

Kane County Clerk's Office



Election Judge Manual 2022-2024

John A. Cunningham
Kane County Clerk

COUNTY OF KANE

John A. Cunningham

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Election Department

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Dear Election Judges,

The foundation of our democracy is free and fair elections, and you play a vital role in that process. Whether you are an experienced election judge or this is your first election, thank you for your service to the voters of Kane County!

We have made a number of changes as we move into the 2022-2024 election cycle to help you on Election Day. We are adhering to all guidelines issued by state and federal agencies to ensure that all polling places are compliant and safe for both the voter and you. We have made some changes to the manual and how you can be certified. The checklist and quick-reference guides have been updated to make it easier to set up in the morning, to process voters and handle equipment issues during the day, and close down at days end. We have listened to your ideas and in light of all that is going on in the world; we are putting together an online course for you to take the certification class. For those of you who want to attend a live class we will be offering small group classes here at our office. All of this is designed to ensure that you have the information, tools and training necessary for a smooth and successful Election Day.

Voting is one of our most significant and cherished civic duties. The Constitutions and laws of both the United States and the State of Illinois guarantee and protect the right to vote. These laws can only be implemented through the fair, knowledgeable, and impartial conduct of each election.

I am grateful to you for your service.

Sincerely,

A handwritten signature in black ink that reads "John A. Cunningham". The signature is written in a cursive style.

John A. Cunningham

Kane County Clerk

Updated 8-16-22

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Upcoming Elections

June 28, 2022	General Primary Election
November 8, 2022	General Election
February 28, 2023	Consolidated Primary Election
April 4, 2023	Consolidated Election
March 19, 2024	General Primary Election

General Information

All election judges must arrive at their assigned polling place by **5 a.m.** to ensure the polling place is open and ready for voters at **exactly 6 a.m.** The technical judge will bring with them the Pollbooks, JBCs, Supply Cases and any additional election supplies and equipment.

The tech judge will have the county-issued cell phone. The tech judge is the point of contact with the Call Center. All calls to the Call Center should be made by the tech judge, unless otherwise directed.

**Call Center
630-232-5990**

Election Judge Duties and Responsibilities



All election judges **must arrive by 5 a.m.** to ensure the polling place is open and ready for voting exactly at 6 a.m.!

Election Judge Duties Include:

- Following the procedures set forth in this manual.
- Being responsible for all election materials.
- Keeping order in the polling place.
- Providing appropriate assistance, when requested, to voters with disabilities and voters who have difficulty speaking, reading or writing the English language.
- Running a fair and impartial election.
- Removing any campaign literature left behind by voters.
- Maintaining the campaign-free zone.
- Keeping the polling place open from 6 a.m. to 7 p.m. **No one can vote prior to 6 a.m.**
- Leaving the polling place in the same condition as when you arrive.
- Two judges, one Republican and one Democrat, are responsible for traveling together back to the designated rally site (either Kane County Branch Court or Elgin Community College). They are responsible for returning the JBCs, Pollbooks, Supply Cases, county-issued cellphone and any other supplies the tech judge delivered to the polling place.

Election Judges Must:

- Attend an election judge training class and pass a test.
- Arrive **no later than 5 a.m.** on Election Day.
- Have polls open at **6 a.m. sharp.**

- Be considerate and respectful to each other, the voters, and to everyone in the polling place.
- Work as a team.
- Keep all unauthorized persons away from voting equipment.
- Remain at the polling place after the polls close until all paperwork is completed and signed, and all election materials and supplies are packed for return to the rally location.

Election Judges Must NOT:

- Discuss political beliefs or participate in any form of electioneering on Election Day.
- Make any personal calls or texts on the county-issued cell phone.
- Use a personal cell phone for any personal calls or texts (unless on break or in an emergency).
- Maintain voter records for any party, candidate, civic organization, or ballot proposition.
- Put up any postings or photographs from the polling place on social media.
- Use personal computers, tablets, or other technologies at the polling place (unless on break or in an emergency).
- Bring up a website with candidate information or election reporting of any kind.

Also of Note:

- All election judges are encouraged to vote during Early Voting or by mail prior to Election Day.
- Only one election judge may leave the polling place at a time. Do not leave the polling place without first clearing it with your tech judge.
- Election judges are responsible for their own food and drinks on Election Day.

Technical Election Judge:

Each polling place has one technical judge. It is the responsibility of the technical judge to:

- Turn on the county-issued cell phone and contact the Call Center as soon as you arrive at your polling place.
- Pick up the JBCs, Pollbooks, and Supply Cases as well as any additional supplies and equipment from the Election's Warehouse on the scheduled day prior to Election Day, and store them safely at home.
- Identify themselves to all other judges as the point of contact for everything at the polling place.
- Ensure polling place operations run smoothly, including making adjustments if necessary to station assignments and polling place organization, and delegating tasks to improve efficiency and traffic flow.
- Contact election judges assigned to the polling place to confirm their assignment, discuss any plans for food/beverages, and provide any updates.
- Bring the Supply Cases, JBCs, Pollbooks and any other supplies and equipment to the polling place by 5 a.m. at the latest on Election Day.
- Attend an advanced training class.
- Change paper in the JBC and the Pollbook label printers as necessary.
- Serve as the point of contact with the zone manager. Report any missing or non-working equipment or supplies.
- Serve as the point of contact between the polling place and the Call Center.
- Oversee breakdown and packing of all election equipment and supplies after the polls close.
- Check that all equipment being returned on the caddies is properly stowed and accounted for.
- Remain at the polling place after polls close on Election Night until the Clerk's Office arrives to pick up the equipment.

- Verify that all paperwork in the Voting Process Binder is correctly completed and proper copies of the JBC and Pollbook reports are filed into the correct envelope.

Student Election Judge:

A student election judge is a high school junior or senior who meets certain requirements in order to serve as an election judge. Student judges receive the same training and pay as the other judges. They also perform the same duties and hold the same authority.

Bilingual Election Judge:

At least one English-Spanish bilingual election judge is assigned to each precinct that meets the population threshold for Spanish language assistance. These election judges wear special badges (to be found in the Glossary of Election Terminology English-Spanish 2007 Binder) that identify them to voters who may be in need of language assistance. They receive the same training, perform the same duties, and hold the same authority as the other judges.

Zone Manager:

Zone managers oversee multiple polling places and provide assistance to the election judges when needed.

The zone manager visits each assigned polling place location multiple times on Election Day. Zone managers are responsible for collecting attendance sheets, ensuring that all equipment is working properly and is being used as intended, addressing any technical problems, and changing paper in the VBOs as necessary. They deliver supplies and replacement equipment as needed.

At the end of the day, the zone manager is responsible for doing a second check at each of their polling places to ensure that all equipment on the caddies is accounted for, and for sealing the caddies prior to picking up the caddies and returning them to the Election's Warehouse.

When authorized, zone managers are responsible for the removal of any election judge if the situation demands.

People Allowed in the Polling Place

Aside from election judges and voters, certain people are allowed to observe and monitor operations inside the polling place before the polls open, during the day, and after the polls close. Each observer must present proper credentials or identification to the election judges. Every effort must be made to accommodate these observers and to provide access to the voting process.

Kane County Clerk's Office Staff and Zone Managers:

Zone managers will visit every polling place multiple times on Election Day. Clerk's Office staff may also visit to check up and provide assistance if needed. All zone managers and Clerk's Office staff must show identification or badges when they enter the polling place, but they are not required to surrender it to the judges.

Approved Law Enforcement Officials:

Law enforcement representatives must display proper ID or a badge from their office. They do not have to surrender it to the election judges. They may handle election materials only if they do not interfere with polling place operations. Approved law enforcement agencies include:

- United States Attorney's Office
- U.S. Department of Justice
- Illinois Attorney General's Office
- Kane County State's Attorney's Office
- Kane County Sheriff's Department
- Illinois State Board of Elections

Note: The Kane County Clerk's Office does not assign police officers to monitor the interior of polling places, except for those located in public schools. For all other locations, uniformed police officers from local cities and villages can enter a polling place only if their presence is requested by the Clerk's Office, in case of an emergency, or to vote.

