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BALLOT CLERK

Issuing the Ballot

1. Receive a **voter card** from each voter and **call out the voter's name TWICE in a moderate tone**.

   - In a **Primary election**, you must also call out the **party** in which the voter is registered. The **voter card** will indicate the type of ballot (according to the voter's party affiliation) each voter is to receive.

   - In the **General election**, you must also call out the **SMD** in which the voter is registered. The **voter card** will indicate which SMD ballot each voter is to receive.

2. Tear off the <u>correct</u> ballot(s) from the pad. **ALWAYS ISSUE THE BALLOT(s) IN NUMERICAL ORDER, beginning with serial number "0001" (or the lowest number given to your precinct for ANC/SMD elections).**

   - **Issue ballots to the Special Ballot Clerk.** Be sure to **mark the Special Ballot Tally sheet.**

3. **Place the ballot(s) in a secrecy sleeve/ballot holder with the stub(s) protruding and give them to the voter.**

4. **File the completed voter card** in the small Voter Card box.

Ballot Accounting

When the **last voter in line at 8:00 p.m. has voted**, fill out the Ballot Accounting Form:

1. Write the **number of the next unused ballot** (from the pad of ballots), in **column A.** Subtract <u>one</u> **(-1) to get the number of ballots used.** Write this number in **column B.**

2. **Count the Spoiled Ballot envelopes** in envelope #2 and write the amount in **column C. Subtract** the number of spoiled ballots **(column C) from** the number of ballots used **(column B) to get the number of voted ballots.** Write this number in **column D.**

3. **Check your Special Ballot Tally Sheet** *(compare your total with Special Ballot clerk's total).* Write the **number of special ballots** in **column E. Subtract** the number of special ballots **(column E) from** the number of voted ballots **(column D) to get the count of voter cards (column F).**

4. **Count the voter cards** and **compare** that figure **with the number in column F.** They should be equal.

Ballot accounting must be done separately for each party in a Primary election and for each SMD in the General election.

Spoiled Ballots

A voter who spoils his/her ballot(s) must return all of the ballot card(s) to the Ballot Clerk.

1. Write the **serial number** of the spoiled ballot card(s) on the front of the Spoiled Ballot Envelope. **Place the spoiled ballot card(s) in the Spoiled Ballot Envelope and seal it.**

2. **Issue a new ballot** or **set** of ballots to the voter. Write the **serial number** of the newly issued ballots on the Spoiled Ballot Envelope.

   - In a Primary election, you must also write the **party** on the Spoiled Ballot Envelope.

   - In the General election, you must also write the **SMD number** on the Spoiled Ballot Envelope.

3. Put the sealed Spoiled Ballot Envelope into Envelope #2. At the end of the day, count the number of Spoiled Ballot Envelopes and write the amount on the front of Envelope #2. Use this number to complete the Ballot Accounting form.

Authorized Watchers

Authorized Watchers may look at the voter cards you have received from the voters. Issue only one pack of cards at a time and be sure that these cards are returned to you. Be sure to speak clearly and in a moderate tone when calling out the voter's name (and party), so that the watchers may hear you. The Captain will provide the Watchers with a listing of the voters in the Precinct.

Refer to the Guidelines for Watchers handout for more information.

Ballot Usage

Watch your ballot supply during the day.

Use your **"Ballot Usage" form** to determine if any type of ballot reaches the number listed a **75% of the total issued**. If you reach this level before **6:00 pm** tell your Captain so that he/she can call the Board's Office immediately.