Welcome!

Marion County Inspector Training

2010 General Election

Agenda

- Before Election Day
- Opening the Polls
- Receiving Voters
- Voter Accessibility
- Closing the Polls
- Troubleshooting
- What’s New for 2010
- Review and Reminders

Before Election Day

- Attend Training
- Review Materials
- Pick up Supplies on Saturday, Oct. 30
- Call other Poll Workers
- Call Polling Site Before Election Day

Review Materials

- Tools are for reference, not memorization
  - Inspector Binder (found in your Poll Kit)
  - Election Day Handbook (found in your Poll Kit)
  - Inspector Training Materials

- Additional airings of training video
  - WCTY Channel 16 and Government TV 2
  - Streaming video at www.indy.gov/election

Supply Pick Up

- **Supply Pick Up**
  - Saturday, Oct. 30, 2010, 11 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
    - <u>Sealed; CANNOT be opened before Election Day</u>
  - List of Poll Workers

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)
  - IPS School 15, 2302 E. Michigan St.
- **NORTHEAST** - Lawrence, Washington (including wards 20, 21, 22, 27, 31)
  - Belzer Middle School, 7555 E. 56th 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

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

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.
    - <u>Do NOT plug in or turn on your voting equipment!</u>
  - 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

Opening the Polls

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

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

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

Preparing for Voters

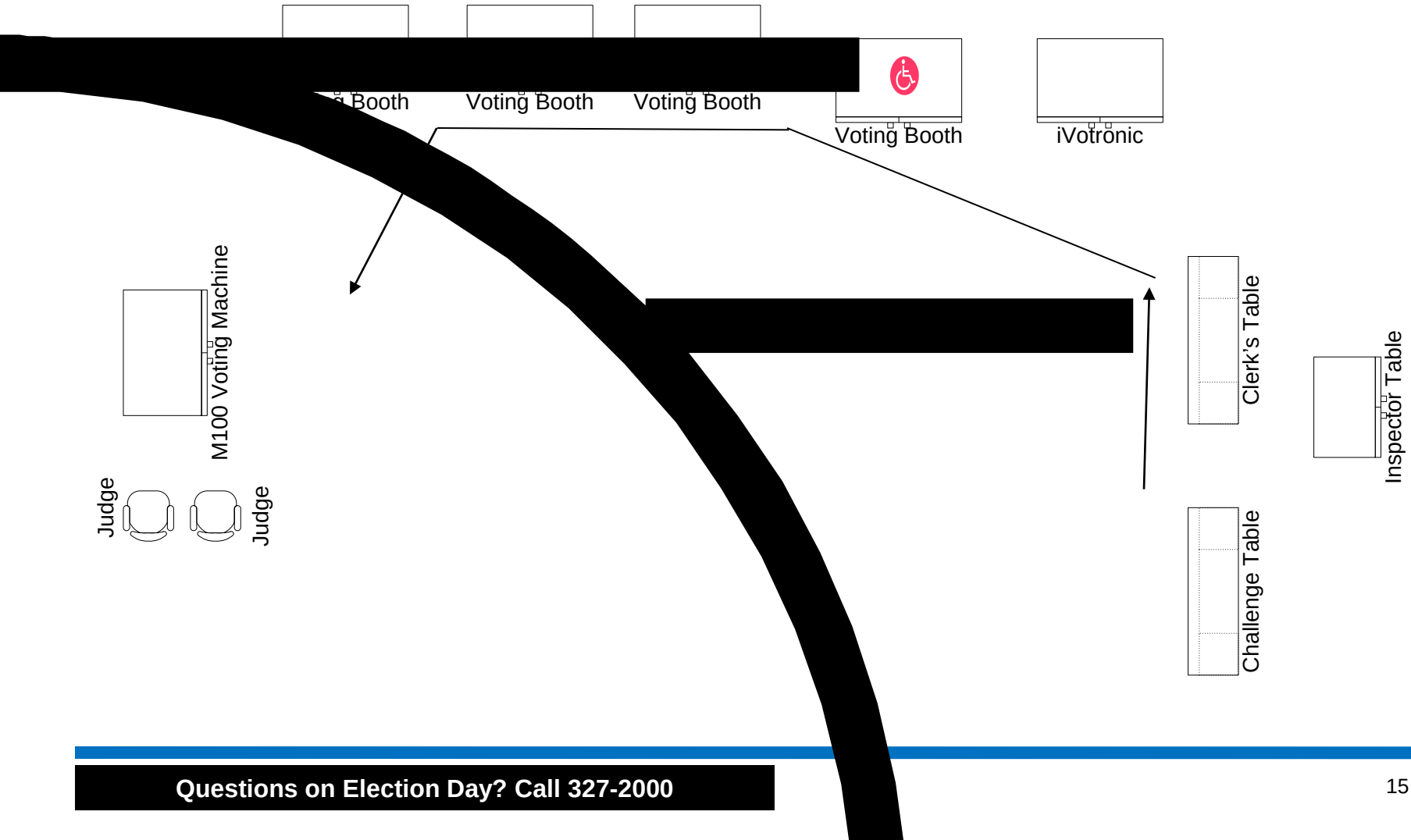
- **Arrive at 5 a.m.!**
- Set up a chute extending 50 feet out from the entrance to the room where people vote
  - No campaigning (leaflets, palm cards, posters, etc.) in chute
- Set up room
- Other administrative duties
  - Sign Oaths and Affidavits (found in the Inspector Binder)
  - Inventory and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

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. <u>Do NOT plug in or turn on your voting equipment prior to the Election</u>!

Room Layout



Questions on Election Day? Call 327-2000

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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

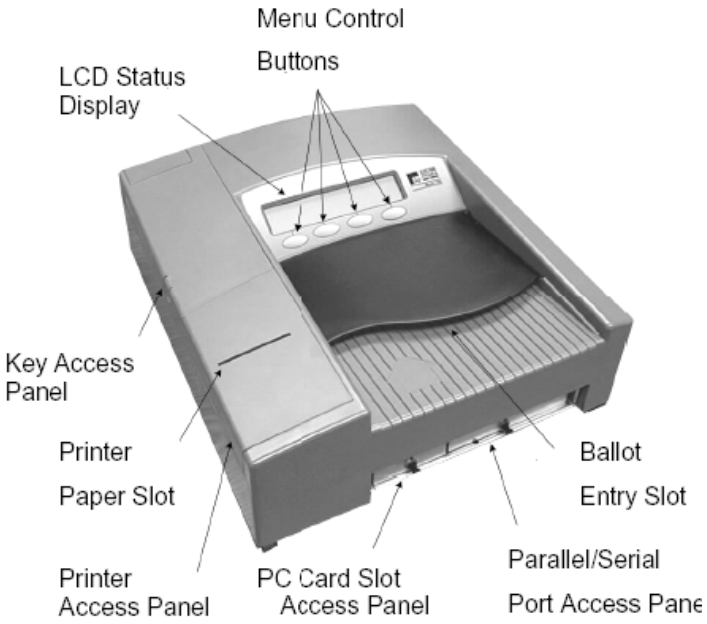
Inventory and Sort Supplies

- 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 <u>ILLEGAL</u> to open Ballot Case before Election Day

Setting Up Voting Equipment

M-100
(optical scan ballot reader)



iVotronic
(touch screen machine)

Why Two Machines?

