

Election Manual Table of Contents

10/19/15

- 1. Equipment and Materials**
 - At the polls when you arrive**
 - Small supply boxes**
 - Brought on Election Day by Haverhill Police**

- 2. Warden's Role**

- 3. Clerk's Role**

- 4. Inspectors' Role**

- 5. Opening the Polls**
 - Prior to Opening Polls**
 - Posting Signs**
 - Set-up for Check-in and Check-out Tables**

- 6. Voting Machines Set-up**
 - AccuVote Machine Set-up**
 - AutoMARK Machine Set-up**

- 7. Voting Procedures**

- 8. Inactive Voters**

- 9. Challenged Ballots**

- 10. Absentee Ballots**

- 11. Provisional Ballots**

- 12. Spoiled or AccuVote-Machine Rejected Ballots**

- 13. Shutting Down Voting Machines**
 - Shutting Down AccuVote**
 - Shutting Down AutoMARK**
- 14. Ballot count Procedures**
- 15. Warden & Clerk Tally Procedures**
- 16. Signature Check List**
- 17. PM Police Return List**
- 18. Additional Information**
 - Observers**
 - 150-Foot Rule**
 - Evacuation Procedures**
 - Registered Voters**
 - Political Designations**
 - Haverhill Poll Location Maps**
- 19. Frequently Asked Questions**
 - Voting Procedures**
 - Voter Instruction vs. Voter Assistance**
 - Write-in/Sticker Candidates**
 - After the Polls Close**
 - Counting Write-in and Sticker Votes**
- 20. Index**

AT THE POLLING PLACE WHEN YOU ARRIVE

11/30/15

Polling booths

Tables (check-in and check-out)

Ballot box – tall black box

AutoMark – assisted voting machine

SMALL SUPPLY BOX

(white with green tabs)

11/30/15

- Opt-Tech pens (Ballot pens)
- “Future Voter” stickers (for kids)
- “I Voted” stickers
- Calculator (2)
- Duct tape
- Elastics
- Letter opener (2)
- Masking tape
- Name tag stickers
- Scissors
- Note pad
- Paper clips
- Post It notes (mini)
- Post It notes (regular)
- Rubber thumbs (6)
- Rulers (6)
- Scotch tape
- White Out

PENCIL BOX

(white with purple cover)

10/19/15

- Red ballpoint pens
- Black ballpoint pens
- Pencils

BROUGHT ELECTION DAY MORNING BY HAVERHILL POLICE

11/30/15

Black bag containing:

- AccuVote tabulating machine
- Rubber key for the ballot box
- Metal key for the AccuVote machine
- Longer metal key for the AutoMARK machine

Supply bin

Election Manual

To Post Envelope – clear plastic with green content list:

- 4 Specimen Ballots (4 for each party in a primary)
- 3 Voter Bill of Rights sheets
- 3 Instructions to Voters sheets
- 3 Information on Federal and State Laws that Prohibit Fraud and Misrepresentation sheets
- 10 AccuVote ballot marking instruction sheets (for polling booths)
- 1 Ward and Precinct sign
- 1 No Cell Phones sign
- 6 Arrow signs
- 2 Exit signs
- 2 Call the City Clerk signs
- 4 VOTE signs
- 2 Check-in signs
- 2 Check-out signs
- 2 Address then Name signs

Voting Machines Setup folder

- AccuVote Machine setup instructions
- AutoMARK Machine setup instructions

Surge protector & extension cord

Blue plastic envelope with zipper closure:

- Receipt of Ballots form
- Certificate of Service form

Inactive and Active Voter cards (yellow/orange)

Secrecy sleeves

Small supply box – white with green tabs (see following for contents)

Pencil box – white with purple cover (see following for contents)

Auxiliary Ballots Envelope – Clear plastic with green contents list

Blank Forms Envelope – Clear plastic with green contents list
Certificate Authorizing Absentee Voter to Vote in Person (5)
Voter Registration forms (25)
Change of Address forms (25)
Enrollment Cards (change of party forms) (25)
Absentee Ballot Envelope – Clear plastic with green contents list
Blank Provisional Packet Sets – Clear plastic with green content list
25 sets of Provisional Ballot materials
3 Provisional Ballot Rosters
Pink plastic envelope with zipper closure:
Election Log
Affirmation of Current and Continuous Residency Log
Voter List Proof Sheets
Envelope for 3rd, 4th & 5th AccuVote receipt tapes
Tally Worksheets
Write-In Tally Sheets
Auxiliary Tally Sheet
Final Total Sheets
Cast and Uncast Ballot bin ties (6)
Cast and Uncast Ballot bin seals (4)
Spoiled Ballots Envelope – Clear plastic with purple contents list
Completed Forms Envelope – Clear plastic with pink contents list
Completed Provisional Ballots Envelope – Clear plastic with pink contents list
Completed Write-in Ballots Envelope – Clear plastic with pink contents list

1 plastic bin containing:

Letter from the City Clerk with any updates
Checklist of materials sent with HPD
Uncast Ballots (may be in one or more bins)
Voter Lists (2 alpha by street for check-in & 2 alpha by street for check-out) –
Clear purple plastic envelope to be used for return at end of night
Absentee ballots
AV-20 report
Alpha list – Binder of all registered voters in the city listed alphabetically
Alpha list on CD
Prepopulated Inactive Roster

1 empty plastic bin (to be used for end of night procedures)

WARDEN'S ROLE

10/19/15

WARDEN IS RESPONSIBLE FOR:

- 1. Setting up the Precinct.** The Warden is responsible for ensuring the precinct is correctly set up by 7:00 AM. Working with the Clerk and Inspectors, this includes:
 - a. Setting up the AccuVote and AutoMARK machines (Voting Machines Setup section)
 - b. Checking contents of bins (Equipment and Materials section)
 - c. Posting necessary signs (Opening the Polls section)
 - d. Providing voting booths with signs and pens
 - e. Setting up In and Out Tables (Opening the Polls Section)
- 2. Reporting absent workers.** Each Precinct is assigned at a minimum 1 Warden, 1 Clerk and 4 Inspectors. Should any assigned personnel fail to report for service by their assigned time, the City Clerk's Office must be called immediately (978-420-3777). **Do not wait!**
- 3. Administering the Oath.** The Warden is responsible for administering the Oath to all Poll Workers prior to opening the polls at 7:00 AM, or on arrival of any personnel reporting at a later time (Opening the Polls Section).
- 4. Assignment of Inspectors.** The Warden will assign Inspectors to posts on Check-In and Check-Out Tables. Each table has a set of 2 Voting Lists, divided roughly equally and alphabetically by street name. Inspectors are assigned which book to work on. This should be consistent through the day except during meal breaks.
- 5. Assignment of Lunch Breaks.** The Warden is responsible for scheduling a 2-hour break for all Poll Workers for lunch, voting, etc. During the break one Inspector must remain on the Check-In and Check-Out Tables at all times and maintain both Voting Lists, and either the Warden or Clerk must always be present.
- 6. Completing Certificate of Service Form.** The Warden is responsible to ensure the Certificate of Service form (in blue plastic envelope with zipper

closure) is completed and returned with the Police Officer to the City Clerk's Office at end of night.

- 7. Receipt of Ballots Form.** The Warden is responsible to ensure the Receipt of Ballots form (Opening the Polls Section) is completed and returned in the blue plastic envelope with zipper closure with the Police Officer to the City Clerk's Office at end of night.
- 8. Signing all Required Materials.** There are many materials that require the signature of the Warden and Clerk (Signature Check List Section).
- 9. Assisting Voters.** The Warden and Clerk share responsibility for ensuring any Voter who needs assistance receives it (Voter Instruction vs. Voter Assistance in FAQ Section).
- 10. Inactive Voters.** The Warden and Clerk share responsibility for ensuring any Voters marked "Inactive" present valid ID and complete an entry on the Affirmation of Current and Continuous Residency Roster before voting (Inactive Voter Section) and challenging any Voter without valid ID (Challenged Ballots Section). The Roster can be found in the pink plastic envelope with zipper closure.
- 11. Provisional Ballots.** The Warden and Clerk share responsibility for filling out materials for Provisional Ballots (Provisional Ballots Section)
- 12. Handling Auxiliary Compartment.** The Warden and Clerk share responsibility for placing ballots in the auxiliary compartment when appropriate. (Spoiled/Rejected Ballots Section)
- 13. Handling AccuVote Machine Errors.** The Warden and Clerk share responsibility for reading and understanding Accu-Vote LCD errors (Spoiled/Rejected Ballots Section).
- 14. Voting Lists.** The Warden and Clerk are responsible for signing the front page of all Voter Lists. They are returned at end of night to the City Clerk's Office by the Police officer.
- 15. Completing Necessary Forms.** The Warden and Clerk share responsibility for completing all necessary forms. (Signature Check List Section)

16. **Tallying Worksheets.** The Warden works with the Clerk to complete the Tally Forms (Warden and Clerk Tally Procedures Section).
17. **Ensuring all Unused Ballots, Spoiled Ballots and Empty Absentee Envelopes are placed in the bin labeled Uncast Ballots, secured with the Ballot bin ties and the bin is sealed and signed.**
18. **Ensuring all Cast Ballots, Write-in Ballots and Auxiliary Ballots are placed in the bin labeled Cast Ballots, secured with the Ballot box ties and the bin is sealed and signed.**
19. **Packing up AccuVote and AutoMARK machines** (Shutting Down Voting Machines Section).
20. **Closing up the Ballot Box** (Ballot Count Procedures Section).
21. **Packing up the Supply Bin** (PM Police Return List Section).
22. **Sending all required items in the clear plastic envelopes with pink content lists to the City Clerk's Office with the Police Officer at end of night** (PM Police Return List Section).
23. **Sending all required items in the pink plastic envelope with zipper closure to the City Clerk's Office with the Police Officer at end of night** (PM Police Return List Section).
24. **Sending all required items in the blue plastic envelope with zipper closure to the City Clerk's Office with the Police Officer at end of night** (PM Police Return List Section).