Media and Exit Pollsters:

Members of the media and exit pollsters are allowed to enter and observe polling places. They provide their own credentials—usually an ID badge or a business card—which they must show the election judges but do not need to surrender to the judges. Members of the media may speak with, interview, or survey voters, but **not within** the campaign-free zone.

Media and Exit Pollsters Must NOT:

- Conduct interviews inside the polling place or within 100 feet of the entrance to the polling place room (the campaign-free zone).
- Take photographs or video without permission of judges or voters.
- Handle voting equipment or materials.

Poll Watchers:

A poll watcher is a person who observes the election process as a representative of a candidate (or the candidate himself/herself), political party, citizen's organization, or a proponent or opponent of a referendum. Upon entering the polling place, a poll watcher must present a signed valid poll watcher credential and surrender it to an election judge. The election judge must check each credential to make sure it is valid and signed. Store all credentials in the back pocket of the Affidavit Binder.

To be valid, poll watcher credentials MUST:

1. Be issued, and signed or stamped, by an official of the Kane County Clerk's Office or the Illinois State Board of Elections.
2. Also be signed or stamped by one of the following: the state or local party chairman, a candidate whose name appears on the ballot, an officer or chairman of the civic organization, or the proponent or opponent of a referendum, depending on who the poll-watcher is representing.
3. Be signed and completed by the poll watcher.

Poll watchers will be issued a poll watcher sticker to be worn while in the polling place. Poll watchers may enter and leave the polling place during the day while the polls are open and do not need to submit a new credential each time they re-enter. If a poll watcher is observing multiple precincts, even in the same polling location, they must present a separate credential for each precinct.

Poll watchers are permitted to be present during set-up procedures before the polls officially open. They are also permitted in the polling place after the polls close. A poll watcher **may not leave and re-enter** the polling place once the polls close.

Number of poll watchers permitted in each precinct at any given time:

Appointing Authority	Consolidated/ General Primary	Consolidated/ General Election	Non-Partisan Election
Candidate	Two	Two	Two
Political Party	One	Two	None
Civic Organization	One	One	One
Referendum	One	One	One

Note: If a majority of judges decide the polling place is overcrowded with poll watchers and the voting process is being adversely affected, the judges should limit the number of poll watchers to a reasonable number. Each political party must be allowed to have at least one poll watcher present. Any limits must be equally applied to the political parties, opposing candidates, and both sides of a referendum. If the crowds thin, inform the poll watchers who were asked to leave that they may return to the polling room.

Poll Watchers May:

- Observe the polling place before the polls officially open, during the day, and after the polls close.
- Inspect the voting equipment.
- Stand or sit as close as needed to the election judges in order to hear voters' names as they apply for a ballot.
- Observe the verification of a voter's signature on their Application to Vote with the signature in the Pollbook.
- Observe the issuing of voter Access Codes.
- Enter and leave the polling place throughout the day without presenting another set of credentials (they must wear their poll watcher sticker at all times while in the polling place).

A poll watcher who observes something improper must notify the election judges and not confront a voter directly.

Poll Watchers May NOT:

- Touch official election materials or supplies.
- Attempt any supervisory role in the polling place.
- Escort voters to the voting booths or voting equipment.
- Discuss politics or candidates with voters or election judges.
- Interfere with the work of the judges.
- Challenge a voter without cause.
- Make decisions on any matter in the polling place.

A Note about Candidates:

A candidate whose name appears on the ballot cannot be in a polling place for any reason—except to vote—unless the candidate has submitted a valid poll watcher credential to the election judges. Candidates may not linger in the polling place or within the campaign-free zone to shake hands, talk with voters, speak with the media, or for any other reason. Such activities must be moved beyond the campaign-free zone.

Campaign-Free Zone

In general, the campaign-free zone is defined as the area within 100 feet of the entrance to the room where voting is conducted (the polling room). No electioneering is permitted within the campaign-free zone. Election judges must measure and mark off the campaign-free zone with the orange cone, sign, and string provided.

Choose which of the following scenarios best describes the location of your polling place.

This will determine where to mark off the campaign-free zone for your location:

- **In a one-story building or ground floor of a multi-story public or private building:**
Measure 100 feet from the entrance to the room where voting occurs. Mark that point with the cones even if it falls inside the building.
- **On a floor other than the ground floor of a multi-story building:**
If the polling room is on a floor above or below the ground floor in a public or private building, measure 100 feet from the nearest elevator and/or staircase on the ground floor that the voters use to get to the polling room. Place the cones at that point.
- **In a public or private school, church or other place of worship, or private business:**
Measure 100 feet from the entrance to the polling room. If it ends within the interior of the building, place the cones outside of the building at each exterior entrance used by voters. This special rule applies only to public or private schools, churches and other places of religious worship, and private businesses.
- **Exclusions for churches and private schools (campaign-free zones):**
A church, other place of religious worship, or private school may choose to apply the campaign-free zone to its entire property. If so, the proprietor must inform the Clerk's Office in advance of the election. If this applies to your polling place, the Clerk's Office will notify the election judges. In this case, the cones must be placed at the property's boundaries outside.

Electioneering:

The area on polling place property beyond the campaign-free zone, whether the building is public or private, is open to electioneering while the polls are open. The only exceptions are churches and other houses of worship and private schools that notify the Clerk's Office in advance (as described above).

Providing Assistance to Voters

The Clerk's Office provides assistance for voters with disabilities, elderly voters, and Spanish-speaking voters.

Voters with Disabilities and Elderly Voters:

Voters in need of assistance inside the polling place can request it from a family member, friend, or two election judges (one from each party). Assisted voters and those providing assistance must sign "Section A" of the [Pink Affidavit](#) prior to voting.

Every polling place has at least one eSlate with accessories that enable voters with disabilities to vote privately and independently. These Disabled Access Unit (DAU) eSlates have audio cards so that voters who are vision-impaired can listen to their ballot with headphones. DAU eSlates have tactile input switches (red and green jelly buttons), as well as outlets for "sip-and-puff" devices so that voters with limited mobility have an alternative, independent means of casting their votes. The DAU eSlates are lower in order to accommodate voters in wheelchairs and voters who need to sit while voting. There are additional non-DAU eSlates that are also lower that can be used by these voters.

Voters Requiring Language Assistance:

The Clerk's Office is required to provide Spanish language assistance in certain precincts under the Federal Voting Rights Act of 1992.

There will be at least one Spanish-speaking bilingual election judge in the designated precincts. These judges will wear a badge that indicates they speak Spanish. All judges must ensure that all bilingual and Spanish language materials are clearly visible to voters.

If a voter seems confused or does not seem to understand the voting instructions, the bilingual election judge should ask whether the voter needs assistance. Assisted voters and those providing assistance must sign "Section A" of the [Pink Affidavit](#) prior to voting. In precincts where no bilingual judges are working and a voter requires language assistance, judges should call the Call Center so the voter can speak with a bilingual Spanish-speaking operator.

Voters have the option of choosing a Spanish-language ballot on any eSlate in every precinct.

Any voter may request an audio ballot, which allows the voter to listen to the ballot on a headset connected to the eSlate. In this case, direct the voter to the DAU eSlate. Audio ballots are available in English and Spanish, and may be especially helpful to voters with limited reading skills.

