her name must be in the poll book, or the voter must have a court order.
 - b. If a voter's name is not in your poll book, **do not process the voter at your table** send the voter to the "**Information/Affidavit Ballot Table**" if your Poll Site has such a table, please see page 50.
 - c. If the voter's name has changed, please see page 50.
 - d. If the voter's name is in your poll book, but at a different address still within your election district, please see page 50.
3. Find his/her registration poll record in your printed poll book.
 - a. Check to see if "**ID Required**" (See Figures 66 & 87, Pg. 52) or "**Voting Absentee**" (See Pg. 50) is located in voter's name signature line (See Figure 66). If so, please see the "**Special Procedures**" "Chapter §ee Pg. 41).
 - b. If all of the information is correct, have the voter sign the poll book.
 - c. Compare the signatures. **REMEMBER:** a voter's signature may change through the years.
 - d. Carefully tear off the pre-printed ballot and give it to the voter **INSIDE** of a privacy sleeve. Direct the voter to mark his/her ballot in the privacy area. Remind the voter that instructions for marking the ballot are on the screen in the privacy area.

Wayne County Board of Elections					
Poll Book Report For 11/06/2012 General Election					
Town - LYONS			District 002		
Voter ID	Name	Address	AFF	DOB	Reg Date
328869	HEN , E	9 SUNSET DR	CON	05/15/1991	09/30/2010
		VOTING ABSENTEE			Stub _____
		Signature of Voter			Insp _____
327085	FRE A		CON	04/30/1959	10/07/2009
		ID REQUIRED			Stub _____
		Signature of Voter			Insp _____

Figure 66: Sample of Poll Book with the Voting Absentee and ID Requested in the Signature Block

4. The Inspector must fill-in voter's ballot stub number, in the poll book from the tab remaining after the pre-printed ballot is given to the voter.
 - a. The ballot stub number is what you write in the "**Stub**" line area of the poll book, and two inspectors must initial in the area for initials (See Figure 67).
 - b. The privacy sleeve is what the voter may use to protect his/her ballot from others seeing how he/she voted. The privacy sleeve is not required to be used; inspectors **MUST GIVE** it as a precautionary measure and to protect the voter's privacy.
 - c. Ballots will be bound in quantities of 50 or 100; they are bound at the numbered perforated strips end (See Figure 67). When issuing a ballot to a voter, carefully fold, and then tear off the ballot as you might a check in your checkbook. It is very important that you do not leave any hangers or cause any rips/tears into a ballot. If you do, the ImageCast Scanning Devices might have trouble scanning that ballot.
 - d. Inspectors should indicate to all voters the location of the privacy area and the ImageCast Scanning Devices.
 - e. Inspectors process **ONLY ONE** voter and ballot at a time. It is against NYS Election Law to stockpile the ballots in privacy sleeves awaiting voters. **DO NOT STOCKPILE.**
5. The voter then goes to a privacy area to mark his/her ballot. There will be a handicap booth. Standup booths, and/or privacy screens on tables may be in your election district as determined by the polling site diagram (See Figure 16, Pg. 15) provided by the Board of Elections. It is a good idea to tell the voter that pens are provided and instructions for marking the pre-printed ballots are posted in each privacy area.
6. After the voter has marked his/her ballot, he/she will then get in line to insert his/her ballot into the scanner of the ImageCast Scanning Devices. An inspector will be positioned next to the machine to offer assistance to the voter in casting his/her ballot; **do not hover over the voter.** Once the ballot is given to the voter, the inspector should not touch the voter's ballot unless given permission to. This is to protect the privacy of the voter.



Figure 67: Location of the public counter number or ballot stub number on the pre-printed ballots

DISABILITY ETIQUETTE

Working with Interpreters:

There are a number of things you can do to work more effectively with interpreters:

- When asking questions or giving information, talk to the voter, **not the interpreter**.
- Speak clearly and slowly. **Do not speak loudly**
- Avoid long and complex sentences.
- Pause after about a minute or after each thought is complete.
- Watch to make sure that the interpreter is keeping up with you.
- Try not to interrupt the interpreter unless necessary.
- Avoid excessive gestures or body language. They may not mean the same thing to the voter as they do to you.

Guidelines for Interacting with People with Disabilities:

- **Be yourself:** Treat people with disabilities with the same respect and consideration that you have for everyone else. Treat the person as an individual not as a disability. As in any new situation, everyone will feel more comfortable if you relax.
- **Meeting someone:** When you meet someone, extend your hand to shake his/her hand; it is what you normally do. A person who is unable to shake hands will let you know. If you are meeting a blind person, tell him/her who you are. If you have met the person before, remind that person of how you or where you have met; he/she will not have the visual cues to jog the memory.
- **Helping: DO NOT** automatically give assistance; ask first if that person would like help. Follow the person's cues; **ask if you are not sure**. Do not be offended if someone refuses your offer of assistance. It is his/her choice to be as independent as he/she can be.
- **Communication:** Talk directly to the person, not to an aide, friend or interpreter. Ask the person to repeat if you don't understand him/her. If the person uses a wheelchair, sit down and converse at the same level. Offer to make basic information, if available, in large print, Braille, electronic or audio formats. (The Wayne County Board of Elections may provide these materials.)
- **Socializing: DO NOT** leave persons with disabilities out of a conversation or activity because you feel uncomfortable or fear that he/she will feel uncomfortable. Include the person as you would anyone else; let it be his/her decision whether or not to participate.
- **Touching: DO NOT** pat or touch a person with a disability unless there is a good reason (such as shaking hands in greeting or if the person has requested assistance). However, you may gently touch a deaf person to get his attention. Never push a person's wheelchair without his/her permission. **DO NOT** touch a person's cane, wheelchair or other device. It is a part of that person's mobility aids.
- **Environments:** Be sensitive about the setting. A noisy or dark environment or many people talking at the same time may make it difficult for people with vision, speech or hearing impairments to participate fully in a conversation. Be aware of clear paths of travel for people who use wheelchairs or are blind. Describe the surrounding to the visually impaired, especially obstacles. A person with chemical sensitivity may have a reaction to smoke, perfume or other toxins in the environment.
- **Hidden Disabilities:** Not all disabilities are apparent. A person may have trouble following a conversation; he/she may not respond when you call or wave, or he/she may say or do something that seems inappropriate. The person may have a hidden disability such as low vision or mental disability. Don't make assumptions about the person or the disability.

- **People who use Wheelchairs or have Mobility Impairments:** Persons who use wheelchairs may have different disabilities and varying abilities. Some can use their arms and hands. Some can get out of their wheelchairs and even walk for short distances. Make sure that there is a clear path for travel. When talking to a wheelchair user, sit/kneel at his/her level. If that is not possible, stand slightly away from him/her, so that he/she isn't straining his/her neck to make eye contact with you.
- **Language Tips:** Put the person first. Be aware of how voters feel and try to use terms that are not offensive. Treat people with disabilities with the same respect and consideration that you have for everyone else.

Service Animals:

Service animals are not pets. Service animals perform some of the functions and tasks that individuals with disabilities cannot perform for themselves. Here are some tips for assisting a voter who is using a service animal:

- Address the person, not the animal.
- **DO NOT** pet the animal.
- **DO NOT** whistle or direct other noises to the animal, the noises are or may be distracting.
- Avoid questions about the individual's disability or what the animal does for the person.
- **DO NOT** automatically assume that a person with a service animal is blind. If there is a complaint about an animal being present, explain that federal and state laws protect the rights of individuals with disabilities to be accompanied by service animals.

Disability Etiquette:

- Be considerate of the extra time it may take for the person to vote.
- Know the accessible entrance, restroom and other features in the building.
- Give attention to a voter who has difficulty speaking, do not rush him/her.
- Speak directly to the person not the companion who has come to help him/her.
- Speak calmly, slowly and directly to the person.
- Provide simple and easy to follow instructions.
- **DO NOT** shout or speak in a person's ear.
- Be patient; listen carefully; **DO NOT** finish sentences for the voter.
- If you are having trouble being understood, write a note to the person.
- Greet a person who is visually impaired by letting him/her know who and where you are.
- Provide a guiding device such as a ruler or card for signing forms.
- Have a pen and pencil available.
- Be sensitive about physical contact. Some people with disabilities depend on their arms for balance. Grabbing them, even if your intention is to assist, can knock them off balance. Avoid touching wheelchairs, scooters or canes. People with disabilities consider their equipment part of their personal space.

Anyone requiring assistance needs to be recorded on the Challenge Report, Section 3 (See Figure 65, Pg. 36).

SPECIAL PROCEDURES

Procedures for the ImageCast BMD

The ImageCast BMD **audio session** begins, with the instructions to the voter on how to vote using an **AUDIO** ballot.

The ImageCast BMD is designed to create access for voters with disabilities so they can vote independently and without assistance.

During voting, if the voter is inactive for a period of 20 seconds, a message will be provided in both audio and visual format. If the voter is confused, please suggest to him/her to activate the help green button.

While the ImageCast BMD is in use, the status lights will be flashing amber and green.

At anytime if the voter needs assistance, he/she can press the green help button on the ATI. This will cause status lights to flash red, amber, and green.

If the voter requires assistance in marking his/her ballot, an inspector should escort the voter to the ImageCast BMD.

Introducing the Voter to the ImageCast BMD

1. Make sure the headphones are connected to the right port of the Audio Tactical Interface (ATI) (See Figure 69, Pg. 42). Make sure the headphones are set to mid-range volume.
2. Offer to place the hand of any visually impaired voter on the back of the chair that is front of the display screen.
3. When he/she is seated, hand the voter the ATI and headset.
4. Make sure the voter knows that he/she may get assistance by raising his/her hand, asking for assistance, or pressing the HELP (green bar) on the ATI.
5. Explain to the voter that instructions on how to use the ATI are presented before the voting session begins.
6. Ask the voter if the contrast (green button) or zoom (yellow button) (See Figure 68) will make his/her voting experience easier.
7. Explain that the ballot may take up to 2 minutes to print. The ballot may go in and out if the ballot is two sided and to wait.



Figure 68: The green (contrast) button on the left and the yellow (zoom) button on the right

ImageCast BMD Status Light Indicator Chart

Solid Red	Flashing Green	Alternating Green and Amber	Flashing Amber	Solid Amber	Alternating Amber and Red	Alternating Red, Amber, and Green
Unit is starting up or is not operational	Unit is ready for use by the next voter.	Voter is navigating or marking his/her ballot.	Voter's ballot is being printed	Voter has inserted his/her ballot and is reviewing it.	Unit has an error and is not functioning	Voter has pressed the Help button

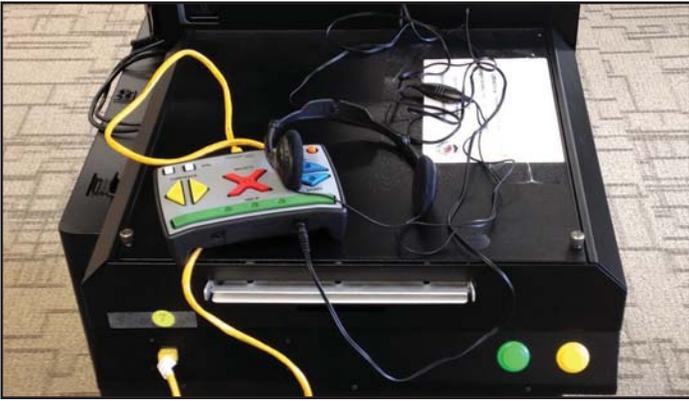


Figure 69: Audio Tactical Interface (ATI). and headphones

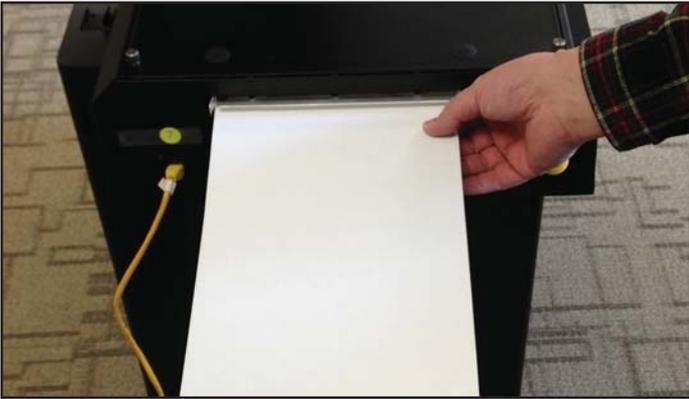


Figure 70: Blank ballot being inserted into printer



Figure 71:
Administrative Screen
- Accessible Voting



Figure 72:
Administrative Screen
- Enter Ballot ID
Number

Audio-Visual Voting Session

1. Insert a blank ballot into the slot of the Image-Cast BMD printer unit (See Figure 70).
2. Contact the Security iButton to the Security button pad. The Administrative Menu is displayed (See Figure 71).
3. Press **ACCESSIBLE VOTING** (See Figure 71) third button down on the left on the keypad.
4. If more than one Election District ballot is assigned to the machine the screen will read: **"Please Enter Ballot ID for Accessible Voting Session."** (See Figure 72)
 - The Ballot ID is printed on each election district ballot.
 - Enter the Ballot ID by pressing the numbers on the numeric key pad corresponding to the Ballot ID number.
 - Then press **ENTER**

OR
5. Message reads: **"Are you certain the Ballot ID is xxx?"**
 - Press **YES** if the Ballot ID entered is the same as that on the ballot.
 - If a wrong Ballot ID is entered the Operator Panel will show **"Invalid Ballot ID Entered."** The Ballot ID Entry Menu will re-appear. The inspector will re-enter the correct Ballot ID.
6. **The audio voting session begins.**

**Go to:
Depositing the
Printed Ballot into
the Scanner
on Page 44.**

Sip & Puff Equipment Voting Session

- a. Plug the Sip and Puff Unit into the left port (under the yellow arrows) of the ATI marked “**Sip Puff**” (See Figure 73). Then connect the Sip and Puff Switch Unit into the left port wire (See Figure 74).
 - b. Open the package containing the sanitary mouthpiece and plastic gloves.
 - c. Inspector puts on the gloves.
 - d. Remove the sanitary mouthpiece from the bag.
 - e. Connect the sanitary mouthpiece to the snap fit fastener on the mounting device (See Figure 75). The mounting device (See Figure 76) is ready.
 - f. Direct the voter to a chair in front of the display screen.
 - g. Explain to the voter that: the **SIP** action equals making a selection and the **PUFF** action equals moving to the next candidate or screen.
- ✓ The inspector follows steps 1 though 6 for the **Audio-Visual Voting Session**.
 - ✓ The **Sip & Puff** audio voting session begins.

