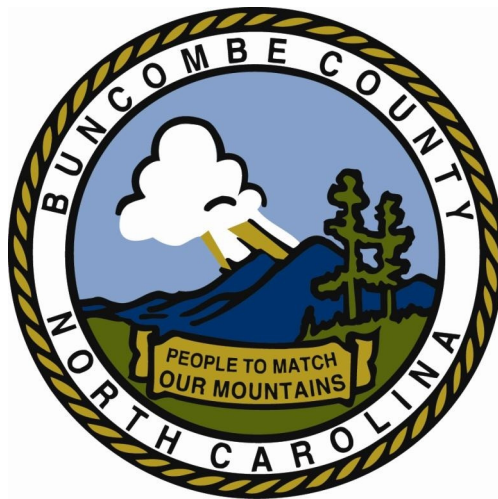


Buncombe County Election Official



Judge's Manual

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CHIEF JUDGE, PARTY JUDGE & ASSISTANTS: DUTIES AND RESPONSIBILITIES

Election Officials

There are three types of Election Officials: Chief Judges, Party Judges, and Assistants. Three Judges are assigned to each precinct: one Chief Judge and two Party Judges. A typical polling place will have two Judges from the same political party as the Governor, and one Judge from the other major political party. Judges usually live in the precinct in which they serve. Occasionally, a Judge will serve in a precinct outside his/her precinct of residence if a Judge cannot be found from within the precinct. Large precincts may have Assistants assigned as well. Election Officials serving outside their home precinct may vote by absentee ballot before Election Day.

Chief Judge

Each precinct is assigned one Chief Judge. The Chief Judge picks up ballots and supplies from the County Board of Elections (CBE) and acts as a liaison between the CBE, Judges and Assistants. The Chief Judge assigns duties to the other Judges and to Assistants serving in the polling place. Chief Judges attend mandatory training conducted by the CBE.

Party Judges

Each precinct is assigned two Party Judges, one from each major political party. As a safeguard against fraud, both Party Judges (if possible) verify voter registration at the Registration Station. Judges attend mandatory training conducted by the CBE.

Assistants

Larger precincts or precincts expecting heavy turnout are sometimes assigned an election Assistant(s). In North Carolina, certain high school seniors who are not yet of voting age can serve as election Assistants. Assistants serve in many capacities, including the Registration Station, the Help Station, the Ballot Station, and the curbside voting area.

Chief Judges Duties & Responsibilities

Term

Two-year appointment; August to August of odd-numbered years

Commitment

Primary, general and special elections from 6:00 a.m. until all election supplies are returned to the elections office

Training

Attend instructional meetings before each primary and general election

Duties Once Appointed

- ✓ Take Oath of Office
- ✓ Attend mandatory instructional meetings and training workshops according to G.S. 163-82.24 and 8 NCAC 4.0305. Learn how to set up the polling place, use voting equipment, conduct regular and provisional voting, enforce electioneering laws (G.S. 163-166.4), assist disabled voters (8 NCAC 10B.0107), conduct curbside voting (G.S. 163-166.9 and 8 NCAC 10B.0108), accept voter name, address and/or party changes, conduct a hearing at the polls, open and close the polls (8 NCAC 10B.0102, -.0105), send election results to the CBE, account for ballots/equipment/supplies (8 NCAC 10B.0106), enforce security and emergency procedures.
- ✓ Inform the CBE if you are the spouse, child, spouse of a child, sister or brother of another precinct official in the same precinct. Serving in the same precinct as a near relative is prohibited by G.S.163-41.1
- ✓ Inform the CBE if you hold any office in a state, congressional district, county, or precinct political party or political organization.

Before the Election

- ✓ Attend all instructional meeting(s) prescribed by law and training workshops necessary in carrying out all duties and responsibilities for conducting an election (G.S.163-46, 8 NCAC 10B.0101).
- ✓ Assist CBE as liaison with Judges and Assistants.
- ✓ Schedule a time for pre-election set up
- ✓ Assign and review duties with Judges and Assistants
- ✓ Inform CBE if your relative (wife, husband, mother, father, daughter, son, sister or brother) will be a candidate during an election in which you are scheduled to serve as Chief Judge (G.S.163-41.1)
- ✓ Confirm access or obtain keys to polling facility
- ✓ Check phone access at the polling facility
- ✓ Review the precinct observer list and submit any objections for good cause to the CBE (G.S.163-45)
- ✓ Notify the CBE if unable to serve on an Election Day
- ✓ Receive voting equipment security keys or codes
- ✓ Receive ballots and equipment, compare to inventory lists and complete the Chain of Custody Form in the presence of a CBE member or staff.
- ✓ Check Precinct supplies located in the **Large Black Case** and compare with the Precinct Supply Checklist.
- ✓ Check your poll list to make sure it is complete and is the correct list for your precinct.

Before Polls Open

- ✓ Review duties with other precinct officials.
- ✓ Administer the Oath of office to any precinct officials that were not previously sworn in (G.S. 163-41)
- ✓ Make sure that all equipment has been delivered and that all booths and tables have been set up.
- ✓ Unpack Precinct Supplies from the Large Black Case and distribute materials.
- ✓ Mark off the boundaries for the voting enclosure, if necessary
- ✓ Post sample ballots at the polling place prior to opening the polls (G.S. 163-165.2)
- ✓ Set up a demonstration area that includes sample ballots and voting instructions.
- ✓ Complete the Election Morning Checklist.
- ✓ Review the Chain of Custody Form with election Judges and get their signatures.
- ✓ Lock/secure voting area and supplies if set-up is done before Election Day.
- ✓ Measure and mark the electioneering and buffer zone locations. Remove any campaign signs that violate electioneering laws.
- ✓ Comply with facility rules concerning smoking, eating, etc. Federal law prohibits smoking inside of a school building.
- ✓ Complete expense report sheets such as payroll, rent, etc.
- ✓ Keep ballots and poll lists in your possession until Election Day.
- ✓ Make sure that ballot boxes are empty and machine counter and/or tapes indicate zero votes.

Election Day

- ✓ Arrive at the polling place by 6:00 a.m. to ensure the prompt opening of the polls at 6:30 a.m. as mandated by G.S. 163-166.01.
- ✓ Administer the Oath of office to any precinct officials not previously sworn in (G.S. 163-41).
- ✓ Put on precinct official vests and/or name badges.
- ✓ Place signs for: designating the polling place, buffer zone, temporary/permanent accessible parking and voter parking, curbside voting place, voter's rights, voter instructions, sample ballots, no smoking signs, registration station, ballot station, help station, absentee list, etc.
- ✓ If a judge has not arrived before the polls open, notify the CBE immediately and appoint another person to act as precinct judge until the Chairman of the CBE appoints a replacement (G.S. 163-41).
- ✓ Respond to any voter's request for assistance [G.S. 163-166.8(b)].
- ✓ Maintain the arrangement of the voting enclosure (G.S. 163-166.2).
- ✓ Assist party observers.
- ✓ Report any problems that may affect the election and any violations of election laws to the CBE.
- ✓ Work in a non-partisan manner.
- ✓ Be familiar with security, disaster and emergency plans.
- ✓ Complete the Chain of Custody form during the day.
- ✓ Enforce the electioneering buffer zone.
- ✓ Follow voting procedures as directed by CBE and SBOE
- ✓ Do not: accept bribes from candidates, commit fraud, make false statements or false writings in performing election duties.

Polls Closing

- ✓ Announce the closing of the polls at 7:30 p.m. (G.S. 163-166.10)
- ✓ Record the name of every voter waiting in line at 7:30 p.m. and allow them to complete the voting process.
- ✓ Sign the poll book immediately beneath the last voter's name.
- ✓ Close polls according to instructions (see Closing Polls Section)
- ✓ Send one assistant with PCMIA card to BOE office (see Closing Polls Section)
- ✓ Count write-in votes.
- ✓ Complete the Chain of Custody form and sign it.
- ✓ Pack supplies in correct containers.
- ✓ Seal election bag/container(s) and sign the seal(s).
- ✓ Review the Election Night Checklist.
- ✓ Return all required materials to the CBE receiving station on Election Night unless otherwise instructed by CBE.
- ✓ Deliver and complete the Chain of Custody form in the presence of a CBE member or staff.

Monday Night Setup

After picking up supplies, ballots, etc., it is important to meet your team and set up the precinct the day before the election. By preparing the day before, Election Day can have a very smooth start.

Furniture

- Position tables and chairs for the various stations
 - Check In
 - Help Desk
 - Ballot Tables
 - Note: Ballot station has main table for greeting voter, and second table behind the worker for holding ballots/trays and black ballot box.
 - Table or other area for Sample ballots/information
- Set up Voting Booths
- Set up Stanchions (if provided)

Equipment

- Plug in and turn on the AutoMark.
 - Leave on overnight.
- Plug in the M100.
 - Do NOT turn on the M100 until Tuesday morning
 - Make sure the LCD Screen reads “Insert Ballot”
- Turn on Cell Phones, plug in and let charge overnight
- Plug in VBT Guns and let charge overnight
- Plug in Laptops
 - Power up to make sure you can log in.
 - Make sure to power down laptops before leaving. Unplug Printer cable from Laptop and don't connect printer again until laptop powers up on Tuesday morning.

Supplies

- **Sample Ballot Table**
 - Sample ballots
 - Information/Spanish
- **Check in Table**
 - Computer(s) & printer(s)
 - Black pens
 - Scratchpads
- **Help Desk**

- Red provisional notebook
- Privacy Sleeves for curbside voters
- Computer, Printer & Scanner
- Black pens
- **Ballot Table**
 - Table top voting booth
 - Collapsible black ballot box
 - Ballot Trays (Do not put ballots out until Thursday morning)
 - VBT Guns
 - ATV Notebooks
 - Black pens
- **Voting Area**
 - Black pens at the voting booths
- **M100/AutoMark Station**
 - "I Voted" stickers at the M100
- Signs/Totems posted on walls, tables, etc...
- Place trash cans near exit

Party Judge: Duties & Responsibilities

Term

Two-year appointment; August to August of odd-numbered years

Commitment

Primary, general and special elections from 6:00 a.m. until all election supplies are returned to the elections office

Training

Attend instructional meetings before each primary and general election

Duties Once Appointed

- ✓ Take Oath of Office
- ✓ Attend mandatory instructional meetings and training workshops according to G.S. 163-82.24 and 8 NCAC 4.0305. Learn how to set up the polling place, use voting equipment, conduct regular and provisional voting, enforce electioneering laws (G.S.163-166.4), assist disabled voters (8 NCAC 10B.0107), conduct curbside voting (G.S. 163-166.9 and 8 NCAC 10B.0108), accept voter name, address, and /or party changes, conduct a hearing at the polls, open and close the polls (8 NCAC 10B.0102, -.0105), send election results to the CBE, account for ballots/equipment/supplies (8 NCAC 10B.0106), enforce security and emergency procedures.
- ✓ Inform the CBE if you are the spouse, child, spouse of a child, sister or brother of another precinct official in the same precinct. Serving in the same precinct as a near relative is prohibited by G.S.163-41.1.
- ✓ Inform the CBE if you hold any office in a state, congressional district, county, or precinct political party or political organization.

Before the Election

- ✓ Attend all instructional meeting(s) prescribed by law and training workshops necessary in carrying out all duties and responsibilities for conducting an election (G.S. 163-46, 8 NCAC 10B.0101).
- ✓ Inform CBE if your relative (wife, husband, mother, father, daughter, son, sister or brother) will be a candidate during an election in which you are scheduled to serve as Judge (G.S. 163-41.1).
- ✓ Assist Chief Judge in posting sample ballots at the polling place prior to the opening of the polls (G. S. 163-165.2).
- ✓ Notify the CBE if unable to serve on an Election Day.

Before Polls Open

- ✓ Review duties with Chief Judge at polling place.
- ✓ Make sure that equipment has been delivered to polling facility and that all booths and tables have been set up.
- ✓ Assist with marking the boundaries for the voting enclosure, if necessary.
- ✓ Assist with setting up a demonstration area that includes sample ballots and voter instructions.
- ✓ Count ballots and supplies and sign the Chain of Custody Form and Supply Checklist.
- ✓ Lock/secure voting area and supplies if set-up is done before Election Day.
- ✓ Assist with measuring and marking the electioneering and buffer zone locations. Remove any campaign signs that violate the electioneering laws.
- ✓ Comply with facility rules concerning smoking, eating, etc. Federal law prohibits smoking inside of a school building.

