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5.1 General Information

The security of voting materials and equipment is very important. You must follow the rules for chain of custody when picking up and returning voting materials and equipment. This includes the rules for memory sticks, passcodes, forms, keys, ballot activation cards, mail-in ballot bag, provisional ballot bag(s), and blue ballot bins that contain voted paper ballots. It is also important to maintain security control over the voting equipment.



All reports and forms MUST be completed and signed appropriately.

All election judges are expected to work together as a team. Make sure the polling place opens on time as required by law. Make sure the polls close properly and all rules are followed.

5.2 Election Day Preparation

Contact your fellow chief judge to coordinate the pre-election activities:

- **Visit Polling Place:** At least one chief judge must visit the polling place about one week prior to the election to become familiar with the location. Confirm with the facility staff the pre-election meeting time and the name and phone number of the person who will provide access to the building. Ask about the availability of a refrigerator and microwave for election worker use.
- **Contact Election Workers:** All election judges and student aides must be contacted prior to the pre-election setup meeting. Confirm the meeting time and remind them attendance is mandatory.
- **Pick-up Precinct Supplies:** The Saturday before the election one chief must pick up the precinct's supplies. (The voting equipment and ballots will be delivered to the polling place in advance). Please pick up the supplies during the designated time. You will receive instructions and a "pick-up card" prior to that Saturday to place on the driver's side of the dashboard of your car.

Location to Pick-Up Election Day Supplies:

**18753 N. Frederick Avenue
Suite 105, at the rear of the building
Gaithersburg, Maryland 20879**

- **Attend Chief Judge Briefing:** The week before the election, at least one chief judge must attend a **virtual** pre-election briefing where any updates or changes to election procedures will be presented. There will also be an opportunity to ask general questions. For precinct specific issues i.e. polling place staffing or layout concerns, please contact your recruiter.
-

5.3 General Responsibilities of Chief Judges

- Manage tasks and activities in the polling place. Call the Montgomery County Board of Elections for any help you may need.
- Supervise election judges.
 - Check that all election judges have arrived and are working to open the polling place on time.
 - Check that all election judges have signed the payroll sheet.
 - Assign duties and break times, especially for meals. Chief judges may fill in for election judges to allow for breaks.
- Make sure that all rules are followed. Rules include the ones in this manual, rules explained during training, and rules sent by the Montgomery County Board of Elections s.
- Make sure that the polling place operates in a peaceful, orderly manner.
- Keep an eye on the line of voters waiting to check-in and to be given ballots. Also, watch the line of voters waiting for an open voting booth or provisional ballot. Tell the Montgomery County Board of Elections if lines get too long. Voters should never have to wait in line for more than 30 minutes.
- Make sure that **only** voters who are required to present ID are asked to do so.
- Make sure that the election judge who gives a ballot to a voter tells each voter:
 - “Would you prefer to mark your ballot using the ballot marking device, or by hand using a pen?” ”
- Make sure that the following policy regarding the use of the ballot marking device is being followed:

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- o Any voter may use the ballot marking device. Do not ask why the voter wants to use it or ask for proof that the voter needs to use it.
- o If a voter wants to use the ballot marking device, offer to explain the accessibility features of the ballot marking device.
- o Make sure that at least ten (10) voters use the ballot marking device during the day. If ten (10) voters have not used the ballot marking device by 1:00 p.m., direct voters to use the ballot marking device until ten (10) voters have used it. You may not force a voter to use a method of voting that the voter does not wish to use. However, you must ensure that at least ten (10) voters use the ballot marking device during the day.
- If one method of voting has a longer wait time associated with it, an election judge may inform voters of that fact and offer voters the other method of voting. Help voters as needed.
- Answer questions and give instructions to voters, election judges, the media, and challengers and watchers. You are the connection between people in the polling place and the Montgomery County Board of Elections. Refer requests for interviews to the Montgomery County Board of Elections.
- Oversee the provisional voting process. Chief judges are responsible for making sure that voters who are ineligible to vote a regular ballot are offered a provisional ballot. Chief judges are also generally responsible for supervising the provisional voting area and ensuring the security of the provisional ballot bag.
- Supervise the conduct of challengers and watchers, and record any voter identity challenges raised by a challenger or watcher. Challengers and watchers must remain in a location in the voting room determined by the chief judge, and may only observe and verify voting units and voter numbers under the accompaniment of a chief judge.
- Record any problems, issues, or unusual situations in the *Chief Judges' Election Day Log* including:
 - o Any problem or alleged problem with the scanning unit and ballot marking device, pollbooks, or other equipment.

- o Any issues that may need further investigation or explanation after the election.
- o Any issues with the facility i.e. building access, parking, restrooms.
- o Any issues about the behavior of challengers and watchers, election judges, media, electioneers, and voters.



Be specific when completing the Chief Judges' Election Day Log. Include the voting equipment number and the names of all people involved.

- Report any possible issues with voting equipment to the Help Desk or the Roamer assigned to the precinct. The Montgomery County Board of Elections may tell you to open the contingency supplies if the voting equipment is not functioning properly.
- Make sure that voters do not leave the polling place with voting equipment, voting supplies, voter authority cards, ballot activation cards, or ballots.
- Check the power supply and the charging status of all voting equipment throughout the day.
- Make sure that tamper tape is properly attached to the voting equipment, transfer bins, and carts. Make sure the tamper tape is not voided.
- Make sure that all rules and procedures for polling place security and voting equipment security are followed. See *Chapter 2 – Security Rules and Awareness* for more information.
- Make sure that no voting equipment is taken away from the polling place without permission from the Montgomery County Board of Elections. This includes machines that have been shut down.
- **Make sure that all election day forms are properly filled out and signed.**

5.4 Inoperable Ballot Marking Device

In the event a Ballot Marking Device becomes inoperable, the chief judge should be notified immediately. The chief judge must immediately report the issue to the local board of elections so that the machine can be repaired on-site or replaced. The chief judge should inform all judges that the machine is inoperable and

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provide an estimate of when it will be fixed or replaced. **The chief judge should also record the instance in the *Chief Judges' Election Day Log*.**

If a polling place has ***one ballot marking device*** and that ballot marking device becomes inoperable, and a voter needs to use the ballot marking device during this time:

- Immediately notify the chief judge. **The chief judge should also record the instance in the *Chief Judges' Election Day Log*.**
- Inform the voter that the ballot marking device is inoperable and that it is in the process of being fixed (or replaced). The voter should be told how long it is estimated it will take to repair/replace the ballot marking device.
- The chief judge should inform the voter that they may wait for the machine to be fixed/replaced or is allowed to leave the polling place and come back later. Upon their return, they will be directed to the front of the line to mark their ballot.
- If the voter chooses to leave the polling place and come back, the chief judge should cancel the voter authority card by resetting the voter's "ballot issued" status as provided in 5.10. The voter will be issued another VAC when they return to the polling place.
- The voter should be given a 'Return Pass' card before they leave. The voter should be informed they should bring this card with them when they return. The voter will still be able to vote without this card if they forget to bring it back.

