



## Agenda

- What's new for 2012
- Before Election Day
- Receiving Voters
- Closing the Polls
- Troubleshooting
- Review and Reminders

Questions on Election Day? Call 327-2000 2

## What's New

- What's new for Primary 2012
  - New Precincts
  - New Districts
  - No School Board Elections in May
  - Ballot Types
  - 17-year old Voters
  - Candidates as Poll Workers?

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## What's New

- **New Precincts**
  - Mayor Ballard's precinct order
    - Increased number of precincts (590 to 600)
    - Nearly all precincts impacted either by new boundaries and/or new name
  - New precincts=new polling locations
    - Mayor's office selects polling locations
    - Final list due by April 9

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## What's New

### • New Districts

- 2010 Census
  - New Congressional Districts
    - Marion County now belongs to two congressional districts – 7<sup>th</sup> and 5<sup>th</sup>
  - New State Legislative Districts
    - New boundaries for Indiana State House of Representatives and State Senate
- New Township Advisory Board Districts
  - A few townships adopted new township advisory board boundaries for this election

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5

## What's New

### • School Board Elections

- Change in state law pushed school board elections back to November's general election
- Candidate filing for school boards begins this summer

*NOTE: Non-Partisan ballot option NOT available in this election because there are no public questions*

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6

## What's New

### • Ballot Types

- All precincts will have two ballot types:
  - Democratic & Republican
- Some will have 17-year-old ballots
  - See next slide
- Some precincts are split, resulting in more ballot styles
- Make sure voter receives correct ballot

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7

## What's New

### • 17-year old voters

- State law permits 17-year olds to register and vote in the primary election
  - Must turn 18 on or before Nov. 6, 2012 general election
  - Special designation in the poll book
- 'Special' Ballot
  - 17 y/o ballot excludes races for precinct committeeperson and state convention delegate
    - In precincts where state convention delegate and/or precinct committeeperson is not contested, a 17 y/o voter will receive a regular ballot

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8

## What's New

- Candidates as Poll Workers?
  - State law is clear that candidates appearing on the ballot **AND** their family members **cannot** work as a poll worker or be a watcher in precincts where their name appears on the ballot
    - This includes **contested** races for precinct committeeperson AND state convention delegates
  - ARE permitted to vote in their precinct on Election Day

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9

## Before Election Day

- Attend Training
- Review Materials
- Pick up Supplies on Saturday, May 5
- Call other Poll Workers
- Call Polling Site Before Election Day

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10

## Review Materials

- Tools are for reference, not memorization
  - Inspector Binder (found in your Poll Kit)
  - Election Day Handbook (found in your Inspector Binder)
  - Inspector Training Materials
- Additional airings of training video
  - WCTY Channel 16 and Government TV 2
  - Streaming video at [www.indy.gov/election](http://www.indy.gov/election)

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11

## Supply Pick Up

- **Supply Pick Up**
  - Saturday, May 5: 10 a.m. to 4 p.m.
  - Inspectors **MUST** pick up their supplies Saturday
- **Supplies Include:**
  - Poll Kit
    - Inspector Binder, envelopes, posters, tape, etc.
    - Can be opened before Election Day
  - Ballot Case
    - Ballots, PEB, Poll Book
    -  **Sealed: CANNOT** be opened before Election Day
  - List of Poll Workers

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12

## Regional Locations

- **CENTER** - (including wards 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 23, 25, 30)
  - Thomas D. Gregg (IPS 15), 2302 E. Michigan St.
- **NORTHEAST** - Lawrence, Washington (including wards 20, 21, 22, 27, 31)
  - Belzer Middle School, (Gymnasium), 7555 E. 56<sup>th</sup> St.
- **SOUTHEAST** - Center Outside, Perry, Franklin, Warren (including wards 18, 26, 28)
  - Arlington Elementary School (Gymnasium), 5814 S. Arlington Ave
- **WEST** - Decatur, Pike, Wayne (including wards 19, 24, 29, 32)
  - Chapelwood Elementary School (Cafeteria), 1129 N. Girls School Road

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13

## Call Poll Workers

- Please call your Clerks and Judges prior to Election Day
  - Contact info received at supply pick up
- Remind them to...
  - Arrive at 5 a.m.
  - Bring their lunch
- Be sure to give them your contact information in case they have an emergency

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14

## Call Polling Location

- Call your polling location prior to Election Day
  - Ask if you can set up the night before
    - Hang ALL posters, move tables, etc.
    - **Do NOT plug in or turn on your voting equipment!**
  - Confirm building will be unlocked by 5 a.m. on Election Day
    - In some cases, keys will be provided to you before Election Day. Call Election Board (327-5100) to confirm.
  - Ask where voting equipment is located in building

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15

## Opening the Polls

- Precinct Staffing
- Preparing for Voters
- Room Set Up and Layout
- Setting up Voting Equipment

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16

## Precinct Staffing

- Up to five poll workers per precinct:
  - Inspector
  - Two Judges
  - Two Clerks
- Election Board and county Democratic party are responsible for assigning Inspectors
- Two major political parties are responsible for assigning Judges and Clerks
- Clerks and Judges may work a half day
  - Inspectors must work a full day

## Precinct Election Board

- Made up of three members:
  - One Inspector
    - “Boss” of the precinct
    - Checks photo ID
    - Issues challenges
  - Two Judges, one from each major political party
    - Checks photo ID
    - Issues challenges
    - Assists voters with disabilities
- Ensures the election runs smoothly
- Votes on precinct issues that may arise

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18

## Other Precinct Officials

- Poll Clerks
  - “Ballot Control”
  - Check ID (now permitted by state law)
  - Manage the Poll Book
  - Initial ballots
  - Determine ballot style
  - Hand out ballots
  - Perform signature counts

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19

## Preparing for Voters

- **Arrive at 5 a.m.!**
- Set up a chute extending 50 feet out from the entrance to the room where people vote
  - No campaigning (leaflets, palm cards, posters, etc.) in chute
- Set up room
- Other administrative duties
  - Sign Oaths and Affidavits (found in the Inspector Binder)
  - Inventory and sort supplies
  - Pass out credentials to poll workers

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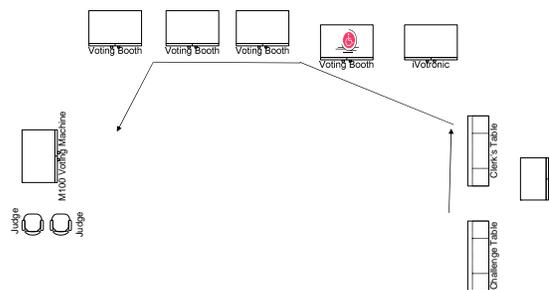
20

## Room Set Up and Layout

- Physical Set Up of Room
  - Hang posters (found in Poll Kit)\*
    - Sample ballots, Voters Bill of Rights and voting instructions should be posted at polling place entrance and by each voting booth
  - Arrange tables and chairs\*
  - Assemble voting booths\*
  - Assemble accessibility items\*
  - Establish voter accessibility station\*
    - May consider designating a confidential table for voters in wheelchairs or other accommodations
  - Place signs and accessibility items outside\*
  - Assemble voting equipment
  - Initialize voting machines

