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JUDGE OF ELECTION

HANDBOOK
Chicago, Illinois



GENERAL ELECTION

2000

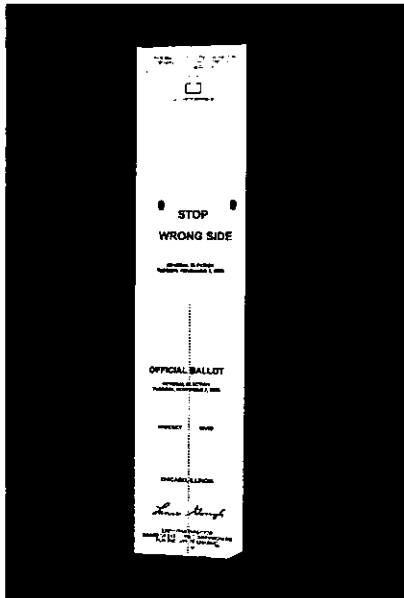
Issued by the
Board of Election Commissioners
69 W. Washington, Suites 600/800
Chicago, Illinois 60602
Telephone (312)269-7900
TTY (312)269-0027 (For the hearing impaired only)

Commissioners
Langdon D. Neal, *Chairman*
Richard A. Cowen, *Secretary/Commissioner*
Theresa M. Petrone, *Commissioner*
Executive Director Lance Gough

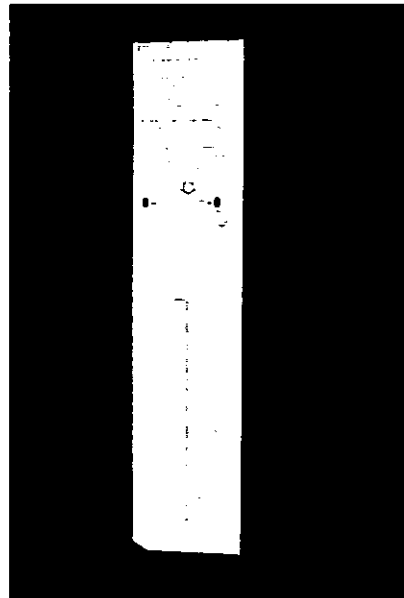
November 7 General Election Ballot Card Colors

All official ballot cards are located in the ballot box portion of the Election Supply Carrier (ESC).

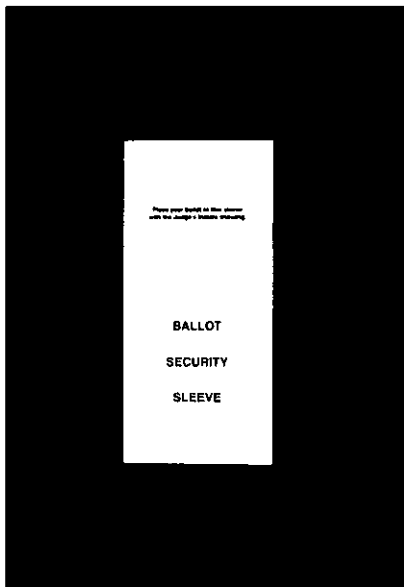
Although the new self-secured ballot card folds to provide privacy for the voter's ballot, separate white security sleeves are provided for additional privacy. These security sleeves do not contain the location for write-in votes and are not to be initialed by election judges.



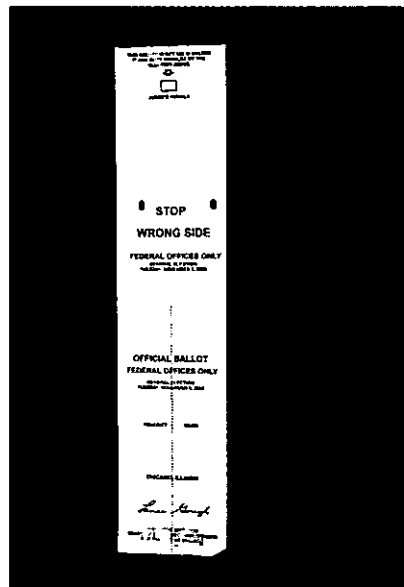
White Official Ballot Card



Orange Demonstrator Card



Ballot Security Sleeve



White/Pink Federal Offices Only Ballot Card

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Election Dictionary

Affidavit—A sworn statement presented in support of a person's qualifications to vote.

Application for ballot (Form 14)—The form a voter signs before voting. Judges compare the signature on the application to the voter's signature in the signature book.

Assistance—The act of helping the voter to vote. Only voters with a physical disability or voters who cannot read or write English may be assisted. An affidavit is completed whenever a voter is assisted.

Ballot booklet/pages—The pages located in the voting unit which contain the political parties, offices, names and numbers of all candidates.

Ballot card—A data processing card having small rectangular perforated positions. A write-in vote is cast on the top portion.

Ballot viewer—A plastic magnifier which enlarges the print on the ballot pages.

Certificate of Results (Form 80)—The official forms for recording the vote totals for the precinct. A tape from the Precinct Ballot Counter (PBC) is attached to each Certificate of Results.

Challenge—An objection made to the election judges concerning a person's qualifications to vote or identity.

Credential—An official document presented by all pollwatchers in order to remain in the polling place.

Curb-side voting—Procedure which allows judges to bring an economy voting booth and vote recorder to the point along the route of access closest to the door that a voter with a disability can reach, including the street curb.

Demonstrator unit—A small table-top unit used by a judge of election to demonstrate the voting system. Demonstrator cards are used with this unit.

Economy Voting Booth—A cardboard and plastic voting station for use with the vote recorder.

Electioneering—The display of candidate buttons or badges, handing out sample ballots or other campaign literature, or verbally urging support of or opposition to an issue or candidate on the ballot.

Election Supply Carrier (ESC)—The large metal carrier containing election equipment and supplies. The top portion serves as the ballot box during voting hours.

Handi-hold voting punch—A specially designed voting punch with a round handle for use by voters who have difficulty grasping the regular voting punch.

Instruction/demonstration—The explanation of the rules and procedures for voting, given by an election judge or judges. The demonstration may only be given on the small demonstrator unit.

Memory card—The removable memory unit contained in the Precinct Ballot Counter (PBC) which records the precinct vote totals after all ballots have been counted.

Party affiliation—A voter must declare or request a ballot for a specific political party in order to vote in a primary election.

Poll list—The printed list of all persons registered to vote in the precinct.

Pollwatcher—A representative of a candidate, political party or civic organization who is legally in the polling place to observe the conduct of the election.

Precinct Ballot Counter (PBC)—A device which reads all ballot cards and electronically computes all vote totals for the precinct. The totals are printed on tapes and also recorded on the memory card.

Security sleeve—A folded sheet of paper used to provide secrecy for the ballot.

Signature book—The signature book contains the official record of each registered voter, including the voter's signature.

Split precinct—A precinct that has territory in more than one Congressional, Legislative, Representative, Judicial, County Board or Board of Review district.

Spoiled ballot—A ballot on which the voter has made a mistake. It must be returned to the election judge before a new ballot may be issued to the voter.

Transfer case—The small box which is used for returning materials to the receiving station.

Vote recorder—A separate unit containing the official ballot pages, which is placed inside or carried to the economy voting booth.

Voting punch—The tool attached to a voting unit which must be used to cast a vote on the ballot card.

Voting unit—A metal or plastic and styrofoam voting station.

1

Important Information for Judges of Election

Appointment

All judges are appointed by the Board of Election Commissioners. Five (5) judges are appointed to serve in most precincts. Large precincts may have more judges assigned.

Some judges may live outside of the precinct. Out of precinct judges should vote by absentee ballot before Election Day. Odd numbered precincts have three (3) Republican and two (2) Democratic judges. Even numbered precincts have three (3) Democratic and two (2) Republican judges.

A judge who cannot serve on Election Day must notify the **Judges Department, (312)269-7984** before Election Day.

Swear-in Judges

A registered voter in the precinct may serve as a swear-in judge, if all judges are not present. A swear-in judge must be of the same political party as the missing judge and may not be selected until after 6:15 a.m. election morning.

An appointed judge who arrives late starts working and the swear-in judge stops working. Both the appointed judge and swear-in judge sign the pay voucher recording the time worked and will be paid for the time worked.

Stand-by Judges

Stand-by judges are non-partisan, trained agents of the Board of Election Commissioners. Stand-by judges are available to assist in opening and closing the polling place. Stand-by judges serve with appointed judges in place of any swear-in judges. Call **ELECTION CENTRAL, (312)269-7870**, to request stand-by assistance.

Judges of Election must:

1 Conduct the election properly.

- A. Judges are legally responsible to follow the instructions in this handbook.
- B. Judges may be removed only by the Board of Election Commissioners for misbehavior or neglect of duty.
- C. A judge of election may not be removed from office by the other judges of election. If there is a problem with the conduct of the election judge, call **ELECTION CENTRAL, (312)269-7870**, to report the problem.

2 Control the polling place.

- A. Judges are in complete control of the polling place.
- B. Judges have the authority and duty to keep the peace and to cause any person to be arrested for any breach of the peace, for any breach of the election laws, or for any interference with the progress of the election. **Judges must report any interference to ELECTION CENTRAL, (312)269-7870 before causing any persons to be arrested.**

3 Share election duties.

- A. All judges have equal authority and must share all responsibilities.
- B. Judges must rotate duty stations, when possible.
- C. Judges must wear a badge indicating the political party they represent, name, precinct and ward.
- D. All decisions must be made by a majority vote of the judges.

4 Keep the polling place open between 6 a.m. and 7 p.m.

- A. After 6 a.m. judges may not close the polling place at any time before 7 p.m.
- B. One judge at a time may leave the polling place for a reasonable time.

5 Stop electioneering.

- A. Electioneering cannot take place inside the polling place or within 100 feet of the entrance to the room where polling place is located.

- B. Electioneering includes soliciting votes, wearing candidate buttons or badges, hanging campaign posters, distributing sample ballots or campaign literature, and talking about candidates, political parties, and/or issues.
- C. All candidates and political parties must be treated equally by the election judges.

6 Prevent smoking and drinking alcohol inside the polling place.

- A. No one may smoke inside the polling place.
- B. No one may bring alcohol into or drink alcohol inside the polling place.

2

Election Day Supplies

Try to check the election supplies the day before the election.

- Most election supplies and materials are delivered to the polling place in the blue Election Supply Carrier (ESC).
- One judge is mailed the key to the ESC and should contact the other judges to check election materials at the polling place before election day.

1 Open the Election Supply Carrier (ESC).

- A. Double-check precinct and ward numbers.
- B. Bend the wire back and forth to break the seal.
- C. Use the ESC key to unlock the door.

2 Check all supplies using Form 21.
(Form 21 is located on ESC door.)

- A. Check ballot pages in each metal voting unit and vote recorder.
- B. Check precinct and ward numbers on official ballot cards located in ballot box portion of ESC.
- C. Do not assemble voting units or set up polling place.
- D. Do not sign or initial any forms.
- E. Do not open plastic wrap around ballot cards.
- F. Call **PBC and Equipment Hotline, (312)842-6690**, if anything is missing

3 Put all materials back in ESC and lock it.

- A. Put all election materials back in the ESC.
- B. Take a seal out of the supply box.
- C. Lock the ESC door with the ESC key.
- D. Place the seal through the hole in the middle of the door.

**If materials are missing,
call PBC and Equipment Hotline
(312)842-6690**

3

People in the Polling Place

Board of Election Field Investigators

A Field Investigator is assigned to visit every precinct before 7:00 a.m. and must be allowed in the polling place. The Field Investigator will verify that the precinct is open or ready to open for voting and will check on each precinct at least five (5) times during the day.

Where the Field Investigator handles election materials, the Field Investigator shall surrender to the judges of election a copy of a letter of authority from the Board of Election Commissioners.

Other Law Enforcement Officers

After displaying their official credentials, representatives of the United States Attorney's office, the Illinois Attorney General's office, the Cook County State's Attorney's office, the Chicago Corporation Counsel's office, and the State Board of Elections, are entitled to:

- enter the polling place;
- view the polling place and observe election procedures;
- station himself or herself where he or she can see the information in the signature book and on ballot applications; and
- handle and inspect the signature book, applications for ballot, affidavits, pollwatcher credentials, and ballot pages if to do so would not interfere with the orderly conduct of the election.

In any precinct where the representative handles the election material, the representative shall surrender to the judges of election a copy of a letter of authority from the Board of Election Commissioners containing the name of the representative.

- No representative of any other office is authorized to handle any election material.
- Return this letter in **Envelope 47E** with other credentials.

If questions arise, call **ELECTION CENTRAL, (312)269-7870**, for assistance.

Chicago Police Officers

In some precincts, police beat cars are assigned to periodically visit the polling place. In other precincts, a police officer is stationed in the precinct polling place. If no police officer is present when needed for an election-related matter, call **ELECTION CENTRAL, (312)269-7870**. If there is a problem involving public safety, call **911**.

Media and Exit Pollsters

Members of the news media on Election Day assignment are issued a special media credential that authorizes admission to the polling place to photograph (with the permission of the judges and voters). Media personnel may not, however, interview voters in the polling place or in any way interfere with the conduct of the election.

Members of the news media and other authorized organizations presenting "exit polling" credentials to the judges of election may interview voters outside the polling place, even though within 100 feet of the entrance to the room where the polling place is located.

Pollwatchers

A pollwatcher is a person who represents a candidate, political party, citizens organization, or question of public policy including a precinct captain, "checker", candidate, or watcher.

All pollwatchers must be registered voters in Cook County. A pollwatcher is required to have a credential in order to stay in the polling place and observe.

Pollwatchers allowed in a precinct at a time are:

- Two (2) pollwatchers per candidate. If a candidate has two pollwatchers, one must be a registered voter in the ward in which he or she is pollwatching.
- Two (2) pollwatcher per political party. If a party has two pollwatchers, one must be a registered voter in the ward in which he or she is pollwatching.
- One (1) pollwatcher per qualified citizens organization. A list of qualified citizens organizations is found on page 7.
- One (1) pollwatcher per proponent or opponent of a question of public policy.

