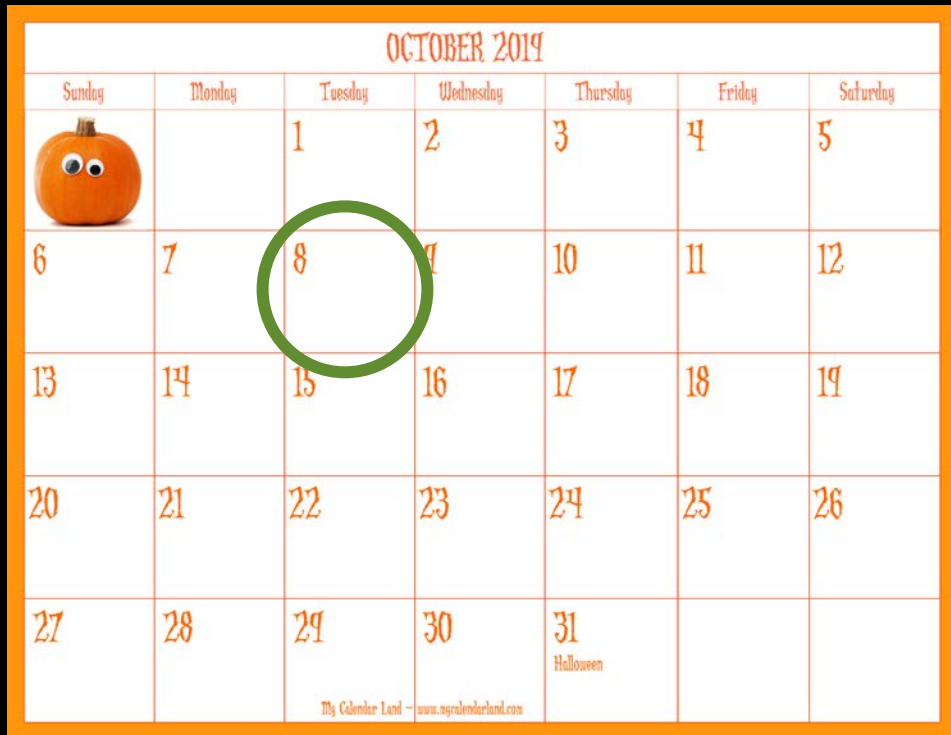


**Polling Official Training and Review for the
2019 Municipal Run-Off Election for
Mayor and City Council
October 8, 2019**

OCTOBER 8, 2019



- Run-Off Election is less than two weeks away; includes:
 - Mayor
 - City Council Districts Three, Five, and Six
- From the August election, what were some areas you had or noticed others in your precinct were having trouble with?
- Back to basics...

Election Morning

- What time should you be at your precinct?

- No later than 6:30 a.m. (or earlier if requested)

- Payroll...

- You will sign in & out on the Poll Pad
- ADDRESS
 - If checks need to be mailed somewhere else, complete the form in the Chief Inspector Notebook –AND– sign the Poll Pad.
- DO NOT FILL OUT THE FORM IF YOUR ADDRESS IS CORRECT
- *Payroll takes time – please be patient*

- Dress Appropriately

- Do not wear any campaign, candidate, or party paraphernalia
- No rips or tears in clothing
- No house shoes or sweatpants
- No spaghetti straps or short shorts
- No team sports shirts / screen printed shirts

- Cell Phones...

- Stay off of them
- No Bluetooth devices or headsets in the facility
- *Put them away* when voters are present
- Need to make a call? Go to the designated area and keep it brief
- You cannot take pics with your cell phones

- Lunches & Breaks

- *Chief Inspector will let you know what to expect*
- Leave for lunch? Be back in an hour or less – *everyone else needs a break and food too!*

REMINDERS:

No campaigning
within 30 feet from
entrance

Voters CAN wear political
apparel as long as they vote
and leave – they cannot
campaign while in line

No
photography
in precinct

No party
affiliations
(REP/ DEM)

Candidates CANNOT
stop in to "see how things are going", etc.

No Write-Ins

Poll Watchers –
1 per candidate

You *may* have some people from the
Secretary of State's office to observe



Equipment Operation

The DS200 Tabulator & ExpressVote

TABULATOR PREPARATION

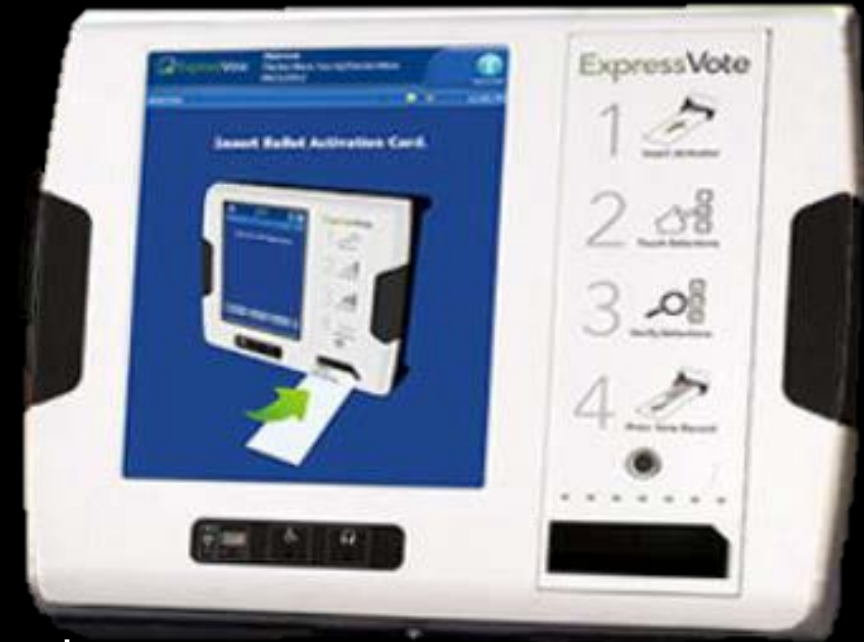
GREEN
means
GO!