CLERK'S ROLE

11/30/15

CLERKS ARE RESPONSIBLE FOR:

1. **Assisting the Warden.**
2. **Election Log:** The Clerk logs in at the beginning of the morning, after a thorough examination, that the Ballot Box is empty. The Clerk also logs in the completion of the AutoMARK test, that poll workers are sworn in and assigned, the time the polls open and entry on the Voter Lists of absentee ballots received.

During the day the Clerk notes in the Election Log any unusual occurrences that take place or may affect the election. If in doubt, write it down. Inaccurate information on the Voter Lists, such as a double entry, should not be noted. **Inaccurate information on the Voter List cannot be corrected or removed.** Call the City Clerk's Office (978-420-3777) with any questions.

The Election Log is placed in the pink plastic envelope with zipper closure and returned to the City Clerk's Office by the Police Officer at end of night.

3. **Assisting Voters.** The Warden and Clerk share responsibility for ensuring any Voter who needs assistance receives it.
4. **Inactive Voters.** The Warden and Clerk share responsibility for ensuring any Voters marked "Inactive" present valid ID and complete an entry on the Affirmation of Current and Continuous Residency Roster before voting and challenging any Voter without valid ID (Challenged Ballots Section). The Roster can be found in the Pink Envelope (Inactive Voters Section).
5. **Provisional Ballots.** The Warden and Clerk share responsibility for filling out materials for Provisional Ballots (Provisional Ballots Section).
6. **Handling Auxiliary Compartment.** The Warden and Clerk share responsibility for placing ballots in the Auxiliary Compartment when appropriate (Spoiled/Rejected Ballots Section).

- 7. Handling AccuVote Machine Errors.** The Warden and Clerk share responsibility for reading and understanding AccuVote LCD errors (Spoiled/Rejected Ballots Section).
- 8. Voting Lists.** The Warden and Clerk are responsible for signing the front page of all Voter Lists. They are returned at end of night to the City Clerk's Office by the Police officer.
- 9. Completing Necessary Forms.** The Warden and Clerk share responsibility for completing all necessary forms (Signature Check List Section).
- 10. Tallying Worksheets.** The Clerk works with the Warden to complete the Tally Forms (Warden & Clerk Tallying Procedures Section).
- 11. Assisting the Warden with packing up the polling place.**

INSPECTORS' ROLE

10/19/15

BASIC INFORMATION

1. **Arrival at Polling Place.** Report to assigned polling place **at or before 6:30 AM.** (Polls will open to the public by 7:00 AM sharp.)
2. **The Warden and Clerk of the precinct are in charge.**
3. **Inspectors may be asked to perform tasks by the Warden or Clerk outside of checking voters in and out, including but not limited to:**
 - a. Posting signs
 - b. Arranging the polling place
 - c. Counting unmarked ballots
 - d. Switching with another poll worker
4. **Maintain Check-In or Check-Out Voting Lists as Assigned** (Voting Procedures Section).
5. **Voter List Proof Sheets** should be completed several times during the day and totals matched for each Check-in and Check-out Voter Lists. Voter List Proof Sheets will be included with the Check-in and Check-out Voter Lists and taken to the City Clerk's Office by the Police Officer after the tally is completed.
6. **Lunch break.** The Warden will assign each inspector a 2-hour break for lunch and voting. In and Out Tables must be covered at all times.
7. **Close of Polls.** Polls close promptly at 8:00 PM. Anyone in line at that time will be allowed to vote.
8. **Marked Ballot count.** Ballot counting and break down of the polls begins after the polls close. All Voter Check-In and Check-Out List counts must match and all ballots must be counted and match the AccuVote receipt count (Ballot Count Procedures Section).
9. **Dismissal.** Inspectors are on duty until they are dismissed by the Warden.

PROCEDURES PRIOR TO OPENING POLLS

2/20/16

1. **Oath:** The Warden must administer the following oath to all Poll Workers:
“Please raise your right hand: Do you solemnly swear that you will perform your duties as precinct officers for the City of Haverhill to the best of your ability, so help you God?”
2. **Certificate of Service Form:** All Poll Workers must check in and enter information on the Certificate of Service Form (blue plastic envelope with zipper closure). If a poll worker does not show up, call the City Clerk’s Office **immediately** at 978-420-3777 for a replacement.
3. **Assign tasks as needed** – Post signage, assign Inspectors to Check-In and Check-Out tables, count unmarked ballots, etc.
4. **Set up AccuVote Machine:** Warden and Clerk install AccuVote Machine on top of the Ballot Box. Instructions are in the black bag with the machine (Voting Machines Setup Section).
5. **Set up AutoMARK Machine:** **By Federal law this machine MUST be set up for handicap accessibility.** Make sure it is on a low table, plugged in, turned on and a privacy shield is set up. Test the machine. (Voting Machines Setup Section).
6. **Open Polls at 7:00 AM Sharp:** Polls must be opened no later than 7:00 AM. Use a cell phone for an accurate time. They may open earlier if prepared but if polling location is in place where there are 2 precincts, only open early if the other precinct can as well. The Clerk will note the opening time in the Clerk’s Log.

POSTING SIGNS

10/19/15

1. Signs are in “To Post” envelope in the supply bin, unless noted otherwise.
2. **The following signs must be posted around the polling place. At least 1 set much be posted no higher than 48 inches from the floor at the highest point of the sign.**
 - a. Specimen Ballots (3), except in a primary, with 3 for each party – Precinct specific in most elections. Please check. **By law all must be posted!**
 - b. Voter Bill of Rights sheets (3) **All 3 must be posted!**
 - c. Instruction to Voters sheets (3) **All 3 must be posted!**
 - d. Information on Federal and State Laws that Prohibit Fraud and Misrepresentation sheets (3) **All 3 must be posted!**
 - e. Contact the City Clerk’s Office signs (2) – Yellow paper
 - f. Ward/Precinct sign (1) – Yellow paper, precinct specific
3. **The following must be posted in each voting booth:**
 - a. AccuVote ballot marking instructions (10) – White paper
 - b. A voting pen (remove cap and test) is placed in each voting booth. (Found in the “Opt-tech Pens” envelope in the small white green-tabbed supply box)
4. The following signs are optional, but will come in handy and should be used:
 - a. Arrow signs (6) – Orange paper
 - b. VOTE signs (4) – Orange paper
 - c. EXIT signs (2) – Orange paper

SET UP FOR CHECK-IN AND CHECK-OUT TABLES

10/19/15

1. Check-In Table:

- a. 2 Check-In Voter Lists (in HPD-delivered bin with uncast ballots)
- b. Check-In Sign (in To Post envelope in supply bin)
- c. Yellow “Address First, Then Name” sign (in To Post envelope in supply bin)
- d. Red pens (in purple pencil box in supply bin)
- e. Official Ballots – (if a primary, separate for each party) **Ballots must be kept out of public’s reach. Hand to each voter!**
- f. Yellow Inactive Voter cards (in supply bin)
- g. Secrecy Sleeves (in supply bin)
- h. Voter List Proof sheets (in pink plastic envelope with zipper closure)

2. Check-Out table:

- a. 2 Check-Out Voter Lists (in HPD-delivered bin with uncast ballots)
- b. Check-Out sign (in To Post envelope in supply bin)
- c. Yellow “Address First, Then Name” sign (in To Post envelope in supply bin)
- d. Red pens (in pencil box in supply bin)
- e. Sheets to check the vote count during the day (in pink plastic envelope with zipper closure)
- f. Voter List Proof sheets (in pink plastic envelope with zipper closure)

3. **Unmarked ballot count** - Ballots are sent in packs. Each pack should be counted for accuracy when opened and count noted on the Receipt of Ballots form (in blue plastic envelope with zippered closure). Never assume, always count.

4. The Warden or Clerk will complete and sign the Receipt of Ballots form to be returned to the City Clerk’s office by the HPD at end of night, along with the materials in the pink plastic envelope.