**Go to:
Depositing the
Printed Ballot into
the Scanner
on Page 44.**



Figure 73: Plug the Sip and Puff Unit into the left port



Figure 74: Connect the Sip and Puff Switch Unit into the left port wire



Figure 75: Connect the Sip and Puff Mouth piece to the head frame



Figure 76: Mounting for Sip and Puff Equipment

Paddle Button Equipment Voting Session

- a. Plug the paddles (See Figure 78) into the left port under the yellow arrows (See Figure 77) of the ATI marked "Sip Puff."
 - b. Direct the voter to a chair in front of the display screen.
 - c. Position the paddles for the voter. The paddles are operated by pressing on them. They have been designated as LEFT and RIGHT for ease of positioning them for the voter. Depending on the voter's range of motion and how he/she chooses to operate the buttons, place on the left and right respectively within the voter's reach.
- ✓ The inspector follows steps 1 through 6 for the **Audio-Visual Voting Session**.
 - ✓ The audio voting session begins.



Figure 77: Plug the Paddles Unit into the left port



Figure 78: Paddle System for the voter.

Depositing the Printed Ballot into the Scanner

1. Ask the voter if he/she wishes to have a second review of his/her ballot. If the voter indicates that he/she does wish to have a second review proceed to Reviewing the Printed Ballot in the Scanner.
2. If the voter indicates that he/she does not wish to have a second review insert the printed ballot, inside the privacy sleeve, into any scanner. The scanner will draw the ballot from the sleeve.
3. **Important:** If the voter needs assistance depositing the ballot into the scanner, the inspector can insert the voted ballot (already in the privacy folder) into scanner.
 - Insert printed ballot into the scanner (See Figure 79).
 - The scanner will draw the ballot from the sleeve.
 - On the Operator Panel, the message "Casting Ballot" and then "Ballot Successfully Cast" will be displayed (See Figure 80).
 - The ballot will then be cast into the ballot box. Voters **DO NOT** normally have to press the **CAST** button

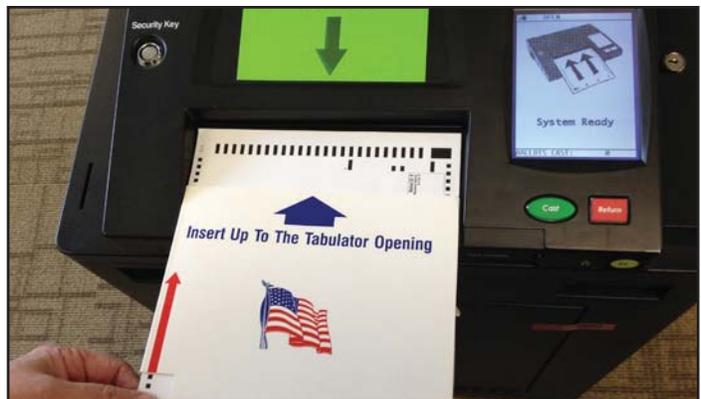


Figure 79: Printed ballot into the scanner

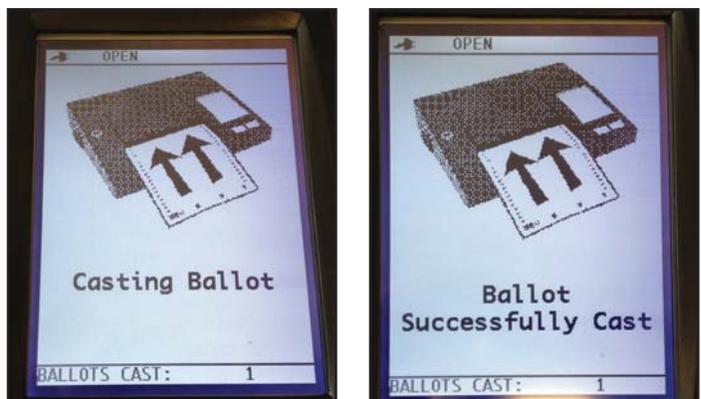


Figure 80: Administrative Screens - Casting Ballot

Reviewing the Printed Ballot in the Scanner

1. Place the Security iButton on the button pad. The Administrative Menu appears.
2. Press the **BALLOT REVIEW** button. The Ballot Review Type Menu appears (See Figure 81).
3. Press the **ACCESSIBLE VOTING** button. The Operator panel is now in Review mode and displays 'System Ready'.
4. Insert the printed ballot, inside the privacy sleeve, into the scanner. The scanner will draw the ballot from the sleeve.
5. The operator panel displays 'To Cancel the AVS Review, please press the Return Button'.
6. The voter may review his/her printed ballot both visually on the display monitor and by voice through the headphones.
7. The voter may decide either to cast the printed ballot or to return the ballot.
 - a. The voter may choose to return the ballot.
 1. Confirm with the voter that he/she meant to return the ballot. If the voter did not intend to return the ballot, reinsert the ballot.
 2. If he/she still wishes to return the ballot, instruct the voter to spoil his/her ballot. **See Spoiled or Void Ballots in this Handbook** (See Page 58).
 3. After spoiling the ballot, the voter may choose to use the BMD again (in which case the inspectors must initiate a new Audio Session) or opt to complete a pre-printed ballot.
 - b. If the voter accepts the ballot, on the Operator Panel, the message "**Casting Ballot**" and then "**Ballot Successfully Cast**" will be displayed (See Figure 80, Pg. 44).

The Inspector may assist the voter by inserting the voter's marked, printed ballot into any scanner.

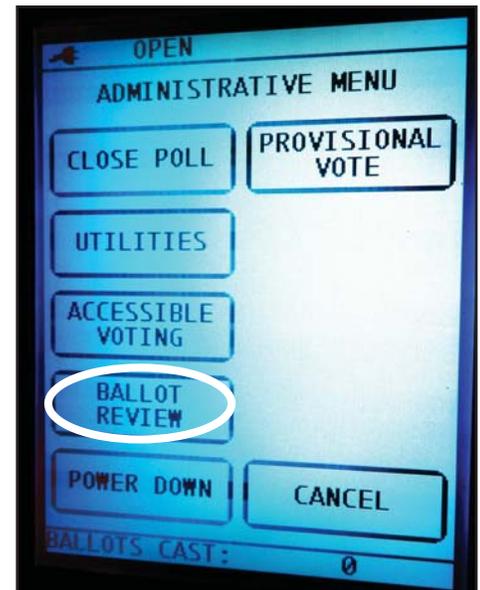


Figure 81:
Administrative
Screen - Ballot
Review

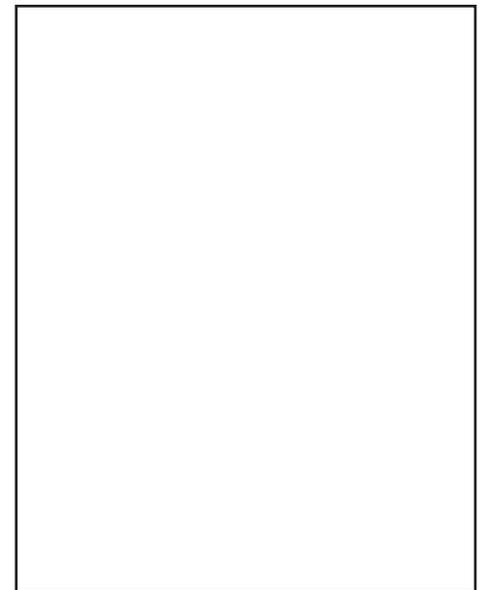


Figure 83: Intentionally Left Blank

Vote by Affidavit Ballot

Never turn a person away because their name is not on the voter registration list. Any person stating to be a registered voter at the election district is entitled to vote using a paper ballot and completing the Affidavit Ballot Envelope (See Figure 85, Pg. 49). These envelopes are not opened or counted at the poll site but are placed into the large brown **"Important Papers Envelope"** to be returned to the Board of Elections, and recorded on the Challenge Report.

Affidavit Ballots should be used when:

1. A voter's name is not in the poll book and the voter claims to be a registered voter in the election district.
2. A person is already registered in Wayne County in another district but has recently moved into your election district.
3. A voter is unable to provide identification as required in the poll book (**ID REQUIRED**) and he/she asks for an **Affidavit Ballot**.
4. A voter claims to be enrolled in a political party other than the party indicated in the poll book (**This only applies only in a Primary Election**).

Affidavit Ballot Procedure - Step 1

Make sure the voter has seen the **NOTICE TO VOTERS** (See Figure 10, Pg. 10) and has made the choice to use an Affidavit Ballot (See Figure 84).

Affidavit Ballot Procedure - Step 2

1. Have the voter fill out, sign and date the Affidavit Ballot Envelope, all four sections A, B, C, and D (See Figure 85, Pg. 49) **before you give the voter an "old style" paper ballot.**
 - a. The inspector must check each of the four sections. (A, B, C, and D). The sample of the Affidavit Ballot Envelope, (See Figure 85, Pg. 49), is completed correctly.
 - b. In section C the voter must supply his/her New York State Driver's License Number or the last four digits of his/her social security number.
 - c. In section D of the Affidavit Ballot Envelope the voter **MUST** date and sign the oath.
 - d. Make sure that the Town and the Election District (ED) have been filled in. In most cases the envelopes have been pre-printed with Wayne County, the town, and election district number.
2. Make sure the voter has dated and signed the Affidavit Ballot Envelope. An inspector no longer signs the Affidavit Ballot Envelope, therefore, an inspector must check the envelope before entering the information into Sec-

The image shows the front of an "OFFICIAL BALLOT" envelope. The text is centered and reads: "OFFICIAL BALLOT", "ABSENTEE/AFFIDAVIT/SPECIAL VOTERS", "FOR GENERAL ELECTION", "NOVEMBER 8, 2011", "STATE OF NEW YORK COUNTY OF WAYNE". Below this, it says "TOWN OF: ARCADIA" and "ELECTION DISTRICT: _____". At the bottom, there are two handwritten signatures in cursive, one above the other. Below the signatures, it says "Commissioners of Elections". At the very bottom, there is a small logo for "PHOENIX GRAPHICS" and "ROCHESTER, NY" and the text "Sheet # 1".

Figure 84: Outside - Affidavit Ballot

WAYNE COUNTY ABSENTEE/AFFIDAVIT/SPECIAL VOTERS' BALLOT FOR GENERAL ELECTIONS

1. Mark in pen or pencil.
2. To vote for a candidate whose name is printed on this ballot, make a single cross X mark or a single check ✓ mark in the voting square above the name of the candidate.
3. To vote for a person whose name is not printed on this ballot, write or stamp his or her name in the space that appears at the bottom of the column containing the title of the office.
4. To vote on a proposal make a cross X mark or a check ✓ mark in one of the squares contained in the box setting forth such proposal.
5. Any other mark or writing, or any erasure made on this ballot outside the voting squares or blank spaces provided for voting will void this entire ballot.
6. Do not overvote. If you select a greater number of candidates than there are vacancies to be filled, your ballot will be void for that public office, party position or proposal.
7. If you tear, or deface, or wrongly mark this ballot, call the Board of Elections at (315) 946-7400 for instructions on how to obtain a new

- ### HOW TO RETURN AFFIDAVIT BALLOT
1. After marking the ballot, fold such ballot and enclose it in the envelope bearing the voter's statement, and seal the envelope.
 2. Fill in properly the blanks in the statement and sign your name.
 3. Return the sealed envelope to the election inspector.

- ### HOW TO RETURN MILITARY BALLOT
1. After marking the ballot, fold such ballot and enclose it in the envelope bearing the voter's statement, and seal the envelope.
 2. Fill in properly the blanks in the statement and sign your name.
 3. Enclose the sealed envelope bearing the Statement in the envelope addressed to the Board of Elections and mail promptly.
 4. The ballot of the military voter must be postmarked not later than the day before election and received by the Board of Elections not later than 13 days following the day of election to be cast and counted.

- ### HOW TO RETURN ABSENTEE BALLOT
1. Do not attempt to correct mistakes on the ballot by making erasures or cross outs. Erasures or cross outs may invalidate all or part of your ballot. Prior to submitting your ballot, if you make a mistake in completing the ballot or wish to change your ballot choices, you may obtain and complete a new ballot. You have a right to a replacement ballot upon return of the original ballot.
 8. To be counted, absentee ballots returned by mail must be postmarked no later than the day before election day and be received by the Wayne County Board of Elections no later than 7 days after election day.

- ### HOW TO RETURN ABSENTEE BALLOT
1. After marking the ballot, fold such ballot and enclose it in the envelope bearing the voter's statement, and seal the envelope.
 2. Fill in properly the blanks in the statement and sign your name.
 3. Enclose the sealed envelope bearing the statement in the envelope addressed to the Wayne County Board of Elections and mail promptly.