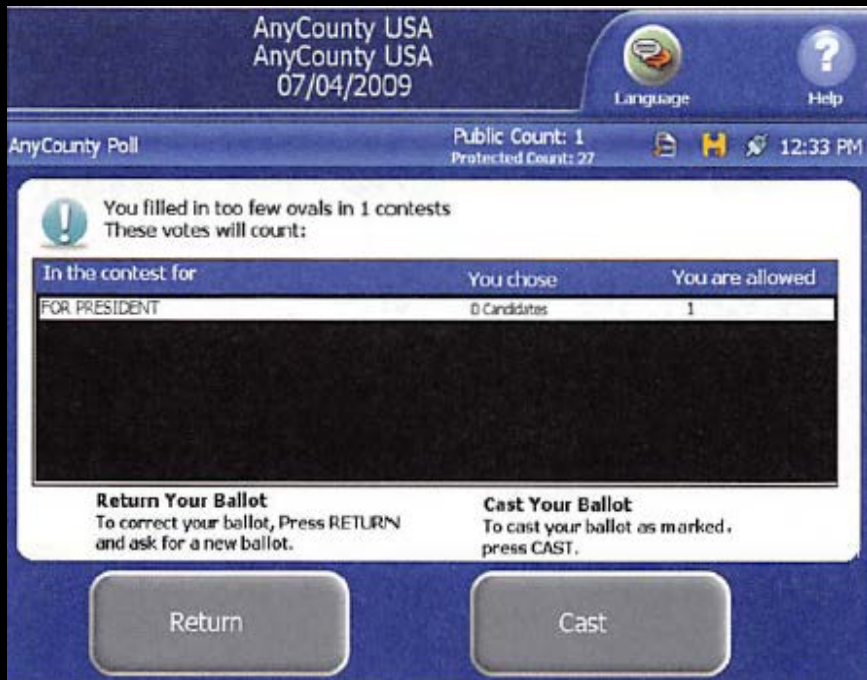
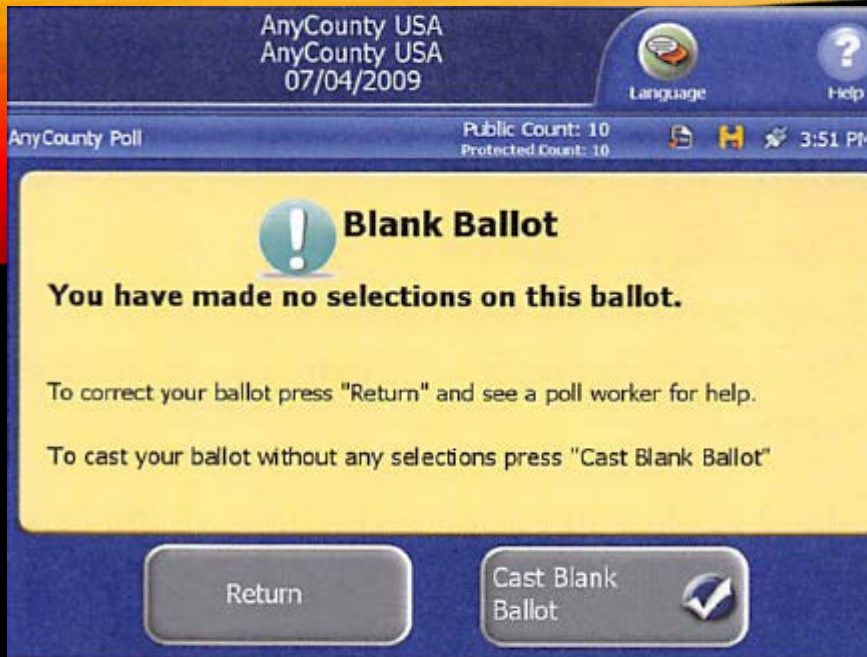


- Make sure it's plugged in and the silver bar is in the down position in the back of the machine
- Also make sure the outlet is working
- Break the outer seal, unlock with the silver key, and open lid
- Lift screen to turn the tabulator on
- Wait for the screen that asks for the Election Code
 - Enter the Election Code and press the "Accept" button
- Verify Precinct and Election (upper left-hand corner)
- Press the **Green** "Open Poll" button on the screen
 - It will start printing reports; do not cancel
- After the reports print, press the **Green** "Go to Voting Mode" button on the screen
- Remove the Zero Tape and place it in Envelope 5 of your closing envelopes
- It is now ready to accept ballots

ExpressVote preparation

- Make sure it's plugged in and the outlet is working
- Open the Left Side Door, using the barrel key
- Make sure the "Mode" switch is in the "Voter" position
- Move the Power button to the "ON" position
- Close and lock the side door
- Do not touch the screen until the "Enter Election Code" Screen Appears
- Enter the Election Code using the touch screen and press the **Green** "ACCEPT" button
- Verify the precinct number and election name at the top of the screen is correct
- Touch the "OK" button to proceed to Voting Mode
- It is now ready to accept ballots – remember, it is ONLY a **Ballot Marking** device; all ballots must be cast through the tabulator to count