A credential is issued by the Board of Election Commissioners and stamped or signed by the political party chair, a candidate whose name appears on the ballot, or the presiding officer of a citizens organization or proponent or opponent of a question of public policy. The credential must be signed by the pollwatcher and given to the judges when the pollwatcher arrives in the polling place. Return credentials in **Envelope 47E**.

If a majority of the judges of election determine that the polling place has become too overcrowded with pollwatchers so as to interfere with the orderly conduct of the election, the judges shall, by lot, limit any pollwatchers to a reasonable number, except that each political party shall be permitted to have at least one pollwatcher present. Call **ELECTION CENTRAL, (312)269-7870**, for assistance.

Sample - Pollwatcher Credentials

The image displays four sample pollwatcher credential forms, each with a title and form number:

- POLLWATCHER CREDENTIAL FOR A CANDIDATE** (Form 242C)
- POLLWATCHER CREDENTIAL FOR A CITIZEN'S ORGANIZATION** (Form 242CC)
- POLLWATCHER CREDENTIAL FOR THE REPUBLICAN PARTY** (Form 242R)
- POLLWATCHER CREDENTIAL FOR THE DEMOCRATIC PARTY** (Form 242D)

Each form includes fields for: Name of Pollwatcher, Address, Precinct, Ward - City of Chicago, and State of Illinois. They also contain a declaration of registration to vote and a signature line for the pollwatcher.

Left Side Note: A vertical note on the left side of the forms provides instructions: "Note: If there are two such pollwatchers, one must be a registered voter in the ward in which he/she is pollwatching. The judges of election shall not handle the credential if the pollwatcher does not provide the information that such continuing action disrupts the judges in..."

Right Side Signature Block: A signature block on the right side includes the text: "I hereby appoint _____ who resides at _____ in the County of Cook, _____ Illinois, and who is duly registered to vote from _____ Precinct of the _____ Ward of the City of Chicago, at the Primary Election on March 17, 1989. Under penalties provided by law pursuant to Section 29-10 of the Election Code, the undersigned pollwatcher certifies that he or she resides at _____ in the County of Cook, municipality of _____ State of Illinois, and is duly registered to vote from that address." Below this is a signature line for the "Chairman" and the "BOARD OF ELECTION COMMISSIONERS CITY OF CHICAGO".

Bottom Center: A footer note states: "This Form Must Be Returned in Envelope 47E (Furnished on request at no charge)." and includes a signature for the "BOARD OF ELECTION COMMISSIONERS CITY OF CHICAGO".

Pollwatcher Conduct

Pollwatchers, with proper credentials, may remain in the polling place all day. They may station themselves where they can see the actions of the judges.

Pollwatchers may not interfere with the orderly conduct of the election and may not handle election materials. Pollwatchers may bring violations of the law or improper procedures to the judges attention. Pollwatchers may call **ELECTION CENTRAL**, (312)269-7870 with questions.

To enter a polling place,

- A. The pollwatcher must give the judges a credential.
- B. The pollwatcher may not stay without giving the judges a credential.
- C. The pollwatcher must have a separate credential for each precinct visited.
- D. The pollwatcher may leave and return without an additional credential.

**Qualified Citizens Organizations for
the November 7 General Election**

Council for Integrity in Elections
Lois Friedberg-Dobry, Chairperson

Hispanic Democratic Organization
Gilbert C. Delgado, Secretary

Independent Voters of Illinois
Independent Precinct Organization
Deborah McCoy, State Chair

Lakefront Independent Democratic Organization
Tim Mitchell, President

Network 49
Herbert Ziegeldorf, Co-Convenor

Project Leap
Robert M. Hodge, President

Rainbow Push Coalition
Rev. Jesse L. Jackson, Sr., President

Before the polls open pollwatchers may:

- A. Observe as the equipment is checked and the polling place is set up.
- B. Verify that the ballot box is empty.
- C. Check that the ballot box is sealed properly.
- D. Inspect the voting equipment.
- E. See election materials and forms, but may not handle election materials.
- F. May not interfere with the work of the judges in setting up the polling place.

During voting hours pollwatchers may:

- A. Stand or sit close enough to observe applications being issued to voters, voter's signatures being compared, initials being placed on the ballot, demonstration being given by judges, and voted ballot being deposited in ballot box.
- B. Hear the judges call the voter's name, address and party affiliation (in a primary election) out loud.
- C. Inspect the voting equipment when not in use by voters.
- D. Challenge the qualifications or identity of a person appearing to vote.
- E. Bring questions or concerns to the attention of the judges.

After the polls close pollwatchers may:

- A. Observe the tabulating of the vote including processing absentee ballots, screening ballot cards, remaking ballot cards, canvassing write-in votes, testing and using the PBC, and signing and sealing official forms and envelopes.
- B. Obtain one of four PBC tapes made available for pollwatchers after the ballots are counted.

**If you need assistance,
call ELECTION CENTRAL
(312)269-7870**

4

Setting Up the Polling Place

5:15 a.m. to 6:00 a.m.

- Arrive at the polling place by 5:15 a.m. on election morning.
- Pollwatchers with proper credentials may enter to watch judges set up polling place.
- No one, including judges, may vote before 6 a.m.

1 Check the polling place for a portable ramp.

Portable ramps make some polling places accessible to voters with disabilities. The ramp will be in place by 5:45 a.m. Do not remove the ramp until voting closes at 7 p.m.

2 Open the ESC.

- A. Check the precinct and ward numbers on the outside.
- B. Bend the wire back and forth to break the seal.
- C. Use the key to open the ESC door.
- D. If the judge with the key is not there, call ELECTION CENTRAL, (312)269-7870.
- E. Place the American flag at door of polling place.

3 Check all supplies using Form 21.

Form 21 is located on ESC door. Call PBC and Equipment Hotline, (312)842-6690, if anything is missing.

4 Take a judge's oath and wear a judge's badge located in Envelope 1.

Read and sign the oath Form 9. Swear-in judges must read and sign oath Form 4. Wear the badge indicating the political party representing and complete name, precinct, and ward on the badge.

5 Put all signs and notices on the polling place walls. Signs and notices are in Envelope 2.

- Form 1– both English and Spanish versions.
- Form 15S
- Form 22
- Form 25
- Form 177
- Four (4) copies of Form 255
- Form 177LCP, if more than one precinct uses the polling place.
- Form 177AE, if there is an accessible entrance for people with disabilities.

6 Put materials at judges table and decide on duty stations. Forms are located in Envelope 3.

Station 1 - Issue ballot application and verify voter signature. Two judges, one from each party sit at Station 1. Place these items at Station 1:

- Form 1 Consolidated Voter Affidavits.
- Form 1A Notice to Person Providing Assistance.
- Signature Book.
- Form 14 Application for Ballot spindle with blue cover.
- Form 15 Persons Not Permitted to Vote.
- List of absentee voters.

Station 2 - Initial and issue official ballot card. Ballots are located in the top of the ESC. Place these items at Station 2:

- One (1) pad of official ballot cards.
- "Used" application spindle with white cover.
- White security sleeves.

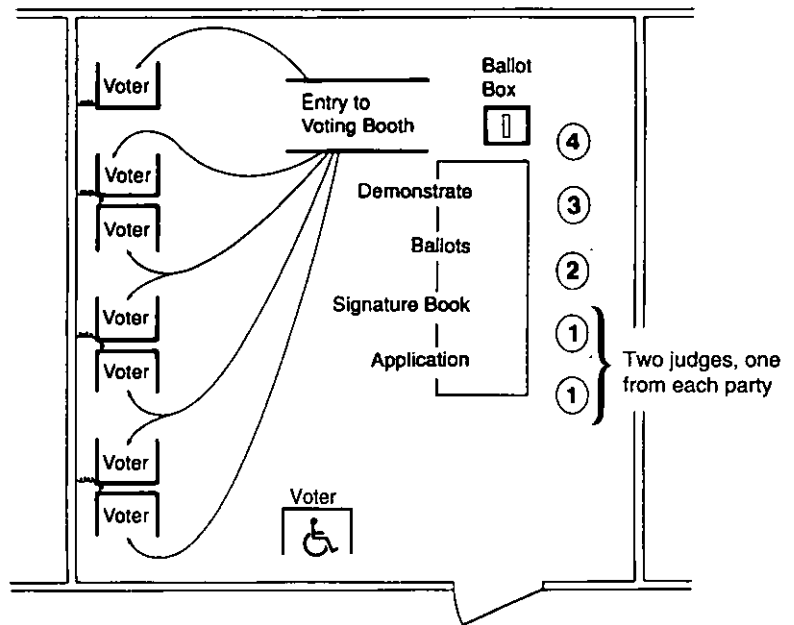
Note: Envelope 3F contains Federal Offices Only ballots which should be left in the ESC until needed.

Station 3 - Demonstrate equipment. Place these items at Station 3:

- Demonstrator voting unit.
- Orange demonstration cards.
- Handi-hold voting punch.
- Ballot viewer.

Station 4 - Put voted ballot in ballot box. Place ESC near Station 4.

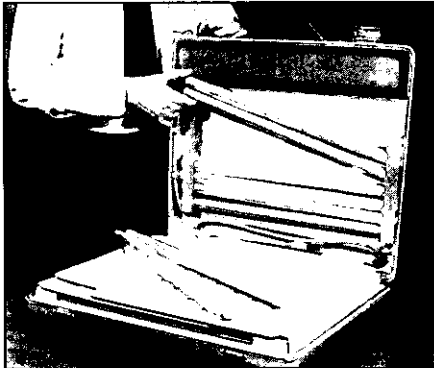
Suggested Polling Place Arrangement



10-1



10-2



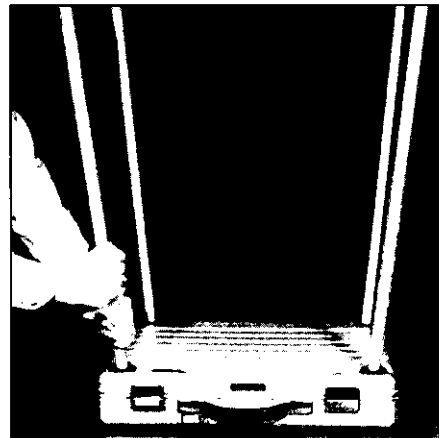
10-3



7 Assemble all metal voting units.

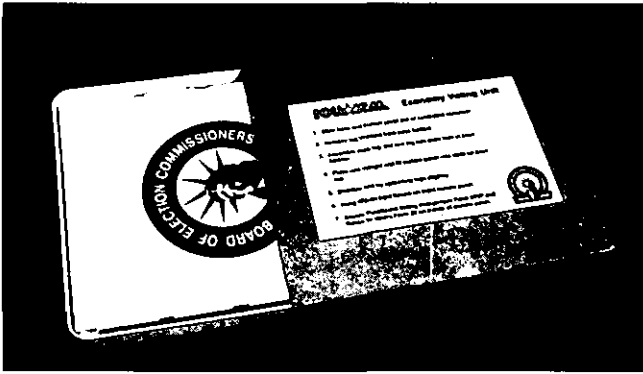
- A. Remove all metal voting units from the ESC.
- B. Put the unit on a table with the Board of Election sticker facing up. (See picture 10-1) Open the case by pulling the latches out and down.
- C. Remove legs from the lid. (See picture 10-2)
- D. Put leg sections together. (See picture 10-3)
- E. Close lid and lock; turn case over. Insert one leg into each hole in bottom of unit. (See picture 10-4) Push leg in tightly using twisting motion until snug.
- F. Pick up unit, turn over, and stand on legs. Open and hold lid; unwrap electric cord at bottom of lid.
- G. Hook side panels to lid using clips at top of each panel. (See picture 10-5)
- H. Put a pencil in each unit.

10-4



10-5

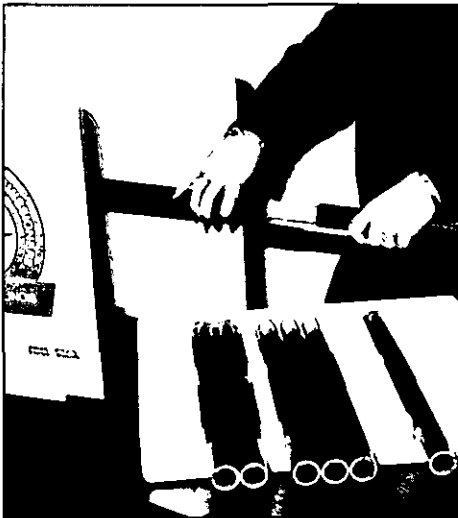




11-1

8 Assemble all economy voting units.

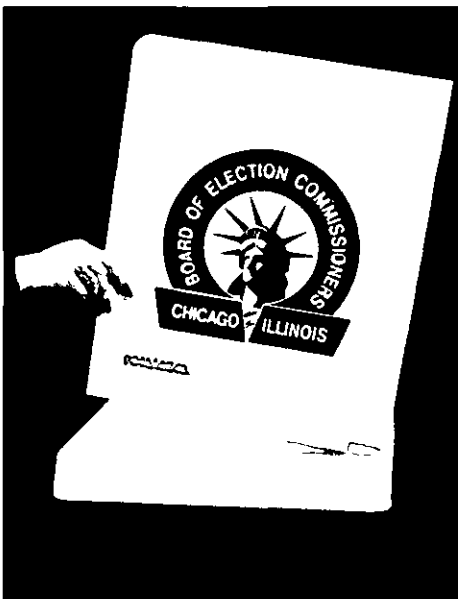
- A. Slide unit from container with the Board of Election logo facing up. (See picture 11-1)
- B. Put each leg together. (See picture 11-2) Insert one leg into each hole in unit bottom.
- C. Turn unit over and put screen into slots on base. (See picture 11-3)
- D. Steady unit by spreading legs slightly.
- E. Tape **Form 255** and **Form 20** to inside of screen. Put a pencil in each unit.
- F. Hang a clip-on light fixture, found behind the PBC in the ESC, on the screen.
- G. Place a vote recorder in each economy voting unit.



