Saint Louis COUNTY ELECTION BOARD
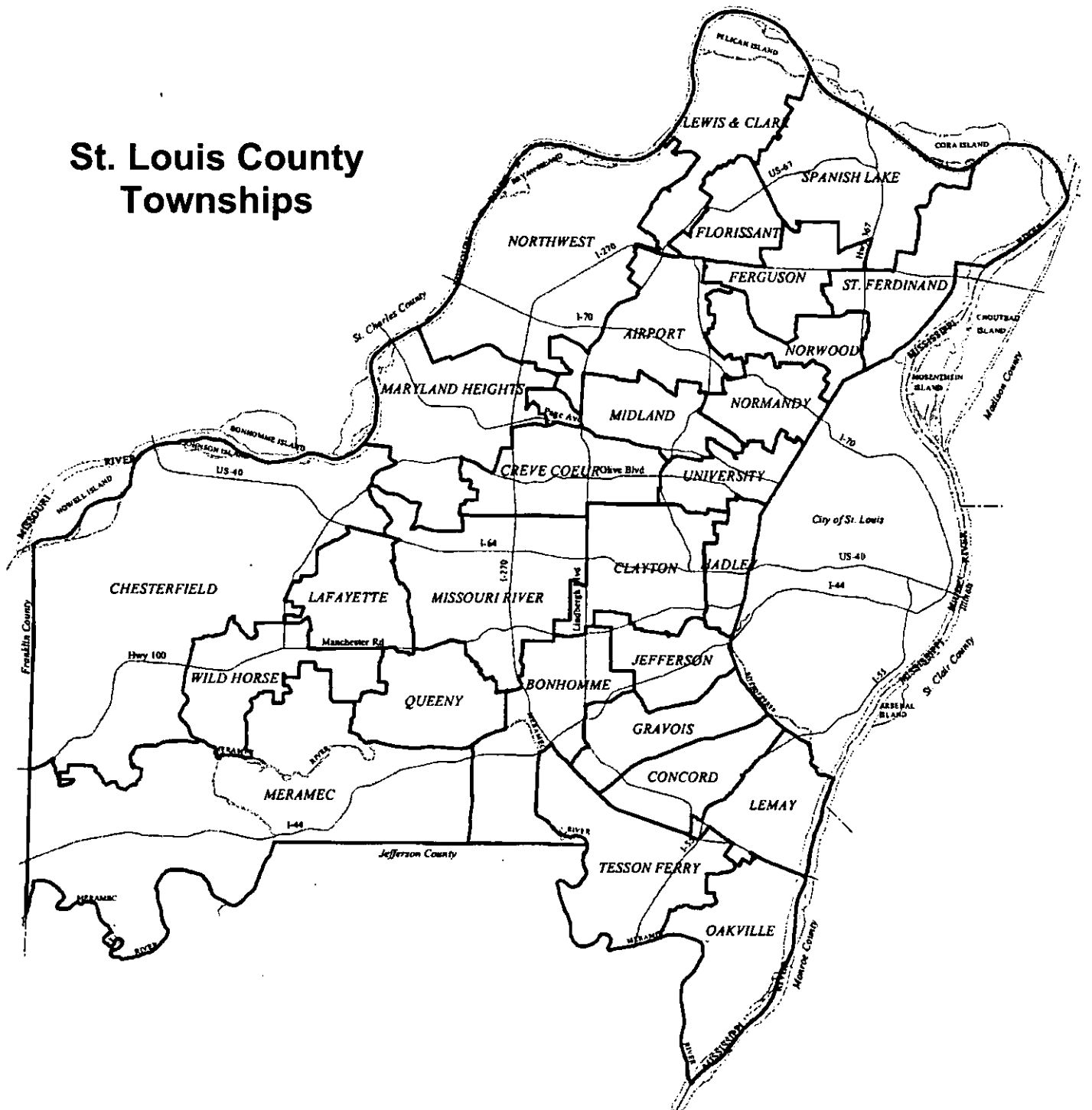

INSTRUCTIONS
FOR
ELECTION POLL WORKERS

for the Aug. 8, 2006 Primary Election

St. Louis County Townships

PELICAN ISLAND

LEWIS & CLARK

CORA ISLAND

SPANISH LAKE

US-67

NORTHWEST

FLORISSANT

I-270

FERGUSON

ST. FERDINAND

CHOUTEAU ISLAND

St. Charles County

I-70

AIRPORT

NORWOOD

MISSOURI RIVER

MOSENTHEIN ISLAND

Madison County

MARYLAND HEIGHTS

MIDLAND

NORMANDY

Page Ave

I-70

CREVE COEUR

Olive Blvd

UNIVERSITY

City of St. Louis

BONHOMME ISLAND

RIVER

US-40

JOHNSON ISLAND

MISSOURI

HOWELL ISLAND

I-64

CLAYTON

HADLEY

US-40

I-44

Lindbergh Blvd

I-270

CHESTERFIELD

LAFAYETTE

MISSOURI RIVER

Franklin County

JEFFERSON

ARSENAL ISLAND

I-55

St. Clair County

Hwy 100

Manchester Rd

GRAVOIS

WILD HORSE

QUEENY

BONHOMME

MISSOURI

CONCORD

MERAMEC

RIVER

LEMAY

I-44

Jefferson County

RIVER

TESSON FERRY

Monroe County

OAKVILLE

MERAMEC

RIVER

MISSISSIPPI RIVER

General Information:

Things you should know

Contents

IMPORTANT PHONE NUMBERS

All poll staffing problems: **314/615-1865**

Ask for the appropriate contact for your township so he/she can call any no-shows.

	Democrat	**Republican**
Ferguson, Florissant, Lewis & Clark, Norwood, St. Ferdinand, Spanish Lake	**Bridget** **615-1842**	**Ken** **615-1841**
Concord, Gravois, Lemay, Oakville, Tesson Ferry	**Sally** **615-1847**	**Karen** **615-1846**
Bonhomme, Clayton, Hadley, Jefferson, University	**Phyllis** **615-1862**	**Audra** **615-1861**
Airport, Creve Coeur, Midland, Normandy, Maryland Heights, Northwest	**Kathy** **615-1867**	**Pat** **615-1866**
Chesterfield, Lafayette, Meramec, Queeny, Mo. River, Wild Horse . .	**Patrick** **615-1872**	**Ann** **615-1871**

Supply & Equipment Problems (Warehouse)	**314/615-1878**
Voters' Questions or problems (Main office no.)	**314/615-1800**
Absentee Information	**314/615-1833**
Accounting	**314/615-1888**
Polling Places	**314/615-1829**
Tech Support	**To be determined**

Be considerate ⟶ Notify the Election Board immediately if you are unable to work as scheduled. Whether you plan on working or not working, return your confirmation postcard as soon as you receive it.

Vote early and avoid the hassle

As a poll worker, you're entitled to vote absentee. Make it a point to vote before Election Day. If you have any questions regarding absentee voting, call the Absentee department at 615-1833.

Transport case key

Transport case keys are mailed to each supervisor one week before Election Day. Call your judge/clerk as soon as possible to verify receipt of the key.

Polls open at 6:00 a.m.

All election Poll Workers must arrive at their polling place at 4:45 a.m. Call the Polling Place department at 615-1829 if you are unable to gain entry to your poll by 4:50 a.m.

Be on time ⟶

Lunch breaks

A polling place must be staffed at all times with at least four Poll Workers: two Republicans and two Democrats, two of which are supervisors or assistant supervisors. Bring your lunch to eat at the polls and rotate break times.

Electioneering is not allowed

Electioneering cannot take place inside the polling place or within 25 feet of the entrance to the building. Electioneering includes:

- Wearing candidate buttons or badges

- Displaying campaign posters

- Distributing sample ballots or campaign literature

- Showing support or opposition to a candidate or ballot issue

- Gathering signatures for petitions

If a voter or poll worker gets hurt

Call 615-1888 to report any accident or injury.

Duties of roving deputies

Roving deputies make inspections of the polling places to ensure the polls are properly set up and running smoothly. Roving deputies deliver absentee printouts, supplemental binder page(s), and cellular phones. Deputies will be available to assist in changing paper rolls on touch-screen machines (if necessary).

Phones

If a cell phone is furnished, deputies will deliver it in the morning. Please turn on the phone and keep it at the problem table.

Use phone provided

What is a challenger?

Challengers

Challengers are individuals appointed by a political party to be present inside the polls at a primary or a general election to question voters' qualifications. They may observe, make lists, and even challenge the process. A challenger may or may not be assigned to your location.

If a voter's qualifications are questioned by a challenger, call 615-1851 or 615-1854.

Who's allowed in the polls?

- Election Poll Workers and voters.
- Anyone assisting a voter.
- Challengers.
- Election Board personnel.
- Media, with the approval of the Election Board.
- Children under 18 may accompany their parents.

Elected officials may only enter their own polling place to cast a ballot. Elected officials, or those on the ballot, may not be in a polling place, except to vote.

Memos

Read all memos found in the back pocket of the clear orange pouch. These reflect important last minute changes.
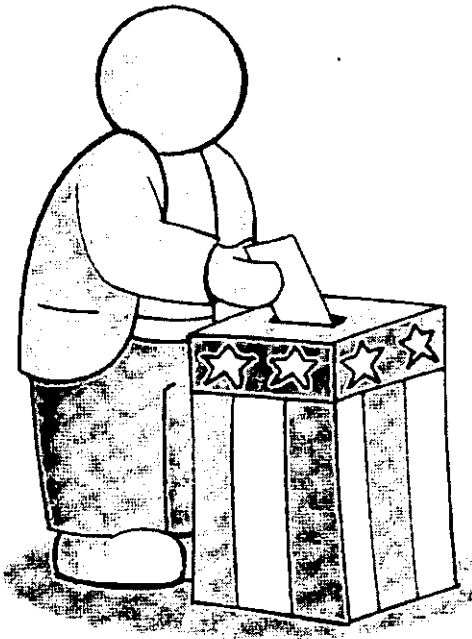
Voter Service

Treat all voters equally and respectfully

It's important that everyone entering a polling place be treated with respect. The poll worker plays an important role in shaping this professional environment in serving the needs of voters as they exercise their right to vote.

Providing respectful, positive service for all voters reinforces the commitment of the Election Board to the fair and impartial administration of the voting process in St. Louis County.

Understanding the needs of individual voters helps overcome any prejudice or discrimination that might occur.

Voting rights act

Civil rights laws exist to protect all citizens from discrimination. Poll workers need to show respect for all voters and be aware that discrimination and prejudice are *not* legal and can have severe consequences.

You as a poll worker will face voters with many different needs at the polls. Your role is to see to it that all voters are treated fairly and equally.
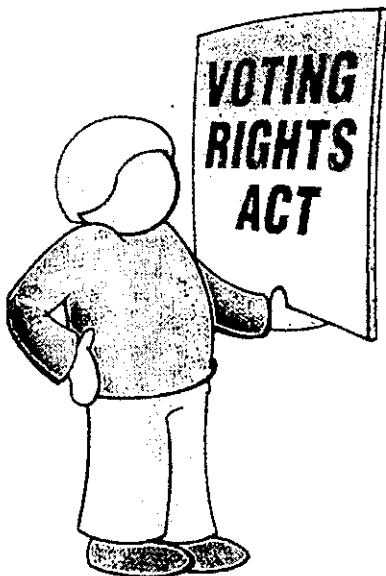
Services to voters with disabilities and special needs

This section presents information that you need to know: the *who, what, how* and *why* of serving voters who are disabled or elderly. Poll workers need to know:

- How to identify persons with disabilities.

- How to assist persons with disabilities, if requested, using patience and sensitivity to enable everyone to vote.

Disabilities and the law

State and federal laws protect the rights of the elderly and persons with disabilities. There are many kinds of disabilities that require special attention by the poll worker. Think of the person first, and the disability second.

This chapter concentrates on meeting the needs of voters with visual or hearing impairment or who use a wheelchair. About 20 percent of the population has some form of disability.

Blindness or impaired vision

- *Blindness, impaired vision,* and *low vision* are terms used to identify persons who lack all or part of their ability to see.

- They may use a cane, have a service dog, thick glasses, or sunglasses.

Assisting persons with vision impairments ✶

1. Offer your arm or shoulder *(Do not* grab a visually impaired person's arm or shoulder) so the person maintains independence and can let go at any time.
2. Provide specific directions. For example, "Proceed 20 feet straight ahead (make sure the voter is faced in the right direction) and the voting machine is on your right."
3. Assist with filling out forms, etc.
4. Keep the magnifier provided available.
5. If a companion accompanies a voter with impaired vision, speak *directly* to the voter, not the companion. Do not pet, feed, or distract a service dog.

✶ See **Audio Ballot Chapter.**

Deaf or hard of hearing

To identify a voter who is deaf or hard of hearing, look for and be aware of persons who use sign language or lip read, wear a hearing aid, or are accompanied by an interpreter.

Assisting persons with hearing impairments

- Stand where the voter can see you easily. Keep light in front of you, not behind you (don't stand in front of a window.)

KEYS TO COMMUNICATION
- speak to voter (not attendant)
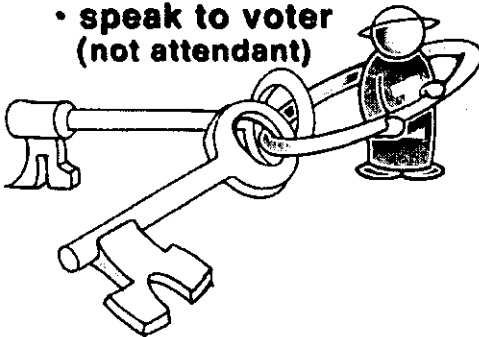
- If an interpreter is present, speak to the voter who is deaf or hard of hearing, *not* the interpreter.
- Keep your hands away from your mouth (the voter may lip read.)
- To get the voter's attention, touch the voter's shoulder. *Don't yell.*
- Be prepared to communicate by written notes.

Disability assistance in voting booth

Persons with a disability have the right to have a companion assist them in the polling booth. One person may not assist multiple voters.

- A voter may be assisted by anyone of his/her choice.
- If asked, two poll workers of the major political parties shall go with the voter to the voting booth and cast the ballot as the voter directs.

Assisting persons with wheelchairs

- Make sure sign-in table has plenty of knee clearance for wheelchair and scooter users.
- If possible, talk eye-to-eye, and sit down when speaking to a wheelchair user.
- Do *not* touch the wheelchair or scooter as this is considered part of the voter's personal space.

Curbside voting

If a person with a physical disability is unable to enter the polling place, he or she is to be assisted.
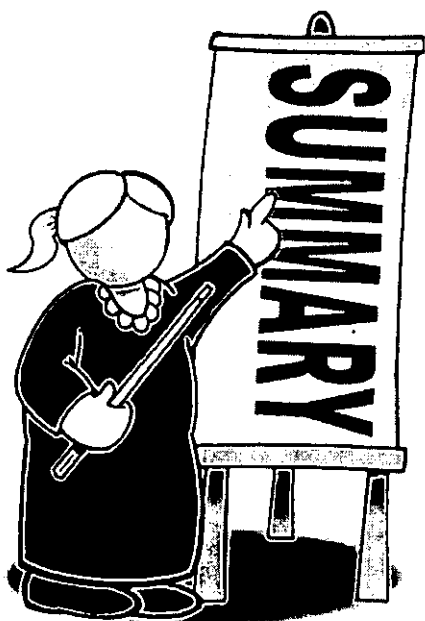
See Work Areas 1 – 6 Chapter, pgs. 14, 15.
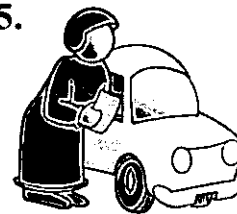
Be sensitive to the needs of the voters with disabilities and work to serve *all* voters.

Do everything necessary to make the voting experience a *positive* one.

- **Be prepared**
- **Be aware**
- **Be sensitive**
- **Be positive**

Supplies:

Everything needed for processing the voters

Contents

Check-List, next four pages

Your supplies are the tools you'll need to run an efficient polling place.

Check this chapter so you'll know where to find everything on Election Day. If you have any questions, call your judge/clerk prior to the election.

Transport case

- ☐ Opti-scan ballot reader in carrying case
- ☐ Opti-scan voting booths
- ☐ Opti-scan ballot secrecy folders
- ☐ Door pouch:
    - ☐ Transport case seal log
    - ☐ Seal verification form
    - ☐ Broken seal investigation report
- ☐ **Audio headset**
- ☐ **Flag**
- ☐ **Signs:**
    - Voter ID
    - No electioneering
    - Polling place
    - Handicapped entrance
    - Voter's bill of rights
    - ☐ No cell phone usage
    - ☐ "How to Vote" instructions
- ☐ **Wall charts**
- ☐ **Extension cord**
- ☐ **Law book & Street guide**
- ☐ **Aprons and judges manual**
- ☐ **A green canvas bag containing:**
    - ✔ Voter tickets
    - ✔ Precinct binders
   - ✔ Polling place list
    - ✔ Turn-in Instructions

✔ Envelopes:

- Voter ticket
- Write-in
- Spoiled opti-scan ballots/voter tickets
- ☐ Oath & Affidavit
- Provisional ballot

✔ Voter affidavit forms

✔ Magnifier (for opti-scan voting)

✔ Registration/change of address cards

✔ A supply kit containing:

- ballpoint pens
- judges' badges
- rubber bands
- paper clips
- magic marker
- masking tape
- stapler
- wet wipes

☐ **An orange vinyl bag containing:**

- ☐ Opti-scan ballots in folders
- ☐ Opti-scan provisional ballots in folders
- ☐ Touch-screen replacement paper rolls

✔ **Keys and password** (located in key envelope)

- Padlock key for transport security cart **(orange tag)**
- Touch-screen paper log key **(red tag)**
- Opti-scan open/close key **(green tag)**
- Opti-scan ballot box key **(green tag)**
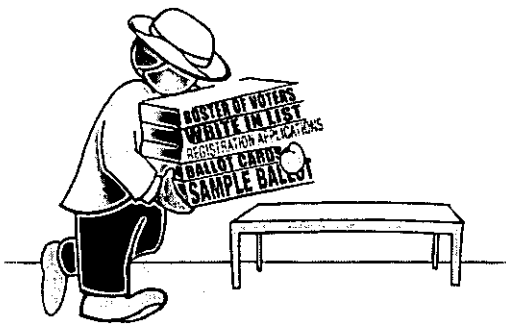
□ **A clear orange pouch containing:**

✔ One master PEB **(green)**

✔ One, two, or three Supervisor PEBs **(red)**

✔ Case for opti-scan memory card (PCMCIA)

The pouch will look like this when you open your supplies.

Master PEB
(green)

Supervisor
PEB (red)

Supervisor
PEB (red)

Supervisor
PEB (red)
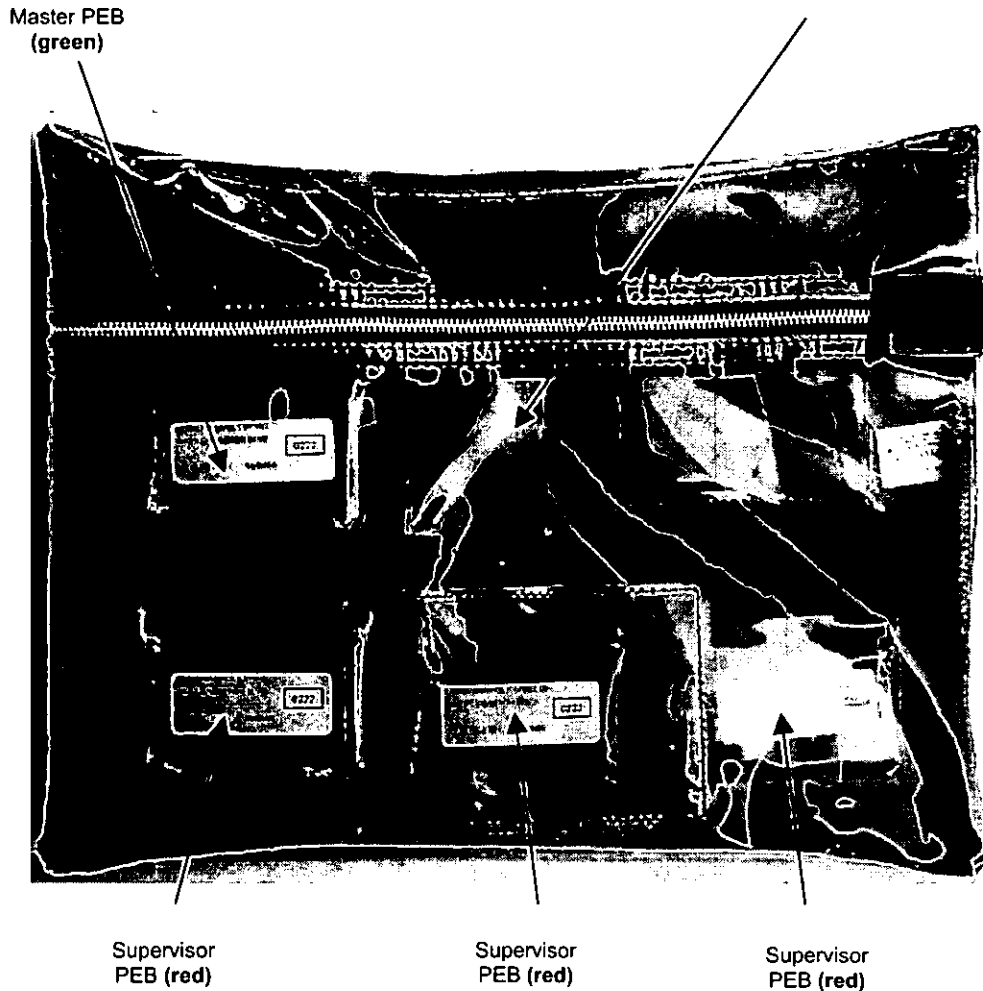
Breaking bag/pouch seal

Break the seal on the orange vinyl bag and clear orange pouch by lifting up on the seal at the zipper until it breaks. If necessary push the remaining tab in with a paperclip.

☐ **Back pocket of the clear orange pouch containing:**

✔ Opening and closing certification forms:

- Touch-screen voting
- ☐ Opti-scan voting

✔ Payroll forms and envelope

✔ Memos

✔ Daily vote tally

The back pocket of the clear orange pouch.

Opening the Polls:
All the procedures to do it right

Contents

Fill out the payroll form so your check arrives ASAP

As each poll worker arrives, print his/her name, address, and arrival time on the correct payroll sheet.

There is one clearly marked payroll sheet for all Republican poll workers and another for all Democratic poll workers.

The number of poll workers assigned is written at the top of the payroll sheet.

Help!!!

It's one hour before the polls open and two poll workers haven't shown up yet.

What do I do??? ➡

Call your judge/clerk at 5:00 a.m. if you do not have the correct number of poll workers that have been assigned to your polling place. See **General Information Chapter, Pg. 1**, for the number. Have both payroll sheets when you call.

Supervisory poll worker duties

SEAL VERIFICATION FORM

This form is to be placed in the back pocket of the clear orange pouch when completed

ST. LOUIS COUNTY BOARD OF ELECTION COMMISSIONERS

```
ST THOMAS/HOLY SPIRIT CH
3980 S LINDBERGH BLVD
        ELEC # 604        08/08/08        [ 0222 ]
GRA 009 045 046
GRA 008
GRA 003 007
```

Verify the seal numbers, if correct, check the box. ☑

Call the warehouse with discrepancies. Phone (314) 615-1878.

