Rock Island County Election Judge Manual 2020

KAREN KINNEY
ROCK ISLAND COUNTY CLERK

(309) 786-VOTE (8683) or (309) 558-3571
Website: votericounty.org
E-Mail: coclerk@ricountyclerk.org

TABLE OF CONTENTS

TABLE OF CONTENTS CONTINUED

INDEX

INDEX CONTINUED

WHAT ARE ELECTION JUDGES?

Election judges serve as officers of the Circuit Court and swear to uphold the Constitution of the United States and the State of Illinois. Election Judges play a vital role and have equal authority and responsibility in protecting the rights of voters, ensuring that the electoral process is administered fairly and in accordance with federal and state election law. There is no "Head Judge", the judges act as a board in making decisions and the majority rules. However, each judge may act alone to enforce election laws. Only the election judges are allowed to handle the election materials, supplies and ballot sheets.

Each Vote Center will have an election judge who will also be a Voting System Technician (VST). The VST will perform all election judge duties and is responsible for maintaining and troubleshooting all computer and tabulator problems in the Vote Center. The VST has the same authority and obligations as all other judges.

Obligation to Serve - Once an individual is selected and returns their form indicating that they will serve as an election judge, that person is obligated to serve. If an emergency arises that prevents a judge from serving, the judge must notify the County Clerk's Office immediately.

Working Hours - Illinois law requires that the **polls be open from 6:00 a.m. until 7:00 p.m.** Once the polls are open, **there is to be NO adjournment or recess** until all forms are completed and the ballots have been delivered to the drop off location. After the polls close, all judges must remain until all the forms, certificates and affidavits are completed and signed, and all election materials are packed for return to the drop off location.

In order to check the supplies and set up the Vote Center, all judges should arrive at the Vote Center no later than 5:00 a.m. At least one judge from each political party must be present in the Vote Center before any election materials can be handled. If all judges have not arrived by 5:00 a.m., the judges can start setting up the Vote Center as long as there is at least one election judge from each political party. Please call the County Clerk's Office to report if a judge is absent after the Vote Center is set up. **If you do not have at least one judge from each political party, call the County Clerk's Office immediately.**

If you have an immediate family member on the ballot, you cannot work the election in that precinct. A precinct, township or ward committeeperson or a candidate cannot serve as an election judge.

Replacement Judge - If the County Clerk's Office cannot provide a replacement, the judges present may appoint a replacement judge. The replacement judge cannot be appointed until after 6:15 a.m. The replacement judge must be a registered voter who has the same political affiliation as the judge being replaced. One of the regular judges shall administer the oath to the replacement judge.

Campaign - Free Zone - Campaign-Free Zones help to ensure a fair election and an intimidation-free environment for voters. Electioneering is prohibited within 100 feet from the entrance to the Vote Center room, or within the Vote Center Building if there is more than 100 feet from the entrance of the room to the entrance of the building. Electioneering includes campaign buttons, t-shirts, hats, leaflets and brochures promoting candidates or how to vote on a referendum (public question) on the ballot. During breaks, you can periodically check for campaign materials (flyers, signs) that may be within 100 feet of your Vote Center and remove them if necessary. If you are not sure, call the County Clerk's Office and a troubleshooter will be sent to check for you.

Voter Intimidation - Voter intimidation is rare, but it is both a Federal and State felony. Voter intimidation happens when a voter feels pressured, threatened, coerced or intimidated to vote a certain way, or a voter is prevented (or attempted to be prevented) from voting at a Vote Center. If you suspect voter intimidation is happening at your Vote Center, call the County Clerk's Office immediately.

MORE ABOUT ELECTION JUDGES

CONTROL OF THE VOTE CENTER - Election judges are required to maintain order in the Vote Center throughout Election Day. All persons present in the Vote Center or within 100 feet of the entrance, must obey a lawful order of the judges. Election judges have the authority to evict any person who is creating a disturbance. Individuals violating the law may be arrested by appropriate law enforcement personnel. All serious problems should be reported to the Rock Island County Clerk's Office.

ROTATING POSITIONS - Each judge should learn the various duties associated with each position by rotating among the positions during the day. Rotating duties helps prevent errors and prohibits certain types of vote fraud. When rotating duties, two (2) judges, one (1) from each political party, must be at the Auto Poll Book at all times to verify each voter's signature and address.

QUESTIONS – If a judge is uncertain of his/her duties, or if a situation arises which is not covered in this manual, call the County Clerk's Office at (309) 558-3571, or (309) 786-VOTE (8683) for assistance.

**NOTE: NO ONE, INCLUDING ELECTION JUDGES, MAY VOTE BEFORE 6:00 A.M.

IN THE EVENT OF AN EMERGENCY

In the event of an emergency such as weather conditions or fire, the most important priority is to get everyone out of the polling place safely. If possible, the judges should try to remove the election equipment in this order:

1. Memory cards from the two machines
2. Auto Poll Book
3. Voted ballots from the ballot box
4. Application spindles
5. Un-voted ballots
6. All other materials

If conditions arise that prevent you from leaving the polling place, make sure you take cover and, if possible, make sure all election equipment and supplies are as secure as possible. Once everyone is to safety, please contact the Rock Island County Clerk's Office for further instructions.

