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# BALLOT BOX CLERK

## Opening the Ballot Box

1. **Open the plastic bag.** Untie the twister and set it aside (you will need it to close the bag later). Slide the plastic bag **half way** off of the ballot box (do not remove the bag).
2. The **Captain will shake the ballot box** to show that it is empty. Any watchers that are present may also shake the box.
3. **At 7:00 a.m., cut open the slot in the top of the ballot box and allow voting to begin.**
4. **At 1:00 p.m., after sealing the a.m. ballot box,** follow these same procedures to open the **p.m. ballot box.**

## Ballot Casting

1. Voters must present their voted ballot(s) inside the secrecy sleeve/ballot holder.  
Check to make sure the **stub end** of the **ballot card(s)** are **protruding from the holder**.
2. **Bend the stub(s) back and forth several times. Tear the stubs off carefully.** To ensure a clean tear, it is **better** for the clerk to remove the stubs. **Ragged edges may cause problems in machine tabulation.** (However, if voters insist on removing their own ballot stub(s), they must be removed cleanly for computer tabulation.)
3. **Give the ballot stub(s) to the voter.** They amount to a "receipt for voting".
4. **Do not take the ballots out of the ballot holder. Insert the ballot holder, open side down,** into the slot of the ballot box. The ballot(s) will fall down into the Ballot Box **without allowing the votes punched to be revealed.** This procedure is essential to protect the voter's right to a secret ballot.
5. **Issue an "I Voted" sticker** to each voter.
6. When you have collected several ballot holders, ask the Voting Booth/Demonstration Clerk or the Captain to return them to the Ballot Clerk.

**The ballot box must be secure at all times.**

## Sealing the Ballot Box

### A.M. Ballot Box

1. At approximately 1:00 p.m., you and the Captain should seal the a.m. ballot box by placing a **Ballot Box Seal** over the slot.
2. Sign the seal on the lines provided and across the edge of the seal, so that the signatures are partially on the seal and partially on the box.
3. Pull the plastic bag up and fasten with the twister.
4. Fill out the top box on the **Ballot Box Receipt Form** (which reads: "First Ballot Box Pick Up"). This form must be signed by the Captain and the official receiving the ballot box.

### P.M. Ballot Box

1. At 8:00 p.m. or after the last voter has voted, you and the Captain should seal the p.m. ballot box by placing a **Ballot Box Seal** over the slot.
2. Sign the seal on the lines provided and across the edge of the seal, so that the signatures are partially on the seal and partially on the box.
3. Fill out the bottom box on the **Ballot Box Receipt Form** (which reads: "Second Ballot Box Pick Up"). This form must be signed by the Captain and the official receiving the ballot box.
4. Remind the Captain to tape the envelope containing the **Ballot Accounting Form and Payroll Form** to the top of the ballot box.
5. Pull the plastic bag up and fasten with the twister.