Transport Security Cart Seal # (White Seal)	114210	☑
Orange Vinyl Bag Seal #	1077106	☑
Clear/Orange Pouch Seal #	0023111	☑
Opti-Scan Memory Card Seal # (Blue Tape Seal)	255053	☑
Touch Screen Compact Flash Card Seal # (Blue Tape Seal)	274012	☑
Touch Screen Compact Flash Card Seal # (Blue Tape Seal)	274013	☑
Touch Screen Compact Flash Card Seal # (Blue Tape Seal)	274014	☑
Touch Screen Compact Flash Card Seal # (Blue Tape Seal)		☐
Touch Screen Compact Flash Card Seal # (Blue Tape Seal)		☐
Touch Screen Compact Flash Card Seal # (Blue Tape Seal)		☐

We, the undersigned Poll Workers verify that the seal numbers are correct, except as noted.

Lori Wrobel
Republican Supervisor

Kathy Yott
Democratic Supervisor

Karen Suttor
Republican Assistant Supervisor

Kathy Kelley
Democratic Assistant Supervisor

I:\Judges\Supervisor\ESASV Forms used at poll\Seal Verification Form.doc

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One poll worker from each party is designated as a supervisor.

- Verify/break seal and unlock transport case.

- Verify/break seal and get key envelope from orange vinyl bag.

- You will find the password to activate the touch-screen machines in the key envelope.

- Verify/break seal on clear orange pouch.

- Verify/break seal and unlock the transport security cart padlock with the orange tagged key.

- Roll up security cable and place in top of the transport case.

- Complete the opening certification forms for both the touch-screen and opti-scan systems.

- Make sure the workload is evenly distributed.

- Deliver sealed clear orange pouch, sealed orange vinyl bag and green canvas bag after the polls close.

Supervisor and assistant supervisor duties

• Set up all equipment.

• Rotate the duties manning the problem table, opti-scan reader and activating the touch-screen for voters.

• Collect voter tickets for those voting touch-screen, keeping them in stacks of 50.

Assistant supervisor duties

• Assist supervisors with paperwork.

• Assist supervisors in packing up the three bags for delivery to turn-in location. See **Closing the Polls Chapter, pgs. 13, 14, 15.**

• Collect transport case keys from supervisor and assist poll workers with packing all remaining supplies in the transport case.

• Secure the transport case, opti-scan ballot box, and touch-screen transport security cart with security cable.

Poll worker duties

• Set up Work Areas 1 - 4.

• Periodically rotate work areas.

• Check ID cards.

• Number, issue, and complete voter ticket forms.

• Locate names in binder, and initial.

- Initial, record location number, and issue opti-scan ballots.

- Collect opti-scan voter tickets. Rubber band in stacks of 50.

- Send voter to appropriate voting equipment.

- Pack up remaining supplies after closing.

Transport case

Election supplies will be delivered to the polling place in a transport case and transport security cart. One of the supervisors will use his/her key to open the transport case. In the **Supplies Chapter** you will see what you'll need to set up your polling place.

Transport case seal log

Both supervisory judges will verify that the seal on each transport case is intact. If intact, sign the transport case seal log found in the pouch on the inside of the door and proceed with the setup.

Broken seal investigation report

If the transport case seal is broken, complete the broken seal investigation report found in the pouch on the inside of the door. If there is a discrepancy with the contents, call the Election Board warehouse at 615-1878.

Opening Checklist for Touch screen

- [ ] Retrieve keys & password from key envelope in the Orange Vinyl Bag

- [ ] Retrieve Touch screen Opening Cert. form from back pocket of Clear Orange Pouch

- [ ] Remove Touch screens from the Transport Security Cart

- [ ] Remember – Touch screen setup is a 2 person job

- [ ] Verify serial numbers for each machine on touch screen Opening Cert. form

- [ ] Verify serial numbers on PEB's found in clear orange pouch on the Opening Cert. form

- [ ] Check that there is a blue tape seal securing the slot for the flashcard on the Opening Cert. form

- [ ] Verify flashcard seal number on Seal Verification form

- [ ] Check the last touch screen in the daisy chain to make sure they all have power

- [ ] Remember **** Only use the RED Supervisor PEB to activate the touch screens for voting

- [ ] Do you have the Password? (Found in key envelope)

- [ ] Activate touch screens with Red P.E.B and Password

- [ ] Follow prompts and be PATIENT – WAIT

- [ ] Verify 'Public Count' on T.S. Opening Cert. form

- [ ] Sign & place Opening Cert. form in back pocket of clear orange pouch

TOUCH SCREENS ARE NOW READY FOR VOTING

Closing Checklist for Touch screen

☐ Retrieve the T.S. Closing Cert. form from the back pocket of the Clear Orange Pouch

☐ Record number of ballots cast on each T.S. machine in appropriate box (Public Count #'s)

☐ Record final numbers on the Daily Vote Tally in appropriate box (Public Count #'s)

☐ Put away the (Red) Supervisor P.E.B's in the Clear Orange Pouch

☐ Retrieve the (Green) Master P.E.B from the top left pocket of the Clear Orange Pouch

☐ Insert the Master P.E.B. in T.S. machine #1 (the one furthest away from the socket)

☐ The T.S. will display the close option menu. Select 'Close the Polls'

☐ PLEASE WAIT! (the T.S. is now loading all votes onto the Master P.E.B.)

☐ The screen will then prompt you to 'Remove P.E.B.' (the T.S. is now reading all votes onto the flashcard)

☐ You can now move onto the next T.S. machine

☐ Repeat these steps for each T.S. machine

☐ When closing is complete the screen will display 'Terminal Closing is Complete'

☐ Touch the screen to exit

☐ Place the (Green) Master PEB in the top left pocket of the Clear Orange Pouch

☐ Remove flashcards from top of each T.S. and place in top right pocket of the Clear Orange Pouch
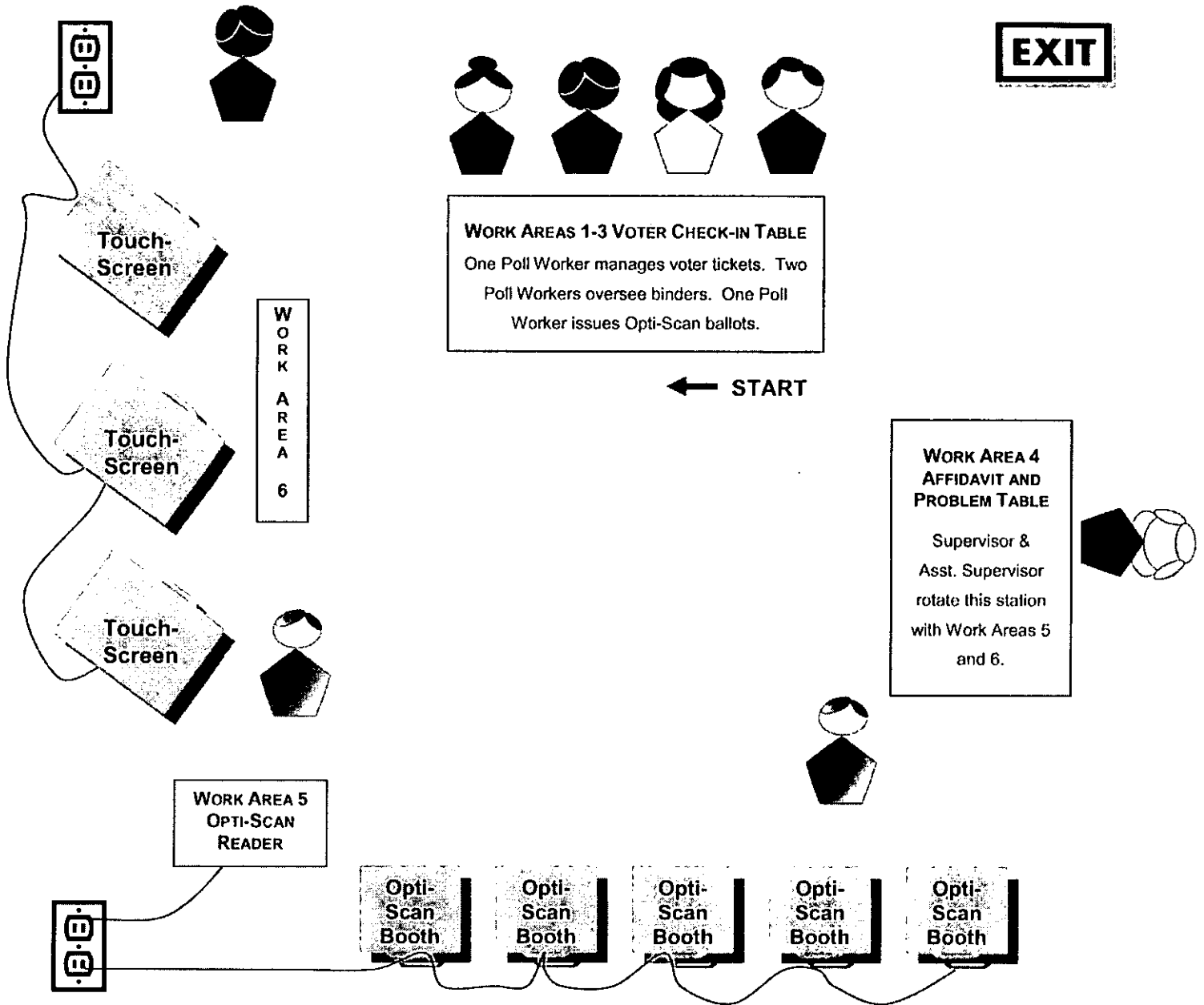
☐ Using red tag key, unlock printer door on back of each T.S.

☐ Remove Paper rolls from each T.S. (instructions on pgs. 8&9 in the manual)– Both Supervisor initial the paper roll, rubberband and place in the Orange vinyl bag

☐ Asst. Supervisors & poll workers will be responsible for taking down the T.S.'s and loading onto the Transport Security Cart
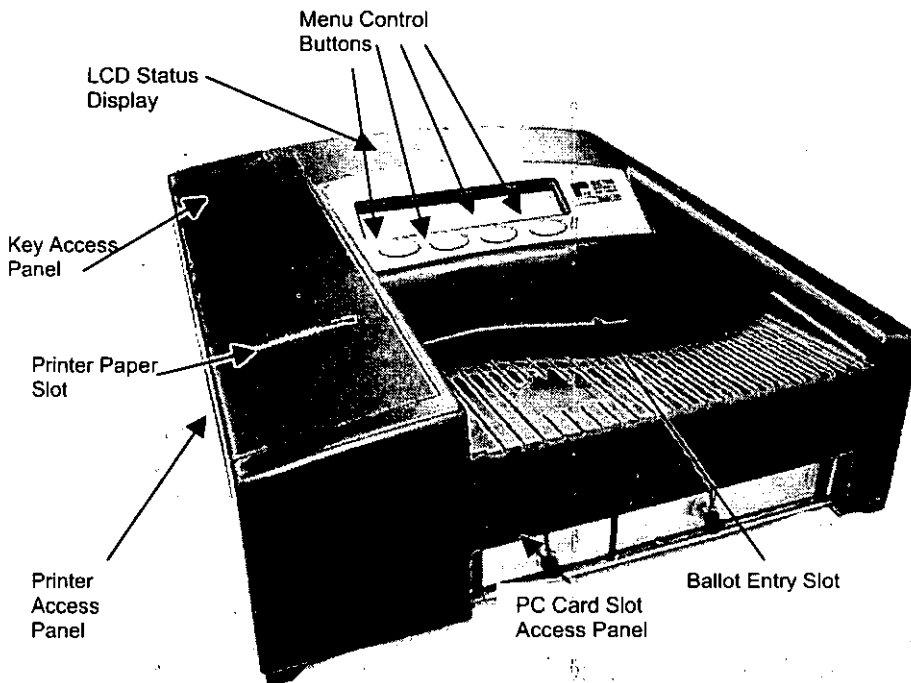
Hanging things up: wall charts, signs, flag

☐ Tape up the wall charts for public viewing. *ID Card* signs should be displayed next to the wall charts and on the table at Work Area 2.

☐ Post the *No Electioneering*, *Polling Place* and *Handicapped Entrance* signs outside the polling place entrance. If the handicapped entrance is not the main entrance to the polling place, put a *Polling Place* sign at both entrances.

☐ Post the *No Cell Phone* sign near the voting area.

☐ The American flag must be displayed outside at all times, in all weather conditions.

☐ Post the Voter's Bill of Rights.

☐ Post the "How to Vote" instructions.

EXIT

Touch-Screen

Touch-Screen

Touch-Screen

W
O
R
K

A
R
E
A

6

WORK AREAS 1-3 VOTER CHECK-IN TABLE

One Poll Worker manages voter tickets. Two Poll Workers oversee binders. One Poll Worker issues Opti-Scan ballots.

← **START**

WORK AREA 4 AFFIDAVIT AND PROBLEM TABLE

Supervisor & Asst. Supervisor rotate this station with Work Areas 5 and 6.

WORK AREA 5 OPTI-SCAN READER

Opti-Scan Booth

Opti-Scan Booth

Opti-Scan Booth

Opti-Scan Booth

Opti-Scan Booth

Setting up the opti-scan reader

Set up the opti-scan voting booths

Menu Control
Buttons

LCD Status
Display

Key Access
Panel

Printer Paper
Slot

Printer
Access
Panel

PC Card Slot
Access Panel

Ballot Entry Slot

Opti-scan reader checklist

☐   The clear orange pouch is in the transport case. Remove the opening certification forms from the back pocket. You will need these forms to verify your equipment and ballots.
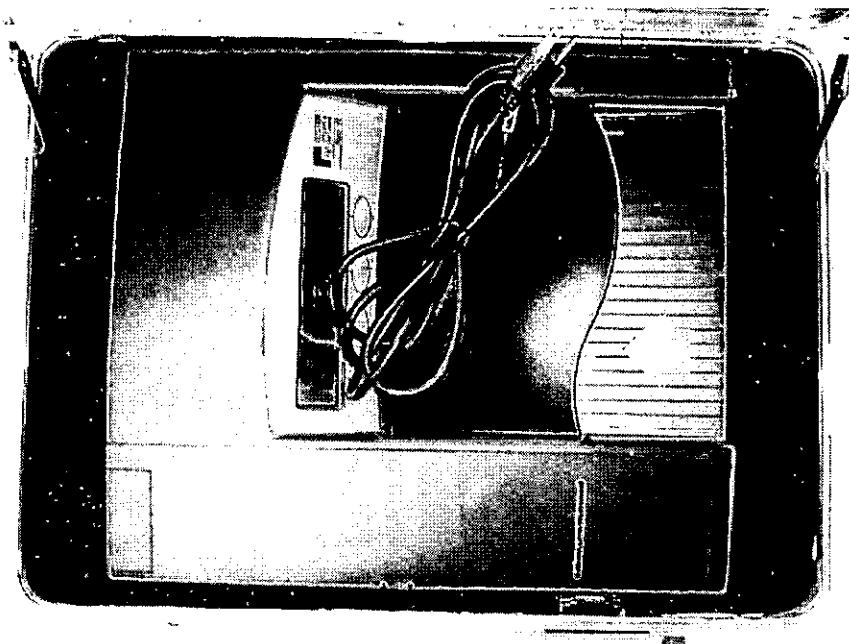
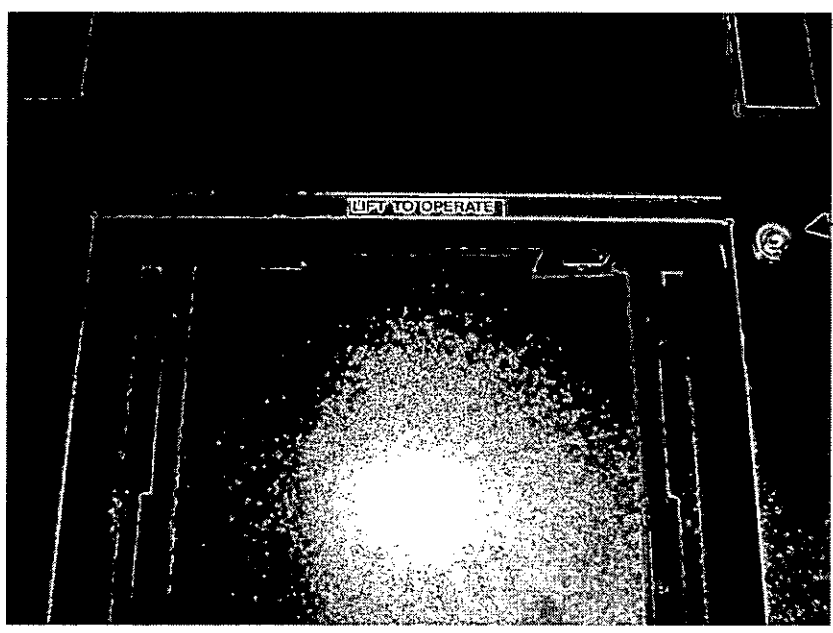☐   Get the ballot box key **(green tag)** and the open/close key **(green tag)**.

☐   Remove the black case from the transport case. Take the opti-scan reader out and verify the serial number on the back with the serial number on your opening certification form.

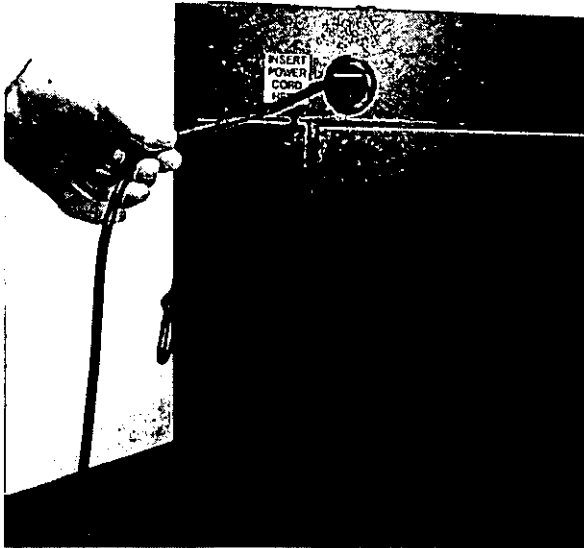## Looking for the key envelope?
Check the orange vinyl bag.
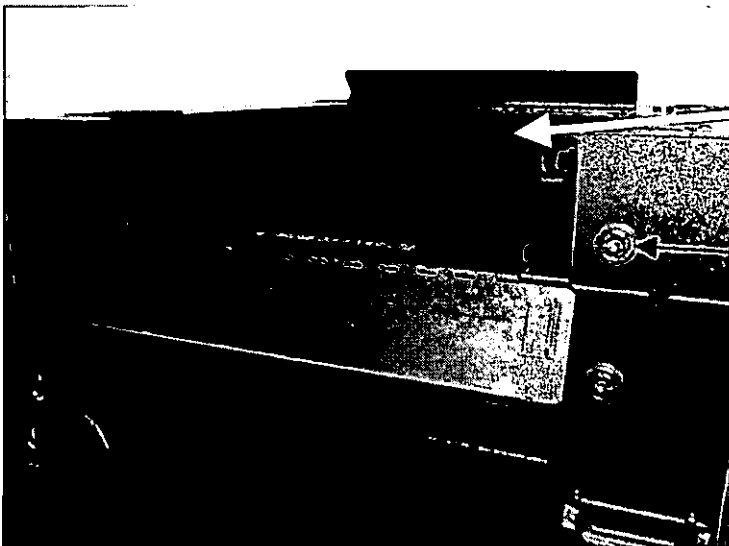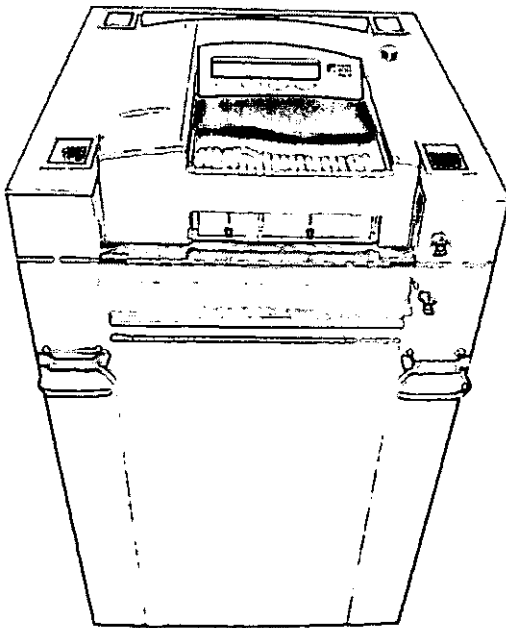
☐ Remove cord from black case.

Very Important

☐ Unlock and lift the metal door marked "Lift to Operate," which covers the ballot entrance slot.

☐ Feed the cord through the opening on the left side of the ballot box until it appears through the slot at the back.

☐ Cord will appear through the slot at the back.

☐ Unlock and open the reader access panel.

☐ Remove the opti-scan reader from the black case.

☐ Place the opti-scan reader about one-third of the way into the recessed area and slide it on the mounting rails until it's four to five inches from the back of the recessed area.

☐ Plug the power cord into the back of the opti-scan reader.

☐ Slide the opti-scan reader until it is against the back of the ballot box. Bring reader access panel up and lock in place.
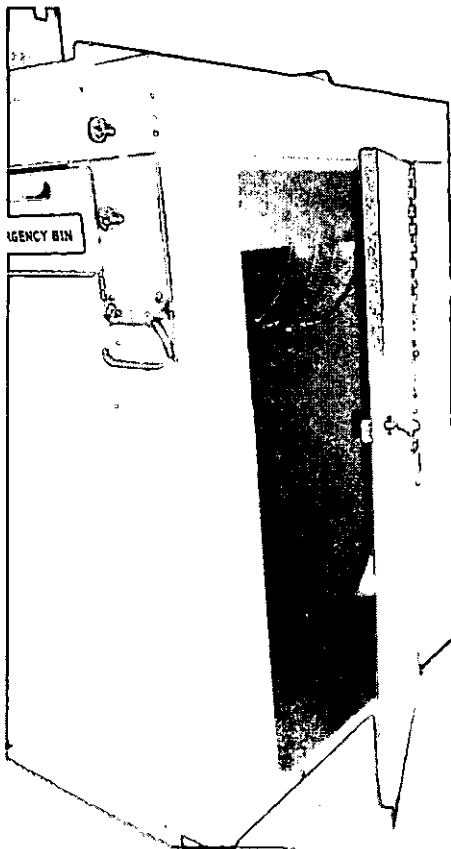
☐ Plug the cord into a three-pronged electrical wall outlet.

☐ Check ballot compartment door to verify the ballot compartment is empty.

