



**LEHIGH COUNTY  
BOARD OF ELECTIONS**

**JUDGES HOTLINE  
(610) 782-3743**

**Pollworker  
Procedure Manual**

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# Thank you for working with the Lehigh County Board of Elections

*With much appreciation, we welcome you as a representative of the election process in Lehigh County.*

Election Day is a very important day for all of us. It is the time when voters have the right to express their wishes about the way their country, state, county, and city are being run. We hope all of you will encourage your families and friends to take advantage of this opportunity.

We are excited about our Touch Screen Voting Units that were introduced to Lehigh County voters in May, 2006. We have made revisions based on your input and will continue to revise processes to improve the voting experience for the public and for our pollworkers.

Please remember, the law dictates that you cannot make suggestions or comments to voters about their choices. If you are cheerful, cooperative and helpful, electors will leave the precinct with a good feeling about coming out to vote.

We hope you enjoy your experience with the new voting units.

Timothy Benyo, Chief Clerk  
[timothybenyo@lehighcounty.org](mailto:timothybenyo@lehighcounty.org)

Terri Harkins, Deputy Chief Clerk  
[terriharkins@lehighcounty.org](mailto:terriharkins@lehighcounty.org)

## Election Board of Lehigh County

Thomas Muller  
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## **JUDGES ONLY HOT LINE**

 610-782-3743

## OVERVIEW OF ELECTION BASICS

1. Polls Open – 7:00 a.m.
2. Polls Close – 8:00 p.m.
3. Inside your space:
  - The Election Board
  - Not more than twice as many electors waiting to vote as there are voting machines.
  - Voters who are in line either inside or outside of the polling place waiting to vote, shall be permitted to do so, if found qualified. The Judge of Election determines the length of the line of voters at 8:00 p.m. and then directs the Constable to see that no other person enters said line. Anyone that is in line at 8:00 p.m. MUST be allowed to vote.
4. All partisan political activity must take place at least ten (10) feet from the outside entrance of the polling place.
5. Campaign leaflets, sample party ballots, or other partisan materials may not be distributed inside the polls or stored there during the course of the election.
6. Influencing Voters – A Judge, Challenger, Deputy Sheriff, Constable, Police Officer, or any other Election Official is not permitted to wear any badge, sign or other insignia indicating his or her preference for any candidate or issue, or attempt to influence any voter to cast his ballot for or against any candidate or issue.
7. The Voter is permitted to wear any badge, sign or other insignia indicating his or her preference for any candidate or issue only for the length of time it takes to vote. There is No Loitering permitted by the voter inside the voting area.
8. Candidates are not allowed inside the polling place except for the purpose of casting their own vote.
9. Any elector may permit their minor children to accompany them up to the voting machine.
10. Any elector may take his pet into the polling place with him, provided the facility allows pets, and also that the pet is leashed and friendly.
11. NO TV's or radios are allowed at the polling place.
12. NO SMOKING is permitted in any of the polling places.

## **IT IS THE DUTY OF ALL POLL WORKERS TO .....**

- Conduct the election properly and lawfully.
- Fulfill all duties assigned by the Judge of Election.
- Assist voters as necessary in a courteous manner.
- Although personal safety comes first, in the event of an emergency evacuation, remove the Memory Card from each voting unit. Take all Provisional Ballots, Emergency Ballots and Signature Poll Books with you when leaving the building. Call the Board of Elections for additional instructions.
- Learn how to properly use our voting machine.
- DO NOT discuss your opinions with other Poll Workers or voters concerning candidates or ballot issues.
- All Poll Workers are to assist in the set-up of the voting machines. Two (2) Poll Workers should work together to assemble each Touch Screen Voting Unit. They are to ensure that each unit is set up in a way that provides the voter the most privacy. (Refer to the **Quick Reference Guide – Opening the Poll** included in your white bag attached to your machine cart).
- All Poll Workers, including the constable, must sign and place their mailing address to the "Payroll Sheet", to be returned by the Judge, at the end of the day, to the Voter Registration Office.
- Unlawful Possession of Election Materials. During the receiving, counting, or canvassing of the vote, no judge, or watcher, admitted to the polling room at the election, may distribute or have in his possession or control any Memory Card or Voter Access Card except in the discharge of his/her duties or the exercise of his/her individual right to vote.

## **CALL THE BOARD OF ELECTIONS IF .....**

- A Poll Worker does not show up to work on Election Day
- Precinct Voter Information
- Absentee Voter Information
- Missing Supplies and Voting Machine Problems
- When in doubt!

## **SPECIFIC ROLLS & RESPONSIBILITIES**

### JUDGE OF ELECTIONS

1. This is an elected position, and pays \$125 for the day. The Judge will also receive an additional \$20 for returning the election supplies to the Voter Registration Office at the end of the day. The Judge of Election is responsible for the following:
  - a. Pick up the election supplies at the Voter Registration Office the Saturday before the election.
  - b. Handle any problems that arise at the polls on Election Day.
  - c. Assist with the voting machines.
  - d. In order for all Poll Workers to be paid for working Election Day, you are responsible to have a completed Pay Sheet and return it to the Voter Office Election Night.
  - e. Fill in any needed position where he might be needed.
  - f. Assign duties of the day.
  - g. All events of the day at the polls.

### MAJORITY INSPECTOR

1. This is an elected position, and pays \$115 for the day.
2. A sign-in slip will be placed on the desk when the voter enters the polling place. The voter will give the slip with their name on it to the Majority Inspector. The Majority Inspector has control of the poll books. They will then find the voters name in the poll book. Using the numbered sheet from the supply box, the Majority Inspector will assign the voter a number, write it on the slip, and in the poll book in the space marked No.\_\_\_\_ next to the voters' name. The Majority Inspector will also sign their initials in the space marked Inspector\_\_\_\_. This shows that the Majority Inspector authorized the validity of the voter. The Majority Inspector will then transfer this same number on to the slip with the voters' name on it. In a primary, their party affiliation will be filled in. The Majority Inspector will then have the voter sign the poll book next to their name.
3. The Majority Inspector is also responsible to create a Voter Access Card. The Majority Inspector will then program the Encoder to create a Voter Access Card for each voter. (See **Encoder Quick Reference Guide or Diebold Manual**). The Majority Inspector passes the sign-in sheet to the Minority Clerk, and then hands the Voter Access Card to the voter to take with him to the Voting Machine.

## MINORITY INSPECTOR

1. This is an elected position, and pays \$115 for the day.
2. A sign-in slip will be placed on the desk when the voter enters the polling place. The voter will give the slip with their name on it to the Minority Inspector. The Minority Inspector also has control of the poll books. They will then find the voters name in the poll book. Using the numbered sheet from the supply box, the Minority Inspector will assign the voter a number, write it on the slip, and in the poll book in the space marked No.\_\_\_\_ next to the voters' name. The Minority Inspector will also sign their initials in the space marked Inspector\_\_\_\_. This shows that the Minority Inspector authorized the validity of the voter. The Minority Inspector will then transfer this same number on to the slip with the voters' name on it. In a primary, their party affiliation will be filled in. The Minority Inspector will then have the voter sign the poll book next to their name.
3. The Minority Inspector is also responsible to create a Voter Access Card for the voter in a Primary Election. The Minority Inspector will then program the Encoder to create a Voter Access Card for each voter. (See **Encoder Quick Reference Guide or Diebold Manual**). The Minority Inspector passes the sign-in sheet to the Minority Clerk, and then hands the Voter Access Card to the voter to take with him to the Voting Machine.