ACCUVOTE MACHINE SET-UP

10/19/15

Materials needed:

1. Black Ballot box
2. AccuVote machine (delivered by HPD)
3. Ballot box keys (in case with AccuVote machine)
4. Power cord (in case with AccuVote machine)
5. Surge Protector (supply bin)
6. Extension cord (supply bin)

Setup Instructions: Detailed AccuVote Machine setup instructions are located in the Voting Machine Setup folder in the supply bin delivered prior to Election Day.

Key retrieval: Open the front zipper compartment of the AccuVote bag to retrieve the keys. The rubber rimmed key opens all locks on the black plastic ballot box. The brass key opens the lock on the Tabulator

Ballot Box Examination: Open the lower locks on the front side of the ballot box. Check all 3 compartments to ensure that no ballots are inside the box before voting begins. Have HPD officer witness and have the clerk note the empty box in the Election Log. Close and lock the lower doors.

Install AccuVote Machine on Ballot Box and Connect to Power Supply: Open the front panel access door (upper front lock on the ballot box) with the brass key. Slide the AccuVote machine onto the ballot box leaving enough room to access the On/Off switch. Put the power cord through the tube at the rear of the ballot box and insert into to the back of the AccuVote and plug the other end into the surge protector. Plug the power strip into the nearest outlet, using the extension cord if necessary.

Open Printer Cover: Using the brass key, remove the printer cover (left front of machine). Turn on the machine by pressing the red switch on the rear of the unit. Slide the machine back until it fits snugly in place.

Print, Sign and Post Printout: The scanner will automatically print a zero report, listing all the races and candidates in this election with “0” votes. If another number shows, call the City Clerk’s office immediately. **The Warden and Clerk need to sign the bottom of the printout and post it on the wall for public view immediately.**

Print Second Printout, Sign, Roll, and Lock Printer Door: The LCD screen on the left side of the AccuVote machine will ask if you would like another printout. Press the YES button. The Warden and Clerk need to sign the bottom and leave the tape attached to the machine for tally at the end of the election. Fold the tape up and lock the printer door. Press the NO button.

Lock Front Door Panel: Lock the front panel access door on the ballot box with the plastic rimmed key to secure the AccuVote machine. Verify the LCD screen shows the precinct number and the count is 0.

Open Auxiliary Compartment: Using the rubber rimmed key, open the top side slot of the Auxiliary Compartment, located on the upper left side of the ballot box and leave it open for the day.

NOTE: If the machine jams or breaks down, call the City Clerk's office at 978-420-3777 immediately. Continue to allow voters to cast their ballot via the Auxiliary Compartment.

AUTOMARK MACHINE SET UP

10/19/15

1. The AutoMARK Machine is in the large black plastic case. In accordance with State law, it must be set up at each election at every precinct on a table in such a manner as to be accessible to those who desire to use it, plugged in and turned on. Detailed setup and take down instruction are located in the Voting Machine setup folder in the supply bin delivered prior to Election Day. **Ink cartridges are loaded and ready to go and should stay in the machine.**

2. **Set Up AutoMARK**
 - a. Open case.
 - b. With 2 people, remove machine from the case and place on table.
 - c. Move left and right sliding tabs on each side of the top to free the screen.
 - d. Fold front section of the lid back.
 - e. Lift lid assembly to vertical.
 - f. Raise LCD screen.
 - g. Close the lid behind the screen, leaving the front section raised.
 - h. Lower the ballot feed tray.
 - i. If supplied, install headphone into the audio jack.
 - j. Place plug from case into back of machine and into a power strip and wall plug.
 - k. Use the small key on the key set found in the AccuVote case to plug into the front of the machine and turn to the “On” position. Be sure to remove key once the machine is on.
 - l. Set up privacy shield.

3. The Flash Memory Card (FMC) containing data pertaining to the election will be installed prior to Election Day.

4. Complete a Ballot Insert test by inserting a ballot into the AutoMARK machine, marking a vote for any candidate and checking the ballot to assure that the vote was marked accurately. Mark the ballot “Spoiled” and place in the Spoiled Ballot Envelope (Spoiled/Rejected Ballot section)

5. If you have any questions, have difficulty with set up or the machine fails the Ballot Insert test, call the City Clerk’s Office immediately at 978-420-3777.

VOTING PROCEDURES

11/30/15

Check-In Table (a., b., c. & e. are required by law):

- a. Ballots must be kept out of public's reach.**
- b.** Request Voter's address and locate this in the Voting List
- c.** Request Voter's name and locate this in the Voting List.
- d.** If Voter reports an address or name change, discreetly refer to Warden or Clerk. **Do not add to or change the information on the Voter List.**
- e.** Repeat name and address loudly and clearly
- f.** Clearly mark an "X" in the box next to the name with the red pen (use a ruler to align the address, name and voting box, use White Out for errors.)
- g.** Offer a Privacy Sleeve
- h.** Hand one ballot to the Voter and direct to voting booths

Check-Out Table (a. , b. & c. are required by law):

- a.** Request Voter's address and locate this in the Voting List
- b.** Request Voter's name and locate this in the Voting List
- c.** Repeat name and address loudly and clearly
- d.** Clearly mark an "X" in the box next to the name with the red pen (use a ruler to align the address, name and voting box, use White Out for errors)
- e.** Instruct Voter to put the ballot in the AccuVote machine

Voter Issues that May Arise:

a. Voter Listed as ID Required (ID)

This applies to a first-time voter who registered by mail or online.

Inspector must request identification. **Identification must contain name & address as registered.**

Acceptable forms of ID include any of the following: a current Driver's License; a recent utility bill, prescription, bank statement, rent receipt on landlord's letterhead, cell phone bill, government check or similar forms.

If ID does not contain name and address as registered, discreetly refer Voter to Warden or Clerk.

b. Voter listed as Inactive (I)

Inspector gives the Voter a yellow “Inactive Voter” card and discreetly refers Voter to the Warden or Clerk.

c. Voter listed as Absentee Voter (AV)

Inspector discreetly refers Voter to the Warden or Clerk.

d. Voter not on Voter List

Inspector discreetly refers Voter to the Warden or Clerk.

e. Voter reports a change of name

Inspector discreetly refers Voter to the Warden or Clerk.

Voter Instruction vs. Voter Assistance:

a. Voter Instruction

How to use the equipment

How to write in a candidate’s name

Locating a particular office on the ballot

b. Voter Assistance

Assistance may be provided by a person of the Voter’s choice (often brought with him/her) or by two poll workers, preferably of different parties.

Marking the ballot for the Voter.

Reading the ballot to the Voter (English or another language, if applicable).

Spoiled Ballots:

- If the Voter makes a mistake and needs a new ballot, the Inspector must take the spoiled ballot from the Voter.
- Write “Spoiled” on the ballot.
- Issue a new ballot to the Voter, who will return to the voting booth and then proceed to Check-Out.
- If a second ballot is spoiled, direct the Voter to the AutoMARK machine.
- A Voter may receive only 3 ballots.
- Give the spoiled ballot(s) to the Warden or Clerk.

INACTIVE VOTERS

11/30/15

An Inactive Voter, marked with an “I” on the Voter List, is a Registered Voter from whom the City Clerk’s Office has not received a current census form. Therefore, he/she must show identification to prove they still live in the community and enter required information on the Affirmation of Current and Continuous Residence Log.

1. The Inspector gives the Voter a yellow “Inactive Voter” card and is directed to the Warden or Clerk.
2. **Voter ID** – The Warden or Clerk asks the Voter for a valid ID. **This must contain the name and address as registered and listed in the Voting List.** ID examples include a current Driver’s License; recent bank statement, government check, utility bill, rent receipt on the landlord’s letterhead, prescription, cell phone bill, etc.

If the Voter does not have ID, they may return to vote with valid ID prior to the polls closing. If they ask to vote without ID, their ballot must be challenged. See Challenged Ballots section.

A Voter designated “Inactive” is NOT to vote with a Provisional Ballot!

3. **Voter completes required information on Prepopulated Inactive Roster.** If the Voter’s name is not on the Prepopulated Inactive Roster, use the Affirmation of Current and Continuous Residency Log.
4. **Warden or Clerk** must initial the Roster or Log and insert the Ward and Precinct(in a primary, also the party ballot taken) once the Voter has completely filled in their information.
5. **Return Voter to Check-In Table** – Give the Voter an orange “Active Voter” card to show to the Inspector at the Check-In table, which the Voter is to give to the Inspector at the Check-Out table after the ballot is completed but before it is entered into the AccuVote machine.

At end of night the Prepopulated Inactive Roster and Affirmation of Current and Continuous Residency Log are placed in the pink plastic envelope with zipper closure to be returned by the Police Officer to the City Clerk’s Office.

CHALLENGED BALLOTS

10/19/15

1. Challenging the Right to Vote – Any election officer or other person may challenge a person’s right to vote, including an absentee ballot. The challenger must state the reason for the challenge, not simply say the person is not qualified.