Sheet No: 1
 10 Election Districts
 County of Wayne
 Town of: Arcadia
 E.D.(S): 1 - 10

YES NO

YES NO

PROPOSAL NUMBER ONE, TOWN PROPOSITION NUMBER ONE

Abolishing Elective Office of Receiver of Taxes and Assessments;
 "Shall the Local Law adopted by the Town Board of the Town of Arcadia on August 9, 2011, which abolishes the Elective Office of the Receiver of Taxes and Assessments and creates an Appointed Office of the Receiver of Taxes and Assessments, effective January 1, 2014, be approved?"

1	2	3	4	5	6	7	8	9	10	11	12
1 STATE SUPREME COURT JUSTICE 7th Judicial District (Vote for any TWO)	<input type="checkbox"/> 1B Republican Nancy E. Smith	<input type="checkbox"/> 3B Republican Richard M. Healy	<input type="checkbox"/> 4A Democratic Joseph DeSanto	<input type="checkbox"/> 5B Republican Diane Allerton	<input type="checkbox"/> 6A Democratic Brenda Westcott	<input type="checkbox"/> 6B Republican Gary McIlwain	<input type="checkbox"/> 8A Democratic David K. Harder				
<input type="checkbox"/> 2C Thomas E. Moran	<input type="checkbox"/> 3C Richard M. Healy	<input type="checkbox"/> 4B Republican Dick Colacino	<input type="checkbox"/> 5A Republican Diane Allerton	<input type="checkbox"/> 6A Democratic Brenda Westcott	<input type="checkbox"/> 6B Republican Gary McIlwain	<input type="checkbox"/> 7A Republican Gary McIlwain	<input type="checkbox"/> 8A Democratic David K. Harder				
<input type="checkbox"/> 1C Nancy E. Smith	<input type="checkbox"/> 2C Thomas E. Moran	<input type="checkbox"/> 3C Richard M. Healy	<input type="checkbox"/> 4B Republican Dick Colacino	<input type="checkbox"/> 5B Republican Diane Allerton	<input type="checkbox"/> 6A Democratic Brenda Westcott	<input type="checkbox"/> 6B Republican Gary McIlwain	<input type="checkbox"/> 8A Democratic David K. Harder				

tion 4 of the Challenge Report (See Figure 65, Pg. 36) labeled **Affidavit Ballots/Court Orders** (See Step 5).

- a. This is to assure that the envelope is filled out completely and correctly so the voter's ballot has a greater chance of being counted.
 - b. Provide the voter with an **"old style"** paper ballot (See Figure 84, Pg. 47). The instructions to complete this ballot are on the ballot.
3. The voter takes the paper affidavit ballot to a privacy area to mark the ballot. Be sure and tell the voter **NOT** to sign the paper ballot.
 4. The voter places the affidavit ballot in the completed envelope, seals it and gives it to the inspector.
 5. The inspector places the voted Affidavit Ballot Envelope **UNOPENED** into the large brown **"Important Papers Envelope"** to be returned to the Board of Elections.

Inactive Voters

Did You Know?

Once a year the law requires the Wayne County Board of Elections to send each voter a mail check card. (the yellow postcards): A card that's returned to us with a note stating:

- Unable to forward; forward order expired
- Moved; left no forwarding address
- Has an address out of Wayne County or New York State

It will be kept until after the General Election of the same year. If the voter did not vote in the November Election, he/she is put on inactive status because the Board of Elections has reason to believe he/she has moved. According to the National Voters Registration Act (NVRA), if a voter has been inactive through two federal elections, (5 years), the Board of Elections will purge the voter's name from the active poll book.

The Board of Elections **CANNOT** cancel a person who registers and remains at the same address for not voting.

AFFIDAVIT BALLOT

If the voter is in the wrong Election District or if the envelope is not completely filled out **THE VOTE IS NOT COUNTED. YOU HAVE COST THE VOTER HIS VOTE!**

Please know that the **Absentee Ballot** and **Affidavit Ballot** are the same "old style" paper ballot; they just go into different envelopes.

Remember to tell the voter that each voter will receive a letter informing him/her whether or not his/her ballot was counted, and, if the ballot was not counted, why it was not counted.

Inspector error is usually the case. (1) Wrong district, (2) not filled out properly or completely.

Please check the envelope; then pass it to another inspector to check it again. Do this for all the **Affidavit Ballots**.

- ★ The voter must live in the correct district.
- ★ The voter must vote in the district he/she presently lives in – never the one he/she used to live in.
- ★ The voter must date and sign the envelope.
- ★ The ballot must be sealed in the correct envelope.
- ★ The Affidavit Envelope must be placed in the return envelope and placed into the large brown **"Important Papers Envelope"** and returned to the Board of Elections **UNOPENED**.

IMPORTANT

By law, all affidavit ballot envelopes must be dated and signed by the voter or they will not be counted.

A Please provide the following required information

Your name Last name _____ Suffix _____
 First name _____ Middle Initial _____

The address where you live Address (not P.O. box) _____
 Apt. Number _____ Zip code _____
 City/Town/Village _____
 New York State County _____

Date of birth / / **Party enrollment** _____

B Please check each box that applies to you and fill in the appropriate blanks

- I have been informed by the inspectors that my registration **record is not available** to them, however I have duly registered to vote in this election district from the address given above, and I remain a duly qualified voter in this district.
- I have **moved** within New York State since my last registration and have lived at the address listed above for at least 30 days before the date of the election. My previous address was: _____
- I was required to present **identification** when I voted today, but I did not do so.
- I have **not** voted in this election, but the records of the Board indicate that I have already voted.
- For Primary Elections Only:** I am **enrolled** in the political party stated in the section above, but the poll book does not reflect my correct enrollment.

C Additional information to register to vote in the event that you do not have a valid voter registration on file

Are you a citizen of the U.S.? Yes No If you answer **No**, you cannot register to vote.

A) Will you be 18 years of age or older on or before election day? Yes No

Qualifications

B) Are you at least 16 years of age and understand that you must be 18 years of age on or before election day to vote, and that until you will be eighteen years of age at the time of such election your registration will be marked "pending" and you will be unable to cast a ballot in any election. Yes No

If you answer **No** to both of the prior questions, you cannot register to vote.

More information Telephone (optional) _____ Gender (optional) _____
 Email (optional) _____

The address where you receive mail Address or P.O. Box _____
 P.O. Box _____ Zip code _____
 City/Town/Village _____
 Skip if same as above

Voting history Have you voted before? Yes No What year? _____

Voting information that has changed Your name was _____
 Skip if this has not changed or you have not voted before Your address was _____
 Your previous state or New York State County was _____

Identification You must make 1 selection
 New York State DMV number _____
 Last four digits of your Social Security number x x x - x x - _____
 I do not have a New York State driver's license or a Social Security number.

Political party You must make 1 selection
 Political party enrollment is optional but that, in order to vote in a primary election of a political party, a voter must enroll in that political party, unless state party rules allow otherwise.

I wish to enroll in a political party

Democratic party Working Families party Independence party
 Republican party Green party SAM party
 Conservative party Libertarian party Other _____

I do not want to enroll in any political party and wish to be an independent voter

No party

D All voters must date and sign the oath below

It is a crime to procure a false registration or to furnish false information to the Board of Elections

Affidavit: I swear or affirm that

- I am a citizen of the United States.
- I will have lived in the county, city or village for at least 30 days before the election.
- I meet all requirements to register to vote in New York State.
- This is my signature or mark in the box to the right.
- The above information is true, I understand that if it is not true, I can be convicted and fined up to \$5,000 and/or jailed for up to four years.

Sign _____
 Date _____

Absentee Ballot Voter

Sometimes a voter, who has cast an Absentee Ballot prior to Election Day, will arrive at his/her polling site on Election Day to vote in person. He/She must be allowed to vote on the ImageCast Scanning Device. If the poll book shows "**Absentee Ballot**" near the voters name:

1. Have the voter sign his/her name in the poll book following the regular procedure.
2. Allow the voter to use the ImageCast Scanning Device.

Voter's Name has Changed

If a voter has changed his/her name since he/she last voted or registered, he/she can still vote as long as he/she still resides at the same address or at a new address **WITHIN** the election district.

1. Make sure the voter has not moved.
2. Before the voter signs the Poll Book **IMMEDIATELY** have the voter fill out a Registration Form (See Figure 86, Pg. 51) with his/her new name.
3. Then, have him/her sign the poll book with the name as it appears in the poll book on the signature line near his/her printed name.
4. The voter must then sign his/her new name just above his/her old signature.
5. Issue a ballot and a privacy sleeve to the voter.
6. Inspectors must record the information in Section 1 of the Challenge Report (See Figure 65, Pg. 35). The inspectors must print the voter's old name and new name and enter the voters Serial Number (located under the Voter's Bar Code).

Voter Moves Within the Same Election District

1. Make sure the voter's new address is within the election district. Check the Wayne County Street Finder (See Figure 63, Pg. 33).
2. Before the voter signs the Poll Book **IMMEDIATELY** have the voter fill out a Registration Form (See Figure 86, Pg. 51) with the address change. (the new address)
3. Then, have him/her sign the poll book.
4. Issue a ballot and a privacy sleeve to the voter.
5. Inspectors must record the information in Section 1 of the Challenge Report (See Figure 65, Pg. 35).

Voter's Name is NOT in the Poll Book

Some districts, if space allows, will have another table set up to assist voters that need further assistance voting. This will be the "**Information/Affidavit Ballot Table**" If there is not enough space available in the poll site, the inspectors at the far side of the check-in table will assist these voters.

A voter may need help establishing what district he/she should vote in or why he/she is not listed in the poll book.

1. When a voter approaches your table, ask the voter his/her name and address.
2. The Inspector should check the Wayne County Street Finder (See Figure 63, Pg. 33) or inactive list provided by the Wayne County Board of Elections, to establish the voters correct district.
3. If the voter's name does not appear in the poll book, and he/she **IS** in the correct voting district, and his/her name appears on the **Inactive List**, provide the voter with the "**NOTICE TO VOTERS**" sheet (See Figure 10, Pg. 10). This notice gives the voter the **legal** option to either:
 - a. Vote by **AFFIDAVIT BALLOT** (See Figure 84, Pg. 46) at the election district, or
 - b. Obtain a **COURT ORDER** (See Figure 88, Pg. 53) to vote on the ImageCast Scanning Devices.

! Qualifications

1 Are you a citizen of the U.S.? Yes No
 If you answer *No*, you cannot register to vote.

2 **A)** Will you be 18 years of age or older on or before election day? Yes No
B) Are you at least 16 years of age and understand that you must be 18 years of age on or before election day to vote, and that until you will be eighteen years of age at the time of such election your registration will be marked "pending" and you will be unable to cast a ballot in any election. Yes No
 If you answer **No** to both of the prior questions, you cannot register to vote.

For board use only

Your name 3 Last name _____ Suffix _____
 First name _____ Middle Initial _____

More information 4 Birth date / / 5 Gender _____
 Items 5, 6 & 7 are optional 6 Phone - - 7 Email _____

The address where you live 8 Address (not P.O. box) _____
 Apt. Number _____ Zip code
 City/Town/Village _____
 New York State County _____

The address where you receive mail 9 Address or P.O. box _____
 Skip if same as above P.O. Box _____ Zip code
 City/Town/Village _____

Voting history 10 Have you voted before? Yes No 11 What year?

Voting information that has changed 12 Your name was _____
 Skip if this has not changed or you have not voted before Your address was _____
 Your previous state or New York State County was _____

Identification 13 New York State DMV number
 You must make 1 selection Last four digits of your Social Security number x x x - x x -
 For questions, please refer to I do not have a New York State driver's license or a Social Security number.
Verifying your identity above.

Political party 14 **I wish to enroll in a political party**
 You must make 1 selection
 Political party enrollment is optional but that, in order to vote in a primary election of a political party, a voter must enroll in that political party, unless state party rules allow otherwise.
 Democratic party
 Republican party
 Conservative party
 Working Families party
 Green party
 Libertarian party
 Independence party
 SAM party
 Other _____
I do not want to enroll in any political party and wish to be an independent voter
 No party

! 16 **Affidavit: I swear or affirm that**
 I am a citizen of the United States.
 I will have lived in the county, city or village for at least 30 days before the election.
 I meet all requirements to register to vote in New York State.
 This is my signature or mark in the box below.
 The above information is true, I understand that if it is not true, I can be convicted and fined up to \$5,000 and/or jailed for up to four years.

Sign _____
 Date _____

Optional questions 15 I need to apply for an Absentee ballot.
 I would like to be an Election Day worker.

ID Required

Some voters may be required by State Law to show ID on Election Day. The signature box in the poll book will state **"ID REQUIRED"** if a voter needs to present ID (See Figure 87). The forms of ID a voter can provide are listed in the front of your poll book.