## MINORITY CLERK

1. This position is appointed by the Minority Inspector, and pays \$115 for the day.
  - The Minority Clerk is responsible to record the name of each voter in the No. List of Voters Tablet. This tablet is carbonless. Don't forget to put the cardboard insert between each set of pages. The Minority Clerk writes the name of each voter next to the number that had been previously assigned to them. In a primary election, the voters' party affiliation is also recorded, and, at the very end of the list, the total number of voters must be added, BY PARTY AFFILIATION. It helps if you keep a page-by-page tally of this information as you go along. This makes adding at the end of the evening much easier. These totals are needed to transfer to the Return Sheet on Certificate No. 2. The Minority Clerk will keep the sign-in sheets, in numerical order, to use as reference. If there is a Watcher assigned to your polls, you may allow him or her to look at these sign-in sheets.

### VOTING MACHINE OPERATOR

1. This position is an appointed position by the Voter Registration Office, and pays \$115 for the day.
2. The Voting Machine Operator is responsible for ALL phases of the Voting Machines. This includes setting up and opening the machines first thing in the morning, closing them and placing them back in their cart at the end of the day. When setting up the machines, be sure to attach the blue privacy screen to the top of the machine.
3. When the voter approaches the voting machine with his Voter Access Card, the Voting Machine Operator gives the voter instructions on how to use the machines, if needed. Once you go beyond giving the voter simple instructions and place yourself in front of the machine where the candidates names can be seen, it then becomes assistance and the proper paperwork must be filled out with the Judge. When the voter has finished voting, he collects the Voter Access Card and returns it to the Majority and Minority Inspectors.

### INTERPRETER

1. This position is an appointed position by the Voter Registration Office and pays \$115 for the day.
2. There are 96 voting districts in Lehigh County that have been classified as English/Spanish districts. These districts will have interpreters assigned to them. They will be there to help anyone with a Spanish language barrier. During the day, if they are not busy, they will be asked to help with some of the other positions at the polls. They will remain at the polls, along with the rest of the board until all paperwork is complete.

## **INTERACTING WITH PEOPLE WITH DISABILITIES OR LANGUAGE BARRIERS**

- Speak directly to the person rather than through a companion / interpreter or sign language interpreter who may be present.
- Always offer to shake hands at introduction. It is appropriate to offer to shake hands. People with limited hand use or who wear an artificial limb can usually shake hands. (Shaking hands with the left hand is an acceptable greeting.)
- Introduce yourself. If the person has a visual disability, not only introduce yourself, but others who may be with you. When conversing in a group, remember to identify the person to whom you are speaking.
- If you offer assistance, wait until the offer is accepted before helping. Whether the voter has a language barrier or a disability he may be offended that you assume he needs help.
- Treat adults as adults.
- Listen attentively to people who have difficulty speaking, whether it be a disability or a language barrier, allow them to finish speaking. Ask short questions that require short answers, or a nod of the head. Never pretend to understand, instead repeat what you have understood and allow the person to respond. Be patient. Take as much time as necessary.
- Do not lean or hang on an individual's wheelchair. Any type of assisting device is considered an individual's personal space. This applies to people with guide or help dogs. Never distract a work animal from their job without the owner's permission.
- If possible, speak to someone at eye level who is in a wheelchair.
- Do not assume a person with a disability or a language barrier has a hearing problem. There is no need to shout.
- Tap a deaf person on the shoulder to gain their attention. Look directly at the person and speak clearly, slowly, and expressively to establish if the person can read your lips. Never shout to a person. This compromises his right to privacy in voting. Just speak in a normal tone of voice. Have pen and paper handy to use as a means of communication.

## BEFORE THE POLLS OPEN

1. The Election Board is to be at the polls by 6:15 a.m. The Judge of Election, or a designated member of the Board, will bring the election supplies to the polls.
2. The Judge of Election publicly opens the supply box furnished by the County Board of Elections.
3. The Minority Inspector swears in the Judge and the Judge swears in all the other members of the Board. All members of the Board complete and sign the oath in duplicate. One copy is returned to the Board of Elections at the end of the night, and one copy is kept by the Minority Inspector for one year. (See Distribution of Election Returns)
4. Set up at least one voting machine so that you are ready to vote by 7:00 a.m. (See Quick Reference Guide for "Opening the Polls") this is found in the white bag attached to the machine chart. Remember, **ALL** machines must be set up and used for voting.
5. POST:
  - 1 Copy - "Directions for Voting"
  - 1 Copy - Penalties (Blue)
  - 1 Copy - Voting Rights (Pink)
  - 1 Copy - HAVA Laws (Yellow)
  - Election Info Poster
  - 2 Copies each of the ballot questions (if applicable)
  - 1 Sample Ballot
  - List of Absentee Voters to be kept with Inspectors or to be kept with or posted behind Judge
  - Voters Rights
  - Provisional Ballot Instructions
  - Paper flag labeling polling place (on entrance to building)
  - "Help Wanted" Sheet (on desk where voters sign in)
  - Set up U.S. Flag
  - Maps (If Applicable)
  - Attention Voters Last Screen for Machines Poster

## **MORNING MACHINE SET-UP**

1. Place voting machine in a standing-upright position.  
(See Quick Reference Guide – Opening Poll)
2. Record the seal number on Certificate #1 of the return sheet from the front door of each voting machine. Cut the plastic seal and discard in the trash.
3. Open the printer panel located inside machine on the right side. Push cover (amber colored) down to make sure it is secure.
4. Record the seal number from the BLUE seal tape from the memory card compartment located on the left side of voting machine onto Certificate #1 of return sheet. Then discard in trash
5. Once tape is removed unlock door and press the RED button to turn the machine on. Close and lock the door when finished.
6. The machine will boot up and a "ZERO" tape will print. Make sure the totals aside of all the Candidates names are zero and the names and offices for your district are correct. Each board member must sign the tape, roll it up, leave attached to printer and lock printer door.
7. If you accidently tear off the tape, it's OK a box on the machine asks "Need another copy?" PRESS YES. Print, sign and roll up.
8. This must be done for all machines that are sent to you on Election Day!!

ONCE THIS IS DONE YOU HAVE SUCCESSFULLY SET UP YOUR MACHINES!!!  
YOU ARE NOW READY TO BEGIN THE VOTING PROCESS!!!

## HOW TO FILL OUT A RETURN SHEET

### CERTIFICATE NO. 1

See Sample – next page

Record and certify the following BEFORE THE POLLS OPEN

1. Cart Seal Number – Record Seal
  - Record and discard seal - NOTE: If seal is missing call Voter Office immediately.
2. Memory Door Seal Number (Memory Card) – Record Opening Blue Tamper Evident Seal No. – NOTE: If the seal shows any sign of tampering with, call the Voter Registration Office immediately. DO NOT use this machine to vote on.
  - This compartment will NOT be resealed at the end of the day.
  - At the end of the day the memory card will be removed and placed in the red zipper bag to be returned to the Voter Registration Office with your supplies.
3. At the bottom of the voting machine screen when open:  
All three must be recorded on Certificate #1 once machines are opened.
  - SN = Serial Number
  - Ballots = Public Counter
  - TOT = Protective Counter
4. All board members must sign Certificate No. 1 on ALL five (5) Return Sheets that are to be completed at end of night.
  - Judge of Election
  - Majority Inspector
  - Minority Inspector
  - Voting Machine Operator
  - Minority Clerk
  - Interpreter (If applicable)

\* In the morning only there will be a seal on the doors with no numbers to record, just cut off and discard.

CERTIFICATE NO. 1  
Sample

**CERTIFICATE NO. 1**

(To be filled out and signed by the Election Officers  
**BEFORE THE OPENING OF THE POLLS.**)

**We Hereby Certify** that on Tuesday, May 20th, 2014, prior to the opening of the polls, a “zero” tape was run on each voting machine. The signatures below indicate that all opening numbers on the voting machines, with respect to Questions, Candidates, and Ballot Counts, were set at “zero.”

