



Ulster County
Board of Elections

Inspector Training

Ashley Torres

John Quigley

Commissioners

A message from the Commissioners . . .

Dear Inspector:

Thank you for your willingness to serve as an Election Inspector in Ulster County. As an Election Inspector, you play an important part in the process that enables citizens to exercise their constitutional right to vote. The success or failure of the election process depends to a great extent on how well you carry out your responsibilities.

Remember that what voters experience at the polls is often the only part of the election system which they see first hand. We trust that you, as an employee of the Ulster County Board of Elections, will perform your duties in a way that gives voters confidence in the fairness and effectiveness of the election process.

The work of an Inspector can be difficult at times and tiring. However, when you have done the job well, you will know that the voters of your election district will feel that they have been well served.

Remember we are here to support you. We are confident that your training and this manual will prepare you to be an effective and accurate Election Inspector who will represent us proudly.

On behalf of the Board of Elections and the voters of Ulster County, we thank you for your service.

Sincerely,



John P. Quigley
Commissioner



Ashley Torres
Commissioner

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To be an Election Inspector in Ulster County you...

- ▶ must be a registered voter in Ulster County
- ▶ cannot be an elected official
- ▶ cannot be a candidate in the election district where you serve as an inspector
- ▶ cannot be the spouse, parent or child of a candidate for public office in the election district where the candidate's name is on the ballot
- ▶ must be able to speak, read and write the English language
- ▶ must take the annual training class and pass the test

**And then you will be certified by the
Ulster County Board of Elections**

Qualities of an Ulster County⁵ Election Inspector

- Prepared to arrive on time and work the entire day or until your shift is complete.
- Administer the election impartially
- Behave courteously to voters and other poll workers
- Carry out each of the procedures in the Poll Workers Inspector Manual as instructed
- Follow directions of the Board of Election personnel
- Dress appropriately and professionally
- Study the handbook and supporting materials before election day

Your work makes the difference in fair, quality elections

How do I get paid?

Payment for all Inspectors

- ▶ **Every Inspector is paid for their service as an Election Inspector by signing into the Poll Pad.** Please refer to the instructions in your folder on how to log into the Poll Pad if you need assistance in signing in.
- ▶ You should sign in before the polls open in the morning and sign out at the end of the night before the poll pad is packed away.
- ▶ Your pay for training will be included in your paycheck. You will receive credit for the time before the polls close and for the time worked after the polls close, this will be automatically added to your time sheet.

Mileage Reimbursement

- ▶ **If an inspector works at a poll site located in a municipality in which they do not reside the County will reimburse them for mileage.** By signing in on the Poll Pad, your mileage will be reimbursed if you are eligible.
- ▶ Mileage is **not** reimbursed for in person training.
- ▶ Mileage reimbursement is included in your election day payment.

First Time Inspectors Only

- ▶ State and Federal employment laws require that ALL inspectors be classified as County Employees. Necessary paperwork will include: W-4, IT-2104, NYSLARS Application or Declination, all with appropriate I.D. Required paperwork will be available on the Poll Inspector Portal where you access your training classes. **These forms, if necessary, must be completed before Election Day.**

How Do I Vote?

7

There are more ways than ever to cast a ballot in New York State

Voting Options:

Vote Early

We encourage you to vote early at one of our early voting sites. Any Ulster County voter can cast their ballot at any of the sites that we establish for the election. Early voting is just like election day voting – you receive a paper ballot printed for your election district after you sign in, mark your selections and then scan your ballot through the voting system.

Absentee Vote

As inspectors you all qualify to receive an absentee aka “mail-in” ballot. In order to get your ballot, you must complete the Special Absentee Ballot Application, which we provide to you upon hiring. Remember when completing the application to:

- Check off the elections you are assigned to work (Primary in June, General in November, etc.)
- Include your mailing address and your home address
- Tell us if your name or address has changed
- Sign and date your application

Once you have submitted the application, we will mail a ballot to you. Return your absentee ballot through the mail or bring with you to your work shift and deposit into the maroon pouch at the poll site.

Election Day Voting

The option to vote in person on Election Day is only available to you if you are assigned to work at your hometown poll site.

Unfortunately, we are unable to place every inspector to work at their personal polling location and oftentimes we adjust the assignment schedule close to the election.

Therefore, it is important to take advantage of Early Voting or Absentee Voting to ensure you can cast a ballot in case of a last-minute change to your location assignment.

We are very busy on election day so if you forget to vote early or apply for an absentee ballot in advance, we cannot guarantee that you will be able to vote if you forget to do so before working. By doing so you are hindering the work of the BOE and your fellow inspectors.

You cannot leave your assigned site to go home or vote!

MAKE A PLAN TO VOTE!

RESPECT AND SAFETY AT THE POLL SITE

All Ulster County employees, including Election Inspectors, are required to receive training material on:

- ▶ Workplace Harassment & Violence Prevention
- ▶ Active Shooter & Emergency Response
- ▶ Cyber Security

Please review the training materials before Election Day

All materials available on Inspector Portal

Staying safe at work requires all of us to keep our eyes open and to be aware of our environment. The BOE has a good relationship with local law enforcement agencies and meets with leadership annually to discuss contingency plans. Use your judgment, most issues can be resolved by the BOE but if it rises to the level of an emergency, please call 9-1-1 and then call the Commissioners to make them aware of the situation.

De-escalate conflict and treat people the way you would want to be treated yourself. Be respectful to your fellow inspectors and to the voters. Alert BOE staff if any conflicts arise either between inspectors or with the public.

When do I report to duty?



All Inspectors must arrive a minimum of 45 minutes early on all Election days

Primary & General Election Days: Primaries occur at the end of June, General Elections in the beginning of November. Polls are open for **both** elections from 6am – 9pm – **You must arrive no later than 5:15 am.**

Who Must Be Present to Open the Poll Site?

At least 1 Designated Democrat and 1 Designated Republican Inspector must be present to begin preparing the Polling Site. It doesn't matter what assignment (Key Master, Chair Master, Ballot Master, etc.) the inspector has been assigned to in order to open the site.

Depending on the site there will either be someone from the facility to let you in i.e. a school custodian, or you will have a key or code to open the site.

The priority is always to get inside and start the work of getting the poll site ready for voters!

Board of Elections Staff reports for duty even before you do. Please call us immediately if your Poll Site is locked, if you are missing a Voting System, or if there is a problem with the supplies in your Maroon Pouch– 845-334-5470.

Job Titles and Assignments

The Board of Elections divides up poll site job duties into three separate titles:

- **Chair Master** – There are always two Chair Masters in each site. Generally, they do not sit at a ballot table in a multi-district/multi-primary poll site
 - **Chair/Ballot Masters** – This hybrid version is assigned to single district/single primary poll sites
- **Key Master** – There are always two Key Masters in each site, they are stationed at the voting systems
- **Ballot Master** – These are the most numerous inspectors that are assigned, always working in bi-partisan pairs; they are stationed at a specific ballot/party table

How do I know who I'm working with?

We assign each Inspector a partner to work with, one is designated as Democrat, the other a Republican. This doesn't necessarily mean that is what you are personally enrolled as and it has no bearing on how we conduct the election, it is simply a legal requirement in NY. Your Chair Masters will call roll and that roll will let you know who you are sitting with (i.e. at a table for Ballot Masters, or who you are working the voting system with for Key Masters). **If someone is missing call 845-334-5470 ASAP!**

About Primary Election Set up

Setting up by Party

Every June there is the chance for Primaries; every four years we also see Primaries occur for Presidential Candidates in April. When the UC BOE conducts a Primary we do not set up the poll site by district instead we set it up by Party.

Things to keep in mind if you work a Primary:

- ▶ **Primary = Party** – A Primary is fundamentally a choice between two or more candidates who want to be the candidate in November for a certain party
- ▶ **Closed to Enrolled Party Voters** – In New York State the only people who get to vote in the Primary are those who are registered in the party having the Primary to choose their November candidate, i.e. Democrats can only vote in a Democratic Primary, Republicans in a Republican Primary, etc.
- ▶ **Write in Only Primary** – These are called “Opportunity to Ballot” Primaries and happen when a candidate has been denied the approval of that party to run with their name printed on the ballot. They rarely occur but when they do, that candidate then files a petition to force a write in contest at the Primary. Voters in these Primaries will either see a candidate’s name listed and under that a write in box, or just a write in box under the title of office. **As inspectors, we can only point out where the write in goes; we cannot provide names of who the voter should write in.**

Setting up the Poll Site

Single/Multi District Sites

Ulster County is made up of 165 election districts; boundaries that are set within each town or city that assign voters into their regional political subdivision. This is how we know who votes for what office, what poll site they go to, etc. We currently have 80+ poll sites throughout the county, broken into two categories:

- ▶ **Single District Site** – These are poll sites that serve the voters of a one election district
- ▶ **Multi District Site** – These are poll sites that serve the voters of more than one election district, these types of poll sites are more difficult to manage and require more staff

Setting up the Poll Site

In order to set up the Poll Site you will need to work as a team to gather all your materials.

The ADA Accessible Cart, which gets delivered the day before the election, arrives with many of the materials you will need to get set up.

The Green Poll Pad cases, will arrive either in the ADA Accessible Cart or by a designated person.

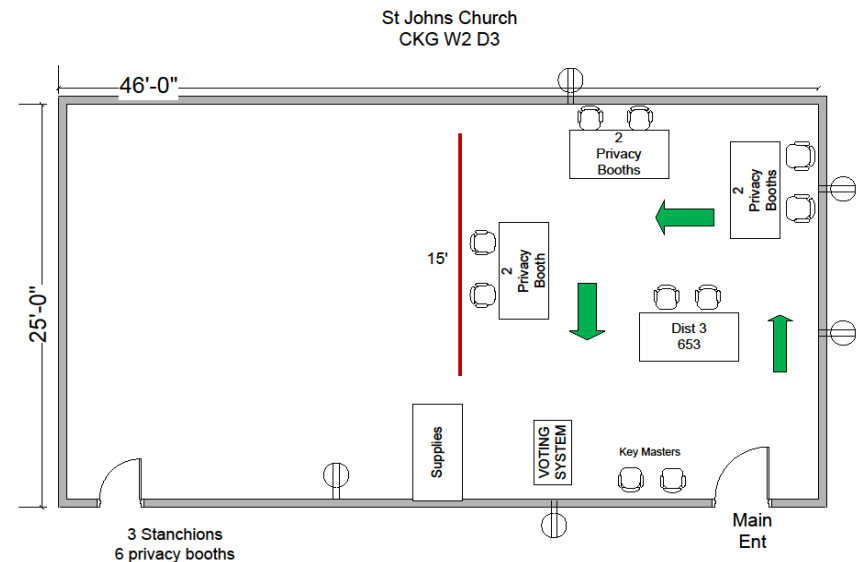
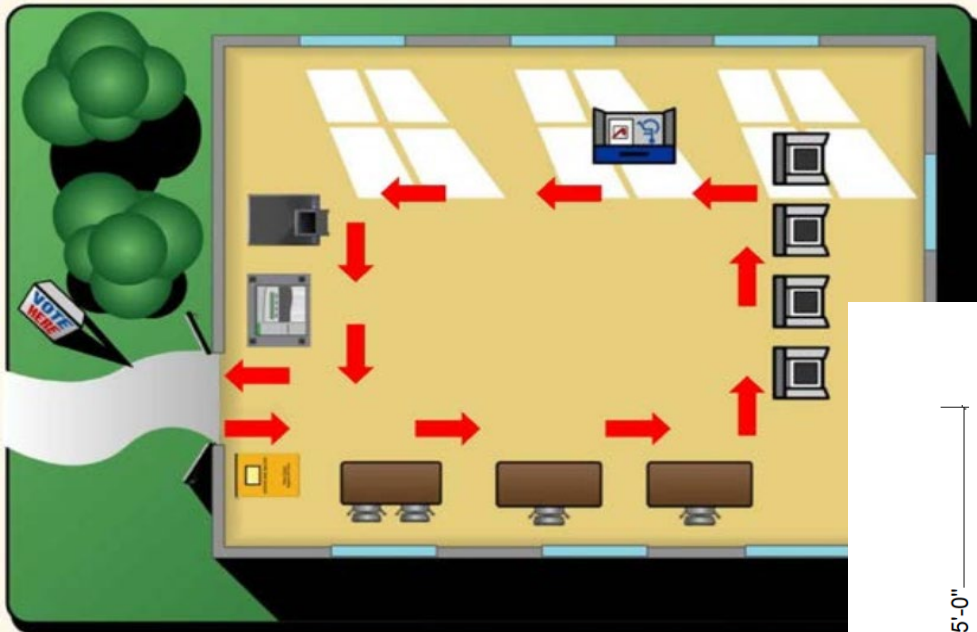
The Maroon Pouch, also known as the affidavit pouch, will be arriving Election Day morning, at least 45 minutes before the Poll Site opens by a designee of the BOE.

Check that all items are labeled for your poll site by checking the ID tags on the outside of the items – if it is not the right do not proceed and call 845-334-5430 immediately.

Voting System(s), Tables, Chairs, District/Party tabletop signs, PPE (when mandated), stanchions, and Privacy Booths will be set up by Election Coordinators and/or BOE personnel. A Poll Site Layout is provided to the Chair Master in their folder. If the Site is not set up properly, or you have a suggestion regarding the Site set up, call the Commissioners immediately 845.334.5470.

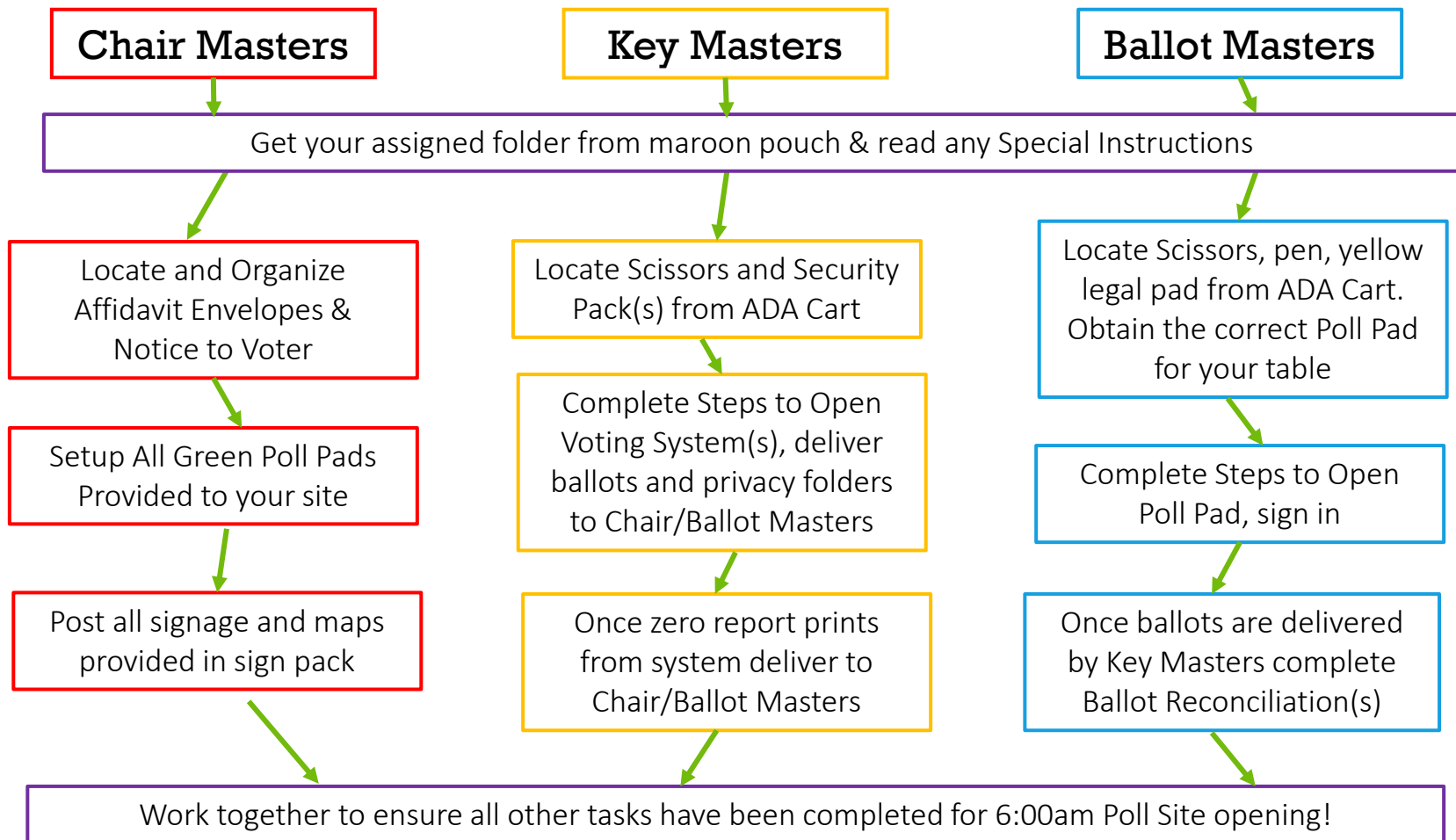
Get to know your poll site layout

- ▶ Establishes an easy flow of traffic
- ▶ Ensures voter privacy
- ▶ Arranged so that voters are progressed through the process
- ▶ Chair Masters will be checking that the layout was followed correctly



Setting up the poll site – Roadmap to Opening

Generally, the following roadmap describes the priorities of setting up the site in the morning:



Get to know your folder and check your supplies

The first thing inspectors should do is get their assigned folder. The folders will be labeled. Now that you know who you are working with and for what district, (or party for a primary) and where you are going to be seated, you can grab the correct folder and Green Poll Pad and take it over to your table.

Open your folder and take the following steps:

- ▶ Read any “Special Instructions” that are included, these are tailor-made for each election and are directives, reminders and tips written for your specific job.
- ▶ Remove your morning check list from the folder and begin from the top of the page to check in your item. Complete each item in order until list is completed.

If you have supplies for the wrong Poll Site or Election District(s), please call the Board of Elections IMMEDIATELY. 845.334.5470

Opening Steps

Ballot Masters

- Get Poll Pad Case for your table

Obtain the following supplies:

- pens & scissors (they will be shared among all the ballot masters)
- 1 yellow legal pad
- 1 Box of “normal” pens
- Name Badge
- Battery Pack/Extension Cord

Key Masters will deliver:

- Shrink Wrapped Ballot Packages
- Privacy Folders

Steps for Opening: Ballot Masters

As Ballot Masters, our priority in the morning is setting up our voter registration table. We must have our Poll Pad and ballots ready for distribution by the time polls open at 6am.