Guidelines for Offering Assistance to Voters:

- When speaking to a voter with a disability or an elderly voter, look at and speak directly to that person, not to a companion or helper who may be with them.
- Be considerate of the extra time a voter with a disability might need to complete the check-in and voting process.
- Give unhurried attention to a voter who has difficulty speaking.
- Never push a voter in a wheelchair before asking if you may do so, and how you should proceed. Never take a voter with a disability or an elderly voter by the arm before asking if you may do so.
- Speak calmly, slowly, and distinctly to a voter that you believe to be hearing-impaired. Your facial expressions, gestures, and body movements are important for non-verbal communication.
- Be aware that dogs that assist people with disabilities should be admitted to all polling places. Such dogs are highly trained and need no special care. Never distract, pet or feed the dog.
- Never question a voter about their disability.
- All voters deserve courteous attention when exercising their right to vote.

Before the Polls Open



Upon arriving at the polling place, the tech judge must contact the Call Center at 630-232-5990 using the county cell phone to check-in and make certain the phone works properly.

Verify Security Seals and Serial Numbers:

***Tech judge, “Administer Oath” to election judges and each judge signs “Attendance Sheet.”**

1. Remove the seal(s) from the Supply Case(s) and open.
2. Locate the Voting Process Binder and Seal Binder. Place the seal(s) from the Supply Case(s) in the “Removed Plastic Seals from Supply Case(s), Booths, JBC(s), and Pollbooks” envelope found in the Seal Binder.
3. Find the “Equipment and Seal Record” located in the Voting Process Binder, this will be the first page in the binder.
4. Compare the serial and seal numbers on all of the election equipment against the serial and seal numbers listed on the “Equipment and Seal Record.”

Note: If the numbers do not match, check for changes on the “Equipment and Seal Record” located in the plastic sleeve attached to the caddy. If they still do not match, contact the Call Center at (630) 232-5990.

5. Remove the seals from the voting booths and place them in the “Removed Plastic Seals from Supply Case(s), Booths, JBC(s), and Pollbooks” envelope located in the Seal Binder.
6. Remove the seals from the Pollbook cases and place them in the “Removed Plastic Seals from Supply Case(s), Booths, JBC(s), and Pollbooks” envelope located in the Seal Binder.



Remove laminated checklists from the Before the Polls Open Envelope located in the Supply Case for detailed instruction on how to setup and use equipment:

- Before the Polls Open Sheet
- Pollbook Instruction Sheet
- EViD Quick Reference (Instruction on how to process voters on the Pollbook).

Election Judge Stations

Greeter:

Duties:

- Greet voters as they enter the polling place.
- Direct registered voters to the Pollbook Station.
- Direct voters needing to register or update their registration to the Grace Period Station. Provide them with a clipboard and a Voter Registration Form, if there is a line at the Grace Period Station, so that they can complete the form while waiting.
- Monitor lines at the Pollbook Station and direct registered voters to the Grace Period Station if less busy.
- Offer voters “eSlate Voter Instructions” located in Before the Polls Open Envelope.
- Be alert to the needs of voters. For example:
 - If the line is long, offer a chair to elderly voters, voters with disabilities, or any other voters who might be having difficulty standing.
 - If a voter looks confused when they come in, ask if they have any questions.
- Collect credentials from poll watchers and issue poll watcher stickers. Store the submitted credentials in the back pocket of the Affidavit Binder.
- Help to maintain order in the polling place and keep the lines moving.
- Provide the Call Center phone number to any voter with complaints or questions who wishes to talk to the Clerk’s Office on Election Day.

Supplies:

- Clipboards with Pens
- Extra Pens
- Voter Registration Forms
- Poll Watcher Stickers
- eSlate Voter Instructions

Pollbook and Grace Period Pollbook Station:

Duties:

- Have each voter complete, sign and date an Application to Vote.
- Process voters according to the “EViD Quick Reference Laminated Sheet” found in the Before the Polls Open Envelope.
- Issue Pink Affidavits and Provisional Affidavits when circumstances require.
- Print label and attach to voter’s Application to Vote (a judge from each party must initial to show the verification of the voters info/signature).

- Print signature mismatch label off Pollbook, adhere to white scratch pad sheet of paper, found in the Workset, have voter update by signing their new signature. File in “Signature Mismatch Envelope” found in the front pouch of the Voting Process Binder.
- If voter is registering to vote, ask the voter for two pieces of ID, at least one with current address.
- Registration sticker printed by the Grace Pollbook is to be placed on the Voter Registration Form, **NOT** on the voter’s Application to Vote.
- Place completed registrations in the “Completed Voter Registration Forms Envelope” found in the Voting Process Binder.

Supplies:

- Applications to Vote
- Ballpoint Pens
- Felt-tip Pens
- Permanent Markers
- Pink Affidavits
- Provisional Affidavits
- Affidavit Binder
- English/Spanish Voter Registration Cards
- White Scratch Paper Pad (for Signature Mismatches and Open/Close Polls Reports)
- “Why Am I Being Asked to Show ID?” Sheet

JBC and Grace JBC Station:

Duties:

- Accept completed, signed and dated Applications to Vote.
- Scan barcode.
- Issue Access Code slip.
- Direct voter to eSlate(s) connected to the JBC.
- Issue Pink Affidavits when circumstances require.
- Verify voter’s ballot style if out of precinct.
- Spindle Applications to Vote by JBC number (and by party for Primary Elections). Number each bundle from 1-100. Start a new bundle when you reach 100 applications. Number each successive bundle the same way: starting at number 1 and ending at number 100 (or, for the last batch only, the number of the final voter).
- Issue each voter an “I Voted” sticker.
- Observe the indicator lights on the JBC to ensure all voters cast their ballot before leaving the polling place (see the waving American flag).

Supplies:

- Voting Process Binder
 - “Cancelled Booth Log” in Voting Process Binder
- Fasteners
- “I Voted” Stickers

Processing Voters

Pollbook Station:

1. Each voter must complete and sign the Application to Vote and submit it to the election judges at the Pollbook Station.
2. Verify the following while using the Pollbook:
 - ✓ The voter's name, address and precinct.
 - ✓ The voter's signature by comparing the Application to Vote to the Pollbook.
 - ✓ If the voter's signature does not match, print "Signature Mismatch" label off Pollbook, adhere to white scratch pad sheet of paper, found in the Workset, have voter update by signing their new signature. File in "Signature Mismatch Envelope" found in the front pouch of the Voting Process Binder.
 - ✓ The voter's status is "ACTIVE" and not marked "VOTED" in the Pollbook.
 - ✓ The voter's party style (for Primary Elections).
3. Print the voter's information label from the Pollbook and adhere the label to their completed Application to Vote.
4. Direct the voter to the JBC Station.

JBC/Grace JBC Station:

1. Scan the barcode on the Application to Vote label and proceed to add the voter to the JBC. (If necessary, instructions for manually adding a voter are on **page 23** of this manual.)
2. Print the voter's Access Code. Direct them to any open booth attached to the JBC that issued the Access Code.
Note: Access Codes time out after 30 minutes. Avoid printing Access Codes until a voting booth is available or soon to be available.
3. Verify that the ballot style on the voter's Access Code matches the ballot style on the voter's Application to Vote label.
4. Before directing the voter to an open booth, remind them that their ballot is not cast until they see the waving American flag on the eSlate screen.
Note: It is unlawful to cast a voter's ballot for them. Watch for unattended booths with active ballots. If the voter has left the polling place, the booth will need to be cancelled. (See **page 25** for instructions on how to cancel a voting booth.)
5. Spindle the voter's Application to Vote. Follow the spindling instructions on **page 21**.

To Keep Things Running Smoothly:

- Monitor the indicator lights on the JBC that alert you when a voter needs help.
- In the case of an equipment problem, the tech judge will contact the Call Center for assistance. Close the lid on the problem booth until the issue has been resolved.
- Keep an eye on the VBO paper. If an eSlate screen says “EVBO 102,” “EVBO 105” or “EVBO 104” the paper is low, out or jammed; alert the tech judge to have it changed.
- Wipe off screens that appear dirty or smudged.
- Monitor booths to eliminate conversation between voters.
- Remember, if needed an already registered voter can check-in and be processed on the Grace Period Pollbook.