	1st Machine	2nd Machine	3rd Machine	4th Machine	5th Machine	6th Machine	7th Machine	8th Machine	9th Machine
<b>Cart Seal Number</b>									
<b>Memory Door Seal Number</b>									
<b>At the bottom of screen when open: SN - Serial Number</b>									
<b>Ballots - Public Counter</b>									
<b>TOT - Protective Counter</b>									

**The above statements are true and correct in every particular.**

_____	_____
<i>Judge of Elections</i>	<i>Voting Machine Operator</i>
_____	_____
<i>Majority Inspector</i>	<i>Clerk</i>
_____	
<i>Minority Inspector</i>	
_____	
<i>Remarks:</i>	

CERTIFICATE NO. 2 (See Sample – Next Page)

Record and certify the following AFTER THE POLLS CLOSE

1. At the bottom of the voting machine before closing:
  - SN = Serial Number
  - Ballots = Public Counter
  - TOT = Protective Counter
  
2. Machine Doors – Closing Seal No.
  - This is the number on the new seal that you use when closing the machine. It will be found in your Red Bag.
  
3. Total number of votes shown on the “No. List of Voters”
  - This number of names is the same number that the Minority Clerk recorded. It also should match the Ballot number taken from the bottom of the voting machine screen.
  - In a Primary Election the party counts of Democrat and Republican and sometimes Other (when there is a Question on the ballot) must be added as well.
  
4. Absentee votes cast
  - This is the total number of Absentee Ballots that you physically counted. This does not include any absentee ballot of a voter who showed up to vote in person. This ballot should be marked VOID and returned to the office UNOPENED.
  
5. TOTAL VOTES CAST (excluding provisional ballots)
  - This is the total of the No. List of Voters + the Absentee Voters
  
6. Total number of Provisional Ballots Issued
  - This is the total of Provisional Ballots issued.
  - These ballots DO NOT get counted at the polls. They get returned to the Voter Registration office unopened.
  - The Voter Registration office will count these.
  
7. Total number of Emergency Ballots Issued.
  - These are the “Emergency” Ballots that you issued, ONLY in the event that the machines were inoperable.
  - These DO get counted at the polls.
  
8. All board members must sign Certificate No. 2 on ALL five (5) Return Sheets.
  - Judge of Election
  - Majority Inspector
  - Minority Inspector
  - Voting Machine Operator
  - Minority Clerk
  - Interpreter (If applicable)

CERTIFICATE NO. 2  
Sample

**Certificate No. 2**  
(To be filled out and signed by the Election Officers  
AFTER THE CLOSING OF THE POLLS.)

We Hereby Certify that on Tuesday, May 19th, 2009, after the polls were closed and the last voter had voted, the below numbered machines were locked and sealed against voting.

	1st Machine	2nd Machine	3rd Machine	4th Machine	5th machine	6th machine	7th Machine	8th Machine
At the bottom of screen before closing: SN - Serial No.								
Balloets - Public Counter								
TOT - Protective Counter								
Machine Doors - Closing Seal No.								

	Democrat	Republican	Total
Total number of votes as shown on the "No. List of Voters" (by party)			
Absentee Votes Cast (by party)			
Emergency Ballot Votes Cast by party (if any)			
<b>TOTAL VOTES CAST (excluding provisional ballots)</b>			

	Democrat	Republican	Total
Total Number of Provisional Ballots Issued			

\* Primary Election Sample

**Certificate No. 2**  
(To be filled out and signed by the Election Officers  
AFTER THE CLOSING OF THE POLLS.)

We Hereby Certify that on the Fourth Day of November, 2008, after the polls were closed and the last voter had voted, the below numbered machines were locked and sealed against voting.

	1st machine	2nd machine	3rd machine	4th machine	5th machine	6th machine	7th machine	8th machine	9th machine	10th machine
At the bottom of screen before closing: SN - Serial No.										
Balloets - Public Counter										
TOT - Protective Counter										
Machine Doors - Closing Seal No.										

	Democrat	Republican	Total
Total number of votes as shown on the "No. List of Voters"			
Absentee Votes Cast			
Emergency Ballot Votes Cast (if any)			
<b>TOTAL VOTES CAST (excluding provisional ballots)</b>			

	Democrat	Republican	Total
Total number of Provisional Ballots Issued			

The foregoing statements are true and correct in every particular.

Judge of Election \_\_\_\_\_ PNO  
 Majority Inspector \_\_\_\_\_ Clerk  
 Minority Inspector \_\_\_\_\_

Remarks:  
 \* General Election Sample

## HOW TO RECORD THE VOTES FOR EACH CANDIDATE

(See Example Below)

1. On the left side of the return sheet in the area that the votes get recorded, you must fill in the machine serial numbers of each machine in your district.
2. Under each office, and below the corresponding candidate, record the number of votes they received off of each machine. Do the same for the questions below Yes and No.
3. Record the total number of Absentee votes that each candidate received via absentee ballot. (Do NOT use strokes when recording any numbers.)
4. Record Emergency Votes (if any).
5. Total each column.
6. **Write legibly.**

City of Allentown, 1st Ward

Democratic Office Titles	United States Senator Vote for One		Governor Vote for One				Lieutenant Governor Vote for One		
	Joe SESTAK <small>Delaware County</small>	Arlen SPECTER <small>Philadelphia County</small>	Dan ONORATO <small>Allegheny County</small>	Jack WAGNER <small>Allegheny County</small>	Anthony Hardy WILLIAMS <small>Philadelphia County</small>	Joseph M. HOEFFEL <small>Montgomery County</small>	Doris A. SMITH-RIBNER <small>Philadelphia County</small>	H. Scott CONKLIN <small>Centre County</small>	Jonathan A. SAIDEL <small>Philadelphia County</small>
Votes Cast on Absentee	10	5	4	3	2	2	5	2	2
Machine No. 246731	25	18	22	29	16	2	10	22	15
Machine No. 246732	30	22	16	14	16	21	20	10	13
Machine No.									
Machine No.									
Machine No.									
Machine No.									
Machine No.									
Emergency Ballots cast (if any)									
Total	60	44	41	46	28	30	35	34	30
Republican Office Titles	United States Senator Vote for One		Governor Vote for One		Lieutenant Governor Vote for One				
	Peg LUKSIK <small>Cambria County</small>	Pat TOOMEY <small>Lehigh County</small>	Tom CORBETT <small>Allegheny County</small>	Samuel E. ROHRER <small>Berks County</small>			Steve JOHNSON <small>York County</small>	Jean Craigie PEPPER <small>Erie County</small>	Russ DIAMOND <small>Lebanon County</small>
Votes Cast on Absentee	6	3	2	3			4	1	1
Machine No. 246731	16	23	16	14			30	26	16
Machine No. 246732	31	16	18	10			10	17	21
Machine No.									
Machine No.									
Machine No.									
Machine No.									
Machine No.									
Emergency Ballots cast (if any)									
Total	44	41	37	27			44	44	38

**WRITE-IN VOTES CAST ON ABSENTEE BALLOTS IN A PRIMARY**

ONLY record the write-in votes that are on the Absentee Ballots NOT the write-in votes on the machine tapes. These will be electronically counted at the Voter Registration Office.

PRIMARY – Record the following

1. Office
2. Person Voted For
3. Number of Votes
4. Party Affiliation

<b>Write-In Votes Cast on ABSENTEE BALLOTS only</b>			
<b>Party</b>	<b>Office</b>	<b>Persons Voted For</b>	<b>No. of Votes</b>
R	<i>United States Senator</i>	<i>John Smith</i>	2

(If additional space is required, please complete on reverse side of this sheet)

**WRITE-IN VOTES CAST ON ABSENTEE BALLOTS IN A GENERAL ELECTION**

ONLY record the write-in votes that are on the Absentee Ballots NOT the write-in votes on the machine tapes. These will be electronically counted at the Voter Registration Office.