To do so we will be focusing our energy on getting these two items in order:

Poll Pad:

Since the ballots are locked into the voting system and we need to wait for the Key Masters to complete their task of opening we first focus on our Poll Pad:

1. You will know which poll pad is yours by matching the tag on the Poll Pad to the number printed on the label inside of your folder
2. You will use the scissors to clip the security seal from the poll pad, do not throw away, this will go into the Key Master's security pack, you can give it to them once they bring over the ballots
3. Proceed to instructions starting on page 26 for next steps

Ballots:

Once the ballots are released from the voting system the Key Masters will bring them over to you directly or to a shared table:

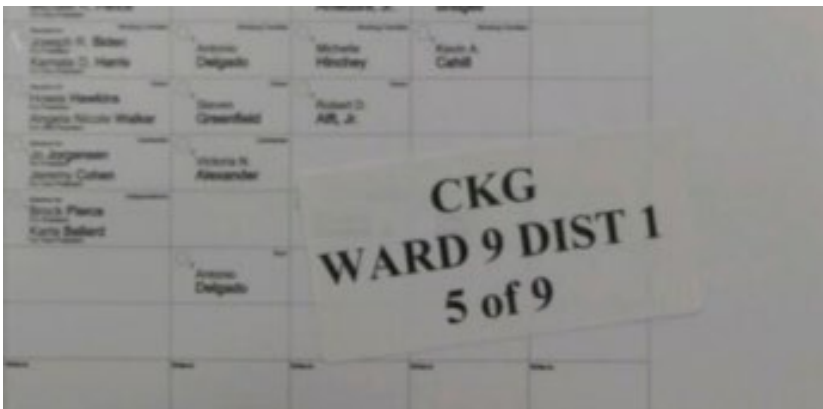
1. Obtain your district (or party for primary) ballots and bring them all to your table
2. Check in the ballots according to the instructions on the **Opening Ballot Reconciliation** sheet in your red folder
3. Set up your ballot issuing side of the table, this will include your yellow legal pad, a box of pens and a stack of privacy folders
4. Proceed to instructions on the next page for next steps

Voting System Ballots Opening Reconciliation

Step 1: Key Masters deliver ballots and Privacy Folders to the Ballot Masters. Depending on how your site is oriented they will either:

- ▶ Directly deliver ballots to your table (single district site)
- ▶ Deliver the ballots to a shared space/table (multi district sites)

Step 2: Verify your ballots by reviewing both the label affixed to the package as well as the ED number that appears in the upper right hand portion of the side panel:



General Election 2023

Elección General 2023

November 7, 2023

Noviembre 7, 2023

County of Ulster
Condado de Ulster
ED CKG Ward 9-District 1
ED CKG Ward 9-District 1



- The BOE labels all of the packages with their District (or Party in Primaries) and then a number sequence; i.e. 1 of 9, 2 of 9, etc. until you reach the final booklet labeled 9 of 9, we always start with package 1
- Double check that the district is correct in the upper right and also matches your table's Election District(s) assignments. This ED # is what you will verify when we go to the next step, the ballot reconciliation paperwork.

Voting System Ballots Opening Reconciliation

Step 3: Out of your red folder get your “VOTING SYSTEM BALLOTS OPENING RECONCILIATION.” We’ll now orient ourselves to the different parts of the paperwork.

The left hand side describes voting machine IDs, Poll Site Name and Address and should match where you are located.

Each package of ballots comes in groups of 50. This information will be pre-printed and you will use it to check against your packages.

If the number is 9 you should have 9 packages, cycle through your stack and labels and make sure it does. We do the math for you, i.e. $12 \times 50 = 600$

GENERAL ELECTION
VOTING SYSTEM
BALLOT RECONCILIATION
Tuesday NOVEMBER 7, 2023

Poll Site Identification Information:

Voting Machine ID:	050	Town/City:	Olive
Poll Site Name:	Shokan American Legion Hall	Ward:	
Address:	26-28 Mountain Rd. Shokan, NY 12481	District:	1

POLLS OPEN
Inspectors shall confirm that the supply bag for this district contains ballots in the following quantities:

Number of ballot booklets with 50 ballots: X 50

Total No. of ballots received:

Inspectors confirm number of Ballots received is correct. If not, contact the County Board of Elections immediately.

Inspector Signature:

Inspector Signature:

POLLS CLOSED

(1.) Total No. of ballots received:	<input type="text" value="600"/>
(2.) Total No. of ballots SPOILED (in "Freezer Bag"):	<input type="text"/>
(3.) Total No. of ballots UNSCANNED (in "Freezer Bag"):	<input type="text"/>
(4.) Total No. of ballots REMAINING IN BOOKS:	<input type="text"/>
(5.) SUBTOTAL: (add #2 through #4)	<input type="text"/>
(6.) Total No. of ballots SCANNED: (from results tape)	<input type="text"/>
(7.) TOTAL NO. OF ALL BALLOTS: (= #5 plus #6; this number MUST match total received in #1 above)	<input type="text"/>

Inspector Signature:

Inspector Signature:

The masthead includes info on the Election type; “General Election”

The right hand side of the ID bar needs to match what is on the bottom right corner of your ballot packages; they should all be the same Ward/District and Election District #

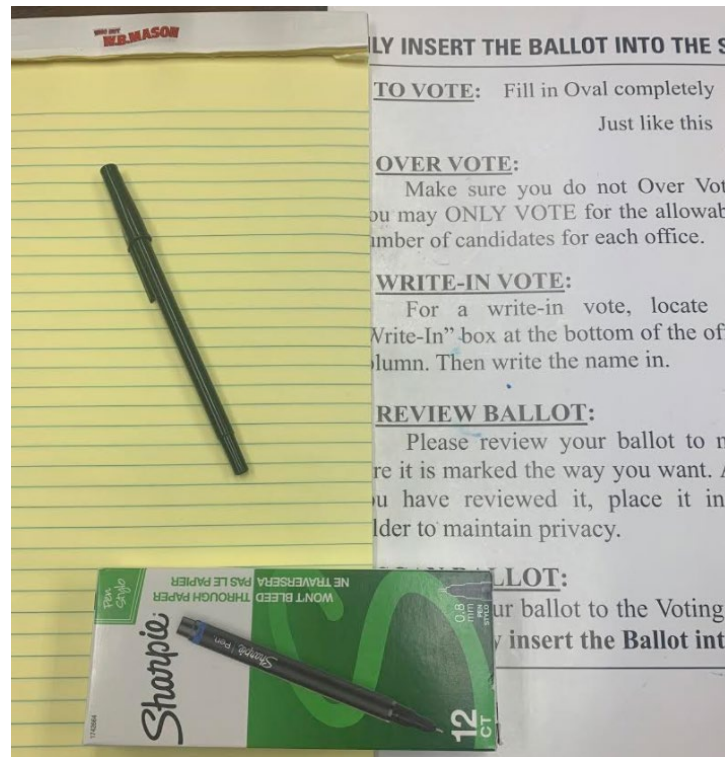
Both you and your partner inspector will sign in this area once you have verified the information. Once done you will return this paperwork to your red folder to be completed at close of polls.

**** Note that you will use this same form for close of polls.**

Voting System Ballots Opening Reconciliation

Step 4: Keep the shrink wrapped package with the label indicating it is the first booklet; i.e. “1 of 9” out for your table. **Only open one package of ballot booklets at a time, always starting with your first package.** Put the rest of the ballots somewhere safe and shrink wrapped until needed. *Note: when you open a package you can throw out the plastic*

Step 5: Now that you have your first package of ballots you can set up your ballot issuing side of the table with your ballots and the following supplies: Yellow legal pad, a box of pen and privacy folders:



Voting System Ballots Opening Reconciliation FAQ

Some frequently asked questions ballot masters have when opening in the morning:

- ▶ How do you come up with the number of ballots sent to our poll site?
 - ▶ We use a formula that calculates the number of qualified voters in your election district/party and then use a percentage figure based on past similar elections in order to come up with the number of ballots sent to your site
- ▶ How come you don't send us more privacy folders, we always seem to run out?
 - ▶ The number of privacy folders sent to a poll site corresponds to the number of privacy booths that we have situated in your poll site. Privacy folders work in controlling the flow of the site and prevent overflow. We have found that if voters are issued a ballot and there is no privacy booth for them to mark their ballot that they will either compromise their own privacy by marking the ballot out in the open, i.e. against a wall, or they will become frustrated with the log jam waiting for a booth and will leave without casting their ballot.
 - ▶ If a voter leaves the poll site with a ballot they cannot return to cast it nor can they receive another ballot.

Division of Duties at Ballot Sign-in Table

While performing your set up duties in the morning you and your partner need to discuss between the two of you who will operate the poll pad and who will issue the ballots. We have found that there are different comfort levels with each job, be honest with one another. Keep in mind that this is not set in stone for the entire shift and that you can switch duties throughout the day. However, we cannot deviate from this division:

Poll Pad:

As the poll pad inspector you are responsible for operating the ipad and interacting with the voter while they sign in.

You are responsible for keeping track of the stylus and practicing proper ipad usage that we will cover later in class.

Ballots:

As the ballot inspector you are responsible for tracking the voters being signed in on the ipad and recording their information on the yellow ledger.

Once the voter is signed in you extract the ballot from the booklet and create the voter's ballot package.

**COMMUNICATION IS KEY BETWEEN YOU AND YOUR PARTNER INSPECTOR!
WHILE WE DIVIDE UP THE DUTIES THE VOTER INTERACTIONS REQUIRES
ATTENTION TO DETAIL FROM BOTH INSPECTORS DURING EACH CHECK IN**

Other Inspector Supplies



ELECTION INSPECTOR NAME BADGE

← Must be worn to identify yourself to voters as an election inspector
First name only is required



GREEN PENCIL CASE

- Scotch Tape
- Rubber Bands
- Paper Clips
- Thumb Tacks
- Inspector Name Badge
- Pens
- Scissors



BATTERY BACK UP

← Used for charging iPad
Cord is located in poll pad case
Only use to charge poll pads, not
personal devices!

SIGN PACKS

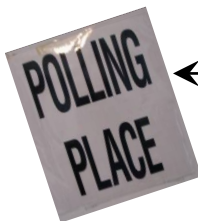
25

Chair Masters are responsible for placing election signs inside and outside before the Poll Site opens. These are generally the last items set up before the polls open.

If you have completed your duties at your ballot table you may be asked to help. These signs will be found in the ADA Cart in a labeled clear plastic bag. You must display these signs as required. The outside signs are covered in plastic and are as follows:

The Polling Place sign must be placed on the outside door to the Polling Site.

We will send two in case you have a separate door for accessibility.



The Distance Marker must be placed 100 feet from the outside door of the Polling Site.



Voting Instructions, Maps, Sample Ballots, Voter Bill of Rights, and Notice to Voters that voters might read before voting, should be *visibly placed where they are easy to access*, but away from the sign-in tables.

Do not slow down voters ready to vote!

Poll Pad Set Up

- Confirm that the seal number matches the number on the log
- Cut the seal on the case with scissors found in the Poll Bag and put in Key Masters security pack.



Check the numbers on:

- **Back of Poll Pad**
- **Green Case Tag**

Early Voting ONLY:

- Check the number on top of Receipt Printer

These numbers **MUST match!**



1. Green Case
2. Poll Pad, Stand & Arm
3. Poll Pad Base (Battery Base *if applicable*)
4. Lightning to USB Cable and Power Adapter
5. Two (2) Stylus
6. 9ft Power Cord – (*used during Early Voting to connect to battery pack*)
7. ID Tray
8. Printer (*cords included- ONLY for Early Voting*)
9. Screen Cloth



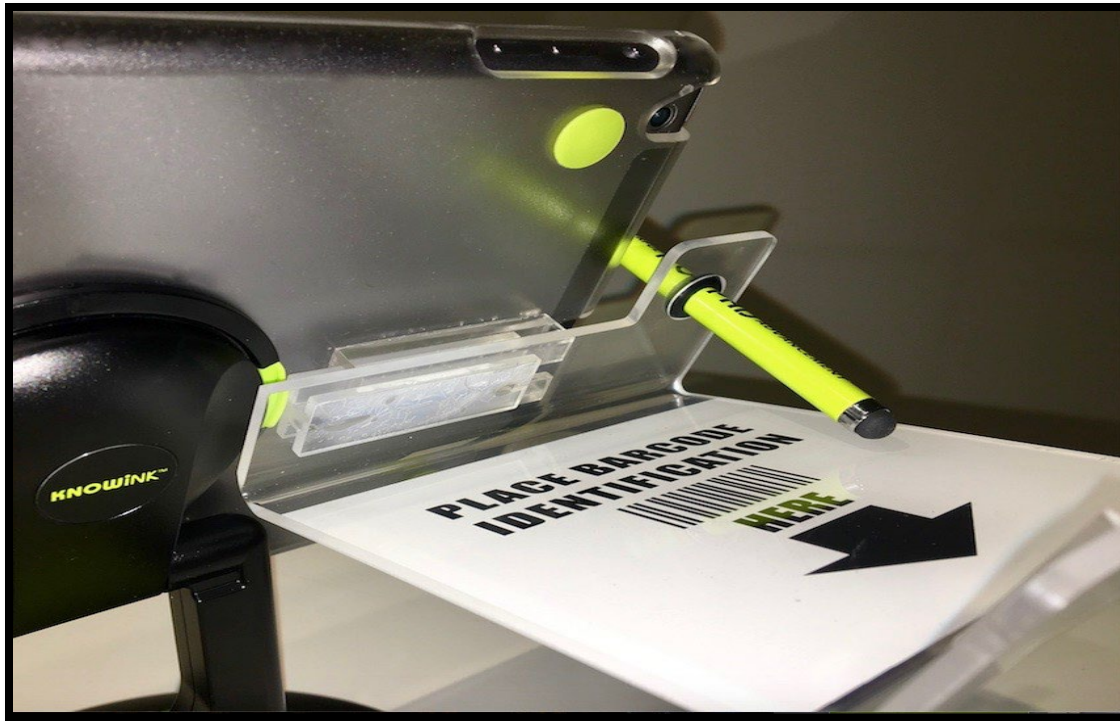
1 STAND ARM

To attach the stand arm to the iPad shell, press the buttons on the side of the arm and place in circular opening. Release buttons and rotate the arm until you hear a click.



2 CONNECT ARM TO BASE

Take arm and place into Poll Pad Base. Once attached rotate iPad making sure the camera is on top, oriented in a landscape position.

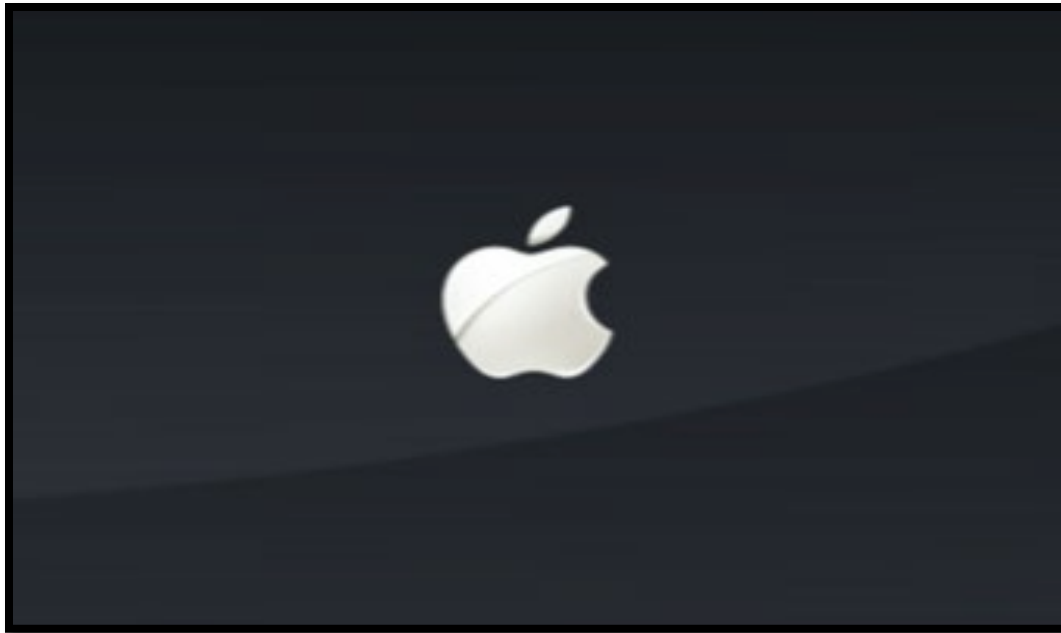


3 ATTACH STYLUS TRAY

Attach the tray to the iPad using the mounting clip.
Once attached, insert stylus into the holding slot.
Adjust iPad to a suitable angle.



- | | |
|--------------------------------|------------------------|
| 1. Power Button | 5. Poll Pad Base |
| 2. Home Button | 6. Camera |
| 3. Poll Pad & Protective Shell | 7. Stylus Holding Slot |
| 4. Stand Arm | 8. Photo ID Tray |



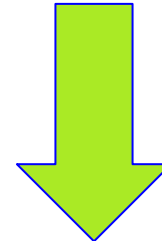
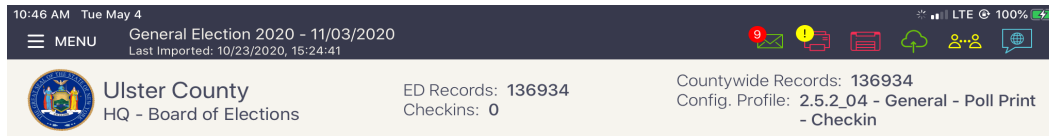
1 POWER ON POLL PAD

Press the power button on the top left edge of the unit until you see the Apple icon, then release. The iPad will power on, and the Poll Pad application **will** launch automatically.

NOTE: Poll Pad will power on if connected to AC power

Home Screen Checklist

1. Name of Jurisdiction – Ulster County
2. Election Date and Name
3. Polling Place Location – VERY Important!
4. Check-in Count
5. Menu options
6. Battery Life is close to full (90% or greater)
7. Press “**GET STARTED**” to Begin



Ulster County

General Election 2020
11/03/2020
HQ - Board of Elections

GET STARTED

GET STARTED

Next Step: Sign In

Press MENU from the Home Screen

Icon Directory

ED Finder – Magnifying Glass Allows you to look up any voter's Election District. You may need this to determine correct poll site and ballot style.