☐ Close and lock door.
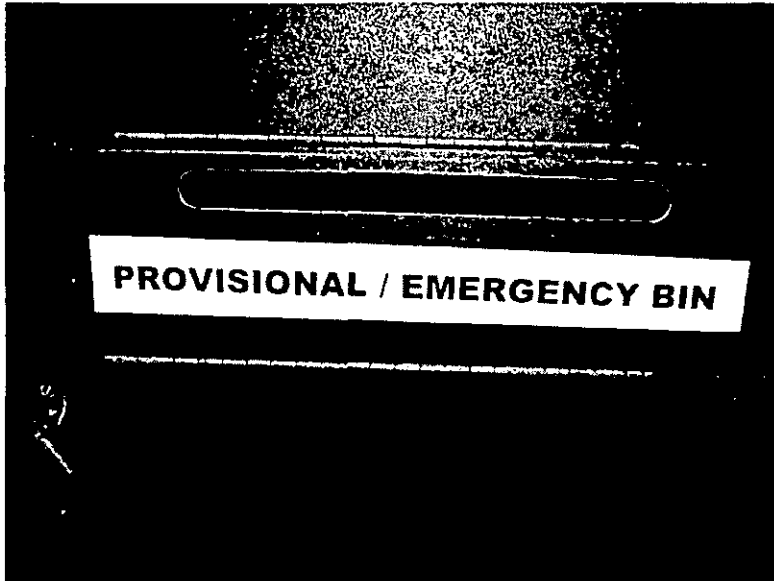
☐ Check provisional ballot/emergency bin to verify the ballot compartment is empty.

☐ Close and lock the door. Make sure the Provisional/emergency bin is accessible.
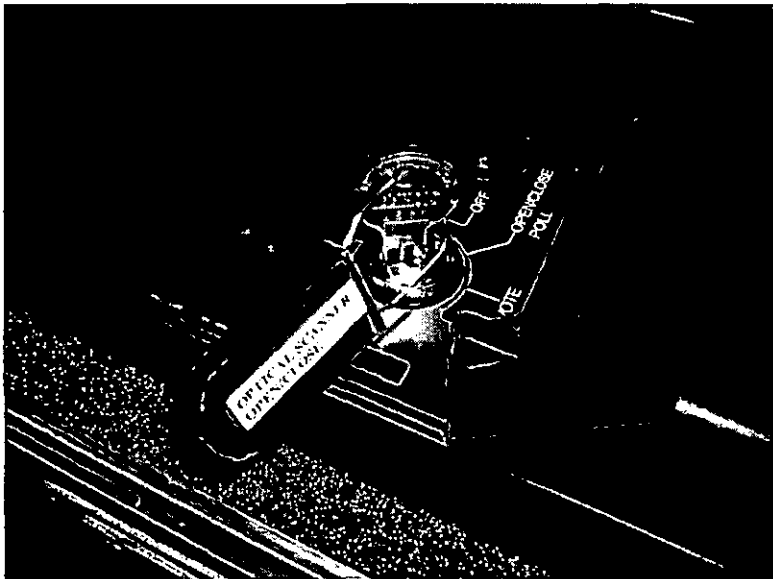
☐ Insert the opti-scan open/close key and turn it to the OPEN/CLOSE POLL position. *Please wait.* The opti-scan reader will display "S-MODE" and "ELECTION CARD INSERTED-OPEN POLLS NOW"

☐ Press YES. "PLEASE TURN KEY/SWITCH TO VOTE" appears

☐ Turn the reader key to the VOTE position to print report. This report will show zero votes on the opti-scan reader as well as a certification message.

```
            *** Status Report ***
          05:20:22  08/08/2006

St Louis County
PRIMARY ELECTION
0222 LOCATION 0222
Election Date: August 8, 2006

Precinct 0302

Ballot Types:
ALL
. . . .
0
Total : 0

Precinct 0303

Ballot Types:
ALL
. . . .
0
Total : 0

Precinct 0305

Ballot Types:
ALL
. . . .
0
Total : 0

Grand Total

Ballot Types:
ALL
. . . .
0
Total : 0



          *** Zero Totals Report ***
          05:20:22  08/08/2006

St Louis County
PRIMARY ELECTION
0222 LOCATION 0222
Election Date: August 8, 2006
Total Number Voting:  0

Precinct Voting Report

PRECINCT 0302

Total Ballots                    0
Ballots for Code 00302 -01-01    0

SENATOR - REPUBLICAN

ISAIAH HAIR JR                   0
JIM TALENT                       0
JOYCE P. LEA                     0
ROXIE L. FAUSNAUGHT              0
SCOTT BABBITT                    0
Write In                         0
Over Votes                       0
Under Votes                      0
- - - - - - - - - - - - - - - - - - -
Total Votes                      0
```

☐　Review the tape for accuracy and check the date and time. Time is extremely important. If incorrect, it could prevent you from closing the polls at 7:00 p.m. If incorrect, call the Election Board.

☐　Compare the zero report tape to the wall charts and sign where indicated.

☐　Sign tape and staple to opening opti-scan form. Take to Work Area 3 and Poll Workers will verify ballot styles issued to the wall charts and confirm number of opti-scan ballots issued. Return form to the back pocket of the clear orange pouch.

☐　With the reader in the VOTE mode, pull straight up to remove the key, put it in the key envelope and place in the orange vinyl bag. Close the key access panel. The opti-scan reader is now ready for voting.
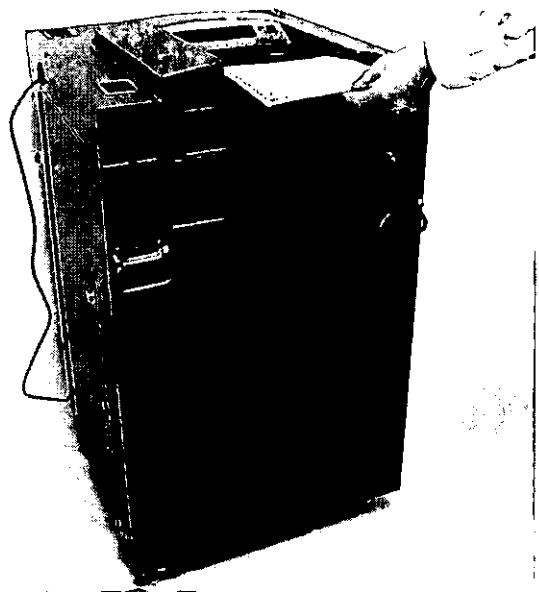
Opti-scan opening certification form

OPTI-SCAN OPENING CERTIFICATION

This form is to be placed in the back pocket of the clear orange pouch when completed

ST. LOUIS COUNTY BOARD OF ELECTION COMMISSIONERS

```
ST THOMAS/HOLY SPIRIT CH
3080 S LINDBERGH BLVD          0222
     FLFC # 604      08/08/06
GRA 008 945 646
GRA 008
GRA 003 007
```

Serial number on opti-scan reader _01501Y_ Ballots issued _300_

OPENING THE POLL

Call the warehouse with discrepancies. Phone (314) 615-1878

Turn the key (with the green tag) on the opti-scan reader to "open/close polls" position. Follow the prompts to print "0" report. Tear off zero report and attach to this form, after both supervisors sign.

OPTI-SCAN CHECK

BALLOT STYLE	# OF BALLOTS	✔
0302	100	☑
0303	100	☑
0305	100	☑
		☐
		☐
		☐
		☐
		☐
		☐

We, the undersigned Poll Workers verify that the serial number, ballot styles and number of ballots are correct and a zero report was produced.

Audra Spencer
Republican Poll Worker

Sally Shaw
Democratic Poll Worker

Karen Buttice
Republican Poll Worker

Bridget Banks
Democratic Poll Worker

F:\Judges\Supervisors\F SA S\Forms used at prih\Opti-Scan Opening Certification.doc

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• ☐ The two supervisors verify the serial number located on the back of the opti-scan reader.

• ☐ Compare ballot styles from the zero report tape to the wall charts. Sign the zero report tape where indicated. Staple the report tape to the opening certification form.

Take the form (plus the report) to Work Area 3. Poll workers will verify ballot styles issued and number of ballots, placing check marks to confirm. Sign and place in the back pocket of the clear orange pouch.
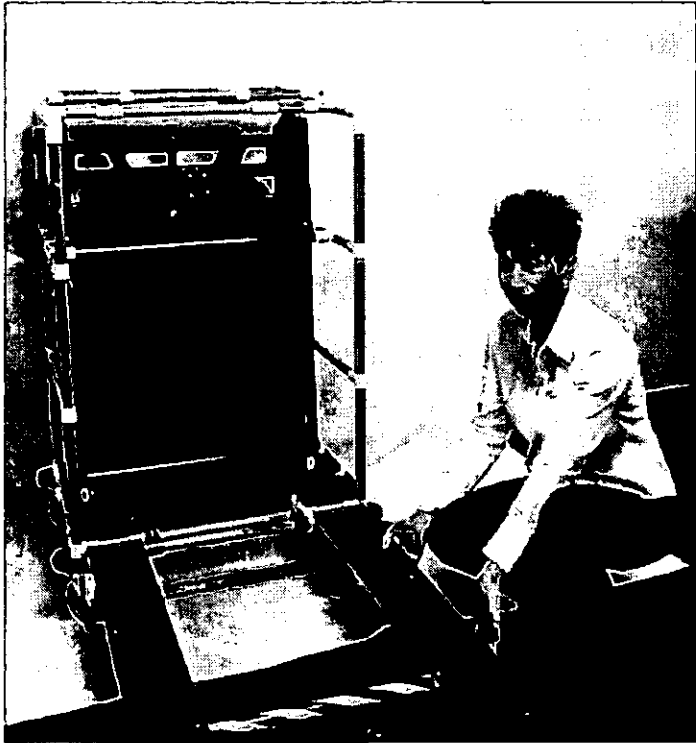
Setting up the touch-screen voting machine

Removing touch-screen machines from transport security cart

☐   Remove cover and place in transport case.

☐   Get the transport security cart padlock key **(orange tag)** from the key envelope in the orange vinyl bag.

☐   Hang padlock on the side of cart, lift front arm and fold back.
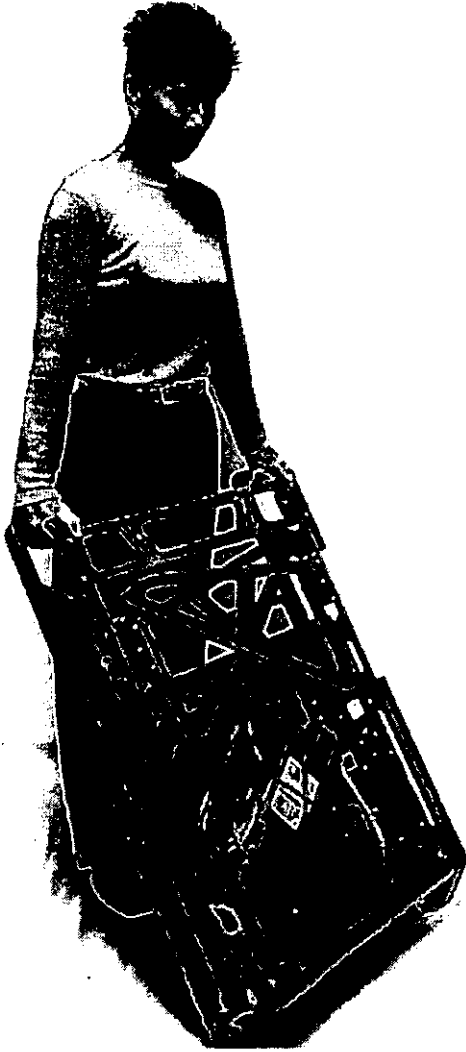

☐   Lift top arm and fold back.

☐ Lock the front wheels by pushing down on the pedal – then lower the ramp to the floor.
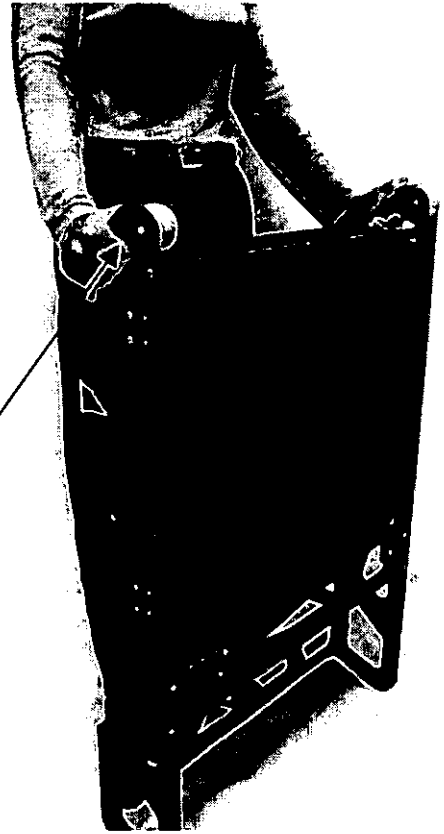

☐ Remove waist high restraining bar by pulling up and secure on top of cart.

Assembling the touch-screen voting booth

☐ Roll the booths out of the cart to the set-up location. Put the side with the power cord away from the wall.

☐ Turn the booth over so that the wheels are on top, facing away from you, and the legs are at the bottom.
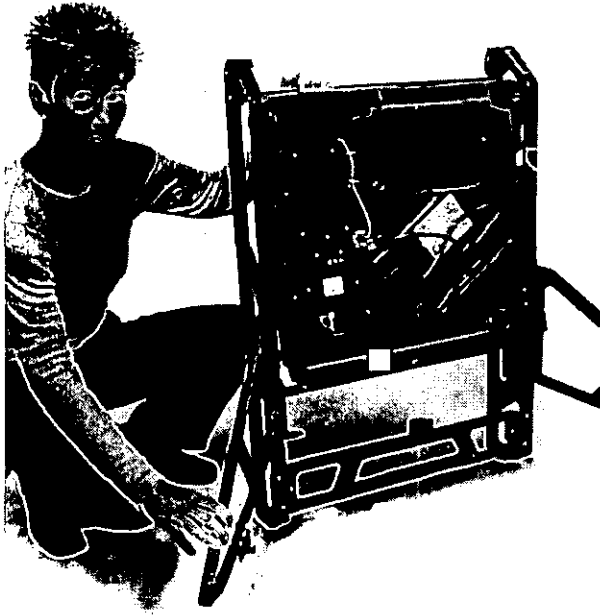
☐ Carefully pull the legs away from the center. Don't force the legs open. They will resist when fully opened. This releases the touch-screen.

☐ Lean the booth forward so it rests on the legs.

☐ Lift the voting portion up and away from you to position it. When snapped in place with the release button the top will be at a 45-degree angle away from you.
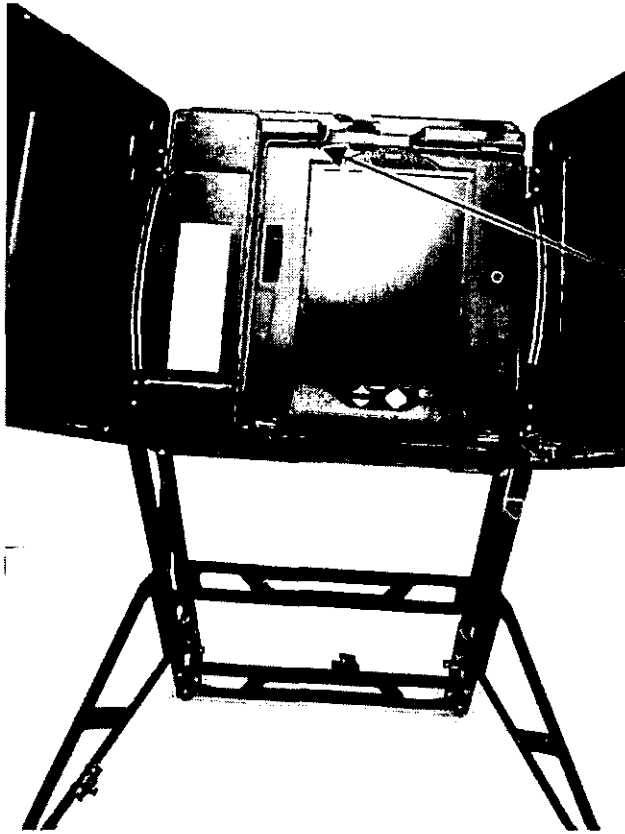
□ Open the doors outward from the center. Do not force the doors open.

□ Before opening the polls, check to see that there is a **blue** tape seal securing the slot for the compact flash card. Verify the seal number on the seal verification form, and the serial number on the touch-screen opening certification form.
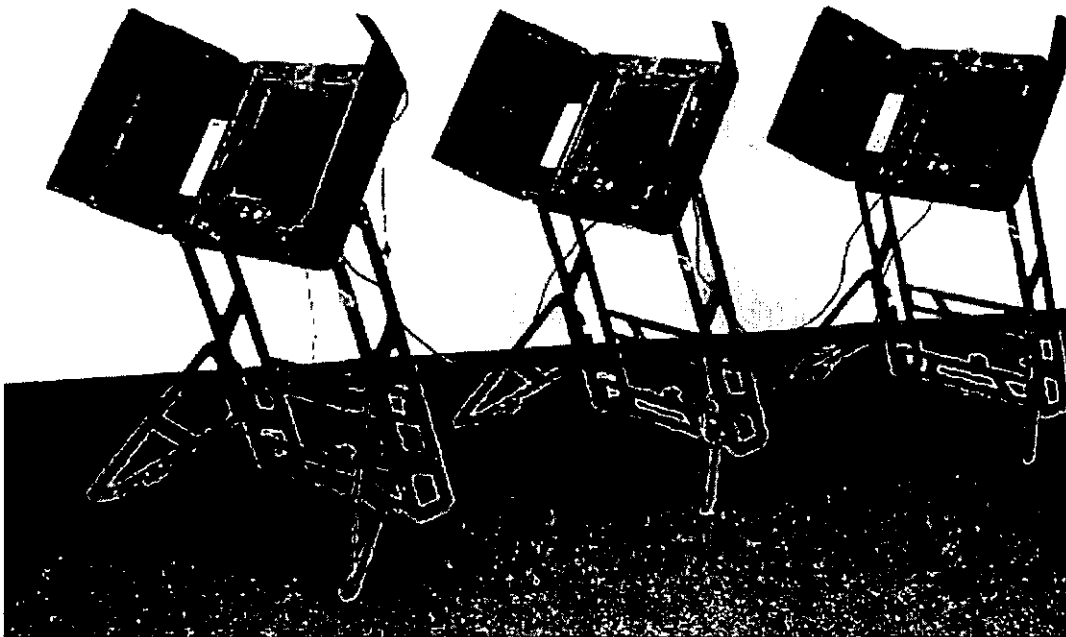
□ Plug the unit into a wall outlet. Daisy-chain multiple units.

Activating the touch-screen for voting

This is REALLY important!!
The green PEB is only to be used to close the polls.

Insert supervisor PEB **(red)**. Follow prompts and enter password (in key envelope).

WAIT... Do not remove PEB until prompted.

Open additional terminals using the same PEB **(red)** and procedures. The touch-screens are now ready for voting.
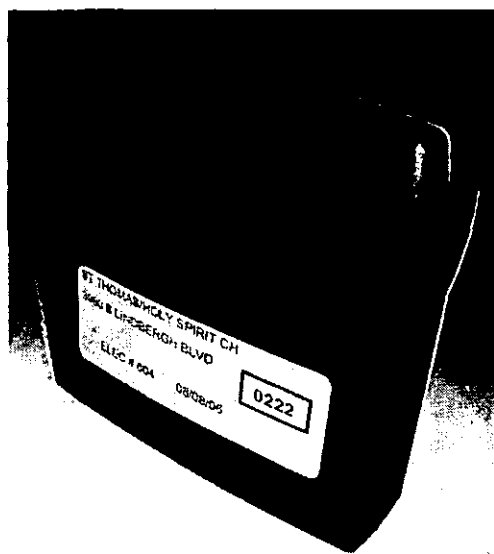
PEB stands for *personal electronic ballot*

Touch-screen opening certification form

- ☐ Check the serial numbers on the bottom right of each touch-screen.

- ☐ Verify "zero" public count on the lower right screen of each touch-screen unit.

TOUCH-SCREEN OPENING CERTIFICATION

This form is to be placed in the clear orange pouch when completed

ST. LOUIS COUNTY BOARD OF ELECTION COMMISSIONERS

ST THOMAS/HOLY SPIRIT CH
3980 S LINDBERGH BLVD
ELEC # 604   08/08/06
GRA 009 045 046
GRA 008
GRA 003 007

`0222`

OPENING THE POLL

Password is located in the key envelope in the orange vinyl bag.

Call the warehouse with discrepancies. Phone (314) 615-1878

TOUCH-SCREEN and PEB SERIAL NUMBER VERIFICATION:

1. Insert supervisor PEB (red) into each touch-screen to activate.
2. Check box to verify serial numbers & "0" public count.

"0" Public Count (found in bottom right corner of the screen) - Serial Number (found in the bottom right corner of the machine)

TOUCH-SCREEN #1	TOUCH-SCREEN #2
☑ serial # VS158499	☑ serial # VS132711
☑ "0" Public Count	☑ "0" Public Count

TOUCH-SCREEN #3	TOUCH-SCREEN #4
☑ serial # VS159710	☐ serial #
☑ "0" Public Count	☐ "0" Public Count

TOUCH-SCREEN #5	TOUCH-SCREEN #6
☐ serial #	☐ serial #
☐ "0" Public Count	☐ "0" Public Count

MASTER PEB (Green)	SUPERVISOR PEB (Red)
☑ serial # PS0197037	☑ serial # PS0173965

SUPERVISOR PEB (Red)	SUPERVISOR PEB (Red) (optional)
☑ serial # PS0164876	☐ serial #

We the undersigned Poll Workers verify that all the equipment was sealed and intact, the serial numbers were correct, and the public count on each touch screen machine was "0".

Keri Umbdel
Republican Supervisor

Kathy Toth
Democrat Supervisor

Karen Brittib
Republican Assistant Supervisor

Kathy Kelley
Democratic Assistant Supervisor

Insert the ballot cartridge to begin voting

Aug. 8, 2006 Primary   Public Count 0

Loc. 0222   Current Date 05:30:30 08/08/2006

- Verify serial numbers on all PEBs.

- Sign and place in clear orange pouch.

The oath

Before the polls open, all supervisors and poll workers must take the oath and sign the affirmation.

Did you do everything? Final check-list before you open the polls

☐ Check transport case seal.

☐ Remove supplies.

☐ Fill out seal verification form.

☐ Read all memos found in the back pocket of the clear orange pouch.

☐ Sign payroll sheet found in back pocket of clear orange pouch.

☐ Complete opening touch-screen and opti-scan certification forms in back pocket of clear orange pouch.

☐ Verify serial numbers of touch-screen machines.

☐ Verify serial number on opti-scan reader.

☐ Verify opti-scan ballots by ballot style.

☐ Place daily vote tally at Work Area 4.

☐ Take and sign the oath.

☐ Verify that opti-scan ballot box is empty and lock it.

☐ Put keys inside key envelope and place in orange vinyl bag.

☐ Assemble opti-scan voting booths.

☐ Compare opti-scan ballots to wall charts.

☐ Post all charts and signs and put out flag.

☐ Verify "zero" votes and ballot styles from opti-scan tape.

☐ Verify zero public count on each touch-screen.

Open the polls

Promptly at 6:00 a.m., go to the door and announce the polls are open.