2. Examples of a legitimate challenge:

- This person is listed as an Inactive Voter and does not have valid ID
- This person is listed as ID Required and does not have valid ID
- This person is not old enough to vote.
- This person is not a citizen.
- This person’s name should not be on the Voting List.
- This person has already voted.
- This person is not the person he/she claims to be.

3. Challenge Procedures – The ballot must be challenged before the voter marks the ballot. The Warden or Clerk will complete the following procedures:

- Issue the Challenged Voter Oath to the Voter. Ask the Voter to raise his/her right hand and swear to the following statement, which you will read from the Affirmation of Current & Continuous Residence Log:

“Do you solemnly swear that you are the identical person whom you represent yourself to be, that you are registered in this city to vote and that you have not yet voted in this election?”

- Instruct the Voter to enter name, address, etc., and sign the Affirmation of Current & Continuous Residence Log, which the Warden or Clerk will then initial.
- Obtain a ballot and instruct the challenged person to write their name and address on the ballot. The Warden or Clerk writes the name of the challenger (the Warden or Clerk if an Inactive Voter) and the reason for the challenge (e.g. “Inactive Voter. No ID presented.”) on the front of the ballot.

- Give the ballot to the Voter.
- **Return with the Voter to the Check-In table and instruct the Inspector to write “CV” next to the Voter’s name on the Voter List.**
- Direct the Voter to the polling booth to complete their ballot, check out and then insert the ballot in the AccuVote machine.
- **Instruct the Inspector at the Check-Out Table to write “CV” next to the Voter’s name on the Voter List.**
- If the Voter is challenged for a reason other than “Inactive,” log in the Clerk’s Log.

ABSENTEE BALLOTS

10/19/15

Arrival of Absentee Ballots: On the morning of the election, you will receive any Absentee Ballots the City Clerk's Office has processed. They will be in the box with the uncast ballots.

Each ballot will be in an individual envelope. The ballots will be accompanied by an AV-20 Report, which lists all Absentee Ballots requested for your precinct and the status of each so far (i.e. returned or not returned).

Additional Absentee Ballots may be delivered to the polls during the course of the day by the City Clerk or Clerk's staff, a member of the Board or Registrars or a Police Officer. Do not accept an Absentee Ballot from anyone else. If someone else brings an Absentee Ballot to the polls, tell them to bring it to the City Clerk's office.

After the City Clerk's Office receives the last Absentee Ballots from the Post Office (+/- 2:00 PM), you will be notified.

Processing the Absentee Ballots:

- 1. Warden or Clerk opens the envelope.** Check to make sure the political party selected on the outside of the envelope matches the heading on the Absentee Ballot inside (Primary only).
- 2. Warden or Clerk takes ballot to Check-in and Check-out tables.** They distinctly announce the residence and name of each absentee Voter.
- 3. Inspectors check the name off the Voting Lists.** If the Voter is not designated AV on the Voting List, write AV next to the name in red pen and then check it off.
- 4. Warden or Clerk folds the Absentee Ballot against the current fold to avoid machine jams.** Without looking at the ballot, insert it into the AccuVote machine.
- 5. Place the inner and outer envelopes in the bin with the Uncast Ballots**

If a Voter marked AV arrives to vote: Do not give the Voter a ballot. Call the City Clerk's Office (978-420-3777). You may be authorized to have the Voter complete a "Certificate Authorizing Absent Voter to Vote in Person," found in the Absentee Ballots Section. Place the form in the Completed Forms envelope.

PROVISIONAL BALLOTS

11/30/15

1. Who can vote by Provisional Ballot?

- a. Any person claiming the right to vote but whose name does not appear on the Voting List,
- b. Any person claiming a listing error,
- c. Any person on the Voting List with an ID flag who does not have an acceptable ID,

Do not confuse this with someone on the Voting List who is flagged as an Inactive Voter and does not have an acceptable ID. See Challenged Ballot Section.

- d. Any person who has a Court Order to vote after the polls close.

2. Blank Provisional Ballots sets envelope – clear plastic with green content list

25 Provisional Ballot Packets

1 Manila Voted Provisional Ballots envelope

1 Provisional Ballot Affirmation form

1 Provisional Ballot Information Sheet

1 Notice to Voters sheet

3 Provisional Ballot Rosters

3. Provisional Ballot procedures:

- a. If the voter is listed on the Voting List, has an “ID” flag and doesn’t have acceptable identification, write the letters “C V” next to their name on the Voting List.
- b. The Warden or Clerk must complete the following on the Provisional Ballot Affirmation form:
 - i. The city/town and the ward/precinct in the top right hand corner
 - ii. The Provisional Ballot number in the top left hand corner

- c. Have the Voter complete the Provisional Ballot Affirmation form and give it to the Warden or Clerk.
- d. After the Voter completes the form, ask for identification.
 - i. If provided, the Warden or Clerk will record the identification type in the Precinct Election Official box in the lower left corner. If the Voter states he registered at the DMV and has his license, include the number. **If no identification is provided, the Voter must still be allowed to cast a Provisional Ballot.**
 - ii. The Warden or Clerk completes the Provisional Voting Roster with the Voter's name, address, date of birth, political party of the ballot to be cast (in a primary election only), Provisional Ballot # and reason code
- e. Hand the Voter a ballot with "Provisional" written at the top center and a manila **Provisional Ballot** envelope with Provisional Ballot #, Ward and Precinct spaces completed.
- f. Direct the Voter to a voting booth to complete their ballot, seal it in the manila **Provisional Ballot** envelope and return with it to the Warden or Clerk.
- g. The Warden or Clerk clips the Voter's Provisional Ballot Affirmation form to their Provisional Ballot Envelope and gives the Voter a **Provisional Ballot Information Sheet** with the Ward/Precinct and Provisional Ballot # completed and a **Notice to Voters** sheet.
- h. The Warden or Clerk places Provisional Ballot Envelope in the clear plastic envelope with a "Voted Provisional Ballots" label.
- i.

| |
|--|
| Do not put a Provisional Ballot through the AccuVote Machine! |
|--|
- j. The Voted Provisional Ballots envelope will be delivered at end of night to the City Clerk's Office by the Police Officer.

SPOILED OR ACCU-VOTE-MACHINE-REJECTED BALLOTS

11/30/15

1. The Voter may report an error in marking the ballot. The Inspector will accept the spoiled ballot, mark the ballot "SPOILED" on the front and issue a new ballot (of the same party, if a primary) to the Voter to return to the voting booth. If the Voter spoils a second ballot, direct to the AutoMARK machine, as there is a limit of 3 ballots for any Voter.

The Inspector will immediately give the Warden or Clerk the spoiled ballot, who will place it in the Spoiled Ballot clear plastic envelope with purple contents list in the supply bin.

2. The AccuVote machine will reject a ballot that is blank or has an Over Vote. An over vote indicates that the Voter selected too many candidates for an office.

When the AccuVote machine rejects a ballot, the Ballot Box attendant (if one is available) or the Warden or Clerk will first check the LCD screen on the left front corner of the machine for the following possible messages, being careful not to read the ballot:

- a. Ballot not read. Please re-insert.
 - b. Over Voted race
 - c. Blank
 - d. Invalid ballot. See official
3. **Ballot not read** – Have the Voter reinsert the ballot again. If the AccuVote machine continues to reject the ballot, offer the Voter a new ballot and review instructions on correctly filling out the ballot. If the Voter refuses a new ballot, place the ballot in the Auxiliary Compartment on the left side of the machine to be hand counted at end of night.
 4. **Over Voted race** – The Voter has marked too many candidates or has other stray markings. Offer the Voter a new ballot and review instructions on correctly filling out the ballot. If the Voter refuses a new ballot, place the ballot in the Auxiliary Compartment on the left side of the machine to be hand counted at end of night.

5. **Blank:** - Review instructions on correctly filling out the ballot. If the Voter refuses to complete the ballot, put the ballot in the Auxiliary Compartment.
6. **Invalid ballot. See official.** First try reinserting the ballot. If the AccuVote machine continues to reject the ballot, offer the Voter a new ballot and review instructions on correctly filling out the ballot. Mark the ballot "SPOILED" on the front and place in the Spoiled Ballot clear plastic envelope with green contents list.
7. **If the returned ballot is unread and is jammed in the reader,** open the front panel access door with the plastic-rimmed ballot box key. Slide the scanner forward towards you to retrieve the ballot sticking out of the back of the unit. Place the scanner back in position and relock it. Try to insert the ballot again. If the machine continues to reject the ballot, return to #3 above.
8. **If the returned ballot has been counted and is jammed in the reader,** open the front panel access door with the plastic-rimmed ballot box key. Slide the scanner forward towards you to retrieve the ballot sticking out of the back of the unit. Drop the ballot in the box. Place the scanner back in position and relock it.