BLANK AND UNDER-VOTED BALLOTS

The tabulator will detect blank and under-voted contests and notify the voter and polling officials

- There are two options: **1 – RETURN** & **2 – CAST**
- If the voter intended to cast a blank ballot (sometimes called a “Protest Ballot”) or intended to only vote for one office and not another you (or the voter) will press the “Cast” button on the right-hand side
- OR if the voter ended up leaving before the ballot was cast (maybe they walked away before the tabulator’s message appeared), you will press the “Cast” button as well.
 - The ballot will be counted, but an under-vote will be registered for any contest without a mark/vote.
- If the voter DID NOT INTEND to cast a blank or under-voted ballot (maybe they didn’t shade the bubble in all the way or the mark is too light, etc.), the voter or you will press the “Return” button on the left-hand side of the screen.
 - The ballot will not be counted and will be returned from the machine. The voter will retrieve from the machine and either correct the mark or, if needed, have that ballot spoiled and get a new one.

OVER-VOTED BALLOTS

- The tabulator will detect an over-voted contest on the ballot (when more than the allowed number of votes has been cast – i.e.: vote for 1 and the voter shades in 2 bubbles)
- There are two options: **1 – RETURN** & **2 – CAST**
- If the voter intended to cast an over-vote (maybe they like more than one candidate and can't decide) – OR – they leave before the message appears, you (or the voter if available) will press the “Cast” button on the right-hand side
 - All properly marked offices/contests will be counted and the one(s) with the over-vote will only receive an indication of being over-voted – the candidates or issues selected will NOT receive any votes.
- If the voter DID NOT INTEND to overvote the office(s) on the ballot, the voter or you will press the “Return” button on the left-hand side of the screen.
 - The ballot will not be counted and will be returned from the machine. The voter will need to take to the help desk to have that ballot spoiled and get a new one.

The screenshot shows the AnyCounty USA ballot system interface. At the top, it displays 'AnyCounty USA' and the date '07/04/2009'. There are icons for 'Language' and 'Help'. The main header shows 'AnyCounty Poll' on the left and 'Public Count: 1' and 'Protected Count: 27' on the right, along with a clock showing '12:33 PM'. A central message box with an exclamation mark icon states: 'You filled in too many ovals in 1 contests. These votes will not count:'. Below this is a table with three columns: 'In the contest for', 'You chose', and 'You are allowed'. The table has one row for 'FOR PRESIDENT' showing '2 Candidates' chosen and '1' allowed. At the bottom, there are two buttons: 'Return' and 'Cast'. The 'Return' button is associated with the instruction: 'Return Your Ballot. To correct your ballot, Press RETURN and ask for a new ballot.' The 'Cast' button is associated with the instruction: 'Cast Your Ballot. To cast your ballot with votes that will not count, press CAST.'

In the contest for	You chose	You are allowed
FOR PRESIDENT	2 Candidates	1

BALLOT JAMS

The ballot may jam if the silver bar on the back of the machine is not locked all the way in the down position, if the ballot is damaged, the voter wrinkles it, etc.

If the ballot is stuck where you cannot reach it easily, you may have to unlock and open/slide the tabulator to gain access to the jammed ballot.

* Any time you need to unlock the tabulator, please ensure that you have witnesses and explain what you are doing and why *

1. Using your silver key, unlock the lock in the bottom right-hand corner of the case
2. Fold down the front flap
3. Slide the scanner forward until you can see the ballot in the back
4. Make sure you read the message on the screen to determine whether the ballot has or has not been counted
5. If the ballot has been cast, pull the ballot out of the back of the counter and drop down into the ballot box
6. If the ballot has NOT been cast (according to the message on the screen), remove the ballot from the back and it will be re-scanned once the tabulator is slid back in place and a determination is made as why it jammed.



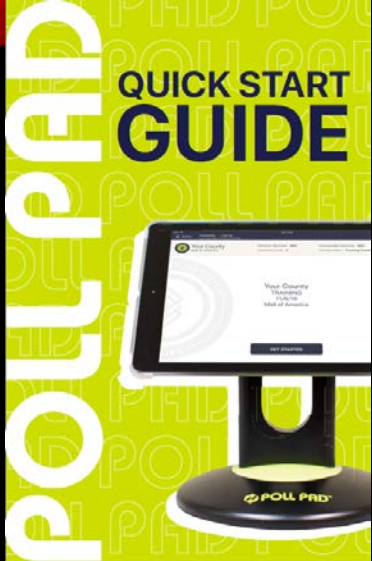


CHECK-IN TABLE

Poll Pad Set-Up and Processing Voters

- No more alphabetical lines – voters can go to the shortest available line.

POLL PAD / CHECK-IN TABLE SET-UP



- Use the Quick Start Guide in the case to help you set up the Poll Pad

- Remember – if something doesn't fit easily, it is probably wrong. Stop and ask for help.