Election Day

- ✓ Arrive at the polling place at 6:00 a.m. to ensure the prompt opening of the polls at 6:30 a.m. as mandated by G.S. 163-166.01.
- ✓ Put on precinct official vests and/or name badges.
- ✓ At the Chief Judge's request, announce at 6:30 a.m. that the polls are open and will close at 7:30 p.m.
- ✓ Place signs for: designating the polling place, buffer zone, temporary/permanent accessible and voter parking, curbside voting place, voter's rights, voter instructions, sample ballots, no smoking signs, registration station, ballot station, help station, absentee list, etc.
- ✓ If assigned, check the registration of voters at the registration station according to G.S.163-166.7(a).
- ✓ Notify the Chairman of the CBE immediately if Chief Judge does not arrive before the polls open. Act as Chief Judge upon request of CBE Chairman until the Chairman appoints a replacement or approves the selection of the Chief Judge (G.S.163-41).
- ✓ Show voters how to use the voting equipment.
- ✓ Respond to any voter's request for assistance [G.S.163-166.8(b)].
- ✓ Maintain the arrangement of the voting enclosure (G.S.163-166.2).
- ✓ Provide pollbooks to party observers.
- ✓ Report any problems that may affect the election and any violations of election laws to the CBE.
- ✓ Work in a non-partisan manner.
- ✓ Be familiar with security, disaster and emergency plans.
- ✓ Perform required legal duties or face criminal consequences as set out in G.S. 163-274(1).
- ✓ Assist the Chief Judge with the Chain of Custody form during the day.
- ✓ Assist the Chief Judge with enforcing the electioneering buffer zone.
- ✓ Follow voting procedures as directed by CBE and SBOE.
- ✓ Do not: accept bribes from candidates, commit fraud, make false statements or false writings in performing election duties.

Polls Closing

- ✓ At the Chief Judge's request, announce at 7:30 p.m. that the polls are closed. Assist with taking the names of any voters in line at 7:30 p.m.
- ✓ Ensure the counting of the votes have been adequately and properly counted according to procedures and law.
- ✓ Sign the poll book immediately beneath the last voter's name and the Chief Judge's name.
- ✓ Count votes.
- ✓ At the Chief Judge's request, make unofficial reports of returns to CBE.
- ✓ At the Chief Judge's request assist with the completion of the Chain of Custody form and sign it.
- ✓ Pack election bags and supply container.
- ✓ Seal election bag(s) and sign seal(s).
- ✓ At the Chief Judge's request, assist with the completion of the Election Night Checklist.

Assistant's Duties & Responsibilities

Commitment

Primary, general and special elections from 6:00 a.m. until all election supplies are returned to the elections office and dismissed by Chief Judge.

Training

Attend instructional meetings before election if offered by CBE (optional).

Duties

Conduct elections at the polls according to the instructions issued by the County Board of Elections and the North Carolina General Statutes. One Assistant will be assigned to return the PCMCIA card to the County Board of Elections office after the closing of the polls.

Assist in miscellaneous ways as determined by the Chief Judge.

Respond courteously to the public.

Help make voter traffic run smoothly.

Serve as curbside official.

Provide voter education as instructed.

Monitor Exit Station.

Report to your assigned polling place no later than 5:45am.

Be willing to transition to other jobs.

Wear comfortable clothing and dress in layers for optimum comfort and to account for varying temperatures.

Leave any campaign material, buttons, clothing, etc. at home.

Discussions of politics are not permitted while working the polls.

Socializing with voters is discouraged! Remember someone may be waiting in line behind him or her.

Arrange for enough food and drinks for the entire day.

Smoking is NOT permitted in any public building or school property.

SPECIAL INSTRUCTIONS

(SEE ACTUAL MANUAL AT ELECTION TIME)

**EMERGENCY
PROCEDURE
MANUAL**

(SEE ACTUAL MANUAL AT ELECTION TIME)

MORNING CHECKLIST, PAPERWORK & OATH

Election Morning Checklist

Before opening the polls, make sure each item is completed.

- Call the Board of Elections if any Precinct Official does not show up at 6:00 a.m.
- Chief Judge administers Oaths to all officials who did not receive Oaths at instructional meeting. (A Judge administers the Oath to the Chief Judge.)
- All judges and assistants complete and sign payroll form.
- Chief Judge and Judges verify delivery of paper ballots.
 - **Party Judges sign the Chain of Custody form.**
- Make sure cell phones are plugged in to a working power outlet and turn on cell phones.
- Are the VBT guns charging?
- Set up tables for Registration, Ballot, Help Stations if not done on Monday. **(The bicycle lock code on the black supply box is 4200.)**
- Set-up voting equipment, voting booths, and table top voting booths.
 - Ensure that the Automark is positioned for privacy.
 - Ensure ballot box in M100 is empty.
- Print zero tapes. **All 3 Judges must sign the zero tapes.**
- Print OVRD test page (this insures the computer and printer are working together)
- Post "Vote Here" sign outside the polling place.
- Place "Wait Here" signs.
- Post curbside and handicapped entrance signs and call bell (if applicable)
- Post the Executed Absentee Ballot list (delivered by sheriff) in the morning. Enter all additional absentee voters in the OVRD system (Instructions on list coversheet).
- Use rope and stanchions to direct traffic flow.
- Place trash cans near exit.
- Mark electioneering buffer zone. (50 feet from polling place entrance beyond which all campaign materials, signs, and campaigners must remain during the day.)
- Remove any signs that may have been placed within the buffer zone.
- Synchronize your watches with the voting equipment at the polling place.

- ❑ Chief Judge reviews duties of each Judge and Assistant.
- ❑ Review voter flow one last time with all Precinct Election Officials.
- ❑ At 6:30 a.m. go outside and announce, "The polls are now open from 6:30 a.m. until 7:30 p.m."

Morning Paperwork

Take the Election Judge Oath

Locate the Election Judge Oath (located in Black Portfolio) in your supply kit. The Chief Judge administers the Oath to all Judges and Assistants who did not take the Oath at their instructional meeting.

✳ ***All Judges and Assistants must sign the Oath sheet.***

Payroll Form(s) and Emergency Contact Forms

Each Judge and Assistant must:

- ✳ ***Sign the payroll form***
- ✳ ***Federal W-9 form (only one form is needed per calendar year!!)***
- ✳ ***Complete the Emergency contact form***

These forms must be completed, placed in the orange payroll envelope and returned in the red election bag.

(If the Federal W-9 form was completed and turned in at training, please do not turn in a second one.)

Complete and Review the Emergency Procedures Manual.

ELECTION: 20 _____

PRECINCT: _____

All Judges and Assistants must take the Oath and sign below.

Election Oath

I do solemnly swear (or affirm) that I will support the Constitution of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; that I will endeavor to support, maintain and defend the Constitution of said State not inconsistent with the Constitution of the United States; that I will administer the duties of my office as Chief Judge of (Judge of election in) (Assistant in) _____ precinct, Buncombe County, without fear or favor; that I will not in any manner request or seek to persuade or induce any voter to vote for or against any particular candidate or proposition; and that I will not keep or make any memorandum of anything occurring within a voting booth, unless I am called upon to testify in a judicial proceeding for a violation of the election laws of this State; so help me God.

POLLING PLACE SIGNS & SETUP

Election Station Set-Up

REGISTRATION STATION (STATION 1)

At the Registration Station, Election Officials (bi-partisan if possible) verify that each person who presents themselves to vote is properly registered.

- One Official for OVRD check-in computer and printer.
- One official for Address Change and/or Transfer computer and printer (may be used as backup check-in printer).
- Blank computer paper
- Ring to attach voter transaction sheets (extra printed form)
- Judges' manual
- Front of Line cards (see next page)
- Cell phone (for voting calls only)

BALLOT STATION (STATION 2)

The Ballot Station issues ballots to eligible voters.

- At least one Election Official and assistant (bi-partisan if possible).
- 3-Ring binders to hold Authorization To Vote forms
- Secured ballot staging container or area
- Ballots
- VBT gun (if applicable)
- Judges manual
- Privacy sleeves for curbside ballots

VOTING BOOTH STATION (STATION 3)

Here the voters are directed to the individual voting and table top booths or the Automark.

- Over -

Election Station Set-Up

(continued)

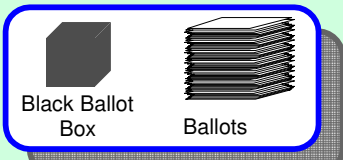
HELP STATION (PROVISIONAL BALLOTS)

At the Help Station, Election Officials assist voters whose registration information is incorrect or missing from the registration list. The Registration Station needs:

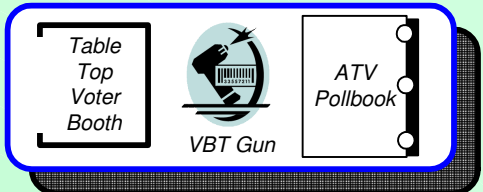
- At least one Judge
- Voter registration applications
- Provisional ballot envelopes
- Provisional pin numbers
- Provisional pollbook
- Provisional voter instruction sheet
- Judges' manual
- Contact phone numbers: other precincts and CBE
- Cell phone
- Precinct Manual by Robert P. Joyce (in Chief Judge notebook)
- Seals, security envelopes/boxes, etc.
- Supplies
- OVRD Emergency Log (to only be used if computer fails).

EXIT STATION (STATION 4)

At the Exit Station, the Official will monitor M100 machine, supervise voters and assure no ballots leave the voting enclosure. Collect all ballot sleeves and other voting materials.

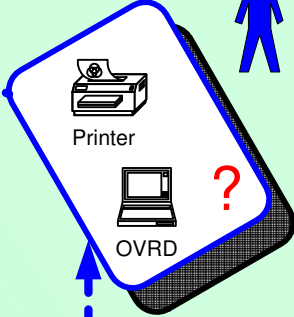


**Station 2
Ballot Pick-up**



Help Desk

Provisional
Pollbook
and
Supplies



Voting
Booths

Voter completes
ballot at Station 3 or
Automark

**Station 3
Voting Area**

Voting
Booths

Voting
Booths

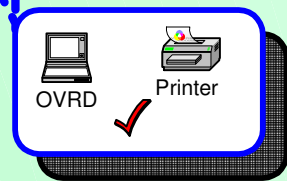
Voting
Booths

Voter brings signed
ATV to Station 2 to
get their ballot

Transfer or
special issues

Voter takes ballot
to M100 Scanner

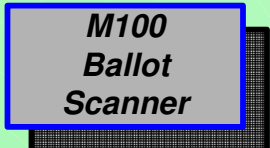
**Station 1
Check-in**



**Final Step
Insert Voted
Ballot**

Voter inserts Ballot
into Scanner

Automark



**PRECINCT LAYOUT
AND
VOTER FLOW**

Sample
Ballots

ENTRANCE



Voter Check-in Line

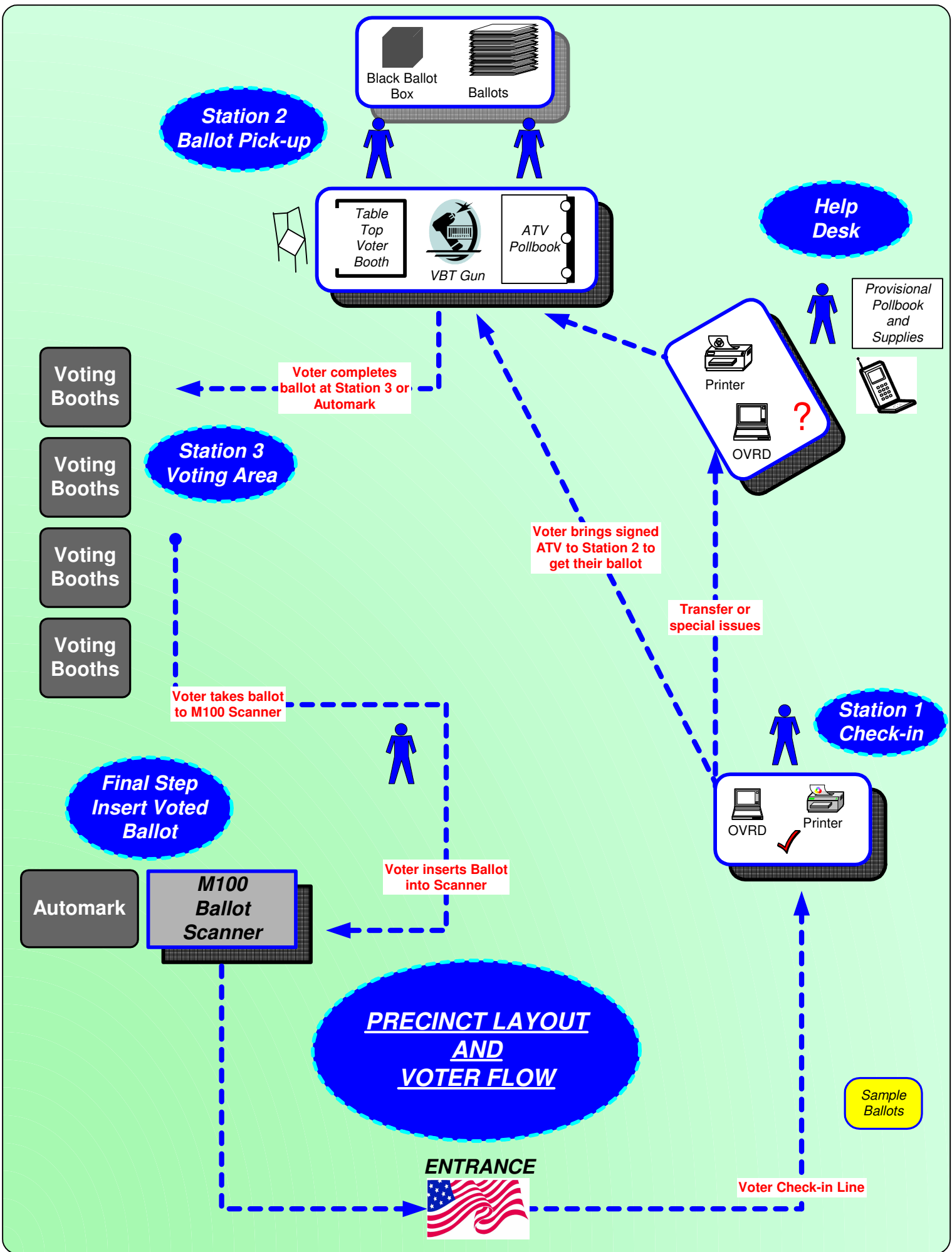
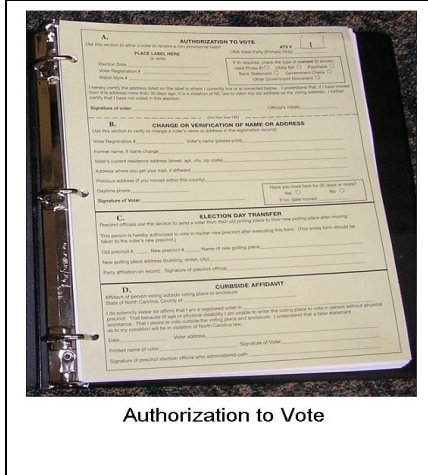