GENERAL ELECTION – Record the following

1. Office
2. Person Voted For
3. No. of Votes

<b>Write-In Votes Cast on ABSENTEE BALLOTS only</b>		
<b>Office</b>	<b>Persons Voted For</b>	<b>No. of Votes</b>
<i>United States Senator</i>	<i>John Smith</i>	<i>2</i>

(If additional space is required, please complete on reverse side of this sheet)

## **DISTRIBUTION OF RETURN SHEETS & TAPES**

(5 Return Sheets – 3 Tapes)

1. One completed copy of the Return Sheet + one "Zero" tape off of each voting machine – Envelope "A" to be returned to the Voter Registration Office at the end of the night. (The "Zero" tape is the very first tape that you get off the machines when opening/closing.)
2. One completed copy of the Return Sheet + one tape off of each voting machine – Envelope "B" to be retained by the Minority Inspector for one (1) year. (This is the second tape printed from the machines.)
3. One completed copy of the Return Sheet + one tape off the voting machine – posted on the outside of the polling place. (this is the third tape printed from the machines.)
4. Two completed copies of the Return Sheets are to be hand carried to the Voter Registration Office with the rest of your supplies. (You DO NOT need to include a tape with these two Return Sheets.)



## VOTER VERIFICATION PROCEDURE

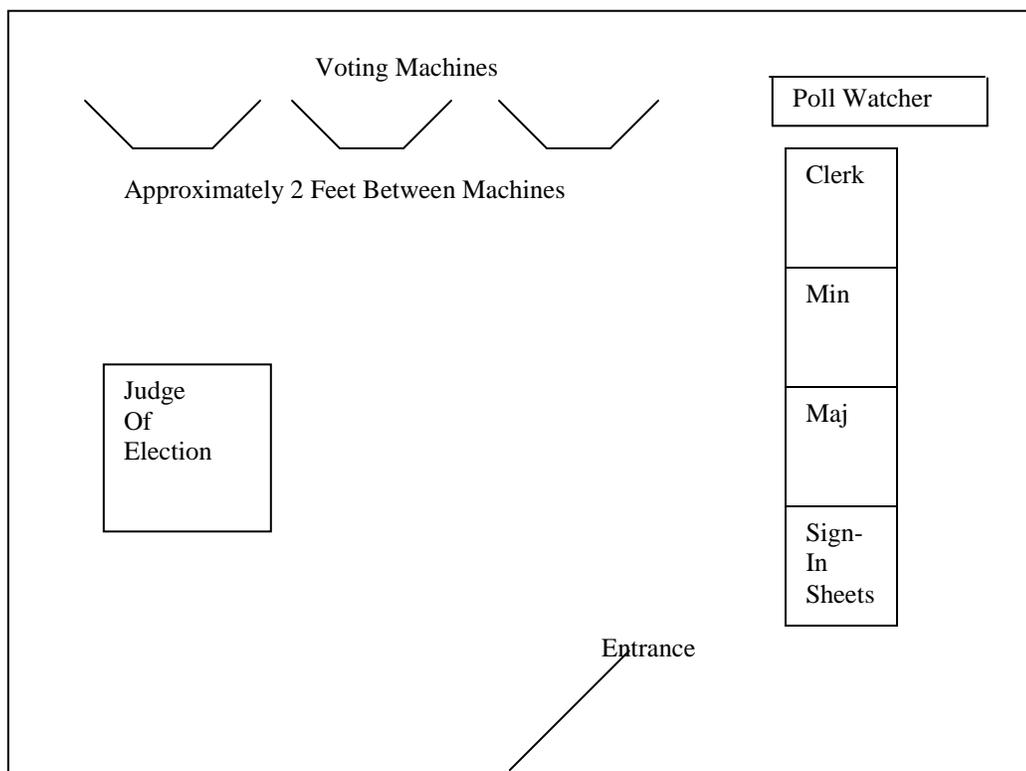
1. Must be registered in the district.
  - a. If a voter's name does not appear in the poll book, call the Voter Registration Office for further assistance. A voter will never be denied the right to vote. In most cases, a Provisional Ballot will be offered to them.
  - b. If an elector moves within the district or outside the district but within the county and failed to notify the VR Office of the change, they may vote in the district from which they moved (their OLD polling place), one more time. The elector must first sign the "Affirmation of Elector" form if indicated to do so in the poll book to verify their address, and then be allowed to vote in their old district.
  - c. If an elector has moved to another county, they may vote at their old polling place for one last time. An "Affirmation of Elector" must be completed by the elector if indicated in the poll book so we can transfer their registration to the new county after the Election is complete.
  - d. If an address is changed by the Post Office or the Department of Transportation but the voter did not move, they must also complete the "Affirmation of Elector" form if indicated in the poll book. This will verify their actual address for our files.
  - e. Any person wishing to change a name, address or party for a future election should be given a Voter Registration Mail-in Registration form.

**IMPORTANT:** NEVER DENY A PERSON THE RIGHT TO VOTE. CONTACT THE VOTER REGISTRATION OFFICE FOR AUTHORIZATION ON HOW TO HANDLE ANY PROBLEMS THAT OCCUR DURING THE DAY.

## FACILITY LAYOUT

It is VERY important that your facility be set up in a similar manner in order for the proper flow of processing an elector. Also, that the machines be set up in a way to avoid having the voter with the perception of someone else being able to see how he or she is voting.

### SUGGESTED ROOM SET-UP



## **SIMPLE STEPS FOR PROCESSING A VOTER**

(See "Specific Rolls and Responsibilities" for a more detailed job description.)

1. When a voter comes in to your polling place they fill out a sign-in sheet.
2. Majority Inspector – Process the voter in the pollbooks and Creates the Voter Access Card with the Encoder in a Primary
3. Minority Inspector – Process the voter in the pollbooks and Creates the Voter Access Card with the Encoder in a Primary
4. Minority Clerk – Records each voters name in the Numbered List of Voters and in a Primary records the party next to the name
5. Voting Machine Operator – Assists the voter at the machines.

## **VOTER RECORD CHANGES**

### NAME CHANGE-NO CHANGE OF ADDRESS

1. The voter fills out a Voter Registration form with his or her old and new name. (Blue & White Form)
2. Voter signs Pollbook with old name as it appears in the pollbook.
3. Voter is given a Voter Access Card and Votes

### ADDRESS CHANGE

(Voter has moved, within the county, but their name remains in your pollbook)

1. Find voters name in your pollbook.
2. Voter fills out a Voter Registration form to change their address, unless "Affirmation Required" is marked in the poll book. Then he fills out an Affirmation.
3. Voter signs the poll book. (They may vote one more time at their old address)
4. Voter is given a Voter Access Card and Votes

### ADDRESS CHANGE

(Voter has moved out of the county, but their name remains in your poll book.)

1. Find voters name in your poll book.
2. Voter may vote one more time at their old address.
3. Voter is given a Voter Access Card and Votes
4. Voter must register as a new voter in his new county. Offer him/her a Voter Registration form to register in his/her new PA County.