Wayne County Board of Elections					
Poll Book Report For 11/06/2012 General Election					
Town - LYONS			District 002		
Voter ID	Name	Address	AFF	DOB	Reg Date
302050	FIT D		CON	12/06/1959	10/19/2001
				Stub	
		Signature of Voter -		Insp	
327085	FRE A		CON	04/30/1959	10/07/2009
		ID REQUIRED		Stub	
		Signature of Voter -		Insp	

Figure 87: Sample of Poll Book with the ID Requested in the Signature Block

Forms of Identification to be Accepted at the Polling Site

Identification to be accepted at a polling site may be either:

1. A current and valid photo identification with the voter's name and picture. Examples include but are not limited to:
 - ★ passport,
 - ★ driver's license,
 - ★ non-drivers ID card,
 - ★ pilot's license,
 - ★ student identification cards,
 - ★ pistol or firearm permit,
 - ★ military identification,
 - ★ government identification

OR

2. A document that shows the name and address of the voter, **NOT A POST OFFICE BOX**. Examples include, but are not limited to:

"A Current Utility Bill" would include:

- ★ gas,
- ★ electric,
- ★ other utility bill
- ★ telephone,
- ★ water

"Bank Statement" would include:

- ★ statement from a banking institution or credit union

"Government Check or Paycheck" would include:

- ★ Social security administration check statement
- ★ a government or military paycheck or paycheck stub

"Other Government Documents" would include:

- ★ Hunting, fishing or trapping license
- ★ Public housing lease and rent statements and agreement, or rent statement agreements provided pursuant to subsidized housing programs
- ★ public housing identification cards
- ★ Tuition statements or bills from public colleges and universities
- ★ Bills from a federal, state, or local government
- ★ Discharge certificates, pardons, or other official documents issued in connection with the resolution of a criminal case, indictment, sentence or other matter, in accordance with state law
- ★ Government homeless shelter identification cards

County Court of the State of New York
County of WAYNE
Petition on Application to Compel Registry of Certain Persons

Petitioner,
To have name added to the register of voters of the 1st Election District of the
Town or Village of Butler, Wayne County, New York

1. Petitioner Joe Adams is a resident of the 1st Election District,
Town or Village of Butler, Wayne County, New York.
Street Address: 4410 Lasher Rd

2. Petitioner request registration because:
 Registered by mail, form sent but Board of Elections has no record.
 Family emergency prevented registration before deadline.
 Was misinformed about deadline; or did not receive timely notice of cancellation of registration.
 Moved within Wayne County within 10 day period before Election Day.
 Other _____

3. The members of the Board of Elections have refused or omitted to place the name of the
Petitioner upon the poll books.
Such refusal and omission on the part of the members of the Board of Elections to place the name of
Petitioner upon the poll books is illegal and wrongful in that petitioner is qualified to be properly
registered to vote at the general election. Petitioner is an American Citizen, over eighteen years of
age and will have resided in the County of Wayne, State of New York, more than thirty days.

4. Wherefore, Petitioner requests that an order be granted directing the Wayne County Board of
Elections to register the name of Petitioner.

Dated: 11-8-11


Signature of Petitioner

STATE OF NEW YORK
COUNTY OF WAYNE

Joe Adams, Petitioner, being sworn, says: he/she is the Petitioner
named in the petition; he/she read the petition and, knows the contents thereof; the same is true to
his/her own knowledge, except as the matters stated to be alleged on information and belief, and as
to those matters he/she believes it to be true.

Sworn to before me this 8th Day of November, 2016

Sue James
Notary Public



Stub Number _____
Two Inspector's Initials _____
Enter on Section 4 of Challenge Report

Voter Signature
(must be signed in front of the Inspectors)

**COUNTY COURT OF THE STATE OF NEW YORK
COUNTY OF WAYNE COURT ORDER**

Joe Adams

Petitioner,

To have name added to the register of voters of the 1st Election
District of the Town or Village of Butler
Wayne County, New York

Upon the petition of

Joe Adams

verified

11-8-, 2011, to have Petitioner's name placed
upon the register of voters by the Wayne County Board of Elections, and it
appearing therefrom the Petitioner is a qualified elector, it is ordered that
Wayne County Board of Elections shall add the name of the petitioner to the
list of registered voters entitled to vote at the General Election to be held
on 11-8-, 2011.

Dated: November 8, 2011



Daniel G. Barrett
Wayne County Judge

Figure 89: Court Order

Once the voter presents ID, have him/her sign his/her name in the signature line of the poll book and issue a ballot and privacy sleeve. Inspectors are **NOT** required to write down the driver's license number or what the voter provided. The voter's signing the poll book will let the Board of Election know that he/she provided sufficient ID to the Inspector.

If a voter is required to show ID and he/she **CANNOT** provide any form of ID, the voter **MAY NOT SIGN** the poll book. Provide the voter with the **NOTICE TO VOTERS** (See Figure 10, Pg. 10). He/She will have 3 options;

- ★ to vote by Affidavit Ballot;
- ★ call the Wayne County Board of Elections and get a Court Order, or
- ★ return to the polling site with proper ID.

Vote by Court Order

Court orders are used when a voter's name does not appear in the poll book, the voter claims to reside in the district, and the voter wants to vote on the ImageCast Scanning Device (Scanner) or (BMD).

- ★ A voter may check-in with the inspectors and learn that his/her name is not in the poll book and then seek to get a Court Order, or the voter may already know his/her name is not likely in the poll book and seek to get a Court Order (See Figure 88, Pg. 53).
- ★ If the voter wants a court order, have **THE VOTER** call the Wayne County Board of Elections to schedule an appointment with the judge. The Wayne County Board of Elections phone numbers are listed on the **NOTICE TO VOTERS** (See Figure 10, Pg. 10).
- ★ At the Wayne County Board of Elections the voter will fill out a Voter Registration Form (see Figure 61) along with a Court Order Application (See Figure 88, Pg. 53), which is then taken before a Wayne County Court Judge. The Judge will examine the papers, ask questions, and, if all is in order, signs the Court Order allowing the voter to vote on the ImageCast Voting Devices.
- ★ The voter must then take the Court Order back to his/her election district and present it to the inspectors to vote on the ImageCast Devices.

Court Order Procedure

Have the voter sign the Court Order in front of you. This signature area is located on the top right corner of the Court Order. If the voter has all ready signed in that signature area and not in your presence, have the voter sign the Court Order again.

1. The inspector completes the top right corner of the Court Order putting in the ballot stub number and two inspectors initialing as indicated.
2. Tear off a ballot and give it to the voter along with a privacy sleeve. The inspector **MUST** then allow the voter to vote on the ImageCast Voting Devices.
3. The inspector must note the voter's name, address and Ballot Stub Number on Section 4 of the Challenge Report (See Figure 65, Pg. 36).
4. The inspector must place the Court Order into the large brown "**Important Papers**" Envelope and return it to the Board of Elections.
5. In a **PRIMARY ELECTION**, the court order **MUST** specify the party in which the person is allowed to vote.

Physically "Unable To Sign"

If a voter claims to be physically unable to sign the poll book, ask for identification. Enter "Unable to Sign" on the signature line of the poll book, with a brief explanation.

Two inspectors should initial this entry.

A Power of Attorney CANNOT sign or vote for a voter under any circumstance.

Voter Assistance Oath

For a person other than an Inspector, who assists an individual in voting, this oath must be taken before the person rendering assistance enters the voting booth:

I, _____, swear or affirm that I will not in any manner request, or seek to persuade or induce the voter to vote for any particular ticket or for any particular candidate, and that I will not keep or take any memorandum or entry of anything occurring within the booth, and that I will not, directly or indirectly, reveal to any person the name of any candidate voted for by the voter, or which ticket he had voted, or pursuant to law to give testimony as to such matters in a judicial proceeding.

(Election Law 8-306.5)

If the person refuses to take the oath, they can not assist the voter in the voting booth.

If a voter needs assistance, two inspectors may help the voter, or the voter may choose another person to help him/her with the voting process. **A voter's employer or union representative cannot assist them.** Before issuing a ballot and privacy sleeve to the voter, the person assisting the voter, other than an Inspector, is required by state law to read the **"Voter Assistance Oath"** (See Figure 88, Pg. 56) out loud to the Inspector, or the Inspector may read and he/she affirms.

Whenever possible, instruct the voter on how to use the ImageCast BMD before he/she marks his/her ballot or uses the ImageCast BMD. Use the sample ballot to explain the location of the candidates or any proposals on the ballot. This is especially important when the ballot is lengthy or when it contains amendments or propositions. The ballots may be two (2) sided, and you will need to show the voter both sides of the ballot.

A voter may be assisted if he/she tells the inspector that he/she:

- Cannot read or write;
- Cannot see, even with eyeglasses, the names on the ballot;
- Is physically disabled such that he/she cannot complete a paper ballot; or he/she cannot use the ImageCast BMD without assistance from another person.

If a voter is helped, and for every time a voter is helped, even when helped by the two (2) inspectors, enter the following information into Section 3 of the Challenge Report (See Figure 65, Pg. 36):

- The voter's name and address,
- The voter's registration number found in the Poll Book,
- The reason why the voter was assisted,
- The name and address of person assisting,

Write-In Votes

	W ^{WHITE} PISTACHIO 1I <input type="checkbox"/>	W ^{WHITE} DEER HUNTER 2I <input type="checkbox"/>	W ^{WHITE} DENZEL WASHINGTON 3I <input type="checkbox"/>	W ^{WHITE} ELIZABETH TAYLOR 4I <input type="checkbox"/>
	M ^{MAROON} STRAWBERRY 1J <input type="checkbox"/>	M ^{MAROON} ROCKY 2J <input type="checkbox"/>	M ^{MAROON} MORGAN FREEMAN 3J <input type="checkbox"/>	M ^{MAROON} JODY FOSTER 4J <input type="checkbox"/>
	WRITE-IN	WRITE-IN	WRITE-IN	WRITE-IN <i>Octavia Spencer</i>
<p>DEMONSTRATION BALLOT</p> <p>INSTRUCTIONS: (1) Mark only with a pen or felt tip marker having blue or black ink.</p>				

Figure 91: Sample Ballot showing Write-in Area

Voters may wish to **"write-in"** a person if they do not wish to mark a choice for a candidate printed on the ballot.

1. The voter writes-in the name of the person at the bottom of the column for that office/race (See Figure 91).
2. If a **"write-in"** vote is cast for the same name of a candidate printed on the ballot for same office, the **"write-in"** is considered a **VOID** count.
3. Ballots containing a **"write-in"** vote will be diverted into a different box within the ImageCast Scanning Device.

Over Vote

The voter has voted for a greater number of candidates than permitted for a certain race.

The Administrative Screen will display the message that reads:

“YOU FILLED IN TOO MANY OVALS” (See Figure 97A).

Press **NEXT PAGE**

The voter is offered two options (See Figure 97B):

1. Have the ballot returned to him/her for correction, or to spoil/void the ballot and request another ballot. (See Spoiled or Void Ballots on the previous page) If the voter wants the ballot returned, the voter is to press the **“red”** return button (See Figure 96).
2. The voter may wish to cast the ballot. The voter must press the **“green”** cast button (See Figure 96). The ImageCast Scanning Device accept the ballot **‘as-is’**. The column in which the over vote occurred is the only column not counted. After the ballot is cast, the voter cannot receive a new ballot.



Figure 96: Green Cast Button and Red Return Button

Blank Ballot

A Blank Ballot Detected warning occurs when the ImageCast Scanning Device does not detect any markings on the ballot after it has been inserted into the ImageCast Scanning Device.

The Administrative screen will display a message that reads:

“WARNING! BLANK BALLOT DETECTED.” (See Figure 98)

A voter may intentionally wish to cast a blank ballot, but most likely the voter made an error while marking his/her ballot and inadvertently did not make any selections.

The voter is offered two options:

1. Have the ballot returned to him/her for correction; the voter is to press the **“red”** return button (See Figure 96).
2. The voter may wish to cast the ballot. The voter must press the **“green”** cast button (See Figure 96). The ImageCast Scanning Device accept the ballot **‘as-is’**. After the ballot is cast, the voter cannot receive a new ballot.

NOTE: MACHINES WILL NOT NOTIFY VOTERS OF AN UNDER-VOTE

Figure 98:
Administrative
Screen - Blank
Ballot Warning

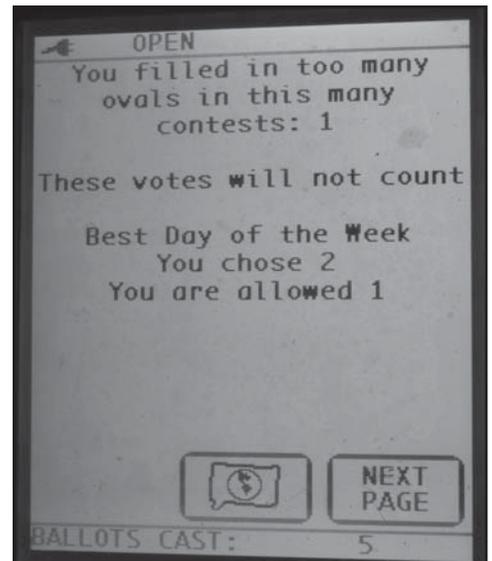


Figure 97A: Administrative Screen - Over Vote Warning

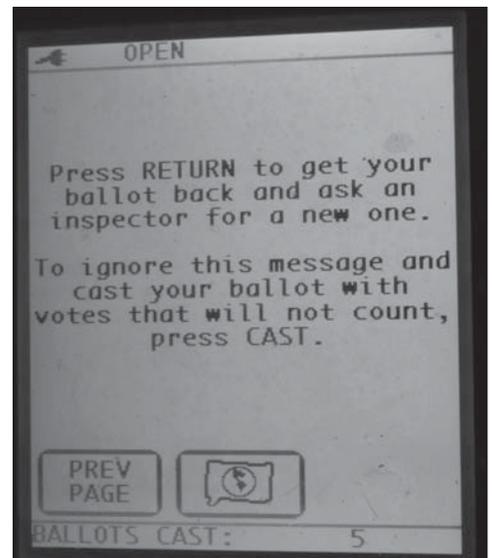
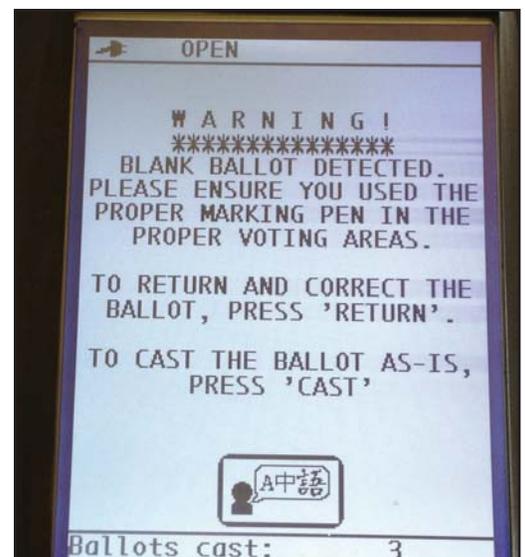


Figure 97B: Administrative Screen - Return Or Cast Ballot



Emergency Voting Procedure

Emergency ballots are given to voters at the polling site if all ImageCast Scanning Devices in the polling site repeatedly fails to accept ballots.