Once the voter returns, an election judge should escort the voter to the front of the line at the check-in area to be issued another VAC and then escorted directly to the front of the line to mark their ballot.

- If the voter had begun to fill out their ballot prior to the machine becoming inoperable, the chief judge should spoil the ballot in accordance with 7.5.2

5.5 Election Judges Who Are Absent

If an election judge does not arrive at the polling place by the time set by the Montgomery County Board of Elections., notify the Montgomery County Board of Elections **immediately**. The Montgomery County Board of Elections will

send a replacement election judge as soon as possible. The Montgomery County Board of Elections may instruct you to choose a replacement election judge in accordance with State law.



Election judges must continue to set up the polling place and open the polls on time, even if only one political party is represented among the election judges.

5.6 Pre-Election Day Setup



Election workers are authorized to access the polling place the night before election day. Some tasks listed below may be done the night before election day. Never open the voting equipment or run opening reports from the scanning units or pollbooks until election morning.

LBEs - Insert instructions to set up voting equipment according to the site survey or sample polling room layout provided. Where is the site survey or polling room layout located?

1. Conduct the pre-election meeting the night before the election.
 - Open the red supply bag to obtain the cart and equipment keys and Chief Judges' Election Day Binder which contains instructions and forms.
 - Verify the seal numbers on the *Ballot and Transfer Cart Security Certificate* and open the black transfer cart.
 - Inform all election workers of any updates to procedures.
 - Review emergency plans and post the map showing the designated rallying points.
 - Assign tasks for all election workers.
2. Review the diagram for your polling place. Be sure that the polling place is properly set up. The diagram will be available online 3 weeks before the election.
 - Plan for lines of voters at check-in tables and lines of voters waiting for voting equipment.
 - Plan for line management, challengers and watchers, and media.

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- Check the locations of the doors, accessible entrances and electrical outlets.
 - Check that all voting equipment has been received.
 - Set up your tables, voting booths, and equipment for maximum voter privacy.
 - Check the power to the voting equipment and pollbooks.
3. Check that the polling place entrance, including the accessible entrance, will be open for:
 - Election judges to set up the polling place either the night before and on election morning.
 - Voters when voting hours begin. Make sure doors will remain open until closing time.
 4. Check that all supplies have been delivered and that the supplies are in good working order. If any supplies are missing contact the Help Desk or Roamer assigned to your precinct.
 5. Check that all carts, voting equipment, pollbooks, provisional ballot bags, mail-in voted ballot bags, and ballot transfer bins have been delivered and are properly sealed.
 6. Check for damage. Make note of anything you find in the Chief Judges' *Election Day Log*, and report it to the Montgomery County Board of Elections right away.

5.6.1 Check-in Area

Make sure that:

- Check-in judges have received and read the *Check-in Area Job Guide*.
- The pollbooks, printers and router are set up.
- All power cords and cables are plugged in. All cords and cables are properly secured or out of the way.
- Check-in supplies are set up.

5.6.2 Ballot Issue Area

Make sure that:

- Ballot issuing judges have the *Ballot Table Job Guide*.
- Ballot tables supplies are set up.
- The correct ballots and ballot activation card have been delivered.
- A privacy screen is set up for voters to spoil ballots.

5.6.3 Voting Area

Make sure that:

- Voting judges have received and read the *Voting Area Job Guide*.
- All voting equipment and voting booths are set up.
- The ballot marking devices are set up. Headphones and keypad are ready to use.
- All compartments on the scanning unit and ballot marking device are locked. Tamper tape or seals have been applied as required.
- All power cords are plugged in properly. Do not connect the ballot marking device into the power outlet until election morning.
- All voting equipment supplies are checked and set up.

5.6.4 Provisional Voting Area

Make sure that:

- The provisional judge has received and read the *Provisional Voting Job Guide*.
- All provisional supplies have been checked.

5.6.5 Same Day Registration Area

Make sure that:

- The same day registration judges have received and read the *Same Day Registration Job Guide*. Same Day Registration supplies are set up.

5.6.6 Other Areas

Make sure that:

- All election day signs have been posted.
- The “No Electioneering Zone” has been marked using the pictures provided. An aerial map will be available online 3 weeks before the election and a printed copy will be available when you pick up the precinct supply bags.
- Accessible parking spaces are marked and open to voters.
- Any other items sent to improve accessibility have been set up.
- There are no obstacles or hazards inside the polling place that could cause injury.
 - Tape down floor mats, rugs, and power cords securely or move them out of the way; and
 - Keep floors dry.

5.7 Election Morning Set-up

All tasks are supervised by chief judges.

Arrive at 6:00 a.m.

Make sure you and all the election judges sign the *Payroll Sheet*.

5.7.1 Check-in Area

Make sure that:

- The *Consolidated Ballot Counts Report* and the *Consolidated Voter Counts Report* have been printed from each pollbook. Attach these signed reports to the *Electronic Pollbook Integrity Report*.
- The “Opening” section of the *Electronic Pollbook Integrity Report* has been filled out and **signed**.
- The check-in judges have a supply of ballot activation cards.

5.7.2 Ballot Issue Area

Make sure that:

- The *Ballot and Transfer Cart Security Certificate* has been filled out and **signed**.
- Ballot issuance supplies have been set up.
- A pre-determined quantity of each ballot style have been pre-loaded into privacy sleeves.

5.7.3 Voting Area

Make sure that:

- Opening procedures are completed.
- The ballot transfer bins have been unlocked, opened and placed back into the main ballot box on the scanning units.
- A *Configuration Report* and two *Zero Reports* have printed from each scanning unit.
 - Separate the Zero Reports at the signature section.
 - Sign both reports.
 - Place the first Zero Report (with the Configuration Report still attached) in the Red Memory Stick Security Bag.
 - Post the second Zero Report near the outside entrance where the public can see it.
- The ballot marking device is set up and turned on. The ballot marking device is ready to use. Headphones and keypad are ready to use.
- All compartments on the scanning unit and ballot marking device are locked. Tamper tape or seals have been applied as required.
- All power cords are plugged in properly.