SHUTTING DOWN THE ACCUVOTE MACHINE

11/30/15

The polls are closed at 8:00 PM. If any Voters are in line at that time, they will be allowed to vote. The police officer will stand at the end of the line to prevent late comers from voting. Once all the Voters have cast their ballots, poll workers will begin the end of day procedures.

1. The Warden or Clerk will take the **Ender Card** from the AccuVote machine case.
2. Open the tape compartment cover in the lower left corner of the AccuVote machine using the key with the rubber cover.
3. Open the AccuVote retaining door at the front of the ballot box with the key with the rubber cover.
4. Press and hold both the **Yes & No** buttons (now visible with the retaining door open) and **insert the Ender Card**.
5. A tape will automatically print. Tear off this tape when the printer stops. **This tape must remain as part of the zero tape printed when the polls opened and be put aside for use by the Warden and Clerk in completing the tally.**
6. Press the **Yes** button when “Another Copy” prompt appears in the LCD screen. Tear of this tape to sign and hang outside the polling place for public viewing.
7. Continue pressing **Yes** button when the “Another Copy” prompt appears until the number of tapes requested by the City Clerk are printed. **All the tapes must be signed by both the Warden and Clerk with a red pen.**
8. After tape #1 is put aside for the tally and tape #2 is hung for public view, the remaining tapes are placed in the white envelope labeled “**Police Return at 8:00 PM**” found in the pink plastic envelope with zipper closure.
9. **Give the envelope to the police office to take to the City Clerk’s Office immediately!**

10. Turn off the AccuVote machine by pushing the red button at the rear of the machine.
11. Lock the tape compartment cover of the AccuVote machine with the key with the rubber cover.
12. Remove the AccuVote machine from the ballot box and place it in the carrying case **with the On/Off switch facing the handle on the case** along with the power cord.
13. Lock the retaining door on the ballot box with the rubber covered key.
14. Open the rear ballot box compartment with the rubber covered key and remove the **Ender Card** from the left side compartment. Place it in the AccuVote carrying case.
15. Once all ballots have all been removed from the left rear, right rear and auxiliary compartments of the ballot box (Ballot Count Procedures), close and lock all doors and panels on the ballot box. Failure to do so could cause damage to the box during transport. Place the keys to the AccuVote and AutoMark machines in the AccuVote carrying case.
16. Close the AccuVote carrying case for transport to the City Clerk's Office by the police officer.

SHUTTING DOWN THE AUTOMARK MACHINE

10/19/15

1. AutoMARK Shut Down

- a.** Open case.
 - b.** Use the small key on the key set to plug into the front of the machine and turn to the “Off” position. Be sure to remove the key before proceeding with storing the machine.
 - c.** Reverse the setup procedures – removing electrical cords, removing the headphone if used, and replacing screen and support piece to original position.
 - d.** Move left and right sliding tabs toward the center to lock the screen into place.
 - e.** With 2 people, move the machine from the table and place in the case.
 - f.** Place the plug in the case and return power strip to the supply bin.
- 2.** If you have any questions or have difficulty with shut down, call the City Clerk’s Office at 978-420-3777.

BALLOT COUNT PROCEDURES

10/19/15

1. Inspectors will the complete final Check-In and Check-Out list counts. (For primary, count each party separately and then total votes). Totals must agree for both lists. If not, each Check-In and Check-Out page must be compared to determine source of difference. Once the totals agree, they can be used for the tally.
2. Once the Voting List counts are complete, the Warden or Clerk will remove all the cast ballots from the left rear compartment of the ballot box and give to the Inspectors for counting. (In a primary, the ballots are first separated by party.)
3. As they are counted, ballots are placed facing up and in the same direction.
4. The Inspectors will review each ballot for Voter intent. If there is a question of Voter intent, the ballots are put in a separate pile for the Warden or Clerk to make a decision on intent.
5. Inspectors will count cast ballots in blocks of 50, and place an elastic around each block. If the last block has less than 50, a sticky note with the count will be placed on this block.
6. When all cast ballots have been counted, blocked (by party in a primary) and totaled, they will be used for the tally.
7. The Warden or Clerk will remove write-in ballots from the right rear compartment of the ballot box and give to the Inspectors for counting, using steps #3 through #5 above. If a block is less than 50, attach a sticky note indicating "Write-In Ballots" and number.
8. The Warden or Clerk will remove the auxiliary ballots from the side compartment and give to the Inspectors for counting, using steps #3 through #5 above. If a block is less than 50, attach a sticky note indicating "Auxiliary Ballots" and number.
9. Give all the ballot blocks to the Warden or Clerk for the tally.

10. Inspectors must be available until numbers agree and Form A tally sheet has been completed.

WARDEN AND CLERK TALLY PROCEDURES

11/30/15

General information

1. Use pencil for all Tally Sheets and Forms except where Red Ink is required.
2. The following forms will be needed:
 - a. Form A - Tally Worksheet
 - b. Form B - Write-In Tally Sheet
 - c. Form C - Auxiliary Tally Sheet
 - d. Form D - Final Total Sheet

All Forms are identified by letter (A, B, C, or D) in the upper right-hand corner, as well as by title. Be sure to use the appropriate form. They are to be used in sequence, beginning with Form A. Each form has its own instructions.

3. Form A covers all ballots.
4. Forms B, C, and D will have separate copies for each party if a primary.

Form A: Tally Worksheet

1. **Section 1** – This information comes from the actual ballots counted from the ballot box compartments (for each party if a primary).
 - Row 1a.** Enter the counts from the left rear ballot compartment. Include any ballots set aside for Voter intent determination.
 - Row 1b.** Enter counts from the right rear write-in compartment.
 - Row 1c.** Enter counts from the side Auxiliary compartment
 - Row 1d.** Add each column (a., b., c.) and enter.

This will be the total physical ballot count.
2. **Section 2** – This information comes from the Check-In and Check-Out lists.
 - Row 2a.** Enter the totals from the Check-In Voter List.
 - Row 2b.** Add Row 2a. across and enter.
 - Row 2c.** Enter totals from the Check-Out Voter List.
 - Row 2d.** Add Row 2c. across and enter.

Rows 2b. and 2d. MUST agree.

3. **Section 3** – This information comes from the Machine Tape and the Auxiliary Ballot count.
 - Row 3a.** Enter the total ballot count from the Machine Tapes.
 - Row 3b.** Enter the Auxiliary Ballot count from Row 1c.
 - Row 3c.** Add 3a. and 3b.
 - Row 3d.** Add Row 3c. across and enter.

4. **Section 4** – This information comes from the Machine Counter and the Auxiliary Ballot count.
 - Row 4a.** Enter the Machine Counter number.
 - Row 4b.** Enter the Auxiliary Ballot Count (add Row 1c. across) and enter.
 - Row 4c.** Add Rows 4a. and 4b.

This will be the total ballots cast.

NOTE: Rows 1d., 2a., 2c., and 3c. must be the same.
Rows 1e., 2b., 2d., 3d., and 4c. must be the same.

Form B: Write-In Tally Sheet

1. Enter Write-In total from the machine tape.
2. **If a Write-In is obviously frivolous (e.g. Mickey Mouse, Elvis Presley) record as a Blank on the Tally Sheet.**
3. Enter no-names as a **Blank**.
4. Enter the full name of a non-frivolous candidate in the left column. If this name is already listed, use that line.
5. If a Voter writes in the name of a candidate who is on the printed on the ballot for same office, it is counted as a blank.
6. Place a slash (/) in the column to the right of the name. **Do not skip columns.** If a column is full, go to the first open column. Do this for each Write-In. ballot.

When all Write-In ballots have been recorded, do the following.

For each line that has votes recorded, go to the last column checked and get the number of that column and record it in the TOTALS column to the far right of the line. This should equal the number of slashes recorded on that line.

When all lines are totaled, add the Totals Column down for that section and record the number at the bottom of that column. That number must be the same as the tape total in the upper left corner of that section.

Do this for each office.

If there are no Write-Ins for an office, mark that section with a 0.

In a primary this must be done for each party.

When complete, the Write-In ballots should be placed in the White Envelope labeled Write-In Ballots.

FORM C: Auxiliary Tally Sheet

This form records ballots that were not processed by the AccuVote machine and came from the side Auxiliary Ballot compartment.

All Vote determinations should follow Guidelines and Write-Ins and Voter Intent

For candidates already printed on the ballot, place a slash (/) in the column to the right of the name. Do not skip columns. If columns are already filled in, go to the first open column to record the vote.

For a legitimate Write-In, enter the full name of the candidate in the left column. Then record the vote as above.

If no vote is indicated for an office, then a Blank must be entered in the appropriate section.

When all auxiliary ballots have been recorded, do the following:

For each line that has votes recorded, go to the last column checked and record the number in that column in the Totals column to the far right of the line. This should equal the number of slashes (/) recorded on that line.

When all lines are totaled, add down the Total column for that section and record the number at the bottom of the column.

Do this for each office. If there are no Auxiliary Ballots for an office (or party if a primary) mark all sections with a 0.