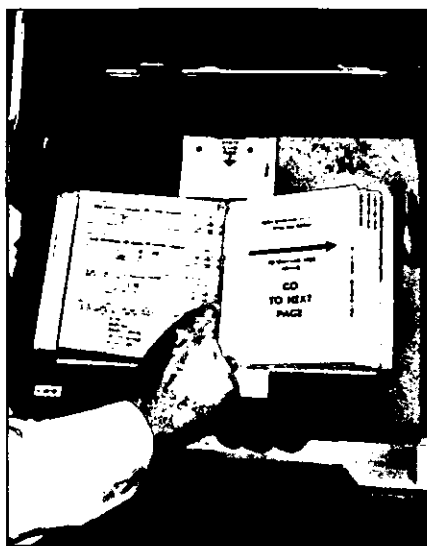
11-2

9 Check all ballot pages in each voting unit.

- A. Compare each page with a specimen ballot. Make sure arrows line up with the candidate's name and propositions. (See picture 11-4)
- B. Check the voting punch to make sure it is not broken; extra voting punches are in the supply box.
- C. Use an orange demonstration card to punch hole for each candidate and proposition. One judge initials the front page in each voting unit.
- D. Call **PBC and Equipment Hotline, (312)842-6690**, if the voting units are not set up correctly.



11-3

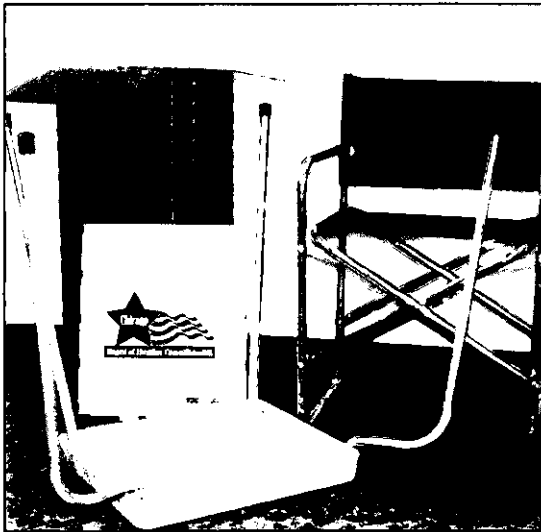


11-4

10 Assemble disabled voting unit.

A voting unit, specially designed for voters with disabilities, must be assembled and available for any voter's use. **The special chair must be returned with all other election materials or payment to all judges will be withheld.**

- A. Slide the voting unit out of the container. Place the unit bottom on a flat surface.
- B. Put straight legs into holes in rear of base. Put curved legs into holes in front of base. (See picture 12-1)
- C. Turn unit over, put screen into slots in base, and steady by spreading legs.
- D. Tape Form 255 and Form 20 to inside of screen. Put pencil in each unit.
- E. Assemble chair by pulling up on arms. (See picture 12-2) Place chair and unit where a voter with a disability or elderly voter may use it.
- F. Place a vote recorder in the disabled unit.



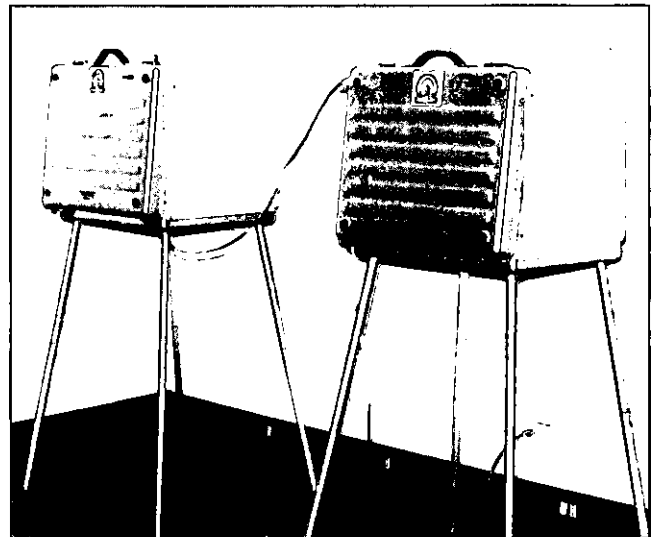
12-1

11 Arrange the voting units in the polling place.

Put the open side of each voting unit towards a wall, if possible. (See diagram page 9) Plug in the electric cords and plug units in to each other. (See picture 12-3) Make sure the electric cords cannot trip anyone and tape down cords if necessary.



12-2

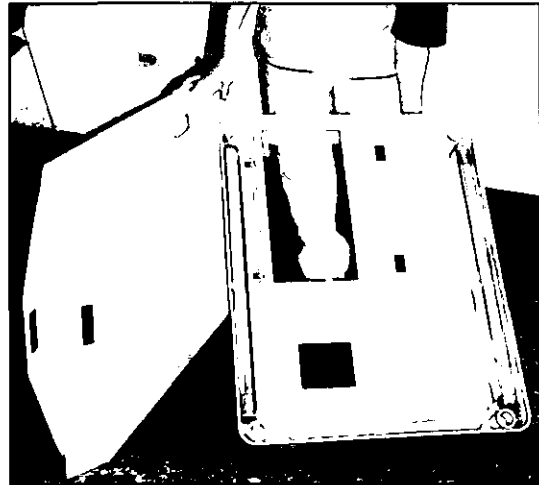


12-3

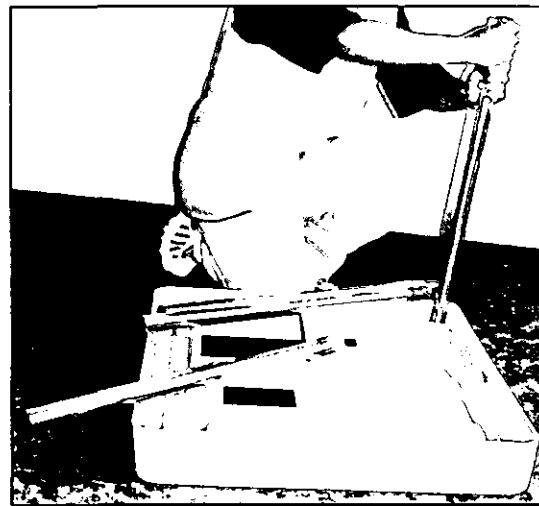
12 Assemble PBC Table

A special PBC table is contained in a separate box and must be assembled before the PBC is tested.

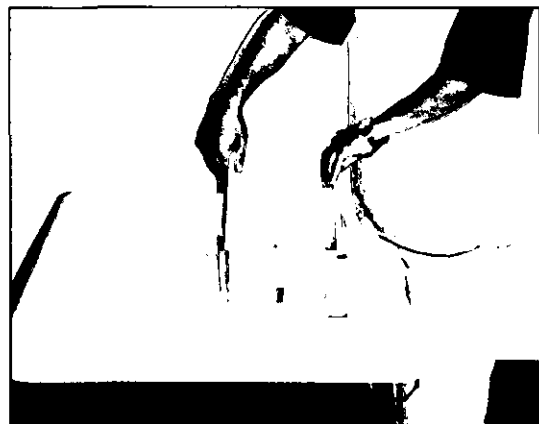
- A. Slide the table base out of the box. Place on flat surface, side with legs and holes facing up. (See picture 13-1)
- B. Remove legs from base and insert one in each hole; twist the legs in each hole. (See picture 13-2)
- C. Turn table over and position near electrical outlet.
- D. Drop ballot container into table, matching letters on each piece. (See picture 13-3)
- E. Place PBC on top of table (See picture 13-4)



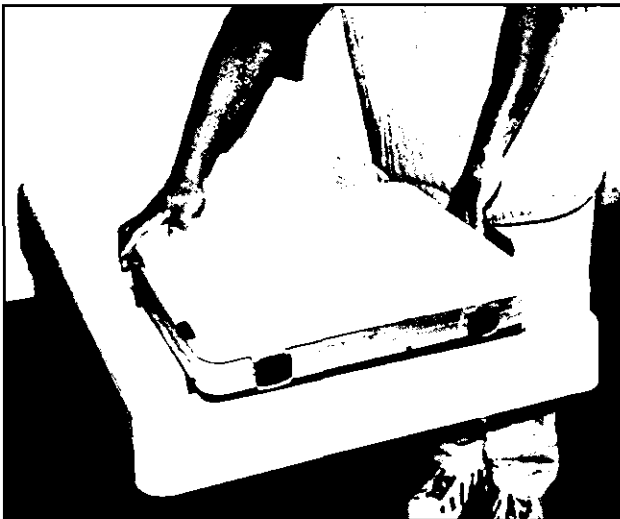
13-1



13-2



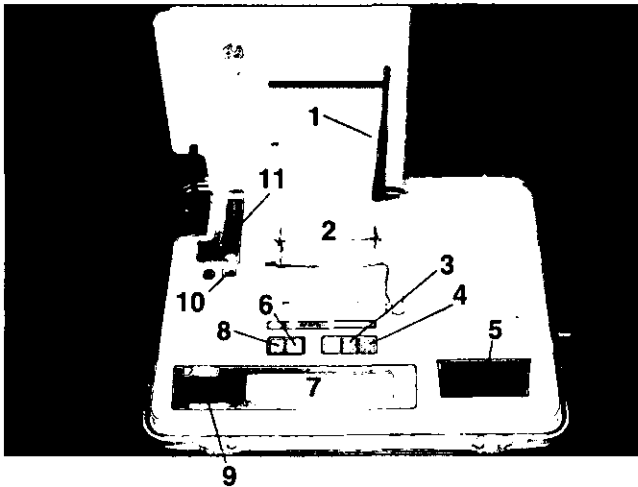
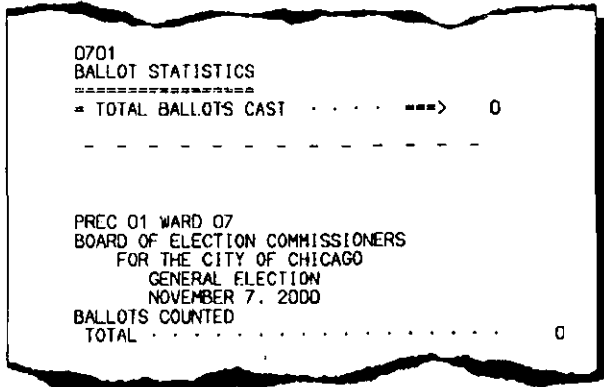
13-3



13-4

**If you need assistance,
call ELECTION CENTRAL
(312)269-7870**

Example of PBC "ZERO" tape



- | | |
|---------------------|--------------------------------|
| 1. Antenna | 6. "PAPER FEED" button |
| 2. Paper tape | 7. MESSAGE CENTER |
| 3. "YES" button | 8. "PRINT TOTALS" button |
| 4. "NO" button | 9. PUBLIC COUNTER |
| 5. Card reader slot | 10. Memory card release button |
| | 11. Memory card door |

13 Test the Precinct Ballot Counter (PBC).

- A. Open lid, unwrap electrical cord, and return lid to ESC. Disconnect any coffee pots or electric heaters in room.
- B. Plug cord into extension cord and into 3-hole electrical outlet. If the precinct does not have a 3-hole outlet, plug the cord into the special adapter found in the supply box and then into a 2-hole electrical wall outlet.
- C. Test PBC. As soon as the PBC is plugged in, the unit should go on and the words "TESTING, PLEASE WAIT" are printed on the paper tape. If the PBC does not go on, call PBC and Equipment Hotline, (312)842-6690.
- D. Print "ZERO" tape. After the PBC test ends, the PBC panel reads "PRINTING ZERO REPORT, PLEASE WAIT." The public counter shows "0000." The PBC automatically prints a tape indicating that all positions are at zero (0). Allow all pollwatchers to review this tape while it is being printed. (See example at left)
- E. Tear off the "ZERO" tape, indicate that it is the "morning ZERO tape" and have all five judges initial the bottom. Place the morning "ZERO" tape in the transfer case.
- F. After "ZERO" tape is finished, the PBC message center reads "POLLS OPEN READY TO READ BALLOT."
- G. Unplug PBC from wall. Leave unit on PBC table, out of the way.

Call PBC and Equipment Hotline, (312)842-6690, immediately if any problems arise:

- no workable electric outlet (see building owner or engineer before calling)
 - no printing appears on tape
 - PBC will not go on or run tape
-

14 Open slot on ballot box (top section of the ESC) and seal ballot box door.

Make sure all materials are removed from the ballot box portion of the ESC. All judges must check that ballot box is empty. Allow pollwatchers to see that ballot box is empty. Pull slot open on top of ballot box. (See picture 15-1) Put seal on latch at far right of door. (See picture 15-2)

15 Close and lock ESC.

Leave extra election forms and ballots in lower portion of the ESC and secure personal items in ESC. Lock the ESC door. One judge keeps the key, but does not leave polling place with the key!



15-1



15-2

**If you need assistance with the PBC,
call PBC and Equipment Hotline,
(312)842-6690.**

5

During Voting Hours

6 a.m. to 7 p.m.

At 6 a.m. proclaim the polls open

Station 1. Issue application to voter.

Compare voter's signature in Signature Book.

1. Ask the voter his or her name and address. The applications are printed in alphabetical order by the voter's last name. Find the voter's pre-printed Application for Ballot and carefully tear it out of the application pad.
 - A. If there is more than one pre-printed application for the same voter, remove all applications for that voter and clip them together. Make a note of the duplicate applications on the Correction Sheet.
 - B. If the pre-printed application is pink, this voter has been challenged in a canvass and must complete Form 1. (See pages 18 and 20)
 - C. If the voter has both a white and a pink pre-printed application, remove both and have the voter complete the white application, provided the voter still resides at the address. Clip both applications together and make a note of the duplicate applications on the Correction Sheet.
 - D. If there is no pre-printed application, remove a blank application from the back of the pad and print the voter's name on it. The voter must sign his or her name and address, where indicated on the blank application.
 - E. If the voter makes an error on the pre-printed application, have the voter complete a blank application as explained above and attach it to the pre-printed application.