1. Call the Wayne County Board of Elections **IMMEDIATELY** at: (315) 946-7400 or 1-800-836-0025 to inform us of the problem and obtain permission to use Emergency Ballots and to unlock the **Emergency Compartment** (See Figure 99) at the front of the Image-Cast Scanning Device below the scanner units.
2. Unlock the **Emergency Compartments** using the machine key (See Figure 43, Pg. 21). Bring the compartment door down to reveal the ballot entry slot (See Figure 100).
3. While the ImageCast Scanning Device is not functioning, the check-in procedure for voters remains the same. The Inspector will cross out a number for each Emergency Ballot on the Spoiled & Emergency Ballot Count Sheet located in the front of the poll book (See Figure 92, Pg. 58).
4. The voter will deposit his/her marked ballot into the ballot entry slot (See Figure 100).
5. Once the voter has deposited the ballot, he/she may not receive another ballot.
6. **Emergency Ballots** are left in the machine and returned to the board for counting.
 - If the inspectors have issued at least **30 Emergency Ballots**, the Chairperson and one other inspector of another party, if possible, will open the ballot box door and remove the **Emergency Ballots**.
 - These ballots are placed into a large brown envelope and sealed with a red vinyl security seal that is found in the Red Security Pack (See Figure 42, Pg. 21). The envelope is stored inside the ImageCast Scanning Device next to the non-removable ballot box (See Figure 23, Pg. 16).
 - The ballot box door is then locked and re-sealed with a red vinyl security seal. All information will then be recorded on the BMD Statement of Canvass (See Figure 45, Pg. 23) and/or the Scanner Statement of Canvass (See Figure 61, Pg. 29) and all seal numbers



Figure 99: Emergency Compartment Door



Figure 100: Emergency Ballot Entry Slot



Figure 101: Depositing Ballot into Emergency Entry Slot

recorded. If the box again gets full, this procedure will then be repeated.

7. Inspectors may not remove ballots from the **Emergency Compartment** unless authorized by the Board of Elections. When the polls close, the inspectors **DO NOT** count these ballots.

Voter Challenges on Voter's Names in the Pollbook

An Inspector, a Poll Watcher or any registered voter who is properly at the polling site can challenge a voter's qualifications. Even though a voter has not voted in several years, the inspector **MAY NOT** prevent the voter from voting. Challenges regarding felonies should be first referred to the Wayne County Board of Elections. **Do not be the judge.**

Challenges can be made for several reasons:

1. The person's signature does not match.
2. The person is using the same name as someone who already voted.
3. The person is believed not to reside at his or her address.

When a voter is challenged, an Election Inspector **MUST** administer to him the following oath:

Preliminary Oath ((See Figure 102, Pg. 62); it is also located in the Blue Inspectors Notebook):

"Do you solemnly swear that you will make true answers to such questions as may be put to you concerning your qualifications as a voter?"

If the person challenged **REFUSES** to take the oath, he/she is not permitted to vote.

If the person challenged does take the Preliminary Oath, the Election Inspector should ask questions pertaining to the reasons for the challenge.

(Example: Are you 18 years of age? Do you reside at Oak Lane?)

If after receiving the answers the Election Inspectors believes the person challenged is qualified to vote, the inspector allows the person to complete a ballot and use the ImageCast Scanning Device.

If the Election Inspectors are **NOT** convinced the person challenged is qualified to vote and the person challenged insists he/she has the right to vote, an Election Inspector **MUST** administer the following oath:

The Qualification Oath ((See Figure 102, Pg. 62); it is also located in the Blue Inspectors Notebook):

"You do swear (or affirm) that you are eighteen years of age, that you are a citizen of the United States and that you have been a resident of this state, and of this county (of Town/Village) for the thirty days next preceding this election, that you reside at the same address at which you have been duly registered in this election district, that you have not voted in this election, and that you do not know of any other reason why you are not qualified to vote at this election. You do further declare that you are aware that it is a crime to make any false statement. That all the statements you have made to the board have been true and that you understand that a false statement is perjury and you will be guilty of a misdemeanor." (Election Law 8-504.3)

If the person challenged **REFUSES** to take the oath, he/she is not permitted to vote.

If the person challenged takes the Oaths, the inspector allows the person to complete a ballot and use the ImageCast Scanning Device.

As an Inspector you must challenge any voter whom you know or suspect is not legally entitled to vote in your district. Inspectors will record a voter challenge on Section 2 of the Challenge Report (See Figure 65, Pg. 35).

CHALLENGES ARE NOT COMMON

Preliminary Challenge Oath:

For an individual who has been challenged and who is about to be questioned by the Board of Inspectors as to his or her voting qualifications.

“You do solemnly swear (or affirm) that you will make true answers to such questions as may be put to you concerning your qualifications as a voter.”

(Elections Law 8-504.1)

Qualification Oath:

For an individual who has been challenged and has responded to questions from the Board of Inspectors as to his or her voting qualifications.

“You do swear (or affirm) that you are eighteen years of age, that you are a citizen of the United States and that you have been a resident of this state, and of this county (of Town/ Village) for thirty days next preceding this election, that you reside at the same address at which you have been duly registered in this election district, that you have not voted in this election, and that you do not know of any other reason why you are not qualified to vote at this election. You do further declare that you are aware that it is a crime to make any false statement. That all the statements you have made to the board have been true and that you understand that a false statement is perjury and you will be guilty of a misdemeanor.”

(Election Law 8-504.3)

Figure 102: Preliminary Challenge and Qualification Oaths

PRIMARY ELECTION PROCEDURES

Primary Elections: Only voters enrolled in the party having a primary may vote. It is of vital importance that you carefully check each voter's party. Voters are not separated in different poll books. All are in alphabetical order by district.

New York State currently has eight constituted parties:

Democratic (Green), Republican (Cherry), Conservative (Granite), Working Families (Tan),
Green (Peach), Libertarian (Goldenrod), Independence (Canary), SAM (Orchid).

Each political party has its own color. The ballots will have a colored stripe within the instructions to identify the political party. However, the readable center portion of the printed ballot needs to be white for scanning reasons.

- There will **NOT** be any voters in the poll books that are registered blank or no party.
- Voters registered NOP (blank) **CANNOT** vote in any primary election.
- If you have a problem with a voter's party enrollment, regardless of what a voter may say, have the voter call the Wayne County Board of Elections to verify his/her enrollment, or give the voter the **Notice To Voters** (See Figure 10, Pg. 10) to inform him/her of his/her rights to vote by affidavit ballot or obtain a court order. If the voter wishes to vote by affidavit ballot, be sure you provide the correctly colored political party ballot for the political party he/she '**thinks**' he/she is a member (See also the instructions for a **Vote by Affidavit Ballot** (See Page 46). The Wayne County Board of Elections will investigate the matter at the Board of Elections.

Processing the Primary Voter

1. Ask the voter's name and address.
2. Find the voter's name in the poll book and verify **ALL INFORMATION** about the voter.
3. Have the voter sign the poll book.
4. Give the voter the correctly colored political party ballot, and privacy sleeve.
5. The inspectors record the ballot stub number and initial in the poll book.
6. The voter will go to a privacy area to vote his/her ballot. The voter will then get in line to scan his/her ballot.
7. If the voter does not wish to vote for any of the candidates of his/her party, he/she does not have to vote. If the voter decides not to vote his/her primary ballot after being issued a ballot, the inspectors must:
 - Instruct the voter to fold the ballot and insert into the Spoiled Ballot Bag.
 - Record on spoiled ballot count sheet found in the front of the poll book.

POLL SITE CHANGE LETTER

To try to solve some confusion on Election Day, the Wayne County Board of Elections has created the **Poll Site Change Letter** (See Figure 103, Pg. 65). **Poll Site Change Letter** helps to reduce the wait time for the voter and has also helped to prevent voters from voting in the wrong election district.

The **Poll Site Change Letter** includes:

- The voter's name,
- The voter's new street address,
- The voter's new polling location including the town and district.
- Inspector's name completing the form and the poll site issuing the change letter.

When a **Poll Site Change Letter** is used

- When the Wayne County Board of Elections receives notification that a voter has changed his/her address after the deadlines, the Wayne County Board of Elections office staff mails a **Poll Site Change Letter** to advise the voter of his/her new polling site and to take it with him/her to the new district on Election Day to vote by an affidavit ballot. See the instructions for a **Vote by Affidavit Ballot** (See Page 46).
- If a voter goes to his/her old election district on Election Day, the Poll Site inspectors will **FIRST** check the Wayne County Road System Street Finder (See Figure 63, Pg. 33) to determine in what district the voter will vote. The inspectors will complete the **Poll Site Change Letter** (See Figure 103, Pg. 65) and send it with the voter to his/her new polling site.

REMEMBER:

If a voter brings a **Pollsite Change Letter** to your pollsite:

1. Check the pollbook first. Make sure they are not listed.
2. If they are not listed in the pollbook, follow the steps on **Processing the Voter Flow Chart** (See Figure 64, Pg. 34)

Pollsite Change Letter

WAYNE COUNTY BOARD OF ELECTIONS

Any Questions?

Call the Wayne County Board of Elections 315-946-7400 or 1-800-836-0025

VOTER: Take this letter to your **new** polling site, listed below, and **present** it to the **inspectors at the Information Table**.

Voter's name: _____

Voter's new street address: _____

Voter's NEW Polling Site Location:

Town: _____ **District:** _____

INSPECTOR'S NAME COMPLETING FORM: _____
Please print

Polling site issuing this form: _____

Inspectors: you should call the Board of Elections if you are unsure of the correct district after checking the street and road system.

Figure 103: Poll Site Change Letter

CLOSING THE POLLS

- ★ Use the time piece (clock, watch, or phone) you used to open the polls to close the polls.
- ★ Inspectors should announce that the polls are closing. This should be done loud and clear.
- ★ The doors to the polling site are to be closed and locked at 9:00 PM. Voters **already in line**, whether inside or outside the polling site, must be permitted to vote. Move the voters already in line into the polling site, check the rest rooms, check everyplace someone might be before you close and lock the door.
- ★ Ask any candidates/poll watchers in the polling site to go to the other side of the room so you can concentrate on what you are doing; candidates/poll watchers are allowed to watch the process.
- ★ Once everyone has cast his/her ballot the ImageCast Chairperson needs to check to make sure everyone has voted. Check to make sure no one is still marking his/her ballot. Check each privacy area. Once you have done this close the voting machine(s).

Simple Steps For Closing

ImageCast BMD

1. Touch the Administrative Key to the Security Key Pad
2. Press **"Close Poll"** on the Administrative Menu
3. The machine prints out 2 result tapes; divide result tapes (top and bottom). Inspectors sign the top copy
4. Place signed copy of the result tape in the Ziplock Bag marked for your town and district. Hold the bottom result tape for later
5. Press **"Power Down"** on the Administrative Menu
6. Wait until Administrative Menu is blank and the machine appears to be off
7. Open the Ballot Box Door Press **"OFF"** lower Power button on battery
8. Remove the flash card from the Pollworker flash card compartment
9. Place this flash card in the Ziplock Bag (See #4) seal it with a red security seal, give the bag to the courier for **IMMEDIATE** transport to the town courier
10. Unplug the cord from the outlet
11. Unplug the ATI
12. Detach Privacy Devices
13. Close the Ballot Box Door
14. Replace Styrofoam covers
15. Securely rest the monitor on the Styrofoam cover
16. Place the vinyl cover on the machine and secure it with the white security tag

ImageCast Scanner

1. Touch the Administrative Key to the Security Key Pad
2. Press **"Close Poll"** on the Administrative Menu
3. The machine prints out 2 result tapes; divide result tapes (top and bottom). Inspectors sign the top copy
4. Place signed copy of the result tape in the Ziplock Bag marked for your town and district. Hold the bottom result tape for later.
5. Press **"Power Down"** on the Administrative Menu
6. Wait until Administrative Menu is blank and the machine appears to be off
7. Remove the flash card from the **Pollworker** flash card compartment
8. Place this flash card in the Ziplock Bag (See #4) seal it with a red security seal, give the bag to the courier for **IMMEDIATE** transport to the town courier.
9. Unplug the cord from the outlet
10. Close the plastic hood
11. Re-seal the hood.
12. Place the vinyl cover on the machine and secure it with the white security tag

Imagecast BMD And Scanner Closing

The chairperson must initiate closing for polls **ONLY** after all eligible voters have had an opportunity to vote.

- Hold the iButton on key pad (See Figure 104) until key is accepted on LCD screen. You may need to slightly rotate the key.



Figure 104: iButton Key Pad

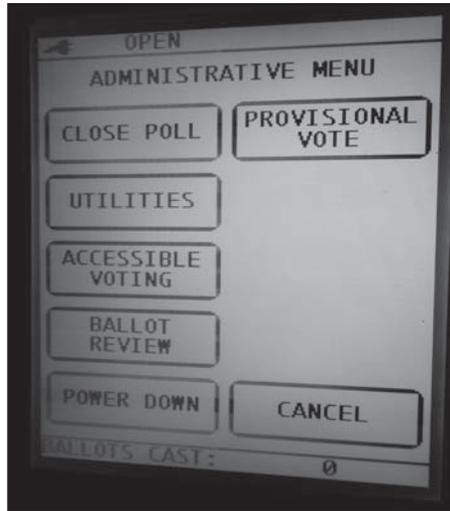


Figure 105: Administrative Screen - Close Poll

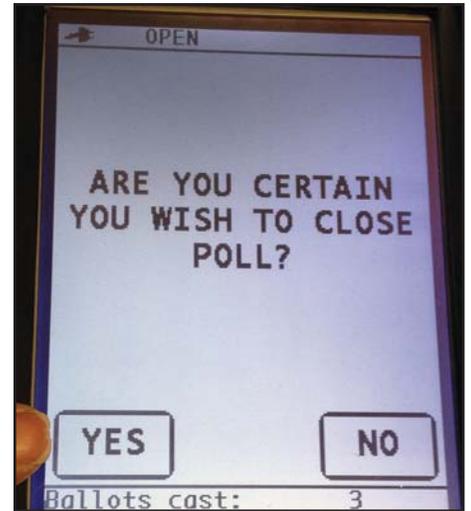


Figure 107: Administrative Screen - Are You Certain You Wish To Close Poll?