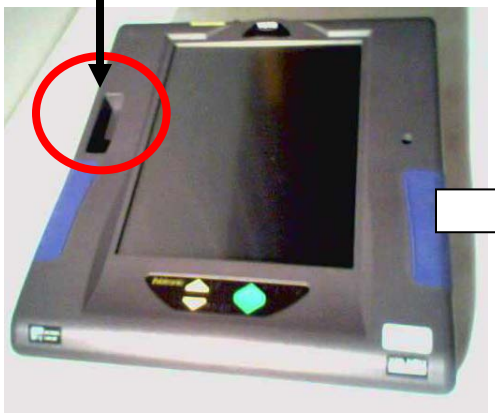
- iVotronic
  - Federal law requires voting equipment with accessibility functions
  - iVotronic FIRST!
    - iVotronic must be initialized before M-100, otherwise a technician will need to come to the polling site to correct the error
- Model 100
  - Optically scans paper ballots

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

Election Information Flow

PEB Slot



iVotronic

Data Transfer

PEB

PEB in PEB Reader

M-100 #1

M-100 #2

PEB in PEB Reader

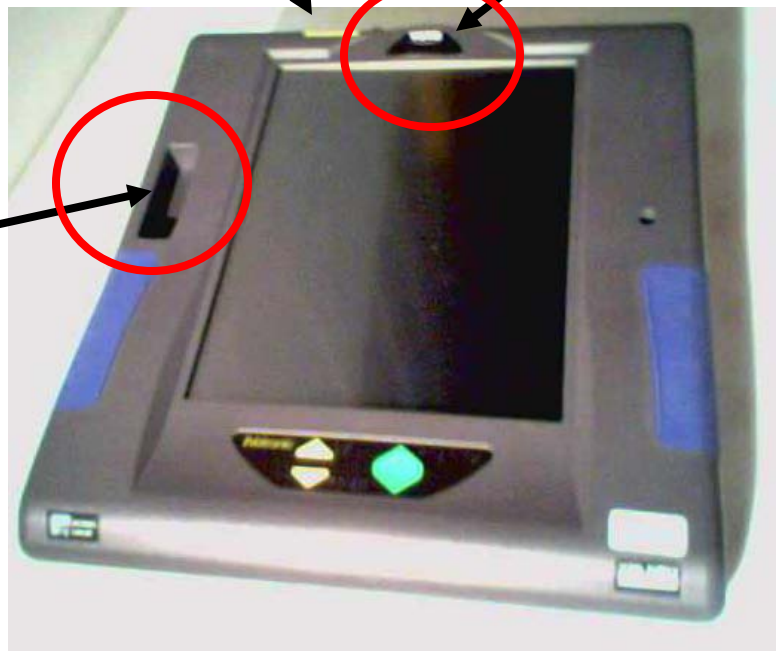
Voting Equipment Setup Overview

- 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

Privacy
Screens
iVotronic


Flash
Card Port
VOTE
Button
PEB
Slot

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

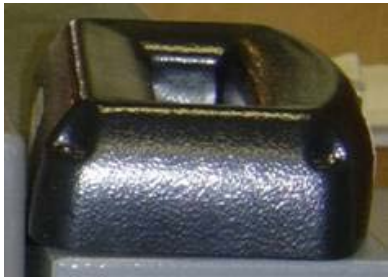
iVotronic Set Up

PEB

- Connect power cable to terminal at top of iVotronic terminal
- Plug power cord into AC outlet
- <u>Insert PEB into PEB slot</u>
- 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

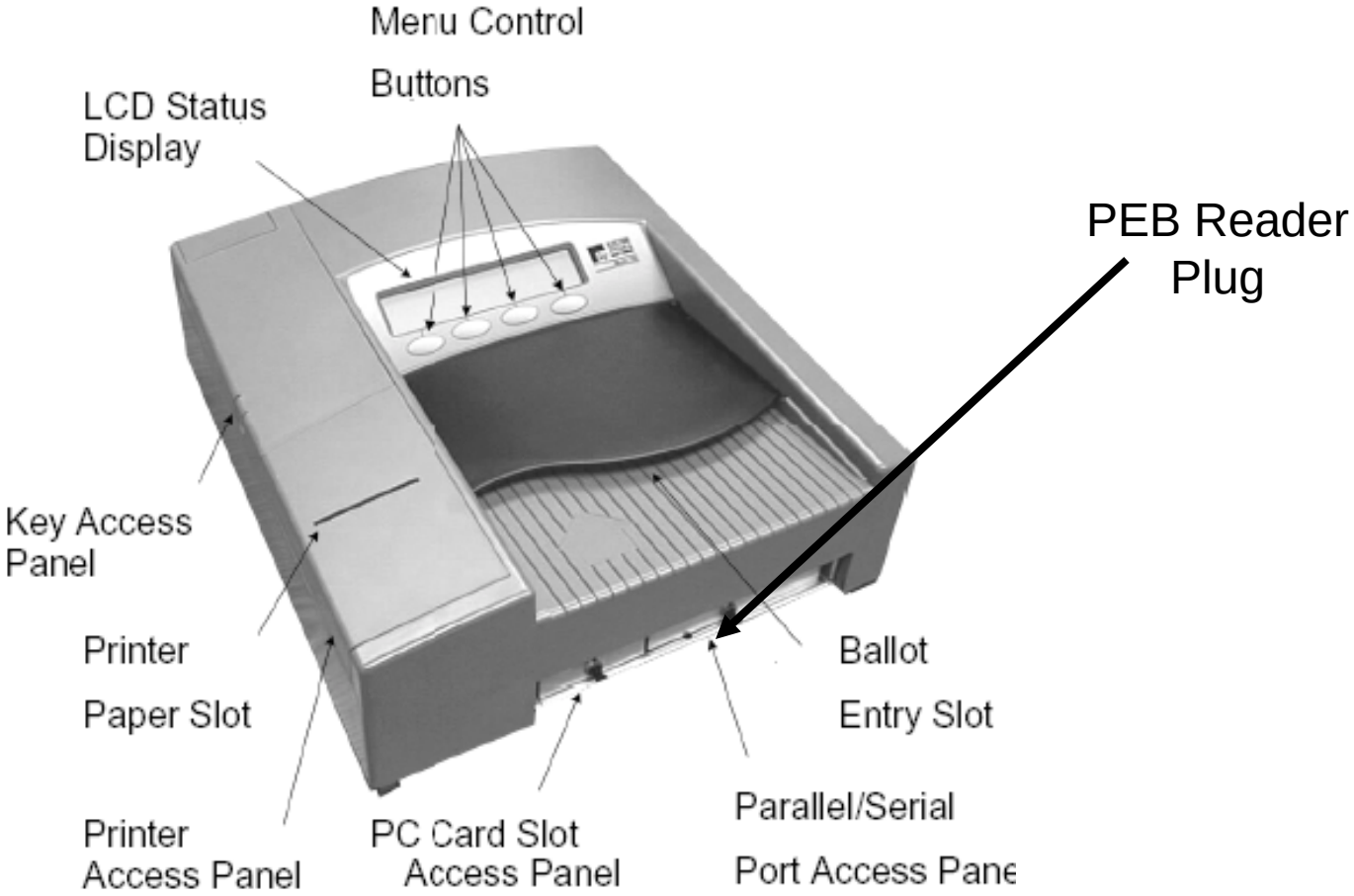
PEB Reader



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

M-100


Menu Control
Buttons
LCD Status
Display
PEB Reader
Plug
Key Access
Panel
Printer
Paper Slot
Ballot
Entry Slot
Printer
Access Panel
PC Card Slot
Access Panel
Parallel/Serial
Port Access Pane

M-100 Set Up

- Use gold key to unlock control access panel and lower door
- Remove lid
- 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

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

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 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

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

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

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 Voting:

iVotronic
PEB Serial Number: 143487
    Polling Place Public Count: 0001
    Total Ballots Counted: 0000

