

Appendix 3 – Early Voting

Each Early Voting Center will have a center manager who will manage the opening and closing of the center every day, and as well as the overall operations of the site. In addition, two chief judges will be assigned each day.

Pre-Election Meeting

All chief judges assigned to work at an early voting site, and any other judges assigned to work on the first day at that site must attend a pre-election meeting the evening before at 6:30 pm. When you arrive at your assigned early voting center, the voting room will have been partially set up by the staff from the Montgomery County Board of Elections.

The center managers will introduce themselves to you and conduct the meeting. Follow any instructions they may ask you to do. Remember, there are differences in the procedures from election day, so it is important to follow directions given by the center managers.

Make sure you sign the Payroll Sheet.

Opening during early voting

Election judges are expected to arrive at their assigned polling place no later than 5:30 a.m. on the first day of early voting, and 6:00 a.m. on the other days unless otherwise authorized by the Montgomery County Board of Elections.

Make sure you sign the Payroll Sheet.

Center managers will turn on and network the pollbooks each morning. Do not touch the pollbooks until directed by the center managers.

Center managers may ask the chief judges to assist with opening the scanning units. The zero reports are printed only on the first morning.

Each early voting center will receive at least three ballot marking devices. The center manager may direct the chief judges and other election workers to assist with opening the ballot marking devices.

Challengers and watchers may observe opening procedures.

Same Day Registration-

Same day registration allows individuals to register and vote at an early voting center during the early voting period and at a precinct polling place on election day. To register to vote a regular ballot during the early voting period, an individual must:

- Register at the early voting center in the county where they live;
- Show a current Maryland driver's license or MVA ID card or an official document with the applicant's name and address that establishes that the applicant lives in the county. Official documents include the following, which must have been issued within the past three months: a utility bill, a bank statement, a government-issued check, a paycheck, a government-issued document, or a document issued by an independent institution of higher education; and
- Be a pre-qualified voter in the pollbook.

During early voting only, previously registered voters can update their address via the same day registration pollbook.

Closing during early voting-

All tasks are supervised by the center managers, chief judges, or staff from the Montgomery County Board of Elections. After the last person in line has voted, center managers or Montgomery County Board of Elections staff will direct the closing of the polls on the pollbooks.

Election judges will be instructed as follows:

Check-in Judges- Tell the check-in judges to: sign the *Consolidated Ballot Counts* and *Consolidated Voter Counts* reports, complete the *Pollbook Integrity Report*, pack the pollbooks under the supervision of staff from the Montgomery County Board of Elections.

Ballot Issuance Judges- Tell the ballot issuance judges to: pack the ballots in the ballot transfer cart.

Voting Area Judges- Tell the voting area judges to: count the remaining voter authoring cards and complete the *Voter Authority Card Worksheet*; and take down the voting booths.

Provisional Voting Area- Tell the provisional judge to: complete the *Provisional Opening and Closing Certificate*.

Center managers shut down the scanning units each day. Do not close the polls or print results reports.

Chief judges may assist with closing the ballot marking devices each day and complete the *Ballot Marking Device Integrity Report*. The ballot marking device is not packed into the black transfer cart until the last day of early voting.

At the close of each day of early voting, ensure each integrity report is completed and signed:

- Pollbook Integrity Report
- Ballot Security Certificate
- Scanning Unit Integrity Report
- Ballot Marking Device (BMD) Integrity Report

Once completed use these forms to fill in the information for that day on the front of the *Closing Summary Report*. Transfer the information from other reports as indicated on the back of 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.

Many tasks may be performed by the staff from the Montgomery County Board of Elections. Follow any procedures that they may ask you to do. The staff of the Montgomery County Board of Elections is responsible for returning all supplies and equipment.