

Chapter 8 – Voting Area Judges

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8.1 Election Set-up

All tasks are supervised by chief judges.

Pre-election: All election judges must attend the meeting at their assigned polling place the evening before the election. The chief judges will conduct the meeting.

Arrive at 6:30 p.m.

Make sure you sign the *Payroll Sheet*.

1. Help set up for the election as asked by the chief judges, including:
 - o Passing out supplies
 - o Posting signs
 - o Setting up tables and chairs
 - o Setting up the voting booths

Election morning:

Arrive at 6:00 a.m.

Make sure you sign the Payroll Sheet.

Put on your nametag.



Work together so that your polling place is ready to open at 7:00 am.

8.2 Voting Area Judge Supplies

- *Pens*
- *Magnifying sheets*

8.3 During Voting Hours

Tell the chief judge right away about any problems.

8.3.1 At the seated voted area or voting booths:

- Make sure the voter has a privacy sleeve.

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- Make sure the voter authority card has been signed by the voter and initialed by the check-in judge and ballot issuance judge.
- Make sure the ballot style on the voter authority card matches the ballot the voter was given.
- Make sure the voter is not a provisional voter.
- Direct the voter to a voting booth or a ballot marking device to mark the ballot.
- Answer voters' questions. Help voters in any way that is allowed if they ask.
- Tell the voter how to mark his or her selections on a regular paper ballot.
- Protect the voter's privacy and the secrecy of the ballot:
 - **Do not** look at or ask to see the voter's marked ballot.
 - Stand to the side of the seated voting area or voting booth when helping a voter.
- Direct a voter to the scanning unit to cast the ballot.
- Ask the voter if they have reviewed their ballot.
- Make sure that tamper tapes and seals are present and intact.
- Clean up any campaign materials, trash, graffiti, or other items left by voters anywhere in the voting area.

8.3.2 At the ballot marking device:

- When a ballot marking device is not being used, make sure it is charging.
- Ask for the voter authority card.
- Make sure the voter is not a provisional voter.
- Offer to read the *2024 Elections - Instructions for Voters Using the Ballot Marking Device* to voters using the ballot marking device.

Prior to a voter using the ballot marking device, tell the voter:

1. If there are more than 7 candidates in a contest, touch "More" below the list of candidates to see the rest of the candidates' names.
2. If you want to go back to the other candidates' names, touch "More" at the **top** of the screen.
3. You cannot go to the next contest until you have seen **all** of the candidates' names.
4. If you want to vote for a person whose name is not listed on the ballot, refer to the instructions on how to write-in a candidate in a general election only.
5. There are 2 ways to change your selection before printing your ballot:
 - o In a contest where you can vote for just 1 person, touch the box with your new choice. It will be highlighted, and a green checkmark will appear. Your previous choice will be unchecked.
 - o In a contest where you can vote for more than 1 person, touch the box of the choice you no longer want. The check mark will disappear. Touch the box with your new choice. It will be highlighted, and a green checkmark will appear.
6. Review your choices carefully on the summary screen.
7. These instructions are also printed. Show the voter where the printed instructions are.
8. If you need help, please raise your hand.
9. When ready to begin insert your ballot activation card into the unit.
10. Visually show the voter their Dist/Prec and Ballot Style on their voter authority card and select corresponding information on the screen and confirm.
11. Touch "Activate" when ready to begin.

Prior to a voter using the audio component of the ballot marking device, tell the voter:

1. You must listen to all the candidates' names before you can go to the next contest.
2. Follow the audio instructions on how to change your selection before printing your ballot.
3. Listen carefully when your choices are reviewed.
4. If you need help, please raise your hand.
5. When ready to begin, tell the voter to insert the card into the unit.
6. Verbally tell the voter their District/Precinct and Ballot Style on their voter authority card and that you are selecting the corresponding information on the screen and confirm.
7. Explain that the voter can confirm that the ballot activation card printed correctly by reinserting the card into the machine and it will then read what is on the card.
8. Touch "Activate" when the voter is ready to begin.

Inoperable Ballot Marking Device

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:

1. Immediately notify the chief judge. **The chief judge should also record the instance in the Election Day Log.**
2. Tell 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 BMD.
3. The chief judge should tell 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.

Should the voter wish to **make a complaint** the voter must be given the **local board of elections** contact information. The voter can send an email to email@be.com or call **(123)456-7890** to speak to someone. They may also be provided with the email and phone number for the state board of elections.

