Erie County
Board of Elections

2023 Election Day Instruction Manual

Mark it.

Scan it.

Make your vote count.

Ralph M. Mohr
Commissioner

Jeremy J. Zellner
Commissioner

This book belongs to: _____

Dear Elections Inspector,

Thank you for your interest in serving as a poll worker in Erie County. Elections Inspectors play a vital role in the democratic process and are key to the success of any election.

The Erie County Board of Elections would like to thank you for your community service, commitment to your neighbors as they exercise their freedom to vote, and dedicated efforts to provide fair and accurate elections for all Erie County voters.

There have been many changes to the laws related to elections and the machinery of democracy that will require your careful attention. We know our Elections Inspectors are more than capable of learning new procedures, maintaining a helpful attitude, and increasing the security and accuracy of an election.

This handbook, your training course, and the other aids supplied to you will describe your responsibilities in detail.

Again, thank you for your efforts to give every registered Erie County voter the opportunity to cast a vote in confidence.

Ralph M. Mohr
Commissioner

Jeremy J. Zellner
Commissioner

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ELECTIONS INSPECTOR INFORMATION

Inspector Qualifications

There are several qualifications you must meet in order to become a certified Inspector.

You must be

- A resident of Erie County
- Registered to vote in Erie County
- Able to speak, read, and write the English language
- In attendance at an annual training class, receive a passing grade on the evaluation test, and have been administered the Oath for Appointive Election Officer

You may not be a

- Publicly elected official or candidate in the district where you work
- Spouse, parent or child of a candidate who is running for office in the district where you work.

Voting Hours

Erie County polls are open from 6:00 am to 9:00 pm.

All Elections Inspectors are scheduled to begin work at **5:30 a.m. sharp** on Primary and General Election days. **All polls in Erie County <u>MUST be open</u> and operational by 6:00 a.m.**

If your location is properly set up and ready before 6:00 am, you **<u>MAY NOT ALLOW</u>** any voting to take place prior to 6:00 am.

Election law mandates that voters who are in line at the close of polls (9:00 p.m.) will be allowed to vote.

Every vote counts, including your own!

As an Inspector, you are encouraged to vote in one of the following ways

- On your lunch or dinner break.
- By special ballot prior to Election Day.
- During Early Voting

If there is a chance you will be working a polling location other than your own, please contact the Board of Elections 858-7818 for a special ballot application and deadlines.

Keep the Polling Location Professional

It is important to greet and assist voters with professionalism and treat your fellow Inspectors with respect at all times.

Please wear clean, comfortable, and appropriate attire. What you wear helps set a professional tone at your polling location.

It is never permissible to consume food or drink while seated at the sign-in table. The sign-in table should remain free of all food, drinks, and debris and personal belongings.

ELECTIONS INSPECTOR INFORMATION

<u>Chairperson Responsibilities</u>

The Chairperson is the team leader who supervises all Election Day activities. Therefore, it is imperative that the **<u>Chairperson be elected FIRST thing</u>** in the morning. If chosen to be the Chairperson, you will be paid an additional amount to reflect the additional duties required.

Duties include, but are not limited to

- **Delegate** Inspector assignments first thing in the morning such as
    - Opening the scanner and AutoMARK (2 Inspectors, **one from each political party**)
    - Opening the white supply box(es) and properly setting up the sign-in table
    - Displaying all appropriate posters and setting up the 100 foot markers outside
    - Making sure the room is set up properly
- **Account** for and distributing all election supplies
- **Schedule** Inspectors lunch and dinner breaks. Please make an effort to have all Inspectors back from lunch by 12:00 pm, and from dinner by 5:00 pm to ensure a full staff during peak voting times.
- **Ensure** there is a team of bipartisan Inspectors present at all times
- **Verify** that all Inspectors have signed the green pay voucher
- **Deliver** the Brown Tabulation Folder and the Poll Books to the proper location after the close of polls

    CITY OF BUFFALO – Directly to the Board of Elections

    ALL TOWNS, CITY OF LACKAWANNA AND CITY OF TONAWANDA – To site designated by the Board of Elections

<u>Inspector Assignments</u>

These assignments should be rotated periodically during the day.

Record Voters in Poll Book —
- Locate voters in the Poll Book
- Record necessary voter information

Issue Ballots –
- Carefully remove ballots from the Ballot Booklet
- Issue all voters a privacy folder

Supervise Privacy Area and Scanner –
- Establish a secure and quiet privacy area
- Assist voters, if requested
- Collect the privacy folders and return them to the sign-in table

Greet the Voter (if applicable) – Polling locations with two or more Election Districts may have a Greeter(s) with a Street Listing at the door.
- Direct voters to their correct Election District within your location or to their proper polling location.

PRIVACY OF THE VOTER

It is of the utmost importance to respect the privacy of the voter at all times. Proper room set-up for your location is essential to this privacy. Please refer to Page 5 for an example.

To facilitate a secure voting area, please follow these regulations.

YOU MUST

- Set up the voting area in a manner that maintains voter privacy at all times.

- Position the AutoMARK with the screen facing a wall, providing a 5 foot turning radius around the unit, and not positioned next to the scanner

- Provide pens for the privacy area and keep the area clean at all times

- Maintain a quiet and orderly polling location

- Keep a reasonable distance (10 to 12 feet, space permitting) from the scanner, AutoMARK and the privacy area

- Remove any political materials from the privacy booth

YOU MUST NEVER

- Touch or view a voter's ballot without permission from the voter

- Approach the scanner or privacy area without permission from the voter

ASSISTING A VOTER

If a voter asks for assistance, you should not hesitate to help. Prior to approaching a voter, you must ask the voter to put their ballot in a privacy folder.

A voter entitled to assistance in voting who does not select a particular person may be assisted by two elections inspectors not of the same political faith.*

It is MANDATORY that two elections inspectors; one from each political party, assist the voter in marking and casting a ballot.

Be sure to enter the voter's information in the Election Day Activity Forms found on the canvass sheet.

*NYS Election Law § 8-306 (3)

ROOM LAYOUT

Proper room set up is essential to running a successful election.

Tables and chairs are set out for you by personnel and the polling site. The Board of Elections informs each location how many tables and chairs are needed, but our office does not instruct them as to how to set up the room.

Room set-up is **YOUR** responsibility as Inspectors.

When determining room set-up, you **MUST**

- Consider the privacy of the voter at the privacy booths and at the DS-200 scanner

- Allow room for lines to form during peak voting hours at the sign-in table(s) and scanner(s)

- Establish a clear path of travel to the proper scanner in locations with multiple scanners

- Direct voters to the proper scanner for their Election District

NOTES

Some locations are set up by Board of Elections employees prior to Election Day. If your location has been set up by this office, there will be a note informing you as such. Please do not make any changes.

When a Board of Elections Site Coordinator visits your location and determines the room set up should be changed, you **MUST** make those changes at the first possible opportunity.

See the following page for an example on how your location should be set up.
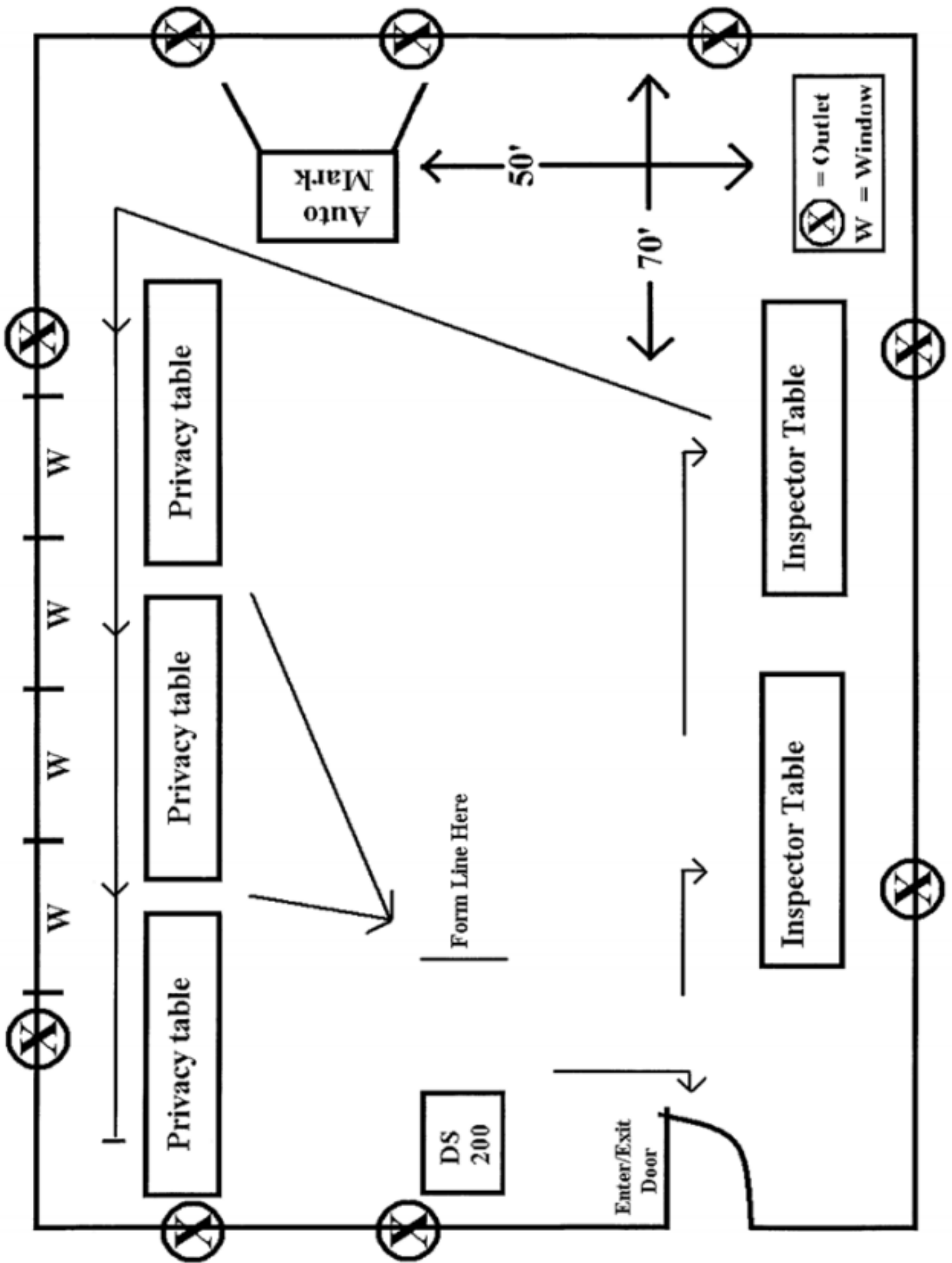
Auto Mark