Number of terminals: 0001
    Serial Number      5120103
    Polling Place Public Count: 0001
    Protective Count: 000076
    OPENED 12:29:29 04/19/2007
    NOT CLOSED
    Terminal Ballots Counted 0000
```

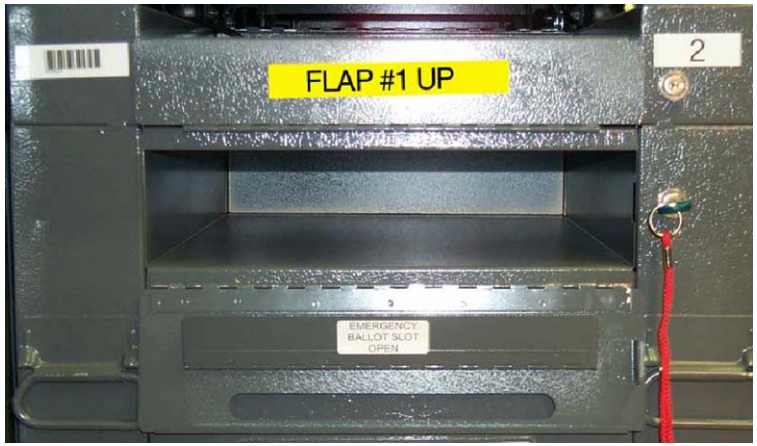
```
*** Precinct Zero Report ***
11:26:53 04/19/2007

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

Model 100
Total Number Voting:
Total Ballots
Ballots for Code 00001-01-01
Ballots for Code 00004-01-01

iVotronic
Ballots Counted:
Party Counts
ALL
a-SFc
Ballot Style Counts
Ballot Style 1:
Ballot Style 1:
```

```
(REP) FAVORITE HOOSIER ACTRESS

VIVICA A. FOX                          0
    Model 100                        0
    iVotronic                        0
CAROLE LOMBARD                         0
    Model 100                        0
    iVotronic                        0
Write-in                               0
    Model 100 (Names on ballot)      0
    iVotronic (Names below)          0
Over Votes (M100 only)                 0
Under Votes                            0
    Model 100                        0
    iVotronic                        0
.......................................
Total Votes                            0
    Model 100                        0
    iVotronic                        0

WE, THE UNDERSIGNED, DO HEREBY CERTIFY
THAT THE ABOVE RESULTS ARE A TRUE AND
ACCURATE ACCOUNT OF ALL BALLOTS COUNTED
AND THAT ALL COUNTERS WERE ZERO (0)
WHEN THE POLLS OPENED 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

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

Receiving Voters

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

Poll Book Basics

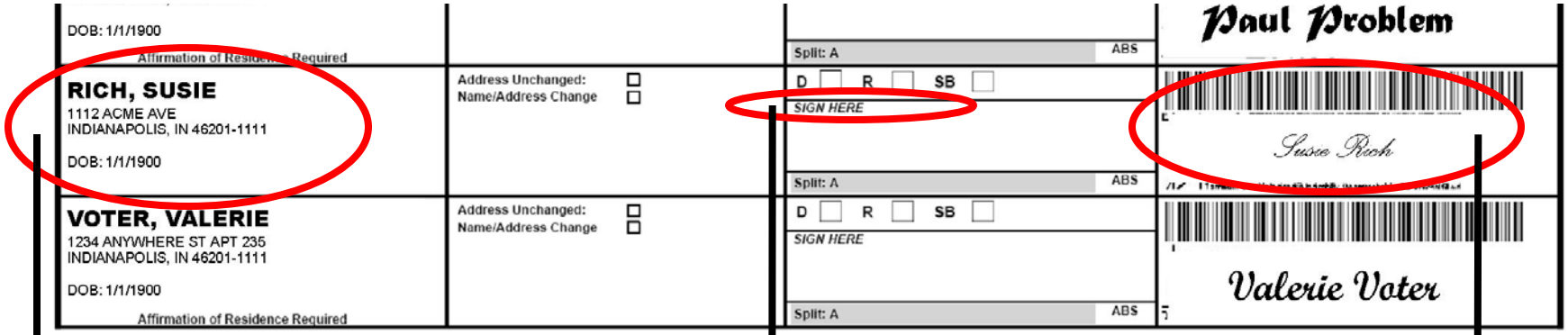
- Review of the Poll Book Legend
  - Name/Address/DOB Block
  - Signature Block
  - Other Issues
    - Affirmation of Residence Required
    - Proof of Residency
    - Voter Identification
    - Name/Address Changes

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

Poll Book Basics



Name and Address Block

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

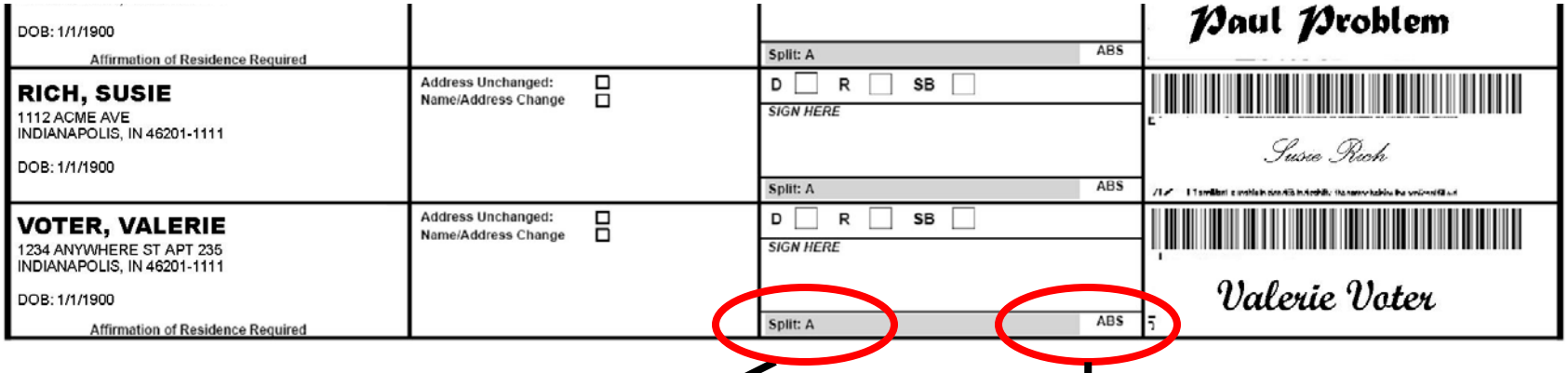
Scanned Signature

- 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 <u>AFTER</u> the poll worker reviews their photo ID