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Figure 1 - Instructions for Voters Using the Ballot Marking Device

- Tell voters how to use the ballot marking device to mark their ballot.
- Use the voter authority card to select ballot style on the ballot marking device screen and initial the voter authority card as the ballot issuance judge.
- Protect voter's privacy and the secrecy of the ballot. **Do not** look at or ask to see the screen on the ballot marking device when a voter is voting.
- Direct voters to the scanning unit to cast their ballots.
- Ask the voter if they have reviewed their ballot.
- When a ballot marking device is not being used, make sure it is charging.
- Make sure that tamper tapes and seals are present and intact.
- Clean up any campaign materials, trash, graffiti, or other items left by voters anywhere in the voting area.
- Keep the touchscreen of the ballot marking device clean. Use the cloth provided to wipe the screen every so often.

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8.3.3 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 Montgomery County Board of Elections so that the machine can be repaired on-site 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 the voter may 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 reset the voter's "ballot issued" status as provided in 5.10. The voter will be issued another voter authority card when they return to the polling place.
- The voter should be given a 'Return Pass' card by the chief judge 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 voter authority card 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

8.3.4 At the scanning unit:

- Ask the voter for the voter authority card.
- Make sure the voter authority card has been signed by the voter, and initialed by the check-in and ballot issuance judges.
- Make sure the voter is not a provisional voter. A provisional voter authority card will say “PROVISIONAL BALLOT” at the top. It will also say “DO NOT ISSUE REGULAR BALLOT” above the ballot style. If the voter is a provisional voter, **DO NOT** allow the voter to approach the scanning unit. Tell the chief judge right away.

Figure 2 - Provisional Voter Authority Card

VOTER AUTHORITY CARD
Presidential General Training 2016

PROVISIONAL BALLOT
Reason Code: 0

[Redacted]

Registered Party: Democrat
Assigned Dist/Prec: 004-001.CONG=07: LEGIS=46: COUNCIL=011
EPB Number: 054955
Ballot Issued Dist/Prec: 001-001.CONG=07: LEGIS=448: COUNCIL=001

DO NOT ISSUE REGULAR BALLOT
Provisional Ballot Style: 2

Issued: 08/31/2016 14:48:16 Issued By: JUDGE NAME
Issuing Consolidation: 04EV01

Please sign in the space below.

Voter Signature _____

Check-in Judge Initials: _____

Provisional Judge Initials: _____

- Tell the voter to hold onto the privacy sleeve until the ballot is put into the scanning unit.
- Tell the voter that the privacy sleeve may be used as a “shield” while putting the ballot into the scanning unit.
- Tell voters how to insert and cast their ballot into the scanning unit. You can say: “Put your ballot into the scanning unit and wait for the ‘Thank you for voting’ message to appear. If you have any trouble, raise your hand, and I will be here to help.”

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- Protect the voter's privacy and the secrecy of the ballot:
 - **Do not** look at or ask to see the voter's marked ballot.
 - **Do not** touch a voter's ballot unless the voter asks for help.
 - **Stand away from the scanning unit.** Only come close to the voter if the voter asks for help.
- If the voter needs a new ballot, direct the voter to the ballot table to spoil the ballot and receive a replacement ballot using the procedures in 7.5.3. No replacement ballot may be issued after the ballot has been cast.
- After the voter has cast their ballot, initial the voter authority card and write the scanning unit number next to your initials.
- Place the voter authority card in the Scanning Unit Envelope attached to the scanning unit.



Never leave the scanning unit unattended. A voting area judge assigned to the scanning unit must stay near the scanning unit until: The voting area judge is relieved by a chief judge; or a chief judge replaces the voting area judge with another voting area judge.

8.3.5 Counting voter authority cards:

- Election judges will count the voter authority cards periodically during the day.
- Follow the instructions given by the Montgomery County Board of Elections to count the number of voter authority cards. Keep the voter authority cards from each scanning unit separate. Bundle in groups of 25. **For the primary election only**, separate and count the voter authority cards by party.

8.4 Closing the Polls

- Follow the instructions given by the Montgomery County Board of Elections to finish counting the number of voter authority cards. Tell the final number to the chief judges for the *Closing Summary Report*.
- Compare the total number of voter authority cards to the public count on the scanning unit. Tell the chief judge right away if the totals do not match.
- Tell the final number to the chief judges for the Closing Summary Report
 - Help pack the voting booths.
 - Pack up any other supplies.
 - Do anything else the chief judges ask of you to help with closing the polls.
 - Make sure you signed the *Payroll Sheet*.