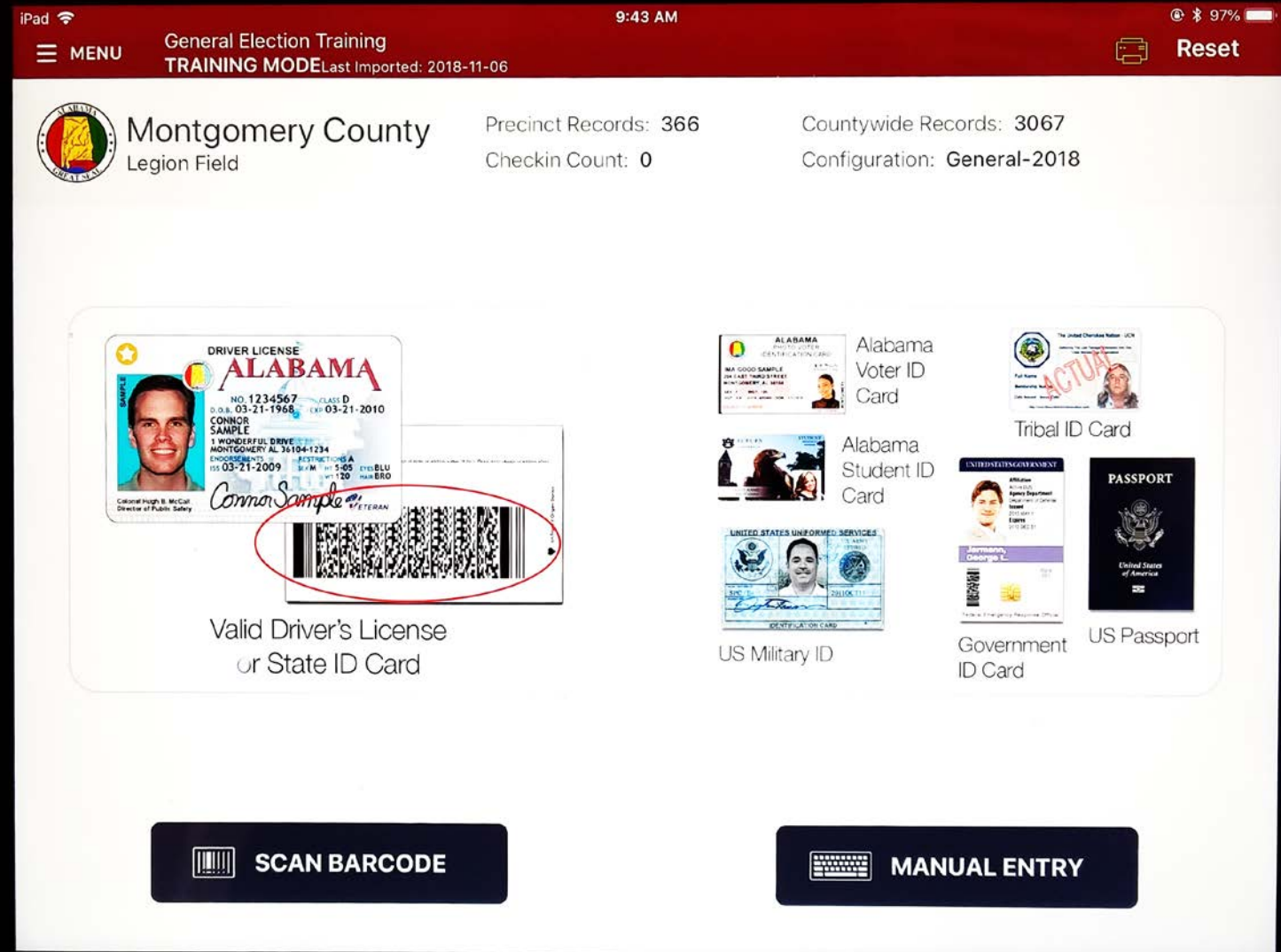


- Verify: **Precinct**, **Election**, and **Check-In Count** on the screen before polls open. (Your screen will be blue at the top on Election Day.)

- Two (2) poll pads per table

HOME SCREEN

- This is the screen you will start with every time a voter needs to Check In
- On the LEFT – You can scan the back of an **Alabama Drivers License** or **Non-Driver I.D.**
- *NO OTHER IDENTIFICATION CAN BE SCANNED; YOU WILL HAVE TO LOOK THEM UP MANUALLY.*



iPad 10:31 AM 92%

MENU General Election Training
TRAINING MODE Last Imported: 2018-11-06 Reset

Montgomery County
Legion Field

Voter Confirmation

GO BACK ACCEPT

Verify voter information and tap accept to continue

1

George Washington
DOB: 12/31/1969
2659 W GULF DR MONTGOMERY, AL 12345

Status: Active Precinct: 205

1. Swivel the Poll Pad around and as George if this is him.

YES = ACCEPT

2. George signs his name

3. George clicks on DONE SIGNING

** Note – You can only move forward when the blue button is darkened (top right-hand corner of # 1 & # 3.
2 – the button will not work.)

iPad 10:34 AM 91%

MENU General Election Training
TRAINING MODE Last Imported: 2018-11-06 Reset

Montgomery County
Legion Field

Signature Confirmation

GO BACK DONE SIGNING

George Washington
2659 W Gulf Dr Montgomery, AL 12345

CLEAR SIGNATURE

2

x I swear or affirm that I reside at the address above and am eligible to vote in this election.

MENU General Election Training
TRAINING MODE Last Imported: 2018-11-06 Reset

Montgomery County
Legion Field

Signature Confirmation

GO BACK DONE SIGNING

George Washington
2659 W Gulf Dr Montgomery, AL 12345

CLEAR SIGNATURE

3

x I swear or affirm that I reside at the address above and am eligible to vote in this election.