5.7.4 Provisional Voting Area

Make sure that:

- The provisional judge has received and read the *Provisional Voting Job Guide*.
- All provisional supplies have been checked and the provisional voted ballot bag is ready to receive ballots.
- The opening section of the *Provisional Opening & Closing Certificate* has been filled out.

5.7.5 Same Day Registration Area

Make sure that:

- The barcode scanner is setup and plugged into the pollbook used for same day registration.
- All same day registration supplies have been checked.

5.8 During Voting Hours Responsibilities

Make sure that election judges are completing *Voter Assistance Forms* as necessary.

5.8.1 Check-in Area

- Make sure that all pollbooks are synchronizing and charging.
- Make sure that check-in judges are efficiently processing voters.
- Make sure the check-in judges are alerting chief judges when a voter needs to be issued another voter authority card.
- Help voters qualified for a provisional ballot as needed.
- Make sure that challengers and watchers have a signed *Challenger and Watcher Certificate*. See the *Instructions and Information for Challengers*,

Watchers and Other Election Observers for more information located in the document jacket in the red supply bag.

- Follow the proper steps with challenged voters. Fill out the *Affidavit for Challenger and Challenged Voter* as needed. See *Chapter 4 - People and Activities in the Polling Place* for more information.
- Make sure that check-in judges are completing the *Voter Update Form* as necessary.
- Complete the “During Voting Hours” section of the *Pollbook Integrity Report* as necessary.
- Help voters when you are asked.
- Make sure that all voters in line at 8:00 p.m. when the polls close are allowed to check-in.

5.8.2 Ballot Issue Area

Make sure that:

- Ballot issuing judges are matching the ballot style issued to the ballot style on the voter authority card.
- Replacement and spoiled ballots are properly handled.

5.8.3 Voting Area

Make sure that:

- All voting equipment is plugged-in and charging.
- All tamper tape and security seals are properly applied. Make sure the tamper tape and seals are not voided or damaged.
- The number of voter authority cards that have been collected matches the public count indicated on the scanning unit.
- The public count on the scanning units is checked regularly, as directed by the Montgomery County Board of Elections. Make sure the ballot transfer bin located inside the scanning unit does not get too full.

- All voters in line when the polls are scheduled to close are allowed to vote.

5.8.4 Provisional Voting Area

- Make sure that provisional judges are following the correct procedures.
- Regularly check the supply of provisional ballot applications. Tell the Montgomery County Board of Elections right away when the supply of applications gets low. If you notice the supply of applications are being used quickly, tell the Montgomery County Board of Elections right away.
- Take all provisional voters to the provisional table. Get a ballot for each provisional voter from the ballot issuance table. An appropriately trained election judge may be designated to assist with this task.
- Make sure that the orange provisional ballot bag is not full. Tell the Montgomery County Board of Elections as early as possible if it looks like you may need another provisional ballot bag.
- Make sure that the orange provisional ballot bag stays locked and is in a secure location.
- If voting hours are extended by a court order, this will be communicated to you by the Montgomery County Board of Elections. All voters who vote during the extended hours must do so by provisional ballot. Provisional ballots cast during extended hours must be kept separate from all other cast provisional ballots.

5.8.5 Same Day Registration Area

Make sure that:

- The barcode scanner is connected to the designated same day registration pollbook.
- The same day registration judges are following the correct procedures.

5.8.6 Other Areas

- Make sure that the accessible parking and the path from the parking lot are clearly marked and do not have any obstacles throughout the day.
- Make sure that the accessible entrance is unlocked. Make sure the path to the voting room is clearly marked throughout the day.

- Check on the line of voters waiting to vote. Use the line management strategies listed in *Chapter 1 – General Information*.
- Post voter turnout numbers as you are instructed by the Montgomery County Board of Elections. Also call the Montgomery County Board of Elections to give the turnout numbers as instructed.
- Check on activity outside in the “No Electioneering Zone.”
- Complete the *Chief Judges’ Election Day Log* as needed.

5.9 Mail-In Ballot Voters

Voters are now allowed to take their voted mail-in ballot in an official envelope to an early voting center or polling place. Voted mail-in ballots will have their own “voted mail-in ballot bag” (similar to the provisional ballot bag). A chief judge will remind voters to sign the ballot envelope where indicated and instruct voters to deposit all mail-in ballots in their possession into the voted mail-in ballot bag. The voted mail-in ballot bag will be taken back to the Montgomery County Board of Elections by the closing judges at the end of voting hours following a chain of custody process.

5.10 Fleeing Voters

If a voter who was issued a ballot has walked away without casting the ballot, election judges should attempt to find the voter so he or she can finish casting the ballot.

When a ballot or ballot activation card and the voter authority card are found, a chief judge must spoil the ballot in the presence of an election judge from a different party. Spoil the ballot as follows:

- For regular paper ballots: Use a marking pen to cover up all of the ovals for each contest (overvote all contests) and write “spoiled” on the ballot.
- For ballot activation cards: Use a marking pen to cover up all selections and write “spoiled” on the ballot activation card.



Printed ballot activation cards will only show the voter's selections. Therefore, all selections must be covered. Cover all printed barcodes appearing on the ballot activation card.

1. Put the ballot in the "Spoiled Ballot Envelope."
2. Spoil the voter authority card by writing "fleeing voter" across the voter authority card.
3. Cancel the voter authority card by resetting the voter's "Ballot Issue Status" in the pollbook. See *Section 5.11 "Resetting a Voter's Ballot Issue Status (Chief Judge Only)"* in this chapter.
4. Complete the *Cancelled Voter Authority Card (VAC) Log*.
5. Put the voter authority card in the "Cancelled VAC Envelope."

These voters are permitted to check-in to vote if they return later if the voter's "Ballot Issue Status" was reset in the electronic pollbook.

6. Write the incident in the *Chief Judges' Election Day Log*.

If the voter's voter authority card is **not found**, a chief judge must spoil the ballot in the presence of an election judge from a different party. Spoil the ballot as follows:

- For regular paper ballots: Use a marking pen to cover all of the ovals for each contest (overvote all contests) and write "spoiled" on the ballot.
- For ballot activation cards: Use a marking pen to cover up all selections and write "spoiled" on the ballot activation card.