Poll Book Basics



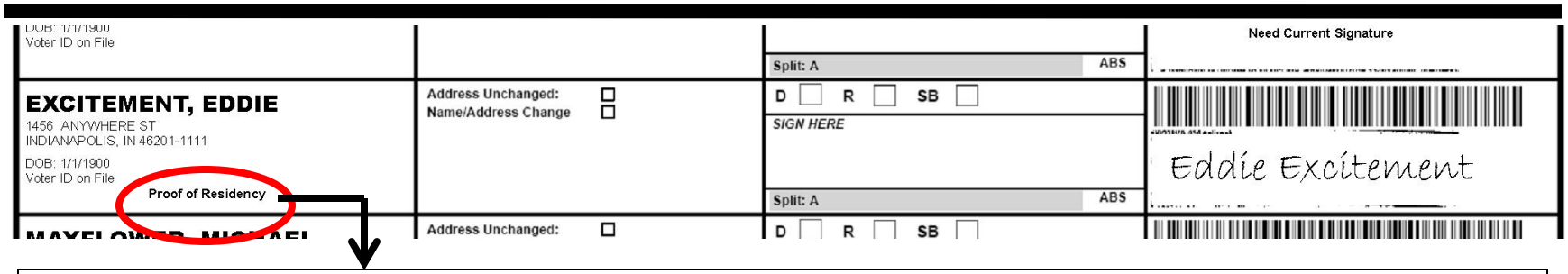
Precinct Split

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

ABS

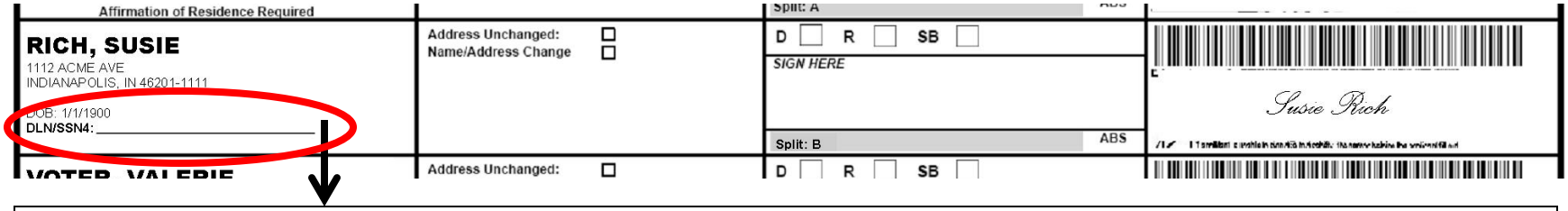
- Abbreviation for “Absentee”
- Circle when processing absentee ballots

Poll Book Basics



Proof of Residency

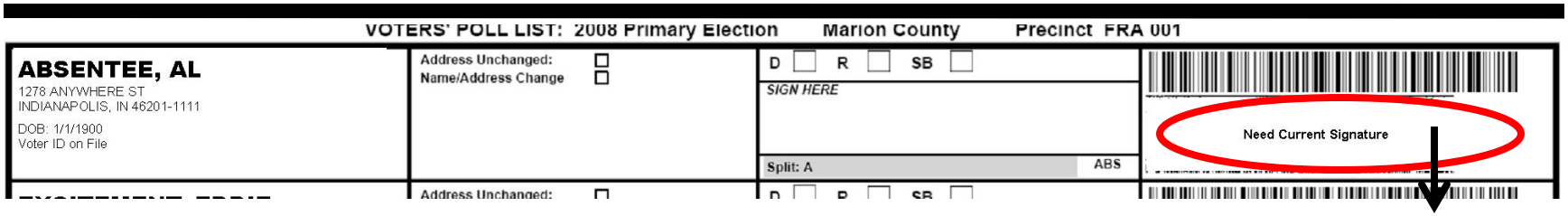
- Voter MUST show proof of residency to the Clerk: valid driver's license, bank statement, government check, government document, paycheck or utility bill.
- Clerk MUST enter proper residency code (See instructions in the front of poll book for more information)



DLN/SSN4

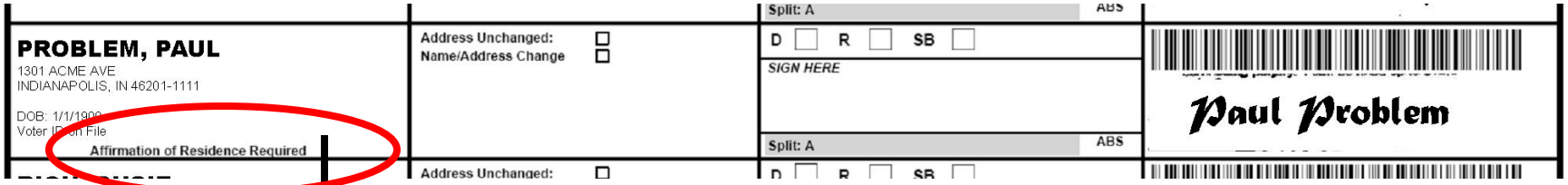
- If the voter ID number is not stored in the system, 'DLN/SS4: __' will print
- Clerk must request either the driver's license number or the last four digits of the voter's social security number
- Voter is not obligated to provide the information

Poll Book Basics



Need Current Signature

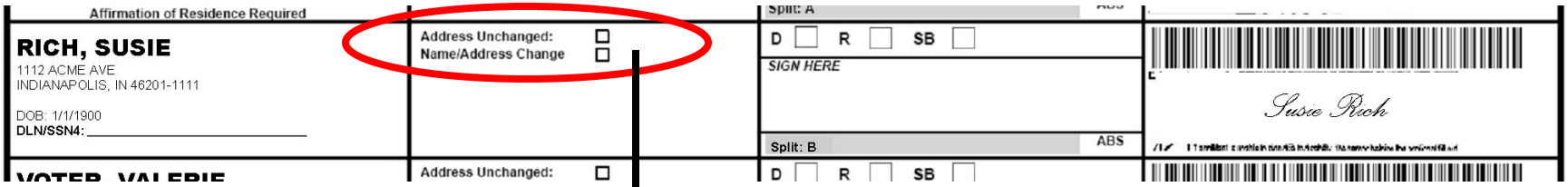
- Message prints when a voter's signature is not stored in the system



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

Poll Book Basics



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

Seven Steps at the Clerks' Table

When a voter arrives, the clerks…

1. Greet vote (with a smile!)
2. Ask for and find voter's name in the poll book
3. Check the voter's photo ID
4. Allow voter to sign the poll book

Seven Steps at the Clerks' Table

5. Ask whether voter wants to use a paper ballot or iVotronic
6. Select the correct ballot style
6. Initial the back of the paper ballot
   - 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, they should use their initials twice

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. 4, 2008)
  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

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

Voter ID

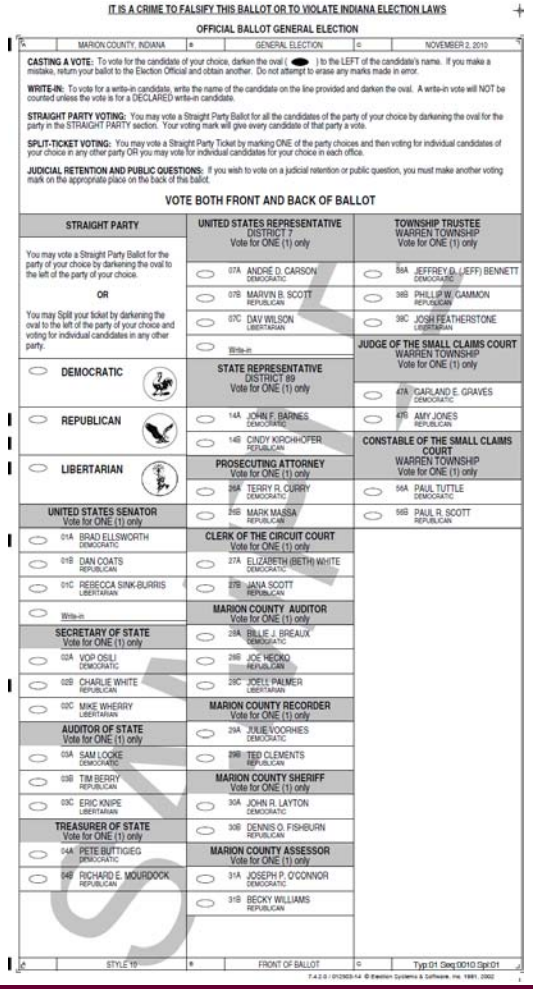
- Name reasonably conforms with poll book
  - The voter's name on the photo ID must conform to the name of the voter registration card
  - People commonly use nicknames, middle names and initials as a substitute for their given first name
  - Examples that conform with "Robert John Crew"
    - Robert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

Conform does NOT mean match identically.