Sample – Pre-printed Application for Ballot Form 14

Form 14

Voter Name: MCCOR DOMINICK

Voter Address: 1076 S AVENUE L

Precinct: 11

Ward: 10

Voter I.D. Number: 123456A

This is the "stub" area

Form 14

CITY OF CHICAGO
APPLICATION FOR BALLOT
CERTIFICATE OF REGISTERED VOTER
GENERAL ELECTION 2000

Pct: 11
Ward: 10

4178ADAM100314M

VOTER:
Sign this certificate and give it to the judge at the precinct signature book.
After your signature has been verified the judge will return the form to you.
You must then present the form to the judge issuing the official ballot cards.

Check box if voter was issued a Federal Offices Only Ballot

Judge: Put in the oval of the person	Registration Verified By	Application Number
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		

Judge's Initials

Name: MCCOR DOMINICK
Address: 1076 S AVENUE L

Signature of Voter

2. Have the voter verify his or her name and address on the pre-printed application.
3. Ask the voter to sign his or her name in the box above the words "Signature of Voter".
4. Call the voter's name and address out loud.
5. Check the list of absentee voters in the precinct. If the voter's name appears on this list, refer to page 19, "Absentee Ballot Not Received – Box 10" and "Cancel Absentee Ballot – Box 11" on Form 1.
6. Find the voter's name in the precinct Signature Book (see sample below). Follow any instructions recorded on the listing.
7. Both judges must compare the voter's signature in the Signature Book with the signature on the application.
8. If the signatures compare, one judge approves the application by initialing it where indicated.
9. If there is no signature, ask the voter to sign his/her name with the red pen and make a note of the missing signature on the Correction Sheet.
10. Indicate that the voter has voted in the box to the right of the voter's signature in the Signature Book. Place a "V" for voted.
11. If any information is incorrect in the voter's Signature Book listing, or there are duplicate listings for the same voter, make a note of the error on the Correction Sheet in the front of the Signature Book.
12. After the application is approved, return the application to the voter and direct him or her to Station 2.
13. If the signatures do not compare, or the voter is otherwise challenged, consult page 24.

Sample - Signature Book Form 3

Voter Information	123456A 123-45-6789 MCCOR, DOMINICK 1070 S AVENUE CHICAGO, IL 60600 M 04/04/1776	<i>Dominick McCor</i>	<input checked="" type="checkbox"/>
	012345A 012-34-5678 FRANCO, JENNY 121 N LASALLE CHICAGO, IL 60602 F 04/04/1776	CANVASS CHALLENGE <i>Jenny Franco</i>	<input checked="" type="checkbox"/>
	654321A 876-54-3210 JOHN, DOE 122 N LASALLE CHICAGO, IL 60602 M 04/04/1776		<input type="checkbox"/>
	123456B 234-56-7890 ROSE, IRENE 122 N LASALLE CHICAGO, IL 60602 F 04/04/1776	<i>Irene Rose</i>	<input checked="" type="checkbox"/>

Have voter
sign in red

You may not duplicate or copy any of the information located in the Signature Book, including the voter's signature. It is prohibited by law and you will be prosecuted.

Who May Vote

Only those persons who fall into one of the categories listed below may vote in the precinct on election day. Consult page 33 concerning certain persons who may qualify to cast absentee ballots, although not registered in the precinct.

Call ELECTION CENTRAL, (312)269-7870, if questions arise on voter eligibility.

1. Name Listed in Signature Book

Any voter whose name is listed in the Signature Book, and who currently resides at the address indicated in the book, may vote without signing an affidavit, *unless* his or her qualifications are successfully challenged.

A person whose name is in the Signature Book but whose name is also listed on the "Not Qualified to Vote List" is entitled to vote without signing an affidavit, unless his or her qualifications are successfully challenged.

2. Voting by Affidavit

An affidavit is a sworn statement made in support of a person's qualifications to vote. Some voters can only vote after completing affidavit Form 1.

Consolidated Voter's Affidavit Form 1.

Depending upon the reason the voter must complete the affidavit, the appropriate box on the front of the form must be completed and supporting affidavits on the back must be signed, if required.

In place of a supporting affidavit, the voter may be allowed to complete Form 1 and vote after presenting two pieces of identification. The type of identification and numbers on the identification must also be recorded.

Spanish facsimiles of Form 1 are included in the supplies.

A judge of election can sign a supporting affidavit as a "Registered Voter" if the judge lives in the precinct.

Remember: A verification of address card or green tissue receipt is not proof that a person is qualified to vote!

A. Name Not in Signature Book—Box #1

A voter whose name appears on the poll sheet but not in the Signature Book may vote after checking box #1 on Form 1. A supporting affidavit of two registered voters in box A on the back of the form must also be completed.

If the voter's name appears on the poll sheet and on the "Not Qualified to Vote" sheet, but the name is not listed in the Signature Book, the voter cannot vote.

B. Canvass Challenge—Box #2

A voter whose registration was challenged during the canvass, or who was newly registered but whose verification of registration card was returned to the Board as undeliverable, may vote after completing box #2 on Form 1.

The names of these persons are listed as "Canvass Challenge" in the Signature Book, and their pre-printed Application for Ballot is pink.

In order to vote, the person must display two pieces of identification and must also complete box #2 on the Consolidated Voter's Affidavit Form 1. Both pieces of identification must contain the voter's name and one must also contain the voter's residence address. One judge must indicate on the affidavit the types of identification presented, and must also sign the affidavit.

Acceptable identification includes a driver's license, social security card, utility bill, employee or student identification card, credit card, civic, union or professional association membership card, public assistance identification card, or a library card.

C. Challenged Voter—Box #3

If a voter's qualifications are challenged and the judges reject the challenge, the voter may vote without completing an affidavit. If the judges uphold the challenge, the voter must check box #3 on Form 1. A supporting affidavit in box B on the back of the form must also be signed by a qualified voter in the precinct or two pieces of identification must be presented by the voter.

D. Change of Address—Box #4 or #5

Registered voters who have moved **within** the precinct **within** the 30 day period prior to the date of the election, may vote, if registered at the first address, after completing box #4 on **Form 1**.

Registered voters who have moved anywhere within the State of Illinois to an address **outside** their former precinct **within** the 30 day period prior to the date of the election, may vote in their former precinct after completing box #5 on **Form 1**.

In either case, a supporting affidavit in box B on the back of the form must be completed by a qualified voter in the precinct or two pieces of identification must be presented by the voter.

E. Assisted Voter —Box #6 or #7

“Assistance” can only be given upon the voter’s request to a voter who qualifies for assistance because he or she has a physical disability and is unable to mark the ballot or the voter is unable to read, write or speak the English language.

Box #6 on **Form 1** must be completed by each voter who requests assistance because he or she cannot read, write or speak the English language.

Box #7 on **Form 1** must be completed by any voter who requests assistance because he or she has a physical disability and is unable to mark the ballot.

No voter may be assisted by the voter’s employer or agent of that employer or an officer or agent of the voter’s union.

A voter who cannot read, write or speak the English language or a voter who has a physical disability may be assisted by a person of his or her choice. If the voter has no one to assist him or her, the voter shall be assisted by two judges of election of different political parties.

The person giving the assistance and the election judge administering the oaths on the affidavit must complete **Form 1**.

The person giving assistance must be given a copy of **Form 1A**. If the voter is assisted, the person or persons giving assistance must complete the affidavit box C on the back of **Form 1**. A voter who is intoxicated is not qualified to receive “assistance”.

The judge must also record that the voter received assistance by checking the appropriate box on the voter’s application, **Form 14**.

F. Members of the United States Armed Forces or Veterans—Box #8

Members of the United States Armed Forces on active duty, or veterans separated from active duty within 60 days prior to the date of the election (who have resided in the precinct for 30 days) may vote without being registered upon presentation of evidence of the above and completion of box #8 on **Form 1**. One qualified voter of the same precinct must sign the supporting affidavit. The spouse or dependent of persons in these categories does not qualify to vote under this provision and must be registered to be eligible to vote.

G. Change of Name—Box #9

A person who has changed his or her name within the 27 day period prior to the date of the election, but continues to reside in the same precinct and is registered under the former name, may vote after completing box #9 on **Form 1**. A woman who continues to use her maiden name after marriage may vote without an affidavit if registered under that name.

H. Absentee Ballot Not Received—Box #10

Anyone listed on the Precinct Absentee Voters List may be permitted to vote in person **after** completing box #10 on **Form 1**.

I. Cancel Absentee Ballot—Box #11

Any person who has been issued an absentee ballot may appear in the polling place to cancel or revoke his or her absentee ballot and to vote in person provided he or she completes box #11 on **Form 1**. If the voter returns his or her absentee ballot, write “Rejected - Voted in Person” on the ballot and envelope and place in **Envelope 48E**.

Sample - Consolidated Voter's Affidavits Form 1 (front)

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

CHICAGO BOARD OF ELECTION COMMISSIONERS
CONSOLIDATED VOTER'S AFFIDAVIT
GENERAL ELECTION

FORM 1
Rv. 11/00

Pr. 1
Wd. 51

Jenny Frances, do solemnly swear (or affirm) that I am a citizen of
PLEASE PRINT NAME

the United States, of the age of 18 years or over, that I have resided in this State and in this precinct and ward for 30 days next preceding this election (or I have moved as indicated below), that I have not voted at this election, that I am a duly qualified voter in every respect and that I reside at 121 N. LaSalle st.
PLEASE PRINT ADDRESS

CHECK APPROPRIATE BOXES AND COMPLETE SUPPORTING AFFIDAVITS ON REVERSE SIDE (if necessary)
(Refer to Judge of Election Handbook for complete instructions)

<input type="checkbox"/>	1. NAME NOT IN SIGNATURE BOOK	My name appears on the printed precinct register or supplemental list of voters for this precinct and my name has not been erased or withdrawn from the register of voters. Complete Supporting Affidavit A on back.
<input checked="" type="checkbox"/>	2. CANVASS CHALLENGE	I still reside at the above address and was canvassed in error at the last canvass and have provided the judges of election with two pieces of identification, one with my current residence address. No Supporting Affidavit required. Two pieces of identification must be presented, one with current residence address. Specify the type of I.D. and record the number. Identification: 1. <u>SS# 012-34-5678</u> 2. <u>DRIV. # F123-62-8931</u>
<input type="checkbox"/>	3. GENERAL ELECTION	I am a duly qualified voter in every respect and I am the identical person so registered. Complete Supporting Affidavit B on back OR two forms of I.D. required. If Supporting Affidavit B on back is not completed, then two pieces of identification must be presented, both with current residence address. Specify the type of I.D. and record the number. Identification: 1. _____ 2. _____
<input type="checkbox"/>	4. CHANGE OF RESIDENCE WITHIN THE PRECINCT	I have changed my address within the last 30 days from _____ to the address shown above, and I have checked the appropriate precinct box on the left. Complete Supporting Affidavit B on back OR two forms of I.D. required.
<input type="checkbox"/>	5. CHANGE OF RESIDENCE OUTSIDE THE PRECINCT WITHIN THE STATE	If Supporting Affidavit B on back is not completed, then two pieces of identification must be presented, both with current residence address, one postmarked within the last 30 days. Specify the type of I.D. and record the number. Identification: 1. _____ 2. _____
<input type="checkbox"/>	6. ASSISTED VOTER - CANNOT READ, WRITE OR SPEAK ENGLISH	I cannot read, write or speak the English language and hereby request assistance. Complete Supporting Affidavit C on back.
<input type="checkbox"/>	7. ASSISTED VOTER - PHYSICAL DISABILITY	By reason of a <input type="checkbox"/> temporary or <input type="checkbox"/> permanent physical disability of _____ I am unable to mark my ballot and hereby request assistance. Complete Supporting Affidavit C on back.
<input type="checkbox"/>	8. ARMED FORCES	I have been engaged in the military or naval service of the United States within the last 60 days and, because of such service, I have been unable to register to vote and I have maintained a legal residence in this precinct for 30 days next preceding this election. Complete Supporting Affidavit D on back.
<input type="checkbox"/>	9. CHANGE OF NAME	I have changed my name within the last 28 days from _____ to the name above, and I am the same person now registered from the above address in this election precinct. No Supporting Affidavit required.
<input type="checkbox"/>	10. ABSENTEE BALLOT NOT RECEIVED	I applied for, but never received, an absentee ballot. No Supporting Affidavit required.
<input type="checkbox"/>	11. CANCELLED ABSENTEE BALLOT	I desire to cancel and revoke any absentee ballot that may have been cast in my name. No Supporting Affidavit required.

Voter complete name and address

Voter check appropriate box

Judge sign here

Subscribed and sworn to before me this 7th day of Nov, 2006 A.D.

Jean Rose
Judge of Election

Date of Birth (optional) _____

Signature of Voter Jenny Frances

Voter sign here

Sample - Consolidated Voter's Affidavits Form 1 (back)

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

SUPPORTING AFFIDAVITS
Judge of Election - you must
complete and sign box E at bottom.

A

Complete when box 1 on the front is checked. Two supporting signatures required.

We, _____ and _____, do solemnly swear (or affirm) that we are registered voters in the _____ precinct and _____ ward, Chicago, Cook County, State of Illinois, and that we reside at _____ and _____ respectively, in said precinct, and that we know the aforesaid applicant to vote and that he/she resides at _____, and that he/she is the same person whose name appears upon the printed precinct register or supplemental list of voters of this precinct.

Signature of First Registered Voter

Signature of Second Registered Voter

Voter complete appropriate box

B

Complete when box 3, 4 or 5 on the front is checked if voter does not present two forms of I.D.