Work Areas 1–6:

Processing the voters through the line

Contents

Affidavit instructions

Work Area 1 – Voter check-in

- ☐ Poll workers

- ☐ Voter ticket pads

- ☐ Absentee printout

```
┌──────────────────────────────────────┐
│  ╭───╮                               /│
│ │LOC#│   VOTER TICKET              /  │
│ │222 │                       ────────│
│  ╰───╯                        Voter # │
│                                       │
│                              Ballot Style │
│ Date:   8/06              ──────────  │
│        mm/yy                          │
│                                       │
│  ──────────────────────────          │
│       Registration Number             │
│                                       │
│  ┌────┐   ┌────┐   ┌────┐            │
│  └────┘   └────┘   └────┘            │
│ Touch-Screen Machine #  Optical-Scan  │
│                                       │
│          Judges Initials              │
│  ──────────         ──────────        │
│     (REP)              (DEM)           │
└──────────────────────────────────────┘
```

Pre-number the first pad of voter tickets. Record the location number and date in the top left corner and voter numbers 1 thru 50 in the top right corner. The first voter of the day receives number 1. Each subsequent person will receive the next number in numerical order. Do not write the ballot style on the voter ticket at Work Area 1.

Write "ABL" on the signature line of the binder for each voter on the absentee printout. See example on pg. 4. If the voter has not cast an absentee ballot, give the voter a voter ticket. Tell him/her to take the voter ticket, together with his/her identification, to Work Area 2.

Absentee ballots may not be accepted at the polls.

➡️

If the voter has cast an absentee ballot, do not allow this person to vote. Spoil the voter ticket.

We do not accept absentee ballots at the polls. In order for an absentee ballot to be counted, it must be taken to the Election Board office by the voter or a close relative prior to 7:00 p.m. on Election Day.

For voters needing curbside assistance, see **pgs. 14, 15.**

Example of Absentee Printout

BOARD OF ELECTION COMMISSIONERS
OF ST LOUIS COUNTY

08/08/06

ABSENTEE BALLOTS ISSUED

RPT. NO ELMB1
PAGE 1

ST THOMAS/HOLY SPIRIT CH   ELECTION 604   LOC 0222

LAST NAME	FIRST NAME	STREET NUMBER	STREET NAME	TWP	PCT	REG. NO	VOTER STATUS
BROWN	JOHN J	9027	SUNSET WOODS PL	GRA	009	0805109	
CRAMWELL	APRIL B	1331	FLOREA PL	GRA	008	0913101	
CRIBBS	BARBARA A	11215	FOX MEADOWS DR	GRA	045	1269789	
DRIFUS	RANDALL G	9778	SPEAR ST	GRA	003	1031515	
ELGIN	NANCY L	9778	SPEAR ST	GRA	003	1115151	
FRANCIS	ROBERT E	2	RICHVIEW DR	GRA	009	1695421	
SMALL	ROBERTA S	3451	WESTWICK PL	GRA	045	1704536	
WOODS	PATRICIA M	872	DEANE CT	GRA	008	2363979	
WOODS	THOMAS D	872	DEANE CT	GRA	008	4987209	

WORK AREAS 1 — 6

2

Acceptable forms of identification are:
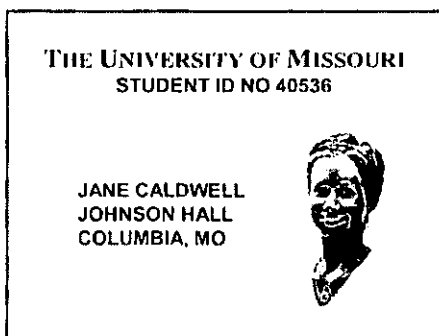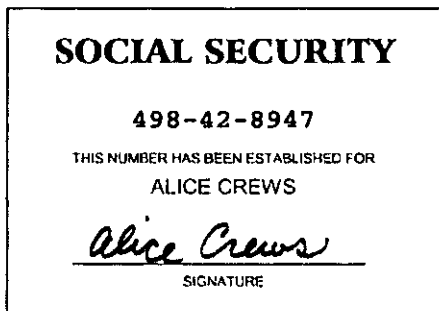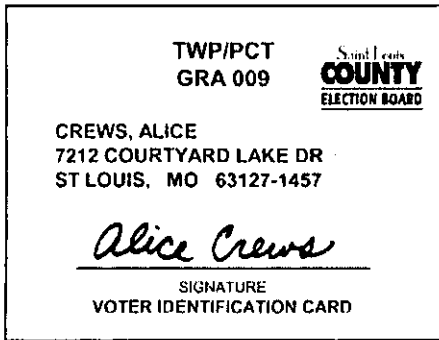
- A signed voter ID card.

- Identification issued by the state of Missouri or any agency of the state.

- Identification issued by any agency of the United States Government.

- Identification issued by an institution of higher learning located <u>within Missouri</u> (university, college, trade or technical school.)

The address on these documents must match the address in the precinct binder. ➡

- A recent utility bill, bank statement, government check or other government document containing the current name and address of voter. ✱

- Drivers license or state identification card issued by any state.

- Personal knowledge of the voter by <u>both election supervisors</u> upon completion of a voter affidavit that is signed by both supervisory poll workers and the voter. ✱

✱ Must vote by affidavit. Any other acceptable forms of identification without a signature must also vote by affidavit.

If a voter does not have an acceptable form of identification, and both supervisors do not recognize the voter, he/she must return with one of the above IDs.

TWP/PCT
GRA 009

Saint Louis
COUNTY
ELECTION BOARD

CREWS, ALICE
7212 COURTYARD LAKE DR
ST LOUIS, MO 63127-1457

Alice Crews

SIGNATURE
VOTER IDENTIFICATION CARD

DRIVER **MISSOURI** *LICENSE*

License No: J204293063

CREWS, ALICE
7212 COURTYARD LAKE DR
ST LOUIS, MO 63127

Birthdate   Expiration Date
06-21-1951   11-19-2008

Alice Crews

SIGNATURE

SOCIAL SECURITY

498-42-8947

THIS NUMBER HAS BEEN ESTABLISHED FOR
ALICE CREWS

Alice Crews

SIGNATURE

THE UNIVERSITY OF MISSOURI
STUDENT ID NO 40536

JANE CALDWELL
JOHNSON HALL
COLUMBIA, MO

LOCATION 0222

Saint Louis COUNTY ELECTION BOARD

PRIMARY ELECTION
AUGUST 8, 2006
VOTER'S IDENTIFICATION CERTIFICATE

PRECINCT REGISTER – ST. LOUIS COUNTY BOARD OF ELECTION COMMISSIONERS

WARNING: IT IS AGAINST THE LAW FOR ANYONE TO VOTE, OR ATTEMPT TO VOTE, WITHOUT HAVING A LAWFUL RIGHT TO VOTE.

I HEREBY CERTIFY THAT I AM QUALIFIED TO VOTE AT THIS ELECTION BY SIGNING MY NAME AND VERIFYING MY ADDRESS BY SIGNING MY INITIALS NEXT TO MY ADDRESS.

TWP/PCT	REGIS. NUMBER	VOTER NAME		❻ BALLOT STYLE ❺ VOTER #	❷ VOTER SIGNATURE	❸ STREET ADDRESS VOTER INITIAL / ZIP	❹ JUDGES INITIALS
GRA 009	0804208	CREWS	ALICE	0302 **73**	X *Alice Crews*	*a.c.* 7212 COURTYARD LAKE DR / 63127	*SW Kr*
GRA 009	0641382	CREWS	DONALD L	0302		7212 COURTYARD LAKE DR / 63127	
GRA 045	1269789	CRIBBS	BARBARA A	0302	❶ ABL	11215 FOX MEADOWS / 63127	
GRA 045	1022121	CRIBBS	DOROTHY	0302		11215 FOX MEADOWS / 63127	
GRA 045	2182278	CRIBBS	WILLIAM P	0302		11215 FOX MEADOWS / 63127	
GRA 003	2177480	CRISWELL	ELIZABETH J	0305	❿ Ⓐ	5723 HANDY ST / 63127	
GRA 003	0487399	CRISWELL	ROBERT C	0305		5723 HANDY ST / 63127	
GRA 008	2054778	CROFT	ROBERT	0303		4217 MONICA DR	
GRA 007	0828582	CUNNINGHAM	ALEX	0305		4 RAYBURN AV'	
GRA 007	0806421	CUNNINGHAM	WALTER F	0305		4 RAYBURN	
GRA 009	0249980	DALY	ANNE S	0302	❾ ABSENTEE BALLOT ISSUED	2210 WO'	
GRA 009	1239373	DALY	MATTHEW	0302		2210	
GRA 046	2040375	DOBBS	ARTHUR T	0302		10	
GRA 046	1070163	DOBBS	LINDA	0302			

NOTE: NUMBERS REFER TO INSTRUCTIONS ON NEXT PAGE

LOC # 222 VOTER TICKET

Date: 08/06 mm/yy

❼ 0804208 Registration Number

❽ [X] Touch-Screen

SW (REP) Judges Initials [ ] Machine #

[ ] Optical-Scan

Kr (DEM)

❺ 73 Voter #

❻ 0302 Ballot Style

Work Area 2 – Precinct binder area

☐ Poll workers

☐ ID sign

☐ Precinct binders

☐ Supplemental binder pages

Remember, the address on the voter's signature ID does not have to match the address in the binder. You only need to check the signature.

➊ Print "ABL" on the signature line of all voters on the absentee printout.

➋ Find the voter's name in the precinct binder and mark with an **X**. You may not allow anyone to vote if his/her name is not on the precinct binder or supplemental binder page without calling the Election Board office.

➌ If correct, instruct the voter to initial his/her address and sign on the appropriate line.

➍ When an approved form of ID is presented, one poll worker of each party must compare the signature of the voter and initial the binder.

➎ Record the number from the voter ticket in the voter # column.

➏ Record the ballot style number from the ballot style column on the voter ticket.

➐ Record the registration number on the voter ticket.

➑ Record the voting system choice on the voter ticket.
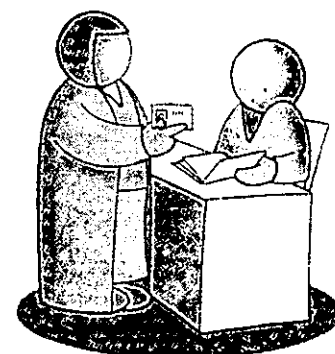
⑨ If "ABSENTEE BALLOT ISSUED" is printed on the signature line, do not let this person vote.

⑩ Ⓐ Signifies voted by affidavit.

When an affidavit is used and the voter's name is in the precinct binder, locate his/her name in the binder and place a capital "A" with a circle around it on the signature line. This is to signify "voted by affidavit."

Return the voter ticket and the identification to the voter. If the voting system choice is opti-scan, send him/her to Work Area 3. If the voter chooses touch-screen send him/her to the touch-screen operator.

Supplemental binder page

If the voter is not in the precinct binder, check your supplemental binder pages. These pages are printed on colored paper and look like regular precinct binder pages. If the name is on the list, process the same as any other voter.

Exceptions

If the voter's name is not found in the binder or supplemental binder page, send him/her to the problem table with the voter ticket.

Work Area 3 – Opti-scan ballot issuing

☐ Poll workers

☐ Opti-scan ballots, divided by ballot style, in folders

☐ Provisional opti-scan ballots, divided by ballot style, in folders

☐ Voter ticket envelope

☐ Spoiled ballot/voter ticket envelope

☐ Secrecy folders

☐ Pens

A bi-partisan team will initial, record location number, and issue the correct opti-scan ballot style noted on the voter ticket.

Collect opti-scan voter tickets. As you collect 50 voter tickets, rubber band together and place in the voter ticket envelope.

Those voting opti-scan by affidavit must return with the voter ticket to be issued the correct opti-scan ballot.

Work Area 4 – Problem table

DAILY VOTE TALLY--AS THE VOTING PROGRESSES

(This form is to be placed in the clear orange pouch when completed)

ST. LOUIS COUNTY BOARD OF ELECTION COMMISSIONERS

```
ST THOMAS/HOLY SPIRIT CH
3980 S LINDBERGH BLVD          0222
     ELEC # 004      08/08/06
GRA 009 045 046
GRA 008
GRA 003 007
```

TOUCH-SCREEN
Ballots cast on touch-screen

	Count at 10:00 am	Count at 2:00 pm	Count at 4:00 pm	Count at 7:00 pm
Touch-screen # 1	24	53	70	101
Touch-screen # 2	31	57	88	121
Touch-screen # 3	27	56	79	112
Touch-screen # 4				
Touch-screen # 5				
Touch-screen # 6				
Touch-screen # 7				

Total of machines 1 - 7 for 7:00 p.m. count only: **334**

OPTI-SCAN
Ballots cast on opti-scan (if in use)

	Count at 10:00 am	Count at 2:00 pm	Count at 4:00 pm	Count at 7:00 pm
Opti-scan Reader	16	34	54	73

Kathy Yott
Democratic Supervisor

Lori Wrobel
Republican Supervisor

Kathy Kelly
Democratic Assistant Supervisor

Karen Buttice
Republican Assistant Supervisor

f:\Judges\Supervisor\E&LS\Forms used at poll\Daily Vote Tally.doc

- ☐ Poll workers (supervisors or assistant supervisors)
- ☐ Affidavits
- ☐ Provisional envelopes
- ☐ Daily vote tally
- ☐ Oath & affidavit envelope
- ☐ Street directory guide
- ☐ Polling place list
- ☐ Registration cards
- ☐ Cell phone
- ☐ Stapler

This area is for the voters not found in the precinct binder/supplemental page or needing a change of address/name change. They will have to vote by affidavit.

The daily vote tally is a running record of the number of votes cast throughout the day. The numbers will be updated at 10, 2, 4 and closing to show the votes cast. These totals are needed to help you balance the closing certification forms.

To check for the correct polling place

The Street Address Directory furnished to every polling place is an alphabetical listing of every street address in St. Louis County. This book is to identify a voter's township and precinct to verify the correct polling place.

STREET	NUMBER AND LOCATION	TWN	PCT	POST OFFICE	CODE
GLENWOOD CT	3100 3199 ODD EVEN FROM BALTIMORE N TO CIRCLE	MID	023	ST ANN	63074
GLENWOOD DR	8600 8899 ODD EVEN FROM E WATSON SE TO DEAD END	GRA	036	ST LOUIS	63128
GLENWOOD DR	8900 9486 EVEN ONLY FROM W BIG BEND TO GRAMMOND DR	GRA	042	ST LOUIS	63126
GLENWOOD DR	8901 9485 ODD ONLY FROM W BIG BEND TO GRAMOND DR	GRA	043	ST LOUIS	63126
GLENWOOD LA S	1, 17, 18, 31, 39, 43, 47, 51, 71 BIG BEND S TO DEAD END	BON	034	ST LOUIS	63122

Look up the street name and identify the correct range for the voter's house number.

After you find a voter's township and precinct in the Street Address Directory, check the Polling Place List.

It's the law! A person who has moved must always vote at his or her new polling place.

- If the voter's name is not in the precinct binder, check the Street Address Directory and the Polling Place List to make sure he/she is in the correct polling place.

- If the voter's name is in the precinct binder, but the address is incorrect, check the Street Address Directory to determine the correct polling place.

Voter affidavits – when & how to use

A voter affidavit is used when any information in the binder is incorrect. Complete each section of the affidavit. If authorization is needed, call the Election Board. Enter the name and code number of the election official granting permission.

Never refuse anyone the right to vote without authorization from an Election Board official. Never allow anyone to vote that is not in the precinct binder/ supplemental page without authorization from an Election Board official.

The voter signs either the affidavit or the precinct binder, never both.

An affidavit always bears the signature of the voter and a bi-partisan team of poll workers.

The following pages show examples of voter affidavits and explain the reasons used. Find the reason that fits the voter's circumstance and use the example as a guide to complete the affidavit.

Affidavits are used for:

A. No ID, but personally known by both supervisors.

B. Voter assistance

C. Address change

D. Name change

E. Address & name change

F. ID with no signature

G. Provisional voting
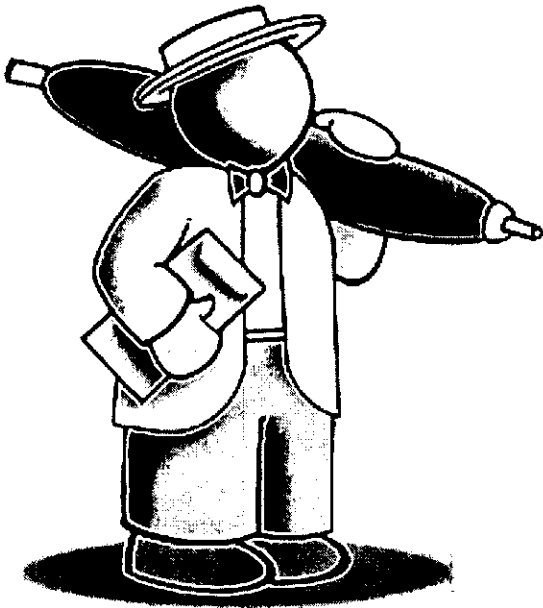
Affidavit for no identification/ Known by both supervisors

As long as both supervisors know the voter, and he/she is listed in the precinct binder, proceed with the affidavit.

Complete the top of the affidavit.

1. Check the **NO ID-PERSONALLY KNOWN BY BOTH SUPERVISORS** box.

2. Select voting system.

3. Record the ballot style on the voter ticket and affidavit.

4. Check the box marked **VOTED**.

6. Print "A" and circle it on the precinct binder signature line.

5. Return the completed voter ticket (marked with a circled "A") and the identification to the voter and send him/her to Work Area 3 for opti-scan, or Work Area 6 for touch-screen.

1. Place the completed affidavit in the oath & affidavit envelope.

LOC #	VOTER TICKET	

LOC # 222

VOTER TICKET

Ⓐ

17
Voter #

0303
Ballot Style

Date: 8 - 06
mm/yy

1239373
Registration Number

[X] Touch-Screen [ ] Machine # [ ] Optical-Scan

Judges Initials

PW (REP)   KT (DEM)

VOTER AFFIDAVIT

Saint Louis COUNTY ELECTION BOARD

If the voter has moved or has had a name change, paperclip this affidavit to the registration card and place it in the Oath & Affidavit envelope

Location #_222_   Election Date: _8/8/06_   Voter ticket # _17_

Warning: It is against the law for anyone to attempt to vote without having the right to vote. I certify the address below is my legal residence and I am qualified to vote at this election.

Voter's signature: _Robert DeNiro_

Last four digits Soc. Sec. #: _1234_   Birth date: _8/17/43_   Telephone #: _555-1155_

Print voter's name: _Robert DeNiro_

Present Address: _99 Rayburn Ave._   Zip: _63126_   Twp/Pct _gra 008_

Voter's former name: _____

Former Address: _____   Zip: _____   Twp/Pct _____

REASON FOR VOTING BY AFFIDAVIT

☐ **Name not in binder**
Call the Election Board for voter verification and ballot style

☐ **Address change** (Fill out registration)
Call the Election Board for voter verification and ballot style

☐ **Name change** (Fill out registration)
(No phone call needed if at same address)

☐ **Curb-side voting**
(No phone call needed)

☐ **Provisional ballot** (Opti-scan ballot only)
Call Election Board for ballot style.

☐ **ID with no signature**
Bank statement, utility bill, government check, etc.
(No phone call needed)

☒ **No ID-Personally known by both supervisors**
(No phone call needed)

Lori Wrobel
Republican Poll Worker Signature

Kathy Yott
Democratic Poll Worker Signature

I:\Judges\Supervisor\ES&S\Forms used at poll\Voter Affidavit.doc

☑ TOUCH-SCREEN   ☐ OPTI-SCAN

☑ Ballot Style: _0303_

☑ Voted

☐ Did not vote _____
                   Reason

Spoke with: _____
               BOEC Official
Code #: _____

NOTE: If the Township/Precinct for the voter's new address does not vote at this polling place, use the street directory and polling place list to send the voter to the correct polling place.

VOTER WILL TAKE THIS AFFIDAVIT TO CORRECT POLLING PLACE TO BE COMPLETED.

LOC #: _____

Voter Signature: _____

Rep. Poll Worker Signature: _____

Dem. Poll Worker Signature: _____

Affidavit for voter assistance (if requested)

If someone is unable to enter the polling place because of a physical disability, two poll workers, one from each political party, ask for the voter's identification and complete the following steps. There is no need to call the Election Board office.

• Get voter ticket from Work Area 1.

• At Work Area 2, look up the voter's name in the precinct binder.

• If the name is not in the precinct binder, make sure the voter is in the correct polling place. If yes, call the Election Board.

Complete the top of the affidavit.

1. Check the **VOTER ASSISTANCE NEEDED** box.

2. Select opti-scan voting system. All curbside voters must vote an opti-scan ballot.

3. Record the ballot style on the voter ticket and affidavit.

4. Check the box marked **VOTED**.

5. Print a circled "A" on the precinct binder signature line.

6. Take the completed voter ticket , (marked with a circled "A") and the identification to Work Area 3.

Never remove the precinct binder from Work Area 2.

• Take the affidavit, ballot, secrecy folder and pen to the voter in the car.

• Offer to explain the voting process. Tell the voter the ballot will be cast "as is".

• Have the voter sign the affidavit and the poll workers compare signature.

• Hand the voter the voting supplies. Allow for privacy.

• Have him/her place the ballot in the secrecy folder.

• The poll workers return to poll and feed the ballot through the reader. "Accept" if an over-vote.

• Place the affidavit in the oath & affidavit envelope.

C — Voter Assistance

VOTER AFFIDAVIT

Saint Louis
COUNTY
ELECTION BOARD

If the voter has moved or has had a name change, paperclip this affidavit to the registration card and place it in the Oath & Affidavit envelope

Location # **222**   Election Date: **8-8-06**   Voter ticket # **32**

Warning: It is against the law for anyone to attempt to vote without having the right to vote. I certify the address below is my legal residence and I am qualified to vote at this election.

Voter's signature: _**Al Pacino**_

Last four digits Soc. Sec. #: **1234**   Birth date: **4-25-40**   Telephone #: **314/555-5555**

Print voter's name: _**Al Pacino**_

Present Address: _**332 Spears St.**_   Zip: **63127**   Twp/Pct **GRA/003**

Voter's former name: _____

Former Address: _____   Zip: _____   Twp/Pct _____

REASON FOR VOTING BY AFFIDAVIT

☐ **Name not in binder**
Call the Election Board for voter verification and ballot style

☐ **Address change** (Fill out registration)
Call the Election Board for voter verification and ballot style

☐ **Name change** (Fill out registration)
(No phone call needed if at same address)

☑ **Curb-side voting**
(No phone call needed)

☐ **Provisional ballot** (Opti-scan ballot only)
Call Election Board for ballot style.

☐ **ID with no signature**
Bank statement, utility bill, government check, etc.
(No phone call needed)

☐ **No ID-Personally known by both supervisors**
(No phone call needed)

**Lori Wrobel**
Republican Poll Worker Signature

**Kathy Yoth**
Democratic Poll Worker Signature

I:\Judges\Supervisor\ES&S\Forms used at poll\Voter Affidavit.doc

☐ TOUCH-SCREEN   ☑ OPTI-SCAN

☑ Ballot Style: **0301**

☑ Voted

☐ Did not vote _____
                                    Reason

Spoke with:	_____
	BOEC Official
Code #:	_____

NOTE: If the Township/Precinct for the voter's new address does not vote at this polling place, use the street directory and polling place list to send the voter to the correct polling place.