What's on the Ballot

- 2010 General Election Ballot
  - Federal
    - U.S. Senate, U.S. House of Representatives
  - State
    - Secretary of State, Treasurer and Auditor
    - State Representative and State Senate
  - Local
    - Sheriff, Prosecutor, Clerk, Assessor, Auditor, Recorder
    - Township Trustee, Constable, Small Claims Court Judge
  - Public Question & Judicial Retention Questions

Sample Ballots



IT IS A CRIME TO FALSIFY THIS BALLOT OR TO VIOLATE INDIANA ELECTION LAWS

OFFICIAL BALLOT GENERAL ELECTION

MARION COUNTY, INDIANA | GENERAL ELECTION | NOVEMBER 2, 2010

CASTING A VOTE: To vote for the candidate of your choice, darken the oval ( ) to the LEFT of the candidate's name. If you make a mistake, return your ballot to the Election Official and obtain another. Do not attempt to erase any marks made in error.

WRITE-IN: To vote for a write-in candidate, write the name of the candidate on the line provided and darken the oval. A write-in vote will NOT be counted unless the vote is for a DECLARED write-in candidate.

STRAIGHT PARTY VOTING: You may vote a Straight Party Ballot for all the candidates of the party of your choice by darkening the oval for the party in the STRAIGHT PARTY section. Your voting mark will give every candidate of that party a vote.

SPLIT-TICKET VOTING: You may vote a Straight Party Ticket by marking ONE of the party choices and then voting for individual candidates of your choice in any other party OR you may vote for individual candidates for your choice in each office.

JUDICIAL RETENTION AND PUBLIC QUESTIONS: If you wish to vote on a judicial retention or public question, you must make another voting mark on the appropriate place on the back of this ballot.

VOTE BOTH FRONT AND BACK OF BALLOT

STRAIGHT PARTY

You may vote a Straight Party Ballot for the party of your choice by darkening the oval to the left of the party of your choice.

OR

You may Split your ticket by darkening the oval to the left of the party of your choice and voting for individual candidates in any other party.

- DEMOCRATIC
- REPUBLICAN
- LIBERTARIAN

UNITED STATES SENATOR Vote for ONE (1) only
- 01A BRAD ELLSWORTH DEMOCRATIC
- 01B DAN COATS REPUBLICAN
- 01C REBECCA SINK-BURRIS LIBERTARIAN
- Write-in

SECRETARY OF STATE Vote for ONE (1) only
- 02A VOP OSILI DEMOCRATIC
- 02B CHARLIE WHITE REPUBLICAN
- 02C MIKE WHERRY LIBERTARIAN

AUDITOR OF STATE Vote for ONE (1) only
- 03A SAM LOOKE DEMOCRATIC
- 03B TIM BERRY REPUBLICAN
- 03C ERIC KNIPE LIBERTARIAN

TREASURER OF STATE Vote for ONE (1) only
- 04A PETE BUTTIGIEG DEMOCRATIC
- 04B RICHARD E. MOURDOCK REPUBLICAN

UNITED STATES REPRESENTATIVE DISTRICT 7 Vote for ONE (1) only
- 07A ANDRÉ D. CARSON DEMOCRATIC
- 07B MARVIN B. SCOTT REPUBLICAN
- 07C DAV WILSON LIBERTARIAN
- Write-in

STATE REPRESENTATIVE DISTRICT 89 Vote for ONE (1) only
- 14A JOHN F. BARNES DEMOCRATIC
- 14B CINDY KIRCHHOFER REPUBLICAN

PROSECUTING ATTORNEY Vote for ONE (1) only
- 25A TERRY R. CURRY DEMOCRATIC
- 25B MARK MASSA REPUBLICAN

CLERK OF THE CIRCUIT COURT Vote for ONE (1) only
- 27A ELIZABETH (BETH) WHITE DEMOCRATIC
- 27B JANA SCOTT REPUBLICAN

MARION COUNTY AUDITOR Vote for ONE (1) only
- 28A BILLIE J. BREAUX DEMOCRATIC
- 28B JOE HECKO REPUBLICAN
- 28C JOELL PALMER LIBERTARIAN

MARION COUNTY RECORDER Vote for ONE (1) only
- 29A JULIE VOORHIES DEMOCRATIC
- 29B TED CLEMENTS REPUBLICAN

MARION COUNTY SHERIFF Vote for ONE (1) only
- 30A JOHN R. LAYTON DEMOCRATIC
- 30B DENNIS O. FISHBURN REPUBLICAN

MARION COUNTY ASSESSOR Vote for ONE (1) only
- 31A JOSEPH P. O'CONNOR DEMOCRATIC
- 31B BECKY WILLIAMS REPUBLICAN

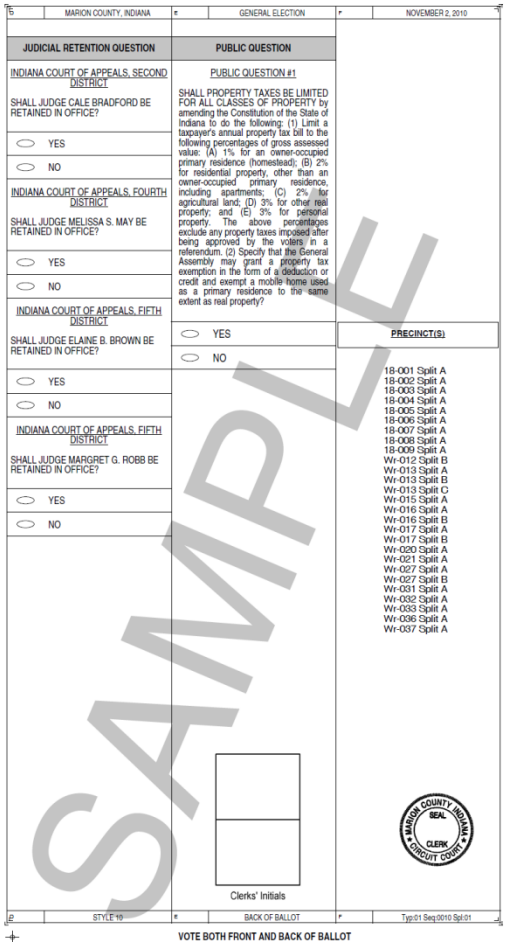
TOWNSHIP TRUSTEE WARREN TOWNSHIP Vote for ONE (1) only
- 58A JEFFREY D. (JEFF) BENNETT DEMOCRATIC
- 58B PHILLIP W. CAMMON REPUBLICAN
- 58C JOSH FEATHERSTONE LIBERTARIAN

JUDGE OF THE SMALL CLAIMS COURT WARREN TOWNSHIP Vote for ONE (1) only
- 47A GARLAND E. GRAVES DEMOCRATIC
- 47B AMY JONES REPUBLICAN

CONSTABLE OF THE SMALL CLAIMS COURT WARREN TOWNSHIP Vote for ONE (1) only
- 56A PAUL TUTTLE DEMOCRATIC
- 56B PAUL R. SCOTT REPUBLICAN