When all Auxiliary ballots are recorded, the number of Auxiliary ballots for each office should be the same, and for each party if a primary, as the number found on Line 1c. in Form A.

When complete, Auxiliary ballots should be placed in the White Envelope labeled Auxiliary Ballots.

Form D – Final Total Sheet

This form summarizes votes by office. There will be a form for each of in each party in a primary. Each office has its own section. Be sure to use the appropriate section.

1. Enter totals for each office from the machine tape and the **Tape Total** column.
2. Enter the names of the Write-Ins below the printed candidates.
3. Enter the totals from the Write-Ins Tally Sheet (**Form B**) in the **Write-Ins** column.
4. Enter the totals from the Auxiliary Tally Sheet (**Form C**) in the **Auxiliary Total** column.
5. Add each line across the record in the **Total Votes** column.
6. Add down the **Total Votes** column and record at the bottom in the **Column Total** box.

This must be done for each party if a primary.

If no numbers are available, enter 0 for the column total.

Be sure that the Warden and Clerk have both signed all forms and that the forms are placed in the Pink Tally Envelope and returned with the remaining receipt tapes with the police officer.

SIGNATURE CHECKLIST FOR WARDEN & CLERK

10/19/15

1. Certificate of Service form
2. Ballot Count form
3. Affirmation of Current and Continuous Residence Log
4. Provisional Voting Roster
5. Clerk's Log
6. Cast Ballots bin contents form
7. Uncast Ballots bin contents form
8. Receipt Tapes (all)
9. Check-in and Check-out Voter Lists (all 4 books)
10. Seals for Ballot Bins
11. Tally Worksheets (all)

PM POLICE RETURN LIST

11/30/15

1. Hand carried to City Clerk's Office immediately after shutting down the AccuVote machine.

3rd, 4th and 5th AccuVote machine tapes (in the envelope in pink plastic envelope with the zippered closure)

2. Hand carried in the supply bin to City Clerk's Office after tally is completed

Check-in & Check-out Voter Lists with Voter List Proof Sheets (in clear purple plastic envelope)

Completed Provisional Ballots envelope (even if empty)

Completed Forms envelope (even if empty)

Pink plastic envelope with zipper closure

Tally Sheets & Worksheets

1st and 2nd AccuVote machine tapes

Prepopulated Inactive Roster

Affirmation of Current and Continuous Residency Log (even if blank)

Election Log

Blue plastic envelope with zipper closure

Ballot Count form

Certificate of Service form

Alpha List

Election Manual

Signs

Pencil box (check against list in Equipment & Materials Section)

Small supply box (check against list in Equipment & Materials Section)

Surge protector & extension cord

3. AccuVote carry case

AccuVote tabulating machine

AccuVote, AutoMARK and ballot box keys

Power cord

4. Cast Ballot bin (yellow contents label) – signed and sealed

Cast ballots

Write-in ballots

Auxiliary Compartment ballots

5. Uncast Ballot bin (pink contents label) – signed and sealed

Uncast ballots

Spoiled ballots

Absentee Ballot envelopes

OBSERVERS

10/19/15

Observers must be allowed in the polling location unless they are disorderly or obstruct the access of voters.

1. During voting hours Observers should be located in an area where they can hear but not obstruct check-in and check-out procedures and not see how ballots are marked.
2. Observers may keep notes, including marked voting lists; listen as the poll workers announce the names of Voters (which must be loud enough for the Observers to hear); and challenge a Voter's ballot for any legal cause (Challenged Vote Section).
3. Observers cannot request the names and addresses of Voters from the poll workers or the Voters directly, interfere with the check-in process in any way or talk on cell phones in the polling area.
4. The Warden, pursuant to their authority to maintain order and decorum in the polling place and to prevent interference with the Voters, may determine that the number of Observers, or their behavior, is disruptive. Should they so determine, the Warden may ask the candidates to "pool" the information gathered by a smaller number of Observers.
5. After the polls close, Observers may remain to watch, but not interfere with, the ballot count and vote tally. The Warden should establish an area where they can gather.

150-FOOT RULE

10/19/15

1. The 150-foot area includes the polling place, in the building where the polling place is located, on the walls thereof, on the premises on which the building stands, or within 150 feet of the building entrance door to such polling place.
2. **What is prohibited within 150 feet of a polling location:**
 - a. The posting, exhibition, circulation or distribution of material – including stickers, posters, cards, handbills, placards, pictures or circulars – intended to influence the action of the Voter;
 - b. The solicitation of votes for or against, or any other form of promotion or opposition to, any person or political party or position on a ballot question, to be voted on at the current election;
 - c. Holding any campaign sign; handing any person literature intended to influence the Voter's action at the polls; wearing any campaign buttons or identifying signage; soliciting a person's vote for or against a candidate or question on the ballot; or distributing stickers;
 - d. Gathering signatures on nomination papers or initiative petitions
3. **What is allowed within 150 feet of the polling location:**
 - a. Exit polling
 - b. Meeting and greeting voters by a person who is **not** a candidate at the current election.
4. **Who enforces the 150-foot rule:**
 - a. The Warden at the polling place enforces the various requirements of the 150-foot rule.
 - b. The Police Officer or Constable detailed to each polling place protects the election workers and aids in enforcing the laws relating to elections.

- 5.** Voters may bring materials with them into the polling place, including campaign literature and pre-printed stickers. Voters cannot display this information within the polling place.
- 6.** Polls workers must be instructed to regularly “sweep” the voting booths to remove any materials left behind by Voters.

EVACUATION PROCEDURES

10/19/15

1. Assess need for evacuation:

- a. Police officer makes assessment and determines what further action is to be taken
- b. In the absence of a police officer, the Warden or Clerk
 - i. Calls 911 if police, fire or medical presence is necessary
 - ii. Notifies the City Clerk's Office (978-420-3777)
- c. The City Clerk's Office notifies the Mayor and Board of Registrars

2. Relocation: Relocation shall be implemented when, upon the advice of police, fire or school personnel, the situation cannot be remedied with 60 minutes or is of uncertain duration.

- a. **Police officer:** Brings AccuVote machine, cast ballots (remain in ballot box) and uncast ballots, Provisional ballots, Voting Lists and all necessary documents to an alternate polling place.
- b. **Highway Department:** Brings AutoMARK machine and polling booths to alternate polling place.
- c. Building and polling location is secured.
- d. **City Clerk:** Notifies Voters of change via:
 - i. Posting signs at the polling place and City Hall
 - ii. Cable TV
 - iii. Robo calls
 - iv. Public Service announcements on the radio
 - v. City's web site

3. If an emergency forces the closing of a polling place and the duration can be determined to be less than 60 minutes:

- a. Call the City Clerk's Office
- b. The Warden and City Clerk will determine whether to relocate within existing building or temporarily operate outside the confines of the current polling place, if weather conditions permit and the safety of voters can be ensured.
- c. The "In" and "Out" lists shall be removed from the polling place, along with sufficient ballots to accommodate expected Voters for the short-term emergency
- d. Voters should be offered the opportunity to vote in the temporary location or to return when the polling place re-opens.

- e. Police officer collects marked ballots and retains them until the polling place can be re-opened.
- f. The Warden or Clerk should make note of the time of closing and re-opening of the polling place.
- g. Upon re-opening, the Warden will go through reopening procedures (Opening the Polls Section) for the AccuVote machine and vote each ballot retained by the police officer.

4. Alternate polling locations:]

- a. City Hall Auditorium
- b. City Hall Room 301
- c. City Council Chamber
- d. Haverhill Police Station
- e. Citizen's Center

REGISTERED VOTERS

10/19/15

There are 3 categories of Registered Voters:

1. Voters enrolled in a political party
2. Voters who are unenrolled (commonly called Independents)
3. Voters enrolled in a political designation

1. Voters enrolled in a political party

In a primary election, a Voter who is enrolled in a political party (e.g. Democratic – D or Republican - R) can only be given the ballot of the party in which he/she is enrolled. However, **it does not affect their right to vote in a general election**, where all Voters receive the same ballot and can vote for the candidate of their choice, regardless of party.

The number of political parties can differ from primary to primary. The City Clerk's office will inform you of the political parties recognized in each election.

2. Unenrolled voters

A Voter who does not wish to enroll in a political party or political designation can check the box next to "No Party" on the Voter Registration form. The Voter is then classified as "Unenrolled," which is commonly referred to as Independent. Unenrolled voters can vote in the state or presidential primary of their choice. Voting in a primary does not cause them to become a registered Voter in that party.

3. Voters enrolled in a Political designation

A Voter can choose to be enrolled in a legal Political Designation. The number of Political Designations may also differ from primary to primary. The City Clerk's Office provides a list of the Political Designations that are recognized in a particular election. See following sheet for Current Political Designations list.

A Voter who enrolls in a Political Designation can vote in the state or presidential primary of their choice.

Changing enrollment status

Once a Voter makes an enrollment choice, he/she can change his enrollment status by notifying the City Clerk's Office in writing at least 20 days before a primary or general election. He/she can also fill out a Change of Enrollment form at the polling location.