1. Put the ballot in the "Spoiled Ballot Envelope."
2. Record the incident in the *Chief Judges' Election Day Log*.
3. Do **not** reset the voter's "Ballot Issue Status" in the pollbook.



If these voters return to vote, the "Ballot Issue Status" in the electronic pollbook will indicate that a ballot has already been issued to the voter. These voters may only be issued a provisional ballot.

5.11 Resetting a Voter's "Ballot Issued" Status (Cancelling a Voting Authority Card)

Only the chief judge can cancel a voter authority card by resetting a voter's "Ballot Issued" status. When the "Ballot Issued" status is reset, the voter will be able to check in again to vote, if the voter returns.

In all cases, it must be confirmed by the election judges that the voter did not cast their previously issued ballot.



A voter who claims that the ballot was not cast, and it cannot be confirmed that the ballot was not cast, must be issued a provisional ballot.

You can reset the "Ballot Issued" status for the following voters:

- Voters who were accidentally checked-in under another voter's name ("misidentified voters").
- Voters who tell election judges that they must leave the polling place before marking or casting their ballot. If this voter returns later in the day, the voter may be checked-in to vote.
- Voters who were mistakenly issued a standard ballot who should have been issued a provisional ballot, or voters who were issued a provisional ballot who should have been issued a standard ballot.

To reset the voter's "Ballot Issued" status in the pollbook, perform the following steps:

1. Get the ballot or ballot activation card from the voter. If the ballot has not been spoiled, help the voter spoil the ballot.
2. Use the information on the voter authority card to search for the voter's name in the pollbook.
3. Tap on the row of the voter whose "Issued" field is to be changed.

Figure 2 – “Find Voters” Screen on the Pollbook

Name	Address	County	DOB	Status	Issued	Party
Linc Abraham Quincy	Main St APY A Anytown 12345	Anne Arundel	05/02/1942	Active	REG Issued	REP

1 voters found.

Find by Name | Find by Address | Find by ID

Last Name: LINC | First Name: | Middle Init: | Zip Code: | Birth MMDD: |

Search Precinct/EV Count | Search State (add mi)

Clear ALL | Return to Main

BT:?? AC:Plugged In | Voted: TOT 2 | 11/19/2015 3:25:30 PM

4. On the “Voter Record” screen, confirm that this is the voter whose “Issued” field must be changed. Then tap on the “Identification” tab.

Figure 3 - "Identification" Tab on the Pollbook

Voter Record 260

Linc Abraham Quincy | Main St APY A Anytown 12345

Voter Details | **Identification** | Voter History | Precinct Details

This voter has already been issued a ballot.
1) If this is the correct voter and the ballot was NOT cast, a Chief Judge may "Re-Issue" another card.
2) If the voter was mis-identified and the ballot was NOT cast, a Chief Judge may "Remove Ballot Issued" under the "Identification" Tab.
NOTE: If the previous ballot issued WAS cast, this voter may vote by Provisional Ballot only.

Precinct: 001-001-1 | DOB: 05/02/1942 | Status: Active

Registered name: | Party: Republican | REG Issued: REG Issued

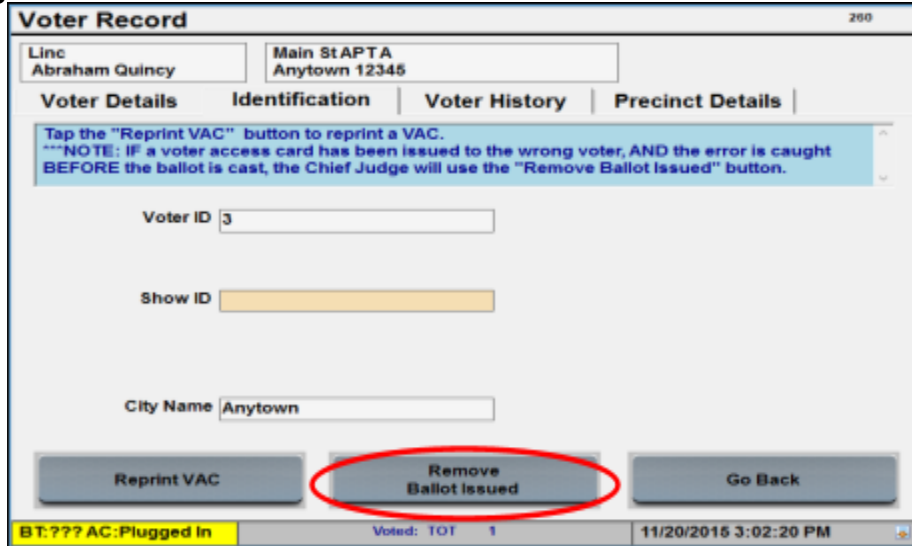
ID Required: | Comments: CONG=03; LEGIS=32; COUNCIL=001

Re-Issue Standard Ballot | Issue Provisional Ballot | Go Back

BT:?? AC:Plugged In | Voted: TOT 1 | 11/20/2015 11:00:30 AM

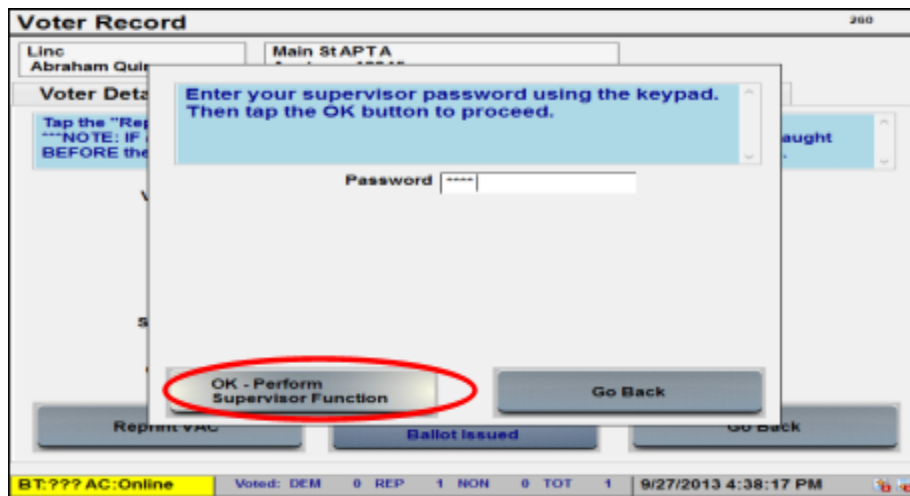
5. Tap the “Remove Ballot Issued” button.