1. MAKE SURE YOU HAVE A SIGNATURE.

General Election Training
TRAINING MODE Last Imported: 2018-11-06

Montgomery County
Legion Field

Pollworker Confirmation

START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION AND INITIAL

George Washington
2659 W GULF DR MONTGOMERY, AL 12345
Precinct: 205
Status: Active
DOB: 12/31/1969

Signature on Election Day

Ballot Style: 205

Assistance Required ☐

Pollworker Initials

2. INITIAL AND SUBMIT

General Election Training
TRAINING MODE Last Imported: 2018-11-06

Montgomery County
Legion Field

Pollworker Confirmation

START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION AND INITIAL

George Washington
2659 W GULF DR MONTGOMERY, AL 12345
Precinct: 205
Status: Active
DOB: 12/31/1969

Signature on Election Day

Ballot Style: 205

Assistance Required ☐

Pollworker Initials

- Ballot Slip Prints Out
→
- Give to Voter and tell them to take it over to the Ballot Clerk / Table to receive their ballot.

2019-06-11

General Election Training
11/06/2018
Legion Field

GEORGE WASHINGTON

2659 W GULF DR
MONTGOMERY, AL 12345

PRECINCT: LEGION FIELD
SPLIT:

PARTY SELECTED

NO PARTY

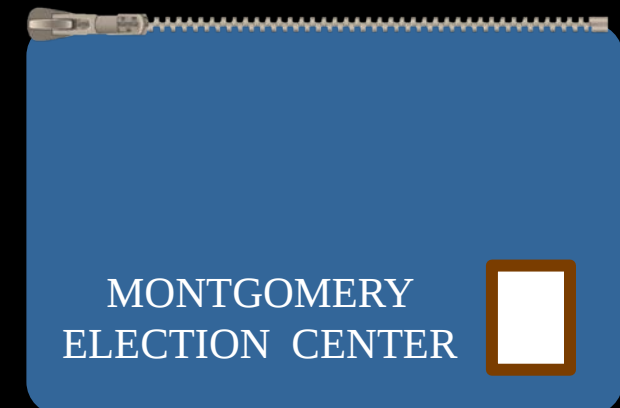
BALLOT STYLE

205

ID METHOD: DRIVER'S LICENSE

• Ballot Clerk

- Receives the Ballot Slip
 - Initials or Marks it
 - Hands out the correct ballot style from the slip
 - Puts the slip into the blue pouch.
- (There is only one ballot style for this election.)



MANUAL ENTRY

1. Touch the “Manual Entry” button
2. On the top screen – you will type in the name
3. Please only use the first three letters of the Last and First Name (Less is more!!!)
4. Once entered, touch the “SEARCH” button to the right hand-side of the screen
5. Once the name shows up below, touch anywhere on the name to bring up the record.
6. If there is more than one record, you can scroll down and use DOB or address to locate the correct record

General Election Training
TRAINING MODE Last Imported: 2018-11-06

Montgomery County
Legion Field

Precinct Records: 366
Checkin Count: 2

START OVER

ADVANCED SEARCH

SEARCH

DOB ADDRESS LICENSE No. VOTER ID Precinct CODE RESET SCAN BARCODE

General Election Training
TRAINING MODE Last Imported: 2018-11-06

Montgomery County
Legion Field

Precinct Records: 366
Checkin Count: 2

START OVER

ADVANCED SEARCH

SEARCH

TAY Z

General Election Training
TRAINING MODE Last Imported: 2018-11-06

Montgomery County
Legion Field

Precinct Records: 366
Checkin Count: 2

START OVER

ADVANCED SEARCH

SEARCH

SEARCH RESULTS - 1 Records Found

Taylor, Zachary
11/24/1904
1046 Sand Castle Rd Birmingham, AL 33957
VOTER ID: unavailable

Legion Field
Precinct: 205
Ballot Style: 205

VOTERS MARKED “ABSENTEE” THIS IS WHAT SHOULD APPEAR:

General Election Training
TRAINING MODE Last Imported: 2018-11-06

Montgomery County
Legion Field

Precinct Records: 366
Checkin Count: 1

START OVER

Last Name First Name SEARCH ADVANCED SEARCH

SEARCH RESULTS - 1 Records Found

Adams, John
10/30/1905
970 Palm St Birmingham, AL 33957
VOTER ID: unavailable

Absentee

Legion Field
Precinct: 205
Ballot Style: 205

General Election Training
TRAINING MODE Last Imported: 2018-11-06

Montgomery County
Legion Field

GO BACK

Absentee Voter

Adams, John
10/30/1905
970 Palm St Birmingham, AL 33957
Precinct: Legion Field

Close

This voter has applied for an absentee ballot. To vote today at this polling place, he or she must vote by provisional ballot. Direct the voter to the Provisional Ballot Officer.

1. Screen 1 – Refer to Help Desk, if voter is reluctant to go, touch anywhere on the red line where his name is.

2. Screen 2 – Shows that it will not let you process the voter; try once again to send over to the Help Desk.

Touch the GO BACK button to get back to the home screen (or if you are still on Screen 1, touch the START OVER button to return)

STEPS FOR AN INACTIVE VOTER

General Election Training
TRAINING MODE Last imported: 2018-11-06

Montgomery County
Legion Field

Inactive Voter

Harless, Brett
04/16/1993
9439 Crabapple Ave Birmingham, AL 33957
Precinct: Legion Field

GO BACK

Form Completed

Cancel

Voter is marked inactive. Direct voter to complete Voter's Re-identification/ Update Form before being processed.