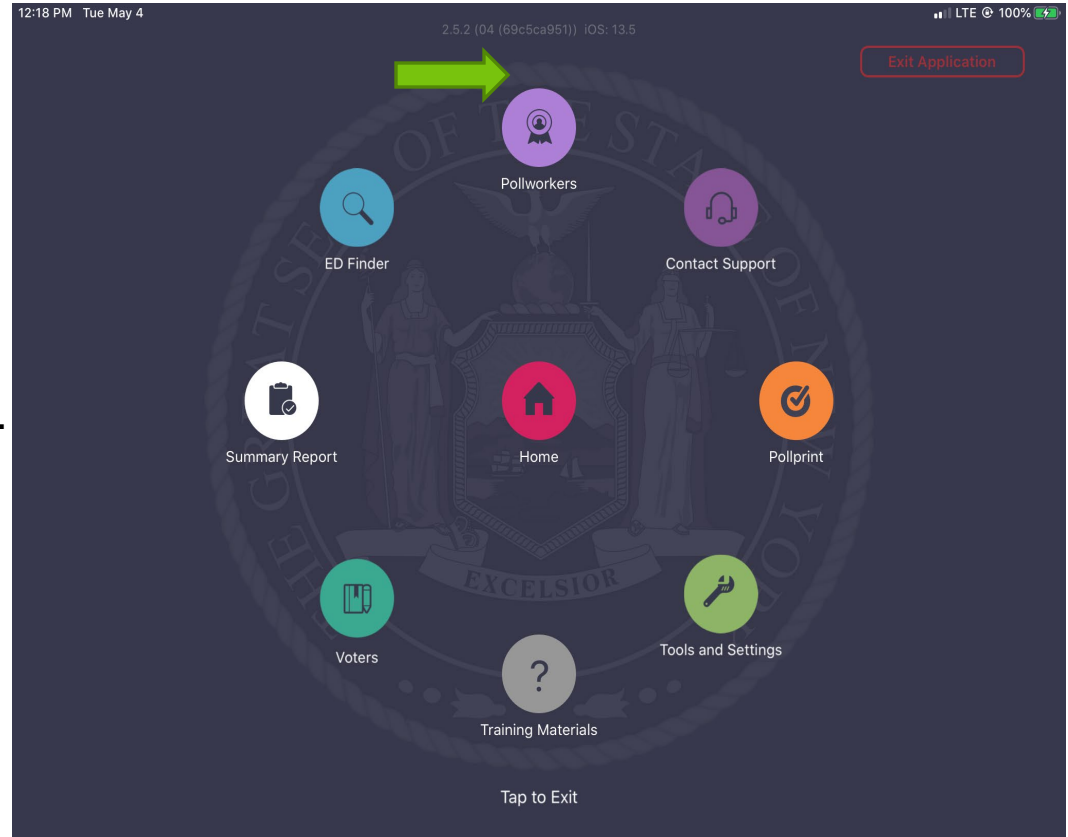
Summary Report - Clipboard
Lists all activity at poll site

Voters – Pencil/Paper
Voter Lookup – same as Home/Manual Entry

Training Materials – Question Mark
Copies of all manuals

Tools & Settings – Wrench
Used only with BOE Guidance

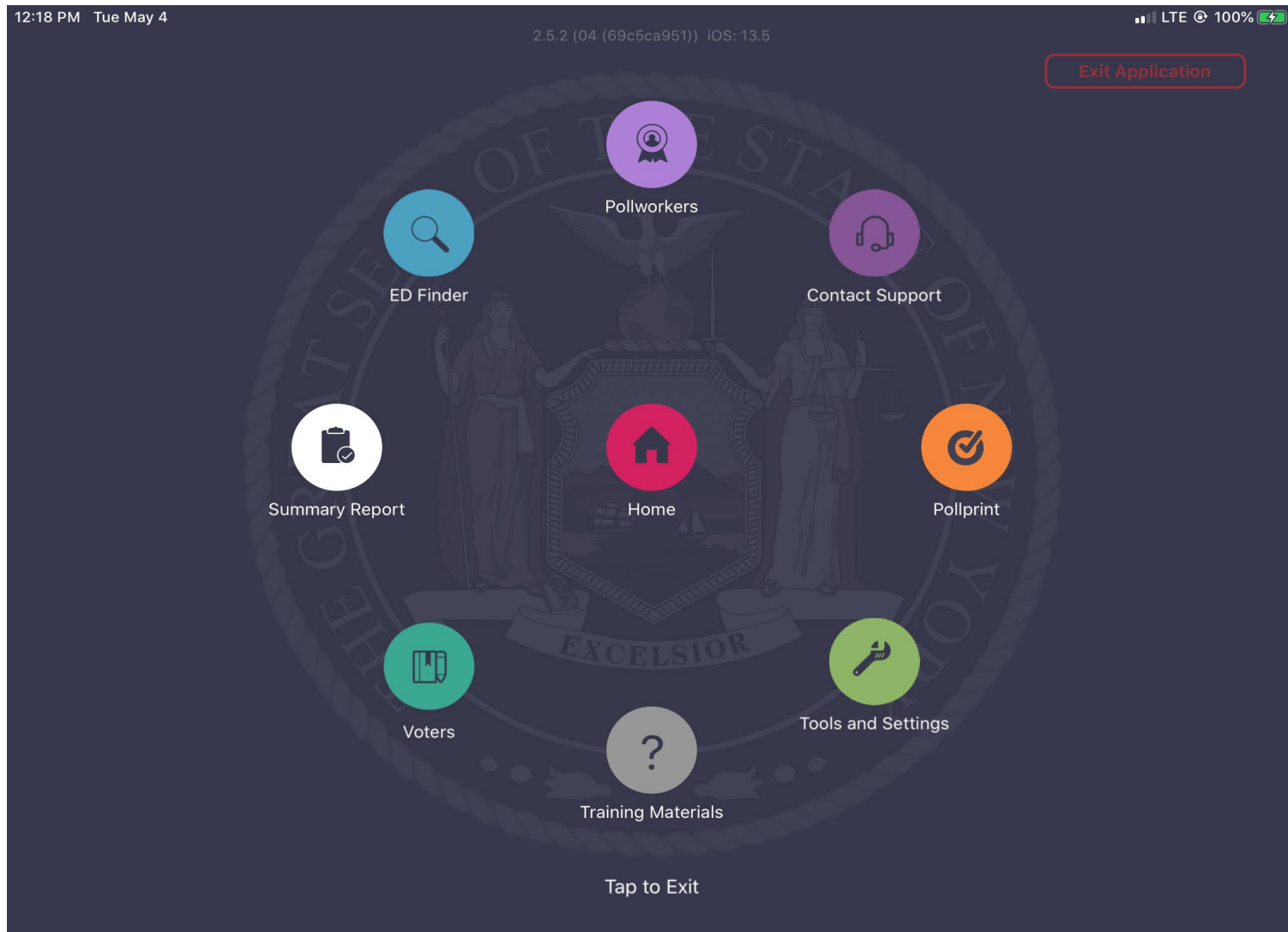
PollPrint – Checkmark
Used for Early Voting



Contact Support – Headphones
Allows you to send a Text or Video call to BOE

Pollworkers – Batman Hiding Behind a Circle

PRESS POLLWORKERS to SIGN IN



POLLWORKER SIGN IN

1. Home Screen Press **MENU**
2. Press **POLLWORKERS** Button

1:18 PM Tue May 4 General Election 2020 - 11/03/2020
Last Imported: 05/04/2021, 13:09:36

Ulster County
Accord Fire Hall, District 1

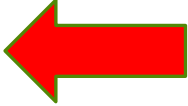
POLLWORKER SIGN IN

POLL WORKERS

- ☐ ADELAINE MUTH
Ballot Master
Signed Out
- ☐ AMBERLY MAERLING
Chair Master
Signed Out
- ☐ Betty Lively-Miller
Ballot Master
Signed Out
- ☐ Carol Swauger
Ballot Master
Signed Out
- ☐ DAWN SNYDER
Ballot Master
Signed Out
- ☐ MARC MOLOMOT
Ballot Master
Signed Out

3. FIND YOUR NAME
Please tap from the list to the left.

Thank you for your service.



1:20 PM Tue May 4 General Election 2020 - 11/03/2020
Last Imported: 05/04/2021, 13:09:36

Ulster County
Accord Fire Hall, District 1

POLLWORKER SIGN IN

CANCEL SIGN IN

AMBERLY MAERLING
Chair Master
Signed Out

Betty Lively-Miller
Ballot Master
Signed Out

Carol Swauger
Ballot Master
Signed Out

DAWN SNYDER
Ballot Master
Signed Out

MARC MOLOMOT
Ballot Master
Signed Out

MATTHEW MCCLUSKEY
Ballot Master
Signed Out

4. Maerling, Amberly
Party: **Republican**
53 CATHY JO PLACE

I do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New York, and I will faithfully discharge the duties of the office of INSPECTOR OF ELECTIONS or CLERK in and for this County to the best of my ability.

x _____

1:20 PM Tue May 4 General Election 2020 - 11/03/2020
Last Imported: 05/04/2021, 13:09:36

Ulster County
Accord Fire Hall, District 1

POLLWORKER SIGN IN

CANCEL SIGN IN

AMBERLY MAERLING
Chair Master
Signed Out

Betty Lively-Miller
Ballot Master
Signed Out

Carol Swauger
Ballot Master
Signed Out

DAWN SNYDER
Ballot Master
Signed Out

MARC MOLOMOT
Ballot Master
Signed Out

MATTHEW MCCLUSKEY
Ballot Master
Signed Out

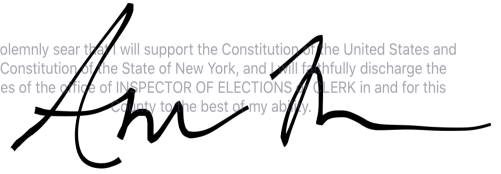
5. Maerling, Amberly
Party: **Republican**
53 CATHY JO PLACE

LISTEN TO OATH

CLEAR SIGNATURE

I do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New York, and I will faithfully discharge the duties of the office of INSPECTOR OF ELECTIONS or CLERK in and for this County to the best of my ability.

x _____



POLL WORKER CHECK-IN

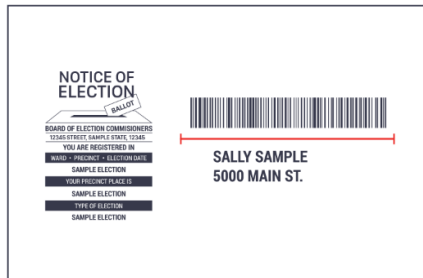
3. Find Your Name and **TAP**
4. Confirm Information & Oath then **SIGN** by X.
5. **PRESS SIGN IN**



Ulster County
HQ - Board of Elections

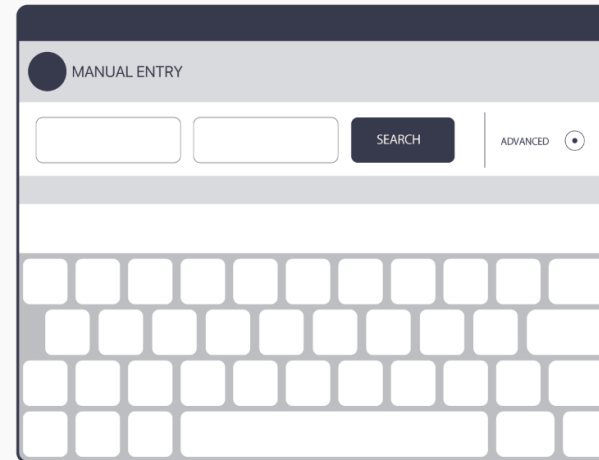
ED Records: 136934
Checkins: 0

Countywide Records: 136934
Config. Profile: 2.5.2_04 - General - Poll Print
- Checkin



Voter Notification Card

Allows you to scan Voter Reg. card, Mail Check Card, and *some* NY Drivers Licenses using barcode reader (**NEVER** ask for ID).

 **SCAN BARCODE**

Your **Main Way** to Search – by name, DOB, Address, etc.

 **MANUAL ENTRY**

► Ask the Voter their name and clarify the spelling, if necessary. Use the “**3 by 3 by 3 Rule**”

- Type the first **3** letters of their last name by tapping into the Last Name Box, a keyboard will appear
- Type the first **3** letters of their first name by tapping into the First Name Box, a keyboard will appear

► Click SEARCH

NOTE: Less information typed in the better to broaden the search and find the voter's name quickly

If a voter doesn't have three letters in either their first or last name, ex. Last name is 'Ha', or first name is an initial, then only put in what the voter is telling you. 3x3x3 is broad guidance.

At this point you will both notice if someone is more capable with the iPad in your team, you can always take turns but during peak times (morning/after work rush) the person who is stronger with toggling the iPad functions should operate the device 😊

- If you cannot find the voter's name, click **ADVANCED** to perform a search using their birthdate or address. **Search at least 3 times** using different criteria before assuming voter is not in the Poll Pad.

39

12:25 PM Tue May 4
General Election 2020 - 11/03/2020
Last Imported: 10/23/2020, 15:24:41

MENU

Ulster County
HQ - Board of Elections

ED Records: 136934
Checkins: 0

START OVER

XYZ ABC Search ADVANCED SEARCH

If 3 x 3 doesn't work

Q W E R T Y U I O P
A S D F G H J K L
Z X C V B N M
123 123

search



Now it's Your Turn to Practice 3 x 3 and sometimes x 3



-- See Handout --

Search & Voter Confirmation

- Repeat the Voter's name back to them for confirmation.
- Select the appropriate voter on the screen and tap on name area (do not tap on the gear icon)
- ...
- The Voter's name will fill the screen
- Ask the Voter to **CONFIRM** their name and address, swivel screen to allow voter review.
- Does the voter's DOB **MATCH** the voter? Address?
- Touch **ACCEPT** to move to the Confirmation screen.

12:26 PM Tue May 4
General Election 2020 - 11/03/2020
Last Imported: 10/23/2020, 15:24:41

Ulster County
HQ - Board of Elections

ED Records: 136934
Checkins: 0

ADD AFFIDAVIT START OVER

FUE CAR Search ADVANCED SEARCH

SEARCH RESULTS: 1

Fuentes, Carla D
DOB: 06/08/1991 - Democratic
167 TREMPER AVE APT 1, KINGSTON, NY 12401
VOTER ID: 1142678

Everett Hodge Center, District 4-2
T/W/ED: CKG004002
Split 103
Ballot Style: Kingston Ward 4-2

12:27 PM Tue May 4
General Election 2020 - 11/03/2020
Last Imported: 10/23/2020, 15:24:41

Ulster County
HQ - Board of Elections

VOTER CONFIRMATION GO BACK ACCEPT

Verify voter information and tap accept to continue

SPEAK

Carla D Fuentes
DOB: 06/08/1991
167 TREMPER AVE APT 1, KINGSTON, NY 12401

Voter ID: 1142678 Status: Active Party: Democratic T/W/ED: CKG004002 Split: 103 Reg. Date: 2018-12-10

Tap blue Submit button

- If the Voter's information is correct and the signature box is visible, initial, and then select SUBMIT.
- If the Voter's signature does not appear, START OVER.
 - It may be missing because the voter is having difficulty operating the stylus, using tips such as "hold the stylus like a paint brush instead of like a pen" can help, leaning on the ipad with the bottom part of a hand can produce a misfired signature. If repeated, they may have a better signature if they use their finger.
- Early Voting ONLY: A ticket for the Voter will print.

3:40 PM Mon Aug 21
 MENU Primary Election 2023 - 06/27/2023
 Last Imported: 06/16/2023, 10:57:26

Ulster County
 GLASCO FIREHOUSE

POLL WORKER CONFIRMATION START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION

KENNETH A ZEIDLER JR
 65 YORK ST, GLASCO, NY 12432
 T/W/ED: SAU000008 DOB: 01/10/1962
 Split: 103 Voter ID: 1042636
 Status: Active

Declared Party: Working Families
 Ballot Style: Saugerties 8

☐ Challenge Voter ☐ Assistance Required
☐ Correction

Signature on File
 Signature on Election Day

Each Initial here

Initial Initial

Administer Oath

Qualify the Voter

- ▶ Turn the Poll Pad to the Voter for verification of their information.
- ▶ Pass the stylus to the Voter to sign on the line.
- ▶ When done, the Voter hits **DONE SIGNING**.

How to Record Voters on the Yellow Ledger

43

The voter check in process is a two-person job. While the poll pad operator is engaging with the voter the inspector responsible for issuing the ballots is taking an active role by recording the name of the voter and the corresponding ballot stub number using the following steps:

1. During voter check in your partner is working the poll pad, finding the voter in the program, once the voter has confirmed their name you will see their name displayed on the screen
2. Mark name on your yellow ledger next to the corresponding stub number. In the morning when you set up you opened your first package, generally this will mean your first voter will be voter #1, TIP: You can pre-mark your yellow ledger will all the stub numbers in your first package (1-50)
3. While the voter is signing the poll pad prepare their ballot package. Using the perforation on the side of the ballot booklet first fold over the ballot so it perforates, then gently tear the ballot away from the ballot booklet. Once the ballot is torn out (with a clean edge) place the unmarked ballot into the privacy folder and clip a regular pen to the top of the folder.
4. Once the voter has completed signing their attention will be toward getting their ballot, when handing the voter their ballot always ask "Have you voted this way before?"

COUNCILMAN
Vote for TWO (2)

Democrat	134	Democrat	134
Margaret F. Rummey		Russ S. Atwell	
Republican	135	Republican	135
Thomas E. Sherwood		Nancy Hedgeman	
Conservative	136	Conservative	136
Thomas E. Sherwood		Nancy Hedgeman	

COUNTY NAME
General Election
November 4, 2008

CITY of Bingham
BALLOT 1

☐ AFFIDAVIT ☐ EMERGENCY

(Numbering Sequence 1-100)
Book No. 1 of 1
No. 1

General Election 2011
Town: Beetman Ward: 10 District: 10

The following qualified, enrolled individuals appeared and voted this day.

Ballot #	Name	Ballot #	Name
1	Ricardo Rodriguez	30	Laura Searchilli
2	Thomas Strub	31	Robert R. Searchilli, Jr.
3	Carol A. Weber	32	Jennifer Hoge
4	Riqua K. Lynch	33	Laura Searchilli
5	Debra McClay	34	Robert L. Corvone
6	Michael A. Dibrango	35	Nancy L. Bika
7	Lois J. Mello	36	Timothy M. Bika
8	James P. Mello	37	Gary J. Goldman
9	Walter E. Jackson	38	Sally A. Strub
10	Rose Demuccio	39	Lisa M. Graco
11	Ellene P. Nathanson	40	Marlene B. Binschke-Loyt
12	Ten-Han Bohman	41	Alexander Brown
13	Nicholas R. Searchilli	42	Jose Soto
14	Catherine A. Tamaro	43	Linda DeBene
15	Robert M. Tamaro Sr.	44	Sandra E. Brandt
16	Warren C. Robson	45	Norman M. Carpenter
17	Erwin L. Wojtack	46	Michael J. Foley
18	Jesusa Calderon	47	Mary Luckhart
19	Manuel Calderon Jr.	48	Joey Sewalk
20	John A. DeBene	49	Lyle Roberts
21	Paul M. Levine	50	Yma Y. Avellaneda
22	Gertrude F. Hen	51	Richard J. Sophia
23	Sharon E. Spars	52	Yma Y. Avellaneda
24	Sharon E. Spars	53	Ellen R. Purcell
25	Sharon E. Spars	54	John Purcell
26	Christine K. Smart	55	Wayne Bunker
27	Jane H. Zusk	56	Warren J. Sullivan
28	Ellen J. Zusk	57	Ana-Jill Agredos
29	Viggo Rongj		

Page 1/10

NOTE: The ballot stub number is only connected to the stub booklet, it is not printed anywhere on the ballot to ensure voter privacy is always protected

“Have you ever voted this way before?”

Voters in Ulster County have been using this style of paper balloting since 2010 which means most voters are used to the process. However new voters or voters new to Ulster County may require you to walk through the steps with them. We print instructions on each ballot, those same instructions are also printed on the cover of the privacy folder as well as printed on the inside of the privacy booth. In short, we can show the ballot to the voter explaining:

- Fill in the box completely
- Voters may write in a candidate if they choose to do so but we cannot provide them names of write in candidates (an option for the voter is looking it up on their cell phone)
- Look at both sides of the ballot - There may be propositions on the back
- Ballots with additional marks or cross outs should be spoiled for a new ballot (No more than 3 ballots per voter – we will cover this in a few steps)
- Inspectors can offer assistance with physically filling in the box but that requires completing an assistance oath (we will cover this in a few steps as well!)

Councilman	
Vote for any two	
Correct	Incorrect
<input type="checkbox"/> Republican Mickey Shunback	<input checked="" type="checkbox"/> Republican Floyd T. DeAngelo
<input type="checkbox"/> Conservative Mickey Shunback	<input type="checkbox"/> Conservative Floyd T. DeAngelo

The voting process at the privacy booth

Direct your voters to the next available privacy booth. In larger sites we will have your Chair Masters on hand to monitor the privacy booths. Keep in mind that if you have run out of privacy folders there is likely no next available booth, in that instance have the voter wait with their ballot at your check in table before checking in another voter.

Voters will mark their ballot and then proceed to the scanner.

This is the process for 99% of your voters meaning once you send them off you will never see them again. We will now review all of the 1% issues where further instruction is required.