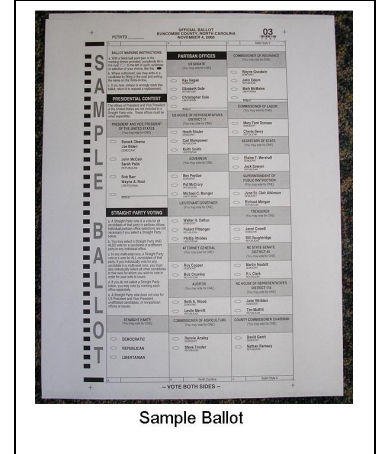
PHOTO GLOSSARY



OVRD
Work station



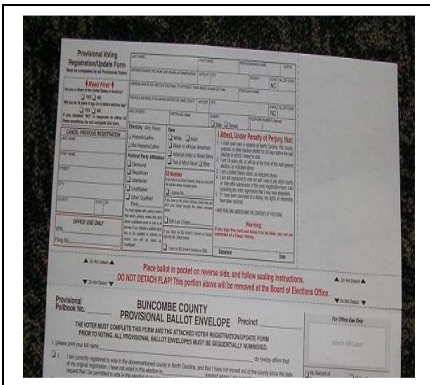
Authorization to Vote



Sample Ballot

Authorization to Vote (ATV)
& 3-Ring ATV notebook
(This creates your pollbook.)

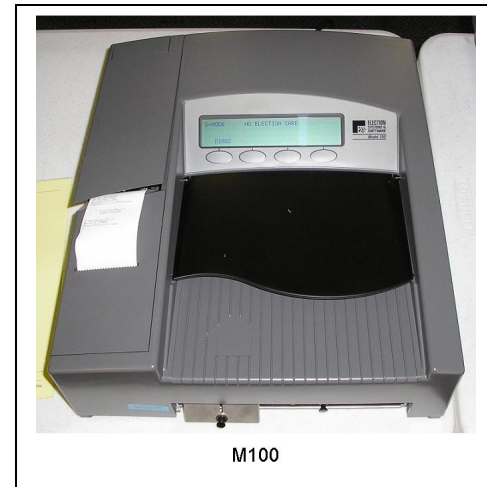
Ballot



Provisional Envelope

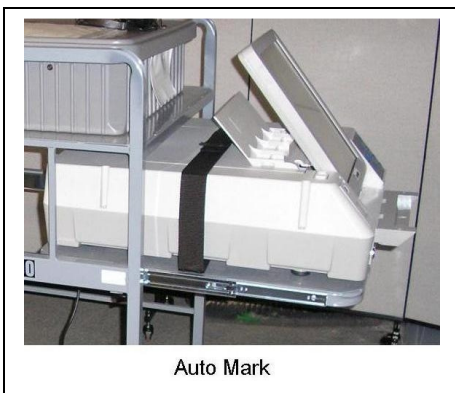


VBT gun



M100

M100



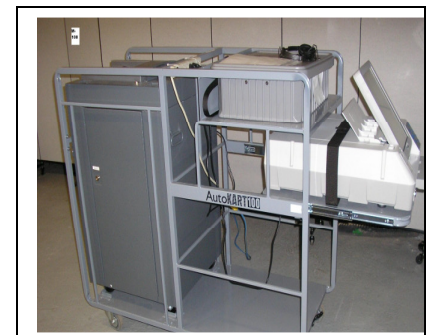
Auto Mark

Automark



Automark Headphones

Automark Headphones



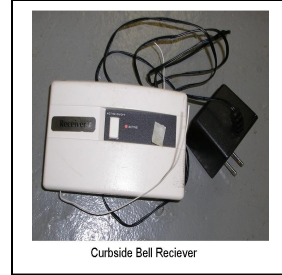
M100 and Automark on cart

PHOTO GLOSSARY

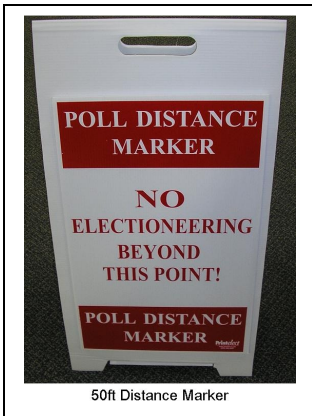
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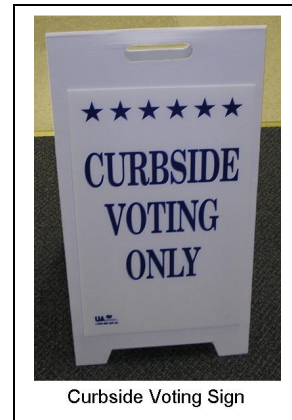
Curbside Voting Bell



Curbside Bell Receiver



50ft Distance Marker



Curbside Voting Sign

Post Signs and Notices

Inside the polling place

Post each of the following items where voters can read them prior to voting:

- Voting rights wallpaper
- Sample ballot(s)
- Ballot instructions
- Spanish instructions where needed
- “Wait Here” sign (one in front of the registration table and the other in front of the voting booths)
- Front of Line signs should be placed on registration table. (Station 1)

Outside the polling place

Post each of the following items outside the voting place:

- Signs “Vote Here” (designating the polling place) must be placed on the exterior property where the polling place is located.
- “Voter Parking” signs and curbside with bell must be placed and marked.

Electioneering Buffer Zone

- Election Judges must measure 50 feet from the entrance to the voting place and mark the boundary with the tape or string provided in the supply kit. (Please keep safety in mind.) Remove all campaign signs and materials from this area, and keep campaign workers beyond the buffer zone while the polls are open.

VOTING LOCATION SET-UP BASICS

1. Make sure the voter can find you---**EASILY**. Put up ALL outdoor signs (see Post Signs and Notices instructions)
2. Mark your voter parking first thing in the morning. **Do not** take the best, closest parking spaces for yourself. If parking is limited, move your cars to a distant or off-site spot.
3. The registration/check-in table should be set up **NEAR AN ELECTRICAL OUTLET** and in a way that there is room for a line inside the building.
4. Info table with samples and instructions should be set up in foyer where voters first enter the building, thereby giving them time to study.
5. Use your indoor directional signs to the hilt. Use ropes and flagging tape to guide lines. Use Station signs **ON TOP OF THE TABLES** so voters won't get lost. **MOST IMPORTANTLY, YOU CONTROL THE CROWDS. DO NOT LET THEM CONTROL YOU!** **Make them wait in line before Station 1 until you call the next voter!!**
6. Lines should always form at the registration/check-in table, not at the voter booths. Tell your registration table workers (ballot table also) to keep a look out for this, and let the voters catch up if necessary.
7. Everybody should keep an eye out for **political literature** and keep the polling place clean of any literature other than what is allowed for your operation. What can be placed in a polling location is strictly regulated, so check before making up new signs.
8. **PLEASE, please always** wear your aprons and buttons. It helps voters know who is in charge and to respect your authority.
9. The voting unit should be placed as close to the exit as possible. Create a space at the exit for disposal/return of handouts, sample ballots, instructions, and pens.
10. Keep accessibility issues in mind and alert us if necessary. Make certain that your registration table workers know about the Automark. Take out magnifying glasses **AND PUT NEW SIGNS ON REGISTRATION CHECK-IN TABLES.**
11. Load your sample ballots and green emergency ATV's back in the voting unit at the end of the day. **Do not burden the facility with the chore of throwing out all of those unused materials.**

**ALL THAT YOU
MUST KNOW ABOUT
BALLOTS**

BALLOT BASICS YOU MUST KNOW!!!

1. Return all ballot stubs.
2. Keep your ballots secure. Ballots should be kept on a table **behind** you. The table in front of you should have the ATV notebook and VBT Guns on it.
3. Never, ever mark on an Election Day voter's ballot. Mark only as instructed for One-Stop ballots.
4. Make sure you hand out the right ballot style. Take time to review instructions. The use of VBT GUNS is mandatory. **ALERT US IMMEDIATELY IF YOU BELIEVE THAT A WRONG BALLOT STYLE HAS BEEN HANDED OUT.**
5. Use the arm's length rule when working near the scanner. RESPECT PRIVACY AT ALL TIMES. Automark must be positioned for privacy.
6. Keep provisional ballots/envelopes PUT AWAY in a secure place, never out on a table or chair. **WATCH PROVISIONAL VOTERS.** Occasionally, provisional voters will wander over to the M100 and just insert the ballot. THESE INCIDENTS NEED TO BE STOPPED!!!
7. Always remember the "everything in twos" rule. **Make sure another pair of eyes are present to witness your every important action.**
8. **Never let someone leave the voting place with an OFFICIAL ballot in their hand.** Please alert us if you have individuals taking stacks of SAMPLE ballots out of the Voting Location.
9. Ballots can be inserted into the scanner in any orientation.
10. Check emergency bin for ballots at the end of the day.
11. Make sure that Automark voters take their ballot to the scanner, and are offered a secrecy sleeve. Takes a bit of a tug to get the marked ballot out of Automark.
12. Try not to wrinkle ballots. (Makes them difficult to scan in case of a recount).
13. Don't forget to seal the ballot box (**top and side**) before transporting to BOE.
14. Over voted ballots will be kicked back and voter is asked to accept or reject. Voters are allowed up to three ballots if they make a mistake(s).
15. There are no alerts for under votes.
16. Do not accept an absentee ballot from voters if they bring it to the precinct. They should bring them to our office at 35 Woodfin Street.

M100 & AUTOMARK

M-100 INSTRUCTIONS

Setup & Start

1. Check both ballot compartment side doors and the emergency/auxiliary ballot bin to verify that the ballot compartments are empty. Close and lock and seal all doors.
2. Insert the scanner key and turn it to the OPEN/CLOSE POLL position. It will take approximately two minutes for the scanner to load the election definition into its operating system. The scanner will display "S-MODE" in the upper left corner of the LCD screen and the message "ELECTION CARD INSERTED OPEN POLLS NOW?" will also appear on the screen.
3. Press YES. The message, "PLEASE TURN KEY/SWITCH TO VOTE" appears.
4. Turn the scanner key to the VOTE position. After initializing, the scanner automatically prints an Initial State Report (zero sheet) plus any other reports it was programmed to print. This may include a report showing no votes on the scanner for each of the races and questions as well as a certification message.
5. Review the Initial State Report for accuracy. Ensure the date and time are set correctly (this is the current date and time). Ensure the election information is correct (jurisdiction name, polling place, number of precincts, etc.). If any information is incorrect, call your election headquarters. ALL THREE JUDGES MUST CHECK THE INFORMATION AND SIGN THIS TAPE
6. With the scanner in the VOTE mode, remove the scanner key and secure it in a safe place. Close the Key Access Panel.
7. Scan ballots by inserting them into the ballot entry slot in any direction. The ballot count on the display increases whenever the scanner successfully scans a ballot.

M100 Scanner Messages

During Election Day, voters may encounter messages when processing their ballot. The following situations represent some common ballot exceptions that the voter may experience, and the poll worker may be called upon to provide assistance.

BLANK BALLOTS

The M100 can be coded to detect and notify the voter when it encounters a blank (unmarked) ballot. An audio alert will sound and the display will indicate that a blank ballot was detected and offer the voter two choices, Accept or Return.

- If it is the voter's intent to cast a blank ballot, they may choose to select "ACCEPT". The ballot will be counted, however an under-vote will be registered for each race and issue on the ballot.
- If it was not the voter's intent to cast a blank ballot, they may choose to select "RETURN". The ballot will be returned to the voter uncounted, and the voter can then mark their choices and re-feed the ballot.

Over-Voted Ballots

The M100 precinct tabulator is coded to detect and notify the voter when it encounters an over-voted race or issue on the ballot. An over-vote is when more than the allowed number of selections in a race or issue has been marked. An audio alert will sound and the display will indicate that an over-voted race or issue was detected and offer the voter two choices, "Accept or Return" (On The LCD Screen).

- If ***the voter*** selects Accept, the ballot will be counted, all properly marked races and issues will receive the appropriate votes, and the over-voted races and issues will receive an over-vote. The individual candidates or issue choices in an over-voted race will not receive any votes.
- If ***the voter*** selects Return, the ballot will be returned uncounted, and the voter may correct the over-votes or have the ballot spoiled and receive a new one.
- **LET THE VOTER PRESS THE SELECTION BUTTON****

Using the Emergency Ballot Bin M100

If the scanner stops working, due to power failure or other reason, use the emergency bin until the scanner is repaired or replaced.