\*can be done the night before. Do NOT plug in or turn on your voting equipment prior to the Election

## Room Layout



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22

## Inventory and Sort Supplies

- Key items in Poll Kit (white box):
  - Seals
  - Bags
  - Provisional Ballot Kit
  - Signs
  - Ink pens
  - Magnifying glass
  - iVotronic headphones, if any
  - PEB reader, if any
  - Wire cutters
  - Calculator
  - Inspector Binder
    - Instructions
    - Forms
    - Envelopes
    - Machine keys
    - Polling site contact information
    - Credentials (badges)
    - Secretary of State's handbook
    - Poll Book alphabet tabs
    - Lanyards
    - Oaths and Affidavits
    - Seals

**Poll Kit can be opened before Election Day**

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23

## Inventory and Sort Supplies

- Key items in Ballot Case:
  - Poll Book
  - Ballots
  - Bubble pack
    - If you are a managing precinct, your PEB is found in the bubble pack



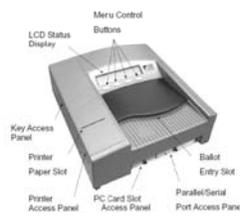
**It is ILLEGAL to open Ballot Case before Election Day**

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24

## Setting Up Voting Equipment

M-100  
(optical scan ballot reader)



iVotronic  
(touch screen machine)



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25

## Why Two Machines?

- iVotronic
  - Federal law requires voting equipment with accessibility functions
  - iVotronic FIRST!
    - iVotronic must be initialized before M-100, otherwise a technician will need to come to the polling site to correct the error
- Model 100
  - Optically scans paper ballots

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26

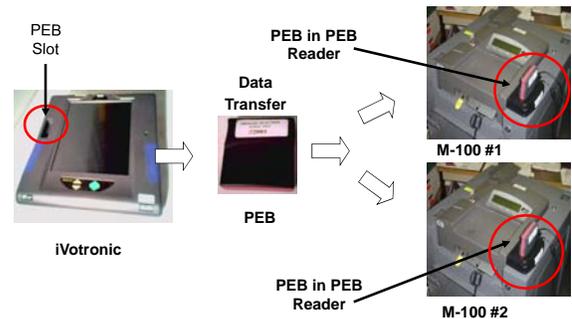
## Sharing a Polling Site

- In many cases, there will be two or more precincts at one location
  - Work as a team with other poll workers
  - Each precinct will have its own M-100
  - Precincts share one iVotronic; tag on iVotronic indicates the precincts which share the machine
- Inspector of the “managing precinct” has the PEB and PEB reader
  - Managing precinct is precinct listed first on iVotronic tag
  - This Inspector **MUST** arrive by 5 a.m.
  - Set up and start the iVotronic first

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27

## Election Information Flow



Questions on Election Day? Call 327-2000

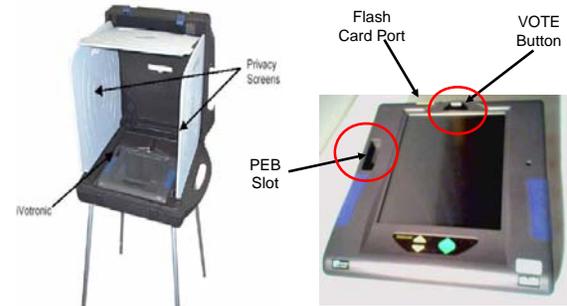
28

## Voting Equipment Setup Overview

- Physical Setup
  - Assemble iVotronic stand
- Technology “Boot Up” Order
  - Plug in iVotronic
  - Initialize iVotronic (place PEB in slot)
  - Plug in M-100
  - Unpack and plug in PEB reader to M-100
  - Initialize M-100 including PEB Reader and PEB
  - Print zero tape report from M-100

See ES & S iVotronic & M-100 Opening the Polls Posters for complete information

## iVotronic



Questions on Election Day? Call 327-2000

30

## iVotronic Set Up



- Open carrying case
- Unfold booth legs
- Unwind cord - do NOT plug in yet
- Close case lid
- Turn unit over
- Insert legs
- Turn unit upright
- Open cover
- Lift top and side privacy Binders and snap sides into back cover
- Unsnap metal bar “kickstand” under iVotronic near top

See ES & S iVotronic & M-100 Opening the Polls Posters for complete information

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31

## iVotronic Set Up



PEB

- Connect power cable to terminal at top of iVotronic terminal
- Plug power cord into AC outlet
- Insert PEB into PEB slot
- Watch progress bar
- Confirm poll site on touchscreen
- When screen indicates, remove PEB and the terminal will finish opening
- Press the “Vote” button to exit and the iVotronic screen will go blank
- Proceed to M-100

See ES & S iVotronic & M-100 Opening the Polls Posters for complete information

Questions on Election Day? Call 327-2000

32

## PEB Reader

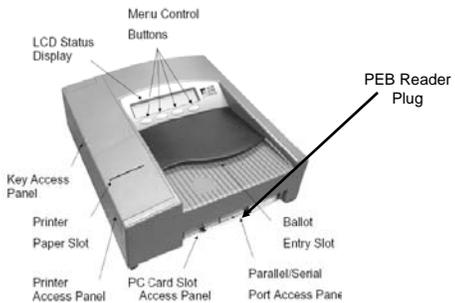


**PEB Reader**

- PEB Reader connects to M-100 to transfer iVotronic data from PEB to M-100
- PEB Reader transfers data so the following can occur on M-100:
  - Zero Report can be printed
  - Results Tape can be printed
  - Tabulate and store votes

33

## M-100



Labels in diagram: Meru Control Buttons, LCD Status Display, Key Access Panel, Printer Paper Slot, Printer Access Panel, PC Card Slot Access Panel, Parallel/Serial Port Access Panel, Ballot Entry Slot, PEB Reader Plug

34

## M-100 Set Up

- Unlock control access panel and lower door (gold key)
- Remove lid
- Compare yellow seal to number found on back of ballot count card
- Insert power cord and thread to back left side of metal ballot box
- Slide scanner forward
- Connect power cord to back of M-100 machine
- Slide scanner back without pinching cord



Illinois Key



35

## M-100 Set Up

- Plug power cord into wall outlet
- Check ballot compartments to confirm they are clear of contents, then close and lock
- Connect PEB reader cord to front of scanner
- Plug PEB Reader into AC outlet
- Open access panel to left of scanner
- Insert Red Illinois Key and turn to "Open/Close Polls"
- A message - "Open the Polls" - will appear on the M-100 Screen
- Press the button below "Yes"
- Turn key to "VOTE" when prompted
- Insert PEB into PEB Reader



**PEB Reader**

36

## M-100 Set Up

- Machine will beep and instruct you to connect PEB reader
  - You've already done this, so press the button under "continue"
- Zero tape should begin printing automatically if machines are properly set up (example on next slide)
  - Review and confirm all races show zero vote
  - Inspector and Judge(s) sign
  - File zero report in the correct envelope
- Remove PEB when screen reads: Insert ballot
- Disconnect PEB reader and store in ballot case
- Remove keys, close and lock control access panel door and secure keys
- Place voter privacy screen on top