Index of Special Cases

- 1) Advanced Search
- 2) Voted Absentee
- 3) Inactive Voters
- 4) Wrong Location
- 5) Correction
- 6) ID Required
- 7) Voter Assistance
- 8) Challenge Voter
- 9) Spoiled & Unscanned Ballots
- 10) Not in the Poll Pad

Advanced Search: Voter Look Up Options

With the poll pads you now have a greater ability to find a voter in the poll book – essentially you have the entire data base at your finger tips

While we use the 3x3 rule first sometimes a voter's name does not appear. Now try another x3 before you determine this voter is not listed in the poll pad.

1. Date of Birth
2. Address
3. If the voter has their voter card try scanning the printed barcode

The screenshot displays the Ulster County Board of Elections app interface. At the top, the status bar shows the time as 10:50 AM on Tuesday, May 4. The app header includes a menu icon, the text "General Election 2020 - 11/03/2020", and "Last Imported: 10/23/2020, 15:24:41". Below the header, the Ulster County logo is on the left, and the text "Ulster County HQ - Board of Elections" is in the center. To the right of the logo, it says "ED Records: 136934" and "Checkins: 0". A "START OVER" button is located on the far right of the header. Below the header, there are two input fields labeled "Last Name" and "First Name", followed by a "Search" button and an "ADVANCED SEARCH" button. A green arrow points to the "ADVANCED SEARCH" button. Below the input fields, there are three empty rows for additional information. At the bottom of the screen, a virtual keyboard is visible, featuring a blue "search" button.

“Voted Absentee”

When a voter checks in and their record has the note “Voted Absentee” we are **NOT** going to issue them a ballot. They must receive a notice to voter and vote by affidavit ballot.

12:30 PM Tue May 4

MENU

General Election 2020 - 11/03/2020
Last Imported: 10/23/2020, 15:24:41



Ulster County
HQ - Board of Elections

ED Records: **136934**
Checkins: **0**

ADD AFFIDAVIT

START OVER

FUE



First Name

Search

**ADVANCED
SEARCH**

SEARCH RESULTS: 30



Fuentes, Alice J

04/23/1988 - **Democratic**
287 HULL AVE APT B, CLINTONDALE, NY 12515
VOTER ID: 1128971

**Absentee
Received**

Clintondale Firehouse, District 6
T/W/ED: PLA000006
Split 103
Ballot Style: Plattekill 6



Fuentes, Amy

09/02/1965 - **Republican**
3 ELTING PL, HIGHLAND, NY 12528
VOTER ID: 1036772

Voted

Highland American Legion Hall,
District 2
T/W/ED: LLO000002
Split 104
Ballot Style: Lloyd 2

CHK: 10/31/2020, 13:20:51



Fuentes, Arcadio

07/23/1994 - **Democratic**
6 ORCHARD LN APT 5, WOODSTOCK, NY 12498
VOTER ID: 1119365

Inactive

Woodstock Community Center,
District 1
T/W/ED: WOD000001
Split 103
Ballot Style: Woodstock 1



Fuentes, Carla D


06/08/1991 - **Democratic**
167 TREMPER AVE APT 1, KINGSTON, NY 12401
VOTER ID: 1142678

Everett Hodge Center, District 4-2
T/W/ED: CKG004002
Split 103
Ballot Style: Kingston Ward 4-2

Inactive Voters

- Inactive voters will appear in your poll pad, but you will be unable to check them in and provide them with a regular voting system ballot.
- Voters are listed “Inactive” for several reasons, but generally it is because election related postal mail has been returned to the BOE.
- It is always important to confirm voter address if they require an Affidavit Ballot. If they did move you can use ED Finder (*from the main menu – the magnifying glass*) to identify the correct poll site and ballot style.

12:30 PM Tue May 4
General Election 2020 - 11/03/2020
Last Imported: 10/23/2020, 15:24:41





 **Ulster County**
HQ - Board of Elections

ED Records: 136934
Checkins: 0

[ADD AFFIDAVIT](#) [START OVER](#)

[Search](#) [ADVANCED SEARCH](#)

SEARCH RESULTS: 30

	Fuentes, Alice J 04/23/1988 - Democratic 287 HULL AVE APT B, CLINTONDALE, NY 12515 VOTER ID: 1128971	Absentee Received	Clintondale Firehouse, District 6 T/W/ED: PLA000006 Split 103 Ballot Style: Plattekill 6
	Fuentes, Amy 09/02/1965 - Republican 3 ELTING PL, HIGHLAND, NY 12528 VOTER ID: 1036772	Voted	Highland American Legion Hall, District 2 T/W/ED: LLO000002 Split 104 Ballot Style: Lloyd 2 CHK: 10/31/2020, 13:20:51
	Fuentes, Arcadio 07/23/1994 - Democratic 6 ORCHARD LN APT 5, WOODSTOCK, NY 12498 VOTER ID: 1119365	Inactive	Woodstock Community Center, District 1 T/W/ED: WOD000001 Split 103 Ballot Style: Woodstock 1
	Fuentes, Carla D 06/08/1991 - Democratic 167 TREMPER AVE APT 1, KINGSTON, NY 12401 VOTER ID: 1142678		Everett Hodge Center, District 4-2 T/W/ED: CKG004002 Split 103 Ballot Style: Kingston Ward 4-2

Fuentes, Carlos Linda
Highland American Legion Hall,

Wrong Location

If you look up a voter and the display shows “Wrong Location,” verify the address on the poll pad with the voter as their current address.

If the voter’s address is correct in the poll pad, and the voter is at the wrong poll site:

- The Poll Pad will show the voter’s correct poll site
- You can send directions to the correct poll site by either showing the voter the display or texting their smart phone

NOTE: If the poll site being displayed is the one you are working in the voter is simply at the wrong election district check in table, direct them to the correct table.

1:17 PM Tue May 4
General Election 2020 - 11/03/2020
Last Imported: 05/04/2021, 13:09:36

Ulster County
Accord Fire Hall, District 1

Wrong Location

CARLA FUENTES is in the Wrong Location

Everett Hodge Center, District 4-2
15 FRANKLIN ST,
KINGSTON, NY, 12401
T/W/ED: CKG004002, Split: 103

Driving Directions Driving

1. Turn right onto Main St
2. Turn right onto US-209
3. Take the exit onto NY-28 East toward Kingston
4. At the roundabout, take the second exit onto I-587
5. Continue onto Broadway
6. Turn right onto Franklin St
7. The destination is on your right

Distance: 18 miles, Travel Time: 25m 14s

START OVER

PRINT LOCATION

TEXT LOCATION

EMAIL LOCATION

Wrong Location

If you look up a voter and the display shows “Wrong Location” verify the address on the poll pad with the voter as their current address.

If the voter’s address is different than what is displayed in the poll pad we have to take next steps to direct the voter’s course of action

- Where does the voter live now? Is it in Ulster County? Another County? Another State?
- The handout at your tables called “**Notice to Voters**” is required to be given to the voter in these situations
- The desired outcome is ensuring the voter is afforded access to a ballot, this usually means the Chair Masters will either issue the voter an affidavit or send them to the correct poll site to obtain an affidavit in the correct poll site

Correction Sheet

Maybe you're having trouble locating a voter because they have changed their name, maybe when a voter is signing in they let you know that their spouse passed away/their adult child has moved (and provides updated new address) and they want to take their name off of the rolls, maybe a voter is telling you their address was updated by 9-1-1 and while they haven't moved the number for their house has changed. How do we fix these problems?

In your Red Folders you are supplied with a form called the Correction Sheet. For all of these miscellaneous issues we will gather the information being given to us at the table by the voter and record them in one of the blank boxes on the Correction Sheet. The Board of Elections will make the updates and/or perform the required research to update the voter rolls.

**Name
Changes are
*Special***

- ▶ **Have the voter sign the new name on the poll pad.**
- ▶ **Record the name change on the CORRECTION SHEET in the Ballot Master Folder.**

ID Required

Voters with ID required are those who haven't supplied 1 of the 2 required pieces of ID trackers required in NYS (DMV issued number OR last 4 digits of social security)

If the poll pad indicates voter ID is required, and the voter shows an acceptable form of identification:

- Select "Valid ID" and process normally.
- At the next election this note will no longer appear for the voter
- FYI this issue accounts for less than 1% of our voting population

12:33 PM Tue May 4
General Election 2020 - 11/03/2020
Last Imported: 10/23/2020, 15:24:41

Ulster County
HQ - Board of Elections

GO BACK

ID Required

Dippel, Hailey A
10/31/2002 - Democratic
2543 RTE 44-55, GARDINER, NY 12525
T/W/ED GAR000002, Split 103

If the voter is marked **ID REQUIRED** they must show acceptable form of ID (refer to IDs listed in your Inspector Manual). If the voter **DOES NOT** have ID or **REFUSES** to show ID offer the voter an Affidavit Ballot or Court Order.

For further information or assistance, please call Election Office at:
÷ 555-555-1234

VALID ID SHOWN

NO ID

Note: A comprehensive list of accepted IDs is included in your Red Folder

ID Required

If the poll pad indicates voter ID is required, and the voter does not show an acceptable form of identification:

- Select ID Unavailable
- The voter can either vote by Affidavit or Court Order – select which option they choose and proceed as instructed – make sure to give the voter the “Notice to Voter” hand out
- Voter must present the court order before “court order received” is selected

12:34 PM Tue May 4
General Election 2020 - 11/03/2020
Last Imported: 10/23/2020, 15:24:41

MENU


Ulster County
HQ - Board of Elections

VOTER CONFIRMATION

GO BACK ACCEPT

AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT

Verify voter information and tap accept to continue

 SPEAK

Hailey A Dippel
DOB: 10/31/2002
2543 RTE 44-55, GARDINER, NY 12525

ID REQUIRED

Voter ID:	Status:	Party:	T/W/ED:	Split:	Reg. Date:
1153094	Active	Democratic	GAR000002	103	2020-03-16

Note: A voter is permitted to leave and return to the poll site to obtain a valid ID if they wish to do so since they haven't completed check in

Voter Assistance

55

If a voter requests assistance:

- If the voter requests or indicates they are getting assistance before their check in is complete or, if they are appearing before you with someone you may ask the voter if their companion will be assisting them in completing the ballot
- If the voter requests assistance from you as an inspector this will require one inspector from each party to complete. Note: two ballot masters from the same table cannot do this together. Get a chair or key master to help you
- On the ipad: Check “Assistance Required” on your Confirmation page
- The person performing the assistance completes the “Voter Assistance Oath” on the ipad. It is their name that is entered in the fields “Assister Name” and “Assister Address”
- If assistance is asked after the sign in process takes place on the ipad, use the blue “Voter Assistance” Form in your folders and complete manually.

NOTE: When this role is being performed by inspectors use the fields to enter both names of the two inspectors helping (we have your addresses on file)

NOTE: An employer or union agent is not permitted to assist a voter but candidates and poll watchers can

NOTE: You do not need to complete the Blue Voter Assistance form if you use the poll pad.

The screenshot shows the Ulster County Poll Worker app interface. At the top, it displays the time (12:36 PM), date (Tue May 4), and election information (General Election 2020 - 11/03/2020). The user is logged in as a Poll Worker. The main screen shows a list of voters, with one entry for Carla D. 167 TREM. T/W/ED: C Split: 103 Status: Act. The 'Assistance Required' modal is open, showing fields for 'Assister Name' and 'Assister Address'. Below these fields are buttons for 'LISTEN TO OATH' and 'CLEAR SIGNATURE'. The oath text is displayed at the bottom of the modal, and there is a signature line with an 'X' mark. The background shows the 'START OVER' and 'SUBMIT' buttons.

Voter Challenge

“I challenge that Voter’s right to vote!”

While it is **very rare**, a voter challenge is something that can happen.

A voter’s qualifications can be challenged by an election inspector, poll watcher or any voter who is properly voting at your polling site.

The challenge must occur **before** the voter votes -- or, before the voter is handed the ballot.

A voter can only be challenged on certain grounds: voter signature does not match, the voter has given the same name as someone whose already voted, voter is believed to not reside at the address in the poll pad record, voter is believed to be registered in another County or State

Note: Call Commissioners immediately if challenges are occurring with high frequency or are used to intimidate voters.

How Does A Challenge Work??

Step 1: From the confirmation page on poll pad click the “Challenge Voter” box. A Challenge report box immediately populates your screen. *You must choose a Challenge Reason.*

Step 2: Ask the voter to read or listen to the Challenge Qualification Oath that comes up on the screen.

*If the Voter swears or affirms this Oath you **must** allow him or her to sign the Poll Book and vote on the Voting System.*

The screenshot shows the Ulster County Poll Worker app interface. At the top, it says "General Election 2020 - 11/03/2020" and "Last Imported: 10/23/2020, 15:24:41". The main screen displays "Ulster County" and "POLL WORKER". A "Challenge Report" modal is open, showing details for "Carla D Fuentes" (DOB: 06/08/1991, ID: 1142678, Address: 167 TREMPER AVE APT 1, KINGSTON, NY 12401). A dropdown menu for "CHALLENGE REASON" is open, listing four options: "Signature Does Not Match", "Same Name as Someone Already Voted", "Believed Not To Reside at Address", and "Believed to be Registered in Another County or State". Below the dropdown, there is a "Listen to Oath" button and a "Clear Signature" button. The bottom of the screen shows a "Administer Oath" button. The background shows a voter's information: "Carla D Fuentes", "167 TREMPER AVE APT 1, KINGSTON, NY 12401", "Party: Dem", "Ballot Style: Split: 103", and "Status: Active".

If a voter made a mistake on their ballot and the scanner is not reading their selections properly the Key Masters will let the voter know what the problem was and escort the voter back to your check in table to issue the voter a new ballot. Each voter gets three chances to mark a ballot when they make a mistake. *If the mistake was something we did as an inspector it does not count against the voters 3 chances:*

How do we help them?

1. We help that voter right away, they get to cut the line
2. Be nice, the voter might be embarrassed or not understand
3. Look up the voter in the poll pad and select their name
4. Select the “Spoil Ballot” button
5. In your Red Folder is a passcode, punch the passcode in as directed
6. When choosing a ballot to spoil select the ballot style provided on the list and reason for voiding.
7. **The voter will not need to sign in again, the process will be completed**

Spoiled Ballots⁵⁷

12:40 PM Tue May 4
General Election 2020 - 11/03/2020
Last Imported: 10/23/2020, 15:24:41

Ulster County
HQ - Board of Elections

GO BACK

Voter Has Been Processed

Fuentes, Jennifer J

06/23/1972 - Democratic
40 ESOPUS AVE, ULSTER PARK, NY 12487
T/W/ED ESO000007, Split 103

This voter is shown as being processed. If the voter insists he or she did not already vote, you may issue an Affidavit Ballot.

ISSUE AFFIDAVIT
BALLOT

VOID BALLOT

12:41 PM Tue May 4
General Election 2020 - 11/03/2020
Last Imported: 10/23/2020, 15:24:41

Ulster County
HQ - Board of Elections

GO BACK SPOIL BALLOT

Spoil Ballot

Fuentes, Jennifer J

40 ESOPUS AVE, ULSTER PARK, NY 12487

Choose the ballot(s) to spoil:

Esopus 7

Choose Reason

Voter Error

Spoiled Ballots Remaining:

• Esopus 7 ballot style: 2

Voter MUST return the original ballot BEFORE a new ballot can be issued.

Spoiled Ballots

While spoiling a ballot seems like a primary function of the poll pad, if you are operating the yellow ledger you have some work to do too

1. Since the voter is getting a new ballot you must record their name again on the yellow ledger in the next stub number slot
2. You may make additional notes, like "Second Ballot" or "see #XX" (see example)

NOTE: Don't go back and cross out the first entry, this is a continuous record of the stubs

2. When issuing the voter the second ballot make sure they know how to mark the ballot and ask if they need any assistance

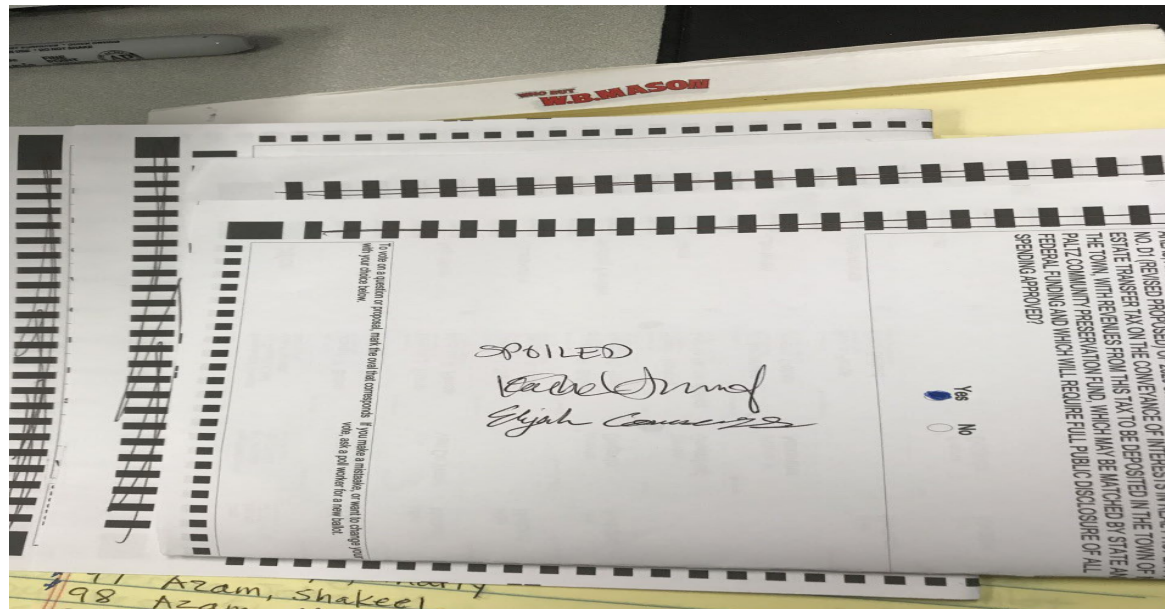
2023 General Election	
Hurley Town Hall	Hurley Dist 2
1. Blaire Evans	
2. Tom Scott - Voided (see #9)	
3. Trish Evans	
4. Andrew Banes	
5. Samantha Jones	
6. Daniel Everback	
7. Mary Smith	
8. Douglas Carpenter	
9. Tom Scott - Second Ballot (see #2)	



Spoiled Ballots

What do we do with the voters “Spoiled” first ballot?

1. Fold the ballot almost in half, leaving two sets of the black bars (these are called timing markers) visible
2. Draw a line with a pen through the timing markers
3. Write “SPOILED” in the ballot
4. Both Ballots Masters (Democrat and Republican) initial the ballot
5. Place the ballot into the freezer bag marked “Spoiled Ballot”



Unscanned Ballots

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Often there is confusion between “Spoiled” and “Unscanned” ballots – remember these tips:

- Spoiled means a voter gets a **NEW** ballot and happens more often than Unscanned
- Unscanned means a voter decided to not get a new ballot or they ran out of their three chances and the ballot is going to be hand counted at the Board of Elections, these are less common

Common reasons a ballot will be Unscanned:

- If the Voter’s third and final ballot is unable to be scanned
- If the voter doesn’t want to fill out another ballot on their second or third chance
- If a ballot is abandoned and found in the poll site

How to process an Unscanned Ballot:

Do not write unscanned on the ballot or we cannot count the votes.

- Ask the voter if she or he would like to have their ballot hand counted
- Simply place the ballot, **UNMARKED**, into the Unscanned Ballot freezer bag

If **ANY** Ballot is unable to be scanned and the Voter leaves the Poll Site without correcting it, place the Ballot in the “Un-Scanned Ballots” clear envelope to be returned to the BOE.