## ABSENTEE VOTING

1. If you have not already received your Absentee ballots with your supplies, they will be delivered to you at your polling site the morning of Election Day.
2. DO NOT COUNT THE ABSENTEE BALLOTS UNTIL 8:00 P.M.
3. Count the absentee ballots immediately after the polls close and before the machine count. Compare the signature on the ballot with the signature in the poll book if there is doubt to its validity. If this occurs, refer to (#9) below.
4. If there is no ballot for a name on the list, the ballot was not returned to our office. (This can be checked on Absentee list column 3)
5. If a person presents himself at the polls, void his absentee ballot without opening it and allow him to vote. The voter must sign the poll book and continues to vote on the machines. Return the unopened ballot, marked "VOID", with the election supplies.
6. If officials have knowledge of the death of an elector before the polls open, mark his ballot envelope "VOID-DECEASED" AND RETURN UNOPENED.
7. The list of persons who receive absentee ballots in your district MUST be posted within the polling place or placed with the absentee bag near the Judge.
8. Challenges may be made on these grounds:
  - a. The absentee voter is not a qualified elector.
  - b. The absentee voter was within his election district on Election Day.
  - c. The absentee voter was physically able to come to the polls.
9. If no challenge, open outside envelope and set inside envelopes aside unopened.
10. Shuffle inside envelopes. If any contain any extraneous marks or symbols, mark "VOID" and return to County Board as is.
11. Open the envelopes and remove the ballots and tally the votes (use extra return sheet to tally, if needed). DO NOT PUT BALLOTS BACK INTO THEIR ENVELOPES.
12. Transfer the absentee votes on to ALL 5 Return Sheets in the spaces provided. Do NOT use strokes on the actual return sheets.
13. All absentee materials sent to polls must be brought back to the Voter Office in the blue absentee bag at the end of the night.

## ASSISTANCE TO VOTE

1. A person without ATV next to his name, who needs assistance to vote, must sign a "Declaration of Assistance" form found in the supply box (see sample on next page).
2. The voter may be given assistance, by a person of their choice, as long as it is not their employer, a union representative or the Judge of Election.
3. The Judge must return all completed "Declarations" to the Voter Registration Office at the end of the night.
4. There is a fine line between "Help" and "Assistance". If someone simply asks a question about the voting process, that is "Help". But, once you put yourself in front of the voting machine that you are able to see how the individual is voting, it then becomes "Assistance", and a "Declaration of Assistance" form needs to be filled out.
5. If your poll book has "ATV" (Assistance To Vote) next to the voters signature, the voter may have assistance with the machines no questions asked. They **do not** need to fill out a Declaration of Assistance.

DECLARATION OF THE NEED FOR ASSISTANCE TO VOTE

Primary and Election  
WPP Form 17A ®

WILLIAM PENN PRINTING COMPANY, PITTSBURGH, PA

<b>DECLARATION</b> Of the Need for Assistance to Vote	
I _____ (Printed name of elector requiring assistance)	_____ (Voter Reg./Serial Number)
_____ (Address of elector)	_____ (Birthdate)
<b>By reason of</b> _____ <b>am unable to vote without the</b> (Reason for needing assistance)	
<b>assistance of</b> _____.	
_____ (Signature or mark of elector requiring assistance)	_____ (Date)
<b>Witnessed by</b> _____ (Name of witness)	
_____ (Signature of Judge of Election)	_____ (District)

**RETURN WITH FORM 17 - RECORD OF ASSISTED VOTERS**

**ASSISTANCE TO VOTE**  
Sample Front

WPP - Form 004 \*

After the polls are closed, sign this form and seal it  
in the envelope provided.

**INSTRUCTIONS FOR RETURNING AND  
FILING RECORD OF ASSISTED VOTERS**

**RECORD OF  
ASSISTED VOTERS**

City \_\_\_\_\_  
Boro, or \_\_\_\_\_  
Township \_\_\_\_\_  
Ward \_\_\_\_\_  
District \_\_\_\_\_

**RECORD OF  
ASSISTED VOTERS**

After the primary or election this Record of Assisted Voters is to be placed in the envelope provided and returned, with other returns, to the County Board of Elections.

This record is not to be opened except upon a written order of a Judge of the Court of Common Pleas except that it may be inspected by any registration commission without a court order. It is also subject to subpoena as other election returns.

If an elector is unable to see or mark the ballot or operate the voting machine or to enter the voting compartment or voting machine booth without assistance, the elector may receive assistance if they complete a declaration of the need for assistance to vote at the polling place.

**AT THE ELECTION OR PRIMARY**

held \_\_\_\_\_, 20\_\_\_\_

Any elector who is entitled to receive assistance in voting under the provisions of this section shall be permitted by the judge of election to select a person of the elector's choice to enter the voting compartment or voting machine booth with him to assist him in voting, such assistance to be rendered inside the voting compartment or voting machine booth except that the judge of election, elector's employer or an agent of the employer or an officer or agent of the elector's union shall not be eligible to assist the elector.

\_\_\_\_\_  
Judge of Election

In every case of assistance under the provisions of this section, the judge of election shall forthwith enter in writing on the record of assisted voters:

To be signed and enclosed in the envelope to be returned with other papers to the County Board of Elections

1. The voter's name.
2. A statement of the facts which entitle him to assistance.
3. The name of the person furnishing the assistance.

William Penn Printing Co., Pittsburgh, Pa.



## **HAVA REQUIREMENTS FOR IDENTIFICATION – PROVISIONAL**

New Federal and State Laws require voters who appear to vote in an election district for the first time to provide election officials with proof of identification. Most voters have already furnished the required information to the Board of Elections. However, if the Poll book states "Identification Required", the voter is required to give additional forms of identification. If a voter fails to produce a form of ID, he is then offered a Provisional Ballot.

Approved forms of photo identification: (ID must be valid)

- a. PA drivers' License or ID card issued by PennDot
- b. ID issued by any other Commonwealth agency
- c. ID issued by the U.S. Government
- d. U.S. Passport
- e. U.S. Armed Forces ID
- f. Student ID
- g. Employee ID

Approved form of non-photo identification: (ID must include the name and address of the elector)

- a. Voter Identification Card issued by the Voter Registration Office
- b. Non-photo ID issued by the Commonwealth
- c. Non-photo ID issued by the U.S. Government
- d. Firearm permit
- e. Current utility bill
- f. Current bank statement
- g. Current paycheck
- h. Government check

After the identification has been provided, the voter signs the poll book and is given a voter access card to continue with the voting process.

### A PROVISIONAL BALLOT IS GIVEN WHEN

1. A voters name does not appear in the Poll Book.
2. A voter has no identification or refuses to show ID.
3. A voters identification does not show their current address.

### NOTE:

- a. The voter must vote in the correct precinct for their ballot to be counted in full.
- b. Their validity will be determined and counted by the Board of Elections.
- c. In some cases, an "Affirmation of Elector" may need to be completed.
- d. Provisional voters do NOT vote on the voting machines, and do not get a number assigned to them and they do NOT get recorded on the Numbered List of Voters tablet.

## STEPS FOR PROCESSING A PROVISIONAL VOTER

1. The Judge of Election and the Minority Inspector witness the voters completed affidavit on the larger green envelope. These election officials will then sign the affidavit.
2. Along with this provisional ballot envelope, issue a provisional ballot and secrecy envelope. Direct the voter to a place where the voting can be done in relative privacy.
3. After voting, the voter should place the ballot in the secrecy envelope and place that envelope in the (larger green) provisional ballot envelope and sign it. Everything is returned to the Judge of Election who will sign the bottom portion of the envelope.
4. The Judge of Election will take an adhesive label from a receipt and place it on the green envelope before giving the receipt to the voter. (*Further voter instructions are on that receipt.*)
5. The Judge of Election shall indicate at the top of the large provisional envelope that there is indeed a provisional ballot enclosed.
6. The Judge of Election will return all provisional materials to the Election office in the appropriate envelopes.