VOTER WILL TAKE THIS AFFIDAVIT TO CORRECT POLLING PLACE TO BE COMPLETED.

LOC #:   _____

Voter Signature: _____

Rep. Poll Worker Signature: _____

Dem. Poll Worker Signature: _____

Affidavit for address change

A voter affidavit and an Application for Voter Registration must be filled out when a voter has moved within the County and has not notified the Election Board.

• If the name is not in the precinct binder, check if the voter is in the correct polling place. Call the Election Board at 615-1800 for the voter's eligibility and ballot style if more than one style is being used.

Poll worker signs registration card

• Fill out an Application for Voter Registration, checking the **ADDRESS CHANGE** box. A poll worker dates and signs as the deputy registrar on the line provided.

If the voter is <u>granted</u> permission:

Complete the affidavit, noting the name and code number of the election official granting permission.

1. Check **ADDRESS CHANGE** box.

2. Record the voting system and ballot style on the voter ticket and affidavit.

3. Check the box marked **VOTED**.

4. Print a circled "A" on the precinct binder signature line (if applicable).

5. Return the completed voter ticket (marked with a circled "A") and the identification to the voter and send him/her to Work Area 3 for opti-scan, or Work Area 6 for touch-screen.

6. Staple the completed affidavit to the Application for Voter Registration and place both in the oath & affidavit envelope.

If the voter is <u>denied</u> permission:

Complete the affidavit, noting the name and code number of the election official denying permission.

1. Check the box marked **DID NOT VOTE** and note the reason.

2. Staple the spoiled voter ticket to the affidavit and place in the oath & affidavit envelope.

3. Give the voter the completed Application for Voter Registration to mail to the Election Board.

D — Address Change

VOTER AFFIDAVIT

Saint Louis
COUNTY
ELECTION BOARD

If the voter has moved or has had a name change, paperclip this affidavit to the registration card and place it in the Oath & Affidavit envelope

Location # _222_   Election Date: _8-8-06_   Voter ticket # _37_

Warning: It is against the law for anyone to attempt to vote without having the right to vote. I certify the address below is my legal residence and I am qualified to vote at this election.

Voter's signature: _James Caan_

Last four digits Soc. Sec. #: _1234_   Birth date: _3-26-40_   Telephone #: _314/555-5555_

Print voter's name: _James Caan_

Present Address: _480 Rayburn Avenue_   Zip: _63126_   Twp/Pct _GRA/008_

Voter's former name: _____

Former Address: _____   Zip: _____   Twp/Pct _____

REASON FOR VOTING BY AFFIDAVIT

☐ **Name not in binder**
Call the Election Board for voter verification and ballot style

☑ **Address change** (Fill out registration)
Call the Election Board for voter verification and ballot style

☐ **Name change** (Fill out registration)
(No phone call needed if at same address)

☐ **Curb-side voting**
(No phone call needed)

☐ **Provisional ballot** (Opti-scan ballot only)
Call Election Board for ballot style.

☐ **ID with no signature**
Bank statement, utility bill, government check, etc.
(No phone call needed)

☐ **No ID-Personally known by both supervisors**
(No phone call needed)

Lori Whobel
Republican Poll Worker Signature

Kathy Toth
Democratic Poll Worker Signature

I:\Judges\Supervisor\ES&S\Forms used at poll\Voter Affidavit.doc

☑ TOUCH-SCREEN   ☐ OPTI-SCAN

☑ Ballot Style: _0303_

☑ Voted

☐ Did not vote _____
Reason

Spoke with: _Teri_
BOEC Official
Code #: _7-003_

NOTE: If the Township/Precinct for the voter's new address does not vote at this polling place, use the street directory and polling place list to send the voter to the correct polling place.

VOTER WILL TAKE THIS AFFIDAVIT TO CORRECT POLLING PLACE TO BE COMPLETED.

LOC #: _____

Voter Signature: _____

Rep. Poll Worker Signature: _____

Dem. Poll Worker Signature: _____

Affidavit for name change

An affidavit must be filled out when a voter has a legal name change. There is no need to call the Election Board for this type of transaction if the voter's former name is in the binder. The affidavit must be filled out with the voter's previous name, but must be signed with the current name.

• If the name is not in the precinct binder, check if the voter is in the correct polling place. Call the Election Board at 615-1800 for the voter's eligibility and ballot style if more than one style is being used.

Poll worker signs registration card.

• Fill out an Application for Voter Registration, checking the NAME CHANGE box. A poll worker dates and signs as the deputy registrar on the line provided.

If the voter is granted permission:

Complete the affidavit

1. Check the NAME CHANGE box.

2. Record the voting system and ballot style on the voter ticket and affidavit.

3. Check the box marked VOTED.

4. Print a circled "A" on the precinct binder signature line.

5. Return the completed voter ticket (marked with a circled "A") and the identification to the voter and send him/her to Work Area 3 for opti-scan, or Work Area 6 for touch-screen.

6. Staple the completed affidavit to the Application for Voter Registration and place both in the oath & affidavit envelope.

If the voter is denied permission:

Complete the affidavit, noting the name and code number of the election official denying permission.

1. Check the box marked DID NOT VOTE and note the reason.

2. Staple the spoiled voter ticket to the affidavit and place in the oath & affidavit envelope.

3. Give the voter the completed Application for Voter Registration to mail to the Election Board.

E — Name Change

VOTER AFFIDAVIT

Saint Louis COUNTY ELECTION BOARD

If the voter has moved or has had a name change, paperclip this affidavit to the registration card and place it in the Oath & Affidavit envelope

Location # 222   Election Date: 8·8·06   Voter ticket # 39

Warning: It is against the law for anyone to attempt to vote without having the right to vote. I certify the address below is my legal residence and I am qualified to vote at this election.

Voter's signature: *Sally Field*

Last four digits Soc. Sec. #: 1234   Birth date: 11·6·46   Telephone #: 555-1151

Print voter's name: Sally Field

Present Address: 300 Floralea Pl   Zip: 63127   Twp/Pct gra.006

Voter's former name: Sally Meadows

Former Address: _____   Zip: _____   Twp/Pct _____

REASON FOR VOTING BY AFFIDAVIT

☐ **Name not in binder**
Call the Election Board for voter verification and ballot style

☐ **Address change** (Fill out registration)
Call the Election Board for voter verification and ballot style

☒ **Name change** (Fill out registration)
(No phone call needed if at same address)

☐ **Curb-side voting**
(No phone call needed)

☐ **Provisional ballot** (Opti-scan ballot only)
Call Election Board for ballot style.

☐ **ID with no signature**
Bank statement, utility bill, government check, etc.
(No phone call needed)

☐ **No ID-Personally known by both supervisors**
(No phone call needed)

Lori Wrobel
Republican Poll Worker Signature

Kathy Yoth
Democratic Poll Worker Signature

☒ TOUCH-SCREEN   ☐ OPTI-SCAN

☒ Ballot Style: 0302

☒ Voted

☐ Did not vote _____
                              Reason

Spoke with: _____
                    BOEC Official
Code #: _____

NOTE: If the Township/Precinct for the voter's new address does not vote at this polling place, use the street directory and polling place list to send the voter to the correct polling place.

VOTER WILL TAKE THIS AFFIDAVIT TO CORRECT POLLING PLACE TO BE COMPLETED.

LOC #: _____

Voter Signature: _____

Rep. Poll Worker Signature: _____

Dem. Poll Worker Signature: _____

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---

Affidavit for address and name change

A voter affidavit and an Application for Voter Registration must be filled out when a voter has a name change and has moved within the County without notifying the Election Board.

- If the former name is not in the precinct binder, check if the voter is in the correct polling place. Call the Election Board at 615-1800 for the voter's eligibility and ballot style if more than one style is being used.

Poll worker signs registration card

- Fill out an Application for Voter Registration, checking the ADDRESS CHANGE and NAME CHANGE boxes. A poll worker dates and signs as the deputy registrar on the line provided.

If the voter is granted permission:

Complete the affidavit, noting the name and code number of the election official granting permission.

1. Check both ADDRESS CHANGE and NAME CHANGE boxes.

2. Record the voting system and ballot style on the voter ticket and

affidavit.

3. Check the box marked VOTED.

4. Print a circled "A" on the precinct binder signature line (if applicable).

5. Return the completed voter ticket (marked with a circled "A") and identification to the voter and send him/her to Work Area 3 for opti-scan, or Work Area 6 for touch-screen.

6. Staple the completed affidavit to the Application for Voter Registration and place both in the oath & affidavit envelope.

If the voter is denied permission:

Complete the affidavit, noting the name and code number of the election official denying permission.

1. Check the box marked DID NOT VOTE and note the reason.

2. Staple the spoiled voter ticket to the affidavit and place in the oath & affidavit envelope.

3. Give the voter the completed Application for Voter Registration to mail to the Election Board.

F — Address and Name Changes

VOTER AFFIDAVIT

If the voter has moved or has had a name change, paperclip this affidavit to the registration card and place it in the Oath & Affidavit envelope

Location # _222_   Election Date: _8-8-2006_   Voter ticket # _41_

Warning: It is against the law for anyone to attempt to vote without having the right to vote. I certify the address below is my legal residence and I am qualified to vote at this election.

Voter's signature: _Diane Keaton_

Last four digits Soc. Sec. #: _1234_   Birth date: _1-5-46_   Telephone #: _314/565-5555_

Print voter's name: _Diane Keaton_

Present Address: _97 Monica Dr._   Zip: _63127_   Twp/Pct _Gra/008_

Voter's former name: _Annie Hall_

Former Address: _1598 Hollywood Lane_   Zip: _63033_   Twp/Pct _SPL/018_

REASON FOR VOTING BY AFFIDAVIT

☐ **Name not in binder**
Call the Election Board for voter verification and ballot style

☑ **Address change** (Fill out registration)
Call the Election Board for voter verification and ballot style

☑ **Name change** (Fill out registration)
(No phone call needed if at same address)

☐ **Curb-side voting**
(No phone call needed)

☐ **Provisional ballot** (Opti-scan ballot only)
Call Election Board for ballot style.

☐ **ID with no signature**
Bank statement, utility bill, government check, etc.
(No phone call needed)

☐ **No ID-Personally known by both supervisors**
(No phone call needed)

Lori Nhobel
Republican Poll Worker Signature

Kathy Yott
Democratic Poll Worker Signature

I:\Judges\Supervisor\ES&S\Forms used at poll\Voter Affidavit.doc

☑ TOUCH-SCREEN   ☐ OPTI-SCAN

☑ Ballot Style: _0303_

☑ Voted

☐ Did not vote _____
                    Reason

Spoke with: _Teri_
                    BOEC Official
Code #: _7-010_

NOTE: If the Township/Precinct for the voter's new address does not vote at this polling place, use the street directory and polling place list to send the voter to the correct polling place.

VOTER WILL TAKE THIS AFFIDAVIT TO CORRECT POLLING PLACE TO BE COMPLETED.

LOC #: _____

Voter Signature: _____

Rep. Poll Worker Signature: _____

Dem. Poll Worker Signature: _____

Affidavit for voters with identification with no signature
(Must contain current name & address as listed in binder)

Complete the top portion of the affidavit. Check the **ID WITH NO SIGNATURE** box.

1.   Record the voting system and ballot style on the voter ticket and affidavit.

2.   Check the box marked **VOTED**.

3.   Print a circled "A" on the precinct binder signature line.

4.   Return the completed voter ticket (marked with an "A") and the identification to the voter and send him/her to Work Area 3 for opti-scan or Work Area 6 for touch-screen.

5.   Place the completed affidavit in the oath & affidavit envelope.

> **Don't know if a voter's ID is acceptable?? See pg. 3**

G – ID with No Signature

VOTER AFFIDAVIT

Saint Louis COUNTY ELECTION BOARD

If the voter has moved or has had a name change, paperclip this affidavit to the registration card and place it in the Oath & Affidavit envelope

Location # 222   Election Date: 8-8-06   Voter ticket # 57

Warning: It is against the law for anyone to attempt to vote without having the right to vote. I certify the address below is my legal residence and I am qualified to vote at this election.

Voter's signature: _Talia Shire_

Last four digits Soc. Sec. #: 1234   Birth date: 4-25-46   Telephone #: 555-1511

Print voter's name: Talia Shire

Present Address: 80 Monica Dr.   Zip: 63127   Twp/Pct gra 008

Voter's former name: _____

Former Address: _____   Zip: _____   Twp/Pct _____

REASON FOR VOTING BY AFFIDAVIT

☐ **Name not in binder**
Call the Election Board for voter verification and ballot style

☐ **Address change** (Fill out registration)
Call the Election Board for voter verification and ballot style

☐ **Name change** (Fill out registration)
(No phone call needed if at same address)

☐ **Curb-side voting**
(No phone call needed)

☐ **Provisional ballot** (Opti-scan ballot only)
Call Election Board for ballot style.

☒ **ID with no signature**
Bank statement, utility bill, government check, etc.
(No phone call needed)

☐ **No ID-Personally known by both supervisors**
(No phone call needed)

Lori Wrobel
Republican Poll Worker Signature

Kathy Yott
Democratic Poll Worker Signature

☒ TOUCH-SCREEN   ☐ OPTI-SCAN

☒ Ballot Style: 0303

☒ Voted

☐ Did not vote _____
Reason

Spoke with: _____
BOEC Official
Code #: _____

NOTE: If the Township/Precinct for the voter's new address does not vote at this polling place, use the street directory and polling place list to send the voter to the correct polling place.

VOTER WILL TAKE THIS AFFIDAVIT TO CORRECT POLLING PLACE TO BE COMPLETED.

LOC #: _____

Voter Signature: _____

Rep. Poll Worker Signature: _____

Dem. Poll Worker Signature: _____

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Affidavit for provisional voters
(See provisional voting chapter for envelope instructions)

Fill out an Application for Voter Registration. A poll worker dates and signs as the deputy registrar on the line provided. Do not check any of the reason boxes at the top of the card.

Complete the affidavit.

Provisional voters must cast opti-scan ballots.

1.   Check the **PROVISIONAL BALLOT** box.

2.   Select opti-scan.

3.   Record the ballot style on the voter ticket.

4.   Record the ballot style on the affidavit.

5.   Check the box marked **VOTED**.

6.   Return the completed voter ticket (marked with a "P") and the completed provisional envelope to the voter and tell him/her to proceed to Work Area 3.

7.   Place the affidavit in the oath & affidavit envelope. See **Provisional Voting Chapter, pgs. 1- 7.**

H — Affidavit for Provisional Ballot

VOTER AFFIDAVIT

Saint Louis
COUNTY
ELECTION BOARD

If the voter has moved or has had a name change, paperclip this affidavit to the registration card and place it in the Oath & Affidavit envelope

Location # *222*   Election Date: *8/8/06*   Voter ticket # *51*

Warning: It is against the law for anyone to attempt to vote without having the right to vote. I certify the address below is my legal residence and I am qualified to vote at this election.

Voter's signature: *Molly Ringwald*

Last four digits Soc. Sec. #: *1234*   Birth date: *2-18-68*   Telephone #: *555-1511*

Print voter's name: *Molly Ringwald*

Present Address: *426 Homecrest Dr.*   Zip: *63127*   Twp/Pct *Gra/008*

Voter's former name: _____

Former Address: _____   Zip: _____   Twp/Pct _____

REASON FOR VOTING BY AFFIDAVIT

☐ **Name not in binder** Call the Election Board for voter verification and ballot style	☐ TOUCH-SCREEN ☒ OPTI-SCAN
☐ **Address change** (Fill out registration) Call the Election Board for voter verification and ballot style	☒ Ballot Style: *0302*
☐ **Name change** (Fill out registration) (No phone call needed if at same address)	☒ Voted
☐ **Curb-side voting** (No phone call needed)	☐ Did not vote _____ Reason
☒ **Provisional ballot** (Opti-scan ballot only) Call Election Board for ballot style.	Spoke with: _____ BOEC Official Code #: _____
☐ **ID with no signature** Bank statement, utility bill, government check, etc. (No phone call needed)	**NOTE:** If the Township/Precinct for the voter's new address does not vote at this polling place, use the street directory and polling place list to send the voter to the correct polling place.

☐ **No ID-Personally known by both supervisors**
(No phone call needed)

Lori Wrobel
Republican Poll Worker Signature

Kathy Yott
Democratic Poll Worker Signature

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VOTER WILL TAKE THIS AFFIDAVIT TO CORRECT POLLING PLACE TO BE COMPLETED.

LOC #:   _____

Voter Signature: _____

Rep. Poll Worker Signature: _____

Dem. Poll Worker Signature: _____

WORK AREAS 1 — 6   25

Work Area 5 – Opti-scan voting

☐ Poll workers (supervisors or assistant supervisors)

☐ Opti-scan reader/ballot box ☐ Pens

☐ Voting booths

Instruct voter on feeding ballot into reader.

Election Day ballot exception handling

During the Election Day, voters may encounter messages when processing a ballot. The following situations represent some common ballot exceptions that the voter may experience.

Opti-scan Ballot

PRESIDENT OF THE UNITED STATES
(VOTE FOR 1)

○ GEORGE WASHINGTON

○ THOMAS JEFFERSON

● ABRAHAM LINCOLN

PROP NO. ONE
(VOTE FOR 1)
SHOULD METRO LINK BE EXPANDED TO ST
CHARLES COUNTY?

● YES

○ NO

EXAMPLE OF A WELL MARKED BALLOT

Opti-scan Ballot

PRESIDENT OF THE UNITED STATES
(VOTE FOR 1)

○ GEORGE WASHINGTON

○ THOMAS JEFFERSON

⊗ ABRAHAM LINCOLN

PROP NO. ONE
(VOTE FOR 1)
SHOULD METRO LINK BE EXPANDED TO ST
CHARLES COUNTY?

○ YES

⟁ NO

EXAMPLE OF A POORLY MARKED BALLOT

Blank ballots

The opti-scan reader will notify the voter when it encounters a blank ballot. An audio alert will sound a blank ballot was detected and offer two choices,

Accept or **Return.** If it is the voter's intent to cast a blank ballot, they may choose to select **Accept.** The ballot will be counted, although it is a blank ballot.

If it was not the voter's intent to cast a blank ballot, they may choose to select **Return**. Send the voter to mark the ballot.

Over-voted ballots

The opti-scan reader will notify the voter when an over-vote occurs on the ballot. An over-vote is when more than the allowed number of selections has been marked. An audio alert will sound indicating an over-vote has been detected and offer the voter two choices, **Accept** or **Return.**

If the voter selects **Accept**, the ballot will be counted. The individual candidates or issue choices in an over-voted race will not receive any votes.

If the voter selects **Return**, the ballot will be returned uncounted. The supervisor/assistant supervisor will spoil the ballot and send the voter with the ballot back to Work Area 3 for a new ballot.

System messages and errors

If a ballot is unable to be processed it will be returned. The ballot will not be counted. The ballot will be spoiled and a new one issued at Work Area 3. If the display indicates a system message, contact the Election Board.

Opti-scan Ballot

PRESIDENT OF THE UNITED STATES
(VOTE FOR 1)

● GEORGE WASHINGTON

○ THOMAS JEFFERSON

○ ABRAHAM LINCOLN

PROP NO. ONE
(VOTE FOR 1)
SHOULD METRO LINK BE EXPANDED TO ST CHARLES COUNTY?

○ YES

● NO

EXAMPLE OF A WELL VOTED BALLOT

Opti-scan Ballot

PRES OF THE UNITED STATES
(VOTE FOR 1)

○ GEORGE WASHINGTON

● THOMAS JEFFERSON

● ABRAHAM LINCOLN

PROP NO. ONE
(VOTE FOR 1)
SHOULD METRO LINK BE EXPANDED TO ST CHARLES COUNTY?

● YES

○ NO

EXAMPLE OF AN OVER-VOTED BALLOT
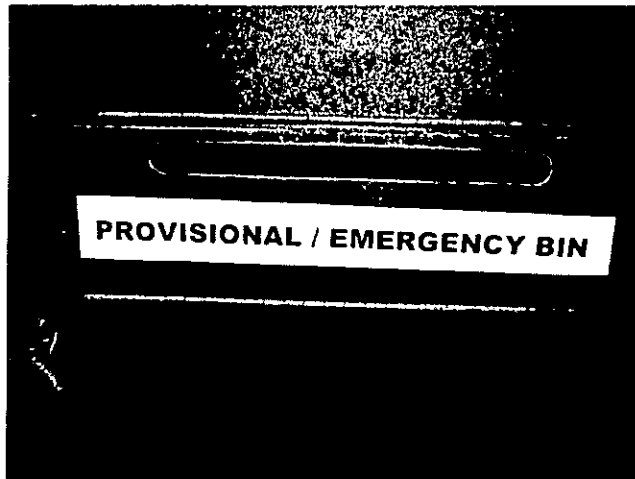
Emergency bin

If the opti-scan reader stops working put the voted ballots in the emergency bin. They will be read later when the reader is operational.
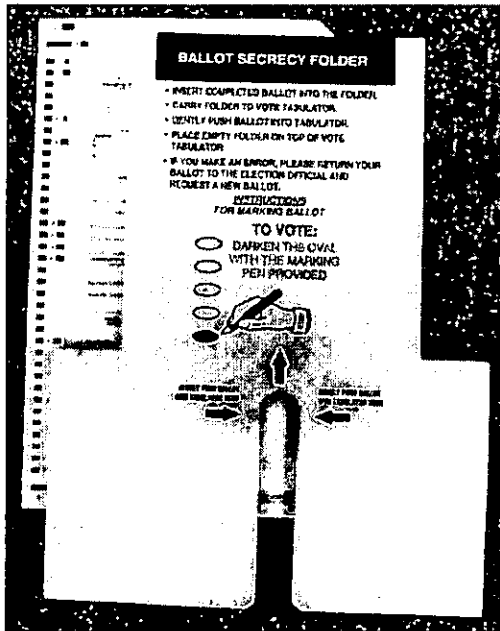
"T" Ballot Secrecy Folder

Place the voted ballot in the secrecy folder.
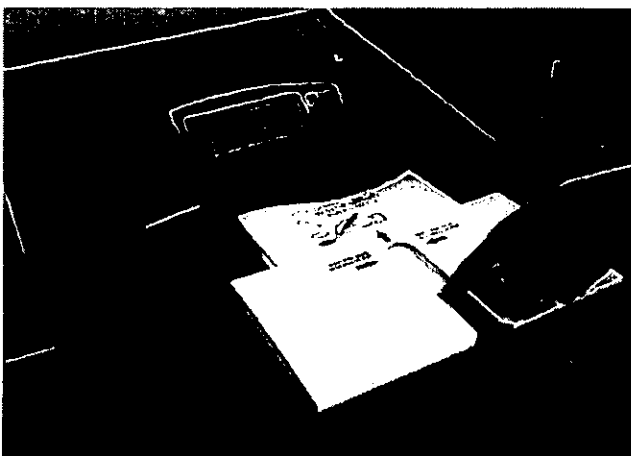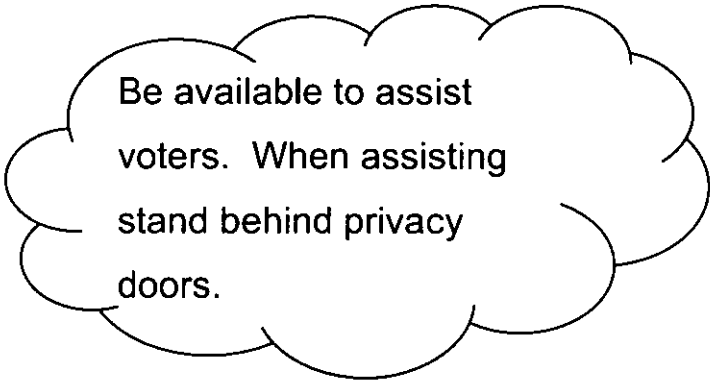
Insert the secrecy folder into the opti-scan reader. Push the ballot with your finger down the slot until the ballot feeds into the reader.