Remember: All Ballots issued must be accounted for!

NEVER let a voter leave the Poll Site with a ballot.

The Voter is Not in the Poll Pad

- ▶ If the voter is not in the poll pad:
- ▶ The voter has two choices, described in the Affidavit and Court Order Voting Instructions. They are:
- ▶ Affidavit Ballot (a paper ballot)
- ▶ Court Order (a judge will decide if the voter can vote on the machine)

Affidavit and Court Order Voting Instructions
Election Law Section 8-302-3a & 8-303

Why am I getting this notice?

- ☐ We have no record of your registration. Complete sections A through D on the affidavit envelope.
- ☐ You are an inactive voter because you have moved within your city or county and did not report this change. Remember to write your new address on the back of the affidavit envelope.
- ☐ You did not present ID today. You must provide acceptable ID to your Board of Elections.
- ☐ The poll book does not correctly reflect your party enrollment.
- ☐ Our records show that you have already voted in this election.
- ☐ Our records show that you have been issued an absentee ballot. You can only vote by affidavit ballot today.

What are my options to vote today?
If you received this form because you have been issued an absentee ballot, you can only vote by affidavit ballot. All other voters who received this form can vote by affidavit ballot or by court order.

What is affidavit voting?
Affidavit voting is a secure way to vote when there is some issue with you voting a regular ballot. This process allows you to cast a ballot today.

How to vote an affidavit ballot

1. Take your Affidavit Privacy Sleeve to the Privacy Booth or Ballot Marking Device.
2. Mark your ballot.
3. Seal your voted ballot inside the Affidavit Ballot Envelope. Remember to sign in section D.
4. Return your sealed Affidavit Ballot Envelope to the poll worker.

What happens to my affidavit ballot after I vote? Your voted affidavit ballot goes to the Board of Elections. They will check their records and determine whether you are eligible to vote. If the Board finds that you are eligible to vote, your ballot will be counted before the election is made final.

Why am I an inactive voter?
You might be an inactive voter because the board believes that you no longer live at your registration address. When you cast an affidavit ballot, you will be restored to active status and your ballot will be counted.

What is court order voting?
If you don't want to vote using an affidavit ballot, you can apply for a court order directing the Election Inspectors to allow you to vote using a regular ballot. To apply to vote by court order, you must contact your County Board at the number at the bottom of this notice.

What happens next?
After you vote, you may contact your local board of elections using the information below to determine whether the vote was counted, and if the vote was not counted, the reason that the vote was not counted.

Ulster County Board of Elections
Telephone: 845-334-5470

Affidavit Ballots

Affidavit ballots are the relief for voters who cannot get a voting system ballot.

Reasons include:

- The voter has moved and their new address was not updated before the data was uploaded into the poll pad
- The voter is inactive. Voters become inactive for a variety of reasons. The main reason is that mail, sent by the Board of Elections, cannot be forwarded. When the annual mail check postcard we sent to the voter is returned undelivered this inactivates many voters. This is a common problem for “snow birders”
- The voter required ID, but they weren’t able to produce one
- In a Primary the voter is not listed in the party they are trying to vote for

Important: The “Notice to Voters” handout NEEDS to be given to voters if they cannot sign in and obtain a voting system ballot

Affidavit Ballots

Special Focus: Voter Registered Elsewhere in NYS

If the voter is telling you they were registered somewhere else in New York State (this is common in second homeowner communities and at SUNY New Paltz) but they live here now, these voters are entitled to cast an affidavit at your poll site. That ballot will count. If you can't find them in the poll pad follow your same course of action in asking them where they live in Ulster County.

How? – In 2019 New York State adopted inter-State transfer laws for elections meaning voters who move to a new County will have their voter record follow them from a previous County registration

As long as the voter is in the right poll site for their Ulster County address they should vote an affidavit there with you, it will count, and we will update their record to make them an official Ulster County Voter!

Meet the Affidavit Envelope

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Chair Masters working together will help the voter complete the affidavit envelope – Do this step before you give the voter the ballot and make sure to review the envelope for accuracy

Section A: Voter Identification – Name, the address in Ulster County where the voter lives, the voter's date of birth and their party enrollment all must be fully completed

Section B: The voter chooses the reason that they are obtaining an affidavit ballot. This is the most commonly skipped step – DON'T LET THE VOTER SKIP THIS – ballots have been thrown out in court due to section B being left blank

Section D: This section includes important information required to complete the voter's registration: citizenship question, age question (both are check boxes) need to be completed. Phone number/email are helpful in contacting the voter if there is a problem with their ballot. Mailing address problems account for most inactive voter problems – if a voter has an alternate email it needs to be included. In Primaries the political party selection becomes relevant in updating the voter's party

THE VOTER NEEDS TO SIGN THE AFFIDAVIT IN ORDER FOR IT TO COUNT

Inspectors MUST fill and sign in the bottom box (in red). Only one inspector is required but both Chairs should work together, and both may sign.

Affidavit Oath

Ulster County

This Section For Board of Elections Use Only:

☐ Is Registered

Voter ID: _____

☐ Active

☐ Inactive: Reason: _____

☐ Address Change

Prior Address: _____

☐ Wrong Poll Site

Correct Poll Site is: _____

☐ Voted Correct Poll Site

Voter E.D. is: _____

☐ Not in Party (PRIMARY ONLY)

☐ Not Registered

☐ Cancelled

Misc./Remarks

BOE Staff Initials

DEM _____

REP _____

Commissioner's Ruling

☐ Valid – Count

☐ Invalid – Do Not Count

Commissioner's Initials

DEM _____

REP _____

Please provide the following required information

Your name Last name _____ Suffix _____
First name _____ Middle Initial _____

The address where you live Address (not P.O. box) _____
Apt. Number _____ Zip code _____
City/Town/Village _____
New York State County _____

Date of birth _____ **Party enrollment** _____

Please check each box that applies to you and fill in the appropriate blanks

☐ I have been informed by the inspectors that my registration record is not available to them, however I have duly registered to vote in this election district from the address given above, and I remain a duly qualified voter in this district.

☐ I have moved within _____ (insert County or New York City) since my last registration, and my previous address was: _____

☐ I was required to present identification when I voted today, but I did not do so.

☐ For Primary Elections Only: I am enrolled in the political party stated in the section above, but the poll book does not reflect my correct enrollment.

Additional information to register to vote in the event that you do not have a valid voter registration on file

Are you a citizen of the U.S.? ☐ Yes ☐ No

If you answer No, you cannot register to vote.

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

If you answer No, you cannot register to vote unless you will be 18 by the end of the year.

Qualifications

More information Telephone (optional) _____ Sex ☐ M ☐ F
Email (optional) _____

The address where you receive mail Address or P.O. Box _____
P.O. Box _____ Zip code _____
City/Town/Village _____

Voting history Have you voted before? ☐ Yes ☐ No What year? _____

Voting information that has changed Your name was _____
Your address was _____
Your previous state or New York State County was _____

Identification You must make 1 selection

☐ New York State DMV number _____

☐ Last four digits of your Social Security number _____

☐ I do not have a New York State driver's license or a Social Security number.

Political party You must make 1 selection

Political party enrollment is required for that, in order to vote in a primary election or a political party, in order most enroll in that political party, unless state party rules allow otherwise.

☐ Democratic party ☐ Green party ☐ Women's Equality party

☐ Republican party ☐ Working Families party ☐ Reform party

☐ Conservative party ☐ Independence party ☐ Other _____

☐ I do not wish to enroll in a political party

☐ No party

All voters must date and sign the oath below

It is a crime to procure a false registration or to furnish false information to the Board of Elections

Affidavit: I swear or affirm that

- I am a citizen of the United States.
- I will have lived in the county, city or village for at least 30 days before the election.
- I meet all requirements to register to vote in New York State.
- This is my signature or mark in the box to the right.
- The above information is true. I understand that if it is not true, I can be convicted and fined up to \$5,000 and/or jailed for up to four years.

Sign _____ **Date** _____

TO BE COMPLETED BY ELECTION INSPECTOR

Town or City _____ Ward and/or Election District _____ Poll Site _____

Date _____ Election Inspector Signature _____

This section is completed by the BOE after the election, please leave empty at the poll site.

Generating an Affidavit Ballot

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Affidavit Ballots are Generated from the Verity Touch Writer BMD

1. Your BMD will be set up in the morning by the Key Masters. When starting the affidavit process, tap the “ready for use” button on the welcome screen. While you complete this process your voter may sit to wait and complete their affidavit envelope:

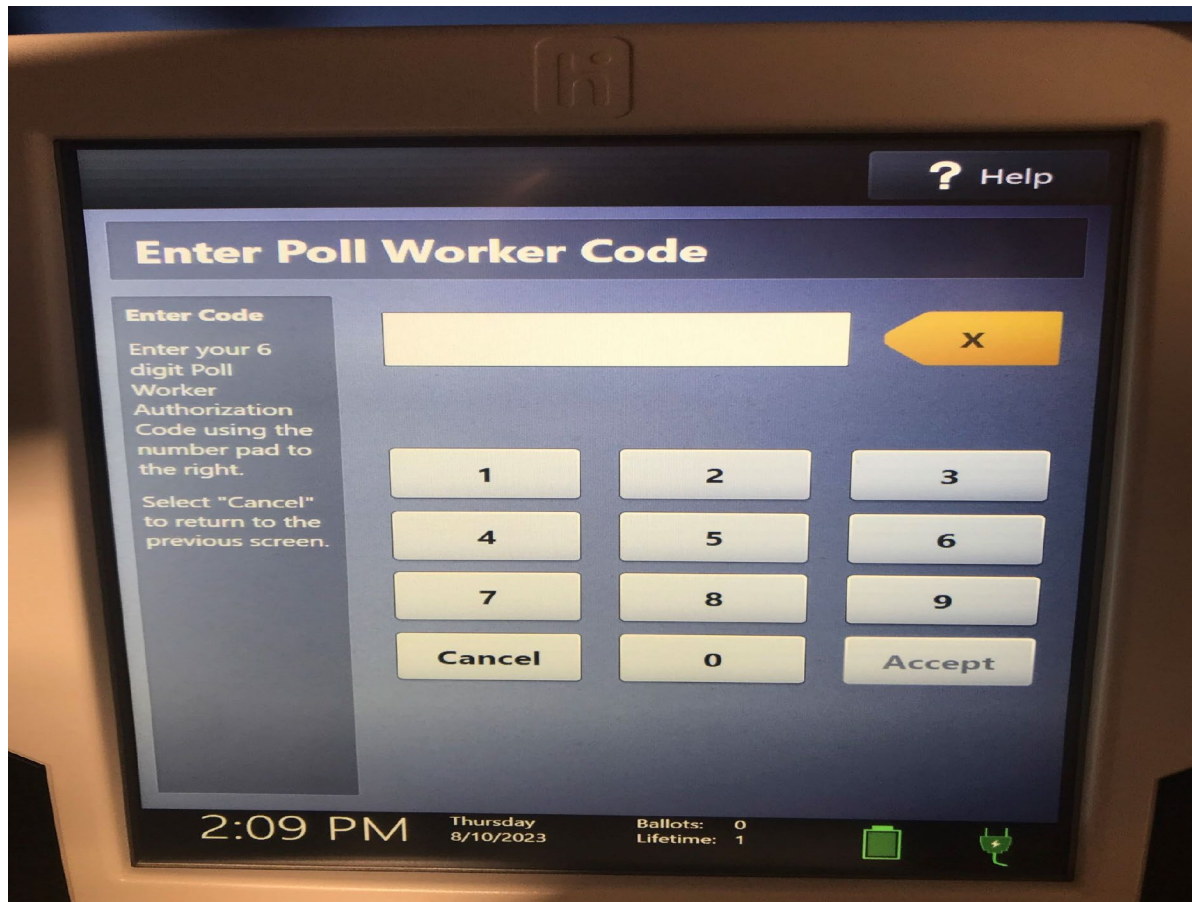


Generating an Affidavit Ballot

66

Affidavit Ballots are Generated from the Verity Touch Writer BMD

2. Enter Poll Worker code. Poll worker code will be found on the inside of your black folders, once entered, tap "Accept":

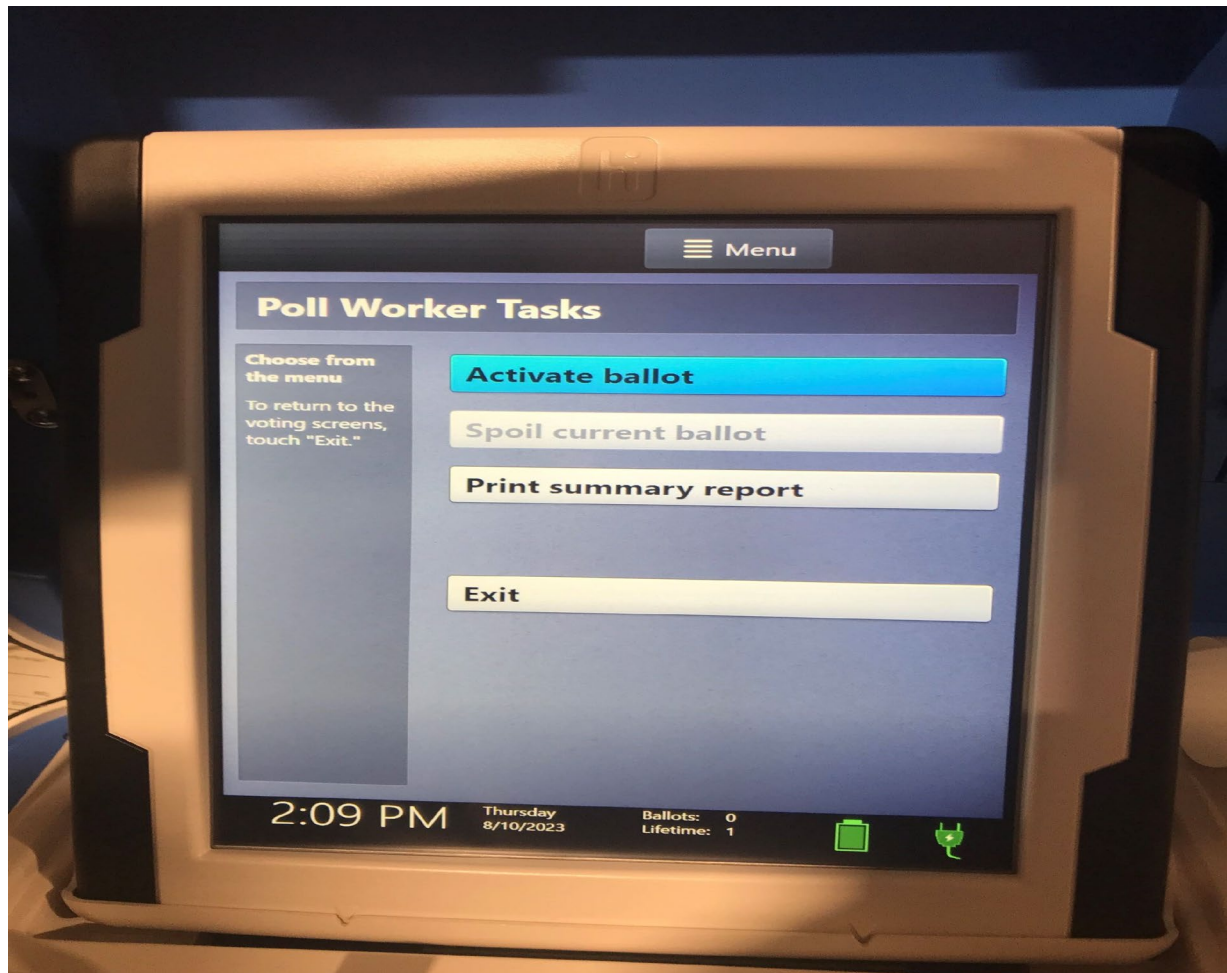


Generating an Affidavit Ballot

67

Affidavit Ballots are Generated from the Verity Touch Writer BMD

3. Tap Activate ballot:



Generating an Affidavit Ballot

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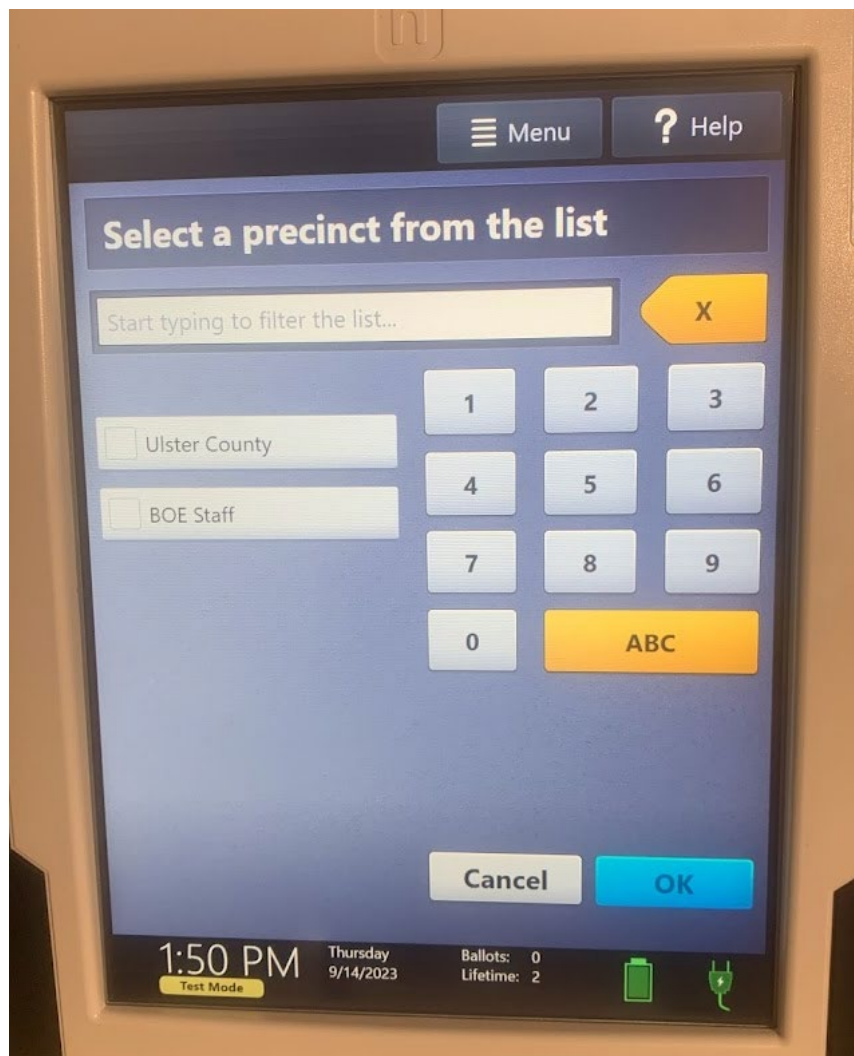
Affidavit Ballots are Generated from the Verity Touch Writer BMD

4. Select Ballot:

Note that **all** available ballot styles will appear as available. Select the ballot for the voter based on their residence.

Hint: You may use your Poll Pad's "ED Finder" in the menu screen to determine which ballot to select.

If you are in a single district site there will only be one choice available. Tap your desired ballot and then tap "OK".