PEB

→ Machines are ready for voting

See ES & S iVotronic & M-100 Opening the Polls Posters for complete information

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37

## Zero Tape Example

```

*** System Zero Report ***
11:26:52 04/19/2007

IN 2007 PRIMARY DEMO
Primary Demo 2007
0001 PRECINCT 1 0001
Election Date: May 08, 2007

Model 100
Total Number Votes:
vIvotronic
PEB Serial Number: 143407
Polling Place Public Count: 000
Total Ballots Counted: 0000

Number of terminals: 0001
Serial Number: 5120100
Polling Place Public Count: 000
Protection Count: 000076
OPENED 12:25:29 04/19/2007
NOT CLOSED
Terminal Ballots Counted 0000
                
```

```

*** Precinct Zero Report ***
11:26:53 04/19/2007

IN 2007 PRIMARY DEMO
Primary Demo 2007
0001 PRECINCT 1 0001
Election Date: May 08, 2007
PRECINCT 1

Model 100
Total Number Votes:
Total Ballots
Ballots For Code 00001-01-01
Ballots For Code 00004-01-01
vIvotronic
Ballots Counted:
Paper Counts:
ALL
Ballot Style Counts
Ballot Style 1:
Ballot Style 2:
                
```

```

(PREP) FAVORITE HONORER ADDRESS
DIVIDER A FID
Model 100
Electronic
HONORER ADDRESS
Model 100
vIvotronic
vIvotronic
Model 100 (Times on ballot)
Electronic (Times on ballot)
Over Votes (X300 only)
Under Votes
Model 100
vIvotronic
Total Votes
Model 100
vIvotronic

WE, THE UNDERSIGNED, DO HEREBY CERTIFY
THAT THE ABOVE RESULTS ARE IN FULL AND
ACCURATE ACCORDING TO ALL BALLOTS COUNTED
AND THAT ALL CONSIDERS HAVE BEEN SET
UNDER THE POLLS OFFICER AND THAT THE
ELECTION WAS HELD IN ACCORDANCE WITH
THE LAWS OF THE STATE.

ELECTION JUDGE
ELECTION JUDGE
                
```

Inspector and Judge(s) must sign  
Zero Report Tape

Questions on Election Day? Call 327-2000

38

## Voting Equipment

- Problems with your voting equipment on Election Day?
  - Continue voting. Use optical scan paper ballots and place in the uncounted ballot storage bin at the front of the M-100
  - Call Inspector Hotline (327-2000) immediately



Questions on Election Day? Call 327-2000

39

## Receiving Voters

- Poll Book Basics
- Seven Steps at the Clerks' Table
  - Voter ID
  - Ballot Styles
  - Ballot Instructions
- Absentee Ballots
- Provisional Ballots
- Signature Count Log
- Voter Accessibility

Questions on Election Day? Call 327-2000

40

## Poll Book Basics

- Review of the Poll Book Legend
  - Name/Address/DOB Block
  - Signature Block
  - Other Issues
    - Affirmation of Residence Required
    - Proof of Residency
    - Voter Identification
    - Name/Address Changes

Questions on Election Day? Call 327-2000

41

## Poll Book Basics

- List of every citizen registered to vote in a precinct
  - Contains the name, address, date of birth and signature of each voter
  - Indicates if the voter needs to show additional identification
- Each precinct has one poll book

**Instructions are found on the front of the poll book**

Questions on Election Day? Call 327-2000

42

## Poll Book Basics

The image shows a poll book form with two entries. The first entry is for 'RICH, SUSIE' and the second is for 'VOTER, VALERIE'. Red circles are drawn around the 'Name/Address/DOB' block, the 'Signature' block, and the 'Ballot Type' field for both entries. The form also includes a 'Sign Here' field and a 'Precinct Split' field.

**Name and Address Block**

- Voter information listed alphabetically by last name
- Date of birth found under the voter's address

**Scanned Signature**

- Original signature provided by voter when they registered or updated their records
- Used to compare voter's signature in the poll book to the signature on file

**Sign Here**

- Location the voter signs **AFTER** the poll worker reviews their photo ID

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43

## Poll Book Basics

The image shows the same poll book form as in slide 43. Red circles are drawn around the 'Ballot Type' field and the 'Precinct Split' field for both entries. The form also includes a 'Sign Here' field and a 'Scanned Signature' field.

**Ballot Type**

- In the primary election, a voter must select a Democratic (D) OR Republican (R)
  - For 17 year olds, mark D OR R, making sure to provide correct ballot
- Clerk must check the ballot type

**ABS**

- Abbreviation for "Absentee"
- Circle when processing absentee ballots

**Precinct Split**

- If the precinct is split for any reason, the split is indicated here and denoted as A, B, C...

Questions on Election Day? Call 327-2000

44

## Poll Book Basics

**EXCITEMENT, EDDIE**

Address Unchanged:  Name Address Change:  **Need Current Signature**

Signature: Eddie Excitement

**Proof of Residency**

- Voter MUST show proof of residency to the Clerk: valid driver's license, bank statement, government check, government document, paycheck or utility bill.
- Clerk MUST enter proper residency code (See instructions in the front of poll book for more information)

**RICH, SUSIE**

Address Unchanged:  Name Address Change:  **DLN/SSN4**

Signature: Susie Rich

**DLN/SSN4**

- If the voter ID number is not stored in the system, 'DLN/SSN4: \_\_\_' will print
- Clerk must request either the driver's license number or the last four digits of the voter's social security number
- Voter is not obligated to provide the information

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## Poll Book Basics

**ABSENTEE, AL**

Address Unchanged:  Name Address Change:  **Need Current Signature**

Signature: [Blank]

**Need Current Signature**

- Message prints when a voter's signature is not stored in the system

**PROBLEM, PAUL**

Address Unchanged:  Name Address Change:  **Affirmation of Residence Required**

Signature: Paul Problem

**Affirmation of Residence Required**

- If the voter's registration is inactive, 'Affirmation of Residence Required' will print on the Poll List
- Voter must fill in their address

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## Poll Book Basics

**RICH, SUSIE**

Address Unchanged:  Name Address Change:  **Name/Address Change**

Signature: Susie Rich

**Name/Address Change**

- If the voter's address has not changed, the Clerk can check the 'Address Unchanged' box
- If there is a name or address change, check this box AFTER voter completes the Name/Address Change Affidavit (VRG 4/12) found in the Inspector Binder
  - In cases where a name changes, the voter fills out the affidavit and signs the poll book with their new name
  - Before allowing a voter whose address has changed to vote, please refer to page 22 of the Secretary of State's handbook to determine if the voter is eligible to vote in your precinct
- If you have questions, ask your Inspector to call 327-2000

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## Poll Book Basics

**MAYFLOWER, MICHAEL**

Address Unchanged:  Name Address Change:  **Under 18**

Signature: Michael May

**Under 18**

- Residents who are 17 now but will be 18 before the November 6, 2012 general election can vote in the May 8 primary
- Next to their date of birth, 'Under 18' will appear
- Follow the same procedures for any voter, however, 17 year olds select either a Democratic or Republican Ballot only
  - Special 17 year old ballots are available