The ballot may be fed into the opti-scan reader in any orientation (upside down or backward).

Work Area 6 – Touch-screen voting

☐   Poll workers (supervisors or asst. supervisors)

☐   Aprons

☐   Supervisor PEBs **(red)**

☐   Touch-screen machines

☐   Collected voter tickets

☐   Audio head phones

Activate the touch-screen by:

- Inserting the supervisor PEB **(red)** for each voter

- Record machine number on voter ticket

- Follow prompts

- Enter ballot style

- Have voter confirm ballot style

- Pick political party ballot

- Have voter confirm political party

- Collect voter tickets in apron (rubber band in stacks of 50)

- Offer audio (if needed.)

Be available to assist voters. When assisting stand behind privacy doors.

Canceling a ballot

There are several reasons for canceling a ballot. When a ballot is canceled the voter ticket must be spoiled and put in the spoiled ballot/voter ticket envelope. (Make an appropriate comment on the comment sheet to assist with the audit). To cancel a ballot, reinsert PEB **(red)** and follow prompts

---

Cancel Ballot

☐ Yes

☐ No

This vote is going to be canceled. A ballot was selected.

Please select the reason why the vote will be canceled?

☐ Voter request

☐ Wrong ballot

☐ Voter left before selecting a ballot

☐ Voter left after selecting a ballot

☐ Problem with printer

☐ Problem with terminal

☐ Other reason

☐ Exit menu

It's the law!

When a voter walks away without confirming and casting a ballot, you must always insert the PEB and follow the prompts to cancel the ballot.

```
This vote is going to be canceled due to:

        Voter left after selecting a ballot

                Please confirm
  [ ]     Proceed with vote cancellation

  [ ]     Exit menu


Please remove PEB.  Vote was not cast.
```

If there are still votes to be cast after 7:00 p.m. . . .

- Insert supervisor PEB **(red)**
- Follow prompts — select "EXIT MENU" for each voter after 7 p.m.

Very, Very Important!!

If you still have people voting after 7:00 p.m., select "Exit Menu."
Do not select "Close Polls Now."
If you do, no one will be able to vote on this machine.

```
  [ ]     Close polls now.

  [ ]     Exit menu.


Please remove PEB.
```

- Allow voting to continue.

Report errors

On the comment sheet record anything that might be helpful with the audit of your location. Example: duplicate voter #38, voter left with a voter ticket, etc.

Vote recorder information

Only one voter shall occupy a voting booth. Periodically during the day the poll workers should check the voting booths for pamphlets, stickers, etc.

Persons assisting voters

If the voter has a disability or is unable to read or write, he may be assisted by a person of his/her choice, or by a bi-partisan team of poll workers. Refer to **Audio Ballot Chapter, pgs. 1, 2.**

Provisional Voting:

A "How-to" guide for processing voters not found in your precinct binder

Contents

What's the law on provisional voting?

Rather than turning away a voter not found in the binder, you may now let him/her vote. After the election, when more time is available, the Election Board will research the problem to see if the ballot should be counted.

Which elections will have provisional voting?

Only elections with federal offices, or statewide offices or issues will have provisional voting.

A voter may cast a provisional ballot ...

• Voter not in precinct binder. Election Board called but no record was found.

• Voter not in precinct binder; couldn't get through to election office by phone.

• Voter did not have proper ID.

• Voter determined to be eligible at another polling place. Voter directed to correct or central polling place but refused.

• Other reason

Steps to follow for determining who qualifies for provisional voting:

✔ Check the precinct binder and supplemental binder pages for the name.

✔ Determine the voter is at the correct location.

✔ Make every effort to gain permission for the voter to vote. In the event permission is denied for a regular ballot, or you cannot get through to the Election Board, a provisional ballot may be voted.
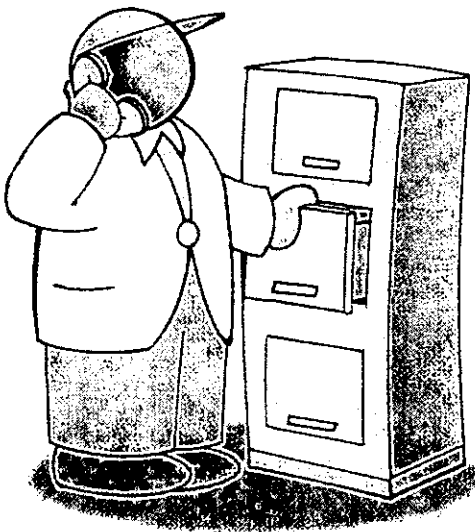
To issue a provisional ballot you'll need:

- ☐ An affidavit
- ☐ Application for Voter Registration
- ☐ Provisional envelope
- ☐ Opti-scan ballot

important! important! important!

In order for a provisional ballot to be counted, it MUST:

✔ be sealed in the completed provisional envelope that is signed by both a Republican and a Democratic Poll Worker.

Voted provisional ballots are inserted in a provisional ballot envelope which identifies and separates them from regular ballots. Never, never!!! scan a provisional ballot through the opti-scan reader. Provisional ballots (inside envelopes) are deposited in the provisional/emergency bin at the front of the opti-scan ballot box.

Getting started

✔ Determine if the voter is in the correct polling place. If not, send him/her to the correct location.

✔ If the voter is in the right polling place, but is not in the binder or the supplemental binder pages, and the Election Board says it has no record, ask the voter to fill out an Application for Voter Registration.

✔ Complete the Affidavit. See **Work Areas Chapter, pgs. 24, 25.** Place the completed affidavit, with the application for voter registration, in the oath & affidavit envelope.

Filling out the provisional ballot envelope

This entire side must be completed by the voter

Voter completes the top of the ballot envelope

The envelope must include:

★ Date and place of registration

★ The county where the voter lives

★ Reason why the voter qualifies for a provisional ballot

Examples: "VOTED AT LAST ELECTION BUT THIS ADDRESS NO LONGER IN PRECINCT BINDER"; "REGISTERED AT DMV BUT NAME NOT IN BINDER", etc.

★ Are you a U.S. citizen?

★ Will you be 18 by Election Day?

★ The voter's name.

★ Date of birth.

★ Address.

★ Last four digits of the voter's Social Security number.

★ Drivers license number.

✔ Voter's signature and current date.

A Poll Worker at Work Area 4 completes the bottom portion of the envelope

CHECK HERE IF APPLICATION FOR MISSOURI VOTER REGISTRATION IS COMPLETED.

✔ Check the reason voter was given a provisional ballot.

✔ Print the voter's name, and phone number on the line provided.

✔ Give the date and polling place number.

✔ A bi-partisan team inspects the top and signs the envelope.

✔ Mark the voter ticket with a capital "P" indicating a provisional ballot.

✔ Complete the affidavit and place in oath & affidavit envelope.

After the provisional envelope is filled out, give the voter:

✔ Completed, signed provisional ballot envelope

✔ If voter registration is not known, print voter name on the voter ticket

✔ Send the voter to Work Area 3 for an opti-scan ballot.

✔ DO NOT give a secrecy folder with a provisional ballot. It is put in the provisional envelope, not read by the opti-scan reader.

✯ After voting, tell the voter to place the ballot in the provisional envelope and place in the provisional/emergency bin on the front of the opti-scan ballot box.

✯ Be sure the voter keeps the tear-off tab with the personal identification number for future reference.

✯ Provisional ballots remain in the envelope and are turned in (ballots intact) in the orange vinyl bag.

☆ ☆ ☆

More Important Information

☆ ☆ ☆

When packing up for the 7:00 p.m. delivery, do not open provisional ballot envelopes.

Spoiled provisional ballot info

✔ Accept the returned ballot and mark it SPOILED.

✔ Place the ballot in the spoiled ballot envelope.

✔ Democratic and Republican judges will initial a new ballot and give to voter.

Frequently asked questions

Who can vote a provisional ballot?
Anyone not in the precinct binder or supplemental binder page who feels he/she should be entitled to vote may receive a provisional ballot.

How do we qualify a person to vote a provisional ballot?
A provisional ballot is a ballot of last resort. When you cannot reach our office, you may offer a provisional ballot.

How will a voter find out if a ballot was counted?
You may find out if your ballot was counted by calling the number on your envelope tab two weeks after the election. You must give your pin number when you call.

Closing the Polls:

All the forms and procedures to do it right

Contents

Close your polling place promptly at 7:00 p.m.

Anyone waiting in line to vote at 7:00 p.m. must be allowed to vote. At exactly 7:00 p.m. have one of your poll workers stand at the end of the line and not allow anyone else to get in line.
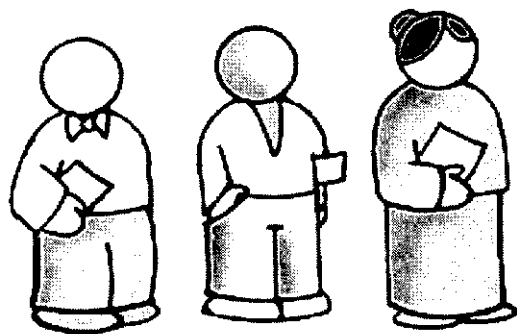
Election supervisors and poll workers are the only ones allowed inside the polling place when the ballot box is opened.

Supervisors and assistant supervisors begin recording the final votes cast on the touch-screen closing certification form. See **pg. 3.**

✔ Check the opti-scan provisional/emergency bin. If there are any unread emergency ballots, feed them thru the opti-scan reader. **Provisional ballots remain in the envelopes and do not get fed thru the opti-scan reader.**

✔ Unlock ballot compartment door. Remove all voted opti-scan ballots and check each opti-scan ballot for write-in votes. Keep write-in votes separated from all other ballots. (Place in write-in envelope.)

✔ Place all ballots in the orange vinyl bag, including the write-in ballot envelope.

✔ Place the sealed provisional ballot envelopes in the orange vinyl bag.

✔ Take the DAILY VOTE TALLY and record final numbers.

✔ Count the voter tickets and add stacks together for a total count.

✔ Complete both the opti-scan and touch-screen closing certification forms.

Opti-scan closing certification form instructions

Line 1: Total opti-scan ballots cast.

Line 2 Total opti-scan ballots spoiled.

Line 3 Total unused opti-scan ballots returned.

Line 4: Ballots issued. (Add lines 1, 2 and 3)

Were there any write-in votes cast? Check Yes or No.

Line 5: Total provisional ballots cast

Line 6: Total unused provisional ballots returned.

Line 7: Total provisional ballots issued. (Add lines 5 & 6)

All supervisory poll workers sign the forms. Place in the back pocket of the clear orange pouch.

OPTI-SCAN CLOSING CERTIFICATION

This form is to be placed in the back pocket of the clear orange pouch when completed

ST. LOUIS COUNTY BOARD OF ELECTION COMMISSIONERS

ST THOMAS/HOLY SPIRIT CH
3060 S LINDBERGH BLVD
ELEC # 804   05/08/06

0222
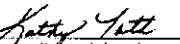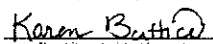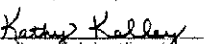
ORA 004 045 045
ORA 005
ORA 003 007

1.	Total Opti-Scan Ballots Cast	73
2.	Total Opti-Scan Ballots Spoiled	7
3.	Total Unused Opti-Scan Ballots Returned	120
4.	Ballots Issued (Add 1, 2, & 3)	200

Were there any write-in votes cast? ☑Yes ☐No

PROVISIONAL BALLOTS

5.	Total Provisional Ballots Cast:	11
6.	Total Provisional Ballots Returned:	39
7.	Total Provisional Ballots Issued:	50

Lori Wrobel
Republican Supervisor

Kathy Yett
Democratic Supervisor

Karen Buthice
Republican Assistant Supervisor

Kathy Kelley
Democratic Assistant Supervisor

Touch-screen closing certification form instructions

TOUCH SCREEN CLOSING CERTIFICATION

This form is to be placed in the back pocket of the clear orange pouch when completed

ST. LOUIS COUNTY BOARD OF ELECTION COMMISSIONERS

ST THOMAS/HOLY SPIRIT CH
3960 S LINDBERGH BLVD
ELEC # 834   08/08/06
GRA 009 641 64#
GRA 008
GRA 003 007

0222

Total Touch-Screen #1	Total Touch-Screen #2	Total Touch-Screen #3	Total Touch-Screen #4	Total Touch-Screen #5	Total Touch-Screen #6	Total Touch-Screen #7
101	121	112				

1. Total touch-screen ballots cast (Add all machine totals) **334**

NUMBER OF SIGNATURES FROM BINDERS

Book #1 **95**   2. Total of all Books **370**

Book #2 **74**   3. Total Number of Affidavits **37**

Book #3 **84**

Book #4 **117**   4. Total Number of Signatures **407**

VOTING TICKETS

	Touch-Screen	Opti-Scan	Totals
5. Total Used:	334	+ 73	= 407
6. Spoiled:	19	- 7	= 26

Lori Wrobel
Republican Supervisor

Kathy Tott
Democratic Supervisor

Karen Butti
Republican Assistant Supervisor

Kathy Kelley
Democratic Assistant Supervisor

I:\..\Supervisor\E&S Forms used at poll\Touch-Screen Closing Certification.doc

---

Line 1: Total touch-screen ballots cast. (Add all machine totals) Count all signatures in each binder. Record the total for each book.

Line 2 Total number of all signatures in all books.

Line 3 Total number of signed affidavits.

Line 4: Total number of all signatures. (Add lines 2 and 3)

Line 5: Total used voter tickets for touch-screen and opti-scan.

Line 6: Total spoiled voter tickets for touch-screen and opti-scan.

All supervisory poll workers sign the forms. Place in the back pocket of the clear orange pouch.

Closing the opti-scan reader
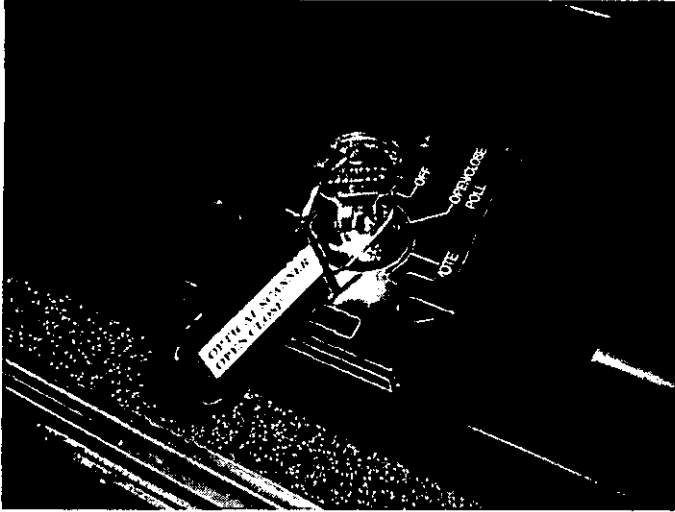
✔ Open the key access panel, insert open/close key (green tag) and turn to open/close poll position.

✔ Press Close Polls button to officially close the polls. The reader will print a report. Sign the report and staple to the Closing Opti-scan certification form. The polls closed menu will appear after printing is complete.

✔ Turn reader key to "OFF" position.

✔ Unlock and open the reader access panel.

✔ Remove the blue tape seal and lift open the door.
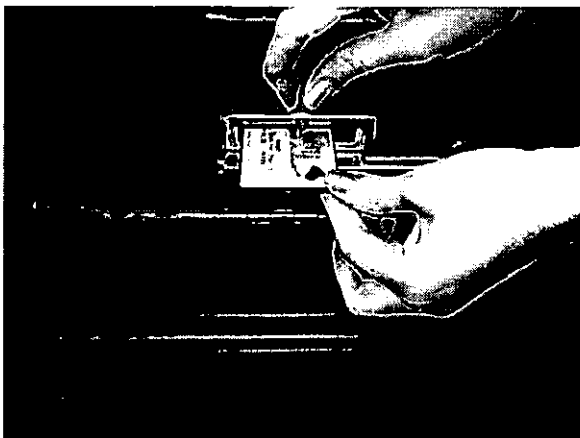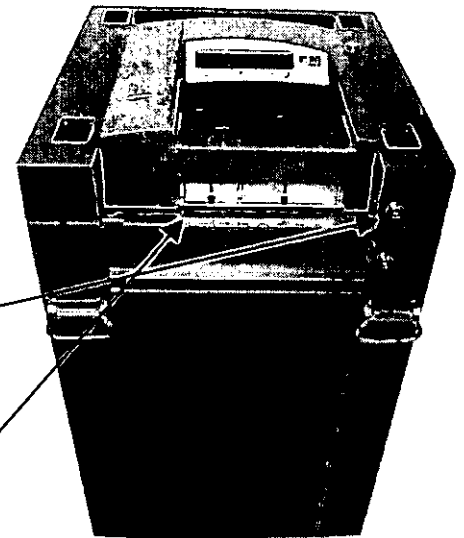
✔ Push the eject button at the right of the memory card to remove. (PCMCIA)

✔ Place the card in the small plastic case in the top middle pocket of the clear orange pouch.

Very ➡️
Important!!!
The final count is available from the touch-screen after the Master PEB (green) is inserted.

Closing the touch-screen equipment

At closing time, when all voters have left the building, put away the supervisor PEBs **(red)** in the bottom pockets of the clear orange pouch and follow the steps to close each terminal.

Do not use the red PEB to close!!

✔ Remove the master PEB **(green)** from the top left pocket of the clear orange pouch.

✔ Insert the master PEB **(green)** in touch-screen machine #1.

✔ The touch-screen will display the close option menu. Select CLOSE THE POLLS.

The screen will display the following message

The touch-screen is now loading all votes onto the master PEB

WARNING: DO NOT REMOVE PEB

Preparing to collect votes to PEB

You will be notified when it is safe to remove PEB

PLEASE WAIT...

Caution: if the PEB is removed during this operation

The process will need to be restarted.

THIS PROCESS MAY TAKE A FEW MINUTES

Status Line:

Accessing PEB S/N PS130057-_(FMW 1.07)   Reading PEB

Be patient!!

The screen will then display the following instruction

The touch-screen is now reading all votes onto the flash card

```
YOU MUST REMOVE THE PEB NOW TO
CONTINUE CLOSING THE TERMINAL
```
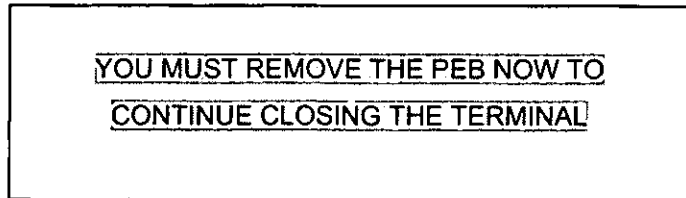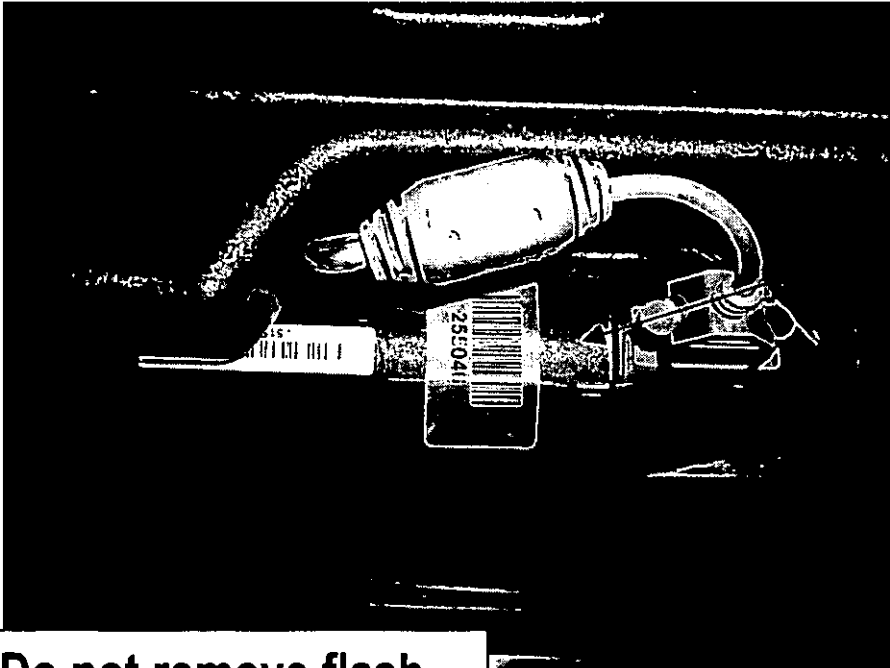
Remove the PEB-The touch-screen will continue to close.

Repeat these steps to continue closing all terminals.

The following screen is displayed when closing is complete

Touch the screen and the terminal will power down.

```
The terminal closing is complete
Vote data collection successful!
Audit data collection successful!
Touch screen to exit.
```
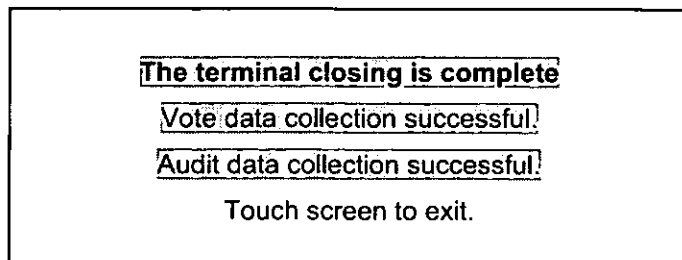
Removing the flash cards from touch-screens

- Remove the blue tape seal on the top left of the touch-screen.
- Slide the door to the left.

Do not remove flash card until touch-screen closing is complete.

- Remove the flash card.
- Place in the top right pocket of the clear orange pouch.
- Repeat for each touch-screen.

Removing the paper rolls from touch-screens
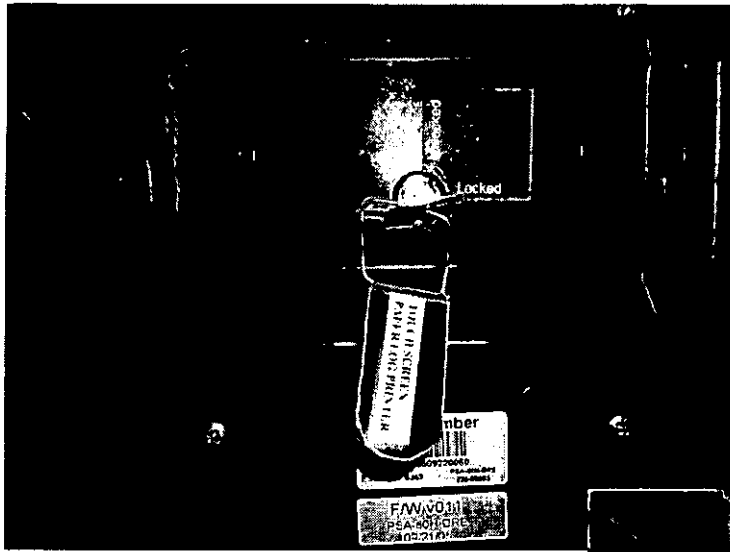
- Using the red tag key, unlock the printer door on the back of each touch-screen.