1. Notify the county board of elections that the scanner is not working.

2. Unlock and open the emergency storage bin door located just below the front of the scanner.
3. Open the internal hinged panel.
4. Close the door and lock it in place.
5. Instruct voters to place their ballots through the bin's slot.

Changing the Paper in the M100 Printer

1. Open the Key Access Panel by pressing the ridge tab located on the top left side of the scanner.
2. To access the internal printer, slightly press in and pull up on the ridged tab located on the printer cover just below the key switch. Set the cover aside.
3. Tear off any paper that is in the printer assembly and remove from the printer area.
4. Lift the carriage release lever to the UP position. The lever is located next to the paper manual advance knob to the right of the printer.
5. Make note of the orientation of the paper on the roll. Paper should come off the roll from the bottom. Remove the paper roller bar from the paper roller by pressing out on the silver mounting brackets on each side of the paper roll and lifting the roll out of the unit. Place the white plastic paper spool into the new paper roll.
6. Making note of the orientation of the paper as it comes off the roll, (from the bottom of the roll) insert the new roll into the mounting brackets on the printer.
7. Unroll approximately 6" of paper from the new paper roll.
8. Place the carriage release lever to its DOWN position.
9. Feed the end of the paper into the printer assembly while slowly turning the manual feed knob until approximately 1" of paper appears.
10. Lift the carriage release lever to its UP position and pull approximately 6" of paper through the printer assembly. Ensure the paper is centered in the assembly.
11. Place the carriage release in its DOWN position.
12. Feed the paper through the slot on the printer cover.
13. Replace the printer cover snapping it into place.

Closing the Polls M100

1. Check the ballot box's emergency storage bin for uncounted ballots. Follow your procedures for processing uncounted ballots.
2. Open the key access panel, insert the scanner key and turn it to the OPEN/CLOSE POLL position.
3. Press CLOSE POLLS to officially close the polls. The scanner will automatically print reports that may include a status report, a poll or precinct report, certification report, and/or an audit log report. After printing, the message "Transmit Results Now?" may appear. If it does, press "No." The POLLS CLOSED menu will appear after printing results is complete.

Removing the PCMCIA Card and Ballots from the M100

1. Turn off the scanner.
2. Unlock and open the counter access panel to access the PCMCIA card.
3. Remove the PCMCIA card by pushing the eject button located to the right of the card.
4. Open both of the ballot box's ballot compartments and remove the ballots.
5. Check out-stack compartment and tally results of write-ins and other on CBE tally sheet and bind together.
6. Place all voted ballots in black ballot box and **SEAL**.
7. **Place PCMCIA card in brown plastic zip lock bag for return trip to CBE office.**

AutoMark Set-Up & Start

Set-Up

1. Position the AutoMark/M100 Cart at the pre-arranged location in the enclosure.
2. Plug the power cord into a wall outlet.
3. Loosen the two thumbscrews (under the front of the AutoMark) tray. Pull the AutoMark tray forward approximately 20 inches until it stops.
4. Undo the Velcro strap, for now. Tighten the two thumbscrews.
5. Move the lid latches towards the outer edge, to open the lid.
6. Lift the lid flap and rotate it back until it rests on top of the lid.
7. Lift the entire lid away from you into a vertical position. The touch screen monitor under the lid is now visible.
8. Lift the touch screen monitor towards you into a vertical position.
9. Close the lid, leaving the touch screen monitor in the upright position. The touch screen monitor is held in place by tension bearings, which allows it to remain in the upright position.
10. Reattach and secure the Velcro strap on the AutoMark. This will secure the AutoMark to the cart.
11. Adjust the angle of the touch screen monitor for viewing comfort.
12. Pull up on the ballot feed tray, then pull it towards you and lower it into position.
13. Plug the headphones into the appropriate (AUDIO) headphone jack in front of the terminal.

Start the AutoMark

1. **Ensure the compact flash card containing the current election definition is installed before the AutoMark is turned on.** The AutoMark will not function if the card is not installed. (This will be done at the CBE before AutoMark is sent out. **If NOT installed call CBE**)
2. Turn the mode switch key to the middle or ON position.
3. Once the "Insert Your Ballot" screen appears, remove the mode key and secure it in a safe place.

**OPENING THE POLLS
&
ELECTION INVENTORY &
ACCOUNTING JOURNAL**

Opening the Polls and Voting

Polls are open from 6:30 a.m. until 7:30 p.m. on Election Day. In extraordinary circumstances, the County Board of Elections or a Federal or State court may order that the polls remain open until 8:30 p.m.

- The Chief Judge announces promptly at 6:30 a.m. that the polls are open and states the hour at which they will close.
- State law requires that the Chief Judge, Judges and Assistants remain together (continuous presence) at the polling place from 6:00 a.m. until all the votes are counted. The purpose of this law is to prevent election fraud and to have the burden of work shared equally. Judges and Assistants may not leave for meals or to run errands; arrangements should be made in advance for these matters.
- The Chief Judge should designate Officials for each station including assignments for curbside voting, Election Day precinct transfers and provisional voting. He/She encourages rotation of duties when necessary. It is unreasonable to ask someone to sit or stand all day.
- **A list of absentee voters will be delivered Election Morning (before 10:00 a.m.) by CBE staff or Sheriff's department. Instructions will be enclosed with this delivery.**
- Spouses may occupy a single voting booth at the same time. The voter must request the spouse's assistance. The communication from the voter can range from an oral request to an affirmative response (from a voter than cannot speak) to a question presented by any Election Official. (See Special Instructions Assistance to Voters memo.)
- All voters must leave the voting enclosure immediately after voting. Socializing should be done outside the enclosure.
- Election Officials should keep conversation to a minimum while voters are in voting booths. Officials should not engage in political discussion at any time. No radios, newspapers, laptops or televisions are allowed in the voting enclosure.

Election & Accounting Inventory Journal

1. Chief Judge will receive the form from BOE when picking up Monday supplies.
2. The Chief Judge will attest to the amount of ballots they receive for Election day on the EAIJ form.
3. **Party Judges must verify** the amount of ballots **and sign** the EAIJ form on Election morning.
4. When Chief Judge returns supplies on Election night , he/she must take the EAIJ to a member of the Board who will check in supplies and verify the return of ballots and other supplies on the EAIJ.

STATION RESPONSIBILITIES & SCENARIOS

Registration Station

(STATION 1)

Responsibilities and Scenarios

REGISTRATION STATION (STATION 1)

At the Registration Station, Election Officials verify that each person who presents themselves to vote is properly registered.

- One Official for OVRD check-in computer and printer.
- One official for Address Change and/or Transfer computer and printer (may be used as backup check-in printer.
- Blank computer paper
- Ring to attach voter transaction sheets (duplicate ATV form printed)
- Judges' manual / OVRD Easy Menu
- Front of Line cards (see next page)
- Cell phone (for voting calls only)

Registration Station Responsibilities

Using OVRD computer, Election Officials verify that each person who presents themselves to vote is properly registered. *(Officials at this station need to become familiar with the information provided on the computer screen.)*

Each voter should approach the Registration Station and state their name and address. Do not accept or request identification unless the OVRD PROGRAM indicates "ID Required." The voter may write their information in lieu of speaking it.

1. Have the voter sign the printed ATV form. **ALL VOTERS MUST SIGN THE ATV FORM.**

REGISTRATION SCENARIOS

If the voter is qualified to vote and their name and address are correct In OVRD:
Follow instructions on OVRD easy menu.

If the voter's name does not appear in OVRD, the Election Official should ask the voter questions such as:

Could you please spell your name? Are you a Senior or a Junior?

Could you have registered under another name?

Is the name hyphenated? If so, check both names by typing in one name and then %. Then type the other name first and % if still not found.

Are you sure you are in the correct precinct?

If the voter's name still cannot be located in OVRD, direct the voter to the Help Station. Provide the voter with a **Front of Line** sign so that they may return to the front of the line after receiving help at the Help Station.

If voter's name appears In OVRD, but the words "verify registrant information" appears

1. Ask the voter if s/he still lives at the address on the registration list.

If the voter still lives at the address on the list:

1. If the voter is unaffiliated, and the election is a partisan primary, a box will pop up on the screen asking for the voter's ballot choice (Rep, Dem, or Nonpartisan).
2. Ask the voter for his/her ballot choice.

If voter's name appears in OVRD, but the words "ID Required" pop up:

Ask the voter to show ID. ID can be:

- a) A current and valid photo ID (NC Driver's License), or
- b) Documents that show the name and address of the voter: a current utility bill, bank statement, government check, paycheck, or other government document.

If the voter presents ID and is eligible to vote:

1. Click on the type of ID provided.
2. If the voter is unaffiliated, and the election is a partisan primary, the voter's ballot choice (Rep, Dem, Non) is asked for in a pop up box..

If the voter does not present ID:

Direct the voter to the Help Station to obtain a provisional ballot.

Deceased Voter Notifications:

If a voter asks that the name of a deceased relative be removed from the registration list, follow these procedures:

1. Determine whether or not the voter is a near relative of the deceased.
Near relatives are: spouse, parent, child, grandparent, grandchild, brother or sister.
2. Give the form to the near relative to sign. (Form is found in your black portfolio.)
3. **Place deceased voter form in the Orange Payroll Envelope in the Red bag.**

Ballot Station

(STATION 2)

Responsibilities and Scenarios

The Ballot Station issues ballots to eligible voters. This station should have:

- At least one Election Official (Two workers may be needed now that registration/check in will be a faster process)
- 3-Ring binders to hold printed and signed ATV forms
- Secured ballot staging container or area
- VBT gun(s)
- Ballots
- Judge manual
- Privacy sleeves for ballots
- Provisional voter table top privacy partition

Ballot Station Responsibilities

The Ballot Station issues ballots to eligible voters. The voter brings their Authority-To-Vote form (ATV form) to the Ballot Station after their registration is verified at the Registration Station. **The Election Official at the Ballot Station exchanges the ATV form for a paper ballot.**

Extra precaution is recommended in precincts that have more than one ballot style. Please make certain that the ballot that you are giving out is the correct ballot style for that voter. **You must use the VBT gun provided to ensure the proper ballot has been issued**

The Election Official must insert the ATV form into the appropriate 3-ring binder and assign the pollbook number using the sequentially numbered stickers. If stickers are not provided the next sequential number should be handwritten.

Provide ballot to Provisional voter ONLY after verifying the provisional envelope is filled out completely.

Spoiled Ballots:

A spoiled ballot refers to a paper ballot on which the voter made an error. If a voter makes a mistake on their ballot, they may return it to a ballot Official and request a new ballot. They are entitled to return up **to three** spoiled ballots on Election Day. When a spoiled ballot is returned, a ballot Official should:

1. Write "spoiled" on the ballot.
2. Place the spoiled ballot in the green election bag.
3. Record the spoiled ballot on the Spoiled Ballot Log.
4. Issue the voter a new ballot. Make sure that the new ballot is the same ballot style as the previous ballot.

BALLOT STATION SCENARIOS

1. Receive a signed ATV form from a voter.
2. Verify that it is completed, signed and initialed.
3. Check which ballot style to give the voter.
4. Select the sticker with the next sequential number and affix it to the space provided on the ATV form. You may always write the sequential number if you are not provided with stickers. (The numbered stickers help to ensure that the ATV's are numbered properly as the ATV forms are accumulated in the ATV Pollbook (3 ring binder).)
5. Issue the voter the ballot that matches their ballot style.
 - a. Use the VBT gun (scan barcode on both ballot and ATV) to verify the ballot matches the voter's ballot style.
6. Place the ATV form in the Pollbook (3 ring binder) as instructed by the CBE. Four Pollbooks are provided with your supplies. **A new ATV Pollbooks should be started at 10:00 a.m., 2:00 p.m., and 4:00 p.m.** At these times, the full Pollbooks should be taken to the Chief Judge.
7. If your polling place has observers, the observers may inspect ATV forms in closed out Pollbooks throughout the day in order to create a list of people who have voted so far that day. At minimum, they may inspect the ATV Pollbooks at 10:00 a.m., 2:00 p.m. and 4:00 p.m.
8. Strict control must be maintained in regard to the Pollbooks. **The ATV Pollbooks must always stay within sight of the Chief Judge.** The Chief Judge must ensure the safe handling and return of the ATV Pollbooks to the CBE office on Election night.
9. **Once the polls close, all three Judges must sign the last voter's ATV form.**

Verified Ballot Transaction (VBT)

Instruction Guide



Components:

- P460 Handheld Scanner
- Data Cable
- Power Supply Cord & Brick

To charge the battery on the P460 both of the supplied cables must be used. The data cable is plugged into the handle of the device and twisted slightly to lock.