- Select **CLOSE POLL** on the Administrator screen (See Figure 105).

The message reads: **"Are you certain you wish to close polls?"**

- Select **YES** on the Administrator screen (See Figure 107).

The message reads: **"Poll is being closed please wait."**
Two (2) results tapes will print out.

- Tear off the tape and have four (4) inspectors sign the top result tape immediately (See Figure 108).

- Put the results tape in the ziplock bag (found in the Red Security Pack) (See Figure 106) marked for your district. Set it aside for the moment. The bottom result tape is going to be used to record information on the BMD and Scanner Statements of Canvass. This will also be shared with the pollwatchers after all paperwork is completed.

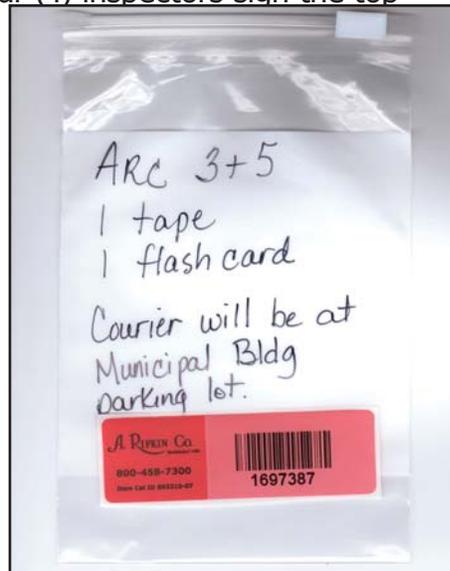


Figure 106: Ziplock Bag with Red Seal for Results Tape and Flash Card

Certification

WE, THE UNDERSIGNED, DO HEREBY CERTIFY THAT THE ABOVE RESULTS ARE A TRUE AND ACCURATE ACCOUNT OF ALL BALLOTS COUNTED AND THAT ALL COUNTERS WERE AT ZERO (0) WHEN THE POLLS OPENED AND THAT THE ELECTION WAS HELD IN ACCORDANCE WITH THE LAWS OF THE STATE.

Inspector Signature

Inspector Signature

Inspector Signature

Inspector Signature

Figure 108: Printed results tape

When the Administrator screen message reads: **“Would you like to print more copies of this report?”** (See Figure 112)

- Select **NO** on the Administrator screen (See Figure 112).
- Select **POWER DOWN** on the Administrator screen (See Figure 110).

The message reads: **“Are you sure you wish to shut down tabulator?”**

- Select **YES** on the Administrator screen (See Figure 112).
- The message reads:
“Shutting Down”

- Once the Admin Screen goes black, open the ballot box door and press the bottom power button. Figure 119 pg 70. Cut the white seal on the front of the machine marked Pollworker.

- Place the cut security seal in the broken seals envelope (See Figure 115, pg. 69).

- Unlatch the Pollworker compact flash card door by sliding the latch. Pull down the door exposing the compact flash card slot. Press the button on the right side of the compact flash card (See Figure 111). The card will eject from the machine.

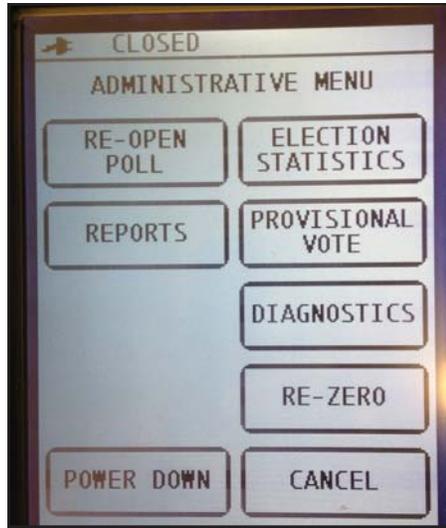


Figure 110: Administrative Screen - Shutting down

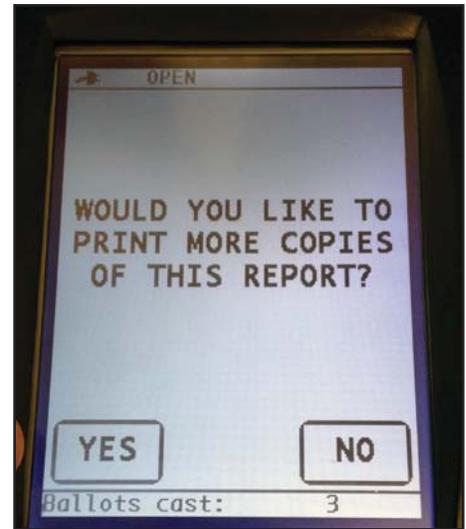


Figure 112: Administrative Screen - Would you like to print more copies of this report?

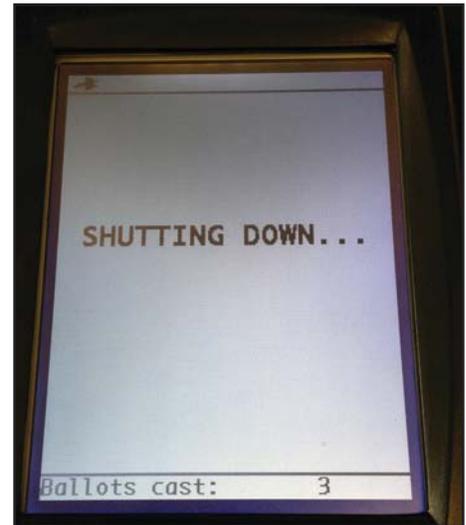


Figure 113: Administrative Screen - Shutting down



Figure 109: Remove the white seal on the Pollworker side

- Place the flash card into the ziplock bag you set aside with the top results tape. (See Figure 106, Pg. 67).

- Place a red security seal over the top of the ziplock bag covering the zipper. Record the seal number on the BMD Statement of Canvass (See Figure 45, Pg. 24).



Figure 111: Button on the Pollworker side compact flash card pops out.

- Close the Pollworker compact flash card door on the ImageCast and latch it.
- The chair has assign an inspector to deliver the ziplock bag to the Town Courier at a central location.
- The inspector, delivering the ziplock bag, will be given a Board of Elections ID badge (See Figure 117). The inspector will then drive to the location indicated to turn over the ziplock bag.

The inspector will find the Town Courier, with a Board of Elections ID badge, in the parking lot with the lights on to his/her vehicle. The inspector will sign a chain of custody form (See Figure 114) and turn over the ziplock bag to the Town Courier.

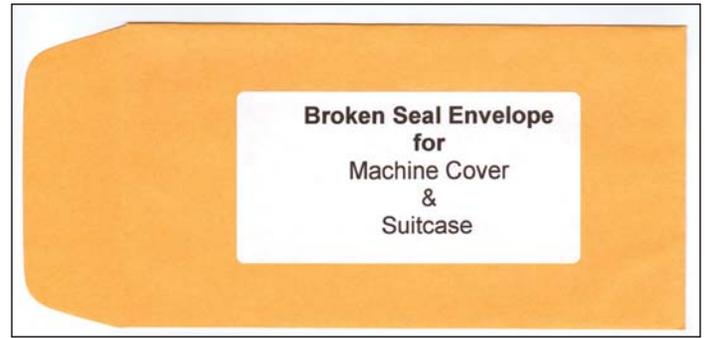


Figure 115: Broken Seal Envelope

AFTER THE POLLS CLOSE

We, the undersigned Inspectors of Election, do hereby certify that imm after the close of polls:

- Ziplock bag Seal: _____
- Total Voters Scanned: _____
- Total Voters: _____
- Protective Counter Number: _____
- Confirm Seal Number from Ballot Box Shield Gap #8: **1570504**
- Confirm Hard Plastic Seal Number (locking in Administrator Card) # _____
- Confirm Seal Number on Metal Side Plate5 :**1733481**

Figure 116: BMD Statement of Canvass.

Chain of Custody
DRIVER'S CERTIFICATE
(Return to the BOE)

General Election November 8, 2011

Instructions: This form is to be completed by the Courier who is driving the Courier Bag to the BOE.

Name of Courier receiving the zip lock bag containing the flash card & print out

Signature of Courier/ sign in the presence of BOE officials

TOWN	POLL SITE	NUMBER OF ZIP LOCK BAGGIES	Signature of Chairman turning over the zip lock baggie
Sodus District 1	Sodus Point Village Hall Bay St, Sodus Pt	1	
Sodus Districts 2 & 3	Wallington Fire Hall Ridge Rd, Sodus	1	
Sodus District 4	Joy Community House Main St, Sodus	1	
Sodus Districts 5 & 6	Sodus Municipal Building Mill St, Sodus	1	

If you encounter any problems or extended delays please call the Board of Elections immediately at 315-946-7400

Time stamp & BOE initial below

Figure 114: Chain of Custody: Flash Cards

INSPECTOR FOR ELECTIONS OFFICIAL BUSINESS

**For The Wayne County Board of Elections
IF THIS VEHICLE IS STOPPED, PLEASE
CALL 315.946.7400**

COURIER FOR ELECTIONS OFFICIAL BUSINESS

**For The Wayne County Board of Elections
IF THIS VEHICLE IS STOPPED, PLEASE
CALL 315.946.7400**

Figure 117: Wayne County Board of Elections ID Badges

- Examine the second printed results tape and this information record on the BMD Statement of Canvass in space allotted (See Figure 118):

Total Scanned
 Total Voters
 Protective Counter
 Check for day and time accuracy
 Four (4) inspectors sign the second tape

- The second printed tape will be posted or place on a table in a central location within your Poll Site. **It does not leave the Poll Site** (See Figure 120). When the ImageCast, Ballot and Supply Bags, and other equipment has been picked up by the Board of Elections the second tape maybe discarded.



Figure 119: ImageCast BMD (Only) UPS Power On Button

AFTER THE POLLS CLOSE

We, the undersigned Inspectors of Election, do hereby certify that immediately after the close of polls:

- Ziplock bag Seal: _____
- Total Voters Scanned: _____
- Total Voters: _____
- Protective Counter Number: _____
- Confirm Seal Number from Ballot Box Shield Gap #8: **1570504**
- Confirm Hard Plastic Seal Number (locking in Administrator Card) #6: **268418**
- Confirm Seal Number on Metal Side Plate5 :**1733481**
- Seal Number from Thermal Tape Printer #4: **1733479**
- Seal Number from Ballot Box Door #3: _____
- Seal Number from Emergency Ballot Door #10 _____
- New** Seal Number from BMD Suitcase: _____
- Verify** Spoiled Ballot Bag (Purple) Seal Nbr: _____

Place Ballot Door Seal Here →

When closing polls, place ballot door seal here. New seal will have to be recorded and placed when machine shuts down.

Figure 118: BMD Statement of Canvass - Polls Closing.

PROPOSAL NUMBER THREE
(1)

YES		: 2
NO		: 1
Total Votes		: 3

Unit Model		: ICP (Rev 1031
Unit Serial		: NYJAC8M269
Protective Counter:		: 118
Software Version		: 1.30.

Certification

WE, THE UNDERSIGNED, DO HEREBY CERTIFY THAT THE ABOVE RESULTS ARE A TRUE AND ACCURATE ACCOUNT OF ALL BALLOTS COUNTED AND THAT ALL COUNTERS WERE AT ZERO (0) WHEN THE POLLS OPENED AND THAT THE ELECTION WAS HELD IN ACCORDANCE WITH THE LAWS OF THE STATE.

Inspector Signature

Inspector Signature

Inspector Signature

Inspector Signature

Poll closed.
 Fri Jan 22 06:44:09 2010

Figure 120: Printed results tape

- Unplug the power cord from the power strip and secure ImageCast BMD power cord in storage clip. If you get a beeping sound, this means the battery backup inside machine is still on. Reopen the ballot box door and press the **bottom** power button (See Figure 119). The screen on the battery backup will go off.

The green status light should be off. Place power strip and ADA supplies in the BMD Equipment bag (See Figure 123).

- The machine is off, **do not tamper with the security taped ballot box**. Lock the ballot box door, placing new red security seal on door. Record the new red security seal number on the BMD Statement of Canvass in space allotted (See Figure 118, Pg. 70).

- Place styrofoam cover on machine lowering the Display Monitor into the styrofoam (See Figure 124).

- Place vinyl cover over machine (See Figure 121). Seal cover strap below machine with the hard white plastic security seal. Record seal number on the BMD Statement of Canvass in space allotted.

- Fill out all required information on the BMD Statement of Canvass, assign new red plastic security seal for BMD Equipment bag (See Figure 123), a blue seal for the Red Security Pack (See Figure 122), and record on the BMD Statement of Canvass in space allotted.

- ALL Inspectors sign the BMD Statement of Canvass (See Figure 45, Pg. 24).

- Locate and complete the ballot count sheet (See Figure 125, Pg. 73). **ALL** Inspectors must sign the ballot count sheet. Place it in Red Security Pack (See Figure 122).

- The Chair removes Security iButton and the machine key from around his/her neck and places it in the Red Security Pack.

- The Red Security Pack is placed in the hard cover supply bag, and locked. After supply bag is locked the key to the hard covered supply bag goes right on top of the BMD Equipment bag.