**\*\*PROVISIONAL BALLOTS ARE NOT TO BE COUNTED AT THE POLLS.**

## COMPLAINTS

1. New Federal and State laws provide voters with the opportunity to file a complaint based on the belief that a State or Local Election Official or employee has violated, is violating, or is about to violate provisions of Title III of the Federal Help America Vote Act of 2002 (relating to uniform and nondiscriminatory election technology and administration requirements).
2. If anyone would approach you with a complaint, simply hand them a form titled "Statement of Complaint", found in your supply box, and tell them to fill it out and mail it in to the Department of State, whose address is on the last page of the complaint form.
3. Potential circumstances for filing a complaint are listed below:
  - a. An individual believes an official has violated the provisions of Title III that require a voter to provide an approved form of identification the first time he appears to vote.
  - b. An individual is denied the opportunity to cast a Provisional Ballot.
  - c. An individual believes a State or Local elections official or employee has violated the Provisional Ballot procedure.
  - d. An individual believes information that is required by law to be posted in the polling place is incorrect, inaccessible or missing.
  - e. An individual believes that the mail-in registration application form is incomplete or missing required information.

## **THINGS TO WATCH FOR IN THE POLL BOOKS**

(See Some Examples on the following pages)

### NEED CURRENT SIGNATURE

If there is no signature in the signature box, the message "**Need Current Signature**" will be printed in bold lettering in the Signature Box. Have the voter sign in the blank signature box. These signatures will be updated after the election.

### ABSENTEE

If the word "**Absentee**" is stamped over the signature the Voter must sign the poll book, the judge must initial it, find the voters' absentee ballot in the Absentee Ballot envelope that was provided, and write VOID on their ballot (DO NOT count this at the end of the night). Allow the voter to vote on the voting machine. All Absentee Voters will have "Absentee" stamped in the signature box of the poll book so that they can be easily identified by the poll worker. There is also a print out of all Absentee voters included for verification that you posted first thing in the morning.

### QUESTION ONLY (Primary Election Only)

If the words "**Question Only**" are printed in the poll book it means that the voter is a party other than Democrat or Republican and can only vote on a question. This is done only in a primary election where the State of Pennsylvania only allows a person to vote for a candidate if he is registered Democratic or Republican.

### NOT ELIGIBLE

If the words "**Not Eligible**" are printed in the poll book it means the voter is not a party affiliation of Democrat or Republican in a Primary Election and there is no question/referendum on the ballot for them to vote on. Therefore they can't vote in this particular Primary.

### ID REQUIRED

If the words "**ID Required**" are printed in the poll book it means that the voter must show a form of ID before he is allowed to vote. This is mostly true if a voter is a first time voter in his voting district. If they don't have the proper ID, a Provisional Ballot can be offered to him. (See Provisional Ballot Instructions.)

### ATV

If the letters "**ATV**" (Assistance To Vote) are next to the voters name, it means that the voter may have assistance with no questions asked. These people have an assistance affidavit on file in the Voter Registration Office. They do not have to fill out a "Declaration of Assistance Form", but, must still be recorded on the "Record of Assisted Voters".

### I.D. OATH

This page needs to be signed by the appropriate poll workers. It states that ID was asked for wherever indicated. This sheet is pre-packed in the supply box. Once completed it should be placed inside the "A" Envelope.

### AFFIRMATION REQUIRED

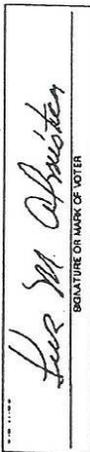
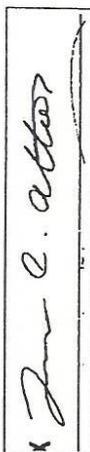
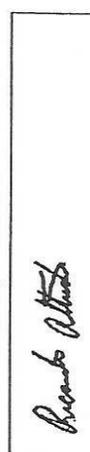
If "**Affirmation Required**" is printed in the signature box of the poll book, it means that the voter must fill out an Affirmation Required Form to update their registration. (Sample attached page 30)

### \*NOTES\*

1. If a voters' name is not in the poll book, the Judge will call our office for instructions on how to handle the situation. Bring the voter to the phone with you in case there are questions when calling in.
2. In the space provided for the voters' signature, the name is printed upside down. This is for your convenience in identifying the location of the signature.
3. Please do not make comments about voters in the poll books we can not process them without a family signature or the voter themselves.
4. In a Primary Election please use parties indicated in the poll books not what a voter tells you. If a problem occurs bring the voter to the phone and call the office.

LEHIGH COUNTY BOARD OF ELECTIONS  
POLL BOOK REPORT FOR GENERAL ELECTION NOVEMBER 7, 2006  
ALLENTOWN 7TH WARD  
A THRU L

10/19/2006 7:32:13

VOTER NO	NAME	ADDRESS/TOWN	PARTY	DOB	*ATV*	OTH	Inspector
007407533-39	ALMEIDA, DORIS L	338 N 09TH ST APT 1, ALLENTOWN PA 18102	R	12/02/1920			Inspector
							
	<input checked="" type="checkbox"/> <b>VOTING ABSENTEE</b>						
007296545-39	ALMESTICA, IJUZ M	936 GORDON ST, ALLENTOWN PA 18102	D	04/21/1966			Inspector
							
	<input type="checkbox"/> <b>IDENTIFICATION REQUIRED</b>						
007342930-39	ALTORSO, JUAN C	221 N 11TH ST APT 2NDFL, ALLENTOWN PA 18102	R	11/30/1979			Inspector
							
	<input type="checkbox"/> <b>IDENTIFICATION REQUIRED</b>						
020483304-39	ALTRECHE, MARITZA	918 GORDON ST, ALLENTOWN PA 18102	NP	07/25/1965			Inspector
							
	<input type="checkbox"/> <b>IDENTIFICATION REQUIRED</b>						
007368100-39	ALTRECHE, RICARDO R	918 GORDON ST, ALLENTOWN PA 18102	R	12/06/1964			Inspector
							
	<input type="checkbox"/> <b>IDENTIFICATION REQUIRED</b>						
020828697-39	ALVARADO, JORGE	1016 CHEW ST APT 3, ALLENTOWN PA 18102	D	11/15/1986			Inspector
							
	<input type="checkbox"/> <b>IDENTIFICATION REQUIRED</b>						

EXAMPLE "F-1"

ALM - ALV

I HEREBY CERTIFY I AM QUALIFIED TO VOTE AT THIS ELECTION

LEHIGH COUNTY BOARD OF ELECTIONS  
POLL BOOK REPORT FOR GENERAL ELECTION NOVEMBER 7, 2006  
ALLENTOWN 7TH WARD  
A THRU L

10/19/2006 7:32:13

VOTER NO	NAME	ADDRESS/TOWN	PARTY	DOB	NO.	INSPECTOR
020436628-39	BANKS, BRIAN S	1032 LINDEN ST, ALLENTOWN PA 18102	D	03/05/1981		Inspector
	NO SIGNATURE ON FILE					
067393996-39	BANKS, BRUCE E	940 PINE ST APT 1, ALLENTOWN PA 18102	D	07/23/1955		Inspector
	<i>Bruce E Banks</i>					
020747761-39	BANKS, DAINA J CRUZ	913 HAMILTON ST APT 3-A, ALLENTOWN PA 18101	NF	04/03/1982		Inspector
	<i>Daina J. Cruz Banks</i>					
067316329-39	BANKS, KELLY A	1032 LINDEN ST, ALLENTOWN PA 18102	NF	09/16/1979		Inspector
	<i>Kelly A Banks</i>					
020575403-39	BARAUSKY, MATTHEW I	218 N 09TH ST, ALLENTOWN PA 18102	R	08/08/1979		Inspector
	<i>Matthew I Barausky</i>					
067166813-39	BARBER, ERIN KATHLEEN	143 N FOUNTAIN ST, ALLENTOWN PA 18102	NF	08/18/1982		Inspector
	<i>Erin Kathleen Barber</i>					

EXAMPLE "F-2"

I HEREBY CERTIFY I AM QUALIFIED TO VOTE AT THIS ELECTION



## **THE ENCODER & CREATING VOTER ACCESS CARDS**

NOTE: Never leave a Voter Access Card in an Encoder. This will drain the batteries.