Figure 4 – “Remove Ballot Issued” Button on the Pollbook



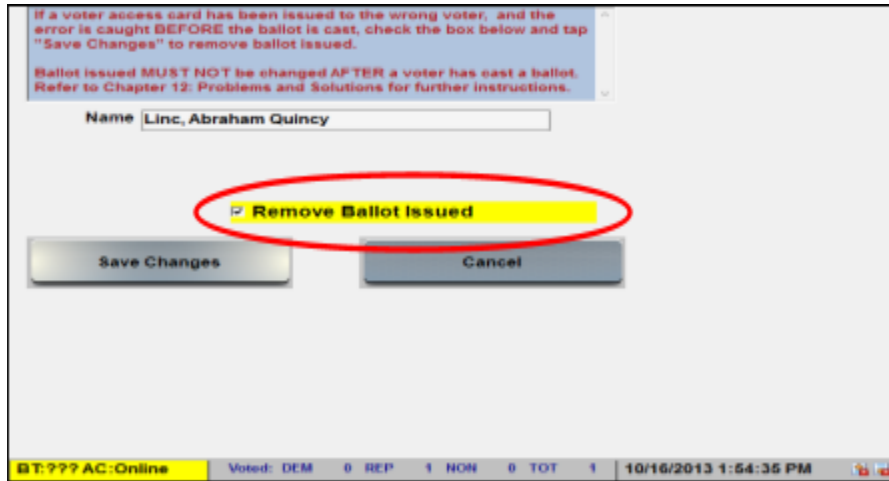
6. Enter the password and Tap “OK – Perform Supervisor Function.”

Figure 5 – “OK – Perform Supervisor Function” Button on the Pollbook



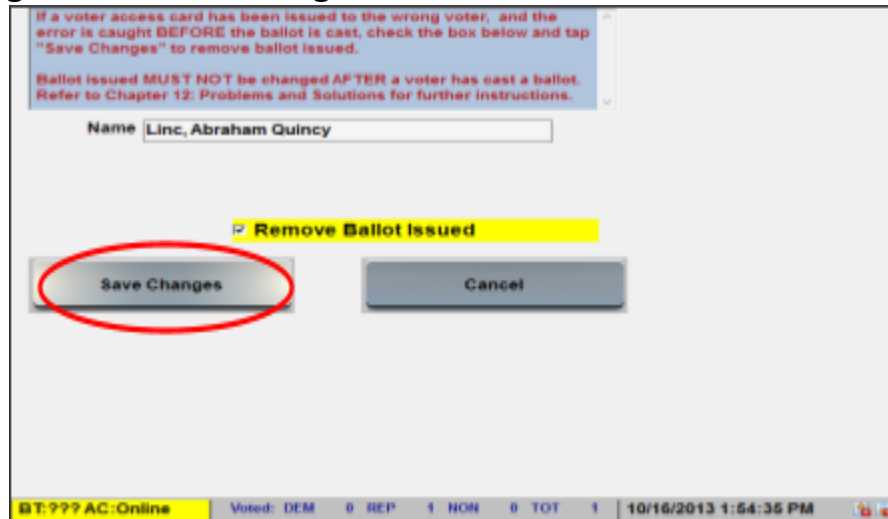
7. Tap the “Remove Ballot Issued” box in the middle of the screen. Make sure that there is a check in the box.

Figure 6 – “Remove Ballot Issued” Box on the Pollbook



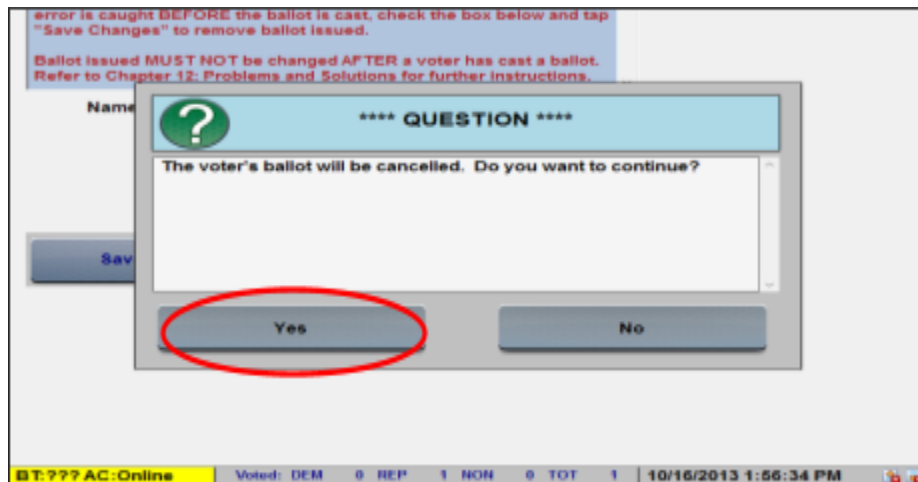
8. Tap the “Save Changes” button.

Figure 7 – “Save Changes” Button on the Pollbook



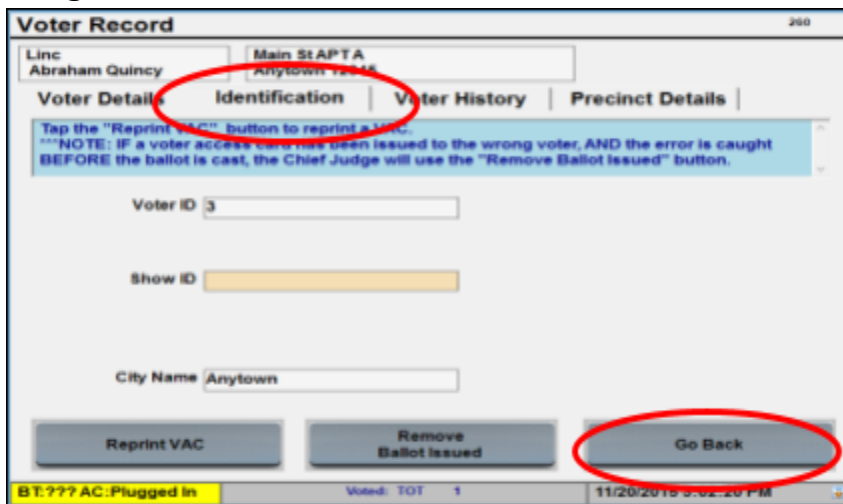
9. Tap “Yes” when the message box appears.