SEND to HELP DESK – like you normally would

VOTER'S REIDENTIFICATION/UPDATE FORM

FOR USE BY U.S. CITIZENS ONLY • FILL IN ALL BOXES ON THIS FORM • PLEASE USE INK • PRINT LEGIBLY

Are you a citizen of the United States of America? ☐ Yes ☐ No

Will you be 18 years of age on or before election day? ☐ Yes ☐ No

Print Your Name: _____

Print Maiden Name / Former Name (if reporting a change of name) _____

Date of Birth (mm/dd/yyyy) _____ Primary Telephone () _____ Email Address _____

Alabama Driver's License or Non-Driver ID Number: _____

Address where you live (Do not use post office box) _____

Address where you receive your mail: _____

Address where you were last registered to vote: _____

Place of Birth: _____

VOTER DECLARATION - READ AND SIGN

I am a U.S. citizen

I live in the State of Alabama

I will be at least 18 years of age on or before election day

I am not barred from voting by reason of a disqualifying felony conviction

I have not been judged "mentally incompetent" in a court of law

WARNING: If you falsely sign this statement, you can be convicted and imprisoned for up to five years.

Your Signature: _____ Date: _____

HELP DESK – processes voter

General Election Training
TRAINING MODE Last imported: 2018-11-06

Montgomery County
Legion Field

Inactive Voter

Harless, Brett
04/16/1993
9439 Crabapple Ave Birmingham, AL 33957
Precinct: Legion Field

GO BACK

Form Completed

Cancel

Voter is marked inactive. Direct voter to complete Voter's Re-identification/ Update Form before being processed.

General Election Training
TRAINING MODE Last imported: 2018-11-06

Montgomery County
Legion Field

Voter Confirmation

Verify voter information and tap accept to continue

Brett Harless
DOB: 04/16/1993
9439 CRABAPPLE AVE BIRMINGHAM, AL 33957

Status: Inactive Precinct: 205

GO BACK

ACCEPT

General Election Training
TRAINING MODE Last imported: 2018-11-06

Montgomery County
Legion Field

Brett Harless
9439 Crabapple Ave Birmingham, AL 33957

CLEAR SIGNATURE

Signature Confirmation

GO BACK

DONE SIGNING

General Election Training
TRAINING MODE Last imported: 2018-11-06

Montgomery County
Legion Field

Pollworker Confirmation

CONFIRM THE VOTER'S INFORMATION AND INITIAL

George Washington
2659 W GULF DR MONTGOMERY, AL 12345
Precinct: 205
Status: Active
DOB: 12/31/1969

Signature on Election Day

Ballot Style: 205

Assistance Required ☐

Pollworker Initials

2019-06-11

General Election Training
11/06/2018
Legion Field

GEORGE WASHINGTON

2659 W GULF DR
MONTGOMERY, AL 12345

PRECINCT: LEGION FIELD
SPLIT:

PARTY SELECTED

NO PARTY

BALLOT STYLE

205

ID METHOD: DRIVER'S LICENSE

Processed as an Active Voter (if their update form doesn't require a change in Precinct).

*** Most Voters are marked "INACTIVE" due to inability to confirm their address by the Board of Registrars**



No Records Found

Check your search and try again.
Try searching on the first three
characters of the voter's first and
last name.

Ok

Touch “Ok”

No Records Found using the name? Try a different method:

1. Clear the search boxes again and touch the circle next to “**ADVANCED SEARCH**”
2. Below the search boxes should be a new line that has several different options.
3. Touch “**DOB**” on the screen and enter the Date of Birth in **MM/DD/YYYY** format (ex: **05/27/1976**)
4. When you put the date in the screen will automatically drop down – now just push the blue “**SEARCH**” button.
5. Touch anywhere on the line where the name is, and you will be back at the voter information / verification screen.



Last Name	First Name	SEARCH	ADVANCED SEARCH ☐			
DOB	ADDRESS	LICENSE No.	VOTER ID	Precinct CODE	RESET	SCAN BARCODE

FIND A PRECINCT BY ADDRESS:

- 1. Touch  MENU in the top left-hand corner of the screen
- 2. Touch the blue icon labeled “Precinct Finder”
- 3. Put in the House Number, tab over and start typing the street name – you should only need to type the first few letters of the address for the complete name to show up in a pop-up box under the street address search box. When you see the correct address, touch the full address.
- 4. Touch the “SEARCH” box and below the address you typed in will be the information needed: Precinct Name and address, along with what ballot style he/she will need.
- 5. Touch the “PRINT LOCATION” button, give the printed slip to the voter to take to the correct precinct. This takes the place of the Golden Ticket.



YOUR POLLING PLACE

Legion Field
400 Graymont Avenue West

DRIVING DIRECTIONS

Starting from “400 Graymont Avenue
West Birmingham AL 35204”

Arrive at “400 Graymont Avenue West
Birmingham AL 34024”

The voter will take the slip of paper to the Help Desk and be processed there so that the voter doesn't have to wait in line twice and in the event the voter needs to vote provisional or update their information – they will already be where they need to be.

- **CHANGING the PAPER ROLL:**

- Open printer using the lever on the top right-hand side.
- Take out the leftover cardboard.
- Reload the paper with the paper roll towards you, feeding from the bottom/underneath. (see photo)
- Close and Print Test Receipt.





- **Barcode Not Scanning**
 - Not lined up properly: Place ID barcode within the frame on the Poll Pad screen
 - Lighting glare: Adjust the ID or the stand and try again
 - Barcode could be damaged: manual lookup
 - Typo in the Voter Registration database or ALEA's database: manual lookup
 - Sometimes the way a person's name, drivers license number and/or DOB appears in the Voter Registration System may be different or not match.
 - EX: Hyphenated last names. Could be "Jackson-Smith" in one database, and may be listed in another as middle name: "Jackson", last name "Smith"



MISCELLANEOUS (CONTINUED)

- iPad goes dark after it hasn't been used for a while.
 - “Wake it up” by pressing the HOME button:
 - First time to wake the screen
 - Second time to get back to the program
- Battery gets low – take the white cord and cable out of the case and plug one end into the iPad and the other into the power strip or wall socket.
- Screen is completely unresponsive – CALL THE ELECTION CENTER
- Make sure that the POLL PAD # matches the # ON THE PRINTER and the OUTER CASE.
- Don't be scared to touch the iPad – but please don't be rough with it either.