### **PRIMARY Election**

1. Insert the Voter Access Card into the encoder with the gold chip facing up and press "ON".
2. When you press "ON", the district that you are working in will show in the window.
3. In a primary election, the Voter Access Card will have to be encoded for the party affiliation of the voter. Press 1 – Dem, 2 – Rep, and 3 – Other (Question Only). If you have no question on your ballot, you only need to worry about 1 & 2.
4. The word "Create" should come up in the window. Press "YES" and remove the card and give it to the voter.
5. The voter access card has been created. At this time, "CLEAR?" displays in the window of the Encoder. Remove the voter access card and give it to the voter.
6. Remind the voter to return the Voter Access Card to the Voting Machine Operator once they have finished voting.

### **GENERAL Election**

1. Hold the Encoder in your hand and press the "ON" button.
2. Insert the blank Voter Access Card into the back of the Encoder.
3. "Create?" displays on the window of the Encoder.
4. Press the "YES" button.
5. The voter access card has been created. At this time, "CLEAR?" displays in the window of the Encoder. Remove the voter access card and give it to the voter.
6. Remind the voter to return the Voter Access Card to the Voting Machine Operator once they have finished voting.

NOTE: You Do Not have to choose a party in November.

**ADA – AUDIO**  
**(Visually Impaired Encoding)**

1. If you are creating an "Audio Voter Access Card":
  - a. Immediately after you choose the party, press \* to activate the audio programming.
  - b. Press:
    - \* 1 time – MCreate (Magnified Screen)
    - \* 2 times – VMCreate (Voice Magnified – Voice + audio)
    - \* 3 times – VHCreate (Voice Hidden – Voice Only)
  
2. After you are through with all your choices, press YES and remove the card and place it in the machine. Make sure the voter is ready to go with the key pad in hand and head set on, once you insert the access card into the machine it will begin to talk the voter through the voting process.

## **CANCELING A REGULAR BALLOT**

### MANUALLY CANCEL A BALLOT

1. If the voter leaves the voting unit unattended and does not cast their ballot, this is known as a "Fleeing Voter". Please use the following steps to manually cancel the ballot:
  - a. Touch and hold the "Page Number" button for approximately 30 seconds.
  - b. Touch the "Cancel" button.
  - c. The ballot is cancelled, and the Voter Access Card ejects from the voting unit.

### TIME-OUT FEATURE

1. If the voter leaves the voting unit unattended or does not use the touch screen, the following occurs:
  - a. The voting unit beeps after 90 seconds.
  - b. A warning screen will display after 120 seconds
  - c. The voter has 30 seconds to respond before the ballot cancels.
  - d. To return to voting the voter simply needs to touch the screen anywhere.
2. If the voter ignores all the beeps and messages on the touch screen unit and allows the system to time-out, the Voter Access Card will pop out and the following message will display on the screen:
  - a. "Your ballot has been cancelled". Please remove your Voter Access Card and see the Poll worker.
3. If the Poll Worker or the voter re-inserts the cancelled Voter Access Card, the screen will display the following:
  - a. "This Voter Access Card has been cancelled – please remove it from the reader".
4. Both a Democratic and Republican Poll Worker should accompany the voter to the voting unit and verify that the Voter Access Card has been cancelled.
5. Upon confirmation that the ballot has been cancelled, a new Voter Access Card should be programmed and given to the voter to allow him/her to cast a ballot.
6. A Voter Access Card that has been voted, the message on the screen will display the following:
  - a. "This Voter Access Card has already been voted – please remove from the reader."
  - b. Should the Poll worker see this message, the voter should be advised that their vote has already been cast and a new Voter Access Card should NOT be provided.

## **CLEARING A VOTER ACCESS CARD**

Use the Encoder to delete ballots loaded by mistake.

To clear a Voter Access Card:

1. Hold the Encoder in your hand and press the "ON" button.
2. Insert the blank Voter Access Card into the back of the Encoder.
3. "CLEAR?" displays on the window of the Encoder.
4. Press the "YES" button.
5. The Voter Access Card has been cleared. At this time, "CREATE?" displays in the window of the Encoder.
6. Remove the Voter Access Card from the Encoder.
7. To clear additional Voter Access Cards, repeat steps 1 through 4.

## **ENGLISH / SPANISH**

The Federal Government has passed a law in the year 2000 requiring that all counties that have at least 5% of its population through the Census speaking a specific primary language, other than English, offer the voters of that district a second language when they go to vote. In compliance with this law, the Department of State has declared a portion of Lehigh County as falling under this category. Therefore, we will be offering the opportunity to vote in two languages.

English and Spanish

If you are one of the 96 districts your supply box will reflect this law and include these items and all postings MUST be displayed in BOTH English and Spanish.

NOTE: Due to the technology of the new electronic touch screens, beginning with the May 16, 2006 Primary, every district in Lehigh County will have a bi-lingual ballot option on their voting machine.

## CLOSING THE POLLS

1. Polls close - 8:00 P. M.
  - a. Present:
    - i. Inside enclosed area or guard rail (10 Ft. surrounding table & voting machines):
      1. Judge
      2. Inspectors
      3. Clerk
      4. Rover (If needed)
    - b. Outside enclosed area or guard rail:
      - i. Constable or Deputy Constable (They **DO NOT** help with the count.)
      - ii. Watchers (with certificates)
2. As soon as the last person votes, use the key to open the printer access door. This door swings front, toward you. (See Quick Reference Guide) Record the ballot/tot numbers from the bottom of the screen on to "Certificate No. 2." (See Example "B")
3. Insert the Supervisor Card into the machine, and enter the PIN Number, located on the envelope this card is located in a small brown envelope inside the Red Bag. This is done by the Judge of Elections. NEVER use this card before 8:00 p.m.
4. Remove the Supervisor Card and press END VOTING on the screen.
5. A "Warning Box" will appear asking you if you are sure you are done voting. PRESS YES.
6. A box with "Print Write-In Candidates?" will appear. PRESS YES. A box with "Print Long Report" will appear. PRESS YES. This report will continue on to the "Zero" Report that you printed first thing in the morning. When complete, the "Totals Report" will print. Remove this and put each tape into Envelope "A".
7. Repeat this for each machine.
8. Each member of the board must sign ALL tapes, along with ALL return sheets.
9. When the message "Need Another Copy?" appears, press YES. Continue to press YES until you have the required number of copies that you need (2 additional). Once you have all the required number of copies, PRESS NO.
10. Tear off and have all board members sign all reports.
11. The distribution of the report tapes are as follows (Total of 3 Tapes)
  - a. The first tape off each machine is the one with the "Zero Report" on it. This tape goes in the "A" Envelope.
  - b. One tape from each machine gets posted on the window of your polling place.
  - c. One tape from each machine goes in Envelope "B" for the Minority Inspector to keep for one year.
12. PRESS "Shutdown". PRESS YES to confirm.

13. Close the printer door and lock it. Disconnect the power cord, the headset and keypad from the unit (if applicable).
14. Close the privacy panels on the unit and seal them with a new security seal, found in the Red Bag). Record this seal number on to Certificate No. 2 of the Return Sheet.
15. **Open the Memory Card compartment, remove the Memory Card and put it in the "Red Bag".** (Do this for each machine.)
16. Turn the unit upside down and turn it on its face with the feet facing up. (Refer to the "Quick Reference Guide – Closing Poll".)
17. Put the cord and ADA equipment in the supply bag that was attached to your cart. These articles will be picked up by our staff and brought back with the voting machines. DO NOT bring them back to the office with the rest of your supplies. Also, if you have an extension cord or a 3 prong adaptor, put these in your ADA supply bag, too.