The power cable is plugged into the opposite end of the data cable and connected to the AC cable which is plugged into the wall outlet. The unit will beep when a connection to power is made. **NOTE: DO NOT plug into computer**

To use the Scanner:

1. Press enter on the scanner keyboard. The screen will display “**SCAN ATV/POLLBOOK**”
2. Scan the ATV/Pollbook. The scanner will beep and say “**SCAN BALLOT**”
3. Scan the ballot barcode. The scanner will beep and say “**ATV/POLLBOOK MATCH**”
 - a. If it is not a match, scanner will beep like an alarm & read “**ERROR ATV/POLLBOOK DOES NOT MATCH**”. Push enter and repeat from step 1.
4. Press Enter again

P460 VBT SCANNER & ACCESSORIES

	
<p>VBT Scanner</p>	<p>VBT Data Cable</p>
	
<p>VBT Power Cord & Brick</p>	

**ACCESS TO THE VOTING
ENCLOSURE
&
WHO CAN ASSIST**

Access to the Voting Enclosure

In addition to election Judges, Assistants, and voters in the act of voting, specific individuals are allowed inside voting enclosure while the polls are open. These individuals must not disrupt or interfere in the election process.

County Board Members and Staff

Members of the CBE and members of the office staff are allowed inside the polling place. These individuals may check or repair equipment, assist election Judges as needed, and observe polling place procedures.

Regional Coordinators and Rovers

These individuals may be present to check or repair equipment and assist election Judges as needed.

Observers/Runners

During partisan elections, the chair of each political party may appoint two observers to be present in each the polling place. Unaffiliated candidates may also appoint two observers to be present in each polling place in which their name appears on the ballot. Candidates may not serve as observers. Runners may be present to receive a voter list.

Voter Assistance

People authorized to assist a voter may be present while in the process of providing assistance.

Voter Challengers

Voters entitled to challenge other voters may be present in the voting enclosure while entering or explaining a challenge. The challenger must leave the voting enclosure as soon as the challenge is entered.

Law Enforcement Officials

These individuals may accompany election Judges or Assistants who are transporting ballots or voting supplies. They may also be called by a Chief Judge or Judge to maintain order.

Media

Members of the news media (reporters and photographers) are allowed to enter polling places to take panoramic photographs or videos of the voting place, but are not permitted to record identifiable voters in the process of voting. Members of the media must identify themselves to the Chief Judge upon entering the polling place.

Kids Voting

People conducting or participating in simulated elections that have been approved by the CBE may be present within the polling place.

Electioneering & Voter Assistance

What is Electioneering?

Any person or group seeking to influence voters by:

- ❑ Distributing campaign information by hand or voice
- ❑ Displaying campaign signs
- ❑ Wearing campaign T-shirts, hats, pins, buttons while loitering or congregating

Enforcement:

Between 6:30 a.m. and 7:30 p.m., Election Officials should enforce the electioneering buffer zone by:

- ❑ Keeping the buffer free of campaigners and campaign signs.
- ❑ Clearing voting area of campaign info left behind by voters.
- ❑ Providing a trash can in the voting enclosure in which voters may discard campaign items if they choose to.
- ❑ Refraining from wearing clothing, pins, etc. that display a preference for a candidate or political party.

The following are **not** considered examples of electioneering when worn or carried while in line to vote or while in the act of voting:

- ❑ Campaign hats
- ❑ Campaign pins
- ❑ Campaign T-shirts
- ❑ Campaign literature

Who May Assist a Voter?

A voter may receive assistance from any person of their choice, except an employer or union agent. They may ask one of the precinct election officials to assist as well.

Media at the Precincts

NC General Statute 163.166.4 limits activity with the electioneering buffer zone that may “hinder access, harass others...” These 50 foot buffer zones are set off at polling locations and one-stop voting locations and apply to the media.

NC G.S. 163-166.3 limits media access in the voting enclosure as follows:

- Photographing Voters Prohibited – No person shall photograph, videotape, or otherwise record the image of any voter within the voting enclosure, except with the permission of both the voter and the chief judge of the precinct. If the voter is a candidate, only the permission of the voter is required. This subsection shall also apply to one-stop sites under G.S. 163-227.2. This subsection does not apply to cameras used as a regular part of the security of the facility that is a voting place or one-stop site.

Media Guidelines for Polling Places

- Members of the media have a First Amendment right to report on matters of public interest, including elections.
- Members of the media, if they enter the buffer zone or voting enclosure, should identify themselves to the Chief Judge.
- Members of the media must conduct media polls and interviews outside the buffer zone.
- Precinct Officials may state to the media the number of persons who have voted, but no opinions should be given as to the effect of such voting numbers.
- With the cooperation of election officials, members of the media may take a panoramic photograph or video of the voting place but are not permitted to use a zoom lens that could show the individual voter in the process of voting.
- Members of the media should be positioned so that they will not interfere, obstruct, or disrupt the voting process. They are not allowed inside the enclosure unless they are there to vote or otherwise invited in by election officials. After the polls close the media and public are allowed inside the enclosure, but may not hinder the operations of the election officials.
- Members of the media should be treated with respect.
- Election officials are to report problems with media personnel to the Board of Elections office.

If issues arise at precincts, we encourage the media to share their concerns with the precinct Chief Judge. If concerns persist, the media should contact the board of elections office.

CURBSIDES BALLOTS PROVISIONAL BALLOTS & CHALLENGES

Curbside Voting

Voters who cannot enter the voting place because of age or physical disability may vote curbside anytime that the polls are open. The Chief Judge should designate an election Official to monitor the curbside voting area.

When curbside assistance is needed, the Official shall go to the car and get the Voter's name, date of birth, and current physical address. Bring this information to the Help Desk.

If the voter's name and address are verified in OVRD:

1. The registration Official will verify the voter's eligibility by searching, finding and selecting the Voter in OVRD. After the Vote button has been pressed, the Official will select "curbside" then "save". (**BE SURE** to select "curbside"). An ATV will then be printed with all information completed including the curbside section.
2. The curbside Official takes the curbside voter's ATV form to the Ballot Station to get a ballot for the voter. The Ballot will be placed in a privacy sleeve.
3. The curbside Official will then take both the ATV and privacy sleeve containing the Ballot to the curbside Voter. The curbside Official should administer the oath to the voter and have the Voter complete and sign the ATV. Then give the Ballot in privacy sleeve to Voter for him/her to complete. Remember to give the voter privacy while s/he is voting
4. After the Ballot is marked, have the Voter re-insert the Ballot in the privacy sleeve. The curbside Official will then return to the voting enclosure, announces that he/she is placing a curbside Ballot in the tabulator and slides the Ballot from the privacy sleeve into the M100. Always keep the Voter's Ballot secret. Return to voter with an "I Voted" sticker and let them know their ballot was accepted.

If the voter's name and address are not on verified in OVRD:

1. The curbside Official goes to the Help Station to get a provisional Ballot and envelope for the Voter.
2. The curbside Official takes the provisional Ballot and envelope to the curbside Voter. Inform the Voter that they are not verified within the system and give them the opportunity to vote provisionally. If the Voter wishes to vote a provisional Ballot, instruct the Voter to complete the envelope, mark the Ballot, insert the Ballot in the envelope and seal the envelope. Give the Voter privacy while he/she is voting.

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3. The curbside Official returns to the voting enclosure and places the sealed provisional Ballot envelope in the secured Black Ballot box located at the Ballot Station.

Provisional Ballots

What Is a Provisional Ballot?

Election Officials should not turn away a voter who wishes to vote a provisional ballot. A voter may request a provisional ballot for any reason. If a voter requests a provisional ballot, he/she should be given one. In this sense, then, the answer to the question “Who may vote a provisional ballot?” is “Anyone.”

Of course, the real question at issue is “Whose provisional ballot will be counted in the election vote total?” The short answer to that question is, “The provisional ballot of every eligible voter will be counted in all races for which the voter was entitled to vote.”

Whose Provisional Ballot Will Count?

There are eight categories of provisional voters whose provisional ballots may count in the election vote totals:

1. Voters who moved to a new precinct within the county more than 30 days ago and did not report that move to the CBE (“unreported move voters”).

A voter is still eligible to vote in person at his/her old precinct polling place for 30 days after moving. After 30 days, however, that eligibility expires, and the voter should have reported his/her move to the CBE. If he/she did, he/she would then be eligible to vote in his/her new precinct. But if he/she did not, he/she may appear at his/her old precinct and get a precinct transfer to his/her new precinct, or he/she may vote a provisional ballot.

He/she may vote the provisional ballot in his/her new precinct. He/she will be eligible there, for all races, and his/her provisional ballot will be counted for all races.

Or he/she may vote the provisional ballot in his/her old precinct. He/she will be eligible there, but not necessarily for all races. He/she will be eligible only for those races in which he/she would also be eligible if he/she were properly at his/her new precinct.

2. Voters who are registered but do not appear on the precinct records (“unrecorded voters”).

A voter may in good faith believe that he/she is registered and that the fault lies with the elections records. Perhaps he/she filled out a registration application at a Division of Motor Vehicles office and the paperwork simply has not yet come through. Perhaps an error was in fact made and the registration record was misplaced at the CBE office.

In any event, if it can be determined after the voting and before the canvass that the voter did in fact properly register and should have appeared in the precinct records, he/she is an eligible voter and his/her provisional ballot will be counted.

3. Voters who were previously removed as part of list maintenance or “purge” but claim continuous residence and right to vote (“previously removed voters”).

CBEs of Elections regularly attempt to update their voter registration records by deleting the names of individuals who have moved away or died or otherwise become ineligible. A voter who does not appear on the registration records as an active voter may have been removed as part of such a previous list maintenance action.

If the voter has in fact maintained continuous residence, so that the removal was in error, he/she is an eligible voter and the provisional vote will be counted.

4. Voters who may be assigned to the wrong election district in a particular race (“jurisdictional dispute voters”).

A voter may be in the proper precinct but may believe that he/she has been assigned to the wrong electoral district in a particular race. For instance, he/she may be offered the ballot to vote in the County Commissioner District One race but believe that his/her residence is in fact in County Commissioner District Two.

In that case, the voter may vote a provisional ballot and the vote will count in the District Two race if it is determined that the voter is in fact eligible to vote in District Two.

5. Voters who are in a precinct other than the precinct of residence who wish to vote in that precinct nonetheless (“out of precinct voters”).

A properly registered, eligible voter of the county may vote a provisional ballot at any precinct in the county. His/her vote will count in all races in which he/she would have been eligible to vote if he/she voted at his/her correct precinct, but not in other races.

A person who is a resident of another county or another state will, of course, not be eligible to vote in any North Carolina race. If an ineligible voter casts a provisional ballot, it will not be counted in any race, including races for federal offices.

6. Voters whose party affiliation has been incorrectly assigned in an administrative error (“incorrect party voters”).

A properly registered voter may believe that, in a primary election, the registration records erroneously show him as affiliated in the wrong political party. He/she may vote a provisional ballot of the other party, but his/her vote will count only if it can be determined that the records were in fact erroneous. He/she may not vote a provisional ballot for more than one party.

7. Voters who appear after 7:30 p.m. and vote by virtue of a court or State Board order keeping the polls open (“extended hours voters”).

The polls close at 7:30 p.m. Voters in line at that time may vote, even if they in fact cast their vote after 7:30. But voters who arrive after 7:30 are too late and are not allowed to vote.

Occasionally, however, a court or the State Board may order that one or more polls be kept open after 7:30. In that case, all voters arriving after 7:30 will be permitted to vote, but they must vote by provisional ballot. If it is later lawfully determined that the extended hours were proper, the provisional votes will be counted.

8. ID Not Provided Voters

The great majority of voters are not required to show identification at the polls. A small minority of voters are, however, required to show ID in an election in which a federal office is on the ballot. They are generally voters who registered by mail, have not previously voted, and who did not provide required identification when registering by mail. The registration books will indicate if a person is required to show ID.

If such a voter does not present ID at the polls, he/she may vote a provisional ballot, and his/her provisional ballot will count if he/she later provides, in a timely fashion, proper ID to the CBE.

9. Try to Find the Voter’s Information

The first duty of the Election Official is to try to find the voter’s registration information among the records available at the precinct. Is it listed under a slightly different spelling? Is there a supplemental set of records that can be checked? Has the voter had a name change?

If the voter’s information cannot be quickly found through this kind of effort, contact the CBE to try to find the registration information.

How to Issue a Provisional Ballot

Task #1 Inform the Voter of the Opportunity to Vote by Provisional Ballot

If the CBE office is not able to verify the voter's eligibility to vote in the county, the voter should be informed that he/she may vote by provisional ballot by saying:

1. That voter registration information cannot be verified at the moment
2. The voter may vote by provisional ballot
3. If the voter chooses to vote by provisional ballot, the CBE will continue to attempt to verify the voter's registration information between election day and the Official tallying of the votes
4. If the CBE is able to verify the voter's information, his/her votes will be counted for all eligible races
5. If the CBE is not able to verify the voter's information, the ballot will not be counted
6. The voter will be able to find out whether the ballot was counted
7. The voter will be asked to give up-to-date registration information
8. In the case of missing identification information, the date by which the voter must supply the information in order for the ballot to be counted

Task #2 Prepare the Provisional Voting Items for the Voter

For every provisional voter, the Election Official must complete the following steps:

1. Enter the name of the voter in the Provisional Poll Book (For "extended hours voters," see Part H, Special Circumstance One, p. 22, of these Provisional Voting Administrative Procedures)
2. Write the provisional ballot PIN number on the Provisional Ballot in location determined by CBE
3. Affix one provisional ballot PIN label (SEIMS produces three for each voter) to the Provisional Poll Book beside the name of the voter
4. Affix the second provisional ballot PIN label to the Provisional Ballot Envelope
5. Affix the third provisional ballot PIN label to the Provisional Ballot Instruction Sheet
6. Write the ballot style to be issued on the bottom line of the Provisional Ballot Envelope next to the Signature of Precinct Official and sign.