50'

70'

⊗ = Outlet
W = Window

Privacy table

Privacy table

Privacy table

W

W

W

W

W

Inspector Table

Inspector Table

Form Line Here

DS 200

Enter/Exit Door

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OPENING PROCEDURES CHECKLIST
Supply Box Opening Procedures

The opening of supplies and machines should NOT commence until two Inspectors **(one from each political party)** are present. Call the Board of Elections if you do not have enough people to open by 5:45am. The Chairperson is to ensure that all necessary forms are completed and all Inspectors are properly clocked in.

NOTES

1. Locate Poll Books and the white supply box(es) on top of the gray AutoMARK cart. These boxes contain the Ballot Booklets and other supplies for each election district.

All Ballot Booklets, Poll Books, and other supplies are Election District specific.

2. Cut the seal(s) from the white supply box(es).

   You are responsible for bringing your own scissors.

3. Remove poll book(s), ballot booklets and all other supplies. Keep poll book(s) on sign-in table. Start with the first ballot booklet and use in consecutive order.

4. Check the Poll Books, Ballot Booklets, and all other supplies to verify that they are for the correct district. Check the ballots in your Official Ballot Booklet against the sample ballot. If the materials do not match, contact the Board of Elections.
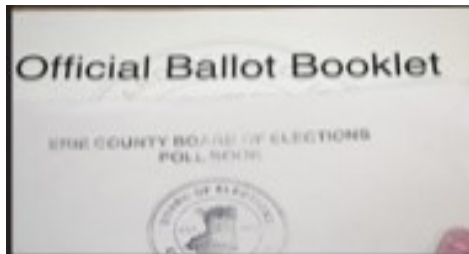
5. Review the **"Instructions, Important Documents – Review Before Polls Open"** folder. This folder will include additional instructions specifically for that election.

6. Review all other material. If you have any questions or concerns, call the Board of Elections.

7. Post the Polling Place Entrance Sign on the exterior door .

8. Place the 100 Foot Marker signs 100 feet from the **ENTRANCE** of the polling location.

9. Remove privacy booths from the AutoMARK cart. Set up booths on table(s) and position free standing booth next to a table.

OPENING PROCEDURES CHECKLIST

Supply Box Opening Procedures

9. Post the Sample Ballot and the Voter's Bill of Rights in a location for the voters to review prior to voting.

NOTES

10. Distribute black pens to the privacy booth tables. Be sure to check the privacy booth area periodically throughout the day to ensure pens are present and no debris has been left.

11. All Inspectors **MUST** wear an identification badge so voters can find an Inspector if they need assistance.

OPENING PROCEDURES CHECKLIST

AutoMARK Opening Procedures

NOTES

NOTE: Depending on the size of the ballot, the AutoMARK may take up to 20 minutes to boot up.

1. Locate the black magnetic box under the AutoMARK. The AutoMARK keys are found on the yellow key ring.

2. Unlock the back of cart with the silver skate key.

3. Open the back door of the cart to remove the accessories bin and other supplies found in the cart. Place bin on top of the AutoMARK cart.

4. Make sure the ballot bin is secured.

5. Verify the power cord is plugged into the AutoMARK unit and fed through the hole on the side of the AutoMARK cart.

6. Plug the AutoMARK unit into a wall outlet, using an extension cord, if necessary.

NOTE: Added to the power cord is an electricity indicator. This will enable you to know if the outlet is working.

7. Close and lock the rear doors of the AutoMARK.

8. Open the front of the cart with the silver key. Remove privacy booths and the Brown Tabulation Folder.

9. Secure Velcro straps to hold front doors open.

10. Lift and fold the top lid to rest on the cart.

11. Open the AutoMARK unit:

- Slide plastic clips apart from each other to unlock lid.

- Lift lid and pull the screen out of machine.

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OPENING PROCEDURES CHECKLIST

AutoMARK Opening Procedures

NOTES

- Lay lid down behind the screen and position the screen for the best visibility.

- Lift the ballot feed tray up and pull out for operation.

12. Turn ON the AutoMARK unit by turning the gold Key to the center ON position.

GREEN light: Receiving electrical power

AMBER light: Running on battery power

AutoMARK Welcome Screen will read - "Please Insert your Ballot"

13. Remove keys and return to the black magnetic key box. Store key box in the Brown Tabulation Folder. Keys **MUST** remain on premises at all times in case there are machine problems.

NOTE: The AutoMARK should never be positioned near a scanner. It should be positioned, when possible, near the privacy area. It should face a wall and have a 5 foot diameter around it for wheelchair accessibility.

OPENING PROCEDURES CHECKLIST
DS 200 Opening Procedures

Primary Election Day
Sample Canvass Sheet

Statement of Canvass for the Primary Election held June 27, 2023 in Erie County, New York   **DISTRICT**

Instructions:

1) Before polls open complete Certificate No. 1
2) Record information on Election Day Activity Form throughout the day
3) After polls close, complete Certificate No. 2 and place the RESULTS TAPE in the attached bag

Make No Other Entries on this Canvass Sheet

Certificate No. 1
Before Polls Open

1. The **number** on the **yellow plastic seal** removed from the **EPB case** is_____

2. On this 27th day of June, 2023, before the opening of the poll, we carefully compared the ballot sample with the ballot booklet(s) and found that they were identical.

3. Prior to the opening of the poll, each side of the scanner device was secured with a blue wire seal. **Contact the Board of Elections if seals are broken or missing. Do not remove the blue wire seals.**

4. Prior to the opening of the poll, the black security tape over the access door was secured with a security seal. **Contact the Board of Elections if seal is broken or missing or states "void."**

   Machine A: The **black security tape seal number** is _____
   Machine B: The **black security tape seal number** is _____
   (if applicable)
   Machine C: The **black security tape seal number** is _____
   (if applicable)
   Machine D: The **black security tape seal number** is _____
   (if applicable)

5. The polling place displayed on the screen of each DS-200 is correct. The **Public Count** displayed on each screen is **0.**

   Machine A: The **Protected Count** on the screen is _____
   Machine B: The **Protected Count** on the screen is _____
   (if applicable)
   Machine C: The **Protected Count** on the screen is _____
   (if applicable)
   Machine D: The **Protected Count** on the screen is _____
   (if applicable)

6. The Configuration/Zero Tape which has been signed by all inspectors present was placed in the ballot bin.

7. The number on the red wire seal placed on the door of the DS-200 ballot bin is:

   Machine A: _____
   Machine B: _____
   (if applicable)
   Machine C: _____
   (if applicable)
   Machine D: _____
   (if applicable)

8. The number of ballots found in the cardboard supply boxes are:

	Democratic	Republican	Conservative	Working Families
Number of English Ballots				
Initial Number of English Ballots				
Number of Spanish Ballots				
Initial Number of Spanish Ballots				

We certify that the above statements are true and correct in every particular.

x_____ x_____ x_____

x_____ x_____ x_____
              Board of Inspectors

WRITE-IN VOTES CAST FOR PERSONS NOT ON BALLOT

PARTY	OFFICE	PERSONS VOTED FOR	IN FIGURES

OFFICE USE ONLY

Certificate No. 2
After Polls Close

1. The number of additional ballots delivered to the poll district during the day are:

	Democratic	Republican	Conservative	Working Families
Additional Number of English Ballots				
Additional Number of English Ballots				
Additional Number of Spanish Ballots				
Additional Number of Spanish Ballots				

2. All emergency ballots capable of scanning were scanned. Emergency ballots incapable of scanning were counted, deposited in the DS-200 Emergency Bin, the metal cover was folded up and the bin secured with a red wire seal. **If the Emergency Bin was not used, do not seal.** The number of unscanned emergency ballots and the red seal number securing the Emergency Bin is indicated below:

   Number of Unscanned Ballots   **Red Emergency Bin Seal Number**

   Machine A: _____   _____
   Machine B: _____   _____
   (if applicable)
   Machine C: _____   _____
   (if applicable)
   Machine D: _____   _____
   (if applicable)

3. On June 27th, 2023, after the close of the poll, the black security tape over the scanner access door was removed and the close poll button was pressed. The Public and Protected Count displayed on the screen is indicated below:

   Public Count   **Protected Count**

   Machine A: _____   _____
   Machine B: _____   _____
   (if applicable)
   Machine C: _____   _____
   (if applicable)
   Machine D: _____   _____
   (if applicable)

4. The scanner was turned off and the top cover was closed and secured with a red wire seal.

   Machine A: The **red Cover Seal number** is _____
   Machine B: The **red Cover Seal number** is _____
   (if applicable)
   Machine C: The **red Cover Seal number** is _____
   (if applicable)
   Machine D: The **red Cover Seal number** is _____
   (if applicable)

5. Write the last stub number used for each party's primary in the table below.

	Democratic	Republican	Conservative	Working Families
Last stub used - English ballot				
Last stub used - Spanish ballot				

6. The white security seal number on the vinyl pouch (attached to the brown tabulation folder) to secure the Election Data Stick is _____.