Figure 8 – Message Box on the Pollbook



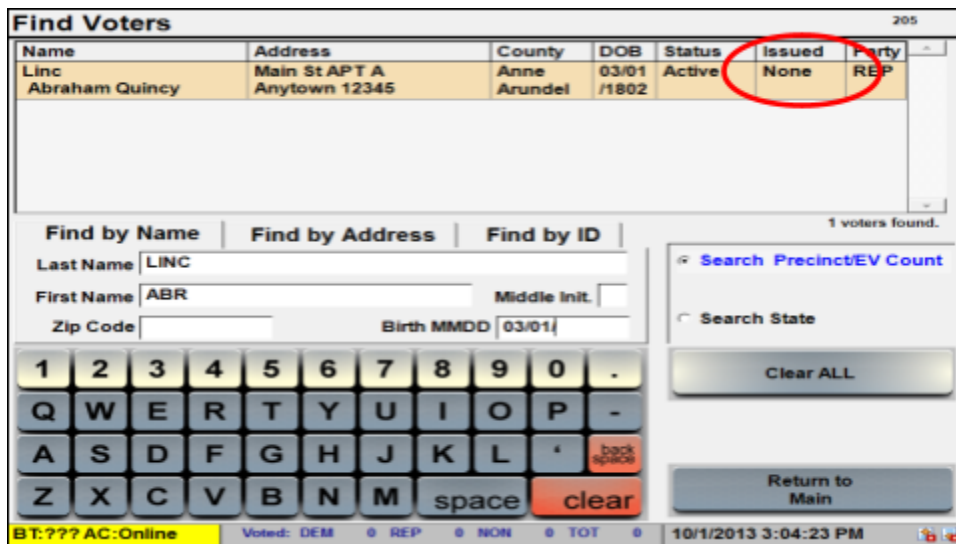
10. A *Cancelled Ballot Confirmation Stub for Voter Authority Card* will print to confirm the cancelled ballot.
 - o Put your initials on the confirmation stub and attach it to the cancelled voter authority card.
 - o Complete the *Cancelled Voter Authority Card (VAC) Log* and write “canecelled” on the voter authority card.
 - o Put the cancelled voter authority card in the “Cancelled VAC Envelope.”
11. The pollbook will return to the “Identification” tab on the “Voter Record” screen.
12. Tap the “Go Back” button to return to the “Find Voters” screen.

Figure 9 – “Go Back” Button on the Pollbook



13. Confirm the voter’s “Issued” status is “None.”

Figure 10 – “Issued” Status is “None” on the Pollbook



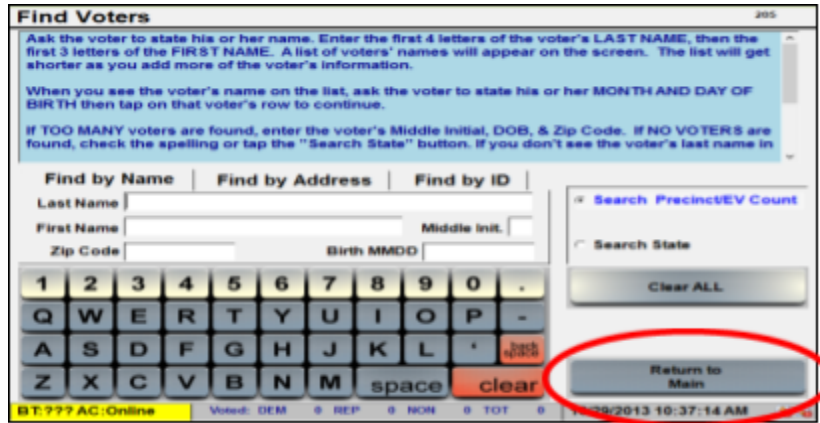
14. Continue with the check-in process.

5.12 Voter Turnout Reports

The *Consolidated Voter Counts Report* must be printed from one of the pollbooks at 11:00 a.m. and 4:00 p.m. You may be instructed to call the Help Desk at the Montgomery County Board of Elections to report the number of voters checked in. The directions for printing the report are also included on the *Precinct Unofficial Turnout Report* located in the Chief Judges’ Binder.

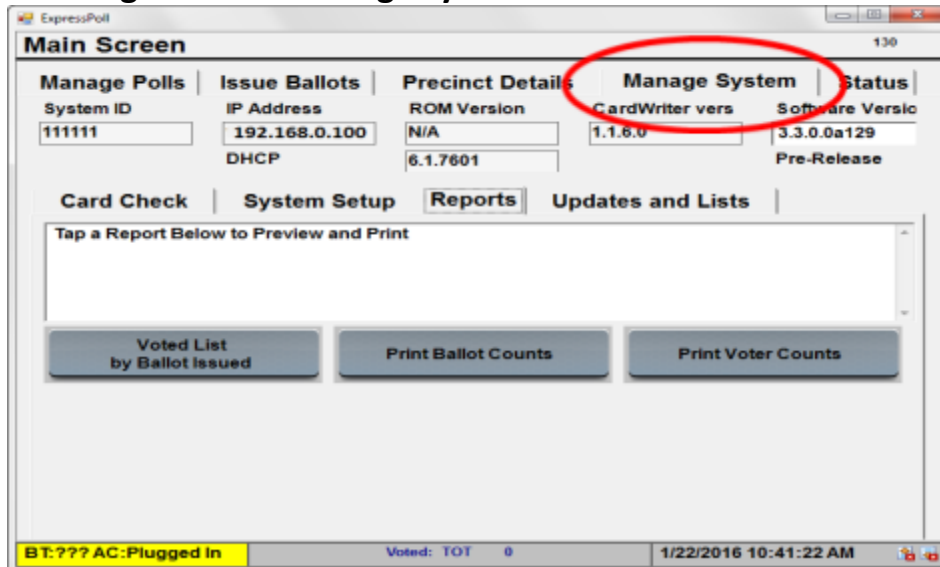
1. Tap "Return to Main."