Task #3 Give the Voter the Provisional Items and Send the Voter to the Ballot Station

If the voter is voting a provisional ballot, the Election Official or other Election Official offers the prepared provisional voting items to the voter. Follow these steps:

1. Tell the voter that the information on the Provisional Envelope is collected for two purposes. First, it permits the CBE to update the voter's registration information so that it will be correct for future elections. Second, it will act as an application to vote at this election by provisional ballot.
2. Tell the voter that he/she may use the Voter Calling Instruction Sheet to find out whether his/her provisional ballot was counted and if not, why not
3. Hand to the voter:
 - a. Provisional Ballot Instruction Sheet
 - b. Provisional Envelope w/the voter registration/update form attached
 - c. Provisional Voter Calling Instruction Sheet
4. Direct the voter to the Ballot Station.

Task #4 At the Ballot Station, Issue the Correct Ballot & Complete the Following:

1. Instruct the voter to completely fill out the Provisional Envelope and return it to you for verification of completeness, informing the voter that he/she may ask for assistance filling out the Provisional Envelope.
2. When you have verified that the Provisional Envelope is complete, issue the correct ballot style.
3. Direct the voter to the table top privacy booth, (located at the end of the Ballot Station table), and instruct the voter to mark his/her ballot, insert the ballot into the Provisional Envelope, seal the envelope, and return the entire package to you.
4. Upon receiving the entire package from the voter, ensure that the Provisional Ballot Envelope is properly sealed. (The voter registration/update form should still be attached to the envelope. If it has become separated, securely reattach it, along with any other documentation that may have collected from the voter.)
5. If a primary election, indicate the party voted on the envelope.
6. Be sure the Envelope is **signed**

Task #5 Place the Provisional Ballot Items in the Ballot Box

Under no circumstances shall Election Officials open the sealed Provisional Ballot Envelope.

The Election Officials place all the provisional ballot items in the secure ballot box and leave them there.

Task #6 Seal and Transport the Ballot Container

At the close of the elections, the Election Official must take the following steps:

1. Reconcile the number of Provisional Ballot Envelopes
 - a. Count the number of sealed, unused and spoiled Provisional ballots and envelopes.
 - b. Make sure the number of sealed envelopes equals the number of entries on the Provisional Poll Book.
 - c. Include the number of sealed Provisional envelopes on the ballot reconciliation form.
2. Place all the Provisional Ballot Envelopes in the sealed Ballot Box.
3. Have the Chief Judge and both Judges sign the seal.
4. Have the Chief Judge and both Judges sign the Provisional Poll Book.
5. Transport the Provisional voting materials according to the “Chain of Custody” form that includes the signatures and times in which all ballots and materials are in the custody of each Official.
6. Make sure the Provisional ballot materials are verified and signed for by a Board of Elections representative upon delivery.

Challenges

Challenging Someone's Right to Vote

To make a challenge on Election Day, a challenger must be a registered voter of the same precinct as the person being challenged. A challenge may be made anytime that the polls are open. Contact the CBE if a voter is challenged.

Challenge Checklist

1. Is the challenger a registered voter of the precinct? If not, the challenger does not have standing to make a challenge.
2. If the challenger has standing to make the challenge, the challenger will fill out the Notice of Challenge Form, located on the front of the Challenge Envelope. After making the challenge, the challenger must leave the voting enclosure.
3. The Chief Judge signs and dates the Notice of Challenge Form.
4. A Judge writes "challenged" beside the voter's name on the registration list.
5. The Chief Judge and Judges will hold a hearing as soon as possible, before the polls close. The Judges decide, by majority vote, whether the challenged person is a qualified voter.

Hearing Process

1. Begin the hearing by explaining the qualifications for registering and voting to the challenged voter.
2. Question the challenged voter regarding qualifications.
3. Witnesses other than the challenged voter may be heard once placed under oath by the chief Judge.
4. The Chief Judge administers the Sworn Voter Oath to the challenged voter.
 - a. If the Judges find that the person is a legal voter and the challenged voter takes the oath, the challenge should be overruled and the person permitted to vote.
 1. The Judges write the word "sworn" in the notes section of the challenged voter's OVRD screen and ATV Form.
 2. The voter is permitted to vote.
 - b. If the challenged voter refuses to take the oath, the challenge should be sustained.
 1. The Judges write "challenge sustained" in the notes section of the challenged voter's OVRD screen to indicate a sustained challenge.
 2. The voter may vote a challenged ballot once they complete the Application for Challenged Ballot and affidavit on the back of the challenge envelope.
 3. The Judges write voter's name and the next sequential challenged ballot number if more than one challenge. Judges also write the challenged ballot number on the ballot, challenge envelope, and ATV label.

4. The challenged voter shall mark the ballot privately, but in the presence of the Chief Judge, seal the challenged ballot in the Challenge Envelope, and deliver the sealed envelope to the Chief Judge.
5. The Chief Judge shall store all sealed Challenge Envelopes in a security container which he/she shall seal immediately after the polls close.

CLOSING THE POLLS

CHECKLIST FOR PRECINCT CLOSING

- Chief Judge announces “Polls are closed”. The Judge and Judges sign the poll books. Have an Assistant remind party workers to clean up all signs/handouts.
- Close the Polls on the M100 (See AutoMark and M100 section.)
 - **Post** the results for observers at the polling place.
 - **Send** an Assistant to the CBE with the PCMCIA card.
 - If there are ballots in the right-side ballot bin, count the write-in ballots using the procedures below and attach one tally sheet to the stack of write-in ballots and post a duplicate write-in tally sheet in the polling place.
- **All three Judges are to complete the Chain-of-Custody Form. The Chief Judge must have this completed form in hand for immediate delivery upon arrival at the BOE office. No election material will be accepted until this form is accurately completed and returned to the BOE staff. Upon arrival, the Chief Judge must turn in the completed Chain-of Custody Form, the sealed red bag and one of the cell phones.**
- Collect all supplies for return to the BLACK SUPPLY BOX and store as found with machines and cart. Follow the supply sheet inventory provided to the Chief Judge. **No computer supplies within this box!!** Lock the Black Supply Box to the M100 Cart.
- The voting location should be returned to how you found it. **REMEMBER** that we need to use it for the next election. Check that the water is not running, all election materials are removed, furnishings are returned to their proper place, and all lights are off. Lock the polling place when finished.

Counting the Write-In Votes (if applicable)

The Ballots with write-in votes are removed from the right bin of the M100. Chief Judge should announce to everyone present that order must be maintained.

1. Clear all pens and writing utensils from the counting tables if you have not already done so.
2. Chief Judge shall designate a bi-partisan team of four (2 from each political party) to relay the results of each ballot:
 - Person # 1: Reading the ballot
 - Person # 2: Observing the reading of the ballot
 - Person # 3: Writing the candidates name on the Tally sheet. Recording the tally of votes for each candidate on paper stating aloud after each choice is read on the fifth tally for a particular candidate, the word "tally".
 - Person # 4: Observing the tallying of the votes.
3. Total the votes for each candidate if they have multiple votes and have participating counters sign write-in ballot tally sheet. Two tally sheets are to be made, one to post with final results tape and one to return with ballots.
4. Clip write-in ballots and the tally sheet with a bulldog clip and place in the black ballot box with other voted ballots.

OVRD:

**ON-SITE VOTER
REGISTRATION**

OVRD Easy Menu

<p>VOTE:</p> <ol style="list-style-type: none"> 1. Search for voter then select (highlight) record. 2. Verify voter information. 3. Click VOTE 4. Select In-Person and click SAVE 5. Voter signs ATV form & worker initials ATV 6. Send Voter over to the Ballot Station 	<p>HINTS:</p> <ol style="list-style-type: none"> 1. Use the % sign as your “wildcard” for difficult names. Remember you can use this in both fields! 2. Remember Less is More. You do not have to put in a lot of information to search for a voter.
<p>TRANSFER IN (into YOUR PRECINCT):</p> <ol style="list-style-type: none"> 1. Search for voter then select record. 2. Verify voter information and Address is NOT current and move is > 30days. 3. Click NAME/ADDR ONLY 4. Enter new Name, Address and/or Mailing address as needed. 5. Click REVIEW button to verify information. 6. Click VOTE 7. Select In-Person or Curbside and click SAVE 8. Voter signs ATV form. 9. Call appropriate precinct and notify them of a transfer. 	<p>TRANSFER OUT – PHONE: (VOTED IN ANOTHER PRECINCT):</p> <ol style="list-style-type: none"> 1. You receive a call from another precinct notifying you of a TRANSFER. 2. Record Name, DOB, VRN & Precinct name on the Transfer Log sheet. 3. Search for Voter then select record. 4. Click TOOLS (in Top left portion of screen). 5. Select “Flag Selected Voter as Transferred” 6. Select PRECINCT where voter transferred. 7. Be sure to complete this on ALL computers.
<p>TRANSFER OUT – PERSON (or body):</p> <ol style="list-style-type: none"> 1. Search for voter then select record. 2. Verify voter information. The address IS/IS NOT current and move is > 30days. 3. Click NAME/ADDR ONLY 4. Enter new Name, Address and/or Mailing address as needed 5. Click REVIEW. 6. OVRD message “Voter is not in current precinct and only a TRANSFER can be done. Would you like to continue with the TRANSFER?” 7. Click OK. 8. Click TRANSFER button at the bottom of the screen. 9. Transfer form will print. Precinct official will sign and give to voter to take to their new precinct. 	<p>FLAG VOTER as ABSENTEE</p> <ol style="list-style-type: none"> 1. Receive Absentee Report from CBE 2. Search for Voter then select record 3. Click TOOLS (in Top left portion of screen). 4. Select “Flag Selected Voter as Absentee” 5. Be sure to complete this on ALL computers.
<p>INACTIVE VOTER:</p> <ol style="list-style-type: none"> 1. Search for voter then select record. 2. Verify voter information and note STATUS of INACTIVE in yellow. 3. Click NAME/ADDRESS ONLY and verify address or enter UPDATED Name, Address and/or Mailing address and click REVIEW. 4. Verify ALL information is correct. 5. Click VOTE, select In-Person or Curbside. Click SAVE. 	<p>VOTER REQUIRING ID</p> <ol style="list-style-type: none"> 1. Search for the voter then select the record. 2. Verify the Voters information. 3. Click VOTE. 4. Select type of ID from the list. 5. Click SAVE 6. Follow normal VOTE procedures.
<p>CANCEL VOTE:</p> <ol style="list-style-type: none"> 1. Click CLEAR and re-enter the voter’s name. 2. Search for the voter and select the record. 3. Click CANCEL VOTE and select REASON enter ALL COMMENTS/ DETAILS. <p>Note: Follow PROVISIONAL Procedures if voter requests to vote</p>	<p>UNAFFILIATED VOTER (PRIMARY ONLY):</p> <ol style="list-style-type: none"> 1. Search for the voter and select (highlight) record. 2. Verify voter information and click VOTE. 3. Select the voter’s declared party. 4. Click SAVE. 5. Follow normal VOTE Procedures.
<p>REPRINT the ATV Form:</p> <ol style="list-style-type: none"> 1. Click CLEAR to refresh SEARCH 2. Search for voter then select record. 3. Click PRINT APP button. 	<p>CURBSIDE VOTER:</p> <ol style="list-style-type: none"> 1. Precinct Officials notified of CURBSIDE Voter request. 2. Obtain voter information at CURBSIDE. 3. Search for voter then select (highlight) record. 4. Verify voter information. 5. Click VOTE and select CURBSIDE 6. Click SAVE. <p>➤ Note: Follow VOTE PROCESS for voter if INACTIVE, REMOVED or TRANSFER, if applicable.</p>

OVRD EMERGENCY MENU
FIRST CALL THE BOARD OF ELECTIONS
250-4202

1. Don't panic....grab the phone and call.
2. We will attempt to fix the issue over the phone with you.
3. If we CANNOT, we will then come out to your precinct and fix the problem onsite.
4. During this time YOU MUST log all voter transactions in the OVRD Emergency Log (OEL)
5. BE SURE TO ENTER ALL THE DATA INTO THE LOG (we will help you)

THE PRINTER STOPS WORKING ONLY:

1. Continue to lookup voters on the laptop and vote them using the OVRD procedures.
2. Since no ATV (Authorization To Vote) form is being printed, you must manually complete the ATV using the information on the OVRD screen (VRN, Name, Address and Ballot style)
3. LOG all necessary information on the OVRD E-LOG sheet.
4. Voter must sign the ATV and will vote as normal.
5. When BOE arrives we will fix the printer and then print ATVs for all the names on the OEL.
6. These printed ATVs will be replaced with the manually completed ones in the poll book.

THE LAPTOP STOPS WORKING:

1. Get the cell phone and call the Board of Elections precinct line at 250-4208.
2. As voters come up to the table you will verify their information with the BOE person on the phone.
3. The BOE will report back to you their name and address, enter this information on the OEL sheet. Be sure to record their name, current address and DOB.
4. The BOE will report back to you their VRN and ballot style. Record this information on the OEL.
5. Hand write the ATV for the voter with VRN, Name, Address and ballot style.
6. Voter signs ATV and votes as normal.
7. When BOE arrives we will fix the laptop and then print ATVs for all names on the OEL.
8. These printed ATVs will be placed with the manually completed ones in the poll book.