See next slide for 17 year old identifiers on the ballot

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## Poll Book Basics

Questions on Election Day? Call 327-2000

49

## Seven Steps at the Clerks' Table

### When a voter arrives, the clerks...

1. Ask for and find voter's name in the poll book
2. Check the voter's photo ID
3. Allow voter to sign the poll book
4. Ask whether voter wants to use a paper ballot or iVotronic

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50

## Seven Steps at the Clerks' Table

5. Ask voter for the type of ballot they want to use
  - Democratic (D) OR Republican (R)
    - No Non-Partisan ballots in this election!
6. Determine the correct ballot style
7. Either initial the back of the paper ballot OR hand iVotronic card to voter
  - For paper ballots, both Clerks must initial!
  - Inspector or Judge can initial if only one Clerk is present
    - If Inspector is the only poll worker, use their initials twice

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51

## Voter ID

- Four Questions Requirements
  1. Photo
    - Should be a reasonable likeness
  2. Expiration Date
    - Must be current or expired after last general election (Nov. 2, 2010)
  3. Government Issued
    - Federal or state of Indiana, including public schools
  4. Name reasonably conforms with poll book
    - Does not mean match exactly
- For more information:
  - Page 19 in the Secretary of State's Handbook
  - Inspector Binder contains Voter ID scenarios

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52

## Voter ID

- Government Issued
  - Federal or State of Indiana
    - Military ID, passports OK
    - Out-of-state licenses or ID do NOT work
  - State schools, like IU, Purdue or Ivy Tech OK
    - Private schools like Butler or University of Indianapolis do NOT work




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53

## Voter ID

- Name reasonably conforms with poll book
  - The voter's name on the photo ID must conform to the name of the voter registration card
  - People commonly use nicknames, middle names and initials as a substitute for their given first name
  - Examples that conform with "Robert John Crew"
    - Robert John Crew
    - Bob John Crew
    - Robert J. Crew
    - Bob J. Crew
    - Robert Crew
    - Bob Crew
    - R. John Crew
    - John Crew
    - R. J. Crew
    - J. Crew

**Conform does NOT mean match identically.**

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54

## What's on the Ballot

- 2012 Primary Ballot
  - Federal
    - President, US Senate, US House
  - State
    - Governor, IN Senate, IN House
      - *Attorney General & Superintendent of Public Instruction nominated at convention this summer*
  - County
    - Coroner, Surveyor, Treasurer, Superior Court Judge
  - Township Advisory Board
  - Party (only on ballot IF contested)
    - State Convention Delegate (D&R)
    - Precinct Committeeperson (R only – D's election in 2014)

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55

## Sample Ballots




Questions on Election Day? Call 327-2000

56

## Ballot Types

- Precincts will have two ballot types for voters
  - Democratic (D)
  - Republican (R)
- Some precincts will have special D & R 17-year-old ballots
  - Ballot excludes contested PC and delegate races

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57

## Selecting Correct Ballot Style

- Front of poll book indicates ward and precinct
- Mark voter's ballot preference
  - Democratic (D) OR Republican (R)
    - SB is a reference to school board, but those elections are now in the fall

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58

## Selecting Correct Ballot Style

- Check for a precinct split
- Found in the shaded area under the voter's signature block (A, B, C, etc.)

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59

## Selecting Correct Ballot Style



Make Sure Voter  
Receives Correct M-100  
Optical Scan Ballot

Each precinct will have a customized ballot style key to help you in selecting the correct ballot.

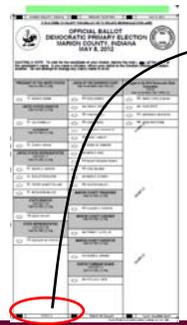
### Example:

Precinct	Split	DEM	DEM 17	REP	REP 17
01-004	A	1-5	1-4	2-3	2-4
01-004	B	1-6	1-4	2-5	2-4

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60

### Selecting Correct Ballot Style



**STYLE 1-5**

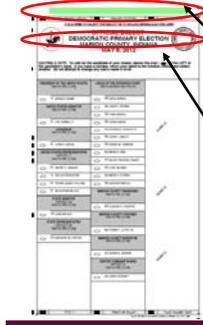
Ballot style is printed in the lower left corner of the ballot

EXAMPLE: STYLE 1-5  
 Number "1" indicates political party;  
 "-5" indicates ballot style

Political party indicators help to confirm correct ballot selection:  
 "1" = Democratic Party  
 "2" = Republican Party

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### Selecting Correct Ballot Style

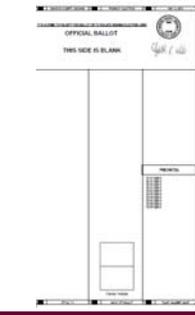


To confirm ballot selection, look for:

- Color band
  - Green = Democratic
  - Yellow = Republican
  - 17-year old voter designation (if applicable) found in color band
- Party designation at the top of the ballot

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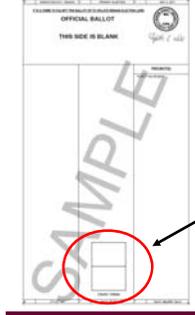
### Selecting Correct Ballot Style



To confirm ballot selection, look for the voter's ward, precinct and split on the **BACK** of the ballot

Questions on Election Day? Call 327-2000 63

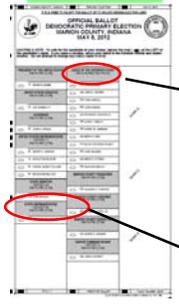
### Selecting Correct Ballot Style



Don't forget:  
 Two sets of initials **MUST** be on the back of ballot!

Questions on Election Day? Call 327-2000 64

## Ballot Instructions



**Remind voters to follow the instructions!**

**JUDGE OF THE SUPERIOR COURT**  
Vote For No More Than TEN (10).

Some offices specify to select multiple candidates. For example, "Vote For No More Than TEN (10):"

**STATE REPRESENTATIVE**  
DISTRICT 96  
Vote For ONE (1) Only

Some offices only select one candidate

Questions on Election Day? Call 327-2000 65

## Voting on the M-100

- Voter darkens oval to the left of the candidate's name
- When finished, ballot is inserted under the black flap of the M-100
  - Does not matter if ballot is face up or face down, forward or backward
- If the voter selects too many candidates in a particular race, the M-100 will beep
  - Voter presses "Accept" if they intended to overvote
  - Voter presses "Return" if they made an error and would like to vote again
    - Ballot is marked spoiled
    - Clerks initial and provide voter with a new ballot

Questions on Election Day? Call 327-2000 66

## Selecting Correct iVotronic Ballot

- Clerk finds voter's name in poll book
- Clerk provides voter with ballot style card
  - See next two slides for examples of picking out the proper ballot style card

Questions on Election Day? Call 327-2000 67

## Selecting Correct iVotronic Ballot

 Clerks must provide voter with a card indicating the correct ballot style

**CARD EXAMPLE FOR A PRECINCT WITHOUT SPLITS**

01-002 ALL SPLITS  
DEMOCRATIC PARTY  
DEM - BALLOT STYLE #3

01-002 = Ward/Precinct  
Democratic Party = Voter's Party Selection  
DEM – Ballot Style #3 = Button to press iVo's Ballot Selection Menu