7. The number of Affidavit Envelopes used is _____.

8. The results tape(s) signed by all the inspectors present is inserted in the attached plastic bag to the right.

9. The appropriate information has been recorded on the Election Day Activity Form on this canvass sheet to the right.

We certify that the above statements are true and correct in every particular.

x_____ x_____ x_____

              Board of Inspectors

Place Results Tape(s) in Bag

Activity Form: Replaces Purple Sheets

Election Day Activity Form

COURT ORDERS:

Name _____ Address _____
Name _____ Address _____
Name _____ Address _____

DECEASED:

Name _____ Address _____ VoteID#_____
Name _____ Address _____ VoteID#_____
Name _____ Address _____ VoteID#_____
Name _____ Address _____ VoteID#_____
Name _____ Address _____ VoteID#_____

ASSISTANCE PROVIDED:

Name _____ VoteID#_____
Address _____
Reason for Assistance _____
Person Providing Assitance _____

Name _____ VoteID#_____
Address _____
Reason for Assistance _____
Person Providing Assitance _____

Name _____ VoteID#_____
Address _____
Reason for Assistance _____
Person Providing Assitance _____

Name _____ VoteID#_____
Address _____
Reason for Assistance _____
Person Providing Assitance _____

Name _____ VoteID#_____
Address _____
Reason for Assistance _____
Person Providing Assitance _____

CHALLENGES:

Name _____ VoteID#_____
Address _____
Reason for Challenge _____

Name _____ VoteID#_____
Address _____
Reason for Challenge _____

BOARD OF ELECTIONS USE ONLY
OFFICE USE ONLY TOTAL OF VOTES CAST / BALLOTS ISSUED OFFICE USE ONLY

	Election Day Scanned Ballots	Early Voting Scanned Ballots	Absentee Ballots Not Including Federal	Unscanned Emergency Ballots	BMD Ballots	Valid Affidavit Ballots	Valid Early Voting Affidavit Ballots	TOTAL		Invalid Early Voting Affidavit Ballots	Invalid Affidavit Ballots	Spoiled Ballots	Missing Ballots
Democratic													
Republican													
Conservative													
Working Families													

Board of Elections Officials who canvassed the June 28, 2022 election:

Print Name _____

Print Name _____

OPENING PROCEDURES CHECKLIST
DS 200 Opening Procedures

All Inspectors present MUST complete Certificate No. 1 on the Canvass Sheet.

Primary Election Certificate No. 1 Example

NOTES

Certificate No. 1 – Before the polls open, Inspectors need to write in

- The number on the black security tape seal

- The Protected Count number

- The number of the red security seal placed on the scanner ballot bin

- The total number of ballot booklets and total number of ballots, by **PARTY** affiliation, received on Primary Day

- Plastic seal # from EPB case

NOTE: Not all parties will have an Election.

- Sign the certificate to certify all the information is correct

Store Canvass Sheet in the Brown Tabulation Folder.

Certificate No. 1
Before Polls Open

1. The **number** on the **yellow plastic seal removed** from the **EPB case** is_____

2. On this 27th day of June, 2023, before the opening of the poll, we carefully compared the ballot sample with the ballot booklet(s) and found that they were identical.

3. Prior to the opening of the poll, each side of the scanner device was secured with a blue wire seal. **Contact the Board of Elections if seals are broken or missing. Do not remove the blue wire seals.**

4. Prior to the opening of the poll, the black security tape over the access door was secured with a security seal. **Contact the Board of Elections if seal is broken or missing or states "void."**

   Machine A: The **black security tape seal number** is _____

   Machine B: The **black security tape seal number** is _____
   (if applicable)
   Machine C: The **black security tape seal number** is _____
   (if applicable)
   Machine D: The **black security tape seal number** is _____
   (if applicable)

5. The polling place displayed on the screen of each DS-200 is correct. The **Public Count** displayed on each screen is **0**.

   Machine A: The **Protected Count** on the screen is _____

   Machine B: The **Protected Count** on the screen is _____
   (if applicable)
   Machine C: The **Protected Count** on the screen is _____
   (if applicable)
   Machine D: The **Protected Count** on the screen is _____
   (if applicable)

6. The Configuration/Zero Tape which has been signed by all inspectors present was placed in the ballot bin.

7. The number on the red wire seal placed on the door of the DS-200 ballot bin is:

   Machine A: _____

   Machine B: _____
   (if applicable)
   Machine C: _____
   (if applicable)
   Machine D: _____
   (if applicable)

8. The number of ballots found in the cardboard supply boxes are:

	Democratic	Republican	Conservative	Working Families
Number of English Booklets				
Total Number of English Ballots				
Number of Spanish Booklets				
Total Number of Spanish Ballots				

We certify that the above statements are true and correct in every particular.

x_____   x_____   x_____

x_____   x_____   x_____
Board of Inspectors

OPENING PROCEDURES CHECKLIST
DS 200 Opening Procedures

All Inspectors present MUST complete Certificate No. 1 on the Canvass Sheet.
General Election Certificate No. 1 Example

NOTES

Certificate No. 1 – Before the polls open, Inspectors need to write in

- The number on the black security tape seal
- The Protected Count number
- The number of the red security seal placed on the scanner ballot bin
- The total number of ballot booklets and total number of ballots
- Sign the certificate to certify all the information is correct

Store Canvass Sheet in the Brown Tabulation Folder.

Certificate No. 1
Before Polls Open

1. The **number** on the **yellow plastic seal removed** from the **EPB case** is _____

2. On this 8th day of November, 2022, before the opening of the poll, we carefully compared the ballot sample with the ballot booklet(s) and found that they were identical.

3. Prior to the opening of the poll, each side of the scanner device was secured with a blue wire seal. **Contact the Board of Elections if seals are broken or missing. Do not remove the blue wire seals.**

4. Prior to the opening of the poll, the black security tape over the access door was secured with a security seal. **Contact the Board of Elections if seal is broken or missing or states "void."**

   Machine A: The **black security tape seal number** is _____

   Machine B: (if applicable) The **black security tape seal number** is _____

   Machine C: (if applicable) The **black security tape seal number** is _____

   Machine D: (if applicable) The **black security tape seal number** is _____

5. The polling place displayed on the screen of each DS-200 is correct. The **Public Count** displayed on each screen is **0**.

   Machine A: The **Protected Count** on the screen is _____

   Machine B: (if applicable) The **Protected Count** on the screen is _____

   Machine C: (if applicable) The **Protected Count** on the screen is _____

   Machine D: (if applicable) The **Protected Count** on the screen is _____

6. The Configuration/Zero Tape which has been signed by all inspectors present was placed in the ballot bin.

7. The number on the red wire seal placed on the door of the DS-200 ballot bin is:

   Machine A: _____

   Machine B: (if applicable) _____

   Machine C: (if applicable) _____

   Machine D: (if applicable) _____

8. The number of ballots found in the cardboard supply boxes are:

Total Number of English Booklets		Total Number of English Ballots	
Total Number of Spanish Booklets	n/a	Total Number of Spanish Ballots	n/a

We certify that the above statements are true and correct in every particular.

x_____   x_____   x_____

x_____   x_____   x_____
Board of Inspectors

OPENING PROCEDURES CHECKLIST
DS 200 Opening Procedures

1. Verify the blue seals on the side of the scanner are properly fastened. **DO NOT REMOVE THE BLUE SEALS.**

2. The DS 200 keys are found on the green key ring.

3. With the silver key, unlock the back door of the scanner unit.

4. *Unfold the power cord and plug into a standard wall outlet. A blinking amber light will be reflected in the plastic window located in the back of the scanner. If you do not see the blinking light, check the connection to the power supply and the outlet you are using.* **(Make sure both ends of the power cords pushed into the power brick)**

5. Keep the back door of the scanner open.

NOTES

IMPORTANT: THE SCANNER MUST BE PLUGGED IN BEFORE PROCEEDING.

6. Using the silver key, unlock the top cover of the scanner. Release and unhook both latches. The top cover usually opens automatically. If not, lift cover to open position.

7. *The scanner MUST BE plugged in and receiving power. **Once power has been verified then lift the scanner screen.***

NOTE: If the touch screen has been lifted prior to verification of power, you must close the screen and plug in the scanner before proceeding to Step 8.

DO NOT CLOSE SCREEN UNTIL THE CLOSE OF POLLS.

NOTE: If the scanner does not boot up properly, call the Board of Elections immediately and go to Emergency mode. (See Page 25 for instructions.)

OPENING PROCEDURES CHECKLIST

DS 200 Opening Procedures

8. Verify that the Black Security Tape is located over the scanner access door.

DO NOT REMOVE THIS SEAL UNTIL THE CLOSE OF POLLS (9:00 PM.)

Record the security tape number on Certificate No. 1 of the Canvass Sheet.