Chapter 9: OVRD Usage

OVRD is the Onsite Voter Registration Database and it is used in place of printed ATV labels or Pollbooks. Once a SOSA machine is converted to OVRD, you can use it on Election Day at your polling places. OVRD's best quality is that it will keep you from having to waste paper or labels printing out pollbooks! When a registrant "votes" in OVRD, a pre-filled ATV form will print.

The usage of OVRD is almost the same as using SOSA, with the exception of the following:

1. You cannot re-vote a registrant or vote a registrant whose OVRD vote was cancelled.
2. At this time, only In-Person and Curbside voting is allowed in OVRD. In the future, there will be more voting options, like Transfer, Provisional, etc.
3. You cannot add a note to a registrant.
4. Reason registrant can't vote displays in the bottom left section of the screen. Reasons are: Cannot Vote Has Previously Voted, Cannot Vote Not in Precinct, Inactive Voter Verify Registration Information, and Cannot Vote Not in Alphabet Range.
5. Search results in OVRD will not display newly registered voters (from One-Stop Same-day registrations).
6. Pending Applications in VoterScan Review/I-Queue can be searched using the Pending Applications radio button on the search screen.
7. Instead of an Absentee Application printing when a registrant is voted, you will get an OVRD Transaction Receipt and a populated ATV form.
8. If a vote is cancelled, a Transaction Receipt will print indicating the cancel.
9. OVRD will display in title bar as the application name instead of One-Stop Voting.
10. Election Site for OVRD uses Polling Places instead of One-Stop Voting Sites.
11. OVRD only runs in DISCONNECTED mode.
12. You can perform multiple disconnected Transfer from BOE tasks (to pull in new data from your live database) or export the Post Election Audit file again, but you can only do a Transfer to BOE **ONCE**, at the end of voting on Election Day.

Outside these exceptions, the OVRD application looks like SOSA Voting and is used like SOSA Voting. You will follow the same process as SOSA when searching for a voter, viewing their voter information, voting them and cancelling them. See previous chapters in this document for information on how to use OVRD.

Process for Voting in OVRD

1. When a registrant comes to your line, ask them for their **Name** and **DOB** information (or whatever your county specifies) and fill it into the appropriate search fields. Click **Search**.
2. Matching results will display in the *Potential Voters* grid. Select the correct voter in the grid. *Note: If the registrant is eligible to vote, the Vote button will be enabled. If they are not eligible, the reason will display in the bottom left box below the Status. The selected voter in the image below would be able to vote in OVRD, as they are in the required precinct and alphabet range.*

The screenshot shows the OVRD application interface. At the top, there is a search criteria section with fields for Last Name (MASTERSON), First Name, Middle Name, and DOB (MM/DD/YYYY). Below this are fields for House #, Dir, Street Name, Type, Suffix, Unit, City, State, and ZIP Code. A 'Search' button is present. Below the search fields, there are radio buttons for 'Registration List' and 'Incomplete Applications'. The main area displays a table titled 'Potential Voters (5 rows)'. The table has columns for Name, Address, Ballot Style, Party, Gender, Race, and DOB. The selected voter is MASTERSON, MICHAEL JAMES, with address 149 COURTLAND AVE ASHEVILLE, NC 28801. To the right of the table is a vertical toolbar with buttons: Vote, Print App, View Voter, New Voter, Update Voter, Name/Addr Only, Note, Cancel Vote, Street Search, Check Transfer Status, and Exit. At the bottom left, there is a status box with the following information:

Type	Value
VRN	000000325438
Name	MASTERSON, MICHAEL JAMES
Address	149 COURTLAND AVE ASHEVILLE, NC 28801
PCT/VD	02.1/02.1
Status	ACTIVE

3. Click **Vote**. Once you click **Vote** a populated ATV form will print, as well as a transaction receipt. Follow your county procedures in regards to this paperwork.
4. Repeat the process for any other voters that come to your line!

In the next image, the selected registrant cannot vote because they are not in the precinct tied to the selected Election Site polling place. Notice the message in the bottom left corner telling you the reason the selected voter can't vote (Cannot Vote Not in Precinct).

Chapter 9: OVRD Setup, Conversion and Usage - continued

The screenshot shows the OVRD application interface. At the top, there is a title bar with the text "Chapter 9: OVRD Setup, Conversion and Usage - continued". Below the title bar, the application window title is "OVRD (v.1.9.1.0) - DISCONNECTED PRODUCTION (one_stop) - eburton - 08/18/2009 SPECIAL - Mach247 - Site02.1".

The main interface is divided into several sections:

- Search Criteria:** A form with fields for Last Name (MASTERSON), First Name, Middle Name, and DOB (MM/DD/YYYY). There are also dropdown menus for House #, Dir, Street Name, Type, Suffix, Unit, City, State, and ZIP Code. Buttons for Search, Cancel, and Clear are present.
- Registration List:** Radio buttons for "Registration List" (selected) and "Incomplete Applications".
- Potential Voters (5 rows):** A table with columns: Name, Address, Ballot Style, Party, Gender, Race, and DOB. The data is as follows:

Name	Address	Ballot Style	Party	Gender	Race	DOB
MASTERSON, ARLEEN KAY	35 HIGDON RIDGE RD SWANNANOVA, NC 28778	COMMISH	REP	FEMALE	WHITE	09/01/1941
MASTERSON, KENT EUGENE	141 HUDSON ST ASHEVILLE, NC 28806	ALDER	UNA	MALE	WHITE	09/20/1962
MASTERSON, LAURA	600 MERRIMON AVE # 23F ASHEVILLE, NC 28804	ALDER	DEM	FEMALE	WHITE	03/31/1987
MASTERSON, MICHAEL JAMES	149 COURTLAND AVE ASHEVILLE, NC 28801	ALDER	UNA	MALE	UNDESIGN	08/05/1980
MASTERSON, SHARON LEA	1722 OLD HAYWOOD RD # 16 ASHEVILLE, NC 28806	ALDER	UNA	FEMALE	WHITE	03/12/1974
- Buttons:** A vertical column of buttons on the right side: Vote, Print App, View Voter, New Voter, Update Voter, Name/Addr Only, Note, Cancel Vote, Street Search, Check Transfer Status, and Exit.
- Summary Table:** A table at the bottom left with columns Type and Value.

Type	Value
VRN	000000309864
Name	MASTERSON, KENT EUGENE
Address	141 HUDSON ST ASHEVILLE, NC 28806
PCT/VTD	13.1/13.1
Status	ACTIVE
Cannot Vote	Not In Precinct

If a registrant cannot be found in the Registration List search, you can search the unprocessed registration records by using the **Incomplete Applications** radio button. If the button is not available below the Address fields, you will need to enable it in **Tools**→**Options** by checking the “*Allow users to search incomplete applications*” checkbox.

In the example below, Jordan Case came to my line and I searched for him in the registration list as normal. He was not found. He told me that he had already registered some time ago. So I changed the search radio button to *Incomplete Applications* and searched for him there. He was found (see Image 1)!

At this point, what to do with him is up to your county procedures, but you can at least see that he did try to register in the past. You cannot vote him in OVRD at this time, as the Incomplete Applications search is informational only.

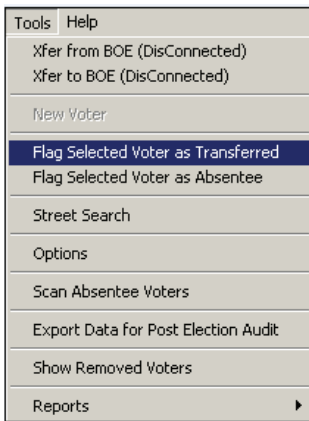
You can click **View App** to see all of the information in his unprocessed registration record, as shown in Image 2 below. Likely, Mr. Case was missing some piece of required information on his application that prevented him from becoming an Active voter.

Election Day Transfers

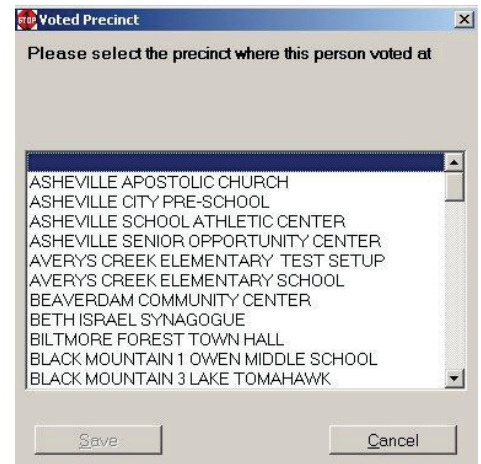
With OVRD’s Election Day Transfer function, the user will be able to record a transfer, print out an ATV form with the transfer section filled out and vote the person. In addition, the user will have the ability to mark a person as “voted” if another polling place calls and states that a voter had voted at their polling place. Transfers are only allowed if the option was set during the Wizard to allow them.

For the case where another polling place calls you to tell you a registrant voted at their precinct, do the following steps to mark them as transferred:

1. Search for the registrant. When found, select their record and click on **Tools→Flag Selected Voter as Transferred.**



2. The screen to the right will display. Select the precinct they voted in (the one calling you) and click **Save.**



3. After the Save, the lower section will display the following:

Type	Value	Type	Value
VRN	00000337418	Election Date	10/06/2009
Name	ANTUN, CAROLE EDNA	Voted Date	
Address	17 HOWLAND RD ASHEVILLE, NC 28804	Ballot Style	
PCT/MTD	17.1/17.1	PCT/MTD	
Status	ACTIVE	Ballot ID	
Cannot Vote	Transferred to JD 3 precinct	Action	TRANSFERRED

If you made a mistake in flagging this voter as Transferred, simply search for and select the voter again, and click **Tools→Unflag Selected Voter as Transferred.** The information in the bottom section of the screen will be removed, and the voter is no longer considered a transfer.

For the case where a voter is registered in your OVRD precinct, but has moved and now resides in another precinct, follow these steps:

1. Search for and select the registrant in OVRD. Click on **Name/Addr Only.** When the following screen displays, update the address with the registrant’s new information. When complete, click **Review.**

Chapter 9: OVRD Setup, Conversion and Usage - continued

Edit Name/Address Registration.
Step 1 of 2: Please enter the registration information and click * Review. *

Application Information

US Citizen
 Application Signed

Name
Last Name: BENNETT
First Name: LAKISHA
Middle Name: MICHELLE
Suffix: [Dropdown]

Voter Verification
 DL SSN None
NCID: CW596272

Residence Address

House #: 4312
Half: [Dropdown] Dir: [Dropdown] Street Name: ELLEN
View Street Range: [Dropdown] Type: AVE Suffix: [Dropdown] Unit: C
City: CHARLOTTE State: NC ZIP Code: 28208
Phone: [Text] Will you have lived here for 30 days or more prior to the election?
 Yes Move Date (mm/dd/yyyy) [Text] No

Mailing Address
 Is U.S. Address?
Address1: [Text] Address2: [Text]
City: [Text] State: [Text] ZIP Code: [Text]

Voter Information
Gender: FEMALE Application Dt: 01/25/2010 Ballot Style: 02
Race: BLACK OR A Registration Dt: 12/17/2003
Ethnicity: NOT HISPAN Party: DEMOCRATIC

Previous Name and/or Address
Last Name: [Text] First Name: [Text] Middle Name: [Text] Suffix: [Dropdown]
 Is U.S. Address? Previous NC County (if applicable): [Text]
Address1: [Text] Address2: [Text]
City: [Text] State: [Text] ZIP Code: [Text]

Jurisdiction List

PCT	031	VTD	031
MUNI	CLT	CHARLOTTE	031
CITYC	3	CITY COUNCIL DISTRICT 3	
CONG	12	CONG DIST 12	
SUPCT	26A	JUDICIAL DISTRICT 26A	
JUD	26	JUDICIAL DISTRICT 26	
NCSEN	38	STATE SENATE DISTRICT 3	
NCHSE	107	STATE HOUSE DISTRICT 10	
CCOM	2	COUNTY COMMISSIONER 2	
BDSD	2	SCHOOL BOARD DIST 2	
PROS	26	26TH PROS DIST	

Review Cancel

- Once **Review** is clicked, the following message will display. Click **Yes** to continue or **No** to cancel:

SEIMS

The selected voter is not eligible to vote and only a transfer can be done. Would you like to continue with the transfer?

Yes No

- When **Yes** is clicked, the screen will gray out and the **Review** button becomes a **Transfer** button.

Edit Name/Address Registration.
Step 2 of 2: Please review the information entered and click *Back* if changes are needed. Otherwise, click *Transfer* to print the transfer.