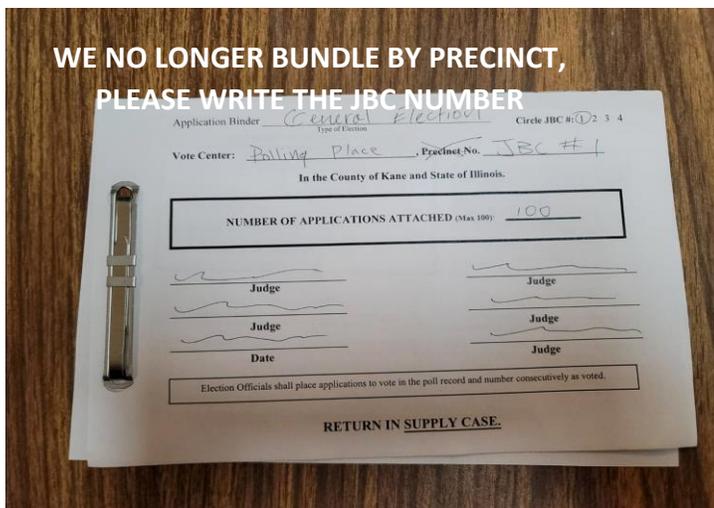
Spindling Instructions

General Elections:

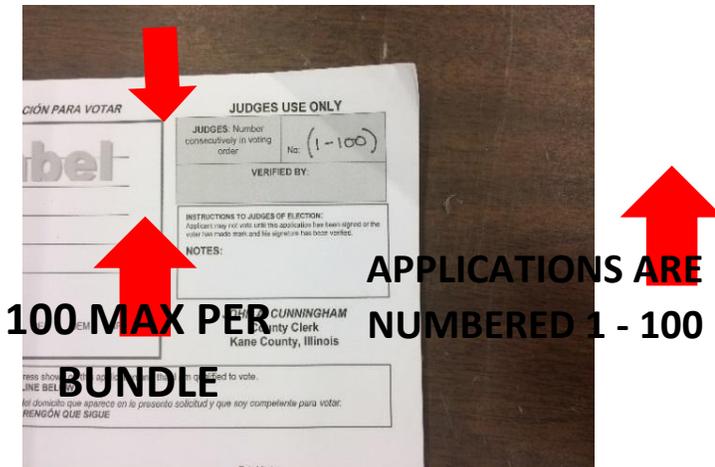
- ✓ Place each Application to Vote on the spindle. One-hundred Applications makes a bundle.
- ✓ Initial and number the Applications to Vote in sequential order (1, 2, 3...). When you reach 100 Applications, start a new bundle.
- ⚠ ✓ **Number each successive bundle the same way: starting at number 1 and ending at number 100.** (The only exception may be the final bundle of the day, as that final bundle will probably be less than 100.)
- ✓ Complete an Application Cover by writing the JBC number in the upper right (JBC #1, JBC #2... / **NOT** serial number or the precinct), number of Applications in the bundle (1-100), date, location, and judges' signatures. Spindle the Application Cover on **TOP** of the bundled Applications to Vote.
- ✓ All spindle bundles are to be placed in the plastic Completed Application Bag found in the Supply Case.
- ⚠ **Grace Period Applications to Vote** are spindled separately, using the same procedures as described above.

Primary Elections:

- ✓ Same procedures as above, but use a separate spindle bundle for each party (Republican, Democratic, Non-Partisan).

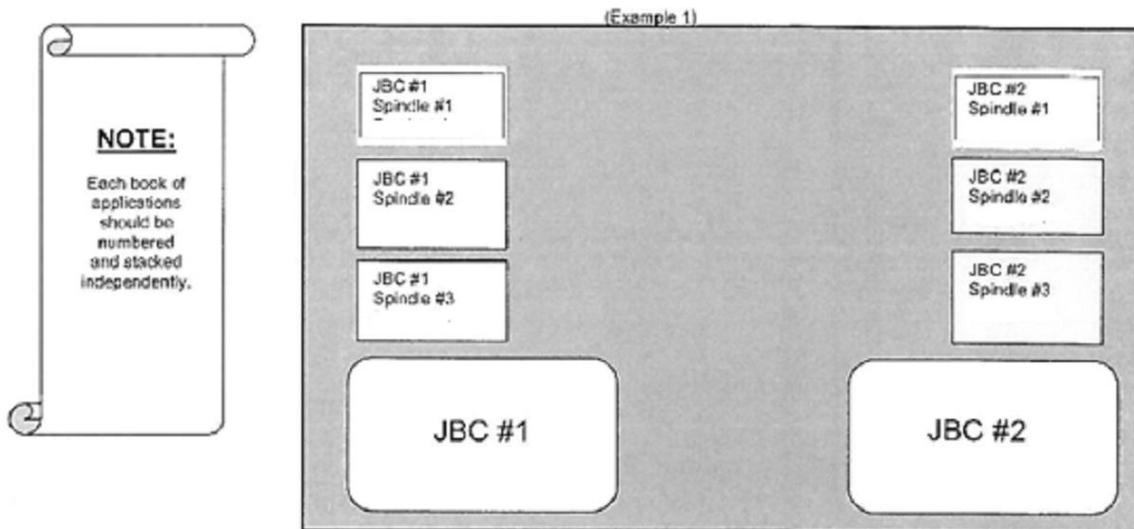


Example of spindled Applications to Vote with Application Cover Sheet:



Note: All completed Affidavits are to be placed in the Affidavit Binder, except for the Cancelled Vote-by-Mail Affidavits, which should be attached to the spoiled ballot and placed in the Red Cancelled/Surrendered Vote-by-Mail Pouch (further instruction on **page 34**) found in the Supply Case. **DO NOT** spindle the Affidavit with the voter Applications to Vote.

Examples of Spindling

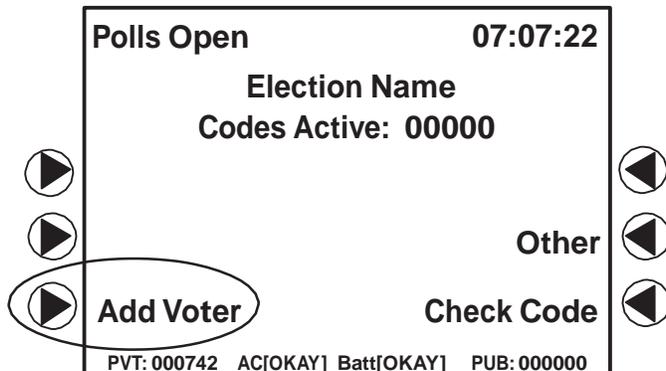


! DO NOT SPINDLE APPLICATIONS TO VOTE BY PRECINCT

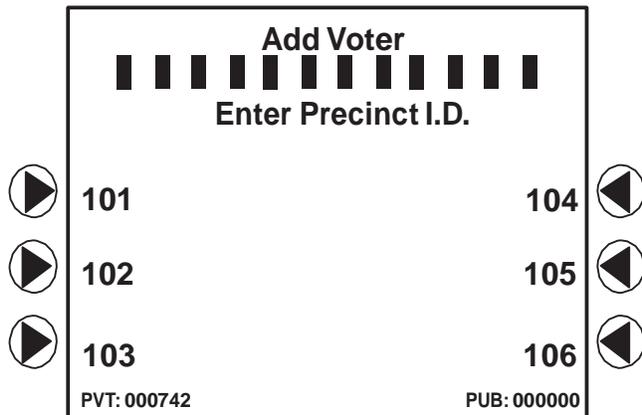
Manually Adding Voters to the JBC

Should the JBC Scanner malfunction at any point on Election Day, the election judges will need to manually add each voter in order to generate an Access Code for each voter.

Follow these simple steps to manually add a voter:



1. To add a new voter to the system, on the JBC **Polls Open** screen, press the  next to **AddVoter**.



2. If applicable, select the voter's precinct I.D. on the JBC screen. Press the  next to the correct precinct or type it in using the keypad.