If the "VOID" watermark is visible on the Security tape, call the Board of Elections before proceeding.
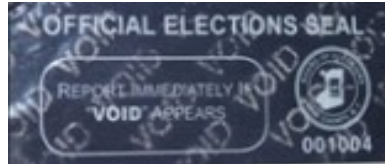
A series of screens will appear during the boot-up process. If, after approximately 60 seconds, you do not hear the beep or the screens do not appear, call the Board of Elections.

The DS 200 will automatically print the Configuration tape upon opening. **DO NOT** remove this tape yet. We will remove this tape after the zero tape prints.

Verify that the screen reads **"Public Count: 0"** If the Public Count is anything other than '0', call the Board of Elections.

9. Record the **"Protected Count"** on Certificate No. 1 on the Canvass Sheet .

10. Press the **OPEN POLL** button on the screen. The scanner will begin to print the Zero Tape. If the Zero Tape fails to print, call the Board of Elections. Remove the Configuration/Zero Tape by tearing.
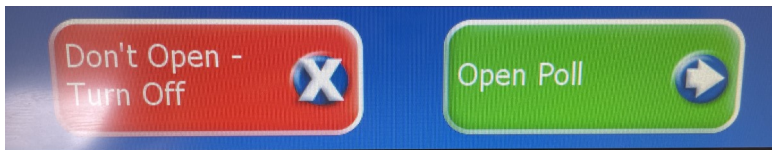
11. Verify on the tape that the count is zero '0' for all contests.

NOTE: If there are two or more election districts voting on one scanner, multiple election districts zero reports will print on one continuous tape. You will see a line between each election district.

The Zero Tape will only print signature lines at the end of the tape. **Only those Inspectors who verified the Zero Tape need to sign the tape (using the back, if necessary).**

NOTES

OPENING PROCEDURES CHECKLIST
DS 200 Opening Procedures

NOTES

12. Unlock the upper Emergency Bin door with the silver key.

13. Visually verify that the Emergency Bin is empty. Ensure the metal cover of the Emergency Bin is in the upright position to prevent ballots from being inserted.

14. Close and lock the upper Emergency Bin door.

15. Unlock the lower Ballot Bin door with the silver key.
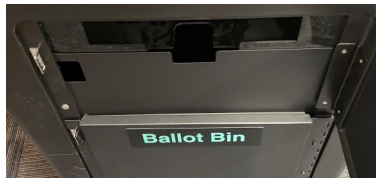
16. Visually verify that the Blue Ballot Transfer box is empty.

DO NOT REMOVE BLUE BIN FROM SCANNER.

DEPOSIT SIGNED ZERO TAPE INTO BLUE BIN

The doors of the Ballot Transfer Box **MUST BE in the upright/open position, otherwise, the DS 200 will jam.**

17. Lock the lower Ballot Bin with the silver key.

18. Locate a RED WIRE SEAL in the clear plastic box found your supplies. Record the seal number on Certificate No. 1 on the Canvass Sheet. Seal the lower Ballot Bin with the Red Wire Seal.

19. Press **GO TO VOTING MODE** on the screen.

20. The scanner is ready for voting.

NOTE: If during the opening of the scanner you encounter a problem go directly in to Emergency Mode (instructions on page 25), and call the Board of Elections immediately.

BALLOT DISTRIBUTION

Follow these procedures for proper ballot distribution.

1. Identify the voter's name and confirm his/her address (and party affiliation in a Primary Election ONLY) with the information in the poll book. If voter is not in the poll book see Voting by Affidavit Oath Guidelines (See Page 18 for instructions.)

Party Affiliation Primary Colors

All supplies pertaining to the:

DEMOCRATIC Party are GREEN
REPUBLICAN Party are CHERRY
CONSERVATIVE Party are GRANITE
WORKING FAMILIES Party are TAN

---

2. Have voter sign the poll book.

3. Locate proper ballot booklet.

4. Record ballot stub number in the poll book.
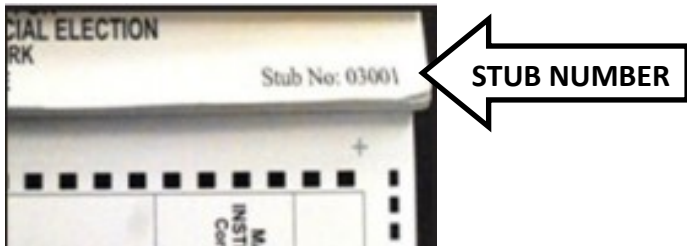
NOTE: This is the only place that the stub number should be documented. DO NOT PUT STUB NUMBERS ON AFFIDAVIT OATH ENVELOPES OR BALLOTS.

5. Carefully remove the ballot from booklet.
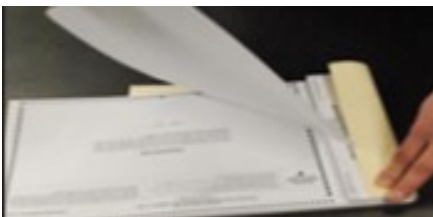
6. Give the ballot to voter in a privacy folder

7. Direct the voter to a privacy booth.

8. An Inspector should be available to assist voters, if necessary.

ISSUING AN AFFIDAVIT BALLOT GUIDELINES

Affidavit Oath

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   [M,M / D,D / Y,Y,Y,Y]   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. (If you check this box, please ask the inspectors to check the address given above to make certain that you are at the correct poll site.)

☐ 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.

☐ Records of the Board indicate that I have been issued an **absentee ballot**.

☐ *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

① Qualifications

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

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
Skip if same as above

Address or P.O. Box

P.O. Box   Zip code

City/Town/Village

Voting history

Have you voted before?   ☐ Yes   ☐ No   What year?

Voting information that has changed
Skip if this has not changed or you have not voted before

Your name was

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
☐ Republican party   ☐ Other _____
☐ Conservative party

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

① 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

For Board Use Only - To be completed by an Election Inspector

ISSUING AN AFFIDAVIT BALLOT GUIDELINES

1. A voter's poll record may be missing from the poll book for various reasons. If a voter cannot be located in the poll book, verify that the voter is in the proper polling location by using the Street Listing located in your supplies. For a Primary Election, also verify the voter's party affiliation. If more than one district votes at the same polling location, check with the other election districts within the same building to be sure the voter goes to the correct district.

If the voter appears to belong in your district, but his/her poll record is missing, he/she should be given an Affidavit Oath Envelope.

1. Provide the voter with the next ballot in the booklet.

2. Stamp **"AFFIDAVIT"** on the ballot in a **NON-VOTING AREA** with the stamp provided in your supplies. **THIS IS THE ONLY PLACE YOU USE THIS STAMP.**

3. Have the voter complete the Affidavit Oath Envelope, including all necessary information regarding the voter's qualifications. Any information left off the envelope may prevent the Board of Elections from counting the ballot.

   Make sure the voter signs the Affidavit Oath Envelope or his/her vote will NOT be counted.
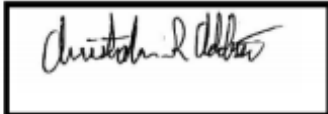
4. After the voter has sealed the envelope, an Inspector **MUST** sign the Affidavit Oath Envelope in the space provided. Be sure the town/city, ward and district information is completed.

5. Place the sealed Affidavit Oath Envelope in the Brown Tabulation Folder to be returned to the Board of Elections or designated location. Affidavit Oath Envelopes are not opened on election night. The Board of Elections must complete additional research before determining if the voter is eligible to vote.

PLEASE NOTE An Affidavit is NOT to be issued in the event of an AutoMark breakdown. Please see page 29 for details.

SPECIAL SITUATIONS
Early Voted

If the pollbook indicates the voter has already voted, the signature box will show **"EARLY VOTED- AFFIDAVIT ONLY"** message. If the Board of Elections indicates that a voter cast a ballot during the Early Voting period yet appears before you on Election Day, this voter is eligible for an Affidavit ballot **only.**   See "Voting by Affidavit Oath Guidelines" on page 18.

Name Change

A voter who has had a change of name since the last election may still vote without having to re-register, as long as he/she still resides within your district. Have the voter sign his/her name as it appears on the roster and then sign the new name above it. Then, offer the voter a Voter Registration Form.

Not In Pollbook

If a voter is not in the poll book, see Voting by Affidavit Oath Guidelines. (See Page 18 for instructions.)

Change of Address/ Moved Voters

Any person who is currently registered to vote in New York State and has moved to a different election district within New York State without re-registering from that new address should be directed go to his/her new polling place and vote by completing an Affidavit Oath Envelope. Use the Street Listing (instructions on page 24) to determine the voter's correct polling location.

NEW REGULATIONS!
For A Voter who had Requested or Received an Absentee Ballot

All voters who were issued an absentee ballot, regardless of whether or not it was voted and submitted, will have a notation on their Voter Eligibility screen. The voter is **NO LONGER** allowed to vote a regular ballot in person and they must vote BY **AFFIDAVIT.**

If the poll book indicates that the voter has requested or received an absentee ballot, issue an affidavit ballot. See "Voting by Affidavit Oath Guidelines" on page 18.

Inspectors must accept absentee ballots directly from a voter. These ballots remain sealed and are returned to the Board of Elections in the Brown Tabulation Folder. Absentee Ballots are not counted at the polling site.

NOTE: You must accept any Absentee Ballot turned in at your polling location. Absentee Ballots turned in at polling locations **NEED NOT BE ELECTION DISTRICT SPECIFIC.**

SPECIAL SITUATIONS

Fled Voters

Casting a Ballot for a Voter who Fails to Deposit the Ballot in the Scanner.