Ballot style on the iVotronic card is the same as the ballot style on the paper ballot except that it omits the party identifier (number 1 OR 2) preceding it

Ballot Style Key for Precinct 01-002:					
Precinct	Split	DEM	DEM 17	REP	REP 17
01-002	A	1-3	1-4	2-3	2-4

Questions on Election Day? Call 327-2000 68

## Selecting Correct iVotronic Ballot

### CARD EXAMPLE FOR A PRECINCT WITH SPLITS

01-004 = Ward/Precinct  
A = Precinct Split  
Democratic Party = Voter's Party Selection  
DEM – Ballot Style #5 = Button to press on iVo's Ballot Selection Menu

Split on the card should match the split on the ballot style key

Ballot style on the iVotronic card is the same as the ballot style on the paper ballot except that it omits the party identifier (number 1, 2 or 3) preceding it

Precinct	Split	DEM	DEM 17	REP	REP 17
01-004	A	1-5	1-4	2-3	2-4
01-004	B	1-6	1-4	2-5	2-4

Ballot Style Key for Precinct 01-004:

Questions on Election Day? Call 327-2000

## Selecting Correct iVotronic Ballot

- Voter hands card to Inspector/Judge
- Inspector/Judge inserts PEB
- Inspector /Judge selects the correct ward/precinct
  - Found in the upper left corner of the screen
- Inspector /Judge confirms ward/precinct
- Inspector/Judge chooses correct ballot style using voter's ballot style card
  - See next slide for a example of the ballot style selection menu on the iVotronic

## Selecting Correct iVotronic Ballot

BALLOT SELECTION MENU

- DEM17 – Ballot Style #4
- DEM – Ballot Style #5
- DEM – Ballot Style #6
- REP – Ballot Style #3
- REP17 – Ballot Style #4
- REP – Ballot Style #5

01-004 A  
DEMOCRATIC PARTY  
DEM - BALLOT STYLE #5

- Ballot Style card is the key to selecting the correct iVotronic ballot for the voter!
- Notice the special notation for a 17 year old ballot for either political party on the iVo's ballot selection menu

Page 1 of 1

Questions on Election Day? Call 327-2000

## iVotronic Ballot

- Inspector /Judge removes PEB
- Inspector /Judge touches screen to activate visual ballot
- Inspector steps away from machine
- Voter touches the screen and ballot appears
- Voter makes their selection(s) and follows the instructions to cast their ballot
- iVotronic confirms voter's selection
- Voter presses the "VOTE" button on screen or the button above the screen

## Audio iVotronic Ballot

- For an audio ballot, the Inspector:
  - Plugs in the headphones
  - Inserts PEB
  - Selects correct ward/precinct for the voter
  - Selects correct ballot style for the voter
  - Presses green button to activate audio ballot
    - Screen will intentionally go blank
  - Assists voter to the machine (if needed) and then steps away

Questions on Election Day? Call 327-2000

73

## iVotronic Ballot

- With an audio ballot, the voter:
  - Listens to the instructions first
  - Uses the yellow up and down arrows to select the contests
  - Uses the green button to make a selection in each race
  - Presses the "VOTE" button at the top of the screen
    - All of the buttons are Braille-enabled to assist the voter

Questions on Election Day? Call 327-2000

74

## Absentee Ballots

- Receiving Absentee Ballots
  - Delivered throughout the day
    - Double-check the names on list match the ballots/envelopes delivered to the precinct
    - Voters can no longer beat their ABS ballot to a precinct
- Processing Absentee Ballots
  - Optical Scan Paper ballots
  - iVotronic ballots
- Voting Absentee Ballots

Questions on Election Day? Call 327-2000

75

## Absentee Ballots

- Processing Absentee Ballots
  - Confirm ABS report belongs to your ward & precinct
  - Find name in poll book
  - Announce voter's name
  - Compare signatures (application vs. absentee secrecy envelope)
  - Circle ABS in the poll book
  - **Print** voter's name followed by ABS
    - Example: Jane Smith - ABS

VOTER'S POLL LIST: 2008 Primary Election		Ward	County	Precinct	FRA 001
<b>ABSENTEE, AL</b>	Address: 1234 Main St Middletown, IN 46051-1111 DOB: 1/1/60				
<b>EXCITEMENT, EDDIE</b>	Address: 5678 Maple St Middletown, IN 46051-2222				

Questions on Election Day? Call 327-2000

76

### List of Early Voters using iVotronic

- New state law requires Election Board to provide an accessible voting option at early voting locations
  - In Marion County, the accessible machine is the iVotronic
  - If an early voter living in your precinct uses the iVotronic, you will be contacted before Election Day and instructed how to process absentee ballots cast on an iVotronic
    - Questions? Call the Inspector Hotline at 327-2000

Questions on Election Day? Call 327-2000

77

### Seven Steps for Voting Absentee Ballots

After processing the absentee ballots into the poll book, poll workers should:

1. Open 'Absentee Ballot Secrecy Envelope'
2. Remove the ballot
3. Check for the seal of the Circuit Court Clerk
4. Check for initials of absentee board
5. Place ballots in M-100 Uncounted Ballot Storage Bin
  - Especially important if your polling location is busy and you need a safe place to store absentee ballots – just don't forget the ballots are there!

Questions on Election Day? Call 327-2000

78

### Seven Steps for Voting Absentee Ballots

6. When done opening all absentee ballot secrecy envelopes, Judges should remove ballots from storage bin and scan into the M-100 face down
7. Pack applications and empty envelopes in the Absentee Paperwork Envelope found in Poll Kit



Voters can no longer beat their absentee ballot to the polls. Call 327-2000 on Election Day with any questions.

Questions on Election Day? Call 327-2000

79

### Provisional Ballot

- Provisional ballots should be considered a last resort after exhausting all options
  - If voter is not in Poll Book, call the Inspector Hotline
    - If they are registered at your precinct:
      - Enter certificate of error number in the back of your poll book
      - Print voter's name
      - Ask them to sign next to their printed name
    - If they are registered but at the wrong polling location:
      - Provide the voter with an address to the correct polling location by using the list found in the yellow folder
      - Let voter know they can call 327-VOTE to find out where they go to vote

Questions on Election Day? Call 327-2000

80

## Provisional Ballot

- Most common uses of provisional ballot
  - Voter does not have a valid, government-issued photo ID
    - Vote provisionally
    - Voter can bring an ID to the Election Board not later than noon 10 days after the election
  - If voter is NOT registered, but insists on voting
    - Allow them to vote provisionally

Questions on Election Day? Call 327-2000

81

## Provisional Ballot

- Use provisional ballot kit
  - Found in your Poll Kit
- Poll worker AND voter MUST fully complete pre-printed form (PRE-4) found on the security envelope
- Issue a ballot in the proper manner
  - Use a regular ballot
  - Initial back of ballot
  - Be sure to place a provisional sticker on the ballot (found in provisional ballot kit)

Questions on Election Day? Call 327-2000

82

## Provisional Ballot

- Do NOT allow voter to cast a provisional ballot on the M100!
  - Ask voter to return to your table after completing the ballot
- Ask voter to seal ballot in the provisional ballot security envelope
- Voter must complete the PRO-2, which is printed on the front of the provisional ballot security envelope
- Poll worker should keep provisional ballots secured throughout the day

Questions on Election Day? Call 327-2000

83

## Ballot and Signature Audit Log

- Tracks the number of ballots delivered and issued throughout the day and compares it to the number of signatures in the poll book
- Clerks are responsible for completing the log three times during the day at 6 a.m., 10 a.m. and 2 p.m.
  - Form is found in the Inspector Binder
  - Totals should be cumulative, not incremental

Questions on Election Day? Call 327-2000

84

## Ballot and Signature Audit Log

- Additional tally worksheet on the back of audit log to track:
  - iVotronic voters
  - Cancelled iVotronic ballots
  - Provisional voters



Be sure to complete this form throughout the day, as the information will assist in completing the Ballot Accounting Certificate after the polls close!