CURRENT POLITICAL DESIGNATIONS

10/19/15

| | | | |
|---------------------------------|-----|--------------------------------------|------|
| Conservative Party | (A) | Prohibition Party | (P) |
| Natural Law Party | (B) | American Independent Party | (Q) |
| New World Council | (C) | Socialist | (S) |
| Reform Party | (D) | Interdependent 3 rd Party | (U) |
| Rainbow Coalition | (E) | America First Party | (V) |
| Green Party USA | (F) | Veterans Party America | (W) |
| We the People | (G) | Pirate | (X) |
| Constitution Party | (K) | World Citizens Party | (Y) |
| Libertarian Party | (L) | Working Families | (Z) |
| Timesizing Not Downsizing | (M) | Pizza Party | (AA) |
| New Alliance Party | (N) | American Term Limits | (BB) |
| Massachusetts Independent Party | (O) | Twelve Visions Party | (DD) |

Elections Division – Secretary of State’s Office

1/2015

FREQUENTLY ASKED QUESTIONS

VOTING PROCEDURES

10/19/15

Q. When a Voter makes a mistake in marking their ballot, can they receive a new ballot?

A. Yes. The Voter may obtain up to two additional ballots, one at a time upon returning each spoiled ballot. Ballots so returned shall immediately be marked “Spoiled” by an election officer and placed in the Spoiled Ballot Envelope (clear plastic with pink contents list).

Q. An Unenrolled Voter chooses a party ballot, goes to the voting booth and then decides they want to vote in a different party primary. Can they receive a different party ballot?

A. No. Once an Unenrolled Voter has chosen a primary ballot, they cannot exchange the ballot for another party.

Q. A Voter asks for assistance in writing in the name of a candidate or using a sticker. How much assistance can the poll worker provide?

A. Poll Workers can provide instruction on how to write in a name and/or how to place a sticker on the ballot. If a Voter simply asks how, the Poll Worker can inquire as to what office they want to do it for and then use a specimen ballot to show them exactly how to write in or place the sticker. Poll Workers should not assume which office the Voter wants to vote on.

Q. A voter asks which candidates are valid Write-ins and in which primary. How much assistance can the poll worker provide?

A. Poll Workers cannot assume who is a Write-in or Sticker candidate and cannot refer or recommend the Voter to a particular party ballot so should respectfully inform the Voter that they are unable to provide that information.

FREQUENTLY ASKED QUESTIONS

VOTER INSTRUCTION VS. VOTER ASSISTANCE

10/19/15

A. Voter Instruction

How to use the equipment

How to write in a candidate's name

Locating a particular office on the ballot

B. Voter Assistance

The following assistance may be provided by a person of the Voter's choice (often brought with him/her) or by two Poll Workers, preferably of different parties.

Marking the ballot for the Voter

Reading the ballot to the Voter (English or another language, if applicable)

FREQUENTLY ASKED QUESTIONS

WRITE-IN/STICKER CANDIDATES

10/19/15

Q. Can Write-in/Sticker candidates remain within 150 feet of the polling place?

A. No. Write-in/Sticker candidates are treated the same as any other candidate for nomination/election and cannot be within 150 feet of the polling place.

Q. Can stickers be handed out within 150 feet of the polling place?

A. No. Any candidate desiring to hand out stickers to Voters on their way in to vote must remain beyond 150 feet from the polling place. This prohibition includes the handing out of pens, pamphlets or any other materials intended to influence a Voter.

Q. Can a Voter bring materials into the polling place?

A. Yes. A Voter may bring materials, including stickers, into the voting booth. A Voter can bring preprinted brochures or pamphlets or their own notes, but should not display such materials while in the polling location. **It is incumbent on the election officers to check the voting booths regularly to see that no one has left any materials and/or stickers behind.**

Q. Can signs be posted in the polling place alerting Voters to the fact that there are Write-in/Sticker candidates without actually identifying the candidates?

A. No. Special signs should not be posted for Write-in/Sticker candidates. Instructions on how to vote for a Write-in/Sticker candidate are printed on each ballot, as well as contained on the instruction cards provided by the City Clerk's Office.

Q. A Voter asks for assistance in writing in the name of a candidate or using a sticker. How much assistance can the Poll Worker provide?

- A. Poll Workers can provide instruction on how to write in a name and/or how to place a sticker on the ballot. If a Voter simply asks how, the Poll Worker can inquire as to what office they want to do it for and then use a specimen ballot to show them exactly how to write in or place the sticker. Poll Workers should not assume which office the voter wants to vote on.

FREQUENTLY ASKED QUESTIONS

AFTER THE POLLS CLOSE

10/19/15

Q. Do I have to allow public examination of the counting process at the close of polls?

A. Yes. The Voting Lists and all ballots removed from the ballot box must be kept in open view of the Voters present until placed in the Cast Ballot bin and sealed, and all proceedings in the canvass and counting of votes must be public and in open view of the Voters. However, only election officers may take part in the actual process of counting and sealing the voting materials. During this process Observers must stand outside the guardrail. The Poll Workers can turn the Check-in and Check-out tables sideways to serve as a guardrail at the front of the polling place.

Observers cannot go into the counting area and cannot ask questions of the Poll Workers. During the counting process the Poll Workers should not interact with the Observers and do not need to provide an explanation as to the process.

It may be helpful for the Poll Workers to state what will happen when they announce the polls are closed. They can simply state: "The polls are now closed, and we are going to process the ballots that need to be hand counted. If you wish to remain in the polling place to observe this process, you may do so, but you must stay behind the guardrail, keep quiet and not disrupt the process.

Q. Can the Poll Workers print and post the tapes from the voting machines before the hand count begins?

A. Yes. The Poll Workers **MUST** print the tapes and post (or read aloud) the results from the tapes printed by the voting machines. They must write (or state) that such results are unofficial.

Q. Do the Poll Workers have to go through all of the ballots to look for Write-in/Sticker votes?

A. Yes. At the close of polls, **all ballots removed from the ballot box must be inspected for Write-in and Sticker Candidates.** This includes ballots in the

main compartment and the Auxiliary Compartment. In a primary, first divide the ballots from each compartment by party.

Any ballots that have been segregated by the vote tabulator and any other Write-in or Stickers votes must be hand counted.

Q. Do the Poll Workers announce the tallies after the hand count is completed?

A. Yes. The Poll Workers are required to read aloud the results from the hand count. Be sure they are announced as unofficial.

FREQUENTLY ASKED QUESTIONS

COUNTING WRITE-IN AND STICKER VOTES

10/19/15

Q. Where are Write-in/Sticker votes counted?

A. All ballots must be processed and counted **at the polling place**. This includes the tallying of all Write-in/Sticker ballots – it must be done at the polling place and must continue until all ballots are counted.

Q. What is the standard used when hand counting Write-in or Sticker votes?

A. The standard is “the intent of the Voter.”

Q. In the state primary, does a Write-in/Sticker candidate have to be enrolled in the party whose nomination they seek?

A. No. The party enrollment requirements set forth in the General Laws are for a candidate to have his/her name **printed** on the ballot. For example, a candidate who may be registered as a Democrat can run and win the Working-Families primary nomination.

Q. In the primary, Bob Smith’s name is printed on the Republican primary ballot as a candidate for State Representative. He has announced he will also be running a Write-in/Sticker campaign in the Democratic primary. Can he do this?

A. Yes. A candidate whose name is printed on one party primary ballot can run a Write-in/Sticker campaign in another party and win both nominations. They can then direct how they want their name to appear on the general election ballot. For example, if Bob Smith won both nominations, he could have his name printed on the general election ballot as Democratic/Republican or Republican/Democratic.

Q. A Write-in/Sticker candidate receives votes in more than one party. How are those votes tallied?

A. When counting votes for party primaries, the votes for candidates on a party ballot are tallied separately for that party. For example, Bob Smith receives 20 votes in the Democratic primary, 15 votes in the Republican primary and 4 votes in the Green-Rainbow primary. Those votes must be reported separately and not combined.

Q. A Voter has written in a name and address in the Write-in/Sticker space but did not complete the vote indicator. Can that vote be counted?

A. Yes. Votes must be counted for Write-in/Sticker votes, even if the Voter has failed to fill in the vote indicator. Where the Voter fails to fill in the oval corresponding to the Write-in/Sticker vote, it will still be counted for that candidate if, upon review, the intent of the Voter is discernible.

This standard is based on “[t]he cardinal rule...that if the intent of the Voter can be determined with reasonable certainty from any in section of the ballot, in light of the generally known conditions attendant upon the election, effect must be given to that intent and the vote counted...provided the Voter has substantially complied with the requisites of the election law...”

Q. A Voter has written in the name of a candidate in the Write-in space, but has not provided an address. Can that vote be counted?