If a voter leaves a ballot (marked or unmarked) in a privacy booth without casting the ballot in the scanner, the ballot is deemed **VOID** and is to be deposited into the SPOILED/VOIDED ballot envelope.

However, if a voter leaves the ballot at the scanner, with an Election Inspector, or in a privacy folder, a bipartisan team of Inspectors shall, without examining the ballot, deposit the ballot into the Emergency Bin.

Poll Watchers

In order to be permitted to remain within a polling location a Poll Watcher must be a registered voter in Erie County and present a Certificate of Appointment signed by the Chairman or Secretary of a political party, independent body, or any of the candidates.

A Poll Watcher may be present at the polling site at least fifteen minutes before the unlocking and examination of the scanner and remain until after the votes are counted. Every political party, independent body and candidate may have Poll Watchers present during these times.

A Poll Watcher shall not in any way interfere with the voting process or handle any ballots or supplies. If the person causes a disturbance, the Inspectors should ask the person to leave the premises. If they refuse, call the Board of Elections to report the disturbance. If the situation requires immediate attention call the local police department.

Electioneering

While the polls are open no person shall do any electioneering within the polling location or within a 100 foot radius of the building. Electioneering also pertains to conversations within the polling location, campaign buttons, and campaign ads that may be broadcast on the radio or television.

Deceased Voters

If you are informed by a voter that a person has moved or is deceased, please do not put the words "moved" or "deceased" on the signature line in the poll book. Please write the voter's name and ID number (located under the Inspector initial line in the poll book) on the front of the poll book.

Spanish Ballots

A limited number of districts receive Spanish ballots in addition to English ballots only if the number of Spanish-speaking residents is above five percent of the total district. Spanish ballots and instructions will be in a folder marked "Spanish Materials".

SPECIAL SITUATIONS
Identification Requirements

Voters, who registered by mail after January 1, 2003 and have not previously voted in a Federal election in Erie County or provided the Board of Elections with ID, must present identification before signing the electronic poll book and voting in accordance with the Help America Vote Act (HAVA) of 2002.

If the poll book indicates "ID Required" in the signature line, the voter must produce a physical form of ID before they can vote on the scanner, or else the voter can vote by affidavit ballot.

A voter whose name is denoted in the poll book must present one of the following forms of identification:

- Current/Valid Photo ID
  Examples include but are not limited to:
  • Passport
  • Driver's license
  • Non-driver's ID
  • Student ID card
  • Firearms permit
  • Pilot license
  • Military ID
  • Government ID
  • Discount cards issued to senior citizens or persons with disabilities by a public authority
  • Employee ID card
- Utility Bill
- Bank Statement
- Government check/Paycheck
- Other Government Document – see form in supplies for complete list

Once the voter presents a form of identification, you must allow the voter to sign the poll book and vote in the normal manner. Write "ID PRESENTED" next to your initials in the poll book.

If a voter does not have an acceptable form of identification they are NOT permitted to vote in the normal manner unless they return with proper identification. If the voter refuses to return with proper identification the must be permitted to vote using an Affidavit Oath Envelope.

NOTE: If you do not see "ID required" on the signature line you DO NOT ask for identification from the voter. This is in accordance with New York State Election Law.

OATHS AND FORMS

An important aspect of working as an Election Inspector is administering various oaths and providing voters with a variety of forms. This section will illustrate the different oaths and forms you may need on Election Day.

Registration Form

New York State Voter Registration Forms can be found in your supplies. This form can be used to

- Register to vote in New York State
- Change your name and/or address
- Change your party enrollment (see below)

In order to register to vote in New York State you must

- Be a U.S. citizen
- Be 18 years old by the end of the year
- Not be in jail or on parole for a felony conviction
- Not claim the right to vote elsewhere

In order to pre register to vote, a person must be 16 years of age.

In order to be eligible to vote in a Primary or General Election, Voter Registration forms must be received by the county Board of Elections no later than 25 days prior to the election in which you wish to vote.

Change of Enrollment (Affiliation)

The term "change of enrollment" refers to a registered voter who

- Is already enrolled in one party wishes to enroll in a different party
- Wishes to delete his/her enrollment in any party
- Is not enrolled in a party and wishes to enroll in a particular party

A voter registration form must be used to change a party enrollment from one party to another or to enroll for the first time in a party. A change of enrollment received up until February 14th each year will be **effective immediately.**   Enrollment changes received after February 14th will be processed after the June Primary election.

All voters changing their party enrollment status will be sent a new voter registration card indicating their new party preference once the change becomes effective after the June Primary election.

NOTE: Voters who are not enrolled with any party are considered unaffiliated (Blank) voters and are not generally eligible to vote in any Primary Elections unless state party rules otherwise permit.

Absentee Ballot Application

Absentee Ballot applications can be found in your supplies. Any qualified voter may apply for an Absentee Ballot if he/she will be unavoidably absent from Erie County on Election Day or has a disability or illness that prevents them from voting in person. Any completed Absentee Ballot applications are to be returned in the Brown Tabulation Folder .

OATHS AND FORMS
Assistance Oaths §8-306

A voter may be assisted after informing the Inspector that they

- Cannot read or write
- Do not speak or read English and need assistance or an interpreter (in some districts, Spanish supplies are assigned as needed)
- Cannot see, even with eyeglasses, the names on the ballot
- Are physically disabled such that he/she cannot operate the voting system, or complete a paper ballot
- Cannot enter the voting system without assistance from another person

The Inspector will ask the voter: "Do you solemnly swear or affirm that the statements you just made are true?"

If the voter answers "yes", assistance may be provided by two Election Inspectors of different political affiliations.

Be sure to enter the voter's name and address in Election Day Activity Forms found on the canvass sheet.

A person, other than an Inspector, who assists an individual in voting, must affirm the following oath before being issued a ballot.

NOTE: The Inspector must ask if the person offering assistance is their union representative or employer. If the answer is yes, the union official or employer attempting to offer assistance must not be permitted to do so.

The Inspector will ask that person to swear or affirm the following:

"*Do you solemnly swear or affirm that you will not in any manner request, or seek to persuade or induce the voter to vote any particular ticket or for any particular candidate, and that you will not make or keep any memorandum or entry of anything occurring in the voting booth, and that you will not, directly or indirectly, reveal to any person the name of any candidate or proposal voted for by the voter, or which ticket he or she had voted, or anything occurring within the voting booth, except when required pursuant to law to give testimony as to such a matter in a judicial proceeding?*"

If the person answers yes, then they can assist the voter (Election Law §8-306.5). Be sure to enter the voter's name and address and the name and address of the person providing assistance of the Election Day Activity Forms found on the canvass sheet.

Appointed Officials Oath

If, at any time during an election, a vacancy in the Board of Inspectors needs to be filled, the appointed person must be administered The Oath for Appointive Election Officers (found in your supplies). This only applies to new Inspectors that have not been administered the oath previously.

Voters Bill of Rights

This form is included in your supplies and must be posted within the polling location.

OATHS AND FORMS
Challenge Oath and Report

Any voter whom you know or suspect is not entitled to vote in the district may be challenged by an Inspector, a duly appointed Poll Watcher or by any other registered voter properly in the polling place.

To administer a Challenge Oath you should

1. Locate the Challenge Oath and Report found in your supplies.
2. Administer the PRELIMINARY OATH contained on the Challenge Oath.
3. If the voter refuses to take this oath they are not permitted to vote in the normal manner and may be so permitted to vote by Affidavit Oath.
4. Ask the challenged voter the questions listed on the Challenge Oath.
5. If the voter answers all questions satisfactorily, permit them to vote in the normal manner.

If the voter refuses to answer any questions listed they shall not be permitted to vote in the normal manner and may be permitted to vote an affidavit ballot.

If the voter answered all questions, but a majority of the Inspectors still feel the voter is ineligible, the QUALIFICATION OATH must be administered. If the voter refuses to take this oath they are not permitted to vote in the normal manner and may be permitted to vote by affidavit ballot. If the voter is issued an affidavit ballot be sure to mark "CHALLENGED" across the top of the affidavit envelope and record the information on the Election Day Activity form located on the canvass sheet.

Court Orders

If a voter refuses to fill out an Affidavit Oath Envelope they may obtain a court order requiring that they be permitted to vote in the normal manner. Present the voter with the Notice to Voters (located in your supplies) and instruct the voter to contact the Board of Elections. Any person voting by court order must be recorded on the Election Day Activity Form on the canvass sheet.

Street Listing

This is an important tool for all Inspectors to ensure that we direct the voter to their proper polling location.

Included in your supplies are two (2) street listings. One list is an alphabetical listing of the streets within your election district. The other is a listing of all the streets within your municipality and includes correlating election districts and polling location information.

NOTE: Always refer to the Street Listing BEFORE issuing an Affidavit Oath Envelope to ensure the voter is in the correct election district and polling location. You may tell the voter that if they do not vote in the district where they live, their vote may not count.