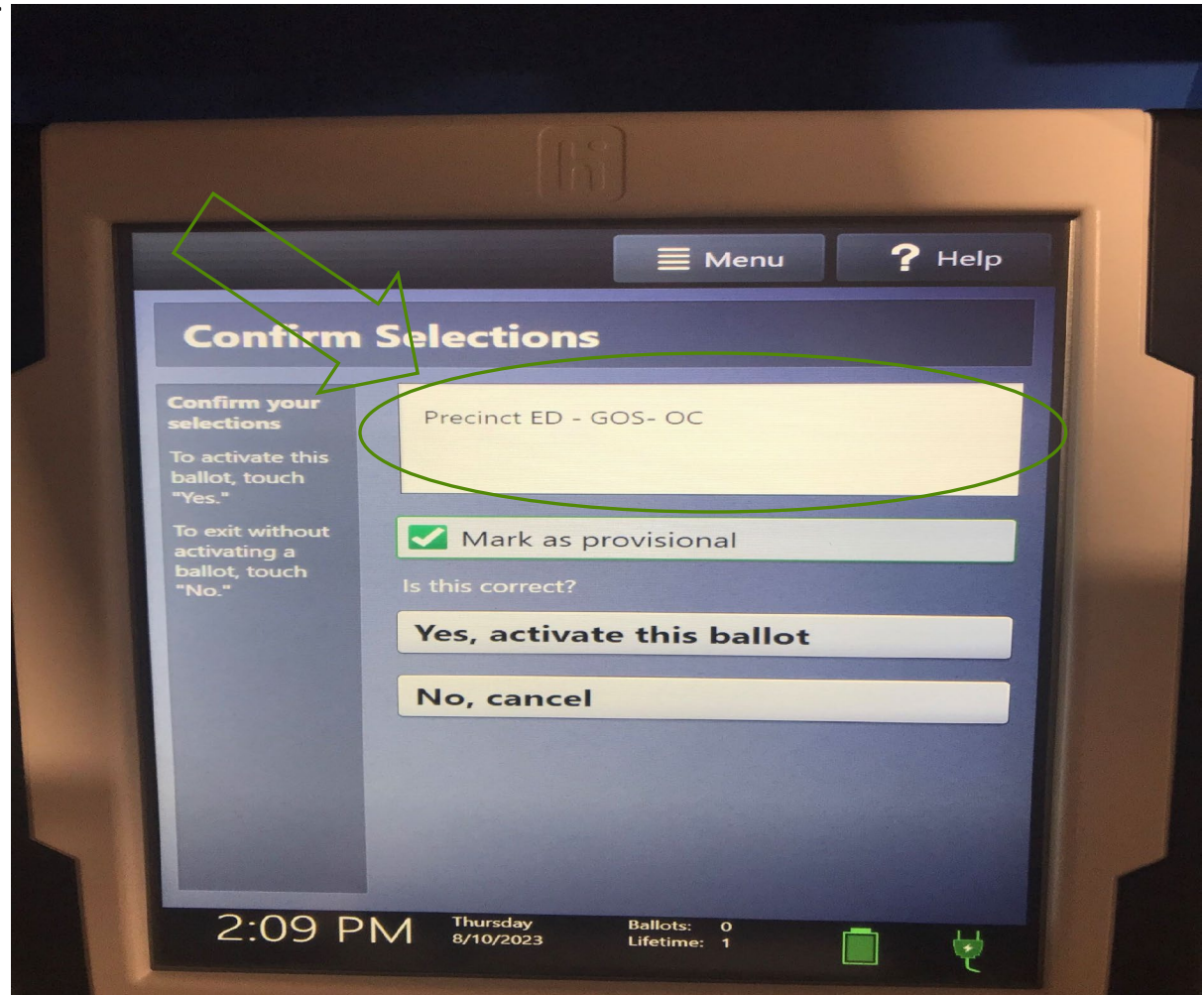
Generating an Affidavit Ballot

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Affidavit Ballots are Generated from the Verity Touch Writer BMD

5. Confirm Ballot Style:

The ballot style
Selected will be shown
in the topmost area,
confirm selection is
correct:



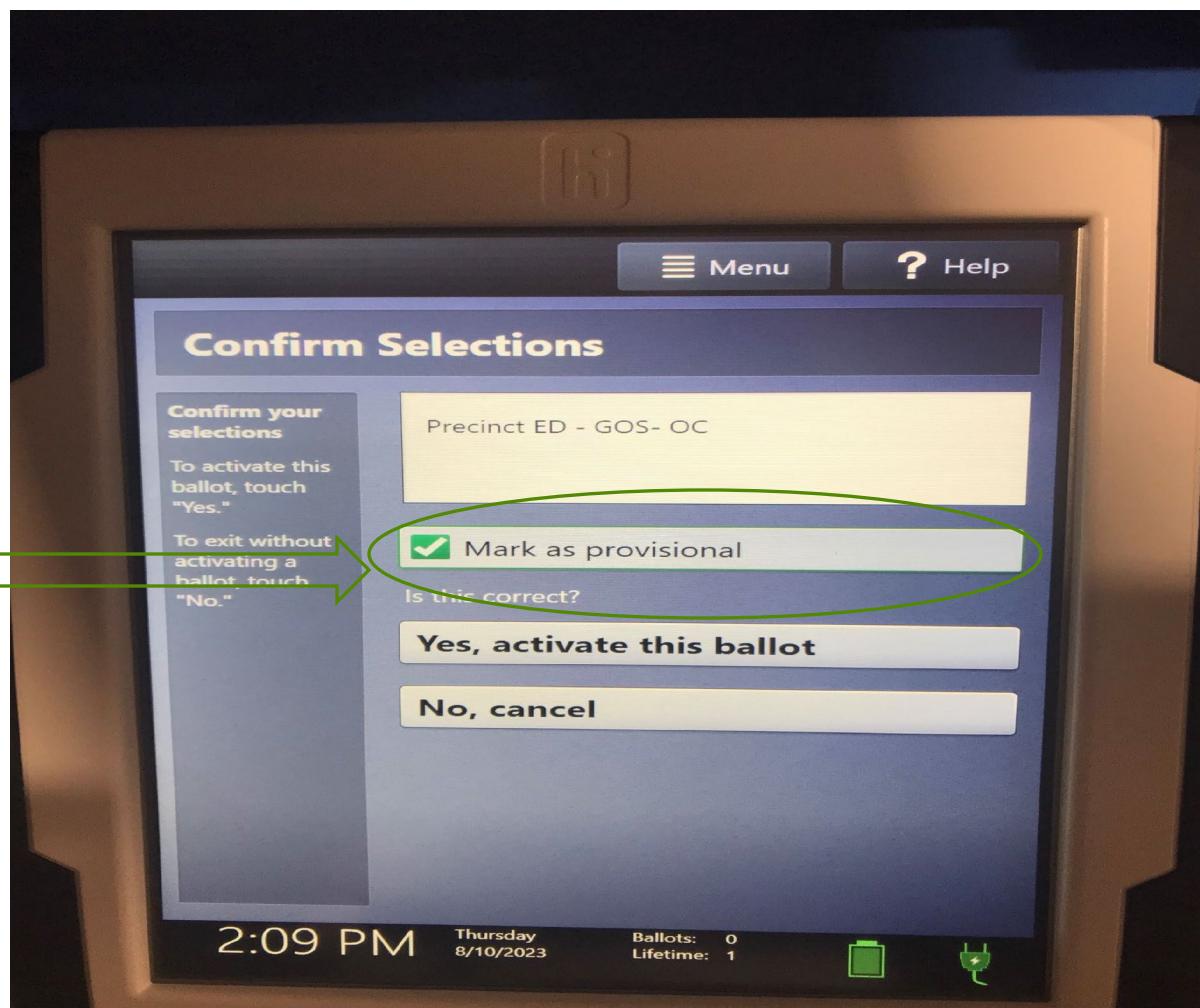
Generating an Affidavit Ballot

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Affidavit Ballots are Generated from the Verity Touch Writer BMD

6. Mark as Provisional:

You **MUST** check mark as **Provisional**; the completed ballot will not be scanned on a voting system and instead be inserted in affidavit envelope. Additionally, "PROVISIONAL" will appear on the side of the ballot. Everything **BUT** tapping Provisional is the SAME process used to queue up a BMD Accessible Voting Ballot.



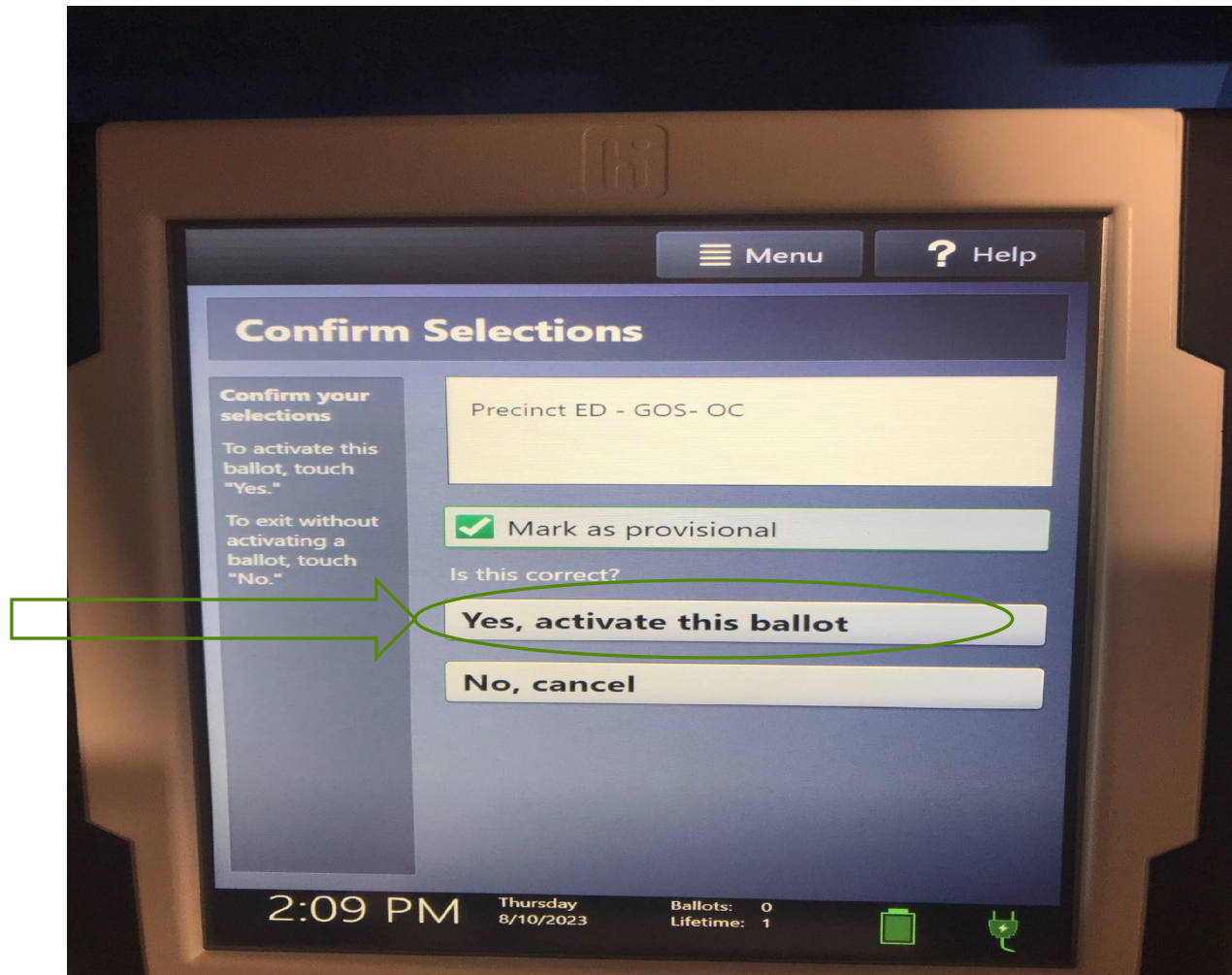
Generating an Affidavit Ballot

71

Affidavit Ballots are Generated from the Verity Touch Writer BMD

7. Tap “Yes, activate the ballot” :

Tapping “Yes, activate the ballot” gets you to the “Get Started” screen.

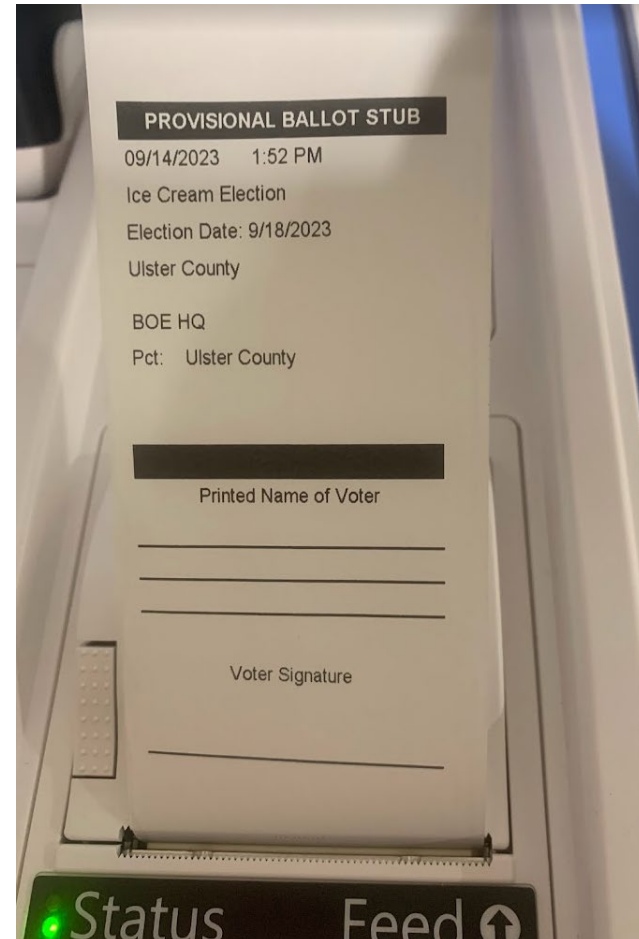
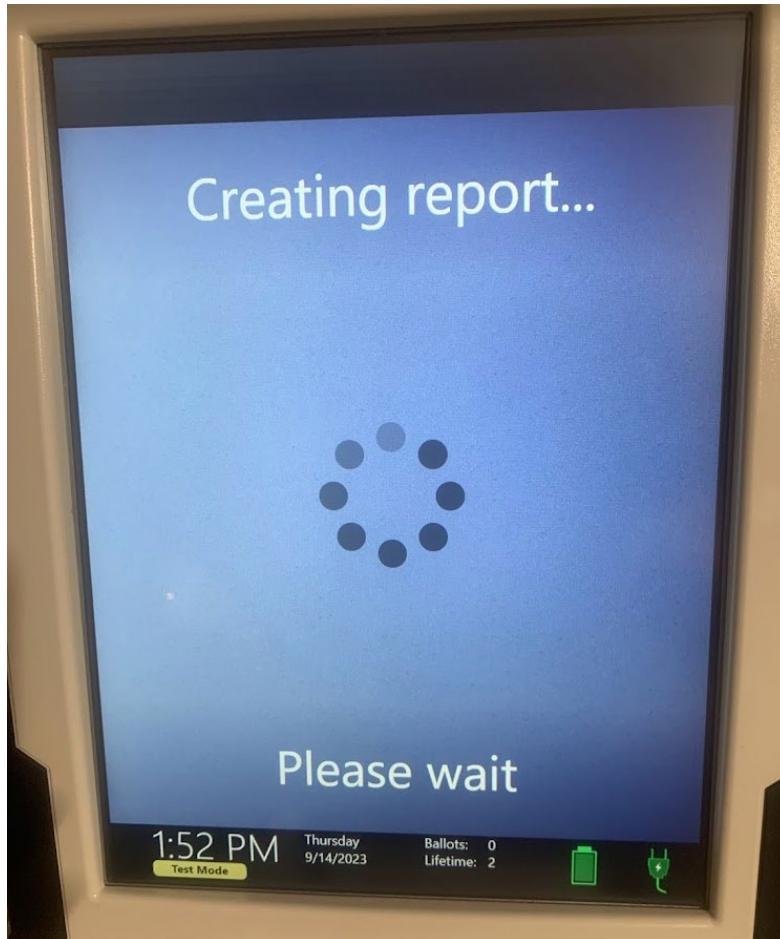


Generating an Affidavit Ballot

72

Affidavit Ballots are Generated from the Verity Touch Writer BMD

8. "Creating Report" will appear on your screen, please wait until the receipt is printed.
Complete receipt and retain in your affidavit freezer bag.

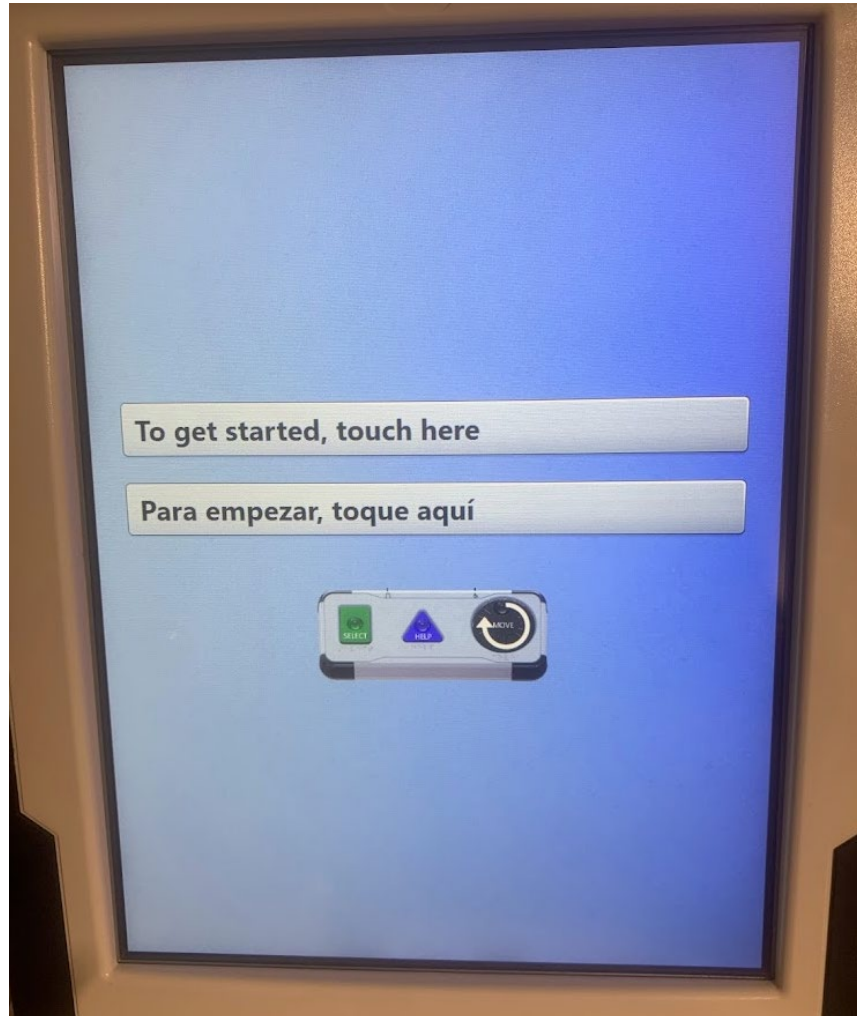


Generating an Affidavit Ballot

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Affidavit Ballots are Generated from the Verity Touch Writer BMD