STYLE 10 | FRONT OF BALLOT | Typ:01 Seq:0010 Spl:01

SAMPLE



MARION COUNTY, INDIANA | GENERAL ELECTION | NOVEMBER 2, 2010

JUDICIAL RETENTION QUESTION

INDIANA COURT OF APPEALS, SECOND DISTRICT

SHALL JUDGE CALE BRADFORD BE RETAINED IN OFFICE?
- YES
- NO

INDIANA COURT OF APPEALS, FOURTH DISTRICT

SHALL JUDGE MELISSA S. MAY BE RETAINED IN OFFICE?
- YES
- NO

INDIANA COURT OF APPEALS, FIFTH DISTRICT

SHALL JUDGE ELAINE B. BROWN BE RETAINED IN OFFICE?
- YES
- NO

INDIANA COURT OF APPEALS, FIFTH DISTRICT

SHALL JUDGE MARGRET G. ROBB BE RETAINED IN OFFICE?
- YES
- NO

PUBLIC QUESTION

PUBLIC QUESTION #1

SHALL PROPERTY TAXES BE LIMITED FOR ALL CLASSES OF PROPERTY by amending the Constitution of the State of Indiana to do the following: (1) Limit a taxpayer's annual property tax bill to the following percentages of gross assessed value: (A) 1% for an owner-occupied primary residence (homestead); (B) 2% for residential property, other than an owner-occupied primary residence, including apartments; (C) 2% for agricultural land; (D) 3% for other real property; and (E) 3% for personal property. The above percentages exclude any property taxes imposed after being approved by the voters in a referendum. (2) Specify that the General Assembly may grant a property tax exemption in the form of a deduction or credit and exempt a mobile home used as a primary residence to the same extent as real property?
- YES
- NO

Clerks' Initials

PRECINCT(S)

18-001 Split A
18-002 Split A
18-003 Split A
18-004 Split A
18-005 Split A
18-006 Split A
18-007 Split A
18-008 Split A
18-009 Split A
Wr-012 Split B
Wr-013 Split A
Wr-013 Split B
Wr-013 Split C
Wr-015 Split A
Wr-016 Split A
Wr-016 Split B
Wr-017 Split A
Wr-017 Split B
Wr-020 Split A
Wr-021 Split A
Wr-027 Split A
Wr-027 Split B
Wr-031 Split A
Wr-032 Split A
Wr-033 Split A
Wr-036 Split A
Wr-037 Split A

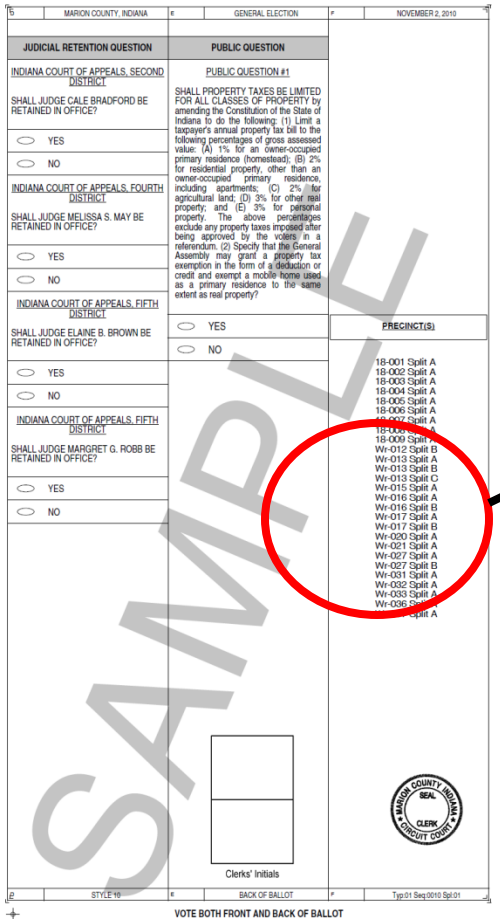
MARION COUNTY INDIANA SEAL CLERK CIRCUIT COURT

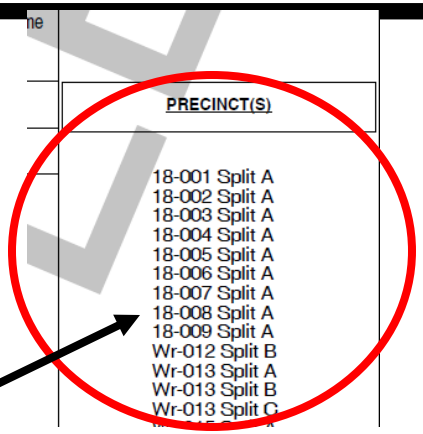
STYLE 10 | BACK OF BALLOT | Typ:01 Seq:0010 Spl:01

VOTE BOTH FRONT AND BACK OF BALLOT

SAMPLE

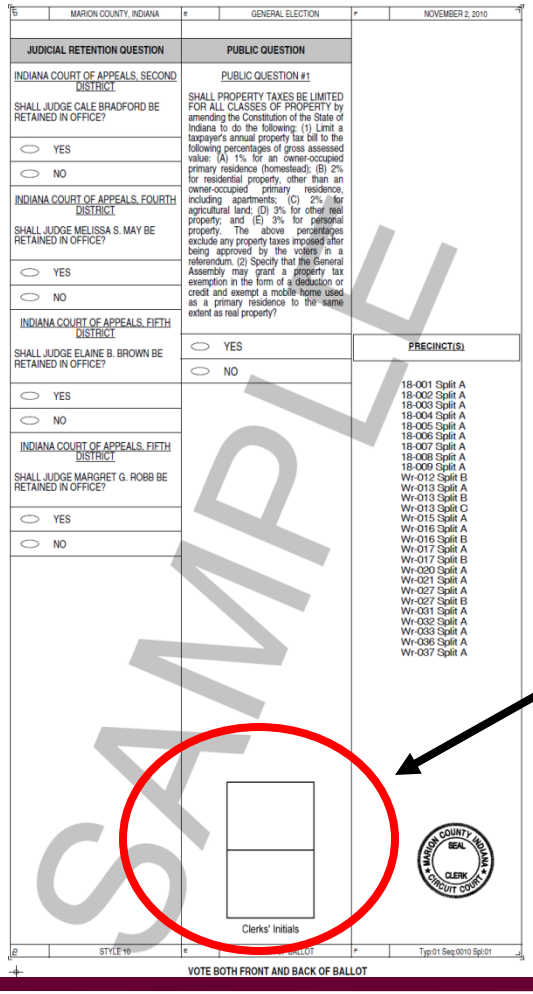
Selecting Correct Ballot Style





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

Selecting Correct Ballot Style



MARION COUNTY, INDIANA | GENERAL ELECTION | NOVEMBER 2, 2010

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- NO

INDIANA COURT OF APPEALS, FIFTH DISTRICT

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- NO

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PUBLIC QUESTION #1

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- YES
- NO

PRECINCT(S)

18-001 Split A
18-002 Split A
18-003 Split A
18-004 Split A
18-005 Split A
18-006 Split A
18-007 Split A
18-008 Split A
18-009 Split A
Wr-012 Split B
Wr-013 Split A
Wr-013 Split B
Wr-013 Split C
Wr-015 Split A
Wr-016 Split A
Wr-016 Split B
Wr-017 Split A
Wr-017 Split B
Wr-020 Split A
Wr-021 Split A
Wr-027 Split A
Wr-027 Split B
Wr-031 Split A
Wr-032 Split A
Wr-033 Split A
Wr-036 Split A
Wr-037 Split A

Clerks' Initials

MARION COUNTY, INDIANA CIRCUIT COURT SEAL CLERK

STYLE 10 | Typ:01 Seq:0010 Spl:01

VOTE BOTH FRONT AND BACK OF BALLOT

SAMPLE

Don't forget:

Two sets of initials MUST be on the back of ballot!