Street:	LOW	HIGH	ODD/EVEN	DIST:	LOCATION:	ADDRESS:
ABBINGTON AVE	146	400	Both	TTON 064	LINCOLN PARK KUNZELMAN PAVILION	1200 PARKER BLVD
ALCOTT CT	3	103	Both	TTON 023	SHERIDAN PARKSIDE COMMUNITY CENTER	169 SHERIDAN PARKSIDE DR
ALDER PL	5	129	Both	TTON 042	ELLWOOD FIRE HALL	1000 ENGLEWOOD AVE
ALLEGANY AVE	16	50	Both	TTON 010	KENMORE PUBLIC LIBRARY	160 DELAWARE RD
AMES AVE	4	151	Both	TTON 058	FIRST TRINITY LUTHERAN CHURCH	1570 NIAGARA FALLS BLVD
AMSTERDAM AVE	186	199	Both	TTON 040	NEW COVENANT TABERNACLE	345 MCCONKEY DR
AMY DR	6	65	Both	TTON 034	NEW COVENANT TABERNACLE	345 MCCONKEY DR
ARGONNE DR	11	87	Both	TTON 010	KENMORE PUBLIC LIBRARY	160 DELAWARE RD

TROUBLESHOOTING
Emergency Mode Using the Emergency Bin

If the Board of Elections determines the scanner can no longer be used, a voter has two options. They may

- Place the marked ballot into the Emergency Bin
- Wait until the Board of Elections arrives with a replacement scanner

To open the Emergency Bin

1. Unlock the upper Emergency Bin with the silver key.
2. With the door open, fold the metal cover of the Emergency Bin door DOWN .
3. Close and lock the Emergency Bin door.
4. Instruct voters to insert marked ballots into the slot of the Emergency Bin.

To process voters during an emergency situation follow the normal ballot distribution procedures.

NOTE: The Ballot Stub number must still be recorded in the poll book.

Once the Emergency situation has been resolved, and with Board of Elections approval

1. Unlock the upper Emergency Bin with the silver key.
2. With the door open, fold the metal cover of the Emergency Bin door UP.
3. Close and lock the Emergency Bin door.

DS-200 Spoiled/Voided Ballot Procedures

In the event a voter makes a mistake on the ballot, a new ballot can be requested. A voter may also receive a replacement ballot if there is a problem or an error while scanning the ballot.

1. Before a new ballot is issued the voter **MUST RETURN** the spoiled ballot. (unless jammed in AutoMARK and AutoMARK screen indicates the ballot is stuck in the machine, see page 29)
2. Mark the returned ballot VOID and deposit into the Spoiled/Voided Ballot Envelope.
3. Locate the voter's name and signature in the poll book again.
4. Cross-out, with a single stroke, the original stub number.

    Example: Stub #: ~~71~~ (Do **NOT** completely obscure the original number.)

7. Record the new Ballot Stub number of the reissued ballot underneath the original crossed-out stub number.

8. Issue new ballot to voter

TROUBLESHOOTING

If the scanner displays:

Cannot Mount ESS Memory Device

If this message appears while opening the DS-200, go into Emergency Mode using the instructions on page 25 and call the Board of Election.

Zero Tape or Results Tape Fail to Print

Call the Board of Elections and go into Emergency Mode as outlined on page 25.

Touch Screen of the DS 200

Do not close the Touch Screen at any time while the polls are open.

If the screen is left closed for longer than 3 minutes, the scanner will automatically shut down and you must call the Board of Elections to reactivate the unit. If this occurs, go to Emergency mode (See Page 25 for instructions.)

Ballot Jam DS-200

If you can see the ballot and are able to pull the ballot from the scanner, do so. Wait for the screen to read "Welcome, Please insert your ballot" and have the voter reinsert the ballot. If a ballot is inserted before the Welcome screen appears the ballot will jam again.

If the ballot is jammed inside the scanner you must call the Board of Elections and follow the procedures for using the Emergency Bin (See Page 25 for instructions.)

If the ballot has been damaged (ripped or crumpled) you will have to issue a replacement ballot to the voter. The damaged ballot is to be marked as VOID and placed in the Spoiled/Voided Ballot Envelope which should be on your sign-in table and reissue the voter a ballot following the guidelines on page 25.

NOTE: If a ballot jam occurs, it is never permissible for an Inspector to open the scanner. Only Board of Elections personnel are permitted to clear jams. Please do not hit, bang or shake the machine. We understand that you may have been instructed to do this in the past, but please do not do this in the future.

Invalid Ballot ID – 7003009

This message will appear if the wrong ballot style is inserted into the scanner. It is possible that a polling location received ballots that cannot be voted at that location. If you received the wrong ballots you must call the Board of Elections because the scanner cannot accept ballots it is not programmed to read.

If you are working at a location that has more than one scanner it is possible that a voter may inadvertently attempt to scan their ballot into the wrong scanner. The scanner cannot accept ballots it is not programmed to read and the voter should take their ballot to the correct scanner within the polling location.

TROUBLESHOOTING

Ballot Insertion Problems

Over-Voted Ballot

Scanner Displays: You filled in too many ovals in 1 contest.

This message is to alert the voter that they have over-voted in one or more races. To assist a voter that has received this message you should

- Ask the voter to press "Correct Your Ballot" on the touch screen.

- Explain to the voter what the message means.

If the voter wishes to correct the ballot, the over-voted ballot must be marked VOID and the voter is to be issued a replacement ballot (page 25).

If the voter wishes to accept the ballot as is, have the voter reinsert the ballot into the scanner. When the "Contest Has Too Many Votes" message appears, instruct the voter to press "Accept".

Blank Ballot

Scanner Displays: "You have made no selections on this ballot."

This message will alert the voter that the scanner is reading the ballot as blank (no votes detected). To assist a voter that has received this message you should:

- Ask the voter to press "Correct Your Ballot" on the touch screen

- Ask the voter if the ballot was intentionally left blank

If the ballot was intentionally left blank, have the voter reinsert the ballot into the scanner. When the "You have made no selections on this ballot" message appears, instruct the voter to press "Cast Blank Ballot."

If the voter did not intentionally leave the ballot blank ask the voter to review the manner in which he/she marked the ballot. Have the voter ensure that the selection oval is completely filled in. An underlined or circled selection will not be detected by the scanner.

Once the selections have been made and correctly marked, the voter may reinsert the ballot into the scanner.

Ballot Not Inserted Far Enough

If a voter hesitates when placing the ballot into the scanner, the a message will appear on the touch screen. To assist a voter that has received this message you should

- Ask the voter to remove the ballot from the scanner

- Instruct the voter to wait until the screen displays the "Welcome, Please Insert Your Ballot" screen before reinserting the ballot

TROUBLESHOOTING
Not Receiving Electrical Power/Voltage Too Low

The scanner will emit a series of beeps every 60 seconds and display a green or red battery symbol in the upper right corner of the screen if it's being powered by battery only. Check the power cord to ensure it is properly plugged into a wall outlet or surge protector. If this does not correct the problem contact the Board of Elections.
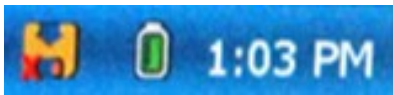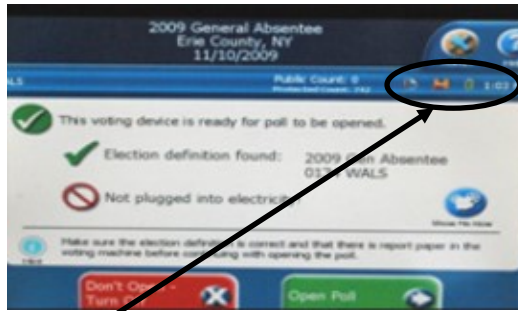
Not plugged in and receiving power

Plugged in and receiving power

Emergency Evacuation Procedures

In the unlikely event that an emergency occurs on Election Day, (a fire, gas leak, power outage, etc.), which requires the evacuation of the polling location, the Chairperson must quickly assess the situation and determine the safest course of action for all voters and Inspectors.

Voters should be informed of the emergency and asked to quickly leave the premises. Again, with safety in mind and time permitting, Inspectors shall also exit the premises as soon as possible and take with them

- Poll books
- Ballot booklets
- Spoiled/Voided ballot envelope
- Brown Tabulation Folder, including
    - Machine keys in black magnetic key box
    - Voted Affidavit Oath envelopes, if any
    - Voted Absentee ballots, if any
    - Canvass Sheet

Once all voters and Inspectors have evacuated the polling location, the Chairperson should immediately call the Board of Elections and inform them of the situation. The Board of Elections will then give instructions of what to do. A Board of Elections Site Coordinator will be immediately dispatched to assist you.

TROUBLESHOOTING
AutoMARK Troubleshooting
If the AutoMARK will not turn on

- Ensure the gold key is turned to the center "ON" position

- Confirm the AutoMark is plugged into a working outlet. The electricity indicator will emit an orange light when it is plugged into a working outlet.

- Ensure the gold key is turned to the center ON position.

<div align="center">
Green Light=Receiving Power
Amber Light= Running on Battery Power (please plug in)
</div>

If a Ballot Becomes Jammed in the AutoMARK:

- Call the Board of Elections at 858-8891 **IMMEDIATELY**. It is imperative for us to know if a voter is waiting to vote.

- Inform voter that the Board of Elections has been contacted and a technician is en route to fix the AutoMark.

- Once the Board of Elections has been contacted, a voter has two options

    - They may wait until the Board of Elections arrives to repair the AutoMark

    - If a voter determines they are not able to wait, a new ballot is to be issued to the voter in accordance with the Spoiled/Voided Ballot Procedures found on page 25.

Voiding and Reissuing a Ballot in the Event of Jammed AutoMARK

In the event a ballot becomes jammed in the AutoMark and the voter is not able to wait for a technician, a new ballot is to be issued. The voter may be assisted by two inspectors –one Republican and one Democrat – or by a companion of his/her choosing. The voter is **NOT** to be issued an affidavit nor is the new ballot to be placed in the emergency bin. Follow the instructions on **BELOW** for issuing a new ballot.