- PLEASE REPACK NEATLY AT THE END OF THE NIGHT
- LEAVE THE iPad ON
- MAKE SURE YOU FOLLOW THE INSTRUCTIONS IN THE QUICK START GUIDE
- MOST IMPORTANTLY – MAKE SURE THAT THE iPad IS RIGHT-SIDE UP (Meaning the apple is standing up with the bite to the right)



- 1 Printer Power Cord
- 2 Printer Cable
- 3 Poll Pad Stand Arm
- 4 I.D. Tray
- 5 iPad Charging Cord & Brick

** When putting the I.D. Tray back in the case – make sure the little slot where the stylus goes in is on the RIGHT-HAND side at the TOP. **



- 6 Stylus (attached to the Poll Pad Stand Arm)
- 7 Printer
- 8 Poll Pad Base
- 9 iPad – Please make sure that the screen is facing the padding and that you are looking at the apple logo right-side-up

VALID (NOT EXPIRED) FORMS OF ACCEPTABLE PICTURE IDENTIFICATION

- LIST SHOULD BE ON
THE CHECK-IN TABLE

- Alabama Driver's License – not expired more than 60 days
- Alabama Non-Driver Identification Card
- Alabama Photo Voter Identification Card
- State Issued I.D. (Alabama or any other state)
- United States Passport – or Passport Card as long as it has a picture
- Federal issued Identification Card
- Employee Identification Card from the Federal Government, State of Alabama, County Government, Municipality, Board, Authority, or other entity of this state
- Valid Student or Employee Identification Card from a college or university in the State of Alabama (including postgraduate technical or professional schools)
- Valid U.S. Military Identification Card
- Valid Tribal Identification Card
- Pistol Permit – as long as it has a Picture and is NOT EXPIRED

IDENTIFYING A QUALIFIED ELECTOR WITHOUT PHOTO ID

- Two (2) Polling Officials can verify a voter's identification without having photo identification **-IF-** they know the voter.
- There is a separate Affidavit Form that the polling officials will sign affirming the identity of the voter.
 - The affidavits should be placed at each Check-In table with extras available at the Help Desk

Election Officials' Affidavit for Identifying Qualified Elector

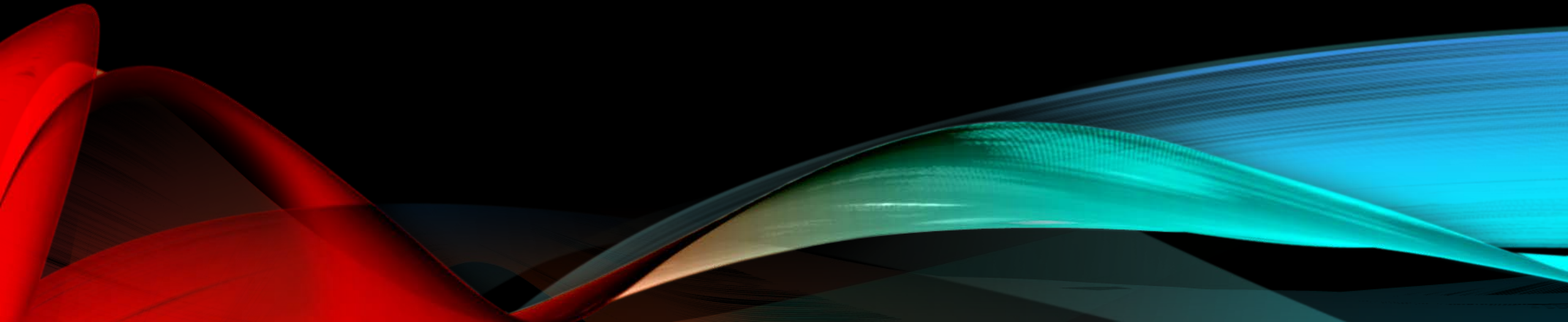
County of _____
State of Alabama

I, _____ (print name), and _____ (print name) who are both election officials in the above stated county, do hereby swear or affirm that _____ (print elector's name) does not have a valid Alabama photo identification in his/her possession at the polls. I further swear or affirm that said elector has been positively identified by me as a voter on the poll list who is eligible to vote.

I further swear or affirm under penalty of perjury that all information provided in the affidavit above is true and correct.

_____ (Date of Election)	_____ (Signature of election official)	_____ (Signature of election official)
FORM PV1-03	_____ (Printed name)	_____ (Printed name)

PROVISIONAL VOTING



REASONS TO CAST A PROVISIONAL BALLOT:

- The name of the voter does not appear on the Poll Pad.
- The voter is at the incorrect precinct and does not want to go to the new precinct
- The voter has moved and is at their new, correct location.
- The voter does not have valid photo identification (and cannot be properly identified by two polling officials).
- The Poll Pad indicates the voter requested an Absentee Ballot
- The Chief Inspector has knowledge that the voter is not entitled to vote at that precinct and challenges the voter.
- Other...

NEVER TURN AWAY A VOTER – Provisional Voting is ALWAYS an option. The Board of Registrars will determine whether or not the vote counts prior to Canvassing Day.