Application Information

US Citizen
 Application Signed

Name
Last Name: DILLBECK
First Name: DANNY
Middle Name: LEE
Suffix: [Dropdown]

Voter Verification
 DL SSN None
NCID: CW868896

Residence Address

House #: 7602
Half: [Dropdown] Dir: [Dropdown] Street Name: ELLENCROFT
View Street Range: [Dropdown] Type: LN Suffix: [Dropdown] Unit: [Text]
City: CHARLOTTE State: NC ZIP Code: 28215
Phone: [Text] Will you have lived here for 30 days or more prior to the election?
 Yes Move Date (mm/dd/yyyy) [Text] No

Mailing Address
 Is U.S. Address?
Address1: [Text] Address2: [Text]
City: [Text] State: [Text] ZIP Code: [Text]

Voter Information
Gender: MALE Application Dt: 01/25/2010 Ballot Style: 01
Race: WHITE Registration Dt: 05/06/2008
Ethnicity: NOT HISPAN Party: DEMOCRATIC

Previous Name and/or Address
Last Name: [Text] First Name: [Text] Middle Name: [Text] Suffix: [Dropdown]
 Is U.S. Address? Previous NC County (if applicable): [Text]
Address1: [Text] Address2: [Text]
City: [Text] State: [Text] ZIP Code: [Text]

Jurisdiction List

PCT	203	VTD	203	203
MUNI	CLT	CHARLOTTE		
CITYC	5	CITY COUNCIL DISTRICT 5		
CONG	09	CONG DIST 9		
SUPCT	26B	JUDICIAL DISTRICT 26B		
JUD	26	JUDICIAL DISTRICT 26		
NCSEN	37	STATE SENATE DISTRICT 3		
NCHSE	103	STATE HOUSE DISTRICT 10		
CCOM	3	COUNTY COMMISSIONER 3		
BDSD	3	SCHOOL BOARD DIST 3		
PROS	26	26TH PROS DIST		

Back Transfer Cancel

Chapter 9: OVRD Setup, Conversion and Usage - continued

- Click the Transfer button to print the Election Day Transfer form and log the registrant as transferred. You can then send the voter to the correct precinct with their Transfer form. The following information will display at the bottom of the screen.

Type	Value	Type	Value
VRN	000000194002	Election Date	10/06/2009
Name	BREWTON, WILLIAM WARREN	Voted Date.	
PCT/MTD Chan...	"17.1/17.1" to "05.1/05.1"	Ballot Style	
Status	ACTIVE	PCT/MTD	
Cannot Vote	Transferred to 05.1 precinct	Ballot ID	
		Action	TRANSFERRED

For the case where a voter was registered in another precinct but has moved to your OVRD precinct, follow these steps:

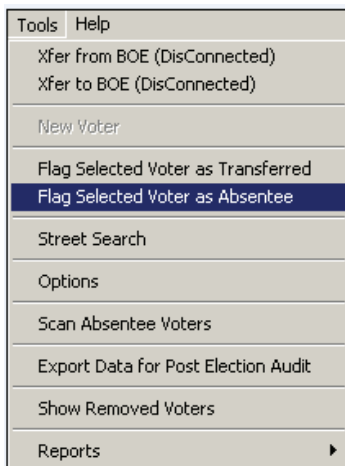
- Search for and select the registrant in OVRD (the lower left box should display “Cannot Vote Not in Precinct”). Click on **Name/Addr Only**. When the *Edit Name/Address Registration* window appears, update the address with the registrant’s new information. When complete, click **Review**.
- If everything is correct, click **Vote** to save the changes as a transfer and vote.

Flag/Scan as Absentee

With OVRD’s Flag/ Scan Absentee functions, the user will be able to mark a person as having voted absentee; or scan barcodes of registrants that voted absentee. This is useful if you have already sent your machines to the polls over the weekend and absentee ballots came in after that time. If a data update to the machine via Xfer From BOE is not possible, this is a quick way to update voters on your OVRD machines.

To flag a voter as having voted Absentee:

- Search for the registrant. When found, select their record and click on **Tools→Flag Selected Voter as Absentee**.



- Once you click Flag Selected Voter as Absentee, the lower section will display the following (next page):

Chapter 9: OVRD Setup, Conversion and Usage - continued

Type	Value	Type	Value
VRN	000000108565	Election Date	09/07/2010
Name	TUCKER, TIMOTHY A	Voted Date.	
Address	7316 LEESBURG RD CHARLOTTE, NC 28215	Ballot Style	
PCT/MTD	123/123	PCT/MTD	
Status	ACTIVE	Ballot ID	
		Action	FLAGGED ABSENTEE

If you made a mistake in flagging this voter as Absentee, simply search for and select the voter again, and click **Tools**→**Unflag Selected Voter as Absentee**. The information in the bottom section of the screen will be removed, and the voter is no longer considered voted absentee.

To Scan multiple voters as having voted absentee:

1. In Report Manager run the Absentee Ballots Executed VRN Barcode report for your election and ballot return date (you can use a date range to pull only those that returned ballots AFTER the end of OneStop voting). Print the report.
2. Grab your barcode scanner and the report and in OVRD, click **Tools**→**Scan Absentee Voters**.

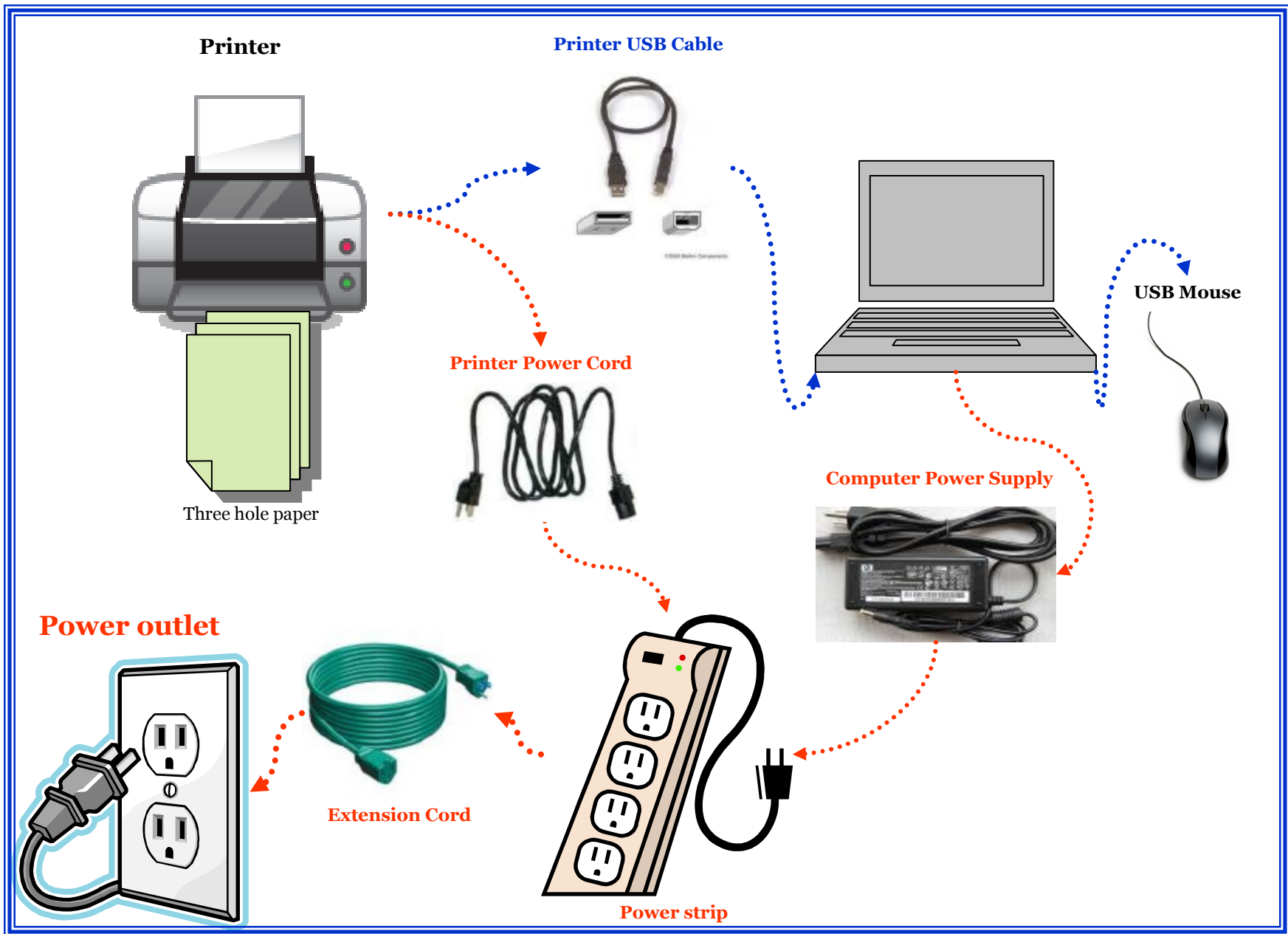
The following window will display:

3. Scan the first barcode (or type the VRN and click Submit), and then continue scanning all absentees that need to be scanned. No message or indication will appear on-screen that they were flagged, but if you search for the voter after you're done scanning, they will show "Flagged Absentee" in both lower grids.

Type	Value	Type	Value
VRN	000000108565	Election Date	09/07/2010
Name	TUCKER, TIMOTHY A	Voted Date.	
Address	7316 LEESBURG RD CHARLOTTE, NC 28215	Ballot Style	
PCT/MTD	123/123	PCT/MTD	
Status	ACTIVE	Ballot ID	
Control Vote	Flagged as voted absentee	Action	FLAGGED ABSENTEE

If you made a mistake when scanning any voter as Absentee, simply search for and select the voter again, and click **Tools**→**Unflag Selected Voter as Absentee**. The information in the bottom section of the screen will be removed, and the voter is no longer considered voted absentee.

OVRD Laptop, Printer and Cords Layout (basic cord and power layout)



STREET NAME		
AL DORF		
ASHBROOK	ESTS	
ASHBROOK	MDWS	
BARBERRY ACRES		
C. K.		
CLEARVIEW ESTATES		
COUNTRY MHP		
COUNTRY MOUNTAIN		
COUNTRY MOUNTAIN ACR		
CU DI MAR		
DIX CREEK		
DIX CREEK CHAPEL		
DIX CREEK NO 1		
DIX CREEK NO 2		
EAST		
EAST END		
EAST LAKE		
EAST SHORE		
EAST TOP		
EASTCREST		
EASTMINSTER		
EASTMOOR		
EASTOVER		
EASTRIDGE		
EASTVIEW		
EASTWAY		
EASTWOOD		
EB'S		
EMMA MHP		
FIFTH		
FORTY ACRES		

STREET NAME		
FREEMAN MHP		
G T		
GLEN BRDGE APTS		
GLEN BRIDGE		
GLENN BRIDGE		
H D		
H G BUCKNER MEADOWS		
HAL J'S MHP		
J R		
J R ESTATES		
J T		
K D		
LAMANCHA (not LA MANCHA)		
LA MICHELE		
LA RUE		
LE AN HURST		
LI-JIM-JO		
MEADOWOOD MHP		
MOUNT AIRY		
MOUNT CARMEL		
MOUNT ROYAL		
MOUNT SOMA		
MOUNT ALLEN		
MOUNT AMY		
MOUNT CARMEL		
MOUNT CLARE		
MOUNT EMERALD		
MOUNT OLIVE		
MOUNT OLIVE CHURCH		
MOUNT PISGAH CHURCH		
MOUNT VERNON		

STREET NAME		
N DOUGHERTY		
NC 9	HWY	
NORTH		
NORTH CAROLINA		
NORTH FOLK		
NORTH FORK		
NORTH FORK-LEFT FORK		
NORTH FORK-RIGHT FORK		
NORTH HILL		
NORTH KNOB		
NORTH RIDGE		
NORTH VALLEY		
NORTH VIEW		
NORTHBROOK		
NORTHEAST		
NORTHINGTON		
NORTHLAKE		
NORTHLAND		
NORTHRIDGE		
NORTHSTAR		
NORTHSIDE		
NORTHVIEW		
NORTHVIEW MHP		
NORTHVIEW PARK		
NORTHVILLE		
NORTHWEST		
NORTHWEST ESTATES		
NORTHWIDE		
NORTHWIND		
NORTHWOOD		
OLD GLEN BRIDGE		

STREET NAME		
OLD HAYWOOD		
OLD HEYWOOD		
OLD NC 20	HWY	
OLD NC 63	HWY	
OLD NUMBER 20		
OLD NUMBER NINE		
OLD TURNPIKE		
OLD US 70	HWY	
OLD US HWY 19 23	HWY	
OLD US 70	HWY	
OLD US 74	HWY	
OLDE COTTAGE		
OLDE COVINGTON		
OLDE EASTWOOD VILLAGE		
SEVENTH		
SOUTH		
SOUTH CAROLINA		
SOUTH CREEK		
SOUTH FOREST		
SOUTH HAVEN		
SOUTH OAKS		
SOUTH POINT		
SOUTH WEST		
STATE		
STATE 10		
STATE 1142		
STATE 1214		
STATE HIGHWAY 191		
T C		
UNIVERSITY-ASH	HTS	
UNIVERSITY-FOUNDERS	HTS	

STREET NAME		
UNIVERSITY-GARDNER	HTS	
UNIVERSITY-GOVENORS HALL	HTS	
UNIVERSITY-HOEY	HTS	
UNIVERSITY-MILLS	HTS	
UNIVERSITY-MOORE	HTS	
UNIVERSITY-SCOTT	HTS	
UNIVERSITY-SOUTH RIDGE	HTS	
UNIVERSITY-WEST RIDGE	HTS	
US 70	HWY	
WEST		
WEST BUNCOMBE SCHOOL		
WEST CREEK		
WEST POINTE		
WEST STREET		