Notate on the back of the canvass sheet that there was a jam in the AutoMark.

CLOSING PROCEDURES CHECKLIST

Scanning of Emergency Ballots Procedures

(if necessary)

NOTES

Ballots placed in the Emergency Bin during the course of an election are required to be tabulated on Election Night. After the close of polls, Inspectors must scan ballots that are found in Emergency Bin.

Ballots found in the Emergency Bin **MUST** be scanned **BEFORE** the scanner is powered down. A bi-partisan team of Inspectors must be present during the handling and scanning of all ballots.

1. Remove, separate into Election Districts, if necessary, and count all ballots found in the Emergency Bin. **For Primary Elections, you must separate ballots by PARTY affiliation also.**

2. Record the total number of ballots for YOUR Election District on Certificate No 2 of the Canvass Sheet.

3. A team of Inspectors shall scan the ballots found in the Emergency Bin.

If any alert message, (over-vote, blank ballot, etc.) appears on the scanner screen, if an Inspector objects to the scanning of a particular ballot (due to errant marks, a signature on a ballot, etc.), or a ballot will not scan for any other reason, the ballot is to be returned to the Emergency Bin.

The number of ballots that could not be scanned are to be recorded on Certificate No. 2 of the Canvass Sheet.

Once all ballots have been scanned or returned to the Emergency Bin as unable to be scanned, you may proceed with the scanner closing procedures.

CLOSING PROCEDURES CHECKLIST
DS 200 Closing Procedures

All Inspectors present are to complete Certificate No. 2 on the Canvass Sheet.

Primary Election Certificate No. 2 Example

CERTIFICATE No. 2
AFTER POLL CLOSES

1. (if applicable) The number of additional ballots, by party, delivered to the poll site during the day are:

	Democratic (green)	Republican (cherry)	Conservative (granite)	Working Families (tan)	Independence (canary)
Total Number of Additional Booklets	O	O	O	O	O
Total Number of Additional Ballots					
(if applicable) Total Number of Additional Spanish Booklets	O	O	O	O	O
(if applicable) Total Number of Additional Spanish Ballots					

2. (if applicable) The total number of Emergency Ballots are ___3___.

	Democratic (green)	Republican (cherry)	Conservative (granite)	Working Families (tan)	Independence (canary)
Total Number of Emergency Ballots	2	1			
Number of Emergency Ballots Scanned	1	1			
Number of Unscannable Emergency Ballots	1				

3. On this 10th day of September, 2013, after the close of the poll, the black security tape over the scanner access door was removed and the close poll button was pressed.

The Public Count displayed on the screen is ___328___.
The Protected Count displayed on the screen is ___823___.

4. The scanner was turned off and the top cover was closed and secured with a red wire seal. The seal number of the red wire seal placed on the closed scanner cover is ___8296739___.

5. If unscannable ballots were deposited in the Emergency Bin, the metal cover was folded up and the ballots were locked in the Emergency Bin and secured with a red wire seal. **If the Emergency Bin was not used do not seal.**
(if applicable) The seal number of the red wire seal placed on the Emergency Bin is _____.

6. The stub number of the last ballots used, by party, are:

	Democratic (green)	Republican (cherry)	Conservative (granite)	Working Families (tan)	Independence (canary)
Stub Number of Last Ballot Used	175	112	2	38	7
(if applicable) Stub Number of Last Spanish Ballot Used					

7. The white security seal number placed on the vinyl pouch (attached to the Brown Folder) to secure the Election Data Stick is ___55789___.

8. Number of affidavit envelopes used is ___5___.

9. The Results Tape(s) which has been signed by all inspectors present is inserted in attached plastic bag below.

We certify that the above statements are true and correct in every particular.

x _John E Jones_   x _Jane Fuller_   x _Dale Smith_

x _Beth Jones_   x _____   x _____
Board of Inspectors

NOTES

Certificate No. 2 - After the polls close, Inspectors need to write in

- The number of additional booklets and the number of additional ballots, per PARTY affiliation delivered during the day, if applicable
- The total number of Emergency Ballots and the number of scanned and unscanned Emergency Ballots, per PARTY affiliation, if applicable
- The Public Count and the Protected Count
- The seal number of the Red Seal placed on the scanner cover
- The seal number of the Red Seal placed on the Emergency Bin, if applicable
- The number of the last USED Ballot Stub
- The number of used Affidavit Oath Envelopes
- Sign the certificate to certify all of the information is correct

Finally, insert the scanner Result Tape in the plastic bag attached to the Canvass Sheet.

CLOSING PROCEDURES CHECKLIST
DS 200 Closing Procedures
General Election Certificate No. 2 Example

All Inspectors present are to complete Certificate No. 2 on the Canvass Sheet.

NOTES

Certificate No. 2
After Polls Close

1. The number of additional ballots delivered to the poll district during the day were:

Additional Number of **English Booklets**		Additional Number of **English Ballots**	
Additional Number of **Spanish Booklets**		Additional Number of **Spanish Ballots**	

2. All emergency ballots capable of scanning were scanned. Emergency ballots incapable of scanning were counted, deposited in the DS-200 Emergency Bin, the metal cover was folded up and the bin secured with a red wire seal. **If the Emergency Bin was not used, do not seal.** The number of unscanned emergency ballots and the red seal number securing the Emergency Bin is indicated below:

	Number of Unscanned Ballots	Red Emergency Bin Seal Number
Machine A:	_____	_____
Machine B (if applicable):	_____	_____
Machine C (if applicable):	_____	_____
Machine D (if applicable):	_____	_____

3. After the close of polls, the black security tape over the scanner access door was removed and the close poll button was pressed. The Public and Protected Count displayed on the screen is indicated below:

	Public Count	Protected Count
Machine A:	_____	_____
Machine B (if applicable):	_____	_____
Machine C (if applicable):	_____	_____
Machine D (if applicable):	_____	_____

4. The scanner was turned off and the top cover was closed and secured with a red wire seal.

Machine A: The red **Cover Seal** number is _____
Machine B (if applicable): The red **Cover Seal** number is _____
Machine C (if applicable): The red **Cover Seal** number is _____
Machine D (if applicable): The red **Cover Seal** number is _____

5. The stub number of the last **English Ballot** used is _____.
   The stub number of the last **Spanish Ballot** used is _____.

6. The white security seal number on the vinyl pouch (attached to the brown tabulation folder) to secure the Election Data Stick is _____.

7. The number of **Affidavit Envelopes** used is _____.

8. The results tape(s) signed by all the inspectors present is inserted in the attached plastic bag to the right.

9. The appropriate information has been recorded on the Election Day Activity Form on this canvass sheet to the right.

We certify that the above statements are true and correct in every particular.

x_____   x_____   x_____

x_____   x_____   x_____
                         Board of Inspectors

Certificate No. 2 - After the polls close, Inspectors need to write in

- The number of additional booklets and the number of additional ballots delivered during the day, if applicable
- The total number of Emergency Ballots and the number of scanned and unscanned Emergency Ballots, if applicable
- The Public Count and the Protected Count
- The seal number of the Red Seal placed on the scanner cover
- The seal number of the Red Seal placed on the Emergency Bin, if applicable;
- The number of the last USED Ballot Stub
- The number of used Affidavit Oath Envelopes
- Sign the certificate to certify all of the information is correct

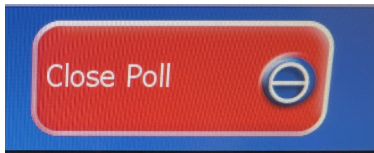Finally, insert the scanner Result Tape in the plastic bag attached to the Canvass Sheet.

CLOSING PROCEDURES CHECKLIST
DS 200 Closing Procedures

<table>
<tr><td colspan="2">Closing Procedures</td></tr>
</table>

Closing Procedures
1. Scanning Emergency Ballots
2. DS 200 Closing
3. AutoMARK Closing

NOTES

1. Remove or break the BLACK security tape located over the access door of the scanner.

2. Using the Black Tabulator key, unlock the access door of the scanner to reveal the "Close Poll" button.

3. Press the "Close Poll" button. Leave the access door open.

4. A prompt will appear when you have chosen to close the poll.

To close the poll press the red "Close Poll" button in the lower right corner of the screen.

5. The scanner will automatically print a Results Tape. When it's finished printing, remove by tearing.

It will take longer to process and print the Results Tape if there is high voter turnout. The more scanned ballots, the longer the process time.

Approximate wait times for printing:
- 500+ scanned ballots = 5 minutes
- 800+ scanned ballots = 5-10 minutes
- 1000+ scanned ballots = 10-15 minutes
- 1500+ scanned ballots = 15-20 minutes

NOTE: If there are two or more election districts voting on one scanner, multiple election district results reports will print on one continuous tape. The Results Tape will only print signature lines at the end of the tape and those Inspectors who verified the Results Tape must sign the tape using the back, if necessary.

CLOSING PROCEDURES CHECKLIST
DS 200 Closing Procedures

6. Record the Public Count and the Protected Count on Certificate No. 2 of the Canvass Sheet.

Public Count: 233
Protected Count: 742

7. Turn off the scanner by pressing "Finished-Turn Off" on the touch screen.

Re-open Poll   Report Options   Finished - Turn Off

NOTES
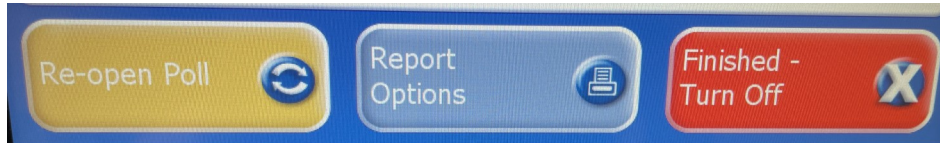
Perform the following steps AFTER the scanner is completely shut down.