Questions on Election Day? Call 327-2000

85

## Voter Accessibility

- Room Layout
- Location Improvements
- Common Courtesies
- iVotronic Features
- Affidavit of Voter Assistance

Questions on Election Day? Call 327-2000

86

## Room Layout

- Arrange polling place to allow for smooth traffic flow
- Provide an unobstructed and easy to navigate path for voters with disabilities
- Allow approximately five square feet for a wheelchair to navigate around the voting equipment
- Verify voter accessibility station is private and table height is sufficient for a wheelchair user

Questions on Election Day? Call 327-2000

87

## Location Improvements

- Some locations will have items delivered to their polling location to make it more accessible:
  - Ramps
  - Cones
  - Doorbells
  - Disability Parking Signs

Questions on Election Day? Call 327-2000

88

## Location Improvements

- Wheelchair/Scooter Accessibility
  - Leave enough room around voting equipment and tables for voters to navigate
  - Ask if they would prefer the iVotronic
    - Remove touch screen from base and place on a tray or table top (can be powered for a brief time on its battery)
  - OR offer voters using a wheelchair or scooter the use of a table to vote with a paper ballot
    - OK to dismantle a blue voting booth temporarily for use as a privacy screen
    - Make sure table height will accommodate a wheelchair user

Questions on Election Day? Call 327-2000

89

## Common Courtesies

- Always ask first if a person with a disability needs your help
  - Assist a person who is blind by offering your arm or shoulder for the person to hold as you guide them to a voting machine
- Always look and speak directly at a person with a disability, not the interpreter, companion or helper

Questions on Election Day? Call 327-2000

90

## Common Courtesies

- When greeting a person who is blind or has low vision, always identify yourself
- Don't shout or speak in the person's ear
- Signal with a tap or a wave to get the attention of person who is deaf.
  - Face the person you are speaking with and speak clearly but naturally, don't exaggerate

Questions on Election Day? Call 327-2000

91

## iVotronic Features

- For an audio ballot, the Judge:
  - Inserts PEB
  - Presses green button
  - Plugs in the headphones
- With an audio ballot, the Voter:
  - Listens to the instructions first
  - Uses the yellow up and down arrows to select the contests
  - Uses the green button to make a selection in each race
  - Presses the "VOTE" button at the top
- Volume control is found on the headphones

Questions on Election Day? Call 327-2000

92

## iVotronic Features

- iVotronic monitor can be removed from the stand and placed on a table or on the tray of a wheelchair
  - Battery can last for about two hours; be sure to insert the plug into the monitor when placing it back into the stand

Questions on Election Day? Call 327-2000

93

## Affidavit of Voter Assistance

(PRE-3)

- A voter may be assisted only if:
  - The voter has a disability or is unable to read or write the English language
  - The voter requests assistance BEFORE entering the poll booth
- Anyone can be designated to assist the voter, except for the voter's employer or union representative

Questions on Election Day? Call 327-2000

94

## Affidavit of Voter Assistance

(PRE-3)

- If voter does not designate a person to help them, both Judges must assist
- Affidavit must be completed BEFORE entering the Poll booth
- Form found in Inspector binder under Tab 3

Questions on Election Day? Call 327-2000

95

## Closing the Polls

- Declare Polls Closed
- Shut Down Voting Equipment
- Complete Closing Paperwork
- Pack Up
- Drop-Off Supplies



Use checklists found on the pink sheet under Tab 4 of the Inspector Binder as a guide to closing the polls

### Declare Polls Closed

- Inspector declares the polls closed at 6 p.m.
  - Any voter in or standing in the chute must be allowed to vote
- Make sure only properly credentialed individuals remain in the polling place
- Wait until all voters have left before beginning to close down the equipment

### Shutting Down Voting Equipment

- Shut down the iVotronic FIRST
- Shut down the M-100
  - Run Results Tape
- Secure and pack voting equipment media

### Shut Down iVotronic FIRST!

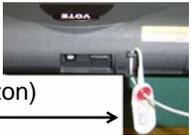
- Insert PEB
- “Close Polls Now” option will automatically appear after 6 p.m.
  - If a voter is in the chute at 6 p.m. and wants to vote on the iVotronic, press “Exit this menu” and proceed with voting
  - If the polls close promptly at 6 p.m., follow the screen messages



**DO NOT REMOVE PEB until instructed**

See ES & S iVotronic & M-100 Opening the Polls Posters for complete information

### Shut Down iVotronic FIRST!

- Review screen message
- Touch screen to turn off
- Remove seal (above VOTE button)
  - 
- Remove flash card and pack in bubble pack
- Tear down iVotronic
- Put blue seal on the case (found in the Inspector Binder’s zipper pack)

See ES & S iVotronic & M-100 Opening the Polls Posters for complete information

## Shut Down M100

- Remove all ballots from M-100 compartments
- Using red key, switch from 'Vote' to 'Open/Close'
- Unlock control access panel
- Connect PEB reader to scanner
- Plug PEB Reader into AC outlet



PEB Reader

See ES & S iVotronic & M-100 Opening the Polls Posters for complete information

Questions on Election Day? Call 327-2000

101

## Shut Down M100

- Press 'Close Polls' button on M-100 scanner
- Insert PEB into PEB reader
- Select continue on M-100 scanner
- Print results total tape (automatic)
  - Inspector and Judge(s) sign one copy
  - Put signed copy in ENVELOPE
  - Print additional totals tapes upon request
  - OK to read results out loud
- Turn key to OFF



See ES & S iVotronic & M-100 Opening the Polls Posters for complete information

Questions on Election Day? Call 327-2000

102

## Shut Down M100

- Remove PEB from reader
  - Managing precinct returns PEB in bubble pack
- Disconnect PEB reader
  - Managing precinct returns PEB reader in Poll Kit
- Break padlock seal
- Remove M-100 card
  - Pack in bubble pack



M-100 Card

See ES & S iVotronic & M-100 Opening the Polls Posters for complete information

Questions on Election Day? Call 327-2000

103

## Shut Down M100

- Remove and secure ballots from metal ballot box
- Unplug power cord from wall and slide scanner forward
- Disconnect power cord from machine
- Slide scanner back
- Place cord in metal ballot box
- Replace lid and close and lock panel



