

## **Chapter 7 – Issuing Ballots**

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## 7.1 General Information

This chapter explains the proper way to issue regular paper ballots and ballot activation cards to voters. The Montgomery County Board of Elections will decide which election judges will be responsible for issuing ballots and ballot activation cards to voters. Those election judges will be trained to follow the procedures in this chapter.

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## 7.2 2024 Presidential Elections

For the *2024 Presidential* Elections, there are some important changes to the voting process.

- Any voter can use the ballot marking device. The election judge who gives a ballot to a voter will tell each voter:

***"Would you prefer to mark your ballot using the ballot marking device, or by hand using a pen?"***

- Make sure that at least ten (10) voters use the ballot marking device during the day. If 10 voters have not used the ballot marking device (BMD) 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.
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## 7.3 Election Set-up

All tasks are supervised by chief judges.

Pre-election meeting:

Arrive at 6:30 p.m.

Make sure you sign the *Payroll Sheet*.

The chief judges will complete the Ballot and Transfer Cart Security Certificate.

1. Help set up for the election as assigned by the chief judges, including:
  - Pass out supplies

## 7-2 Issuing Ballots

- Post signs
- Set up tables and chairs
- 2. Set up the individual ballot issue tables so that each ballot issue judge team has the following:
  - Ballots
  - Ballot Security Certificate
  - Ballot Activation Cards (for replacement when spoiled)
  - *Voter Assistance Forms*
  - *Spoiled Ballot Tally Sheet*
  - *Spoiled Ballot Envelope*



*Work together so that your polling place is ready to open by 7:00 a.m.*

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## 7.4 Prepare Ballots

1. Remove and open one package of ballots per ballot style. **Only open one** package for each ballot style at a time.
2. Pre-load ballots into the privacy sleeves.

To the best of our knowledge, the information on this page is true and accurate.

Democratic Chief Judge: \_\_\_\_\_ Republican Chief Judge: \_\_\_\_\_

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## 7.5 During Voting Hours

The ballot issue judges must:

1. Make sure the voter is not a provisional voter.
2. Tell each voter:

***"Would you prefer to mark your ballot using the ballot marking device, or by hand using a pen?"***

3. Write your initials on each voter's voter authority card.
  - If a voter was unable to sign their VAC, the voter would have been instructed to mark the signature line with an 'X' or the check-in judge will have written on the VAC that the voter was unable to sign the VAC.
4. Use the voter authority card to issue the correct ballot style.

**Figure 3 – "Ballot Style" on a Voter Authority Card**

VOTER AUTHORITY CARD  
2022 Gubernatorial General Training

\*\*\*\*\*  
[REDACTED] [REDACTED]  
DOB: 1/10/1974  
ID#: 3596439  
Party: REP  
DIST/PREC: 001-000.CONG=06: LEGIS=01C  
EPB Number: 0000001

**Ballot Style: 1 | BMD: 144**

ISSUED: 09/09/2022 14:10:20  
Issuing Consolidation: 01001000

Reason: 0

Please sign in the space below.

Voter Signature \_\_\_\_\_  
Check-in Judge Initials: \_\_\_\_\_  
Ballot Issuing Judge: \_\_\_\_\_ Voting Judge: \_\_\_\_\_

DO NOT REMOVE THIS CARD FROM THE POLLING PLACE.  
\*\*\*\*\*

5. Give a regular paper ballot or a ballot activation card to the voter.
  - When you give a regular paper ballot to a voter, show the voter:
    - The ballot style printed on the voter authority card.
    - The ballot style printed on the regular paper ballot to make sure it is the correct ballot style.
    - Both sides of the ballot and all pages of the ballot, if needed.

**Figure 4 - Confirming a Voter's Ballot Style**

## **7-4 Issuing Ballots**

VOTER AUTHORITY CARD  
2018 Gubernatorial Training

Party: DEM  
DIST/PRED: 001-003, CONG=2; LEGIS=12; COUNCIL=002  
EPB Number: 033472  
Ballot Style: 3  
Issued: 07/18/2018 14:25:30 Issued By: TEST  
Issuing Consolidation: 14001003  
Reason: 0

Please sign in the space below.


Voter Signature \_\_\_\_\_  
Check-in Judge Initials: \_\_\_\_\_  
Ballot Issuing Judge: \_\_\_\_\_ Voting Judge: \_\_\_\_\_

DO NOT REMOVE THIS CARD FROM THE POLLING PLACE.  
\*\*\*\*\*

**Ballot Style 3**

Official Ballot

BS 3

|   |   |   |
|---|---|---|
| <b>Instructions</b><br>Making Selections<br> | <b>Governor / Lt. Governor<br/>Vote for 1</b><br><input type="radio"/> Candidate And Candidate<br><input type="radio"/> Candidate And Candidate | <b>U.S. Senator<br/>Vote for 1</b><br><input type="radio"/> Candidate<br><input type="radio"/> Candidate<br><input type="radio"/> Candidate |
|---|---|---|

6. Send voters to the voting area.

7. Keep the ballots secure at all times.

- When you give the ballot activation card to a voter, send them to the election judge stationed at the BMD, who will verify that they receive the correct ballot style on the ballot marking device.

### 7.5.1 Replacement Ballots for Spoiled Ballots

A voter may ask for a replacement paper ballot or ballot activation card when:

- A voter wants to make changes to the ballot after the paper ballot has been marked or after a ballot activation card has been printed.