Voting on the M-100

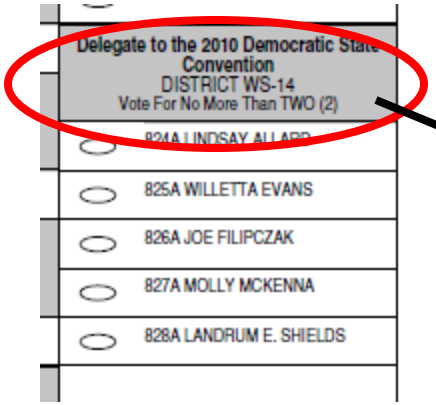
- Three voting options:
  1. Straight Party
     - Darken oval next to party emblem to cast a vote for ONLY one party
     - Instruct voter to darken oval NOT the party emblem
     - Does not record votes for public or judicial retention questions
       - Voter should complete this section, if desired
  2. Ticket Split
     - Ignore straight party option
     - Darken oval next to individual candidates regardless of party affiliations

Voting on the M-100

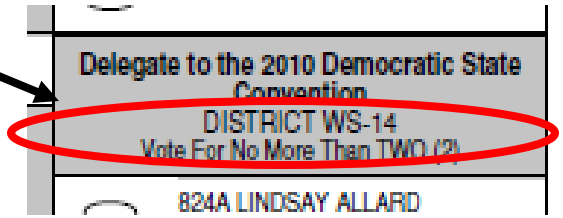
- Three voting options, con't:
  3. Scratch
     - Darken oval next to party emblem AND darken oval next to candidate to cross over in one or more races
     - Example:
       - Voter darkens oval next to Libertarian party
       - Voter ALSO darkens oval next to Republican dogcatcher candidate
       - Ballot will read votes for all Libertarian candidates EXCEPT the Republican will get vote in dogcatcher race

- Remind voters they may have option to vote for more than one candidate (see next slide)

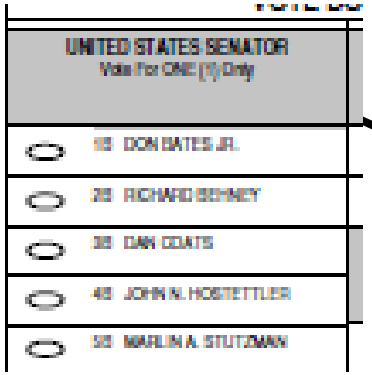
Ballot Instructions

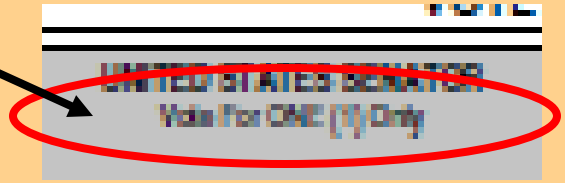


Remind voters to follow the instructions!



Some offices specify to select multiple candidates. For example, “Vote For No More Than TWO (2):”





Some offices only select one candidate

Voting on the M-100

- 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

Selecting Correct iVotronic Ballot

- Clerk finds voter's name in poll book
- 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 removes PEB
- Inspector /Judge touches screen to activate visual ballot

iVotronic 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

iVotronic Ballot

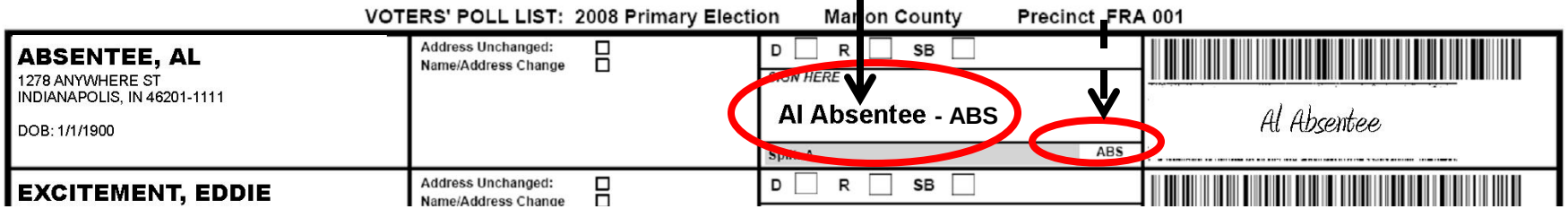
- With an audio ballot, the voter:
  - Listens to the instructions first
  - Uses the yellow up and down arrows to select the contests
  - Uses the green button to make a selection in each race
  - Presses the “VOTE” button at the top of the screen
    - All of the buttons are Braille-enabled to assist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

Absentee Ballots

- Receiving Absentee Ballots
  - Delivered throughout the day
    - Double-check the names on list match the ballots/envelopes delivered to the precinct
- Processing Absentee Ballots
  - Optical Scan Paper ballots
  - iVotronic ballots
- Voting Absentee Ballots

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
  - <u>Print</u> voter's name followed by ABS
    - Example: Jane Smith - ABS



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

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 they are there!

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

If a person arrives to cast a ballot AFTER you process their absentee, they <u>must be prohibited</u> from voting

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

Provisional Ballot

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

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)

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

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

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!

Voter Accessibility

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

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

Location Improvements

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

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

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

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

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

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

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

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 entering 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!

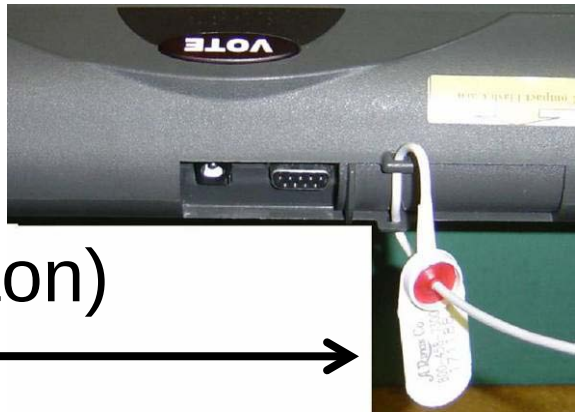
- Insert PEB
- "Close Polls Now" option will automatically appear after 6 p.m.
  - If a voter is in the chute at 6 p.m. and wants to vote on the iVotronic, press "Exit this menu" and proceed with voting
  - If the polls close promptly at 6 p.m., follow the screen messages

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

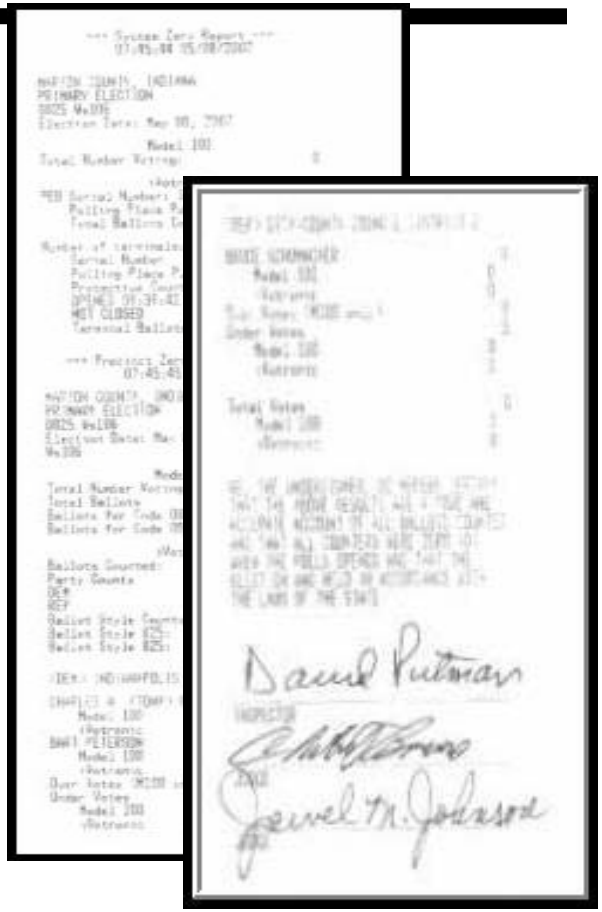
PEB Reader

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

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)