## DISTRIBUTION OF SUPPLIES - CHECK LIST

### Red & Blue Supply Bag (Return to Election Board at night)

- Judges Supply Box
- Forms
- Posting Materials
- Green Provisional Bag contains all Emergency/Provisional Balloting materials
- Procedure Manual
- Poll books
- HAVA Poster
- Blue Absentee Bag containing all Absentee Balloting materials
- Emergency Ballot Envelope containing all Emergency materials

### Distribution of Return Sheets & Machine Tapes

- One completed Return Sheet + one tape from each machine – posted on the outside of the polling place.
- One completed Return Sheet + one “Zero” tape from each machine returned to Voter office in Envelope “A”.
- One completed Return Sheet + one tape from each machine is kept by the Minority Inspector for one year – Envelope “B”.
- Two completed Return Sheets are hand carried to the Voter Registration Office – NO tapes required with these.

### Hand Carry Separately Back to the Voter Registration Office

- Envelope “A”
  - Oath of Office
  - One “Zero” Tapes
  - One completed Return Sheet
  - List of Assisted Voters
  - Numbered List of Voters
- Absentee Ballots
- Emergency Ballots (if any)
- Two Completed Return Sheets (No tapes attached)
- Pay Sheets
- Red Bag

### **One Memory Card from each machine.**

- One Key on wrist band
- All Encoders
- All Voter Access Cards
- One Supervisor Card in Brown Envelope with PIN #

### Minority Inspector

(To be kept for one year)

- Oath of Office
- One Return Sheet
- One Tape from each machine
- One Numbered List (Yellow)

### Storage Voting Carts (Tied to Cart Handle)

#### 1<sup>st</sup> White Bag

- ADA Supply Bags
  - Headphones
  - Key Pad
  - Quick Reference Guides
  - Flag
  - Extension Cords (if applicable)
  - Adaptors (if applicable)
- Voting Machines

#### 2<sup>nd</sup> White Bag

- Sign In Sheets
- Blank Voter Registration Forms

## **DISTRICT ELECTION BOARD MEMBERS**

### QUALIFICATIONS

- a. Must be registered elector in district.
- b. Not eligible if held office or employment (within 2 months) under Federal, State, County or city.

### DISTRICT BOARD SHALL CONSIST OF

- Judge of Election (4 Yr. Term)
- One Majority Inspector (4 Yr. Term)
  - Inspector receiving highest number of votes the year we elect local Election Board Officers.
- One Minority Inspector (4 Yr. Term)
  - Inspector receiving second highest number of votes the year we elect local Election Board Officers.
- One Minority Inspector's Clerk.
  - Appointed by Minority Inspector if possible, otherwise they will be appointed by the Voter Office.
- Voting Machine Operator
  - Appointed by County Board (each election).
  - If more than two machines are in your district, additional Voting Machine Operators are appointed, if deemed necessary.
- Interpreters
  - Appointed by the County Board (each election).
  - They are bi-lingual and are at the polls to assist any Hispanic voter that does not speak English.
  - They also help the other board members where needed.

## **PEOPLE YOU MIGHT SEE AT THE POLLS**

### CONSTABLE

(6 Year Term)

1. A Deputy Constable is appointed by The Court Of Common Pleas on the recommendation of the elected Constable and must be able to produce "Certificate of Appointment" in order to serve at the polls. If they are the Elected Constable themselves they do not need a certificate to work on Election Day.
2. They must be present during the continuance of the election and while the votes are being counted - for the purpose of preserving the peace when called upon by the judge.

### COMMITTEEMEN AND COMMITTEEWOMEN

1. Elected at the Primary of each even numbered year.
2. Each district elects two persons:
  - a. Democratic Party - One man & one woman. (4 Yr. Term)
  - b. Republican Party - Two, regardless of sex. (2 Yr. Term)
3. The Committee people usually work as Watchers at the polls.

### ROVERS

1. They provide technical assistance only to the poll workers. They are not there to give legal interpretation. Call the office for that advice.
2. Assure units are set up correctly.
3. Clean your screens and check all cords.
4. Work as a liaison between the Voter Registration and the polling place.

## WATCHERS

1. Must be a qualified voter in Lehigh County.
2. The Watchers must have a certificate of appointment from the Voter Registration office. Signed by Tim Benyo with their name on it. You may ask for ID to assure they are said person on appointment letter.
3. Each candidate may appoint two (2) watchers for an election in each district (Must have certificate issued by County Board of Elections).
4. Each party may appoint three (3) watchers in each district at any general, Municipal or special election in each district (Must have certificate issued by County Board of Election).
5. During voting hours, only one (1) watcher per candidate at primaries and one (1) watcher per party in November elections may remain inside room – outside enclosed area or guard rail.
6. All are permitted outside enclosed area or guard rail from the time that the election officers meet prior to the opening of the polls, until the time that the counting of the votes are complete.
7. They are permitted to keep list of voters and may challenge any person making application to vote.
8. A watcher may inspect the poll book and the numbered list of voters book at intervals when there are no voters in line to be processed and “only” when the Judge of Election gives permission and if permission is given to the watcher, the Judge of Elections shall supervise or delegate this inspection of any request.
9. They may also check the serial numbers on the machines upon request. The judge of elections must accompany the Watcher to the machine and verify the numbers they are recording.
10. At NO time shall the watcher be permitted to be near the vote recorder or near any voter in the process of voting. Watchers must stay in the area designated by the Judge of Elections and are not permitted to wander within the polling place.
11. Anytime a watcher interferes with the voting process, in action or verbal, the Judge of Elections has the authority to ask the watcher to leave.

## MEMBERS OF THE PRESS

You are not allowed to speak to any member of the press without authorization from the Voter Office.

### **NOTE:**

No one except your board members and the voters are allowed inside the building unless they have a letter, signed and sealed by the Chief Clerk of Voter Registration. If someone requests to be inside without I.D., call the Voter Registration for authorization.

## **QUALIFICATIONS OF VOTERS AT PRIMARY ELECTIONS**

Same as the qualifications of an elector entitled to vote at elections, except that elector must be registered and enrolled in a qualified political party. An elector is allowed to vote only for candidates of the same party as registered.

ALL registered electors are entitled to vote on referendum questions, regardless of party.

## **QUALIFICATIONS OF VOTERS AT GENERAL ELECTIONS**

All voters may vote for any candidate of their choice. They also have the option of voting "straight party" in November.

## **EMERGENCY BALLOTS PROCEDURE**

(Voting Units-Only if 50% or more of the Voting Machines are Down)

1. If 50% or more of the Voting Machines are not working:
  - a. Use Provisional/Emergency Ballots (The Emergency Voter names are to be included in the numbered list of voters, a number assigned to them with the letters "EM" and they must sign in poll book accordingly. The only thing different is the voting is done by paper ballot instead of voting on a machine.)
  - b. At the top of the large Provisional/Emergency Ballot Envelope indicate Emergency Ballots are enclosed and return to the Voter Office with COUNTED ballots inside.
2. If the Electricity goes out:
  - a. The units can be used if there is not electricity. Use only one voting machine per precinct at this time. Turn all other units off and then unplug the turned off units. This will save the power in the batteries for up to two to four hours.
  - b. If the batteries begin to weaken in the units being used, switch to the remaining units that were unplugged and turned off.
  - c. If necessary, more units will be delivered to you from the Board of Elections.

## **WORKER/VOTER INJURY PROCESS**

The Judge of Election should complete the following procedures if any one of the pollworkers/voters is injured during the course of the workday. If the injury is to the Judge, the Majority Inspector should complete the following procedures.

1. If any injury occurs, you **MUST** call the Board of Elections and report the injury to the Chief Clerk as soon as possible.
2. If the injury is serious, or life threatening, call 911 immediately or seek medical attention, then follow the procedure written above.

The Board of Election Telephone numbers are:

610-782-3198 Tim

610-782-3197 Terri

610-782-3194 Office

## **JUDGES ONLY HOT LINE**

 610-782-3743