***If a voter has already spoiled two ballots, a voting judge must offer to help the voter fill out the third replacement ballot.***

- A paper ballot or ballot activation card gets damaged and would not be accepted by the scanning unit.
- A ballot marking device stops working or a ballot activation card does



not work.

***A voter's ballot activation card may be used again on a ballot marking device that has timed out if it has no ballot selections.***

Voters may ask for help to vote a ballot. The voter can choose a helper or ask an election judge to help. If the voter needs an election judge to help, two judges from different political parties must help the voter together. An election judge must never attempt to influence the voter to vote for or against any particular candidate or ballot issue. Whoever helps the voter must fill out a *Voter Assistance Form*.

### **7.5.2 Replacing Ballots and Ballot Activation Cards**

When a voter asks for a replacement paper ballot or ballot activation card, a voting judge will escort or direct the voter to the ballot table. The ballot issue judge will

1. Ask for the voter's voter authority card.
2. Give the voter a black marker and tell the voter to spoil the ballot as follows:
  - For a regular paper ballot: Tell the voter to draw a thick line through **all of the ovals** for each contest. (This is called "overvoting" all contests). Tell the voter to write "spoiled" on the ballot.
  - For a ballot activation card: Tell the voter to use the marking pen to **cover up all selections and printed barcodes**. You can help the voter with this if the voter asks for help.



***Printed ballot activation cards will only show the voter's selections. So, all selections and barcodes must be covered to protect the voter's privacy.***

3. Draw a line through the first ballot judge's initials on the voter authority card and re-initial the voter authority card.

4. Make sure that the voter has written “spoiled” across the face of the spoiled paper ballot or spoiled ballot activation card. Make sure that the voter’s original selections are not visible..
5. Direct the voter to put the spoiled paper ballot or spoiled ballot activation card into the spoiled ballot envelope.



***A voter can only be given two replacement ballots. If a voter has already spoiled two ballots, a voting judge must offer to help the voter. You must also tell a chief judge. Encourage the voter to use the ballot marking device.***

6. Give the replacement paper ballot or ballot activation card and the voter authority card to the voter.
7. If a voter is using a ballot marking device, an election judge should check the voter’s voter authority card to select the correct ballot style. Touch the correct ballot style number on the touch screen display.



***For voters using a ballot marking device in consolidated precincts, an election judge should check the voter’s voter authority card to choose the correct District and precinct and ballot style for that voter. Touch the correct district and precinct and ballot style number on the touch screen display.***

8. Use the *Spoiled Ballot Tally Sheet* to keep track of spoiled ballot activation cards and regular ballots.
  - Tally the number of spoiled ballot activation cards in the first row.
  - Write the ballot style numbers in the left column.
  - Tally the number of spoiled ballots for each ballot style.
  - Count the tally marks when the polls close.
  - Write the total number of spoiled ballots and ballot activation cards in the bottom section of the *Spoiled Ballot Tally Sheet*.

**Figure 5 - Spoiled Ballot Tally Sheet**

| Spoiled Ballot Tally Sheet   |                                 | State of Maryland               |
|--|---------------------------------|---------------------------------|
| 2024 Presidential Primary  |                                 |                                 |
| County: _____  | Date: _____                     |                                 |
| District/Ward/Precinct: _____  |                                 |                                 |
| <p>1. Use tally marks to keep track of the number of spoiled ballot activation cards (BACs) and spoiled ballots throughout the day.<br/>                     Ex. IIII = 4      IIII IIII = 12</p> <p>2. After the polls close, complete the totals and initial columns</p> |                                 |                                 |
| Tally Marks for Spoiled Ballot Activation Cards (BACs)   |                                 | Total Number of Spoiled BACs    |
| TOTAL (A)  |                                 |                                 |
| Ballot Style #   | Tally Marks for Spoiled Ballots | Total Number of Spoiled Ballots |
|  |                                 |                                 |
|  |                                 |                                 |
|  |                                 |                                 |
|  |                                 |                                 |
|  |                                 |                                 |
|  |                                 |                                 |
|  |                                 |                                 |
| TOTAL (B)  |                                 |                                 |
|  |                                 | Totals at Closing               |
| Total Spoiled Ballot Activation Cards (BACs)   | <b>Total (A)</b>                |                                 |
| Total Spoiled Ballots  | <b>Total (B)</b>                |                                 |
|  | <b>Grand Total (A+B)</b>        |                                 |
| Give completed form to the chief judges.   |                                 |                                 |
| _____  | _____                           |                                 |
| Democratic Chief Judge   | Republican Chief Judge          |                                 |
| <small>Revised 4/25/2023</small>   |                                 |                                 |

**7.5.3 Replacing Damaged or Torn Ballots and Ballot Activation Cards**

When a paper ballot or ballot activation card is so damaged that a scanning unit will not accept it, the voter must follow these steps:

1. Overvote each contest.
2. Write “spoiled” across the face of the spoiled ballot or ballot activation card.
3. Put the spoiled ballot or ballot activation card in the “Spoiled Ballot Envelope.”

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**7.6 Closing the Polls**

Pack up any ballot supplies and secure them. Do anything else the chief judges ask you to do to help close the polls. Chief judges document new seal numbers on the *Ballot and Transfer Cart Security Certificate*.

**7-8 Issuing Ballots**