9. Next you will see the screen that allows you to get started, tap on “To get started, touch here”



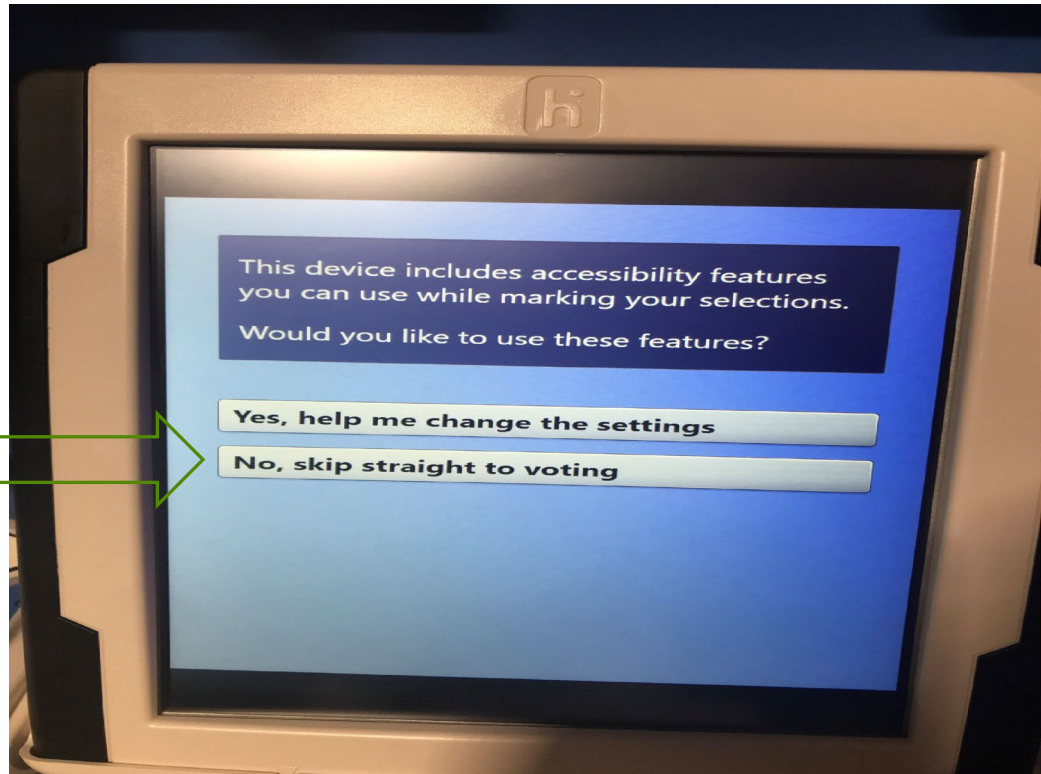
Generating an Affidavit Ballot

74

Affidavit Ballots are Generated from the Verity Touch Writer BMD

10. When accessibility option appears tap “No, skip straight to voting.”

Tap “No, skip straight to voting”



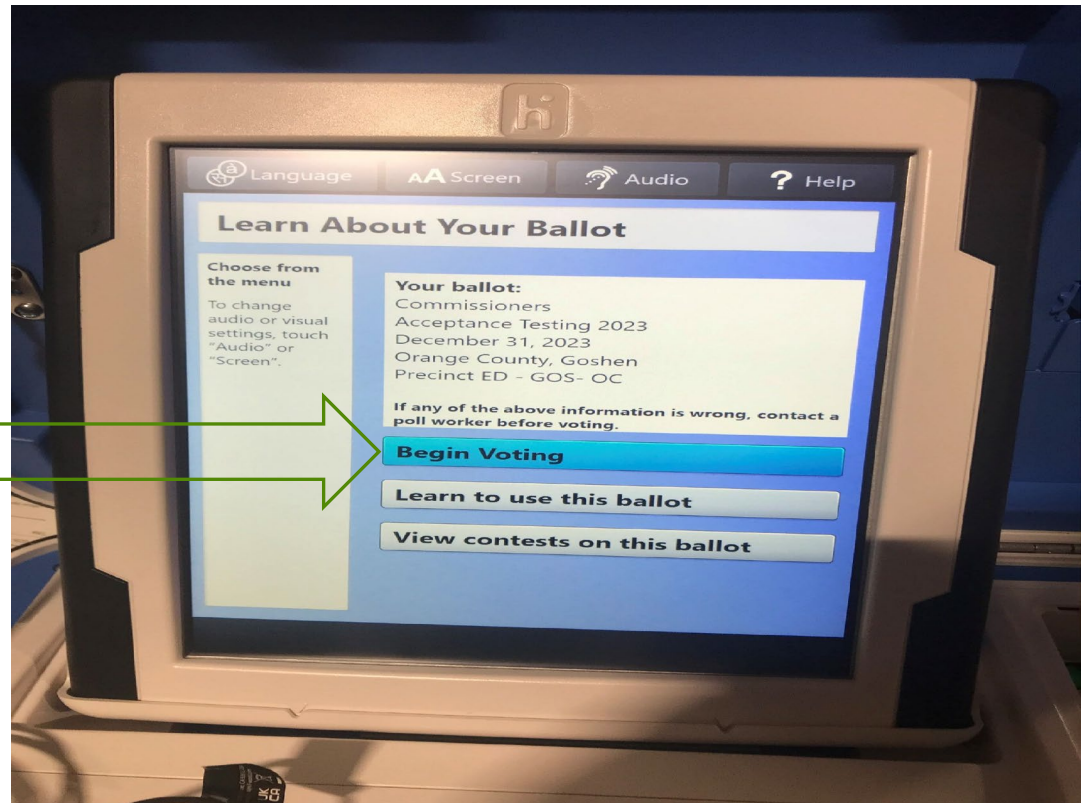
Generating an Affidavit Ballot

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Affidavit Ballots are Generated from the Verity Touch Writer BMD

11. When the “Learn about your ballot” screen appears, tap “Begin Voting”:

Tap “Begin Voting”

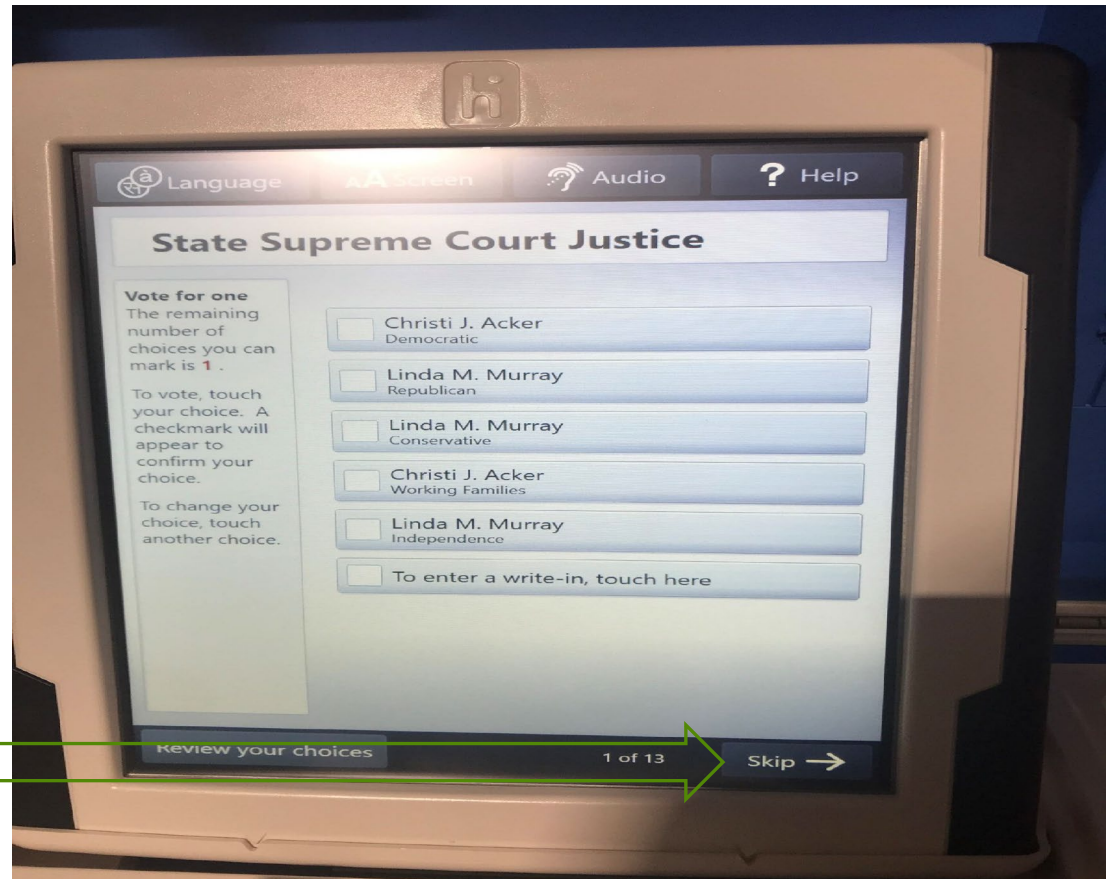


Generating an Affidavit Ballot

76

Affidavit Ballots are Generated from the Verity Touch Writer BMD

12. The first contest on the ballot will appear, Chair Masters will cycle through ballot prompts in order to print a blank ballot that the affidavit voter will self mark.



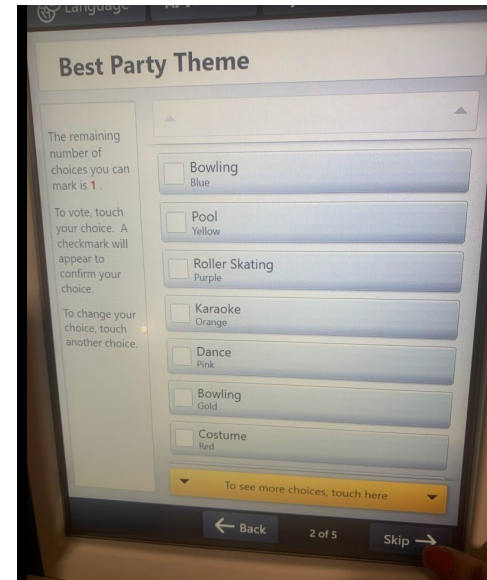
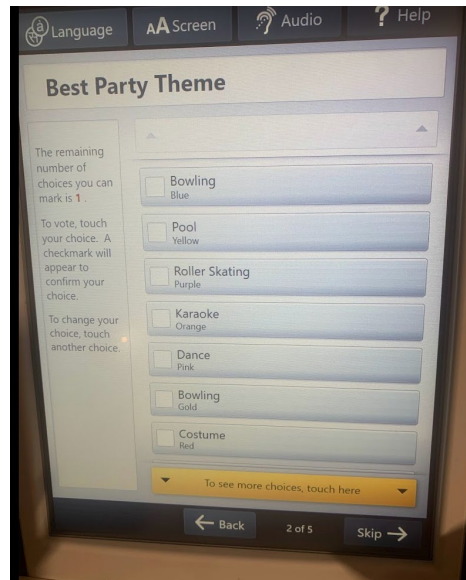
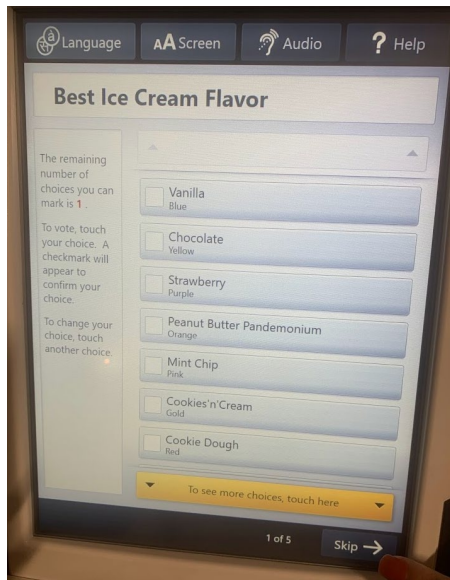
Tap "Skip"

Generating an Affidavit Ballot

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Affidavit Ballots are Generated from the Verity Touch Writer BMD

13. Continue to hit “Skip” through all available contests:



Keep tapping “Skip” through all contests, making sure to not mark any selected candidates.

Generating an Affidavit Ballot

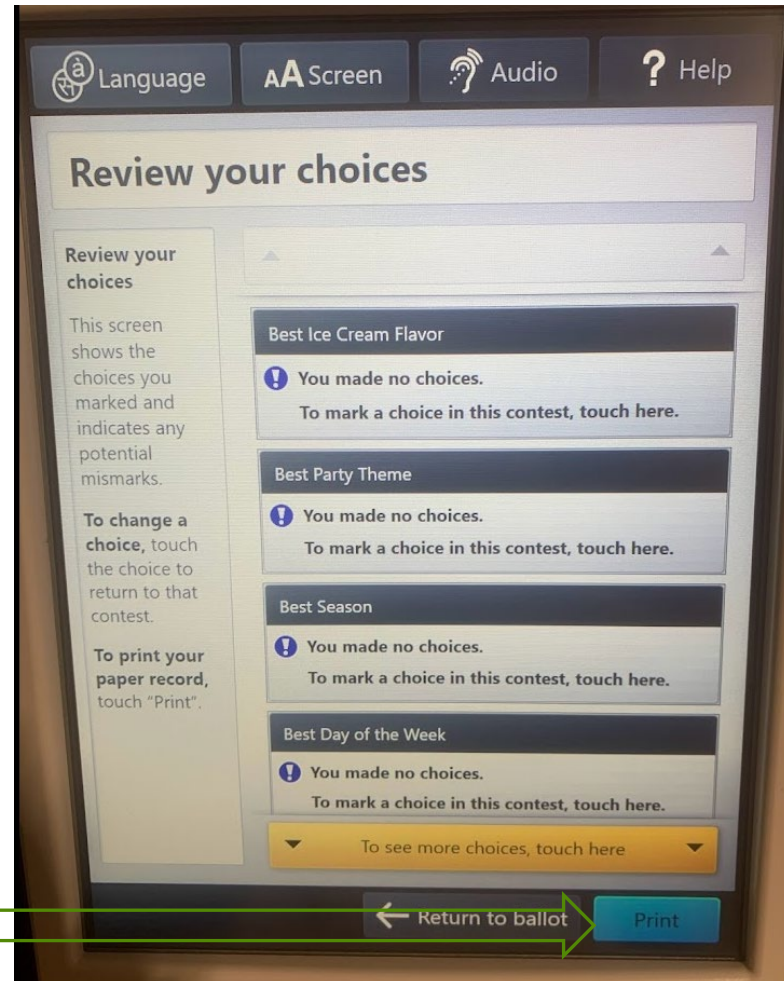
78

Affidavit Ballots are Generated from the Verity Touch Writer BMD

14. “Review your choices” will appear. Ensure that for all choices it states “You made no choices.” Once confirmed, hit “Print”.

All contests should say “You made no choices”

Once confirmed all are blank choices, tap “Print”



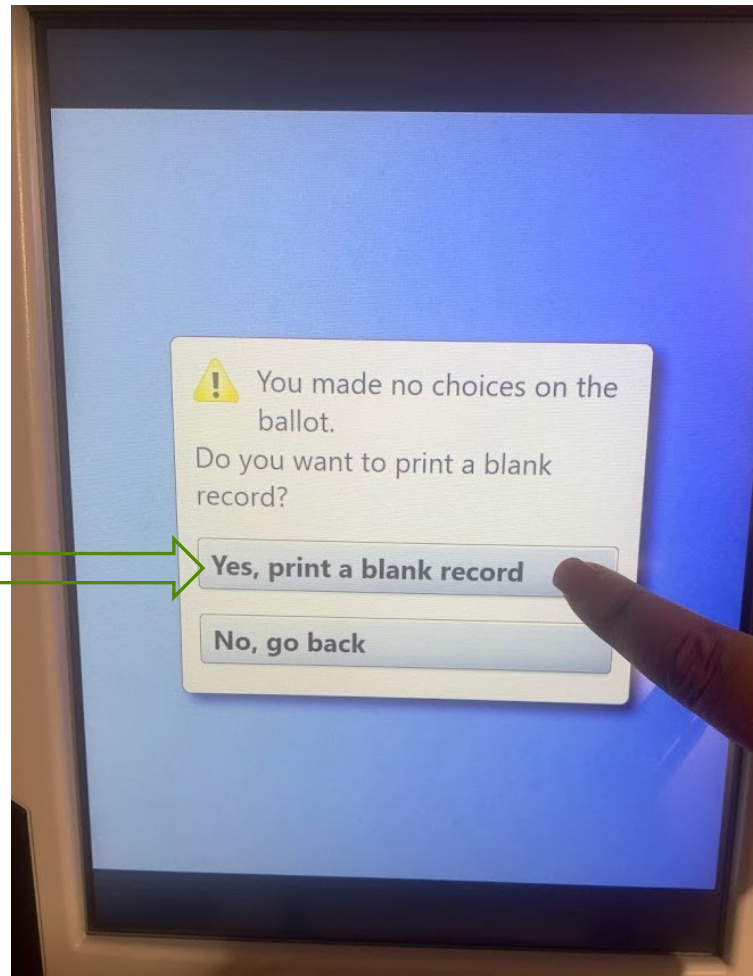
Generating an Affidavit Ballot

79

Affidavit Ballots are Generated from the Verity Touch Writer BMD

15. A warning screen confirming that no choices have been made will appear stating “You made no choices on the ballot. Do you want to print a blank record?” Tap on “Yes, print a blank record”

Tap “Yes, print a blank record”



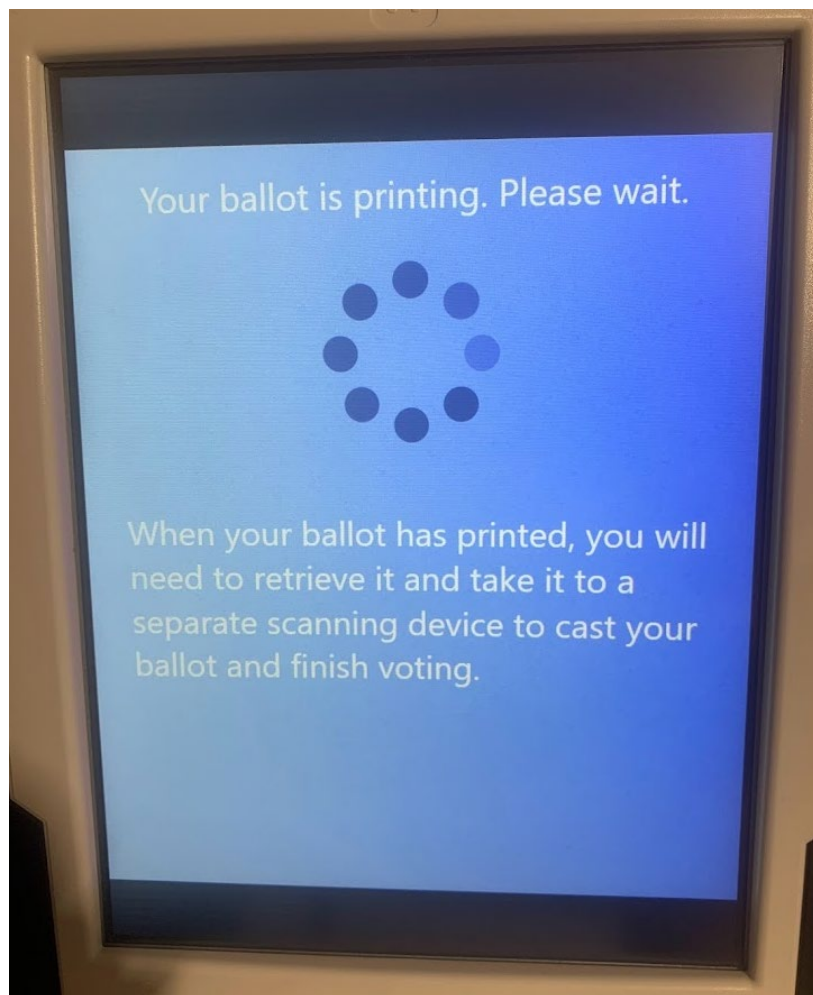
Generating an Affidavit Ballot

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Affidavit Ballots are Generated from the Verity Touch Writer BMD

16. “Your ballot is printing. Please wait.” will be displayed. The printer will activate (it may take a minute if it has not been used recently) and the blank ballot will be printed.