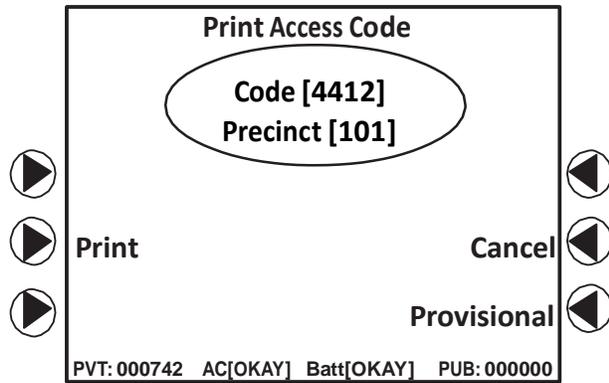
The Precinct ID can be found on the Pollbook label or by contacting the Call Center. Write the ID on the Application to Vote.

On JBCs with only one precinct, the precinct I.D. screen will not appear; continue to Step 3.

The JBC screen displays a maximum of six precinct I.D.s at a time. If you do not see the precinct you are looking for, use the  or  arrows on the JBC keypad to scroll through additional pages of precinct I.D.s until you find the desired precinct.

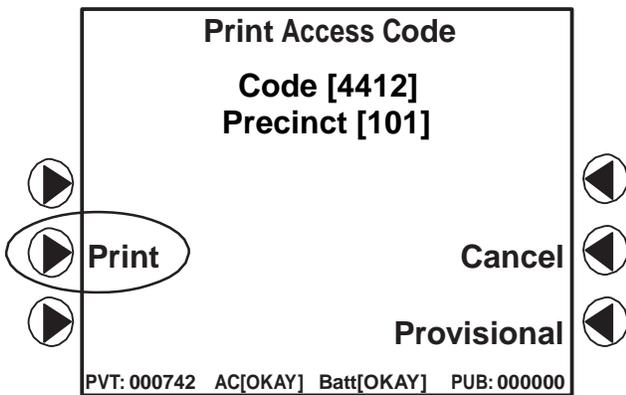


 **To ensure that the voter receives an ACCESS CODE with the correct ballot style, you *MUST* correctly select a voter's precinct I.D. from the JBC. If you cannot find the voter's precinct I.D., contact the Call Center.**



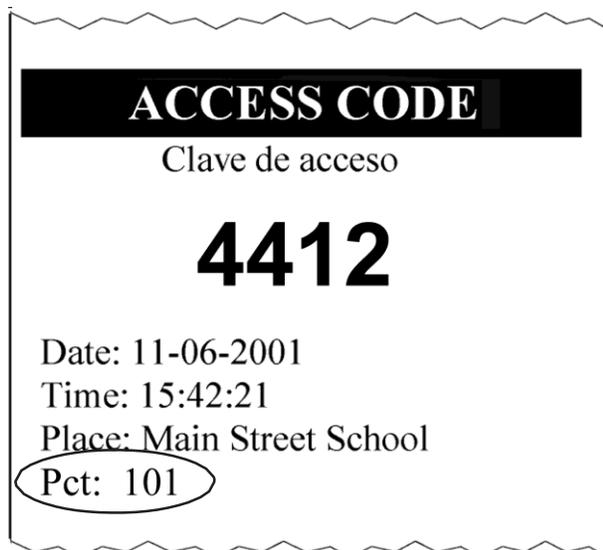
3. Note that the JBC screen displays the ACCESS CODE and precinct prior to printing.

 In the event that the JBC printer is disabled, simply hand-write the ACCESS CODE displayed onto any piece of paper before continuing to Step 4.



4. Press the  next to **Print**. The JBC prints a slip of paper with the ACCESS CODE.

 Only print an ACCESS CODE if there is an open booth.



5. Verify the voter's precinct I.D. on the ACCESS CODE slip. Give the ACCESS CODE to the voter, and instruct the voter to go to any open booth. The JBC screen returns to the **Polls Open Menu**.

Canceling a Voting Booth



If a voter has cast their ballot, it is too late to issue a new Access Code.

How to Cancel a Voting Booth:

1. On the JBC **Polls Open Menu** press the arrow ◀ next to **Other**.
2. Press the arrow ◀ next to the **Cancel Booth** on the screen.
3. Enter the number of the booth you wish to cancel (e.g., 01, 02, 03) on the **Cancel Booth** screen.
4. Go to that booth and press **ENTER** on the eSlate.
5. Return to the JBC and press the arrow ◀ next to **Continue**.
6. Press the arrow ◀ next to **Polls Open Menu**.
7. Record the cancellation on the **Cancelled Voting Booth Log** in the Voting Process Binder.

Checking Status of Access Code

Process for Checking Voter Access Code:

1. If a voter has not cast their ballot and notifies you that the ballot is incorrect:
 - ✓ Compare precinct information and ballot style on the voter's Access Code slip to that on the label on their Application to Vote to ensure they match.
 - ✓ Cancel the voter's eSlate booth.
 - ✓ Check the Access Code on the JBC by pressing the arrow ◀ next to **OTHER** and entering the code. If the status is **ACTIVE**, a new Access Code may be issued.
 - ✓ Print a new Access Code so the voter may continue voting.
 - ✓ Checkmark the "Reissued Access Code" box on the "Cancelled Voting Booth Log" in the Voting Process Binder.
2. If a voter begins to vote and leaves the booth prior to pressing CAST BALLOT:
 - and the voter is still in the polling place, advise the voter to return to the voting booth and complete the process. Remind the voter that their vote has not been cast until they see the waving American flag on the eSlate screen.
 - and the voter has exited the polling place, you **must** CANCEL THE BOOTH and record it on the "Cancelled Voting Booth Log" in the Voting Process Binder. Follow the instructions for cancelling a voting booth on the prior page.

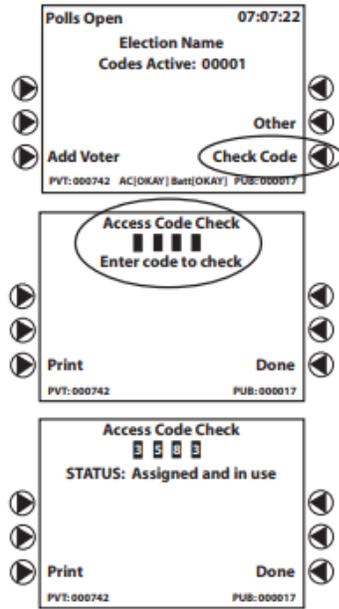


It is against the law for anyone other than the voter to cast their ballot.



Voter is unsure if vote was cast, due to eSlate issues (e.g. EVBO-102, EVBO-104, EVBO-105, EVBO-203).

Have the voter hand you their Access Code slip of paper to check on the JBC.



To check an ACCESS CODE:

1. On the JBC **Polls Open** screen, press the ◀ next to **Check Code**.
2. On the **Access Code Check** screen, use the keypad to type in the ACCESS CODE.
3. The status of the ACCESS CODE appears on the screen.
4. If necessary, press the ▶ next to **Print** to print.
5. Press the ◀ next to **Done** when you are finished.