Leave M-100, iVotronic and voting booths at the polling location

See ES & S iVotronic & M-100 Opening the Polls Posters for complete information

Questions on Election Day? Call 327-2000

104

## Shut Down M100

 <p><b>PEB</b></p> <ul style="list-style-type: none"> <li>• Initiates iVo boot-up, voting &amp; shut down</li> <li>• Transfers data from iVo to M-100</li> </ul>	 <p><b>M-100 Card</b></p> <ul style="list-style-type: none"> <li>• Stores M-100 Votes</li> <li>• Found sealed in the front of the M-100's scanner</li> </ul>	 <p><b>iVotronic Flash Card</b></p> <ul style="list-style-type: none"> <li>• Contains iVo ballot audit data</li> <li>• Found sealed in the rear of the iVo</li> </ul>
---	---	--

**Each precinct MUST return a bubble pack with the proper media**

**Every precinct MUST return an M-100 Card**

**Managing precincts MUST ALSO return the PEB and iVo flash card**

**Place bubble pack in RED BAG**

Questions on Election Day? Call 327-2000
105

## Closing Paperwork

- Most forms found under Tab 4 in Inspector Binder
  - Inspector Affidavit (PRE-10)
  - Statement of Expense (PRE-2)
  - Ballot Accounting Certificate
- Found under Tab 2 in Inspector Binder
  - Precinct Oath Book completed at opening (PRE-1)

Questions on Election Day? Call 327-2000
106

## Closing Paperwork

- Completed Ballot and Signature Audit Log
  - Found under Tab 3 in your Inspector Binder
  - Ensures M-100 is scanning ALL ballots throughout the day
  - Work with the Clerks to complete it throughout the day
  - Totals should be cumulative, not incremental
  - Key to completing the Ballot Accounting Certificate

Questions on Election Day? Call 327-2000
107

## Closing Paperwork

- Ballot Accounting Certificate
  - Final tally of ballots delivered to the precinct
    - Total number of ballots in the Ballot Case at 6 a.m.
    - Any extra ballots delivered throughout the day, if applicable
    - Absentee ballots delivered to the precinct

Questions on Election Day? Call 327-2000
108

## Closing Paperwork

- Ballot Accounting Certificate, cont'd.
  - Final tally of optical scan paper ballots existing at end of the day
    - Voted ballots
      - DIVDE INTO STACKS: DEMOCRAT, REPUBLICAN
    - Unused ballots
    - Spoiled, rejected or defective ballots
  - Final tally of any provisional ballots
    - Provisional ballots issued
    - Provisional ballots spoiled, rejected or defective

Questions on Election Day? Call 327-2000

109

## Closing Paperwork

- Ballot Accounting Certificate, cont'd.
  - Signature & Ballot Count
    - Add total number of voted paper ballots plus total number of voted iVotronic ballots
      - Your Signature and Vote Count LOG tracks iVotronic votes cast throughout the day
      - iVotronic public count tracks total number of votes cast for the entire polling location, not by individual precincts
    - Compare this number to the total number of signatures in the Poll Book; they should match
- Problems? Call Inspector Hotline 327-2000

Questions on Election Day? Call 327-2000

110

## Closing Paperwork

- Keep provisional ballot envelopes sealed and separate from all other ballots
- Place optical scan paper ballots in properly labeled bags
- Seal bags
  - Record the number of ballots in each bag on the outside of bag
  - Not all bags/envelopes will be used
  - Do NOT seal unused bags/envelopes

Questions on Election Day? Call 327-2000

111

## Packing Up

- Place bags in Ballot Case
- Seal Ballot Case
  - Red seals are found in Inspector Binder's zipper pack
- Inspector and poll workers should sign and return all documents per instructions
  - Not all envelopes and materials will be used!
  - Do not seal or write on unused materials so that they can be re-used in a future election

Questions on Election Day? Call 327-2000

112

## Red Bag Contents

The Red Bag found in your Poll Kit should contain:

- Bubble pack
  - **Every precinct returns an M-100 Card**
  - Managing iVotronic precinct returns flash card and PEB
- Zero Tape Envelope
- Totals Tape Envelope
- Rejected ABS envelope
- Voted Provisional Ballots (PRO-4 Envelope)
- Voted Provisional Ballots Issued AFTER the Polls close (PRO-5 Envelope)
- Closed Polls Envelope\*
  - \*see next slide for required contents
- Expense Sheet

Questions on Election Day? Call 327-2000

113

## Red Bag Contents

Closed Polls envelope should contain these documents:

- Ballot and Signature Audit Log
- Ballot Accounting Certificate
- Oaths (Pre-1)
- Signature and Vote Count card
- Inspector Affidavit
- Any other forms requiring Inspector, Judges' or Clerks' signatures
  - Envelope will have a checklist of items to place in it

## Ballot Case Contents

Ballot Case (plastic tub) should contain only these items:

- Ballots – voted, unused and spoiled
- PEB reader (if any)
- Spoiled provisional ballots

Questions on Election Day? Call 327-2000

115

## Returning Materials

Poll Kit (white box) should contain:

- Poll Book
  - make sure to place in its envelope!
- Empty Absentee Ballot Envelopes
- Inspector Binder
- Posters, Signs
- Pens
- Unused Forms
- Handouts
- Everything Else

Questions on Election Day? Call 327-2000

116

## Packing Up

- Pack up voting booths
- Return items to inside of M-100, including the “Official Voting Site” yard sign(s)
- Make sure iVotronic is sealed
  - Use blue seal found in the Inspector Binder’s zipper pack
  - Leave voting booths, M-100 and iVo at polling location
- Collect signs and posters
  - Put all items originally in Poll Kit back into the Poll Kit
- Break down any ADA equipment, if applicable to your location
- Return polling site to its original set up

Questions on Election Day? Call 327-2000

117

## Returning Supplies



Inspector must return all election supplies (Poll Kit, Red Bag and sealed Ballot Case) to your regional site

- Bring materials back to the same location you picked up supplies
- Invite Judge(s) to go with you

Questions on Election Day? Call 327-2000

118

## Returning Supplies

- Expect changes at the regional site
  - Before checking in, staff will work with you to ensure all materials are in order
  - If items are out of order, you will step out of line and staff will assist you with pulling materials together
- **Make sure everything is in your Red Bag!**
  - Checklist to confirm items is on the front of the bag
  - If you are missing items, you cannot check in!



Questions on Election Day? Call 327-2000

119

## Tips for a Quick Close

- Review materials in your Inspector Binder before Election Day
  - Go to tab 4 of your Inspector Binder and take out the ‘Closing the Polls’ checklist
- Organize materials found in the Poll Kit and Ballot Case early on Election Day
  - Sort materials, bags and envelopes into groups
  - Set up in a secure area like the Inspector’s table
  - Pre-initial seals

## Tips for a Quick Close

- Make sure your Clerks are keeping up with the Ballot and Signature Audit Log to catch errors when they happen, instead of at the end of the day
- Make sure absentees are processed BEFORE shutting down machines
- Be sure to shut down the iVotronic first!