- Pull the lever to release the paper roll.

- Use the yellow manual feed lever on the top left side to allow some slack in the paper.
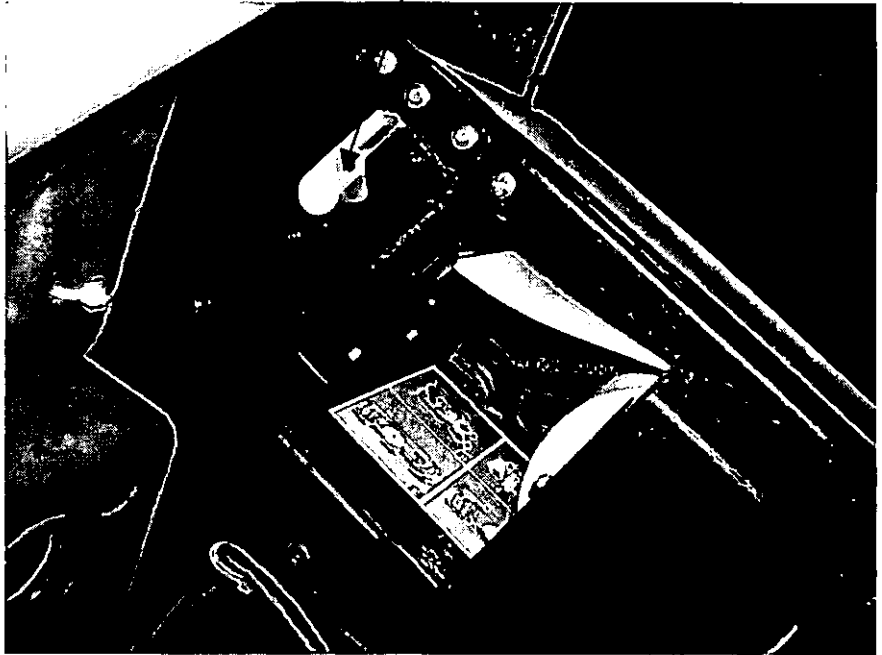
- Carefully tear the paper past all print. Pull roll gently down to remove. Sign roll, rubber band, and place in orange vinyl bag.

- Close and lock printer door. Return key to envelope in orange vinyl bag.

Taking down the touch-screen equipment

Assistant supervisor, with the help of the poll workers, will break down the touch-screens and load onto the transport security cart, and attach the security seal to the cart.

- Unplug equipment and wrap cords on back of each touch-screen.
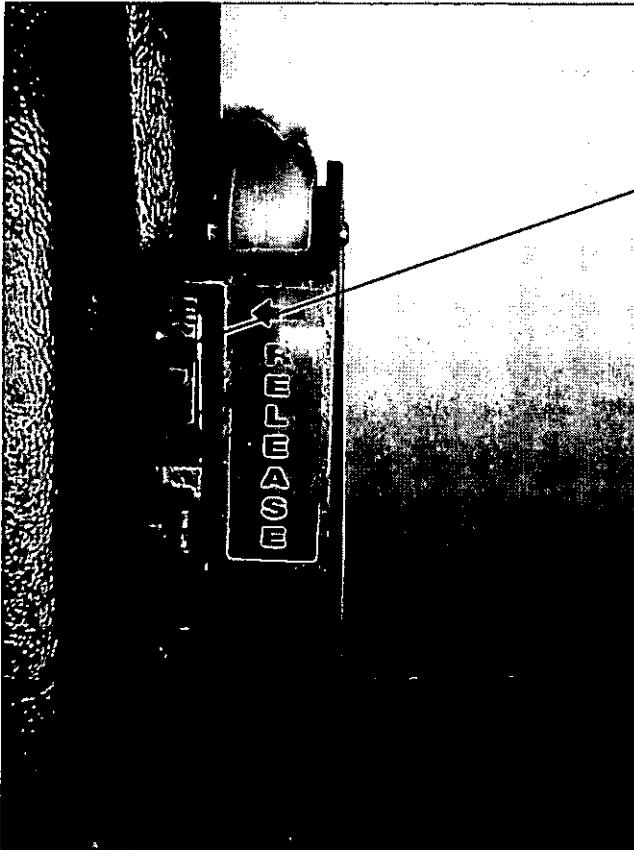
- Close touch-screen privacy doors.

- Push release latch down (on lower right corner of touch-screen) to release voting portion.

- Hold the wheels, not the bar. Lean touch-screen back and lock legs in place.

- Turn unit over to rest on wheels.

- Roll the unit onto the transport security cart.

- After last touch-screen is loaded, place restraining bar on cart.

Taking down the opti-scan equipment

The assistant supervisors will disassemble the opti-scan reader.

✔ Turn the key to the OFF position. Pull straight up to remove the key and place in the key envelope in the orange vinyl bag.

✔ Make sure the key access panel is closed.

✔ Unplug the reader.

✔ Pull the reader forward and disconnect the power

cord.

✔ Place the cord inside the black carrying case.

✔ Slide the reader forward, lift straight up from the

mounting rails and place in the black carrying case.

✔ Lock and secure all ballot box doors.

✔ Load the black case in the transport case.

Taking down opti-scan voting booths

Dismantle and place in the transport case.

Closing check-list

Transport case

- [ ] **Opti-scan ballot reader in carrying case**
- [ ] **Door pouch:**
    - Transport case seal log
    - Broken seal investigation report
    - Seal verification form
- [ ] **Opti-scan voting booths**
- [ ] **Opti-scan ballot secrecy folders**
- [ ] **Audio Ballot headset**
- [ ] **Flag**
- [ ] **Signs:**
    - Voter ID
    - No electioneering
    - Polling place
    - Handicapped entrance
    - No cell phone usage
    - "How to Vote" instructions
    - Voter's Bill of Rights
- [ ] **Wall charts**
- [ ] **Extension cord**
- [ ] **Law book & Street guide**
- [ ] **Aprons**
- [ ] **Unused touch-screen paper rolls**

The Supervisors/Assistant Supervisors will pack the following and the Supervisors deliver to the turn-in location

Supervisors give the transport case keys to the assistant supervisors. Make sure the transport security cart padlock is unlocked before leaving for turn-in location.

☐ **A green canvas bag containing:**

✔ Voter ticket envelope

✔ Precinct binders

✔ Spoiled opti-scan ballots/voter tickets envelope

✔ Oath & Affidavit envelope

✔ Supply kit

☐ **An orange vinyl bag containing:**

✔ Voted opti-scan ballots

✔ Unused opti-scan ballots in folders

✔ Voted provisional ballots in envelopes

✔ Unused opti-scan provisional ballots in folders

✔ Keys (in envelope)

✔ Used touch-screen paper rolls

Let's call it a wrap

☐ **The back pocket of the clear orange pouch:**

✔ Opening and closing certification forms:
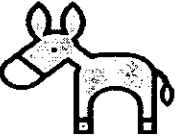
• Two for touch-screen voting

• ☐ Two for Opti-scan voting with reports attached

✔ Comment sheet

✔ Daily vote tally

✔ Payroll (after all Poll Workers sign their names and note their departure times on their payroll sheet, the supervisors initial each name).

ST THOMAS/HOLY SPIRIT CH
3980 S LINDBERGH BLVD
ELEC # 504   08/08/06

GRA 009 045 046
GRA 008
GRA 003 007

0222

5 J

Saint Louis
COUNTY
ELECTION BOARD

DEMOCRATIC PARTY

For office use only

Supervisor: _Kathy Toth_   Arrival Time: _4:45 AM_
Address: _10021 Sakura Dr._   Departure Time: _7:45 pm_
Signature: _Kathy Toth_   Super Initial: _KT_

Asst. Super: _KATHY KELLEY_   Arrival Time: _4:45 A.m._
Address: _4443 Telegraph_   Departure Time: _7:45 Pm._
Signature: _Kathy Kelley_   Super Initial: _KT_

Poll Worker: _SALLY SHAN_   Arrival Time: _4:45 AM_
Address: _9243 S Lindbergh_   Departure Time: _7:45 pm_
Signature: _Sally Shaw_   Super Initial: _KT_

Poll Worker: _Patrick Miller_   Arrival Time: _4:45 AM_
Address: _238 Elm_   Departure Time: _7:45 PM_
Signature: _Pat Miller_   Super Initial: _KT_

Poll Worker: _Bridget Banks_   Arrival Time: _4:45 Am_
Address: _3443 Dunn Rd_   Departure Time: _7:45 pm_
Signature: _Bridget Banks_   Super Initial: _KT_

Please print name, address and arrival time on the correct payroll sheet. When departing each judge signs their name and records their departure time. Both payroll sheets are placed in the payroll envelope and hand-delivered to the deputies at the turn-in location.

I:\Judges\Supervisor\ES&S\Forms used at poll\Democratic Payroll.doc

---

☐ **The front of the clear orange pouch:**

✔ One master PEB **(green)** top left

✔ Opti-scan memory card (PCMCIA) top middle

✔ Touch-screen flash cards (top right)

✔ One, two, or three Supervisor PEBs **(red)** bottom

row

Master PEB
(green)

PC Card
(PCMCIA)

Touch-Screen
Flash Cards
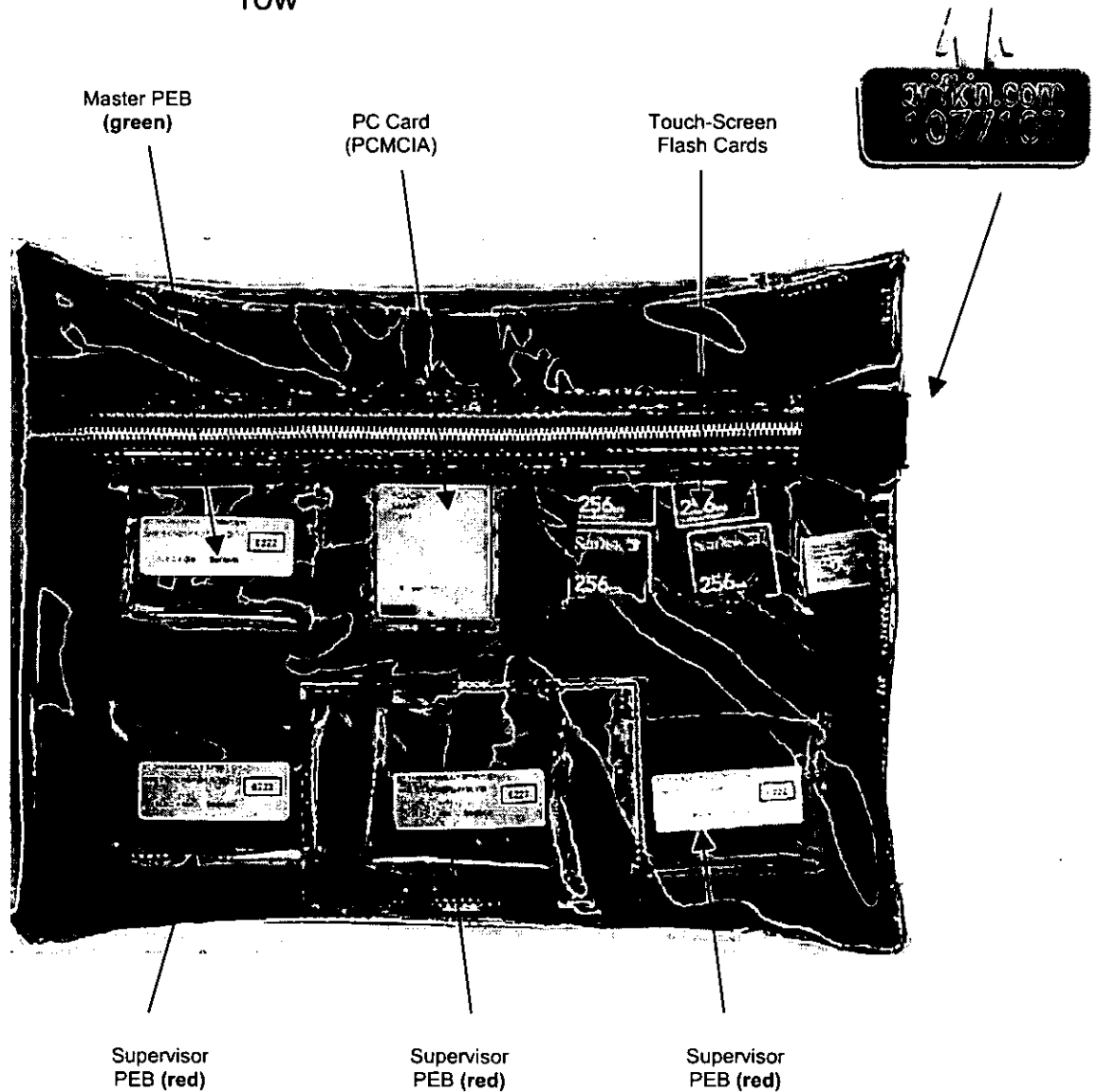
**The
pouch
will look
like this
after the
polls
close**

Supervisor
PEB **(red)**

Supervisor
PEB **(red)**

Supervisor
PEB **(red)**

All poll workers must remain until:

• The supplies are neatly repacked in the transport case.

• Retrieve the security cable and cover from the transport case.

• Two Poll Workers shall verify the yellow seal number, sign the transport seal log and return it to the pouch on the inside of the box door.

• Attach the yellow warning tag to the numbered seal, then seal the case and lock it.

• Place the security cable from the transport case, through the opti-scan ballot box handles and secure to the padlock on the security transport cart. Put the cover on the cart.

Drop both transport case keys <u>only</u> through the slot in the top of the ballot box.

Audio Ballot:

For vision impaired voters

Contents

Touch-screen audio ballot instructions

When requested, the Poll Worker will provide a headset for visually-impaired voters. Insert PEB and select audio ballot by pressing the green diamond shaped button. The poll worker follows the prompt and removes the PEB. The screen will display "AUDIO ASSISTED BALLOT IS SELECTED". The screen will be blank. Voting instructions will then be given:

☐ To repeat instructions press the up arrow button

☐ To begin voting press the diamond button

☐ To move from contest to contest use the arrow buttons to move up and down contest titles

☐ To vote a contest locate and press the diamond button. The first selection will be read.

☐ Use the up and down arrows to move from one selection to the next.

☐ When you locate your choice press the diamond button to vote.

☐ You may change your vote at any time until your ballot is cast.

☐ To move to the next contest use the down arrow.

AUDIO BALLOT   1

You must scroll down through the remaining selections to get to the next contest.

☐ When the bottom of the ballot is reached, press the VOTE button.

The voter will be told of any under voted contests, and is given the option of reviewing/changing the vote. The voter is also given the option of an audio alphabet for write-ins. The up and down buttons can be pressed several times to skip ahead to the desired letter.

Changing the Touch-Screen Paper Roll:

Not difficult, if you follow these simple directions

Contents

Operator Controls Overview

There are essentially three controls the operator may use on the printer: the Platen Release Lever, the FEED button, and the Head Up Release Lever. These controls revolve around loading paper into the unit. Generally, once paper is loaded, it is not required that the operator perform any other operations for the printer to correctly function.

Additional controls include a Lock and Pull Latch. The Lock is used to secure the components of the printer to prevent tampering. The Pull Latch is used to release or secure the bottom assembly of the printer, depending whether the operator is accessing the bottom assembly or closing it.

Indicators are used to report the status of the printer whenever power is present. The indicators are located on the Keypad.

Figure 2-1 illustrates the location of these controls and indicators.
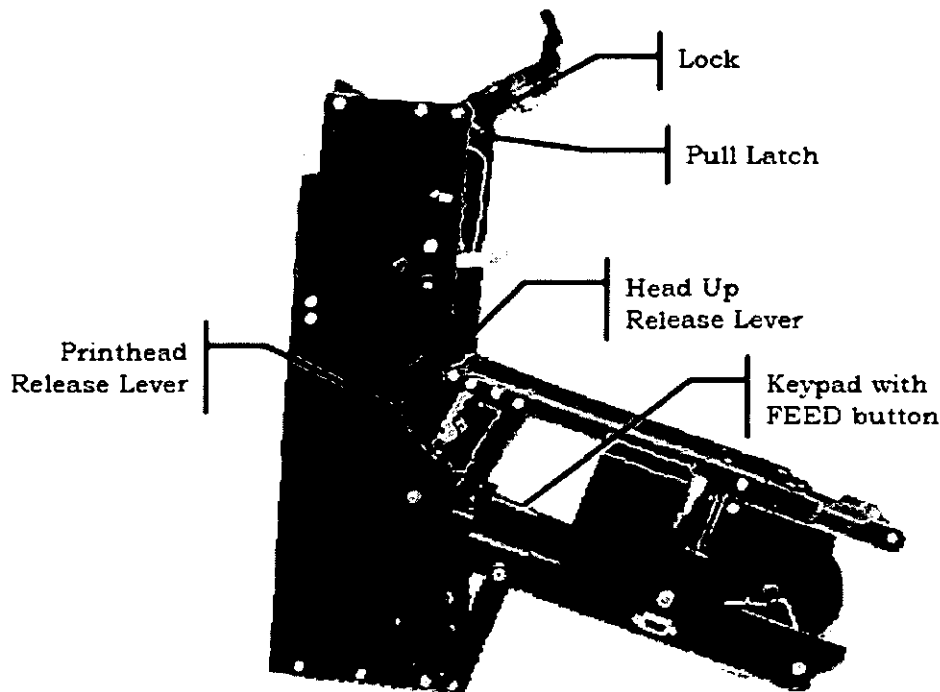
Figure 2-1   Operator Controls and Indicators

2.2   Loading Paper

To load paper:

1. Remove the paper roll from its packaging.

2. Remove the Flange from the Take Up Reel.

3. Slide out the paper roll.

Remove Flange

Slide Out Paper Roll
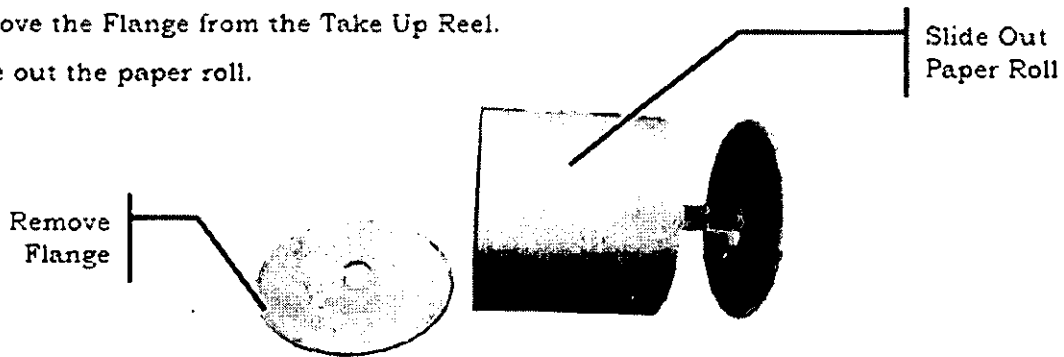
Figure 2-2   Flange and Take Up Reel

4. Use the key to unlock the printer.

Unlocked Position
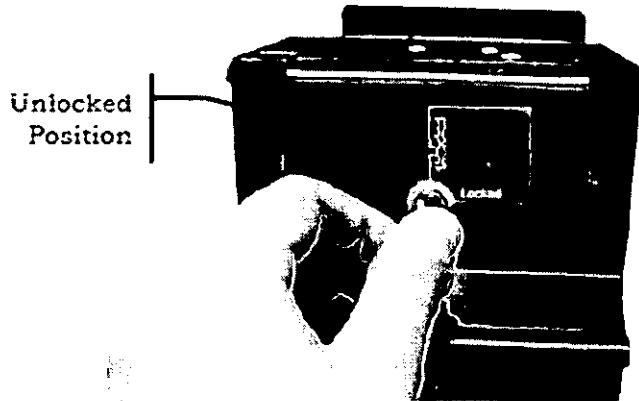
Figure 2-3   Unlock the Printer

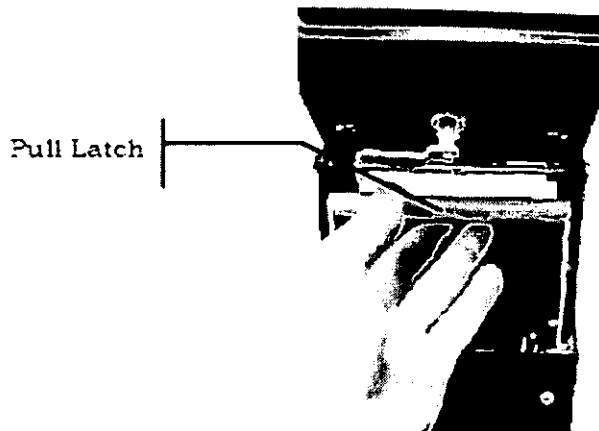5. Pull down the Pull Latch to release the bottom assembly of the printer.