The following is a list of statuses for Access Codes:

<ul style="list-style-type: none"> • <i>Not Assigned</i> 	<p><u>Access Code</u> was not printed on the current JBC; check the <u>Access Code</u>'s status on a different JBC.</p>
<ul style="list-style-type: none"> • <i>Assigned and In Use</i> 	<p><u>Access Code</u> is associated with a ballot currently active on the eSlate. The voter's ballot was not cast, cancel this booth, reissue a new <u>Access Code</u>, and let the voter proceed voting on a different eSlate. This may be the scenario when they have incorrectly selected a Spanish ballot instead of an English ballot.</p>
<ul style="list-style-type: none"> • <i>Assigned and Expired</i> 	<p><u>Access Code</u> was not entered into an eSlate within time window limit. <u>Access Code</u> is expired; do not issue too many <u>Access Codes</u> before eSlates are available to be voted on. You may issue a new <u>Access Code</u> to the voter once a booth is available.</p>
<ul style="list-style-type: none"> • <i>Assigned and Cast</i> 	<p><u>Access Code</u> is associated with a successfully cast ballot recorded on the eSlate and JBC. You may print a receipt for the voter if they want to have verification of their vote.</p>
<ul style="list-style-type: none"> • <i>Assigned and Cancelled</i> 	<p><u>Access Code</u> is associated with a booth that was cancelled prior to casting the ballot.</p>
<ul style="list-style-type: none"> • <i>Assigned and Open</i> 	<p><u>Access Code</u> is "live" and has not yet been entered into an eSlate. Send the voter to an open eSlate.</p>

VBO Paper Changes

VBO Paper Changes:

1. The zone manager will change the paper as needed throughout the day.
2. Record the following on the “VBO Paper Change Log” in the Voting Process Binder:
 - ✓ JBC number (1, 2, 3...) connected to the booth of the VBO that needs paper.
 - ✓ eSlate identifier.
 - ✓ PUB count from the eSlate at the time of the paper change.
 - ✓ Old seal number of the VBO.
 - ✓ New seal number of the VBO.
 - ✓ Initials of the person changing the paper.
3. Place the removed seal in the “Removed Plastic Seals from Supply Case(s), Booths, JBC(s), and Pollbooks” envelope in the Seal Binder.

Additional Equipment Replacements:

If any of your equipment malfunctions on Election Day, alert the tech judge to call the Call Center at 630-232-5990.

SPECIAL CIRCUMSTANCES

<u>CIRCUMSTANCE</u>	<u>ISSUE</u>	<u>METHOD</u>
<u>VOTER NOT FOUND</u>	VOTER IS NOT FOUND IN THE POLLBOOK AND LIVES <u>WITHIN</u> KANE COUNTY JURISDICTION	GRACE PERIOD
	VOTER IS NOT FOUND IN THE POLLBOOK AND LIVES <u>OUTSIDE</u> KANE COUNTY JURISDICTION	CALL CENTER
<u>VOTE-BY-MAIL BALLOT</u>	VOTER DID NOT RECEIVE THEIR BALLOT	CANCELLED VOTE-BY-MAIL AFFIDAVIT
	VOTER RECEIVED THEIR BALLOT BUT IS NOT RETURNING IT TODAY	PROVISIONAL
<u>COURT-ORDERED EXTENDED HOURS</u>	A COURT ORDER WAS ISSUED TO EXTEND THE VOTING HOURS ON ELECTION DAY	PROVISIONAL
<u>EARLY VOTER</u>	VOTER LISTED AS VOTED EARLY BUT CLAIMS TO HAVE NOT VOTED	CALL CENTER
<u>ID REQUIRED</u>	VOTER DOES NOT HAVE ID	CALL CENTER
<u>NAME CHANGE</u>	VOTER'S NAME HAS CHANGED	GRACE PERIOD
<u>VOTER MOVED</u>	VOTER MOVED AND DID NOT RE-REGISTER	GRACE PERIOD
<u>VOTER NEEDS ASSISTANCE</u>	VOTER HAS DIFFICULTY SPEAKING, READING OR WRITING THE ENGLISH LANGUAGE AND REQUESTS HELP	AFFIDAVIT
	VOTER WITH A DISABILITY REQUESTS ASSISTANCE	AFFIDAVIT
<u>VOTER STATUS CHALLENGED</u>	A CHALLENGE TO A VOTER'S STATUS IS UPHELD	CALL CENTER

Inactive Voters

Voters who are listed as inactive in the Pollbook must be asked to show two pieces of ID, at least one with their current address, in order to vote. The main reason why a voter is listed as inactive is because the Clerk's Office needs to confirm their address, usually because mail sent to the voter by the Clerk's Office was returned, or because the voter was identified as having moved by the National Change of Address.

Acceptable Forms of ID Include:

- ✓ Illinois Driver's License
- ✓ Illinois State ID
- ✓ Employment/Student ID
- ✓ Utility Bill in Voter's Name (last 30 days)
- ✓ Bank Statement
- ✓ Lease/Rental Contract
- ✓ Payroll Check
- ✓ Social Security Card
- ✓ Credit Card
- ✓ Civic, Union, or Professional Membership Card
- ✓ Library Card
- ✓ Other Government Document

One ID must show the voter's current address.

If the voter has two forms of ID, follow the instructions on the Pollbook screen to change the voter's status to active. Continue to post the voter as usual.

Voters Needing Assistance

Voters with disabilities, voters with limited reading and writing skills, and voters with limited English-language skills are entitled to voting assistance.

If a Voter Designates Someone to Assist Them:

1. Both the voter and the person providing assistance must complete “Section A” of the Pink Affidavit. The election judge must sign on the appropriate line in “Section A.”
2. The top portion of the Pink Affidavit must be completed.
3. The voter must sign or make their mark on the back of the Pink Affidavit.
4. The election judge must date and sign their name on the back.
5. Put the completed Pink Affidavit in the Affidavit Binder.

Note: Excluded from giving assistance to a voter are the voter’s employer or agent of their employer, or an officer or agent of the voter’s union.

If a Voter Requests Assistance but Does Not Designate Someone to Assist Them:

Two election judges, representing opposing parties, must provide assistance to the voter. (See the “Guidelines for Offering Assistance” on **page 15**.)

1. Both the voter and the election judges providing assistance must complete “Section A” of the Pink Affidavit.
2. The top portion of the Pink Affidavit must be completed.
3. The voter must sign or make their mark on the back of the Pink Affidavit.
4. One election judge must date and sign the back of the Pink Affidavit.
5. Put the completed Pink Affidavit in the Affidavit Binder.

Voters Who Registered by Mail and Need to Show ID

First-time Kane County voters who registered by mail and whose identity has not yet been confirmed by the Clerk's Office need to show **one** piece of ID. The Pollbook will flag these voters.

Acceptable Forms of ID Include:

- Current and valid photo ID (does not need to show address).

OR one of the following that **does show** the voter's name and address:

- Current Utility Bill
- Bank Statement
- Paycheck
- Government Check
- Other Government Document

If the voter HAS one piece of acceptable ID, follow the instructions on the Pollbook screen and continue to post the voter as usual.

If the voter does NOT HAVE one piece of acceptable ID, call the Call Center.

Voter Hand Delivering a Vote-By-Mail Ballot

Voter is Hand Delivering Their Own Completed Vote-By-Mail Ballot:

In Order for a Voter to Hand Deliver a Vote-by-Mail Ballot:

- The ballot MUST be inside the return mail envelope sent to the voter.
- The voter's signature MUST be signed on the back of the envelope.

Place the signed Vote-by-Mail ballot inside the **Blue Hand Delivered Vote-by-Mail/Provisional and Emergency Ballot Pouch** found in the Supply Case.

If the Voter Has Not Brought the Return Mail Envelope:

The ballot **CANNOT** be accepted. The voter can either:

- Return to the polling place with their ballot inside the signed return mail envelope.
- Or the voter can surrender their ballot by completing the yellow Cancelled Vote-by-Mail Affidavit, and proceed by voting on an eSlate. (See instructions for surrendering a Vote-by-Mail on **page 34.**)

Voter Surrendering a Vote-by-Mail Ballot (All or Part)

Follow these steps when a voter surrenders all or part of their Vote-by-Mail ballot to the election judges and wishes to vote in person instead:

1. Have the voter mark the ballot (or portion of it) **“SPOILED”** with a black marker. Put the ballot back in the ballot envelope (if the voter brought the envelope with them).
2. Have the voter complete by signing and dating the yellow Cancelled Vote-by-Mail Affidavit found in the Affidavit Binder.
3. Paperclip the completed Cancelled Vote-by-Mail Affidavit to the voter’s spoiled ballot. (Do **NOT** put the completed Cancelled Vote-by-Mail Affidavit in the Affidavit Binder.)
4. Place the spoiled ballot in the **Red** Cancelled/Surrendered Vote-by-Mail Pouch located in the Supply Case.
5. Click “yes” in response to the question in the Pollbook about whether the voter has surrendered their ballot.
6. Post the voter as usual.
7. Please call the Call Center with the voter’s last name, first name and date of birth.