I, _____, do solemnly swear (or affirm), that I am a resident of this precinct and entitled to vote at this election; that I have been a resident of the State for 30 days last past and am well acquainted with the person whose vote is now offered.

Signature of Registered Voter

C

Complete when box 6 or 7 on the front is checked.

I/we do hereby certify that at this election, I/we are qualified and gave assistance to _____ whose sworn statement appears on the reverse side.

I further state that I did not attempt to influence the voter's choice of candidate(s), party or votes in relation to any public question and have cast the ballot as directed by the voter. Under the penalties prescribed in Article 29 of the Election Code, the undersigned certifies that the statements set forth in this certification are true and correct.

Signature of Person Selected by Voter for Assistance

OR

Signature of Democratic Judge

Signature of Republican Judge

D

Complete when box 8 on the front is checked.

I, _____, do solemnly swear (or affirm), that I am a resident of this precinct and entitled to vote at this election; that I am acquainted with _____ that I verily believe him/her to be or to have been an actual bona fide resident of this precinct and I verily believe that he/she does maintain or has maintained, as the case may be, a legal residence therein, 30 days preceding this election.

Signature of Registered Voter

E

Judge of Election - you must complete and sign where indicated

Signed and sworn to before me this _____ day of _____, 19 _____.

Judge sign here

Judge of Election
(Cannot be either judge who signed box C affidavit)

Affirmation of Registered Voter's Residence Address Form 2 - Federal Offices Only Voters

Envelope 3F contains Form 2 and official Federal Offices Only ballot cards. Voters who complete Form 2 are given a Federal Offices Only ballot.

Under the so-called "fail safe" provisions of the National Voter Registration Act ("NVRA") certain registered voters may vote a **Federal Offices Only Ballot** upon completion, either in writing or orally, of Form 2. Voters who qualify to vote a **Federal Offices Only Ballot** include registered voters who are listed as "Challenged" on their pink Application for Ballot or are challenged on Election Day on the grounds that they no longer live at the address shown in the Signature Book and who

- have not moved, but cannot or will not complete Box #2 on Form 1; or
- have moved more than 30 days prior to the date of the election to another address within the City of Chicago but did not notify the Board of Election Commissioners of their address change; or
- have moved within 30 days prior to the date of the election to an address in another precinct within the State of Illinois but did not notify the Board of Election Commissioners of their address change and cannot or will not complete either Box #4 or #5 on Form 1.

If a voter qualifies for a **Federal Offices Only Ballot** but refuses to sign Form 2, the voter may orally affirm before one of the judges of election that the information given is true and correct and he or she will be permitted to vote. In this event, a judge of election must print the voter's name on the line provided for the voter's signature and must print "Oral Affirmation" after the voter's name. The judge must also complete the information regarding precinct and ward number and sign the form where indicated.

A. *No Change of Address—Box #1*

A voter who is listed as "Challenged" on his or her pink Application for Ballot or is challenged on Election Day on the grounds that he or she no longer lives at the address in the Signature Book but who has not moved may vote a **Federal Offices Only Ballot** after checking box #1 on Form 2. Note: if such voter can and will complete Box #2 on Form 1, he or she will be entitled to vote a full ballot. (See previous section on Form 1)

B. *Change of Address within the City of Chicago (more than 30 days prior to the date of the election)—Box #2*

A voter who is listed as "Challenged" on his or her pink Application for Ballot or is challenged on Election Day on the grounds that he or she no longer lives at the address in the Signature Book and who has moved to another address within the City of Chicago more than 30 days prior to the date of the election without reporting such change of address to the Board may vote a **Federal Offices Only Ballot** after checking Box #2 on Form 2.

C. *Change of Address outside of the City of Chicago within 30 days prior to the date of the election—Box #3*

A voter who is listed as "Challenged" on his or her pink Application for Ballot or is challenged on Election Day on the grounds that he or she no longer lives at the address in the Signature Book and who has moved to an address in another precinct within the State of Illinois within 30 days prior to the date of the election may vote a **Federal Offices Only Ballot B** after checking Box #3 on Form 2. Note: if such voter can and will complete either Box #4 or #5 on Form 1, he or she will be entitled to vote a full ballot. (See previous section on Form 1)

Sample - Form 2 (front)

CHICAGO BOARD OF ELECTION COMMISSIONERS

FORM 2

Rv. 3/98

Affirmation of Registered Voter's Residence Address

Pct.	1
Wd.	51

Provisions of the National Voter Registration Act of 1993 (NVRA) allow certain registered voters to vote a **Federal Offices Only Ballot** upon completion, either in writing or orally, of Form 2. This includes certain persons who qualify to complete Form 1, but who cannot or will not complete Form 1 and persons who are challenged in voting on the grounds that the voter no longer resides at the address shown in the signature book.

If the voter refuses to sign Form 2, but orally affirms that the information given is true and correct, the voter must be permitted to vote. In this event, a judge of election must print the voter's name on the line provided for the voter's signature and must print "Oral Affirmation" after the voter's name. The judge must also complete the information regarding precinct and ward number and must sign the form where indicated.

Consult the Judge of Election Handbook for additional information.

1. No change of address

I, CLARA JONES, affirm that I continue to reside at
Print Name

69 W. WASHINGTON, that I am registered to vote at
Print Address

such address, and that I have not moved or changed my residence address.

Voter registration records will be updated following the election.

2. Change of address within the City of Chicago

I, _____, affirm that I formerly resided at
Print Name

_____, that I am registered to vote
Print Address

at such address, that I have moved and that I now reside at
 _____ within the City of Chicago.
Print Address

Voter registration records will be updated following the election.

3. Change of address outside of City of Chicago within 30 days prior to election

I, _____, affirm that I formerly resided at
Print Name

_____, that I am registered to vote at such
Print Address

address, that I have moved within the last 30 days and that I now reside at
 _____ which is outside the City of Chicago.
Print Address

Voter registration records will be updated following the election.

Date: Nov 7, 2000 Date of Birth: (optional)

Clara Jones Signature of Voter * Jane Roe Signature of Judge of Election

* If the voter refuses to sign, but affirms orally that the information given is true and correct, print the voter's name on the line provided for the voter's signature and print "Oral Affirmation" after the voter's name (e.g., "John Doe - - Oral Affirmation").

RETURN IN ENVELOPE 47E
 TRADUCCION EN ESPAÑOL AL LADO REVERSO

Challenging a Person's Right to Vote

A voter may be challenged on the basis of qualifications or identity by a judge of election, a pollwatcher, or by another voter. The challenger must state a specific reason for objecting to an individual's right to vote. **The challenger must direct the objection to the judges and not to the voter being challenged.**

Guidelines in deciding a challenge

The judges **must** be fair and impartial in deciding whether to uphold or deny the challenge. The voter **must** have the opportunity to present evidence as to his or her identity or qualifications to vote before the judges vote on the challenge.

Election judges should:

- Ask the voter to display current identification with his or her name, address and photograph, if available.
- Ask the voter to provide specific information contained in the data in the signature book, such as birth date and social security number.
- Ask the challenger to provide proof to substantiate his or her challenge, if the challenge is not based on first-hand knowledge.

**If you need assistance,
call ELECTION CENTRAL
(312)269-7870**

After all evidence has been given, all judges must vote on the challenge.

- If a majority of the judges agree that the voter is not qualified to vote in the precinct, the voter must be advised of the reason for the decision, prohibited from voting. Give **Form 15** to the voter and advise the voter of his/her right to appeal the decision to the Board of Election Commissioners. (See page 25)
- If the voter's name appears in the Signature Book, or the voter's name appears on the pollsheets, but the judges have upheld the challenge, the voter must be permitted to vote upon completion of box #3 on **Form 1**. (See page 19 on Voting by **Consolidated Voter's Affidavit Form 1**.) A supporting affidavit must be completed by a qualified voter in the precinct or the voter must present two pieces of identification.

Acceptable identification includes:

- driver's license
- social security card
- utility bill
- employee or student identification card
- credit card
- civic, union, or professional association membership card
- public assistance card
- library card

Appeal to Board of Election Commissioners

If the judges rule that a person is not entitled to vote in the precinct, but the individual believes that a mistake has been made and that he or she is registered to vote in the precinct, the person may appeal the decision to the office of the Board of Election Commissioners by telephone, (312)269-1604, or in person.

Form 15 explains the circumstances under which a Certificate to Vote Form 40 may be issued. Form 15 (see sample below) should be given to any person who is not permitted to vote. If the Board's records indicate that the person is qualified to vote, the Board will advise the voter and will issue a Certificate to Vote Form 40 (see sample below) permitting him or her to return to the polling place to vote.

Sample - Notice Form 15

Form 15

NOTICE TO PERSONS NOT PERMITTED TO VOTE

If your name is not printed in the Board's Signature Book and your name does not appear on the printed precinct list of voters, you will not be permitted to vote unless you are issued a Certificate to Vote.

The Board will issue a Certificate to Vote if the Board's central records show you were validly registered and your name was removed by mistake.

If you believe you qualify for a Certificate to Vote, you may call (312) 269-1604 (voice), TTY (312) 269-0027 (hearing impaired) or visit the Board's office.

If the Board is unable to verify your registration, you will not be permitted to vote and will not be issued a Certificate to Vote. To be eligible to vote in future elections in Chicago, you must register to vote either at the Board's office, library branches, through a deputy registrar, or by mail using an Illinois Voter Registration Application form.

Board of Election Commissioners, 69 W. Washington St., Suite 600, Chicago, IL 60602

Rv. 11/98 (Traducción en español al reverso)

Sample - Certificate to Vote Form 40

BOARD OF ELECTION COMMISSIONERS
for the
CITY OF CHICAGO

CERTIFICATE TO VOTE

Form 40

PRECINCT _____
WARD _____

To: JUDGES OF ELECTION
Please be advised that the right of

_____ (Name of Voter)

_____ (Address)

to vote in your precinct has been substantiated by the Board of Election Commissioners. The voter's signature is as follows:

_____ (Signature of Voter)

Employee of the Board of Election Commissioners

When this certificate is presented to you, and if the signature above compares with the signature on the application for ballot, Form 14, please permit this person to vote.

Dated at Chicago, Illinois.

Executive Director

THIS CERTIFICATE TO VOTE MUST BE RETURNED IN ENVELOPE 47E
(Translation in Spanish on reverse)

Station 2. Issue and Initial ballot card to voter. Number and spindle application for ballot. Issue ballot receipt to voter.

1. Check that the application has been initialed by a judge at Station 1. If the application has not been initialed, the voter must return to Station 1 for signature verification.
2. Number the Application for Ballot Form 14 when the voter brings it to Station 2. Begin numbering with the first voter by placing a "1" under "Application Number" (see sample below). Continue numbering each application as it is returned by the voter.
3. Spindle the Application for Ballot Form 14 after it has been numbered. Voided applications need not be numbered, but must be placed on the white spindle labeled "Used Applications for Ballot".
4. Initial one ballot card in the space provided and issue it to the voter. Do not initial any ballot cards in advance.
Do not issue any orange demonstration cards at this station.
If the voter has completed Form 2, issue him/her a Federal Offices Only Ballot from Envelope 3F only.
5. Issue security sleeve to the voter and remind the voter to insert the voted ballot card in the security sleeve after voting. Do not initial the security sleeve.
6. Issue a ballot receipt Form 10 to the voter after placing the application number on it in the "Application Number" box.
7. Direct the voter to a vacant voting unit. If no unit is vacant, maintain order while the voter waits.

Sample - Pre-printed Application for Ballot Form 14

Form 14
Form 14

Voter Name: MOCOR DOMINICK

Voter Address: 1070 S AVENUE L


Precinct: 11

Ward: 10

Voter I.D. Number: 129466A

This is the "stub" area

CITY OF CHICAGO
APPLICATION FOR BALLOT
CERTIFICATE OF REGISTERED VOTER
GENERAL ELECTION
TUESDAY, NOVEMBER 7, 2006



4 2 1 7 9 4 D A M I C O S T 1 4 3 9


Pct: 11
Ward: 10

M
C
O
C
O
R

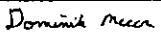
DOMINICK

VOTER:
 Sign this certificate and give it to the judge at the precinct signature book.
 After your signature has been verified the judge will return the form to you.
 You must then present the form to the judge leaving the official ballot cards.

Check box if voter was issued a Federal Offices Only Ballot.

Judge: Put in the oval <input checked="" type="radio"/> the person <input type="radio"/> voted by alternate/alternate <input type="radio"/> was Assisted in Voting <input type="radio"/> Was Challenged <input type="radio"/> Opposed to ballot and returned envelope	Registration Verified By:  Judge's Initials	Application Number: 63
---	--	----------------------------------

Name: MOCOR DOMINICK
Address: 1070 S AVENUE L


 Signature of Voter

Judge initial here

Split Precinct Instructions

There are many precincts split with territory in more than one district. Therefore, voters in these precincts vote on either a regular ballot or an "A" style ballot. Some precincts may also have additional "B" and "C" style ballots.

Supplies

Split precincts will receive additional supplies including regular, "A", "B" and "C" style ballot cards; regular, "A", "B" and "C" style voting units and vote recorders; and regular, "A", "B" and "C" style specimen ballots.

Follow all directions on page 4 of this handbook and check that all supplies have been issued to the precinct.

During Voting Hours – Station 2 – page 26

Do not issue any ballot cards to voters **before** checking the Signature Book. **If there is no letter** (A, B or C) in the Signature Book next to the voter's name on the list, issue the voter the regular (no letter printed on it) ballot card.

If there is a letter (A, B or C) next to the voter's name in the Signature Book and the poll list indicates a letter style ballot, issue the voter a ballot card with the letter on it.

Initial and issue the correct ballot card and the **proper vote recorder** containing the corresponding ballot pages to each voter. Direct the voter to an economy voting unit.

After the Polls Close

All ballot cards, whether regular, "A", "B" or "C" style, are counted and tabulated together by the PBC. Follow all procedures for tabulating the vote as instructed in this handbook beginning on page 33.