Figure 11 – "Return to Main" on the Pollbook



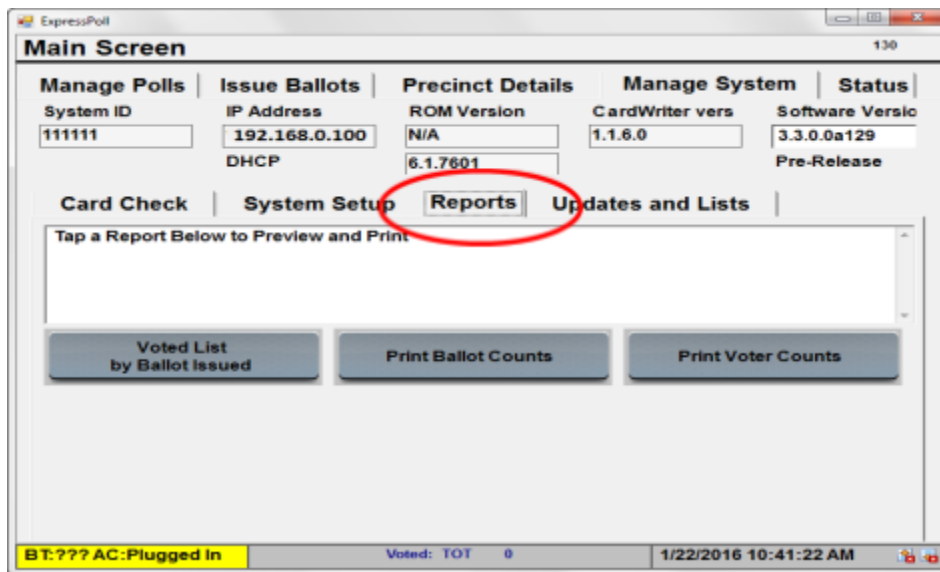
2. Tap the "Manage System" tab.

Figure 12 – "Manage System" Tab on the Pollbook



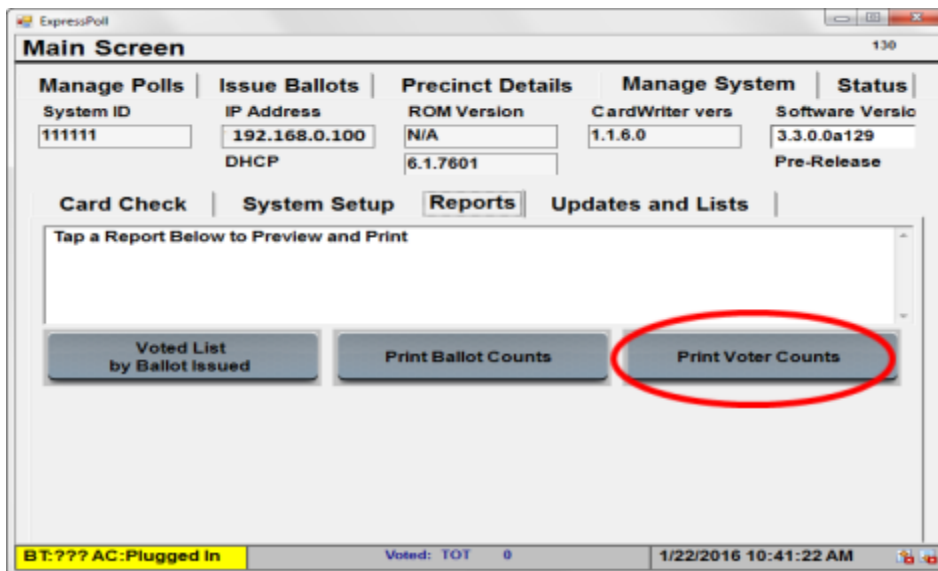
3. Tap the "Reports" tab in the middle of the screen.

Figure 13 – “Reports” Tab on the Pollbook



4. Tap “Print Voter Counts.”

Figure 14 – “Print Voter Counts” Button on the Pollbook



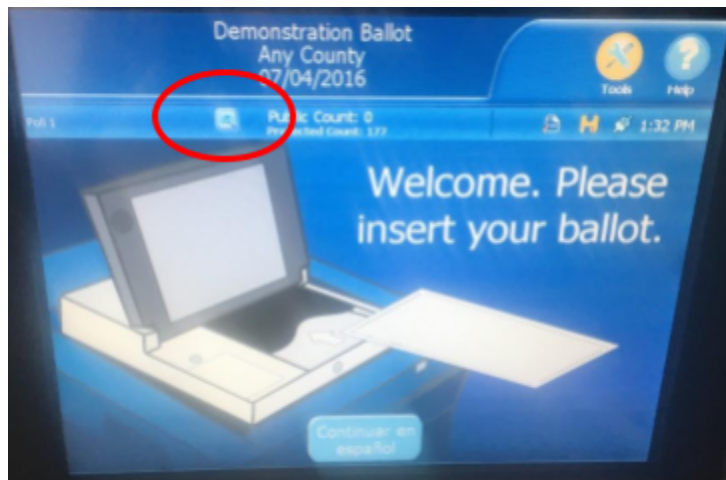
5. Post the report at the outside entrance to the polling place for public viewing.

5.13 Displaying Number of Ballots Scanned

A chief judge may display how many regular paper ballots or ballot activation card ballots have been scanned by the scanning unit. Do this during a time when no one is using the scanning unit.

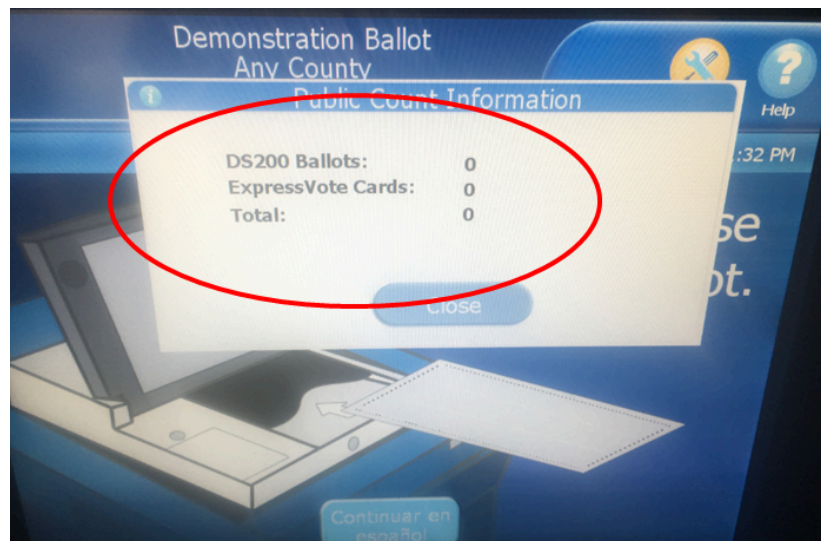
1. Touch the magnifying icon next to the Public Count on the scanning unit.