A. Maybe. Any variation on a candidate’s name and/or address should be counted, as long as you can determine the intent of the Voter. If the candidate is a known Write-in candidate, intent is easier to determine. Examples:

Bob Smith is a Registered Voter at 12 Main Street, Anytown, and is running as a Write-in candidate for State Representative in the 10th Suffolk district on the Democratic primary ballot. He has written to all of the election officials in the district and provided this information, as well as advertised his candidacy. Within the district there are 4 other registered voters with the same name, Bob Smith, none of which have announced campaigns. Accordingly, any votes that just list Bob Smith without an address should be counted toward the declared candidate – Bob Smith of 12 Main Street, Anytown.

The same principal applies to candidates who may be registered at the same address as someone with the same name, but a Jr./Sr. Bob Smith Jr. has

announced his intention to run a Write-in/Sticker campaign. Any votes that omit the Jr. should be credited.

The same principal applies to known nicknames of candidates, e.g. Robert Smith is a known Write-in candidate, and any votes for Bob Smith should be credited to him.

In the alternative, if Bob Smith, the same Voter/candidate listed above, did not announce or promote a candidacy, a Write-in with just the name of Bob Smith would be grouped with "All Others," because the intent of the voter could not be determined. You would not know which Bob Smith the voter intended to vote for.

Q. A Voter writes in "Mickey Mouse." How is that counted?

A. If a Voter writes in "Mickey Mouse," some other fictitious, famous, deceased or otherwise obviously unqualified person to be a candidate for office, the vote should be tallied as a blank.

Q. A Voter marks a vote for a candidate printed on the ballot for State Representative and then writes in the name of another candidate for the same office. How is this counted?

A. It is considered an "Over Vote" and counted as blank.

Q. A candidate has announced he is running a Write-in/Sticker campaign for the office of State Representative. A Voter has written his name in under the office of State Senator. How is that vote counted?

A. Write-in/Sticker votes must be counted for the office under which they are placed.

Q. A Voter places a sticker somewhere on the ballot that isn't reasonably near the space allocated for a Write-in candidate. How is this counted?

A. It does not count as a vote or as a blank.

Q. When completing the tally sheet, which Write-in/Sticker candidates are listed individually and which are grouped with all the others?

- A.** Individually list any known Write-in or Sticker candidate and any candidate that receives at least 5 votes in your precinct.

INDEX
11/30/15

| TOPIC | SECTION |
|---|--|
| A | |
| Absentee Ballot..... | Absentee Ballots |
| “AV” on Voting List..... | Voting Procedures |
| “AV” Voter requests on site voting..... | Absentee Ballots |
| AccuVote machine carry bag contents... | Equipment & Materials |
| AccuVote machine setup..... | Voting Machines Setup |
| AccuVote machine take down..... | Shutting Down Voting Machines |
| Assisting Voters..... | FAQ’s – Voter Instruction vs. Voter Assistance |
| AutoMARK machine setup..... | Voting Machines Setup |
| AutoMARK machine take down..... | Shutting Down Voting Machines |
| Auxiliary Compartment..... | Spoiled Ballots, Ballot Count Procedures |
| B | |
| Ballot – Specimen..... | Opening the Polls |
| Ballot Box..... | Voting Machines Setup |
| C | |
| Challenged Ballot Procedures..... | Challenged Ballots, Inactive Voters |
| Check-In Table setup..... | Opening the Polls |
| Check-In Table procedures..... | Voting Procedures |
| Check-Out Table setup..... | Opening the Polls |
| Check-Out Table procedures..... | Voting Procedures |
| Clerk’s responsibilities..... | Clerk’s Role |
| Close of Polls..... | Shutting Down Voting Machines, Ballot Count, FAQ’s – After the Polls Close |
| “CV” on Voting List | Voting Procedures, Challenged Ballots |
| | |
| | |

| TOPIC | SECTION |
|--|------------------------------------|
| | |
| E | |
| | |
| Election Log..... | Clerk's Role |
| Ender Card..... | Shutting Down Voting Machines |
| | |
| F | |
| | |
| Forms | |
| Active Voter Card..... | Inactive Voters |
| Absentee Ballot Voter List..... | Absentee Ballots |
| Affirmation of Current and Continuous Residency Log..... | Inactive Voters |
| Cast Ballots bin contents form..... | Signature Checklist |
| Certificate to Vote in Person..... | Absentee Ballots |
| Certificate of Service form..... | Opening the Polls |
| Change of Address form..... | Provisional Ballots |
| Change of Enrollment form..... | Provisional Ballots |
| Inactive Voter Card..... | Voting Procedures |
| Notice to Voters form..... | Provisional Ballots |
| Prepopulated Inactive Roster..... | Inactive Voters |
| Provisional Ballot Affirmation form.. | Provisional Ballots |
| Provisional Ballot envelope..... | Provisional Ballots |
| Provisional Ballot Information sheet. | Provisional Ballots |
| Provisional Voting Roster..... | Provisional Ballots |
| Registered Voter Certificate..... | Absentee Ballots |
| Tally Sheets..... | Warden/Clerk Tally Procedures |
| Uncast Ballots bin contents forms.... | Signature Checklist |
| Voter List sample page..... | Voting Procedures |
| Voter Registration forms..... | Provisional Ballots |
| | |
| I | |
| | |
| "I" on Voter List | Voting Procedures, Inactive Voters |
| "ID" on Voter List..... | Voting Procedures |
| | |
| | |

| TOPIC | SECTION |
|------------------------------------|-------------------------------------|
| O | |
| Oath..... | Opening the Polls |
| Observers..... | Additional Information |
| 150-Foot Rule..... | Additional Information |
| Opti-tech pens..... | Opening the Polls |
| P | |
| Provisional Ballot procedures..... | Provisional Ballots |
| Political designations..... | Additional Information |
| Political parties..... | Additional Information |
| R | |
| Registered Voter categories..... | Additional Information |
| S | |
| Secrecy Sleeve..... | Voting Procedures |
| Signatures required..... | Signature Checklist |
| Signs and Posting information..... | Opening the Polls |
| Supply bin contents..... | Equipment & Materials |
| T | |
| Tallying votes..... | Warden & Clerk Tally Procedures |
| U | |
| Unenrolled Voters..... | Additional Information |
| V | |
| Valid Voter ID proof..... | Voting Procedures |
| Voter Lists..... | Setup for Check-In/Check-Out Tables |

| | |
|----------------------------------|----------------------------------|
| Voting procedure questions..... | FAQ's |
| TOPIC | SECTION |
| | |
| W | |
| | |
| Warden's responsibilities..... | Warden's Role |
| Wards and precincts..... | Additional Information |
| Write-In/Sticker candidates..... | FAQ's |
| Write-In/Sticker counting..... | FAQ's |
| | |
| Z | |
| | |
| Zero count..... | Voting Machines Setup - AccuVote |
| | |

SUPPLY BIN

Election Manual

To Post Envelope – clear plastic with green content list:

- 4 Specimen Ballots (4 for each party in a primary)
- 3 Voter Bill of Rights sheets
- 3 Instructions to Voters sheets
- 3 Information on Federal and State Laws that Prohibit Fraud and Misrepresentation sheets
- 10 AccuVote ballot marking instruction sheets (for polling booths)
- 1 Ward and Precinct sign
- 1 No Cell Phones sign
- 6 Arrow signs
- 2 Exit signs
- 2 Call the City Clerk signs
- 4 VOTE signs
- 2 Check-in signs
- 2 Check-out signs
- 2 Address then Name signs

Voting Machines Setup folder

- AccuVote Machine setup instructions
- AutoMARK Machine setup instructions

Surge protector & extension cord

Blue plastic envelope with zipper closure:

- Receipt of Ballots form
- Certificate of Service form

Inactive and Active Voter cards (yellow/orange)

Secrecy sleeves

Small supply box – white with green tabs (see following for contents)

Pencil box – white with purple cover (see following for contents)

Auxiliary Ballots Envelope – Clear plastic with green contents list

Blank Forms Envelope – Clear plastic with green contents list

- Certificate Authorizing Absentee Voter to Vote in Person (5)
- Voter Registration forms (25)
- Change of Address forms (25)
- Enrollment Cards (change of party forms) (25)

Absentee Ballot Envelope – Clear plastic with green contents list

Blank Provisional Packet Sets – Clear plastic with green content list

- 25 sets of Provisional Ballot materials
- 3 Provisional Ballot Rosters

Pink plastic envelope with zipper closure:

Election Log

Affirmation of Current and Continuous Residency Log

Voter List Proof Sheets

Envelope for 3rd, 4th & 5th AccuVote receipt tapes

Tally Worksheets

Write-In Tally Sheets

Auxiliary Tally Sheet

Final Total Sheets

Cast and Uncast Ballot bin ties (6)

Cast and Uncast Ballot bin seals (4)

Spoiled Ballots Envelope – Clear plastic with purple contents list

Completed Forms Envelope – Clear plastic with pink contents list

Completed Provisional Ballots Envelope – Clear plastic with pink contents

list

Completed Write-in Ballots Envelope – Clear plastic with pink contents

list