Sample - Split Precinct "A" Ballot

THIS BALLOT IS NOT VALID UNLESS
IT HAS BEEN INITIALED BY THE
ELECTION JUDGE

↓

☐

JUDGE'S INITIALS

A

STOP
WRONG SIDE

0 0

GENERAL ELECTION
TUESDAY, NOVEMBER 7, 2006

A

OFFICIAL BALLOT

GENERAL ELECTION
TUESDAY, NOVEMBER 7, 2006

PRECINCT WARD

CHICAGO, ILLINOIS

Lance Gough

EXECUTIVE DIRECTOR
BOARD OF ELECTION COMMISSIONERS
FOR THE CITY OF CHICAGO

Station 3. Offer Voter a Demonstration.

A voter demonstration is an explanation of the rules and procedures for voting. It may **only** be given by a judge or judges of election on the table top demonstrator unit. **No one is permitted to instruct a voter at any voting unit.**

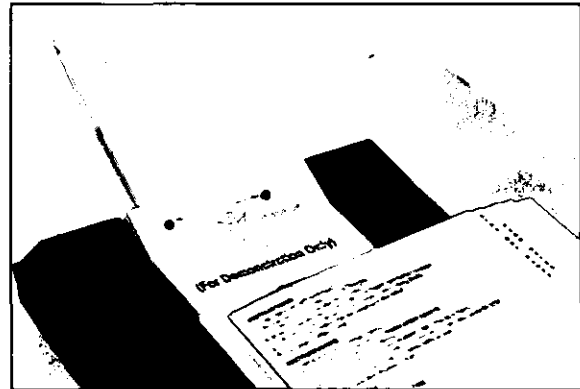
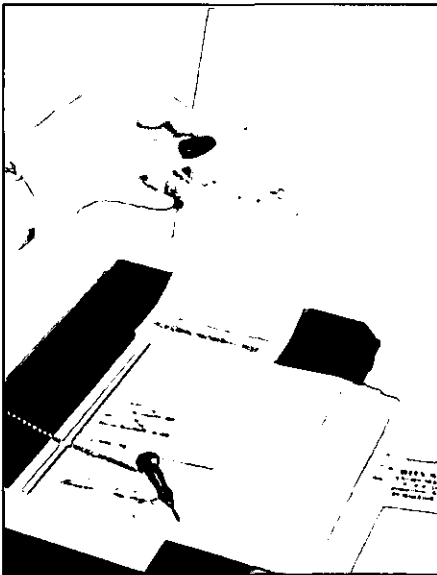
If a voter has already started to vote and needs further instruction, that voter **must** return with the ballot card to the judges at the demonstrator unit to receive additional information.

During a demonstration, no judge shall request, suggest, or seek to persuade any voter to vote for or against any candidate, political party, or proposition. To solicit votes for a candidate, political party or proposition is a **violation of the law** and could result in criminal prosecution or a finding of contempt of court.

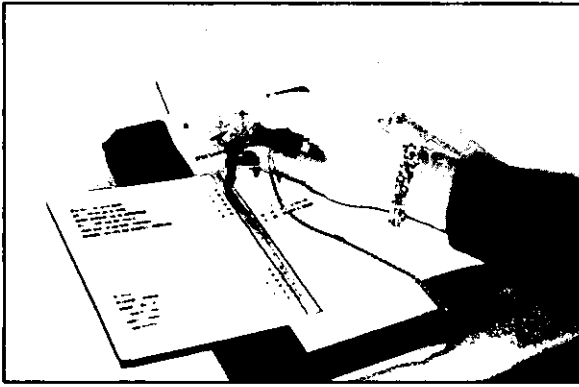
An affidavit is not required when giving a demonstration.

1. **Insert demonstration card in unit properly.** Face the demonstrator unit toward the voter and have the voter insert the orange demonstration card in the unit as far as it will go with the numbered side facing up. (See picture 28-1 below.)
2. **Using both hands, put the two holes in the card over the red pins.** If the voter attempts to put the card in the wrong way, it will not fit over the red pins properly. Use only the orange cards for demonstrations. (See picture 28-2 below.)
3. **Show the voting punch to the voter.** The voter can only use the voting punch to cast a ballot. Have the voter hold the punch and tell the voter that using a pen or pencil to punch out a hole will spoil the ballot.
4. **Indicate the ballot page(s) for the various offices.** Turn the demonstrator ballot page(s) and point out the arrows indicating the holes to punch to cast a vote.

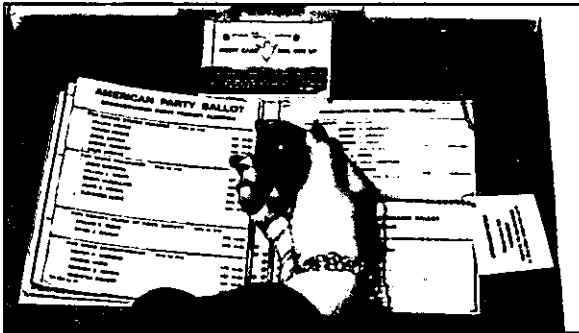
28-1



28-2



29-1



29-2

5. **Have each voter make a punch.** Have each voter take the voting punch and punch a vote on the demonstrator card. The voter must hold the punch upright and punch completely down through the hole. (See picture 29-1)

6. **Inform the voter of special voting aids.**

Handi-hold voting punch

Handi-hold voting punch is available for use by those voters who have difficulty grasping the regular voting punch. (See picture 29-2)

Ballot viewer

If the voter has difficulty seeing the names and offices on the ballot pages, show the voter how the ballot viewer can enlarge the type size.

7. **Explain how the voter can get a new ballot if an error is made.** Inform each voter that if he or she makes a mistake while voting the voter must return the ballot card to the election judge. The voter will receive a new ballot card. Consult page 30 on the complete procedure for judges to follow if the voter spoils a ballot.

8. **Show the voter how to fold the card properly and how to place it in the security sleeve.** Show the voter how to remove the ballot card and fold it properly. Tell the voter not to tear off the top of the ballot card. Show the voter how to place the card in the security sleeve. The voter must return the ballot to the ballot box judge when finished.

9. **Advise each voter of the location of write-in instructions.** The Voting Instructions Form 255, located inside each unit, contains the directions for casting a proper write-in vote. This form is also posted on the wall in the polling place. Write-in votes are placed on the top portion of the ballot card. (See sample at left)

10. **Do not allow the voter to keep the orange demonstration card.**

Sample – Valid Write-in Vote

To cast a write-in vote.
Use the space provided below.

- Write the title of the office.
- Write the candidate's name.
- Place a cross mark (X) in the box in front of the name.
- Repeat each step for each write-in vote.

Para emitir un voto por escrito:
Use el espacio provisto mas abajo:

- Escribir el título del puesto.
- Escribir el nombre del candidato.
- Poner una marca de cruz (X) en el cuadrado enfrente del nombre.
- Repetir cada paso para cada voto por escrito.

↓

0 — Please leave area not punch — 0

THIS SPACE PROVIDED FOR WRITE-IN VOTES
SEE CARD OF INSTRUCTIONS FOR SPECIFIC
INSTRUCTIONS. CLIP OFF BY WORD OF
OPPOSITE SIDE OF CARD FOR ADDITIONAL
WRITE-IN VOTES

PRESIDENT
MARY SUNDAS
Mary S. Sundas

Vice President

U.S. Senator

U.S. Representative

Judges of election may not attempt to influence any voter in his or her choice of a political party, candidate(s) or public policy questions during a demonstration or at any other time.

Station 4. Deposit voted ballot in ballot box.

Important: By law, a ballot card that is not initialed by a judge of election cannot be counted.

1. Check the ballot card for the initials of the issuing judge. The initials can be seen without removing the card from the security sleeve. If no initials appear, review the next section concerning "Spoiled Ballot Procedures" and have the voter return to Station 2 to receive a new ballot card.
2. Check the ballot number located on the stub to make sure it is in the approximate number sequence of those being issued.
3. Under the law, the election judge, not the voter, must deposit the ballot card in the ballot box. This must be done in view of the voter.

Spoiled Ballot Procedure

If a voter spoils a ballot, the voter may be issued a new ballot card by returning to the judge at Station 2.

1. Print "SPOILED" across the back of the old ballot card and initial. (See sample below left)
2. Place the old ballot card in **Envelope B—Spoiled Ballots**. Do not seal **Envelope B** at this time.
3. Fill in the oval on the voter's application indicating "Spoiled ballot—received another."
4. Initial a new ballot card and issue it to the voter.

Ballot Card Reminders

- Initial each ballot card when issued.
- Do not pre-initial any ballot cards.
- Remind the voter to return to the judges to receive another ballot if he or she makes a mistake when voting.
- Do not remove any ballots from the bottom of the pad.
- Leave additional ballot pads in the transfer case or ESC until needed.
- Initial all ballot cards in the same manner.
- Absentee ballots may only be accepted from Board of Election representatives. Judges must verify that the absentee ballots are delivered to the correct precinct. Call ELECTION CENTRAL, (312)269-7870, if absentee ballots are delivered in error.

Assistance for Voters with Disabilities and the Elderly

The Board of Election Commissioners has developed and instituted special assistance procedures for Election Day which are:

- 1. Assisted Access**—Special assistance for a voter with a disability who has difficulty entering the polling place independently and who requests assistance. The judges of election, with the assistance of a police officer, if present, may assist the voter in entering the room where the voting is taking place, only if such assistance is requested and can be given safely.
- 2. Curb-side Voting**—Special assistance for those voters who find the route of access into the polling place inaccessible. If the polling place is not accessible to a voter with a disability, election judges of both political parties must aid the voter by bringing the economy voting unit and vote recorder to the closest point to the door of the polling place that the voter can reach. That point may be in an automobile at the street curb or parking lot nearest to the polling place. In this location, the voter is allowed to vote in secrecy.
- 3. Affidavit Voting**—Formal assistance for a voter who is physically unable to actually cast a ballot without assistance. The voter **must request** assistance and is assisted by a person of **his or her choice** or by two judges of election, one from each party. **Form 1A** must be given to anyone assisting a voter. An affidavit must be completed by the voter and the person assisting the voter. The voter may also be assisted in completing the required affidavit. Consult page 19 regarding the completion of **Form 1** for assisted voters.

Voting Procedures

Judges of election must be alert to the needs of voters with disabilities.

If the judges of election, with the assistance of the police officer present, can assist a voter with a disability in entering the room where the voting is taking place, they should do so, provided that such assistance can be given safely.

If the polling place room is inaccessible to a voter with a disability, even with assistance, judges of election **from both political parties** should aid the voter by bringing the economy voting unit and vote recorder to the point along the route of access closest to the door that the voter can reach (even if this point is the curb at the street). These voters should be voted immediately on a priority basis.

A voter who requires special assistance in voting at a polling place which is inaccessible may provide prior notice to the Board. If the voter provides the hour in which he/she expects to vote, the judges of election, with the assistance of the police officer, and/or any pollwatcher present, must periodically watch the polling place door, at 10 minute intervals during the designated hour, for the voter's arrival.

Courtesies

- Be considerate of the extra time it might take for a person with a disability or who is elderly to get things done.
- Give unhurried attention to a person who has difficulty speaking.
- Speak directly to the person who has a disability rather than to a companion who may be along.
- Speak calmly, slowly and directly to a person with a hearing problem.
- Don't shout or speak in the person's ear.
- If full understanding is doubtful, write a note to the person with a hearing problem.
- Before pushing someone in a wheelchair, ask if you may do so and how you should proceed.

- Greet a person who is visually impaired by letting the person know who and where you are.
- Provide a guiding device such as a ruler or card for signing forms.

Voting Aids

The Handi-hold voting punch is specially designed and is provided to each precinct. This voting punch has a round handle and can be easily grasped by those voters who have difficulty holding the small punch located in each voting unit.

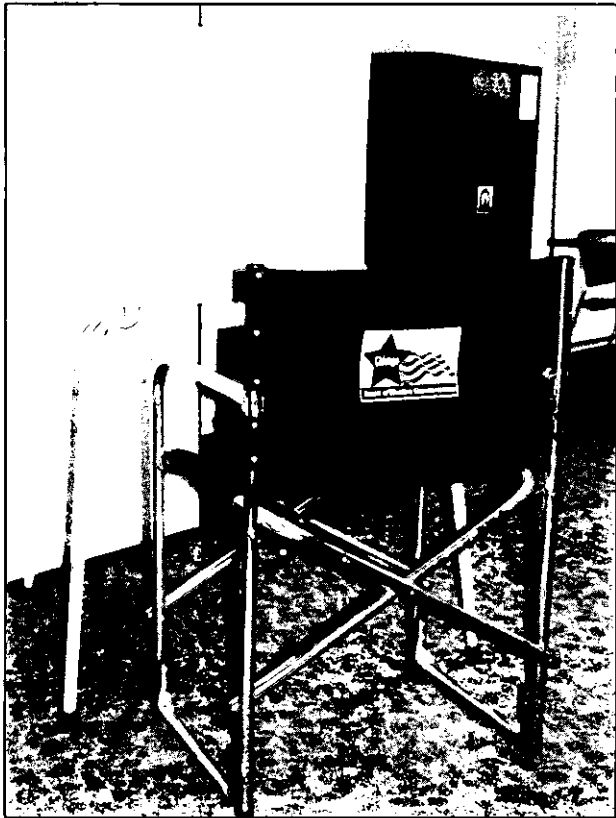
A ballot viewer, a specially designed aid to enlarge the print on the ballot pages is also provided to each precinct. This viewer enables visually impaired voters to clearly see the candidate names and offices.

Any voter who desires to use these special aids must return them to the display/holder. Do not allow a voter to leave the polling place with the ballot viewer or Handi-hold voting punch.