Figure 15 – Magnifying Icon on the Scanning Unit



2. The “Public Count Information” box appears and shows the number of DS200 Ballots (regular paper ballots) and the number of ExpressVote Cards (ballot activation card ballots) that were scanned by the scanning unit.

Figure 16 – “Public Count Information” Box on the Scanning Unit



5.14 Equipment Issues

If any voting equipment, pollbook, or any other equipment has a problem, check to see what happened. If necessary, call for Help Desk or roamer assigned to your precinct. .

The Montgomery County Board of Elections staff will write down all the information about the problem. Also, chief judges must write down a description of all problems in the *Chief Judges' Election Day Log*.

The Montgomery County Board of Elections may tell you to open the contingency supplies if the voting equipment is not functioning properly.

5.15 After the Polls Close Election Day

5.15.1 Check-in Area

Make sure that:

- The final *Consolidated Ballot Counts Report* and the *Consolidated Voter Counts Report* has been printed from each pollbook and attached to the *Pollbook Integrity Report*.
- All pollbooks and printers are shut down and packed.
- Router antenna and power supply have been carefully packed with router in original box.
- The “Closing” section of the *Electronic Pollbook Integrity Report* has been filled out.
- All power cords and cables have been packed.
- All other check-in supplies have been packed.

5.15.2 Ballot Issue Area

Make sure that:

- All ballots and ballot activation cards have been accounted for, and unvoted ballots have been packed as instructed by the Montgomery County Board of Elections.
- The *Ballot and Transfer Cart Security Certificate* has been completed.

5.15.3 Voting Area

Make sure that:

- Both chief judges work together to end the election on each scanning unit. Follow the instructions in *Chapter 11 - Scanning Unit*.
- All voter authority cards have been counted.
- No ballots were left inside the emergency bin on each scanning unit. If there are ballots inside the emergency bin, follow the instructions in *Chapter 11 – Scanning Unit*.
- The ballot transfer bin is removed from the main ballot box of each scanning unit. All bins are locked and sealed.
- Three *Totals Reports* have been printed from each scanning unit.
 - Separate and sign the *Totals Reports*;
 - Place the first copy of the *Totals Report in the Red Memory Stick Security Bag*;
 - Place the second copy of the *Totals Report in the Black Memory Stick Security Bag*; and
 - Post the third *Totals Report* near the *Zero Report* posted in the morning for public viewing.
- Each scanning unit is powered off correctly and the display screen goes dark. See *Chapter 11 – Scanning Unit*.
- The memory stick(s) have been removed from each scanning unit and placed in the appropriate memory stick security bag according to the instructions in *Chapter 11 - Scanning Unit*.
- All compartments on the scanning unit and ballot marking device are locked. New tamper tapes and seals are put on as required.
- All voting equipment is closed, sealed, and packed.
- The *Scanning Unit Closing Integrity Report* is filled out.
- The “Closing” section of the *Ballot Marking Device Integrity Report* is filled out.
- All power cords are packed.
- All other voting equipment supplies are packed.

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- The *Chain of Custody* forms have been filed out and signed.

5.15.4 Provisional Voting Area

Make sure that:

- The orange provisional ballot bag is locked and sealed.
- All provisional voter authority cards are counted.
- All provisional supplies have been packed.
- The “Closing” section of the *Provisional Opening & Closing Certificate* has been filled out and signed.
- The Provisional Return Envelope contains all required documents as instructed by the Montgomery County Board of Elections.

5.15.5 Other Areas

Make sure that:

- All signs have been taken down and packed.
- “No Electioneering Zone” signs and tape have been taken down and packed.
- Any other items sent to the polling place have been packed (traffic cones, ramps, accessibility equipment, entrance signs, etc.).
- The polling place has been left in a clean condition. All materials that will be picked up later have been placed in a secure location as instructed by the Montgomery County Board of Elections.

5.16 Closing Summary Report

The Closing Summary Report contains information comparing the number of voters checked in with the number of voted ballots cast and the number of voter authority cards counted. These numbers are recorded for both standard and provisional voters.

Complete and sign the Closing Summary Report. Transfer the information from other reports as indicated on the Closing Summary Report. This report as well

as all reports related to ballots have been designated as election critical documents requiring post-election auditing. Make sure they are completed with signatures.

Closing Summary Report 2024 Presidential Primary			
County:		Date:	
District/Ward/Precinct:			
BALLOTS RECEIVED from Ballot Information Opening and Closing Certificate			
1. Total Ballots Received- <i>Ballot Information Total (D)</i>			
BALLOTS ISSUED from Pollbook Counts Report			
2. Regular Ballots Issued- <i>Net regular issued</i>			
3. Provisional Ballots Issued- <i>Net provisional issued</i>			
4. Total Ballots Issued (2+3)			
BALLOTS CAST			
5. Regular Ballots Cast- <i>Scanning Unit Closing Integrity Report (C)</i>			
6. Provisional Ballots Cast- <i>Provisional Opening and Closing Certificate (B)</i>			
7. Total Ballots Cast (5+6)			
SPOILED BALLOTS			
8. Spoiled Ballots & Ballot Activation Cards- <i>Spoiled Ballot Tally Sheet (Grand Total)</i>			
9. Provisional Spoiled Ballots- <i>Provisional Ballot Tally Sheet (B)</i>			
10. Total Spoiled Ballots (8+9)			
TOTAL BALLOTS USED and UNUSED			
11. Total Ballots Used (7+10)		12. Total Ballots Unused (1-11)	
VOTER AUTHORITY CARDS (VACs)			
13. Total VACs from Scanning Unit(s)- <i>Scanning Unit Closing Integrity Report (K or L)</i>			
14. Total Provisional VACs- <i>Provisional Ballot Opening & Closing Certificate</i>			
15. Total Ballots Issued (2+3)			
CANCELLED VOTER AUTHORITY CARDS (VACs)			
16. Total Cancelled VACs- <i>Cancelled VAC Envelope</i>			
To the best of our knowledge, the information on this form is true and correct.			
Democratic Chief Judge _____		Republican Chief Judge _____	
<small>Revised 4/27/2023</small>			

5.17 Extended Voting Hours

The Montgomery County Board of Elections will tell you if an order is issued that extends voting hours. The Montgomery County Board of Elections will tell you when to open the *Extended Voting Hours* envelope.



Do NOT open the sealed Extended Voting Hours envelope unless instructed by the Montgomery County Board of Elections. See Appendix 1 – Extended Voting Hours for more information.