Upon closing the scanner and waiting for the unit to completely power down (the light on the POWER button goes out when the unit is entirely off) locate the *Election Data Stick (EDS)* under the access door.

8. Once the light on the POWER button goes out, remove the blue EDS from Port B.

9. Place the blue EDS in the vinyl pouch found on the front of the Brown Tabulation Folder.

10. Seal the vinyl pouch with a White Security Seal and record the seal number on Certificate No. 2 of the Canvass Sheet.

11. Close and lock the access door.

12. Fold the touch screen down.

13. Lower the top cover of the scanner and hook both latches. Seal with a RED WIRE SEAL located in your clear plastic box located the white supply box.

Record the Seal number on Certificate No. 2 of the Canvass Sheet.

CLOSING PROCEDURES CHECKLIST

DS 200 Closing Procedures

14. If the Emergency Bin was not used, ensure again that it is empty and do not seal.

> If applicable, after the emergency ballots have been counted and scanned (page 30), any ballots that were not scanned should be returned to the emergency bin.

> Seal the emergency bin with a RED WIRE SEAL located in your supplies.

15. Ensure that the lower Ballot Bin is locked and sealed with the RED WIRE SEAL applied during the opening of the polls.

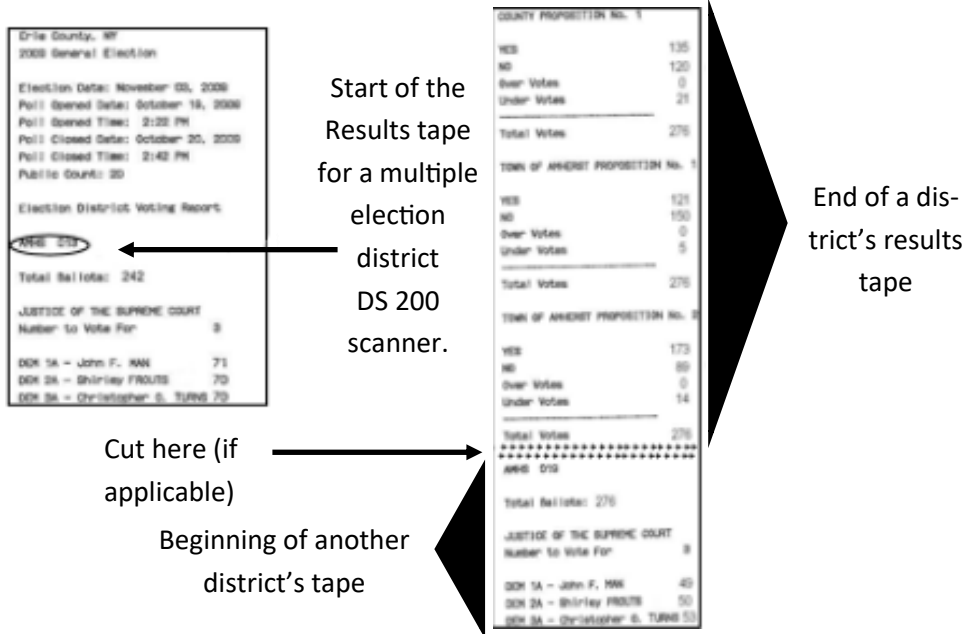**THE LOWER BALLOT BIN IS TO REMAIN SEALED AND BALLOTS ARE NOT TO BE REMOVED.**

16. Insert the signed Results Tape in the plastic bag attached to the Canvass Sheet. If there are two or more districts voting on one scanner, the Results Tape must be cut at the end of each Election District and affixed to the appropriate Canvass Sheet.

The start of a district's election report states the name and number of the election district followed by the number of total ballots cast.

Start of the Results tape for a multiple election district DS 200 scanner.

End of a district's results tape

Cut here (if applicable)

Beginning of another district's tape

17. Unplug the scanner and put the plug into the back of the scanner and lock door.

NOTES

CLOSING PROCEDURES CHECKLIST

AutoMARK Closing Procedures

1. Turn OFF AutoMARK unit by turning the gold key to the left (OFF position).

2. Close AutoMARK unit:

   - Fold the ballot feed tray up.

   - Lift the lid and fold screen into machine.

   - Close the lid and slide plastic clips toward the center to secure the lid.

3. Close the top lid of the AutoMARK cart and return all of the privacy booths.

4. Close and lock the front doors of cart with silver skate key.

5. Open the back door of the cart.

6. Place the bin of accessories into the cart.

7. Unplug and return the extension cord to cart.

8. Close and lock the rear doors with silver skate key.

9. Return the AutoMARK keys to the black magnetic box and place box in the Brown Tabulation Folder.

NOTES

ITEMS TO BE RETURNED

<u>Brown Tabulation Folder</u>

The Chairperson is responsible for transporting the Brown Tabulation Folder to either the Board of Elections (City of Buffalo only), or to an Election Clerk at a pre-determined location.

Please make sure the following are in the Brown Tabulation Folder.

- Canvass Sheet with Results Tape inserted in plastic bag attached
- Voted Affidavit Oath Envelopes
- Absentee ballots
- Spoiled/Voided Ballot Envelope
- Machine keys in the black magnetic key box
- EDS in sealed vinyl pouch on the Brown Tabulation Folder
- Pay Voucher
- Poll book(s)

<u>White Supply Box</u>

Everything else is to be stored in the white supply box.

The white supply box is to be sealed with a red plastic zip tie and placed on top of the AutoMARK cart.

People First: Communicating with and about People with Disabilities

From the New York State Department of Health

For more articles like this, visit [PEOPLE FIRST LANGUAGE: Communicating with](#)

You notice a person who is blind and needs help. How do you make your presence known? What assistance do you offer? You meet someone who uses a wheelchair. Where should you stand while talking? You have a question for a person with a disability, who is with a friend. To whom should you address the question?

We all find ourselves in situations in which we don't know what to say or do. We may meet someone who acts or moves differently, and wonder how we should react. When interacting with people with disabilities, it's important to remember that they are people first. They want to be appreciated, respected and productive. Recent changes in civil rights laws have helped people with disabilities pursue employment, recreation and educational opportunities in the mainstream of community life.

As a result, attitudes toward people with disabilities have also begun to change. This is a start toward creating a truly integrated society; one in which people of all abilities live and work together.

Communicating with People with Disabilities

1. If you offer assistance to a person with a disability, wait until the offer is accepted and then listen or ask for instructions.

    If you are asked to assist a person who uses a wheelchair up or down a curb, ask if the person prefers to be facing forward or backward. Hold the handles securely and keep the chair tilted back when ascending or descending. When guiding a person who has a visual impairment, walk alongside and slightly ahead. Let the person hold your arm so that you body's motion lets the person know what to expect. On stairs, guide the person's hand to the banister or handrail. When seating, place the persons hand on the back of the chair or arm. Avoid escalators and revolving doors, which may be disorienting and dangerous. Never distract a "seeing eye" or service dog.

2. When speaking for a length of time to a person who uses a wheelchair or crutches, place yourself at eye level with that person.

    It is not polite to talk down to that person.

3. When talking to a person with a disability, speak directly to that person rather than through a companion or sign language interpreter.

People First: Communicating with and about People with Disabilities

Communicating with People with Disabilities

4. When introduced to a person with a disability, it is appropriate to offer to shake hands.

   A person with limited hand use or who wears an artificial limb can usually shake hands. Shaking hands with the left hand is also an acceptable greeting.

5. When meeting or speaking to someone who is visually impaired always identify yourself before speaking.

   When in a group, remember to identify the person to whom you are speaking, as well as introducing yourself.

6. Treat as adults

   Address people with disabilities by their first names only after they have given permission or when extending the same familiarity to others. Also, never patronize people who use wheelchairs by patting them on the head or shoulder.

7. Avoid leaning on or hanging onto a person's wheelchair.

   It's similar to leaning or hanging onto a person. The chair is part of the personal space of the person who uses it.

8. Listen attentively when you're talking with a person who has difficulty speaking

   Be patient and wait for the person to finish, rather than correcting or speaking for that person. If necessary, ask short questions that require short answers, or a nod or shake of the head. Don't pretend to understand if you are having difficulty. Instead, repeat what you understand, and allow the person to elaborate.

9. To get the attention of a person who is deaf, tap the person on the shoulder or wave your hand.

   Look directly at the person, and speak clearly, slowly and expressively to determine if the person can read your lips. For those people who do read lips, place yourself in their direct view and keep hands and food away from your mouth when speaking. If a person has a hearing impairment, avoid shouting. Hearing aids make sounds louder not clearer.

10. Relax. Don't be embarrassed if you happen to use accepted common phrases such as "See you later," or "Did you hear about that?", which seem to relate to a person's disability.

    Chances are that person will understand.

Notes

Important Election Day Phone Numbers

Erie County Board of Elections

716-858-8891

Inspector Department

Democratic   716-858-6294

Republican   716-858-4982

Absentee Department

716-858-7818

Primary Election Day: June _____, 2023

General Election Day: November _____, 2023

If an inspector is missing, please contact our Inspector Department. Please wait until 5:40AM before calling.

For all DS-200 and AutoMARK problems, location concerns, specific voter questions or concerns, please call the Board of Elections Main Line.

To request additional ballots or with any other ballot issues, please call the Board of Elections Main Line.