Voter Is Not Surrendering a Vote-by-Mail Ballot

If Either of the Following Situations Apply to a Voter who was Issued a Vote-by-Mail Ballot:

- The voter claims they never received a Vote-by-Mail ballot.

Or

- The voter completed and returned their Vote-by-Mail ballot, but was informed that the Clerk's Office did not receive their ballot.

Do the Following:

1. Have the voter complete by signing and dating the yellow Cancelled Vote-by-Mail Affidavit found in the Affidavit Binder.
2. Be sure the voter prints and signs their name.
3. The election judge must date and sign.
4. Place the completed Cancelled Vote-by-Mail Affidavit in the **Red** Cancelled/Surrendered Vote-by-Mail Pouch located in the Supply Case.
5. Post the voter as usual.
6. Please call the Call Center with the voter's last name, first name and date of birth.

Provisional Ballots

Provisional ballots are issued to voters who fall into one of the categories below. Every provisional voter must complete and sign the top portion of an [Affidavit of Provisional Voter](#).



Before Issuing a Provisional Ballot, Call the Call Center!!!

After the election, the Clerk's Office will verify the registration and voting status of each provisional voter in order to determine whether the provisional ballot should be counted. In the case of voters who are issued a provisional ballot because they are required to show ID but do not have it, **they must submit a copy of acceptable ID to the Clerk's Office by the Tuesday following Election Day in order for their ballot to count.**

A Voter is Entitled to Vote a Provisional Ballot Under Any of the Following Circumstances:

1. The voter's name does not appear on the official list of eligible voters for this precinct, and the Call Center has directed you to issue the voter a provisional ballot.
2. The voter's status has been challenged and a majority of the election judges has upheld the challenge.
3. A court order has extended the voting hours on Election Day and the person voted during the extended hour(s).
4. The voter registered to vote by mail and is required to show ID but does not have it.
5. The voter is marked as having voted during Early Voting, but the voter claims not to have voted during the early voting period.
6. The voter is marked as having been issued a Vote-by-Mail ballot, but the voter did not surrender their mail ballot (all or part) today.
7. The voter attempted to register to vote today but does not have two forms of acceptable ID.

Completing a Provisional Affidavit:

1. Have the voter complete, sign and date the top portion of the Provisional Voter Affidavit found in the Supply Case.
2. The election judge must enter the voter’s ballot style provided by the Pollbook. To find the ballot style, select the voter’s name on the voter lookup screen.

AFFIDAVIT of PROVISIONAL VOTER
THIS PORTION TO BE COMPLETED BY VOTER

F _____

BALLOT STYLE _____

Last name (circle one) JR SR I II III IV V	First Name	Middle Initial	Telephone #
LEGAL RESIDENCE (NO PO BOX)	House Number & Street Name	Apt. Number	City or Village Zip Code
Date of Birth (MM/DD/YY) / /	Social Security # (last four digits)	Driver's License Number - -	State I.D. Card Number - -

You are **required** to include one of the following: The last 4 digits of your Social Security Number, Driver's License Number or State I.D. Card Number

DATE ___/___/___ _____
Signature

State of Illinois, County Of Kane: I do solemnly swear (or affirm) that: I am a citizen of the United States; I am 18 years of age or older; I have resided in the State of Illinois and in the election precinct in which I reside for 30 days preceding this election; I have not voted in this election; I am a duly registered voter in every respect; and I am eligible to vote in this election.

3. Election judges must complete this section of the Affidavit of Provisional Voter. Check the

Reason for Provisional Ballot (Check All that Apply)

1. The voter’s name does not appear on the official list of eligible voters for this precinct and the person has refused an opportunity to register at the polling location or another grace period registration site.
2. The voter’s status has been challenged and sustained by a majority of the judges.
3. A Federal or State court order has extended the voting hours beyond 7 p.m. and the voter cast his or her ballot after 7 p.m. These ballots are kept separate.
4. The voter registered by mail and was required to provide ID when voting in person or by early voting ballot but fails to do so.
5. The voter’s name appears on the list of voters who voted during the early voting period, but voter claims not to have voted during the early voting period.
6. The voter received a vote by mail ballot but did not return the vote by mail ballot to the election authority.
7. The voter attempted to register to vote on election day, but failed to provide the necessary documentation.

- Primary Ballot Choice**
1. Republican
 2. Democratic
 4. Nonpartisan
 5. Other

Judge’s Signature _____ **Printed Name of Judge** _____

6. Using the Judge's Booth Controller (JBC), generate a Voter Provisional Stub.
 - a. Press **Add Voter**; select the voter's precinct (for voters OUT OF PRECINCT – contact the Call Center and verify the voter's precinct).
 - b. Select the voter's ballot style given by the Pollbook or election authority.
 - c. Press **Provisional**
 - d. The JBC will ask you if you are sure you want to make this a PROVISIONAL. Press **YES**.
 - e. Press **Print**

5. Have the voter print and sign the bottom of the Voter Provisional Stub.

6. Tear the top portion off of the Voter Provisional Stub and give it to the voter. This is their Access Code.

7. Give the voter the white envelope marked Provisional Voter Affidavit. Instruct the voter to insert their Voter Provisional Stub along with both the white and yellow copies of the completed Provisional Affidavit, and seal the envelope. The voter keeps the pink copy.

8. Take the sealed envelope from the voter and place it in the appropriate Blue Hand Delivered Vote-by-Mail/Provisional and Emergency Ballot Pouch found in the Supply Case.

9. Record the total number of provisional ballots cast on the "Certificate of Ballot" form located in the Voting Process Binder.

10. After the polls close:
 - Complete the form in the Blue Pouch and return it to Blue Pouch.
 - Record information on the Certificate of Ballot.
 - Seal the Blue Pouch with a blue seal prior to packing it in the Supply Case.
 - Record the seal number on the Certificate of Ballot form.

Non-Partisan Ballots

General and Primary Elections (even-numbered years):

Non-Partisan ballots consist ONLY of referenda or public questions (if any). Non-Partisan ballots do not include any candidates for office or nomination.

Consolidated Primary and Consolidated Elections (odd-numbered years):

Non-Partisan ballots include candidates for office and referenda or public questions (if any).

Federal-Only Ballots

A Federal-Only ballot contains only the candidates for Federal offices. Federal-Only ballots do not include any state or local candidates or public questions. Before Grace Period registration and voting on Election Day was implemented, the only way for voters who had moved and not re-registered was to vote a Federal-Only ballot. To vote a Federal-Only ballot, the voter must return to their former polling place.

Now that Grace Period voting is available in every precinct on Election Day, it should rarely be necessary to issue a Federal-Only ballot. Instead, direct the voter to the **Grace Period Station** where they can conveniently update their registration and vote a full ballot right where they are, without having to go back to their old polling location.

If the voter does not have the ID required for Grace Period voting (two forms of ID, at least one with their current address), they will be issued a Provisional ballot at the Grace Period Station. Their Provisional ballot will be counted if the voter provides copies of their ID to the County Clerk's Office by the Tuesday after Election Day.

In cases where it may still be necessary to issue a voter a Federal-Only ballot, inform the voter of their correct polling place (for their former address) and provide them with the address of that polling location. The ballot style for Federal-Only voters is always 9998 or 9999. If you have questions, call the Call Center, 630-232-5990.

Write-In Candidates

Only candidates who officially file to run as a Write-In Candidate will have their votes counted.