While the ballot is preparing to print you should discuss with the voter that they will be marking their ballot with a pen in the privacy booth. They will then return to you to complete the affidavit envelope process. **Remind them to NOT go to the voting system as the ballot is coded to not be read through the device.**

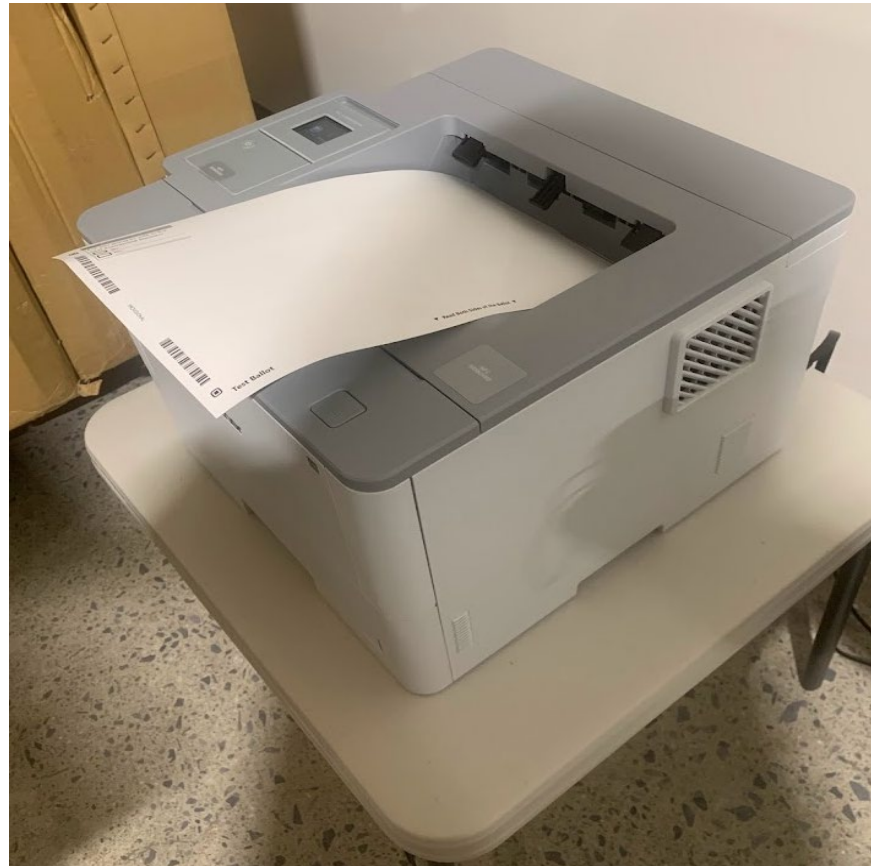


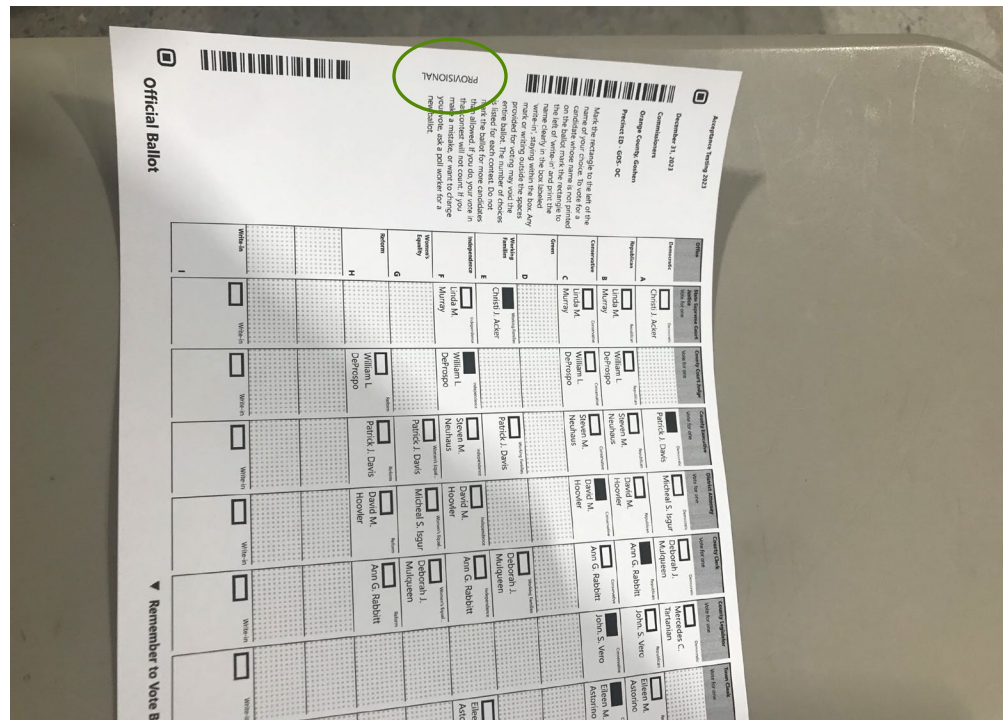
Generating an Affidavit Ballot

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Affidavit Ballots are Generated from the Verity Touch Writer BMD

17. The ballot is printing, allow it to print both sides. Once done printing, show the voter that the ballot is two sided and review the ballot to ensure that no markings have been made yet. Issue the ballot to the voter in a privacy sleeve and give them a regular pen. Allow them to self mark their ballot privately, either at your table or at one of the designated privacy areas.





Affidavit Ballots will not scan and are marked “PROVISIONAL”

The voter is now done and has voted. Allow the voter to deposit the voted affidavit ballot within the completed affidavit envelope. Review the envelope for completeness. Don't forget to sign the bottom in the red box marked “to be completed by an election inspector” and to affix a piece of your tape onto the flap of the affidavit, to secure shut. The completed affidavit will then be placed into the affidavit freezer bag for safe keeping.

At the end of the night place all completed affidavit ballots in your maroon nylon pouch, other materials will also be returned in the pouch by all other inspectors, i.e. the Ballot and Key Masters. Please consult your closing polls check list. Key Masters will record and seal the maroon pouch. The maroon pouch is returned to the BOE on Election Night.



Court Orders

83

Less common than the affidavits, Court Orders are obtained by voters by visiting the Board of Elections. A voter must appear before a judge, and that judge grants the voter the right to access a voting system ballot. This means for you that the voter will come to your check in table to get a ballot.

We will attempt to call your poll site to let you know the voter is on their way to see you.

If a voter presents you with a **Supreme Court Order** you must allow him or her to vote on the machine.

You must keep the Court Order in the Ballot Master folder and return it to the Board of Elections at the end of the night.

Please record the Ballot Stub Number in the upper right corner of the Court Order and write the voters name as it appears on the paperwork and the words “Court Order” on your yellow ledger

Because the voter is getting a ballot there will be a stub # to account for, failure to write a court order voter’s information down will lead to your numbers being off

BMD Voters

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If a voter comes to check in at your table and says they need to vote “using the ballot marking device/bmd” or “using accessibility devices” this is a clear sign that they will vote using the BMD or ADA Cart. You cannot ask the voter for a “reason” to use the BMD and ANY voter is entitled to use it.

Steps:


1. The voter signs the poll pad, this may mean just making a mark.
 2. Direct the voter right to the ADA Cart
- So they can start their session with the Key or Chair Masters who are trained in next steps.
4. Do not record anything on your Yellow Ledger. If you have a BMD Voter and you record them next to a stub Number you will be off for reconciliation.



WRITE IN BALLOTS

85

Each ballot contains an area to mark a candidate for a write-in for any position. The write in box is located at the bottom of the column under which the position is located:

OFFICE	COUNTY LEGISLATOR 18th District (Vote for ONE)
WORKING FAMILIES	WORKING FAMILIES Carolyn E. Hansen 
WRITE-IN	WRITE-IN

The write in must be put into the box marked "WRITE-IN"

Voters may write in a candidate if they choose to do so but we cannot provide them the names of write in candidates (an option for the voter is looking it up on their own cell phone)

Candidates who wage write-in campaigns bear the responsibility of campaigning to have their name written in, if telling voters who to write-in you are electioneering

For races with more than one choice, like town council or school board there is a write in for each position, if there are three candidates to choose from there will be three write in boxes

Voters cannot over-vote, inclusive of write-ins, if the voter has large handwriting they may accidentally overvote if their write in uses more than one of the write in boxes

A write in for someone whose name is already printed on the ballot will not be counted i.e. "Joe Doe" is printed on the ballot and a voter writes in "Joe Doe" in the write in box, that will invalidate the vote for Joe Doe

NO ELECTIONEERING ALLOWED!

**Key Masters are also responsible to look
out for campaigning at the poll site.**

By LAW:

- No One (including Inspectors, Poll Watchers or Voters) can campaign inside the Poll Site or **anywhere within the 100' Distance Marker**
- No One may wear campaign buttons, stickers, tee shirts or other campaign material in the Poll Site or anywhere within the 100' Distance Marker (You **MUST** ask the individual to remove it.)
- No One may discuss Candidates, Political Parties, or Ballot Propositions within the Poll Site or anywhere within the 100' Distance Marker
- No Vehicle with election material (bumper stickers, signs, etc.) may be parked within the 100' Distance Marker.

Poll Watchers

A poll watcher must have a **complete** written certificate issued by the Chairperson of the political party or independent body, or by at least two candidates on the ballot. The certificate must specify the election district for which the watcher has been appointed; each Election District in the poll site needs its own certificate for General Elections. For Primary Elections one certificate for each poll site is acceptable.

- A candidate **cannot** be a poll watcher where he or she is on the ballot.
- A poll watcher must be a qualified voter in New York State.
- The certificate must be given to the Ballot Masters and filed in your Red Folder. Do not return it to the poll watcher.
- Call the BOE or send a message through poll pad if you have any questions about a poll watcher or a certificate. 334.5470

WATCHER CERTIFICATE FOR USE ON ELECTION DAY Section 8-500, Election Law	
I/We, the undersigned, being _____ <div style="text-align: right; font-size: small;">(chair/candidates)</div>	
of the _____ party, do hereby appoint <div style="text-align: center; font-size: small;">(political party/independent body)</div>	
_____ county of _____ <div style="text-align: center; font-size: small;">(watcher's name)</div>	
to be a watcher for the election to be held on _____ in the <div style="text-align: right; font-size: small;">(date of election)</div>	
_____ election district, in the _____ ward (if applicable) of the town, city, or village of _____, or the _____ Assembly District in _____ County or the City of New York.	
_____ Signature	_____ Title
<div style="text-align: center; border-top: 1px solid black; margin-top: 10px;"> GUIDELINES </div> <ul style="list-style-type: none"> Watchers shall be appointed by the chair of any party committee or independent body whose candidates names appear on the ballot or any two or more candidates in a primary election. Each watcher must be a qualified voter of the city or county in which he/she is to serve. Watcher certificates must be delivered to an inspector at the election district. Not more than three watchers for any party committee or independent body or candidates whose names appear on the ballot may be appointed to serve at the same election district. Watchers may be present at the polling place at least fifteen minutes before the unlocking and examinations of any voting machine or ballot box at the opening of the polls, until after the signing of the inspectors' returns and proclamation of the result. Not more than one watcher appointed by each party committee or independent body or candidates whose names appear on the ballot may be within the guard rail at any one time. 	

(Sample prepared by the State Board of Elections)

A Poll Watcher **May:**

- ▶ Be present at the polls 15 minutes before opening and may stay until after the signing of the inspectors' paperwork and the closing of the polls
- ▶ View the set-up of the voting machines
- ▶ During voting hours (6am-9pm) they must be seated at their respective Election District table.
- ▶ Challenge persons they believe are not qualified to vote
- ▶ View the results tape at the close of polls (no certificate required after 9:00pm)



Poll Watchers May **NOT**:

- ▶ Electioneer
- ▶ Handle official documents
- ▶ Interfere with the election process
- ▶ Protest a challenge ruling
- ▶ Accompany a voter to the voting booth or scanner *unless* the voter has specifically asked for the watcher's assistance and completed the voter assistance oath.



Closing the Polls

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- Polls close at 9pm, Chair Masters will announce that the polls are closed, any voters who are in line at 9pm are entitled to vote. If the line goes out the door post an inspector (a key master or chair master) at the end of the line
- Before closing down please ensure that there are no voters in the privacy booths or anyone who hasn't successfully scanned their ballot
- Do not forget to sign out on the poll pad – also do not forget to have key masters and chair masters who are not operating a poll pad sign out, again we give you credit for the time that you work in closing out the poll site
- All inspectors must remain in the poll site to assist in closing down the site and ensuring that all procedures have been followed
- Anyone in the polling site to hear the results may remain, they are not required to have a poll watchers certificate after 9pm. Chair Masters will announce the results to anyone waiting to hear them, alternatively a picture may be taken of the results tape (we prefer the picture method).
- The Maroon Pouch must be packed up and returned. Seal the bag once all affidavits, folders, and the black security pack are in it as it is returned directly to the BOE that night. There will be a check list if you miss a step.

Closing the Polls

- All inspectors must remain and assist until all closing tasks are completed and the maroon pouch leaves the poll site.
- In your Ballot Master folder there is a closing polls check off list to reference, please review together. Be sure all supplies are returned, and nothing is left behind.
- The Key Masters will be focusing on closing the voting system(s) and obtaining the V drive to put into the security pack.
- Chair Masters will be focusing on the affidavit reconciliation
- Ballot Masters will be focusing on the voting system reconciliations as well as packing up the poll pad
- All signs and notices (don't forget those that are outside) need to come back in the ADA cart.
- Any shrink-wrapped packages of ballots and privacy folders will go to the Key Masters to place into the ballot bag on top of the voted ballots
- Key Masters MUST remove the results V Drive from the voting system for return in the security pack which will then be placed in the maroon pouch. This is how we can post election night results on our website and is very important.
- Any voted absentee ballots that are returned to the poll site should be put into the maroon pouch.

Voting System Ballots Reconciliation at Closing⁹²

Out of your red folder get your “VOTING SYSTEM BALLOT RECONCILIATION.” Working with your partner inspector, you will now complete your Ballot Reconciliation for the day:

The left hand side describes voting machine IDs, Poll Site Name and Address and should match where you are located.

Relevant at the close of polls are your voting machine ID's, each machine will have a separate results tape, if you have multiple machines you will need to add results together from all tapes

We'll now go over steps 1-7:

1. This is pre-printed and is your total from the morning that you checked in. This is the number we will add up to
 2. Hand count the number of ballots in your VOID freezer bag and affix that total number here
 3. Hand count the number of ballots in your UNSCANNED freezer bag and affix that total number here
 4. The books remaining are those that are still shrink wrapped, remember they are in packs of 50 + any ballots remaining in the last book you were issuing from.
- TIP:** hand count these ballots and do not do the math off of the stub
5. Add #s 2, 3 and 4 to subtotal

GENERAL ELECTION	
VOTING SYSTEM	
BALLOT RECONCILIATION	
Tuesday NOVEMBER 7, 2023	
Poll Site Identification Information:	
Voting Machine ID:	050
Poll Site Name:	Shokan American Legion Hall
Address:	26-28 Mountain Rd. Shokan, NY 12481
Town/City:	Olive
Ward:	
District:	1
POLLS OPEN	
Inspectors shall confirm that the supply bag for this district contains ballots in the following quantities:	
Number of ballot booklets with 50 ballots:	12 X 50 600
Total No. of ballots received:	600
Inspectors confirm number of Ballots received is correct. If not, contact the County Board of Elections immediately.	
Inspector Signature:	Inspector Signature:
POLLS CLOSED	
(1.) Total No. of ballots received:	600
(2.) Total No. of ballots SPOILED (in "Freezer Bag"):	
(3.) Total No. of ballots UNSCANNED (in "Freezer Bag"):	
(4.) Total No. of ballots REMAINING IN BOOKS:	
(5.) SUBTOTAL: (add #2 through #4)	
(6.) Total No. of ballots SCANNED: (from results tape)	
(7.) TOTAL NO. OF ALL BALLOTS: (= #5 plus #6; this number MUST match total received in #1 above)	
Inspector Signature:	Inspector Signature:

The masthead includes info on the Election type; “General Election”

6. On your results tape(s) find your ballot ID# and locate the “Total Scanned” number. In multi-sites you will need to wait your turn to get ahold of the tape. Chair Masters can help if you are having difficulty reading the tape/finding your #
7. Adding up your subtotal #5 plus your scanned total #6 should yield a total which matches #1

Both you and your partner inspector will sign in this area once you have verified the information. Once done you will return this paperwork to your red folder for return to the Board of Elections

Closing Reconciliation Continued

When the reconciliation asks for “Total number of ballots scanned” we refer to the closing tape from the voting system (delivered by the Key Masters):

If your site has two or more voting system you need to add the ballots scanned for your ballot Pct from each closing tape to get your total number:

See instructor for tape demo

Precinct Ballot Count		Precinct Ballot Count	
Pct	Total	Pct	Total
101	1	101	1
102	1	102	1
103-A	1	103-A	1
103-B	1	103-B	1
104	1	104	1
105	1	105	1
201	1	201	1
202	1	202	1
203	1	203	1
301	1	301	1
Total	10	Total	10
Official Signatures		Official Signatures	
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Chair Masters: If a person comes to your site after the polls close and wants to gather the information from the results tape, you may let them take a photograph of the results tape. What they are looking for could just be the results for one contest or for a series of contest. Review tape with them and direct them to where the information they are seeking is printed

System 1 scanned 1 ballots for ID Pct 101, System 2 scanned 1 ballots for Pct 101, what is your total? Answer: 2 That amount goes on the reconciliation

Closing Reconciliation Continued

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- The results tape(s) will also be returned in the red folder, please place the tape in the folder for the lowest numbered election district or in a primary in the corresponding party folder
- What do we do if it doesn't match?
 1. Double check your hand counts by counting the total number of voids in the VOID freezer bag and the total number of unscanned in the UNSCANNED freezer bag, when doing so also verify that the ballot ID number on those ballots is the correct one for your work sheet
 2. Double check your hand count of the last booklet you were issuing ballots from, this is a very common problem, again do not do the math from the stub number
 3. Re-verify that you read the tapes correctly for the total number scanned. If you need help ask your Chair Masters – the tape is never wrong
 4. Did you have a BMD voter? That ballot is part of your total scanned but wasn't part of your total number of pre-printed ballots in the morning
 5. Did someone walk away with a ballot, check your privacy booth areas and common spaces for an abandoned ballot, if you find one add it to the unscanned total
 6. All else fails – Call the Board: 845-334-5470

Packing Up the Poll Pad



Ensure all component parts are included. It is important that the iPad is placed in green case exactly as shown – “Apple up, bite to the right” – to protect the screen during transport. Cords should be packed with the arm and under the stand base. Once completed, close and apply new seal to the case. Record the number on the Poll Pad Seal Report.