## Tips for a Quick Close

- Divide labor between all poll workers
  - Examples:
    - Machine shut down and paperwork (Inspector and Judges)
    - Ballot counting and paperwork (Judges and Clerks)
    - Physical tear down of site and packing (Clerks with instructions from Inspector)
- Don't rush
  - Regional sites are open until 10 p.m.
  - After 10 p.m., bring materials to the Election Board Services Center located at 3737 E. Washington Street on the city's east side at the corner of East Washington and Sherman

## Troubleshooting

- Voter not in Poll Book
- Name change
- No photo ID
- Signs Poll Book before ID confirmed
- Voter moves
- Party challenge
- Credentials

Questions on Election Day? Call 327-2000

123

## What if?

- **Michael Missing shows up but he is not in the poll book. He has lived at his current address for 50 years. What should you do?**
  - Call 327-2000 and press 1
  - Voter Registration can look up his information

Questions on Election Day? Call 327-2000

124

## What if?

- **If Michael is in the wrong location...**
  - New Precinct Maps
    - Mayor Ballard signed a new precinct order in 2011, increasing number of precincts and changing many boundaries
      - Before: 590 precincts
      - Now: 600 precincts
    - Make sure the maps found in the Inspector's poll kit are posted in the polling location
  - Provide Michael with his correct polling location, which Voter Registration should provide to you over the phone

Questions on Election Day? Call 327-2000

125

## What if?

- **If Michael was accidentally left off of the poll book...**
  - Voter Registration will give you a Certificate of Error number
  - Clerk notes the number in the poll book
  - Voter casts a regular ballot

Questions on Election Day? Call 327-2000

126

## What if?

- **If Michael insists on voting in the precinct...**
  - Clerks provide Michael with a provisional ballot
    - Make sure both sides of provisional ballot envelope are completely and accurately completed by the poll worker and voter!

Questions on Election Day? Call 327-2000

127

## What if?

- **Susie Rich is flashing her new diamond wedding ring and informs everyone of her new name at the Clerks' table. What should you do?**
  - Find Susie in the poll book under her old last name
  - Susie completes the Name Change Affidavit (VRG-4/12) found in the Inspector Binder
  - Susie signs the poll book with her new name
  - Allow Susie to vote

Questions on Election Day? Call 327-2000

128

## What if?

- **Problem Paul appears at the Poll site and has forgotten his photo ID. What should you do?**

- If Paul does not want to come back with his photo ID, he can cast a provisional ballot.
  - Paul has 10 days to bring his ID to the Election Board located in Room W-122 in the City-County Building, 200 E. Washington Street
  - If he does not bring an ID to the Election Board within 10 days, his vote will NOT be counted
- If he leaves to go get his ID, he should NOT sign the poll book
  - If he accidentally signs the poll book, he needs to vote by provisional ballot and follow the instructions above

Questions on Election Day? Call 327-2000

129

## What if?

- **Eddie Excitement is a first time voter and enthusiastically signs the poll book before the Precinct Election Board realizes he does not have proper ID. What should you do?**

- Because he signed the poll book, Eddie MUST cast a provisional ballot
- He would have ten days (noon deadline on the last day) to bring proper ID to the Election Boar office

Questions on Election Day? Call 327-2000

130

## What if?

- **Marcia Moves-A-Lot appears at the Clerks' table with her current ID but mentions that she no longer lives at the address on the poll book and forgot to change her registration. Does she qualify to vote?**

- Ask when and where the voter moved
- Use the flow chart found on page 22 of the Secretary of State's Handbook

Questions on Election Day? Call 327-2000

131

## What if?

- **Darlene Democrat, a well-known Democrat officeholder, reaches the clerk's table and asks for a Republican primary ballot. Ricky Republican, a registered voter in the same precinct, challenges her selection. What do you do?**

- Give Ricky a Party Challenge Affidavit (PRE-6), which is found in the Inspector Binder
- Ricky fills out the front
- To overcome the challenge, Darlene fills out the back of the form
- Darlene is allowed to vote

Questions on Election Day? Call 327-2000

132

## What if?

- **Robert Reporter walks into the polling location and shows his proper credentials to the poll workers. He asks for a public count of the machines. What do you do?**
  - As long as he has the proper credentials, you can provide this information to him

Questions on Election Day? Call 327-2000

133

## Reminders

- Return ALL Voting Equipment Media
- Cell Phone Reimbursement
- Early Voting
- Arrive at 5 a.m.
- Other Resources
- Questions?

Questions on Election Day? Call 327-2000

134

## Voting Equipment Media



**PEB**

- Initiates iVO voting
- Transfers data from iVo to M-100



**M-100 Card**

- Stores M-100 Votes
- Found sealed in the front of the M100



**iVotronic Flash Card**

- Contains iVo ballot audit data
- Found sealed in the rear of the iVo

**Every precinct MUST return an M-100 Card**

**Managing precincts MUST ALSO return the PEB and iVo flash card**

**Each precinct MUST return a bubble pack with the proper media or else you will NOT be permitted to check in at a regional site**

Questions on Election Day? Call 327-2000

135

## Cell Phone Reimbursement

- MCEB is providing a \$5 stipend to ONE designated poll worker who is willing to designate their cell phone as the official contact number for their precinct on Election Day
  - Most likely will be the Inspector of the precinct
- Designee **MUST** mark box on the expense sheet (PRE-2)
  - Only ONE designee per precinct will be paid so decide amongst poll workers who will use their phone

Questions on Election Day? Call 327-2000

136

## Early Voting

- **If you're not working in your home precinct, be sure to vote absentee**
  - To vote by mail
    - Applications must be received by 11:59pm, April 30
    - Ballots are due on or before Election Day
    - Pick up a form at training or download at [www.indy.gov/election](http://www.indy.gov/election)

Questions on Election Day? Call 327-2000

137

## Early Voting

- To vote early:
  - Begins Monday, April 9
    - Clerk's Office, City-County Building  
200 E. Washington Street, Room W-122
      - Monday through Friday – 8 a.m. to 5 p.m.
      - TWO Weekends: Apr. 28 & 29; May 5 & 6 - 10 a.m. to 5 p.m.
      - Extended hours! 8 a.m. to 7 p.m. April 30 to May 4
      - Last Day! Monday, May 7 – 8 a.m. to Noon

Questions on Election Day? Call 327-2000

138

## Arrive at 5 a.m.

- **Before Election Day...**
  - Inspector should call Clerks and Judges
  - Set up polling site
- **Arrive at 5 a.m.!!**
  - **ALL** poll workers should arrive at their polling location at 5 a.m. Election Day
    - Clerks and Judges: If your Inspector does not arrive by 5 a.m., call 327-2000 immediately
- **Bring your lunch**

Questions on Election Day? Call 327-2000

139

## Resources

- Marion County Election Board Web site
  - [www.indy.gov/election](http://www.indy.gov/election)
  - Training materials and videos
- Secretary of State's Web site
  - [www.IN.gov/SOS/elections](http://www.IN.gov/SOS/elections)
- Inspector Hotline (on Election Day)
  - 327-2000
- Election Hotline
  - 327-VOTE
    - Connects you to either Voter Registration or Election Board

Questions on Election Day? Call 327-2000

140