If a particular race has a Write-In Candidate, there will be a box with no name next to it. The voter will use the wheel to spell out the candidate's name and highlight **ACCEPT**.

Write-In Candidate Voting Instructions are included in the "Desk Reference" of the Voting Process Binder, as well as in the Before the Polls Open Envelope.

A list of Write-In Candidates may also found in the Voting Process Binder for **judge's use only**.

Voters in Line at 7:00 PM

At exactly 7:00 p.m. an election judge shall announce the polling place is closed. **Any person in line at 7:00 p.m. must be permitted to vote.**

At 7:00 p.m. an election judge should stand at the end of the line to ensure that every person in line at that time is able to vote and that any voters who arrive after 7:00 p.m. are not admitted. (If a polling place is ordered by a court to remain open past 7:00 p.m., follow these procedures at the new court-ordered closing time.)

As each voter finishes voting they must leave the polling place. Wait for all voters in the polling place to finish voting. After the last voter leaves, the doors will be locked.

Closing the Polls

- 6:30 PM—Announce that the polling place will close in one-half (1/2) hour at 7:00 PM.
- 7:00 PM—Announce that the polling place is closed.
- 7:00 PM—No new voters may enter the line to vote. Voters already in line must be permitted to vote.
- After 7:00 PM—As each voter finishes voting they must leave the polling place.

After the Last Voter Leaves:

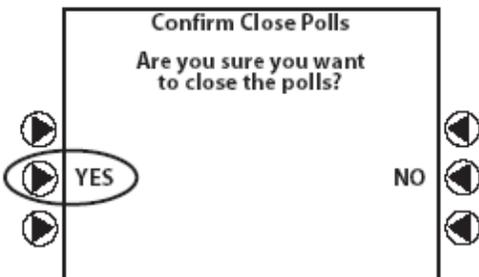
1. Lock the doors to the polling place.
2. Complete the spindling of the voter Applications to Vote and Application Cover sheets. One judge from each party must sign the Application Cover sheet of each bundle.
3. Enter the JBC end of day PUB count on the “Certificate of Ballot” form found in the Voting Process Binder.
4. Follow the **Close Polls** instructions below in order to print two of each of the following reports from each JBC:
 - ✓ Access Code Report
 - ✓ Tally Report
 - ✓ Write-In Report

Print Reports from the Standard JBC:

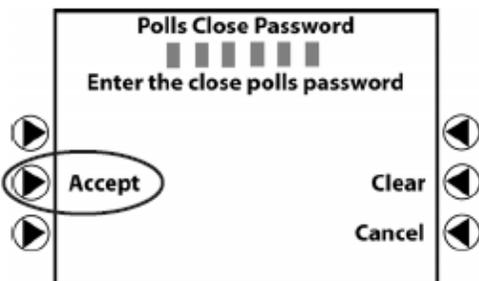
1. On the JBC, press **CLOSE POLLS**. It is located below the JBC screen.



2. The JBC confirms that you want to close the polls. Press the arrow next to **YES**.



3. Using the number pad enter the Close Polls Password provided in the "Passwords Envelope" in the Voting Process Binder. Press the arrow next to **Accept**.



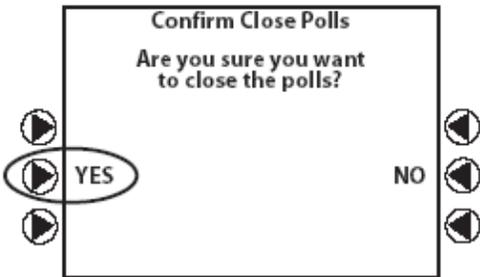
4. Use the JBC to print two Access Code Reports, two Tally Reports and two Write-In Candidate Reports.
5. Post one of the Tally Reports in an area where the public can view it without entering the polling place (e.g. glass door).
6. Complete the Certificate of Ballot form, and file the printed reports in the envelope labeled "JBC Closing PollBook Report and JBC Closing Tape" located in the Voting Process Binder.

Print Reports from the Grace JBC:

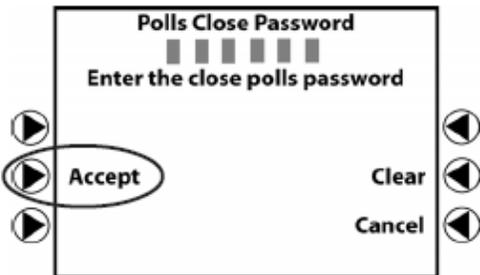
1. On the Grace JBC, press **CLOSE POLLS**. It is located below the JBC screen.



2. The Grace JBC confirms that you want to close the polls. Press the arrow next to **YES**.



3. Using the number pad enter the Grace Period Suspend Password found in the “Grace Period JBC Open and Suspend Passwords Envelope” inside the Grace JBC Case. Press the arrow next to **Accept**.



4. The Grace JBC will print the “Polls Suspended,” “Daily Summary,” and “Cumulative Summary” reports. Tear off the Suspend Polls Reports and file it with the other JBC closing tapes in the “Closing Pollbook Report and JBC Closing Tapes Envelope” found in the Voting Process Binder.

5. Complete the Certificate of Ballot Grace column.

6. Check that you have all Election Day voting reports (**place in appropriate envelopes**).

- ✓ Opening Pollbook and JBC Reports
 - ✓ Closing Report from Pollbooks
 - ✓ Closing Report from JBC
7. Make sure you have completed all paperwork for the **Red Cancelled/Surrendered Vote-by-Mail Pouch**, and the **Blue Hand Delivered Vote-by-Mail/Provisional and Emergency Ballot Pouch**.
 8. Check that all the election logs and affidavits are recorded, completed and returned to the appropriate binder.
 9. Retrieve the outdoor election signage:
 - ✓ “Vote Here” Signs
 - ✓ “No Electioneering Beyond This Point” Markers
 - ✓ Disabled Accessibility Signs
 - ✓ Orange Cone(s)

Packing the Equipment

Please reference the laminated “Closing the Polls/Packing the Equipment” sheet located inside the Before the Polls Open Envelope. **Be careful to follow instructions precisely.**

Rally Equipment Returned:

The following items must be returned to the rally by the two assigned election judges:

- **JBCs in their Cases**
- **Pollbooks in their Cases**
- **Supply Cases**
- **County-Issued Cell Phone Turned On and Accessible**
- **Doorbell (if applicable)**

Staff at the rally site will check these items off as they are returned by the judges from each polling place. Failure to return all items on this list to the rally site may require the judges to go back to the polling place to look for missing items.

IMPORTANT TAKE AWAY POINTS

- Before processing a Provisional Ballot. You **MUST** call the Call Center before doing anything.
- Poll watcher has no authority at all in the polling place. They cannot dictate to you any procedures.
- A voter can make a change to their registration i.e. change of address, change of name or complete a new registration at **ANY** polling place. Please do not send a voter to another polling place for any circumstance. If you are unsure how to proceed, please ask for help from the Call Center.
- Do not for any reason edit any voter application forms; do not put a marker through the small print, or highlight anything on the application. Please leave all applications as you find them.
- If there is a significant change to the voter's signature please follow the instructions on the Pollbook, which will print a label with the voter's updated signature. Place the label in the brown envelope marked "Signature Mismatches" in the front pocket of the Voting Process Binder. (See **page 18** for more detail.)
- Please do not make any changes on the Grace Period Registration Pollbook for a misspelt name, incorrect date of birth or adding an apartment number to the original registration address. In order for the Election Department to make these changes, please add a post-it note to the Application to Vote.
- If you have to cancel a booth please follow the steps on pages **25-27**. All tech judges will be required to know this prior to each election.
- When it is time to close the polls please follow the steps on pages **41-44**. Again, all tech judges will be required to know this procedure prior to an election.

If at any time you are unsure about something concerning the voter, do not send the voter away until talking to the Call Center.