Sign Indicating Accessibility Route to Polling Place

If the accessible entrance to the polling place is different from the one used by other voters, make sure the **Alternate Voter Entrance Sign Form 177AE**, which was mailed with the polling place sign, has been posted. If the proprietor has not posted it, remove the sign from **Envelope 2** and post it immediately in a prominent position near the polling place sign.

An additional informational notice included in **Envelope 2** is printed in very large type, in order that visually impaired voters can be assisted. Post this sign on the wall of the polling place.



32-1

6

After the Polls Close

At 6:30 p.m. announce that the polling place closes in 30 minutes. At 7:00 p.m. announce the polls are closed. Bring in the flag. Lock the door or ask the police officer to stop other voters from entering the polling place.

Voters already in line before 7:00 p.m. must be allowed to finish voting. Pollwatchers, with proper credentials, may remain in the polling place after the polls close. Pollwatchers may leave and re-enter only in case of necessity, provided it does not interfere with the concluding work of the election judges. Field Investigators and any federal, state, county, or city law enforcement official on election day assignment may enter and remain in the polling place before and after the polls close to observe the tally of the vote.

Open Envelope 4 and remove all closing items including return envelopes, Certificates of Results and return shopping bags.

1 Process absentee ballots.

- A. All ballots are delivered in a carrier envelope by Board of Election messenger. Do not accept absentee ballots from a friend or relative of a voter. If the absentee ballot is mis-delivered, return it to the Receiving Station Supervisor.
 - B. Do not open any carrier envelopes until all voters are finished voting.
 - C. Count the number of absentee ballots and record on **Form 80**.
 - D. Open carrier envelopes and remove application and certification envelope containing ballot. "AB" on envelope means the application is inside the envelope.
 - E. Announce the voter's name and address.
 - F. Compare signature on application and certification envelope with Signature Book. If the signatures match, check to make sure voter did not vote in person.
 - G. Place the proper mark in box to the right of the voter's signature.
 - H. Remove the voter's pre-printed application from application pad.
 - I. Initial the pre-printed application and the application that came with the absentee ballot.
 - J. Put the next number on both applications and put both applications on the white spindle.
 - K. If the signatures do not match, read the section on "Challenging an absentee voter" on page 33.
 - L. Remove the ballot from the certification envelope.
 - M. Initial ballot card.
 - N. Deposit ballot card in ballot box.
 - O. Put all carrier envelopes and certification envelopes in **Envelope 48E**.
-
- Registration is not required of the following absentee voters if they meet the age and residence requirements, even though their name is not in the Signature Book.
1. Members of the Armed Forces while in active service and their spouses and dependents.
 2. Civilian employees of the United States government serving outside the territorial limits of the United States and their spouses and dependents.
 3. Citizens of the United States temporarily residing outside the United States, including spouses and dependents.
 4. Non-resident civilian citizens residing outside the United States, including spouses and dependents.
-

Challenging an Absentee Voter

An absentee ballot may be challenged **before** it is deposited in the ballot box. The election judges must determine whether to uphold the challenge or deny the challenge. The following are some reasons for challenging an absentee ballot:

1. There is no application enclosed with the ballot.
2. The certification on the envelope or the application is not signed.
3. The signatures on the application, the envelope, or the Signature Book do not compare.
4. The person is not a qualified voter as explained on page 18 "Who May Vote."
5. The voter already cast a ballot in person.
6. The envelope contains more than one ballot of any kind.
7. The envelope is opened or has been re-sealed.

If the challenge is upheld by the election judges, and the ballot rejected, a postcard notice **Form 509** must be completed by the judges. Return completed **Form 509** to the receiving station attached to the **Pay Voucher Form 194**.

Do not open the affidavit envelope of any rejected absentee ballot. Mark the outside of the envelope "Rejected," and briefly explain the reason. Put the rejected ballot in **Envelope C—Defective or Objected to Ballots**.

If the challenge is denied by the election judges, process the absentee ballot as explained in the previous section.

A challenge to an absentee ballot on the ground that the voter is ineligible to vote absentee because he or she registered by mail and is therefore required to vote in person at this election should be denied by the judges because the Board of Election Commissioners has already screened all absentee ballot applications and has denied absentee ballots to applicants who are ineligible to vote absentee due to this reason.

2 Put the Signature Book in shopping bag.

The Signature Book must be returned to the receiving station with the other election materials. **Failure to return the Signature Book will result in loss of pay for the entire precinct and possible prosecution.**

3 Put the used Application for Ballot spindle in Envelope 14E.

Secure the application spindle by placing the top over the two pins. Put the spindle in **Envelope 14E** for return to the receiving station. Record final application number on **Form 80**.

4 Open the ballot box.

Break the seal on the ballot box and remove the ballots. Stack ballots neatly on the table. All judges check to make sure all ballots were removed.

5 Check top portion of ballot card for write-in votes.

Do not tear off top portion of ballot card. Check the top portion for any write-in votes. Put all ballot cards **without** write-in votes in a pile. Put all ballot cards **with** write-in votes in a different pile.

**if you need assistance,
call ELECTION CENTRAL
(312)269-7870**

6 Remove ballot cards from security sleeves.

- Check each ballot card for the initials of the issuing judge. Check for any identifying marks on the ballot. An identifying mark is any mark on the ballot made by the voter that could serve to identify the voter.
- Put ballots with initials and without identifying marks in one pile. These will be counted by the PBC.
- Put ballots which are not initialed or ballots which have identifying marks in another pile. One judge should:
 - Print "Defective" on the back of any ballot without initials or with identifying marks.
 - All judges initial the ballot.
 - Consecutively number each defective card beginning with the number "1".
 - Initial a blank official ballot card of the same color.
 - Print "replacement defective" on it, initial it and number it with the corresponding number of the defective ballot.
 - Place the blank replacement card in the pile of ballot cards to be counted by the PBC.
 - Place the original defective ballot in Envelope C—Defective and Objected to Ballots. It cannot be counted.
 - Do not seal Envelope C at this time.
- Place all white security sleeves in the ballot box portion of the ESC.

Sample –
Valid Write-in Vote

To cast a write-in vote
Use the space provided below

- Write the title of the office
- Write the candidate's name
- Place a cross mark (X) in the box in front of the name
- Repeat each step for each write-in vote

Para escribir un voto por escrito:
Use el espacio provisto más abajo:

- Escribir el título del puesto
- Escribir el nombre del candidato
- Poner una marca de cruz (X) en el cuadrado enfrente del nombre
- Repetir cada paso para cada voto por escrito

0 Please mark only one vote. Mark this one up 0

THIS SPACE PROVIDED FOR WRITE-IN VOTES
SEE CHART OF INSTRUCTIONS FOR SPECIES OF
OF LEGAL USE YOUR STATE BY FILING ON
OPPOSITE SIDE OF CARD FOR ADDITIONAL
WRITE-IN VOTES

PRESIDENT
MARY SPILLS

Title of Office

Name of Candidate

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

7 Counting Write-in Votes.

Write-in votes may be counted only for candidates who have filed a "Declaration of Intent" with the Board of Election Commissioners. Write-in candidates are listed on a notice which is delivered to the precinct on election morning. Consult this list before counting any write-in votes. Call ELECTION CENTRAL, (312)269-7870 for assistance.

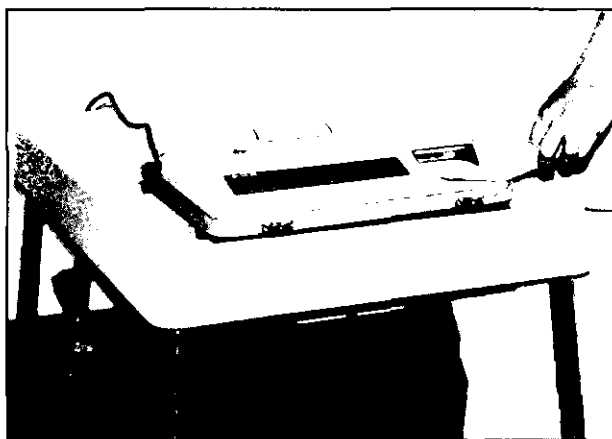
- Determine if the write-in vote is valid. A valid write-in vote must appear on the top portion of the ballot card and must contain:
 - title of the office;
 - name of the write-in candidate;
 - an "x" in the square in front of the candidate's name;
 - a judge's initials on the ballot; and
 - no identifying marks.
- Consult the list of write-in candidates to determine whether the valid write-in may be counted.
- If there is not a valid write-in vote, put the ballot card in the stack of ballot cards to be counted by the PBC.
- If a valid write-in vote is present for a candidate whose name appears on the write-in candidate list, continue to next point.
- Check each ballot card to assure that no overvote has occurred.
 - An overvote occurs when the combination of write-in votes and punched votes on the card exceeds the number of votes permitted for that office.
 - Check the specimen ballot to determine which ballot card numbers are used for the office in which the write-in was cast.
 - Count the number of punched votes for that office on the card.
 - If the number of punched votes and write-in votes are more than the number permitted for that office, an overvote has occurred.
- If there is an overvote:
 - Mark the ballot card "Overvoted Ballot" and number it beginning with "#1" and continuing consecutively for all overvoted ballots.
 - Two judges, one from each party, must then make a "Replacement Overvoted Ballot" at a voting unit by transferring all of the other valid votes to a new official ballot card of the same type.
 - Do not punch any votes in the overvoted office.

- Mark the new ballot card "Replacement Over-voted Ballot" and give it the same number as the original ballot card.
 - Initial and place the new ballot card in the pile of proper cards to be counted by the PBC.
 - Put the original overvoted ballot in **Envelope D—Duplicated Ballots**. Do not seal **Envelope D** at this time.
- G. If there is not an overvote**, record the write-in vote on the **Certificate of Results Form 80** in the area provided.
- H. Put the ballot card in the pile of ballot cards to be counted by the PBC.**
- I. Record the total number of valid write-in votes** where indicated on the **Certificate of Results Form 80**.

8 Count ballot cards with the PBC.

- A. Plug PBC into an electrical outlet.** Remember to unplug any electrical heating appliances (coffee pots, heaters) in the room.
- B. Print "ZERO" tape.**
- The precinct and ward numbers will be printed and the PBC will automatically print a tape indicating all positions are zero.
 - Indicate that this is the evening "ZERO" tape.
 - Have all judges initial it before placing it in the transfer case.
- C After the PBC message center reads "POLLS OPEN, READY TO READ BALLOT," begin to feed the ballot cards, including absentee ballots, through the card reader slot, one at a time.** (See picture 36-1)
- The ballot cards may be fed through in any order and in any direction or upside down.
 - Do not tear off the top portion of the ballot card.
- D. After each card is successfully read by the PBC**, the message center will read "PROCESSING BALLOT PLEASE WAIT" No message is printed on the paper tape. The Public Counter will count each ballot as it is fed through the card reader slot and will increase as each ballot is counted.

- E. Compare the Public Counter number with number on last application for ballot.**
- After feeding all ballots through, the Public Counter number on the PBC should be the same number as the total applications, including absentee applications.
 - If the numbered applications for ballot do not equal the Public Counter number on the PBC, call **ELECTION CENTRAL, (312)269-7870**, before proceeding.
- F. Open PBC with key in lid.**
- Remove the PBC key from the PBC lid.
 - Use it to open the cover of the PBC.
- G. Raise black antenna to assist in the transmission of the vote totals.**
(See picture 36-2)



36-1



36-2

H. Generate "TOTALS" Tapes.

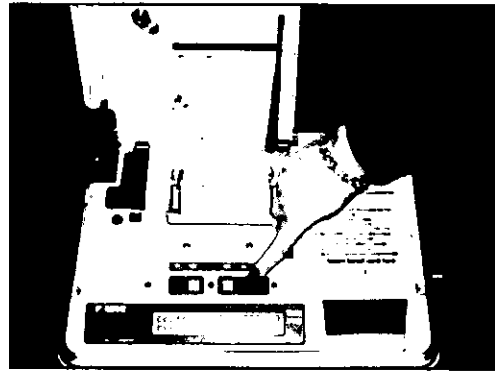
Make sure all absentee ballots have been fed into PBC and Public Counter number agrees with total Applications for Ballot.

- Press blue "Print Totals" button. The PBC panel reads "CLOSE POLLS & PRINT? " PRESS YES OR NO KEY"
- If all absentee ballots have not been processed, press "No" key and finish processing absentee ballots.
- If all absentee ballots have been processed, press green "YES" button. The PBC panel reads "PRINTING VOTE REPORTS, PLEASE WAIT." (See picture 37-1)
- A "TOTALS" tape will be run immediately. The Message Center will read "TESTING CDPD SIGNAL...CONNECTING TO HOST". Vote totals will be transmitted via an internal wireless telephone modum to the central computer at the Board of Election office, and the message "ELECTION RESULTS SENT SUCCESSFULLY" will appear.

- I. Press "PRINT TOTALS" again to run additional "TOTALS" tapes. At least six (6) "TOTALS" tapes must be run, one for each Certificate of Results and one for the polling place wall. Four additional tapes may be run for pollwatchers, if present.

9 Attach PBC tapes to each Certificate of Results Form 80.

- A. A PBC tape must be attached to each copy of the Certificate of Results Form 80.
- B. Do not cut the "TOTALS" tape or try to position it next to the candidates names.
- C. Complete all other information as requested on each copy of the Certificate of Results Form 80.