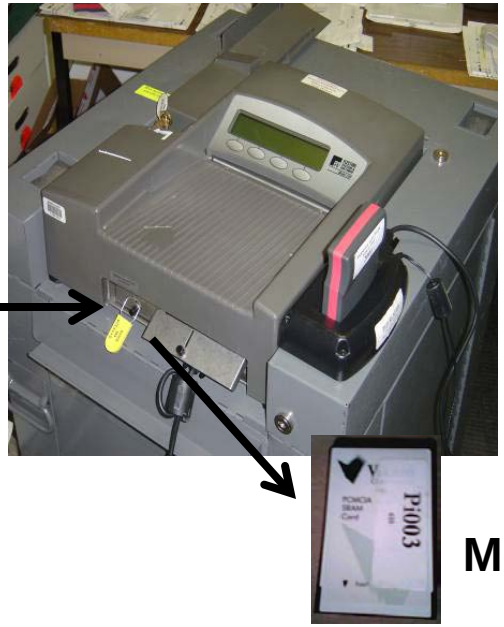
  – Inspector and Judge(s) sign one copy
  – Put signed copy in ENVELOPE
  – Print additional totals tapes upon request
  – OK to read results out loud
- Turn key to OFF



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

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

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

Shut Down M100

PEB

- Initiates iVO boot-up, voting & shut down
- Transfers data from iVo to M-100

M-100 Card

- Stores M-100 Votes
- Found sealed in the front of the M-100's scanner

iVotronic Flash Card

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

<u>Each precinct MUST return a bubble pack with the proper media</u>

<u>Every precinct MUST return a M-100 Card</u>

<u>Managing precincts MUST ALSO return the PEB and iVo flash card</u>

Place bubble pack in RED BAG

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)

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

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

Closing Paperwork

- Ballot Accounting Certificate, con't.
  - Final tally of optical scan paper ballots existing at end of the day
    - Voted ballots
    - Unused ballots
    - Spoiled, rejected or defective ballots
  - Final tally of any provisional ballots
    - Provisional ballots issued
    - Provisional ballots spoiled, rejected or defective

Closing Paperwork

- Ballot Accounting Certificate, con't.
  - 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

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 <u>unused</u> bags/envelopes

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

Red Bag Contents

The Red Bag found in your Poll Kit should contain:

- ❑ Bubble pack
  - **<u>Every precinct returns an M-100 Card</u>**
  - Managing iVotronic precinct returns flash card and PEB
- ❑ Zero Tape Envelope
- ❑ Totals Tape 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

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
- ❑ Declared Write-In candidate form (MCEB-10)
- ❑ 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

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

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

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 <u>same location</u> you picked up supplies
- Invite Judge(s) to go with you

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
    - <u>If you are missing items, you cannot check in!</u>

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 <u>BEFORE</u> 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 Warehouse located at 68 North Gale Street on the city’s east side off of East Washington between Rural and Sherman

Troubleshooting

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

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

What if?

- **If Michael is in the wrong location…**
  - New Precinct Maps
    - County adopted new precinct maps in December 2007
      - Before: 917 precincts
      - Now: 590 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

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

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!

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

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

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

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

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

What's New

- Write-In Candidates
- Poll Workers with Disabilities
- Credentials & Exit Polling
- Candidates as Poll Workers?
- Cell Phone Reimbursement
- League of Women Voters
- Voter ID Information
- Polling Location Maps

Write-In Candidates

- Clerks should post a list of declared write-in candidates on their table in the morning
  - For 2010 General Election, write-in candidates filed to run in Secretary of State and US House race
  - List is found in the Inspector Binder
- At closing, look for write-in votes on M-100 totals tape

Write-In Candidates

- If any, examine ALL ballots to look for write-in candidates
  - Record votes for certified write-in candidates or candidates on the ballot ONLY
    - Declared Write-In Form (MCEB-10) found under tab 4 of Inspector Binder
    - Form will permit you to enter information only for the declared write-in candidates
      - Any non-declared candidate (i.e. Mickey Mouse) is not to be counted

Poll Workers with Disabilities

- New program to encourage poll workers with disabilities to serve on Election Day
  - May be paired with a person with a disability, who will serve as an assistant poll clerk
  - Poll worker with a disability who serve as an Inspector, Clerk or Judge may bring an assistor, who should be considered an assistant poll clerk
    - Must seek prior approval
  - Inspectors will be notified if a poll worker with a disability will be working in their precinct in the event special accommodations are needed

Credentials & Exit Polling

- Credentials
  - Every non-voter entering polls should have a credential issued by their party chair or Election Board
  - Secretary of State may issue credentials to members of the national media; they are official and can enter the polling location
- Exit polling
  - Instructed to stay outside the chute
  - Can speak to voters exiting the polls
  - Voter does not need to respond

Candidates as Poll Workers?

- State law is clear that candidates appearing on the ballot cannot work as a poll worker or be a watcher in precincts where their name appears on the ballot
  - Candidates are permitted to cast a vote in their precinct on Election Day

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
- Note: All polling locations should make their landline available to poll workers

League of Women Voters

- MCEB is partnering with the League of Women Voters on a survey to be completed at the end of the voting day
  - Survey is found in the front pocket of the Inspector Binder
  - Please complete and return with your materials to regional site

Voter ID Information

- For those voters who vote provisionally due to an ID issue, informational card available in Inspector Binder
  - Gives deadline date to bring valid photo ID issued by the State of Indiana or federal government to Election Board office
  - Explains what information a voter needs to bring to BMV to secure a valid state ID card
  - Provide card in addition to the form found in the state's provisional ballot kit

Maps

- Additional map with polling locations
  - In addition to precinct maps already provided
  - Includes your precinct's polling location and surrounding polling locations
  - Used to assist voters who arrive at the wrong site
    - To confirm where the voter should be voting, you can:
      1. Call 327-VOTE to use the automated phone-based polling place locater
      2. Call the Inspector Hotline (327-2000)
  - Map MUST stay with the precinct materials

Reminders

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

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 a M-100 Card

Managing precincts MUST ALSO return the PEB and iVo flash card

<u>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</u>

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 midnight, October 25
    - Ballots are due on or before Election Day
    - Pick up a form at training or download at www.indy.gov/election

Early Voting

- Clerk's Office, City-County Building
  200 E. Washington Street, Room W-122
  - Begins Monday, Oct. 4
  - Monday through Friday – 8 a.m. to 8 p.m.
  - FOUR Saturdays: Oct. 9, 16, 23 & 30, 10 a.m. to 5 p.m.
  - FOUR Sundays: Oct. 10, 17, 24 & 31, 10 a.m. to 5 p.m.
  - Last Day! Monday, Nov. 1 – 8 a.m. to Noon
- Clerk's Office, Traffic Court, 9049 E. 10th St.
- Clerk's Office, Juvenile Court, 2451 N. Keystone Ave.
  - FOUR Saturdays: Oct. 9, 16, 23 & 30, 10 a.m. to 5 p.m.
  - FOUR Sundays: Oct. 10, 17, 24 & 31, 10 a.m. to 5 p.m.
  - Monday through Friday, Oct. 25-29: 5 to 8 p.m.

Arrive at 5 a.m.

- **Before Election Day…**
  - Inspector should call Clerks and Judges
  - Set up polling site

- **<u>Arrive at 5 a.m.!!</u>**
  - **<u>ALL</u>** 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**

Resources

- Marion County Election Board Web site
  - www.indy.gov/Election
  - Training materials and videos
- Secretary of State's Web site
  - 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

Resources

- Phone-based Polling Place Locator
  - 327-VOTE
  - Confirms registration and polling place:
    - Enter voter's birth date
    - Enter numeric portion of their street address
- Voter Information Portal
  - www.indy.gov/VIP
  - Online application confirms registration status, polling location, sample ballots, elected officials

Thank you!