- Close the BMD Equipment bag and secure with the red security seal you recorded on the BMD Statement of Canvass previously.



Figure 123: BMD Equipment Bag



Figure 124: Styrofoam that protects the flat screen monitor



Figure 121: Hard white plastic security seal location on vinyl machine cover



Figure 122: Red Security Pack

Checklist For Imagecast Closing Scanner Only:

- Unplug the power cord from the power strip, and secure the ImageCast Scanner power cord in the storage clip.
- Secure the ImageCast Scanner Hood flaps and lower the hood into place. Secure the hood with a white plastic security seal recording the security seal on page 2 of the Scanner Statement of Canvass (See Figure 61, Pg. 30).
- Fill out all additional required information on page 2 of the Scanner Statement of Canvass. **ALL** Inspectors must sign the Scanner Statement of Canvass.
- Place all paperwork and the Security iButton and the Machine Key for ImageCast Scanner in the Red Security Bag (See Figure 122) and seal with a blue plastic security seal previously recorded on the Scanner Statement of Canvass.
- Place the vinyl cover over the machine and seal it with the white plastic security seal.

REMINDER CHECKLIST AND FINAL NOTES

Before leaving the polling site, be sure all Inspectors have

- Filled out all the documents completely and correctly;
- Correctly date all poll records;
- Have four inspectors signed the Challenge Report (See Figure 65, Pg. 36);
- Have four inspectors signed the BMD Statement of Canvass (See Figure 45, Pg. 24) and/or the Scanner Statement of Canvass (See Figure 61, Pg. 30) and the printed results tape (See Figure 120, Pg. 70);
- Secure all notes written throughout the day concerning Election Day events and attach on the Challenge Report found in the front of the poll book;
- Have the printed results tape(s) and compact flash card(s) been delivered to the town courier
- Sign the payment vouchers and put in the large brown envelope for the return to the Board of Elections.
- All supplies returned **NEATLY** to the appropriate Supply Bag.
- Do not throw anything away you think we may need. Put it in the District Supply Bag.
- Please refer to the Election Day Procedure Sheet in your District Supply Bag.
- Please use this manual as your guide on Election Day
- Stay in the Poll Site until the Chairman has excused you.
- Make sure your site is picked up and cleaned up.

Great Job!!!!

Thank You

**General Election Held
November 8, 2011
County of WAYNE, State of New York**

Town of _____ District #(s) _____

Located at _____

Voting Machine(s) Number(s): Machine 1: _____

Machine 2: _____

Before Polls Open:

Total number of ballot booklets: _____ X 100= _____

Total number of ballot booklets: _____ X 50= _____

Total number of ballot booklets: _____ X 25= _____

Total of ballots in all (add the above 3 lines together): _____

Total number of blank paper ballots: _____

After Polls Close:

Total number of ballots left in booklet(s): _____

Total number of "spoiled" ballots: _____

Total number of Emergency ballots: _____

Total number of ballots scanned: _____

Total number of ballots: _____

(This total should equal the Before Polls Open total)

Total number of blank paper ballots left: _____

*The totals will not include Affidavit Ballot numbers- these will be the "old style" ballots

We the undersigned certify that the ballots received from the Board of Elections equal the ballots returned to the Board of Elections:

Signature of Inspectors:

Figure 125: Ballot Count Sheet

Chain of Custody
DRIVER'S CERTIFICATE
 (Return to the BOE)

General Election November 8, 2011

Instructions: This form is to be completed by the Courier who is driving the Courier Bag to the BOE.

 Name of Courier receiving the zip lock bag containing the flash card & print out

 Signature of Courier/ sign in the presence of BOE officials

TOWN	POLL SITE	NUMBER OF ZIP LOCK BAGGIES	Signature of Chairman turning over the zip lock baggie
Sodus District 1	Sodus Point Village Hall Bay St, Sodus Pt	1	
Sodus Districts 2 & 3	Wallington Fire Hall Ridge Rd, Sodus	1	
Sodus District 4	Joy Community House Main St, Sodus	1	
Sodus Districts 5 & 6	Sodus Municipal Building Mill St, Sodus	1	

If you encounter any problems or extended delays
 please call the Board of Elections immediately
 at 315-946-7400

Time stamp & BOE initial below

Figure 126: Chain of Custody: Flash Cards

FREQUENTLY ASKED QUESTIONS

Election Procedures

Where are the ImageCast keys located at opening and where do we return them at closing?

The ImageCast keys for each polling site will be in Red Security Pack in the District Supply Bag brought to the Polling Site by the Chair. The supply bag key will be in the Ballot Bag in a key envelope. At closing, the keys must be placed in the Red Security Pack for the Poll Site (this bag is then sealed with a blue plastic security seal).

Why are there two keys on the key ring?

The ballot box door key is a metal key that when inserted in the front lock allows the handle to be turned and the door opened; the Security iButton is used to boot up election files and initiate each ImageCast BMD audio session.

How should assistance given on the BMD be recorded?

Inspectors should record any assistance given to the voter on the BMD that might be construed to affect how that voter votes. For instance, helping to fill out an affidavit ballot envelope would need to be recorded on Section 3 of the Challenge Report.

Where are ballots with write-in votes recorded?

Ballots with write-in votes will be inside the ImageCast they are diverted to a compartment adjacent to the ballot box. These ballots will be counted by the Wayne County Board of Elections following the election.

What is a Spoiled Ballot?

A spoiled ballot is any printed ballot rejected by the ImageCast scanner or the voter. A spoiled ballot should be placed by the voter into the Spoiled Ballot Envelope. The Spoiled Ballot Envelope is then placed in the purple Spoiled Ballot Bag by the voter.

What is an Abandoned Ballot?

An abandoned ballot is a ballot (marked or unmarked) **NOT FOUND IN THE SCANNER OF ANY MACHINE**. Abandoned ballots must be placed in the Spoiled Ballot Bag. An abandoned ballot may not be cast. If a voter leaves a ballot **AND IT IS IN THE SCANNER, IT MUST BE CAST**. Two inspectors, one from each party, will witness the casting of such a ballot.

What is an Emergency Unscannable Ballot?

An Emergency Unscannable Ballot is a ballot that is marked by a voter and is rejected by **EVERY** ImageCast in the polling site. If one ImageCast will not accept a ballot, instruct the voter to use another ImageCast. Whenever the instance of an Emergency Unscannable Ballot arises, the voter may choose to spoil such a ballot and receive a new ballot. An Emergency Unscannable Ballot may be cast.

Can a Voter really use any scanner in the polling site?

Yes. Each ImageCast scanner is programmed to read the results for each Election District within the polling site.

Where is the Public Counter Number or Ballot Stub Number Located?

The public counter or ballot stub number is located on the ballot pack tab and is unique to each ballot that is removed for the voter. The public counter or ballot stub number must be recorded in the poll book for each voter.

Where are the completed tabs from each ballot pack stored?

In the ballot bag. Remember to record each ballot pack used on the Ballot Reconciliation Sheet.

What are the scissors for?

The scissors should be used to cut any hard plastic seals. As an example: in the morning, cutting the seal on the black vinyl cover(s) over the ImageCast Voting Device(s). At closing, use the scissors to cut the hard plastic seals securing the Poll Worker compact flash card compartments.

Where do the cut plastic seals go?

Cut plastic seals are placed in the used seals envelope inside the Red Security Pack for the poll site.

Where do I find "extra" security seals?

The security seals that are in the Red Security Pack at opening may all be used at closing. As an example: new security seals must be applied to the ballot box door(s) of all ImageCasts Voting Device(s) and a new seal must be applied to the ATI port.

Must voters use the Privacy Folders?

No. But inspectors **MUST** give the voter one. The choice to use the folders, either in the privacy areas or at the ImageCast is entirely up to the voter.

FREQUENTLY ASKED QUESTIONS

Do voters have to use the Ballot Markers Pens provided by the Board of Elections to mark his/her ballots?

Yes. The pens are read better by the ImageCast Scanning Device. Ordinary pens and pencils may not fill in enough of the box, be readable by the ImageCast Scanning Device, and ordinary pens and pencils use might result in a “**blank ballot**” or an “**ambiguous mark**” reading by the ImageCast Scanning Device.

Does an ID need to be current for it to be accepted?

Yes. The ID should be recent. Identification applies only those voters that are required to show ID as indicated in the Poll Book. The ID must contain the voter’s name, and current address (may not be a Post Office Box). There is a list of approved ID’s in this manual.

What happens in a Primary if a voter says they are one party but does not appear in the Poll Book?

In a Primary Election, voters are not separated into different poll books. All voters are in alphabetical order by district. If the voter does not appear in the poll book, present him/her with an affidavit ballot, allow him/her to vote by affidavit ballot, and the Wayne County Board of Elections will determine following the election the voter’s eligibility.

How long can a voter take to fill out his/her ballot or use the ImageCast Scanning Device?

There is no time limit. However, after a reasonable time, two inspectors can approach the voter, or the voter at the ImageCast Scanning Device, and ask the voter if he/she require assistance. If the voter answers **YES**, the inspectors should follow the procedures for voter assistance. If the voter answers **No**, inspectors should allow the voter any additional time.

Does it matter which memory card is placed in the ziplock bag?

Yes. The Poll Watcher Compact Flash Card should be the **ONLY** one placed into the zip-lock bag.

What happens to the supplies when inspectors close the polls?

The inspectors have replaced the supplies into the District Supply Bag and the BMD Equipment Bag. The bags are picked up by the staff of the Wayne County Board of Elections following the closing of the poll site.

Inspector Issues

How do I know what Election District I will be assigned?

Election Inspectors are assigned to a Polling Site, and an Election District. Inspectors will receive a letter notifying him/her to which polling site he/she will be assigned. These letters will arrive prior to any election.

How should we handle reporters and/or photographers that appear at the polling site?

Always be considerate toward the press. The Wayne County Board of Elections does not allow Reporters and/or photographers within a poll site. Reporters and/or photographers may ask voters questions outside the 100’ district distance marker. All reporter and/or photographers shall be directed to the Wayne County Board of Elections offices.

How can we improve the lighting, heat or set-up of our Polling site?

The best way is to find the custodian or janitor at your polling site. Because of the number of polling sites, it is difficult for the Board of Elections to make immediate changes on Election Day.

Can the Board of Elections provide transportation for inspectors to and from the polling site?

No. Inspectors must provide his/her own transportation.

How do Inspectors vote if they are scheduled in a different polling site from where he/she votes?

Inspectors, not assigned to his/her election district, must vote by Absentee Ballot. The Wayne County Board of Elections will provide all Inspectors with absentee ballots, if needed. It is the responsibility of the inspector to return the absentee ballot by mail or in person before to the absentee ballot dead line.

When we call the Wayne County Board of Elections on Election Day, whom will we be speaking to?

You will be speaking with an Election Board Clerk, one of the Deputy Commissioners, or one of the Commissioners. Inspectors must follow his/her instructions.

REVIEW TOPICS FOR INSPECTOR

NOTE: these are only SAMPLE topics. Other subjects may be asked on the Exam

Before you Start

- ★ List three minimum qualifications to be an inspector.
- ★ List five responsibilities of an Election Inspector.
- ★ List three jobs inspectors will be doing during the day.
- ★ List three roles of a Site Chair.
- ★ What is the purpose of the sip-and-puff device?
- ★ What is the purpose of the earphones?
- ★ What does the ATI do?
- ★ Why can voters use any ImageCast Scanning Device to cast his/her ballots?
- ★ Where is the Opening Tape stored?
- ★ What does the administrative key iButton do?

Opening the Polls

- ★ When do the polls open on General Election Day and Primary Day?
- ★ When must Inspectors arrive at the polls on Election Day and Primary Day?
- ★ In which bag are the unused ballots stored?
- ★ What should inspectors do first after they arrive at the polls?
- ★ Describe what must be done between cutting the plastic seal and printing the opening tape on the ImageCast Scanner?
- ★ Describe what must be done between removing the canvass cover and printing an opening tape on the ImageCast IBMD?
- ★ What is the purpose of the Distance Marker?
- ★ Where should the "Vote Here" signs be placed?
- ★ What signs should be placed on the wall near the entrance of the polling site?
- ★ List the seals and the purpose of the seals.

Check-In Procedures

- ★ List the sequence of Checking-In a voter.
- ★ Name three documents that can be used if the voter's record shows "ID Required."
- ★ List the additional check-in steps necessary in a Primary Election.
- ★ List three reasons an affidavit ballot might be used
- ★ What is the Notice to Voters?
- ★ List three (3) options available to inspectors if the voter's address is not in the election district.
- ★ What is the purpose of the street guide?
- ★ What responsibilities do the inspectors have to process an affidavit ballot?
- ★ Why would a voter use a Court Order?
- ★ How is a write-in vote done?
- ★ What is the purpose of the Challenge Report?
- ★ In a Primary Election, how are ballots given to a voter?

Assisting the Voter

- ★ List three instances when a voter may be assisted.
- ★ Describe any oaths that may be necessary to administer if a voter requires assistance.
- ★ List four ways to sensitively interact with a voter with disabilities.

People at the Polls

- ★ Why might a poll watcher be at a polling site and what must they present to the inspectors?
- ★ List two (2) functions a poll watcher may do and two (2) actions they may **NOT** do.

At the Polls

- ★ When during the day should **ALL** inspectors be at the polls?
- ★ Give three examples of what may **NOT** be brought to the polling site.

REVIEW TOPICS FOR INSPECTOR

NOTE: these are only SAMPLE topics. Other subjects may be asked on the Exam

Closing the Polls

- ★ When exactly do the polls close?
- ★ Where are the seals located?
- ★ Who must sign the poll results tapes?
- ★ When may an inspector leave?
- ★ What happens to the supplies and equipment after the polls close?