Pull Latch

Figure 2-4   Pull the Pull Latch

CHANGING THE TOUCH-SCREEN PAPER ROLL

6. Pull open the bottom assembly of the printer to access the paper path.
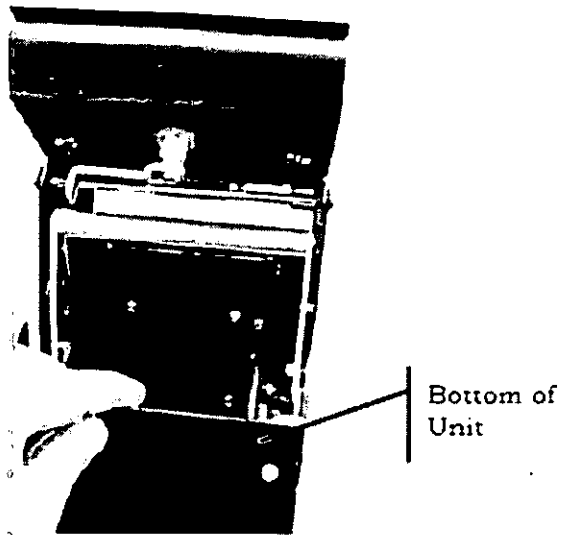
Figure 2-5   Open the Bottom Assembly

7. Load the paper roll in the printer with the end of roll at the top of the printer by placing the paper roll on the Paper Shaft.
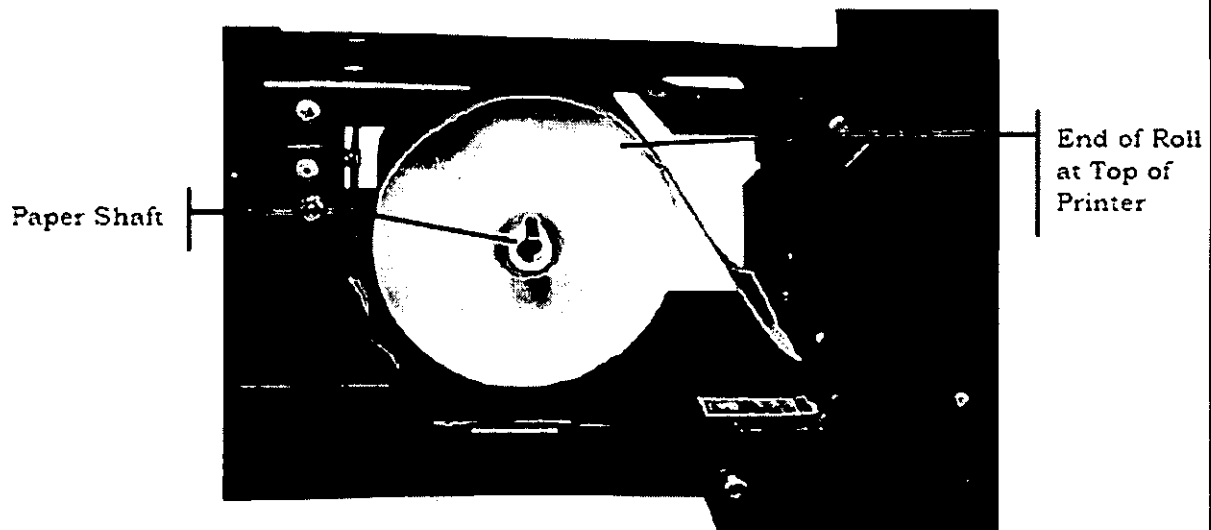
Figure 2-6   Load Paper Roll

CHANGING THE TOUCH-SCREEN PAPER ROLL   3

8. Feed the paper into the Paper Loading Slot.
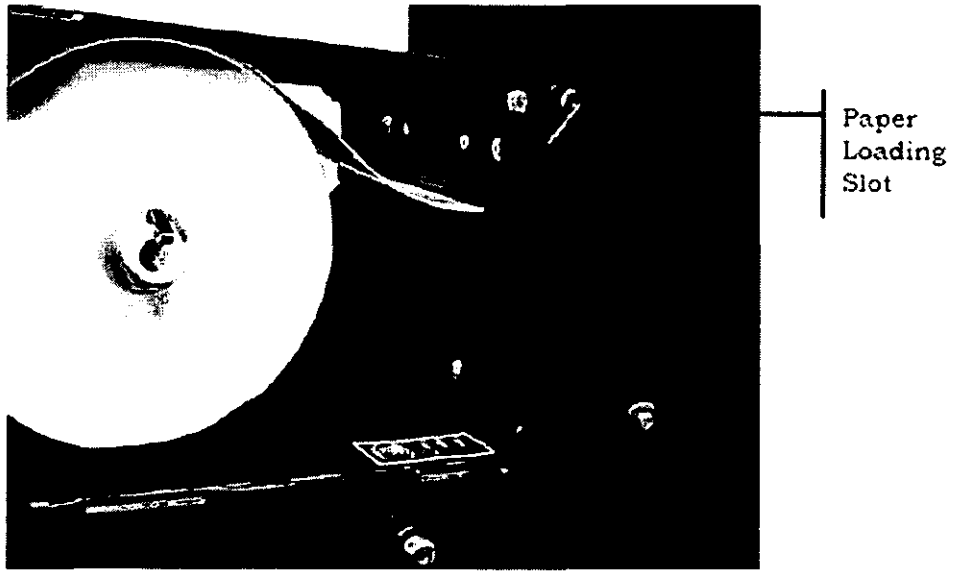
Paper
Loading
Slot

Figure 2-7   Feed Paper into Paper Loading Slot

Note: When the power is on, the paper will autofeed and advance approximately 16" into the paper path. If there is not power to the printer, press the Printhead Release Lever to pull the paper through the paper path.

Paper Guide Rollers
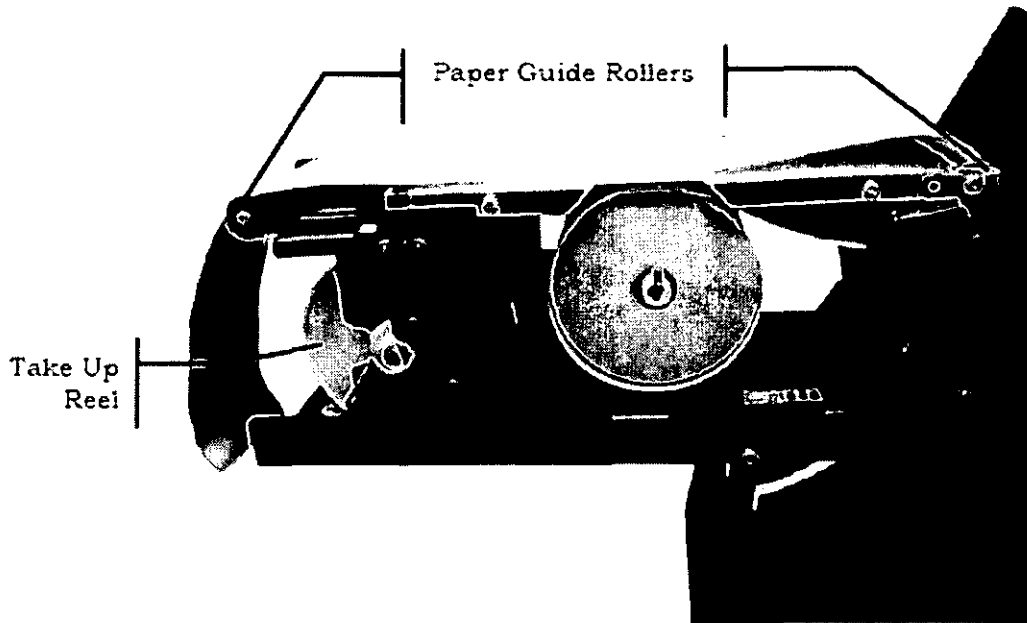
Take Up
Reel

Figure 2-8   Pull Paper through Paper Path

9. Pull out the Take Up Reel.

10. Insert the end of the paper roll through the opening of the Take Up Reel Shaft, pulling approximately two inches through the shaft.
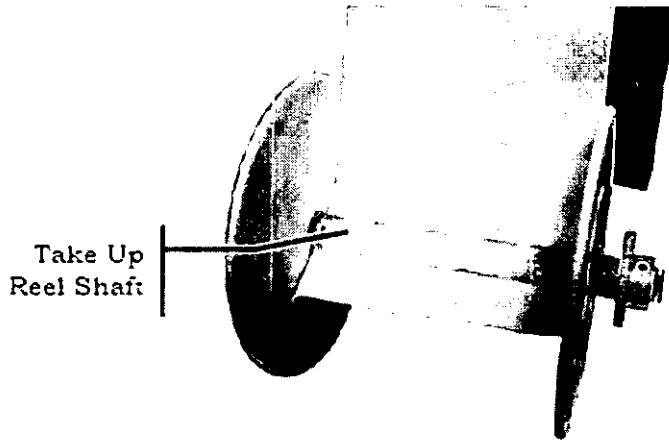
Take Up
Reel Shaft

Figure 2-9   Insert Paper into Take Up Reel Shaft

11. Re-insert the Take Up Reel into the printer.

12. Push in the rear Paper Guide Roller to activate the automatic paper feed.
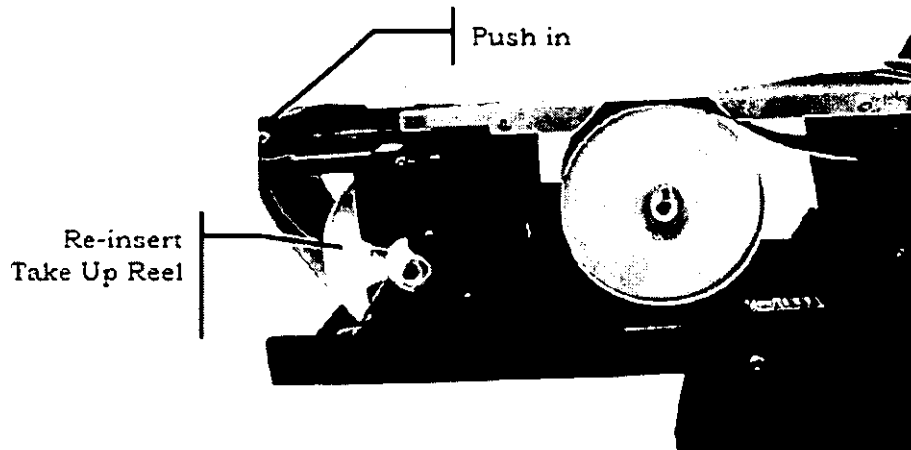
Push in

Re-insert
Take Up Reel

Figure 2-10   Re-insert Take Up Reel Shaft

Note: When the power is on, the Take Up Reel will pull and secure the end of the paper.

13. Firmly close the printer to re-engage the Pull Latch.

Pull Latch
Re-Engaged
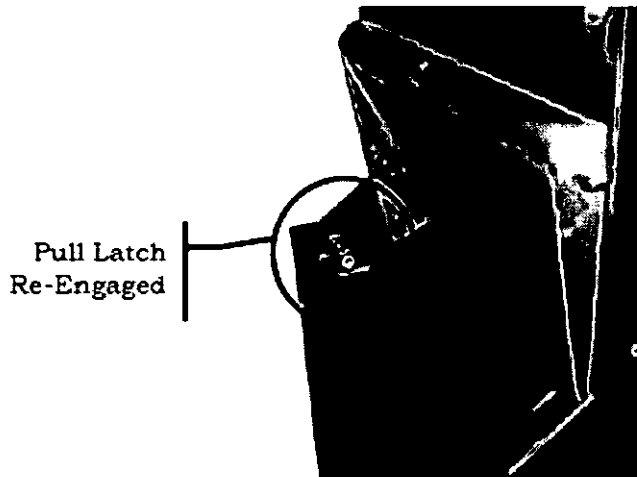
Figure 2-11   Firmly Close Printer

14. Move the key to the Locked Position to secure the printer.
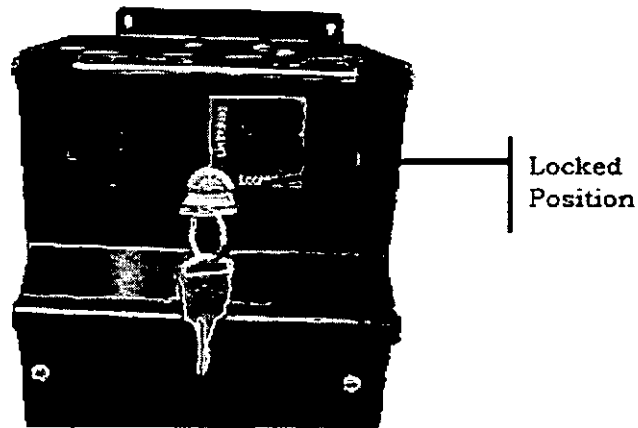

Locked
Position

Figure 2-12   Lock Printer

2.3   Feeding Paper

Use the FEED button to feed paper to the PSA-80H-DRE printer. Each long press (~2 seconds) of the FEED button advances the paper 6".

2.4   Clearing a Paper Jam

The printer is designed to operate reliably with a minimum of paper jamming. If you need to clear a paper jam, follow the instructions below.

When clearing a paper jam:

• Ensure that the paper path is clear of obstructions.

• Use the Printhead Release Lever located on the side of the unit.

• Do not allow a screwdriver or other probing object to come into contact with the printer. This can cause permanent damage.

CHANGING THE TOUCH-SCREEN PAPER ROLL   6

Notes: There are no user serviceable parts in the printer.

Only properly certified personnel may perform maintenance on the printer.

To clear a paper jam:
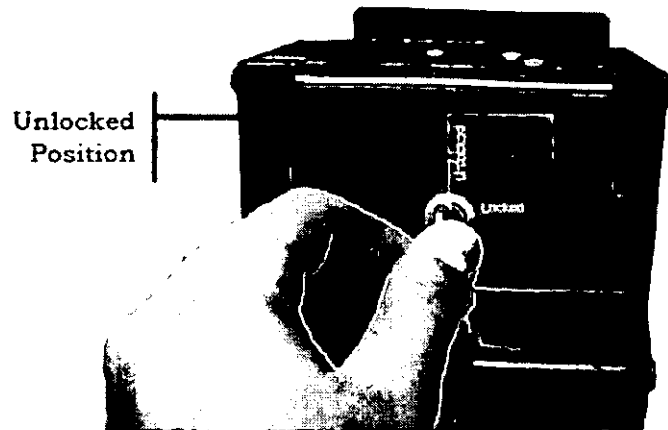
1. Use the key to unlock the printer.

Figure 2-13   Unlock the Printer

2. Pull down the Pull Latch to release the bottom assembly of the printer.
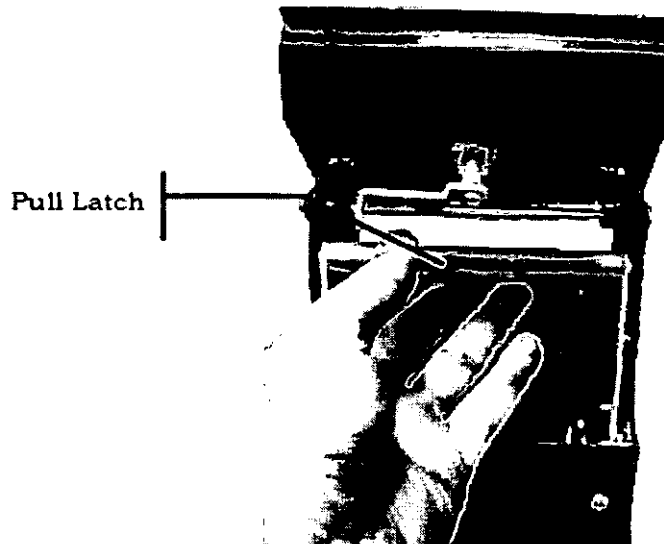

Figure 2-14   Pull the Pull Latch

CHANGING THE TOUCH-SCREEN PAPER ROLL

3. Pull open the bottom assembly of the printer to access the paper path.
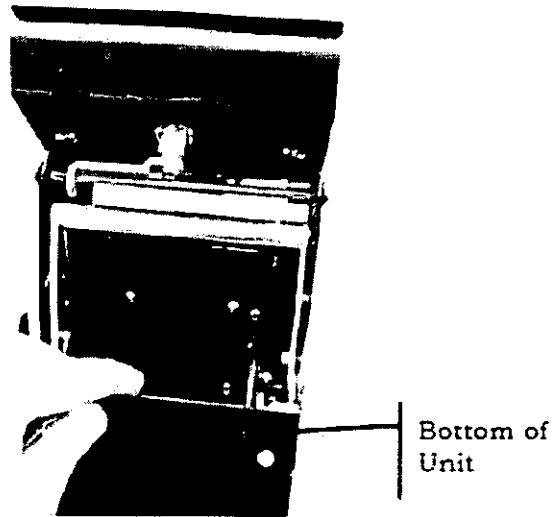

Figure 2-15   Open the Bottom Assembly

4. Press the Printhead Release Lever (located on the side of the unit) to pull the paper towards the Take Up Reel or towards the Paper Shaft.
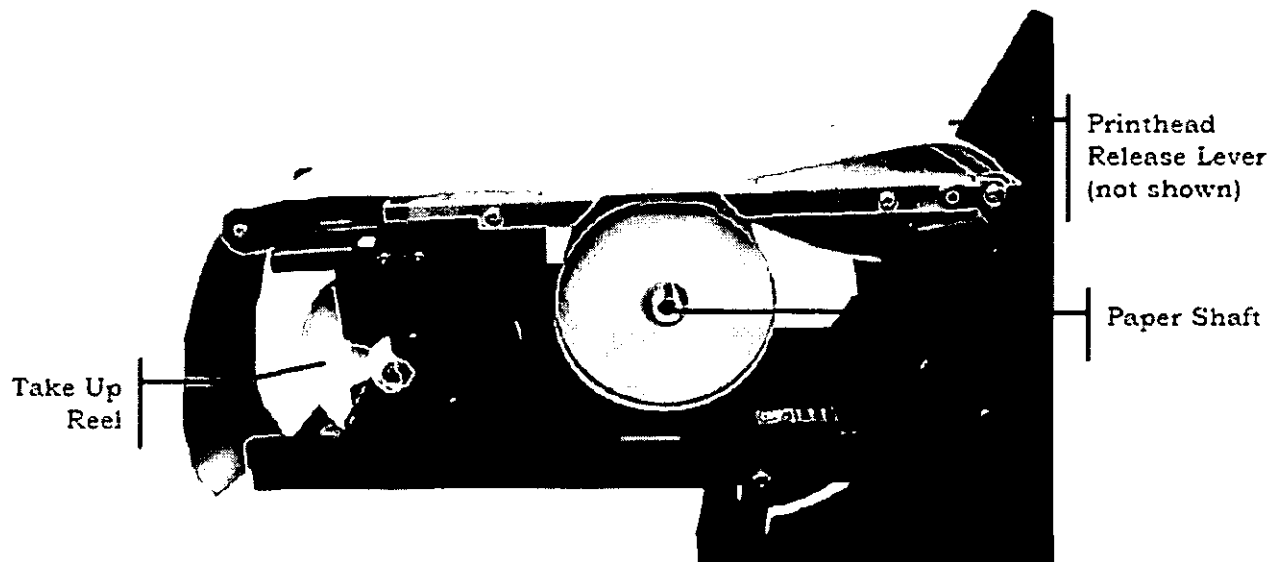

Figure 2-16   Pull Paper

CHANGING THE TOUCH-SCREEN PAPER ROLL   8

5. (Optional) Press the Head Up Release Lever to pull the paper backward to the Take Up Reel or forward to the Paper Shaft.

Printhead
Release Lever

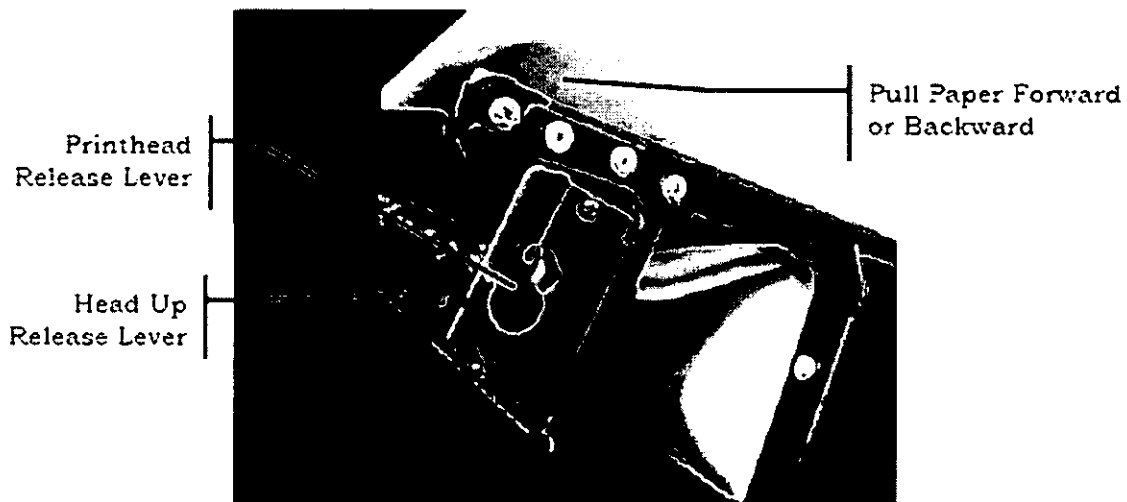Head Up
Release Lever

Pull Paper Forward
or Backward

Figure 2-17   Head Up and Printhead Release Levers

Note: If you use the optional step above, push in the Head Up Release Lever to return the printhead to the locked position.

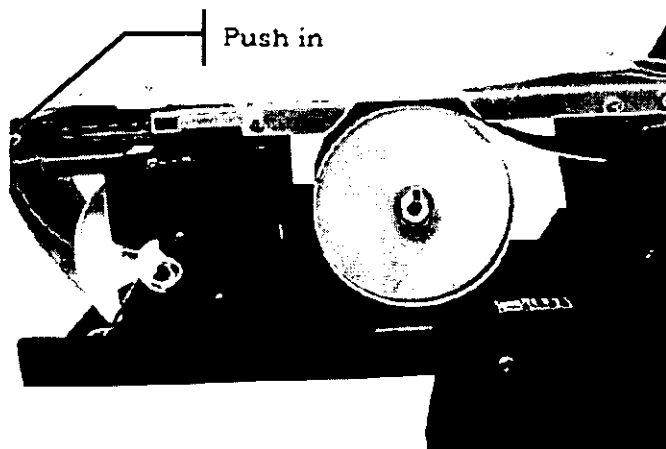6. Push in the rear Paper Guide Roller to activate the automatic paper feed.

Push in

Figure 2-18   Re-insert Take Up Reel Shaft

Note: When the power is on, the Take Up Reel will pull and secure the end of the paper.

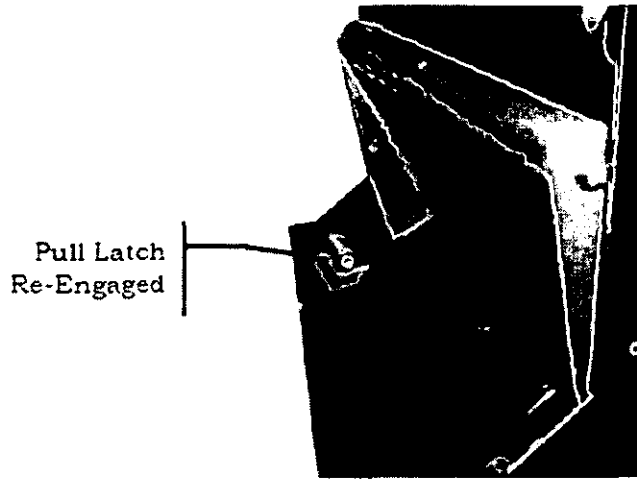7. Firmly close the printer to re-engage the Pull Latch.

Pull Latch
Re-Engaged

Figure 2-19   Firmly Close Printer
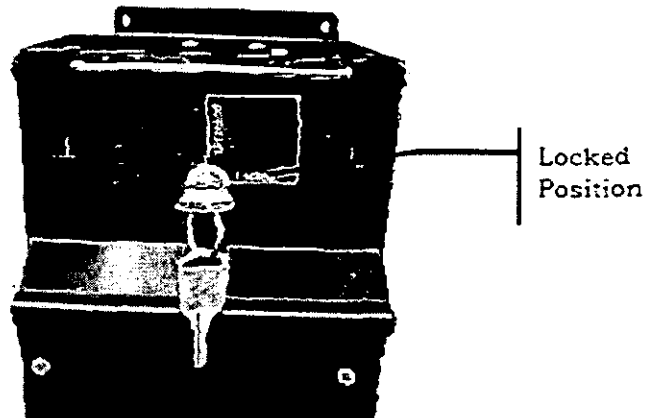
8. Move the key to the Locked Position to secure the printer.

Locked
Position

Figure 2-20   Lock Printer

CHANGING THE TOUCH-SCREEN PAPER ROLL   10