37-1

Example of "TOTALS" Tape

```

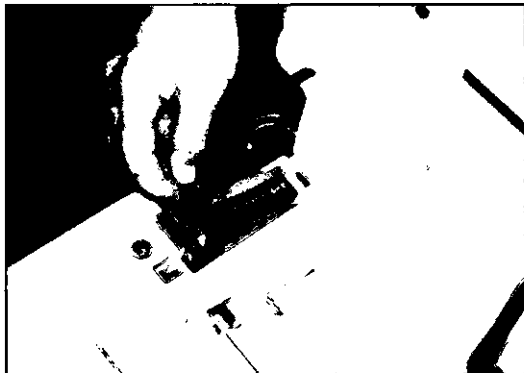
0701
BALLOT STATISTICS
-----
= TOTAL BALLOTS CAST . . . . . ==> 6
-----

PREC 01 WARD 07
BOARD OF ELECTION COMMISSIONERS
FOR THE CITY OF CHICAGO
GENERAL ELECTION
NOVEMBER 7, 2000
BALLOTS COUNTED
TOTAL . . . . . 6
  
```

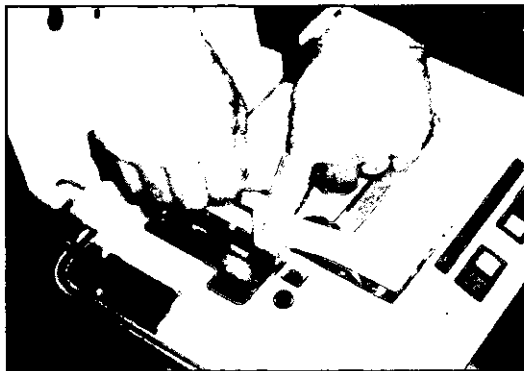
If the message "CDPD SIGNAL TOO WEAK" appears, do not press the "YES" button to retry to send the vote totals. Press the red "No" button when prompted. Call the PBC and Equipment Hotline, (312)842-6690, for assistance.

10 Unplug PBC and remove Memory Card.

- A. Unplug the PBC.
- B. Open the Memory Card door by pulling up on the latch. (See picture 38-1)
- C. Push down on the yellow latch in front of the Memory Card to release it. The Memory Card will pop up. (See picture 38-2)
- D. Put the Memory Card in the protective bubble bag located in the cover of the PBC.
- E. Seal the bag by pressing the opening closed all along the edge.
- F. Put the antenna down, close the PBC cover, and lock it with the PBC key.
- G. Place the PBC key in the pouch in the lid and return the PBC to the equipment carrier.



38-1



38-2

11 Seal all voted ballot cards and valid write-in votes in the brown paper bag labeled "Voted Ballot Cards and Valid Write-in Votes."

- A. Remove the brown paper bag and tape from the transfer case. Record the precinct and ward numbers on the label.
- B. Rubber-band all voted ballot cards and valid write-in votes together in the brown paper bag labeled "Voted Ballot Cards and Valid Write-in Votes."
- C. Make sure all required information has been recorded on the Certificate of Results Form 80 before sealing the voted ballots in the bag.
- D. Fold the top of the bag to fit the contents inside and seal the container by wrapping the tape around the container lengthwise and crosswise twice.
- E. All judges must sign across the tape.
- F. Place the sealed brown paper bag in the transfer case.

12 Place used white security sleeves in the ballot box portion of the ESC.

13 Count all spoiled ballot cards

- A. Remove and count all “spoiled” ballot cards from **Envelope B**.
- B. Enter the number on the **Certificate of Results Form 80**.
- C. Replace the ballot cards in **Envelope B** and seal.
- D. All judges must sign across the sealed flap.

14 Count all defective ballot cards

- A. Remove and count all ballot cards from **Envelope C**.
- B. Enter the number on each **Certificate of Results**.
- C. Replace the ballot cards in **Envelope C** and seal.
- D. All judges must sign across the sealed flap.

15 Count all duplicated ballot cards

- A. Remove and count all duplicated ballot cards from **Envelope D**.
- B. Enter the number on each **Certificate of Results**.
- C. Replace the ballot cards in the envelope and seal.
- D. All judges must sign across the sealed flap.

16 Count all unused ballot cards.

- A. Count all unused official ballot cards.
- B. Enter the number on each **Certificate of Results**. There are 50 ballot cards in each unused pad.
- C. Place all unused ballot cards in the ballot box section of the ESC.

17 Sign the Certificate of Results and place in proper envelope.

- A. All judges must sign the **Certificate of Results** where indicated.
- B. Put the **Certificate of Results** in **Envelope 65E, 66E, 71E, and 72E**.
- C. Seal the flap of each envelope.
- D. All judges must sign across the flaps.

18 Put items in transfer case and lock with padlock seal.

- A. Empty the transfer case and put the following items inside for return to the receiving station election night:
 - The sealed brown paper bag containing voted ballots and valid write-in votes
 - **Envelope B**—Spoiled Ballots
 - **Envelope C**—Defective and Objected to Ballots
 - **Envelope D**—Duplicated Ballots
 - Morning and evening PBC “ZERO” tapes
- B. Lock the case with one of the padlock seals.
- C. Do not seal the case until the required materials are inside.

**If you need assistance,
call ELECTION CENTRAL
(312)269-7870**

19 Put equipment and supplies back in ESC.

All unused election supplies and equipment must be returned inside the ESC.

- A. Take all voting units apart and return to the lower compartment of the ESC.
- B. Put the PBC in the middle right compartment. **Make sure the memory card is removed!**
- C. Attach the flag to the door.
- D. Put the following items in the ballot box portion of the ESC:
 - All unused supplies
 - All extra (unused) ballot cards
 - Handi-hold voting punch and ballot viewer
 - Demonstrator unit
 - Blue "Application for Ballot" spindle containing unused pre-printed applications
 - All used and unused security sleeves
- E. Close the slot on the top of the ballot box and close the ballot box door.
- F. Place a padlock seal on the ballot box door.
- G. Close and lock the outside door and place a padlock seal through the latch on the outside door.
- H. The Board of Election will pick up the ESC from the polling place.

20 Place disabled voting unit and chair in delivery container.

Payment to all judges will be withheld if chair and unit are not returned.

21 Place PBC table and legs in container.

Return ballot container to ESC. Return PBC to ESC.

22 Complete Pay Voucher Form 194.

- A. Payment to all judges in the precinct will be delayed if the Pay Voucher Form 194 is not completed properly.
- B. All judges who worked must provide required information including, starting and ending time, social security number and signature.
- C. The **Pay Voucher Form 194** also contains the receipt for materials returned to the Receiving Station. It must be signed by an authorized Board employee in order for all judges to receive full payment for election day service.

23 Bring election results to the receiving station.

One judge from each political party must take the items listed below to the Receiving Station election night. The judges returning the supplies will receive additional compensation for doing so.

- **Sealed transfer case**
- **PBC Memory Card** in the protective bubble bag
- **Signature Book**
- **Envelopes 65E, 66E, 71E and 72E**, each containing a completed **Certificate of Results Form 80**
- **Envelope 47E** containing completed oaths, affidavits and pollwatcher credentials
- **Envelope 14E** containing completed applications for ballot
- **Envelope 48E** containing absentee ballot carrier envelopes and certificate envelopes
- **Pay Voucher Form 194**
- **ESC key**

Reporting Results to Voter News Service

As soon as possible, the judge asked to report results to Voter News Service (VNS) should record the candidate vote totals on the yellow VNS reporting form for President and U.S. Congressional races. Call the VNS toll-free phone number that is printed on the yellow form and report the precinct totals.

Vote totals will not be accepted from anyone who does not have the code numbers found on the VNS form. Do not call the Board of Election Commissioners!

You must return the PBC Memory Card and the Signature Book after the polls close! Do not leave the Memory Card in the PBC!

If you do not have transportation to the Receiving Station, call ELECTION CENTRAL, (312)269-7870, for assistance.

Please leave the polling place neat and clean.

Thank you for serving on Election Day.

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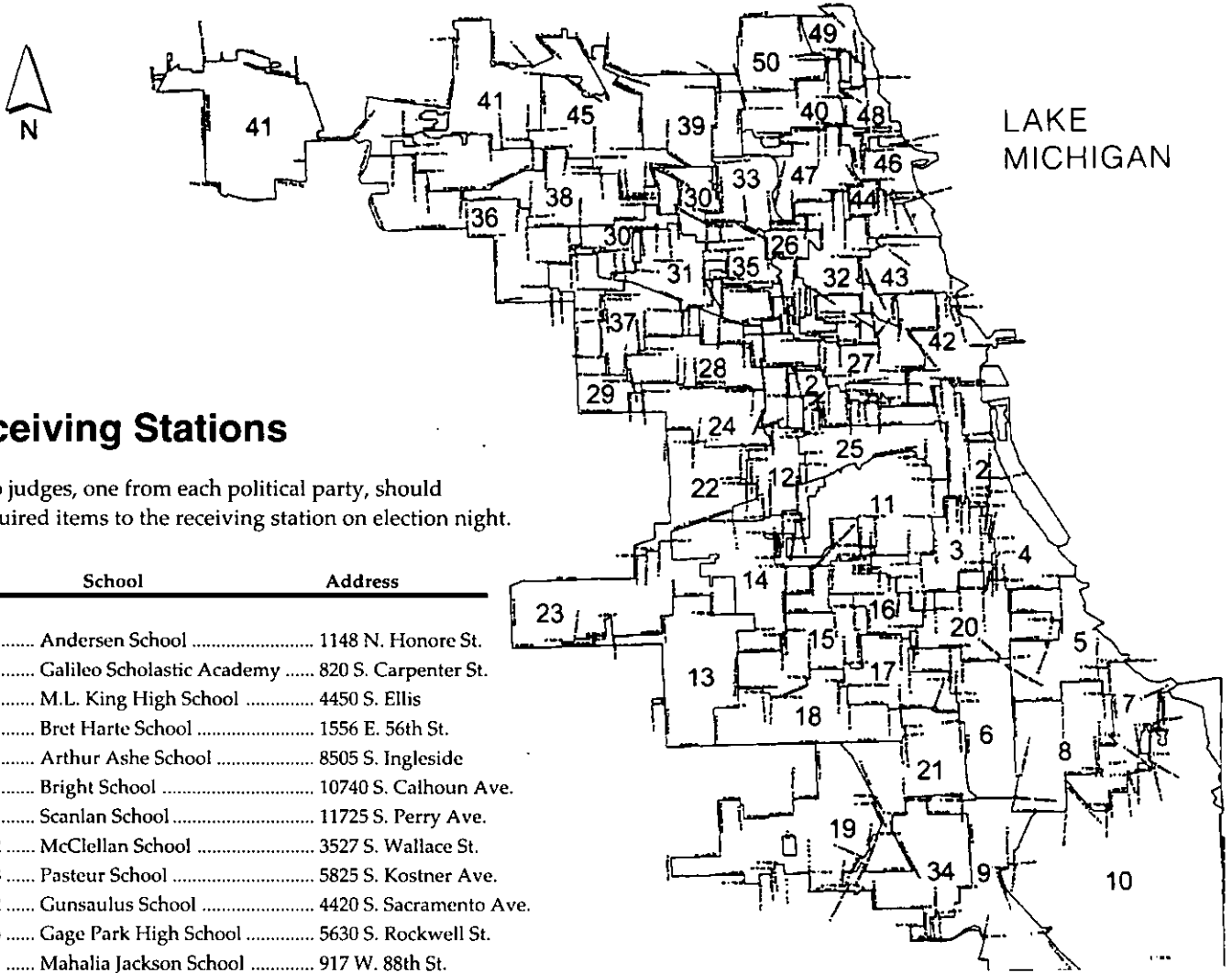
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Map of the Wards of the City of Chicago



Receiving Stations

Two judges, one from each political party, should all required items to the receiving station on election night.

Wards	School	Address
1 & 27	Andersen School	1148 N. Honore St.
2 & 25	Galileo Scholastic Academy	820 S. Carpenter St.
3 & 4	M.L. King High School	4450 S. Ellis
5 & 20	Bret Harte School	1556 E. 56th St.
6 & 8	Arthur Ashe School	8505 S. Ingleside
7 & 10	Bright School	10740 S. Calhoun Ave.
9 & 34	Scanlan School	11725 S. Perry Ave.
11 & 12	McClellan School	3527 S. Wallace St.
13 & 23	Pasteur School	5825 S. Kostner Ave.
14 & 22	Gunsaulus School	4420 S. Sacramento Ave.
15 & 16	Gage Park High School	5630 S. Rockwell St.
17 & 21	Mahalia Jackson School	917 W. 88th St.
18 & 19	Owen School	83rd & Spaulding
24 & 28	Melody School	412 S. Keeler Ave.
26 & 35	Funston School	2010 N. Central Park Ave.
29 & 37	Douglass Jr. High Academy	543 N. Waller.
30 & 31	Nixon School	2121 N. Keeler Ave.
32 & 47	Coonley School	4046 N. Leavitt St.
33 & 39	Haugan School	4540 N. Hamlin Ave.
36 & 38	Foreman High School	3235 N. Leclair Ave.
40 & 48	Jamieson School	5650 N. Mozart St.
41 & 45	Farnsworth School	5415 N. Linder Ave.
42 & 43	Ogden School	24 W. Walton St.
44 & 46	LeMoynes School	851 W. Waveland Ave.
49 & 50	Sullivan High School	6631 N. Bosworth

Ward Redistricting Ordinance
 Adopted by the voters of
 the City of Chicago at the
 March 17, 1992 election
 and proclaimed by the
 Board of Election Commissioners
 on March 24, 1992,
 as amended by Federal Court Order,
 Northern District of Illinois on
 August 14, 1996

ISSUED BY
 BOARD OF ELECTION COMMISSIONERS
 OF THE CITY OF CHICAGO
 69 WEST WASHINGTON STREET
 SUITES 600/800
 CHICAGO, ILLINOIS 60602



Important Phone Numbers

ELECTION CENTRAL

Legal and investigative assistance from
5 a.m. to 10 p.m. Election Day only (312)269-7870

PBC and Equipment Hotline

PBC, missing supplies, and equipment assistance
8 a.m. to 6 p.m. November 4,5,6 (312)842-6690
5 a.m. to 10 p.m. Election Day only (312)842-6690

For any individual whose signature does not appear in
the signature book and is seeking a Certificate to Vote
6 a.m. to 7 p.m. Election Day only (312)269-1604

Absentee Ballot Department (312)269-7967
Judges of Election Department (312)269-7984
Polling Places Department (312)269-7976
Registration Department (312)269-7960