Other Questions

- ★ Why does a Primary occur?

BMD & ICP instructions for ballot review

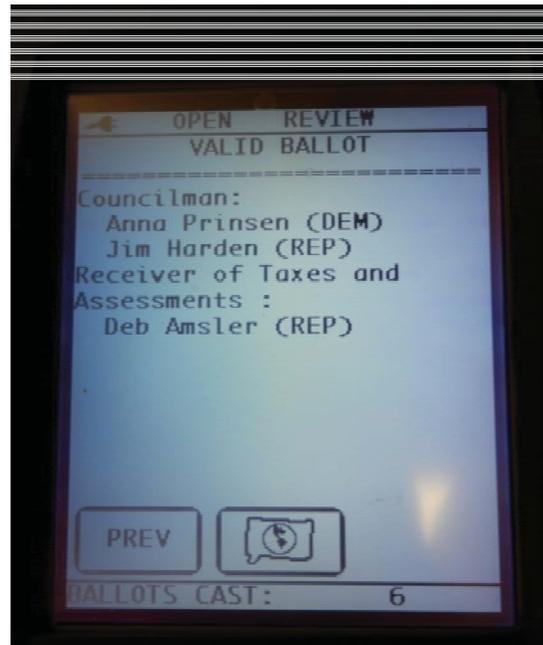
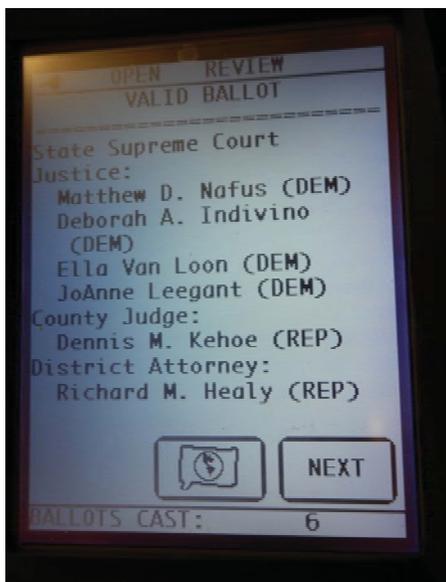
We have received many calls that voters want to review their ballot on the voting machine.

They have been instructed to tell the inspector at the voting machine **before** they insert their ballot.

Apply the security key, (ibutton), to get the Administrative Menu screen

Press BALLOT REVIEW, Press VISUAL, when SYSTEM READY shows,

Have the voter insert their ballot.



The voter can view the choices they made.

Press NEXT for the more candidates.

When finished the voter can either press CAST or RETURN

Once voter casts their ballot, the machine goes back to regular mode.

Any questions please call our office. 315 946-7400

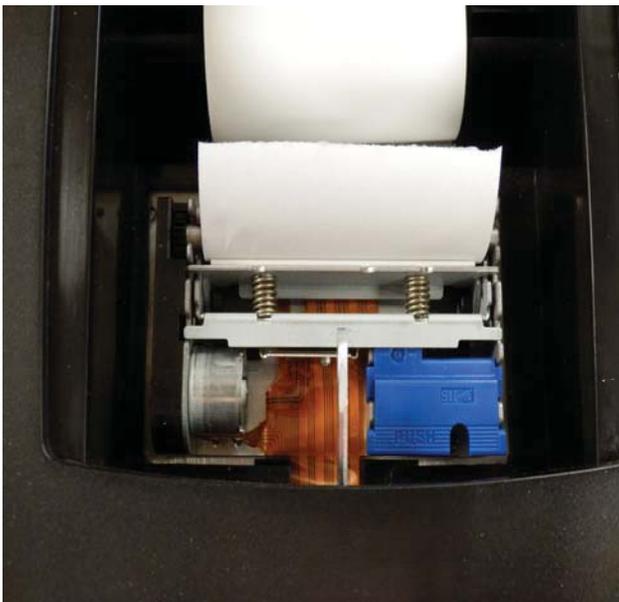
How to change thermal tape for the IMAGECAST



1. Remove the Red Security Tape



2. Lift up cover



3. Press blue lever down to release metal guide



4. Lift off metal guide



5. Remove roll of tape.



6. Insert new roll of tape so that the tape is rolling from



7. Push metal guide as shown to click in place.



8. Feed paper thru cover and push cover down to click in place.

GLOSSARY OF TERMS

Abandoned Ballot – A marked ballot that is found in the polling site, but **NOT** in the scanner of any machine. An abandoned ballot must be placed in the Spoiled Ballot Return Envelope.

Absentee Ballot – A paper ballot issued by the Board of Elections, prior to Election Day, for voters who will be out of the County or in County but ill.

Affidavit Ballot – A “old style” paper ballot issued to a voter who is otherwise not in a poll book but who lives in the Election District. After the voter has voted the ballot, it is placed into an Affidavit Ballot Envelope.

Arm – The bendable metal connection between the body of the BMD and the monitor.

ATI – Audio Tactile Interface. Handled by a voter to interact with the BMD in the creation of a marked ballot.

BMD Equipment Bag – The bag that stores all of the BMD equipment, ADA equipment and ballots.

Ballot Marking Device (BMD) – A device that creates a marked paper ballot that is the result of voter interaction with visual or audio prompts from a blank sheet of paper.

Ballot Proposal – Any constitutional amendment, proposition, referendum or other question submitted to the voters at any election and located on the reverse side of the Official Ballot.

Ballot Stub Number – The number appearing on the stub of the pre-printed ballot identifying the ballot number. There are fifty (50) per ballot pack.

Ballot, Write-In – A vote cast for a person whose name does not appear on the ballot. Write-in space is located at the bottom of each column.

Challenge Report – A sheet of paper where name changes, challenges, court orders, affidavit ballots, and instances of assisting voters are recorded.

Contrast Button, Green – Located on the back of the ImageCast BMD only, is a button that will enhance the apparent brightness or clarity of the display screen.

Court Order – If the voter’s name is not in your pollbook, a “Notice to Voters” sheet has to be provided to the voter and read. A voter has the right to vote by a Court Order. Instruct the voter to call the Board of Elections to set up appointment with the judge assigned. When voter presents you a court order at your polling site, follow directions on Court Order. Voter will vote the using the ImageCast. Have them sign the front of the court order, write ballot number

in the public counter section & two Inspectors initial. “Important” - don’t forget to record info on Challenge in Section 4.

District Maps – A street map, usually of a Town, displaying Election Districts in an overlay. This is used to locate polling sites and direct voters.

Distant Markers – These are signs posted 1 00 feet from the polling site entrance prohibiting any political campaigning activity in that area. Posted by the inspectors on election morning.

ED (Election District) – The smallest political unit usually comprising neighborhoods and indicted by a number (e.g. ED 3). Voters must vote in his/her Election District. Inspectors serve in an Election District. Committee members are elected from an Election District.

Election Supplies Suitcase – A suitcase prepared by the Board of Elections containing pollbook, and other materials needed by each election district for election day operations

Emergency Ballot – Paper ballots used if the voting machine malfunctions and is not in working order. You must call and get permission to switch to Emergency Ballots. If there are voters that can not wait for the machine to be repaired or another machine delivered, switch to Emergency Ballots. Have the voter sign their name in the poll book. write ballot number in public counter box and two Inspectors initial. The inspectors will give voter a paper ballot and privacy sleeve. Have the voter vote the paper ballot and insert ballot in the emergency ballot slot of the ImageCast. These ballots are **NOT** counted on election night!

Emergency Unscannable Ballot – A marked ballot that is rejected by every scanner in the polling site. An emergency unscannable ballot should be placed in the Emergency Ballot slot.

General Election – Held on the first Tuesday after the first Monday in November. Polls open at 6 am & close at 9 pm. This election determines the elected officials, whether it is Federal, State or Local government positions.

iButton or Security Key – The ibutton is a computer chip enclosed in a stainless steel container. Each ibutton has unique information that has been etched in the chip.

ImageCast – A brand name of the voting machines used in Wayne County.

GLOSSARY OF TERMS

Inactive Status – A category of registered voters who have failed to respond to a residence confirmation notice and whose registrations have neither been restored to the active registration rolls nor been cancelled.

Machine Number – The number that identifies each voting machine. There will be district, town, county, and state machine numbers on each ImageCast Voting Device.

Major Political Parties – See *Political Parties, Major*

Monitor – The display screen, on the ImageCast BMD only. This is used for voting session designed for handicapped voters.

Name Stamp – Any device which, when applied with ink or other permanent dye, can be used to imprint a person's name on to a document permanently.

Notice to Voters – A notice given to voters if their poll record is missing from your district's pollbook, inactive list, or has moved without updating their voter registration. This notice gives the voter two options: the voter can vote by either an Affidavit (paper) Ballot or obtain a Court Order. **BE SURE THAT THE VOTER IS IN THE CORRECT DISTRICT!**

Optical Scanner – A unit on ImageCast voting machine that reads and tallies votes of each ballot submitted to scanner. Ballots contain special bar coding to indicate town and district the vote has been cast from.

Party – Is any political organization, which at the last preceding election for governor polled at least fifty thousand votes for its candidate for governor.

Pay Voucher – A form that inspectors must sign in order to be paid for his/her work.

Poll Book – The loose leaf book containing a voter's name, address, and signature in which a voter must sign before he/she is allowed to vote on an ImageCast Voting Device.

Poll Site Change Letter – Form used by either the BOE staff or another polling site to inform the voter and inspectors of the correct district in which the voter needs to vote. First, make sure the voter belongs in your district by looking in your street/road list.

Poll Site Custodian – An appointed employee charged with the duty setting up polling sites, delivering, and picking up voting machines and/or electronic voting equipment.

Poll Watcher – A person appointed by a candidate or political committee to obtain names of persons who have voted. A **Poll Watcher's Certificate** must be shown to the Inspectors. A candidate or party committee may have a **maximum of 3** Watcher's at an election district at anyone time, only one of those watchers may be within your guardrail at anyone time. Poll Watchers **may** witness opening of machine, challenge voters, observe proceedings, be given info to who has voted & observe the canvass & tally when the polls close. Poll Watchers **may not** electioneer, disrupt proceedings or sit at the Inspector table. They are not part of the Inspector Team. A poll watcher **may not** challenge the decisions of the inspectors.

Power Supply – Located to the lower right of the ballot box in the ImageCast BMD only, this supplies the ImageCast BMD with a 2 hour battery back-up in case of power failure.

Primary Election – In most cases it is held on the third Tuesday in June. Polls open at 6 am & close at 9 pm. This election determines who will be on the ballot in November. Only the voters enrolled in the parties having the primary are qualified to vote in such primary. If a voter is registered in "No party" (NOP) they are not allowed to vote in a caucus or primary. In a presidential year, the Presidential Primary is held in April.

Privacy Booth – A "U" shaped device used to give voters privacy when they vote at a table on his/her preprinted ballot.

Privacy Screen – A corrugated plastic screens adhered to the ImageCast voting machine to protect the privacy of the voter's ballot.

Privacy Sleeve – A folder type cardboard used by the voter to protect the privacy of their vote. Ballot may be fed into the ImageCast from within this sleeve. Inspector provides sleeve with each ballot issued.

Protective Counter – A counter for a voting device, this records the number of times the machine or system has been operated since it was built.

Public Counter – A counter for a voting device, this records the number of persons who have voted on the machine in each individual election. (number of ballots cast)

Residence – That place where a person maintains a fixed, permanent and principal home and to which he/she, wherever temporarily located, always intends to return.

GLOSSARY OF TERMS

Sample Ballot – A paper diagram of the ballot face.

Seal – (1) White hard plastic security strips that are used, as an example, to secure the compact flash card compartment, the BMD Equipment Bag, the ImageCast Scanner hood, and other items; or (2) Red vinyl security sticker strips that are placed over critical areas of the ImageCast Voting Devices, as an example, the ballot box door, ATI port, and the ziplock bag.

Security Key – *see iButton*

Security Pack, Red – In Wayne County it is a red pouch, portfolio or similar container that has a means of being sealed, which provides election inspectors with a single and secure source for seals, tags, statement of canvass, keys and other security related documents.

Security Seals – (or tamper evident security seal) A devices such as tape, strap or bands that are used to indicate that access to a door or enclosure has occurred. The seal does not prevent opening the door or enclosure, but rather will indicate at it has occurred.

Sip and Puff – a technology that allows the voter to interact with the ImageCast BMD by measured breathing in or out.

Spoiled Ballot – A printed ballot that has been marked incorrectly by the voter and is rejected by that voter or voting machine for any reason. Or ballot that has been voted but cannot be cast.

Statement of Canvass (important paper work)
Filled out –

“Before the Polls Opened” all information needs to be verified from the Statement of Canvass to the seal numbers on the machine and ballot bag. Record the total voters scanned, total voters, and protective counter number from the tape that prints from opening the ImageCast. tape is to be attached to the statement of canvass after all inspectors signing.

“After the Polls Closed” all information needs to be recorded on the statement of canvass of the recording seal numbers as requested. Tape that prints at the Closing of the polls also needs to be signed by all inspectors and attached to the Statement of Canvass. Return all paperwork to the suitcase.

Status Indicator Lights – A set of lights located on side of ImageCast machine indicating the status mode of the machine.

Street Directory – Listings with all house numbers and streets within a polling site.

Street Guide – *See Street Directory*

Uncontested Office – Is used in connection with a primary election of a party; means an office or position for which the number of candidates designated is the same as the number to be nominated or elected by the party. Also, no valid petition by an enrolled party member has requested the opportunity to write in the name of an undesignated candidate.

Voting Machine Technician – A board of elections employee charged with the duty of repairing and maintaining voting machines and/or electronic voting equipment.

Write-In Ballot – *See Ballot, Write-In*

Zoom Button, Yellow – Located on the back of the ImageCast BMD only, is a button that when pushed produces three magnification levels.

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