CLOSING the Polls

The DS200 Tabulator & ExpressVote

CLOSING THE TABULATOR

- Open the door to the left of where the ballots are inserted, using the **barrel** key.
- Hold down the “Close Polls” button for two seconds
- On the display screen, press the **RED “CLOSE POLLS”** button
- The tabulator will automatically print multiple copies of the *Results* tape, WAIT for all copies to print and then sign each copy (along with other indicated officials)
- Once all tapes have printed, press the **RED “Finished – Turn Off”** button on the display screen.
- **DO NOT PULL THE CARD OUT UNTIL THE RED LIGHT GOES OFF ON THE POWER BUTTON!!!!**
- Once the light goes off on the “Power” button, you may remove the media stick.
- Place one copy of the results tapes and the media stick from each machine and place them in Envelope 10 to give to the deputy.
- Using the silver key, open the front bottom door and remove the voted ballots. Make sure you put the brown box back in the tabulator once you remove the ballots.
- Fold down the display screen, close the tabulator, and lock the top with the silver key.

CLOSING THE EXPRESSVOTE

- Open the door on the left of side of the device using the barrel key
- Push Power switch to the “OFF” position
- Close and lock the side door.
 - Make sure the cord to the keypad is in the cutout slot to secure it properly.



Closing Time

END OF NIGHT

You may be asked to:

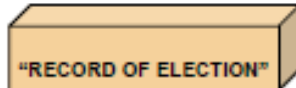
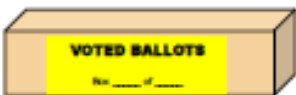
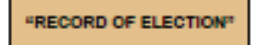
1. Remove the “voted ballots” from the ballot compartments, using the gray key, and pack into the converted Voted Ballot Boxes (tape / seal and label boxes)
2. Remove all precinct and hanging signage
3. Repack all supplies neatly and place in original container
4. Ensure that all extension cords and power strips are placed in the gray security cart / cage and that it is locked at the end of the night
5. Assist the Leadership Team in Assembling returns materials
6. Extra tapes after all are in the envelopes will be posted on the wall and outer door of the precinct (required by law)

You SHOULD NOT leave without consent of the Chief Inspector.

USE THIS LIST→

Closing Checklist - Municipal Run-Off Election

October 8, 2019

☐ ALL POLL PADS - They should be left ON. Please do not turn any iPad off.  All white envelopes go in the Clear Plastic Bag found in Record of Election Box	☐ Envelope 10 Memory Strips & Results Tape To Police Officer  CITY CLERK 10 ☐ Results Tape posted on wall of precinct	 - All unused ballots in full books or full boxes - including all unused ExpressVote Ballots - All clear, plastic supply boxes - All extension cords & power strips - All table sign holders - Blue pouches with ballot slips - All directional signs - Any other unused supplies PLEASE REPACK ALL SUPPLIES NEATLY SO THAT WE CAN RECYCLE AND REUSE SUPPLIES FOR THE NEXT ELECTION!!
☐ Envelope 1A All non-provisional update forms  BOARD OF REGISTRARS 1A ☐ Envelope PB-4 All completed PB-3 Forms and Provisional Voter Roster  PB-4 FORM ☐ Envelope 5  CITY CLERK 5 Zero Tape from each Tabulator Oath of Office First Results Tape from each Tabulator; Ballot Accounting Certificate	 "RECORD OF ELECTION" ☐ All completely voted ballot stubs ☐ All partially voted ballot stubs ☐ Envelope 6 Results Tape from Each Tabulator  6 ☐ Spoiled Ballot Envelope -All Spoiled Ballots  ALL SPOILED BALLOTS	
☐ Envelope 7 Results Tape from each Tabulator  7 ☐ Envelope 8 Results Tape from each  8 ☐ Envelope 9 Results Tape from each Tabulator  9 ☐ Envelope 11 All Key Sets  11 ☐ Envelope 12 All Pens  12 ☐ Chief Inspector Notebook	 PROVISIONAL ☐ All PB-2 Envelopes containing Voted Provisional Ballots DO NOT PUT PB-4 ENVELOPE IN THIS BOX! DO NOT PUT ANY PB-3 FORMS IN THIS BOX!  VOTED BALLOTS ☐ All Voted Ballots	IN THE CAR FOR CURBSIDE RETURN... All White Envelopes in Clear Plastic Bag. Make sure to leave Poll Pads ON.  POLL PAD  VOTED BALLOTS  PROVISIONAL  "RECORD OF ELECTION"
** Post any extra results tapes in the precinct on the wall and/or door **	If you have ANY questions about closing procedures - please call!	



The Montgomery Election Center
 125 Washington Avenue, Montgomery, Alabama 36104
 (334) 832-7744 phone / (334) 832-7131 fax
www.mc-ala.org/Departments/Election-Center

- **Be on time**
- **Sign Payroll \$\$\$**
- **Be Nice!**
- **Get off the Cell Phone!**
- **Take short breaks**
- **Voter Identification – cannot be expired except for AL DL**
 - Must have a valid form of Photo ID from the list of approved forms of ID
 - Poll Pads only scan AL DL or Non-Driver I.D. (All other forms of identification are looked up manually)
- **Ballot Styles – One Regular and the ExpressVote ballots**
- **CANDIDATES CANNOT VISIT YOUR PRECINCT!!!** They can only go to the precinct where they vote to vote and then exit the building. If not voting = 30 feet from the entrance
- **Poll Watchers - One per candidate & *must* present a letter from the candidate**
- **Vote by Absentee if you are substituting outside of your precinct**
 - **Thursday, October 3 → LAST DAY TO APPLY FOR ABSENTEE BALLOT**