(309) 786-VOTE (8683) or (309) 558-3571
Website: votericounty.org
E-Mail: coclerk@ricountyclerk.org

WHAT *TO* BRING ON ELECTION DAY

On Election Day, Judges should be prepared to be inside the Vote Center all day long. Some items that you may need throughout the day are:

* Meals and snacks
* Drinks
* Light sweater or jacket
* Any medications
* Pillow or cushion for chair

***Cell phones are allowed, but only to contact the Rock Island County Clerk's Office or for use on breaks.

WHAT *NOT* TO BRING ON ELECTION DAY

On Election Day, please leave the following items at home. We ask you to leave these items at home in order to avoid the appearance of being partial and to prevent disruptions.

* Children
* Electronics
* Alcoholic beverages
* Newspapers and magazines
* Perfumes and heavy scents
* Pets
* Political Items
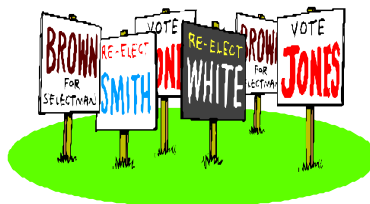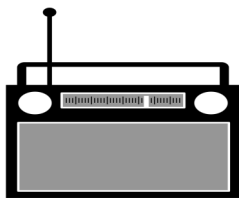
Smoking inside the Vote Center or at the entry/exit door is prohibited!

THE DIFFERENT TYPES OF ELECTIONS

ELECTIONS ARE CONDUCTED ACCORDING TO THE STATE OF ILLINOIS ELECTION LAW.

There are two types of Elections:

Primary Election: When a qualified voter participates in a primary election they have to declare a party, generally Democratic or Republican. The results of this election determines what candidates advance to the General Election. Voting in a Primary Election is the only way for a voter to change their party affiliation. There is no Independent Party in the State of Illinois (sometimes there will be an Independent Candidate on the ballot in a General Election).

General Election: Unlike a Primary Election, in a General Election voters can vote for candidates on the ballot regardless of party affiliation. The purpose of a General Election is to declare a final elected official from the various candidates that had:

- moved on from the Primary Election.
- are running as an Independent Candidate.
- are possibly write-in candidates.

Questions and referendum can be on the ballot during any election and, with the exception of Constitutional Amendments, they generally appear at the end of the ballot.

NOTES: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

SETTING UP THE VOTE CENTER

1. COLLECT POLLWATCHERS' CREDENTIALS.

Accept and check the credentials as each pollwatcher enters the Vote Center during the entire day. Place the pollwatcher credentials in the Clear Plastic Vote Center Return Envelope. Place an X in the box on the cover sheet next to the pollwatcher credential picture. (See pages 49-50 for further information concerning pollwatchers and credentials.)

2. VERIFY SUPPLIES DELIVERED.

Two (2) judges, one from each political party, must be present before election materials are handled.

Verify that the tags on the Yellow Topped Black Supply Box, the Auto Poll Book Bag, the Optical Scan Tabulator, the Touch Screen Tabulator and the Black Ballot Transfer Suitcase are for the correct Vote Center. If supplies are for another Vote Center or are missing, call the County Clerk's Office immediately at (309) 558-3571 or (309) 786-VOTE (8683).

3. ARRANGE THE VOTE CENTER TO ALLOW FOR AN ORDERLY FLOW OF VOTERS.

To allow time to complete preparation of the Vote Center before the polls open at 6:00 a.m., arrive no later than 5:00 a.m. on Election Day.

It is essential that all election judges at the Vote Center work together as a team, **USING THE MANUALS**, to ensure proper setup for efficient processing of voters and to reduce the possibility of errors in the Vote Center.

The voting booths and the tabulator/ ballot box must be within view of the judges at all times.
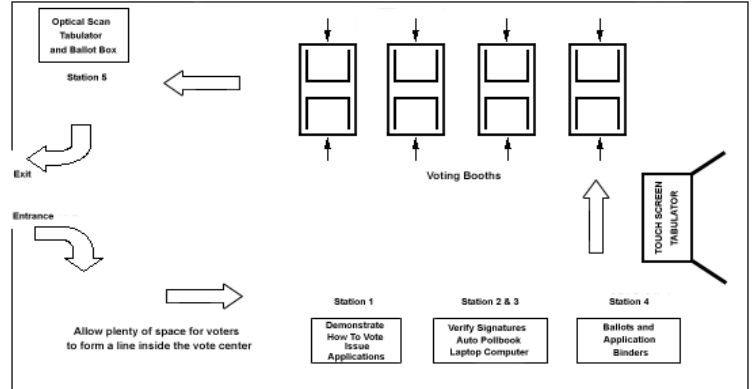
4. PLACE THE DEPUTY REGISTRAR LAPTOP BAG AT STATION 6 (DEPUTY REGISTRAR TABLE).

ARRANGE AND UNPACK THE VOTE CENTER SUPPLIES
4. UNPACK SUPPLIES FROM THE YELLOW TOPPED BLACK SUPPLY BOX.

Red Bag - Supplies For Use Before Polls Open (set aside until needed)

Green Bag - Supplies For Use During Voting (leave in box until needed)

Blue Bag - Supplies For Use After Polls Close (leave in box until needed)

Ziploc Bag - set aside until needed

Plastic Cup, leave in box until needed

Duct Tape, leave in box until needed

Power Strip, not all locations will have one

Extension Cord- with 3 Prong Adapter

Black "Voter Registration" Bag, place at station 6

Orange Bag:
1. **Place the Judges' Manual at Station 2 & 3.**
2. **Leave the Guide to Closing the Polls in the Orange Bag until 6:30 p.m.**
3. **Using the Guide to Opening the Polls, one judge will read the instructions while another judge performs the procedures.**

Flag Stand - Red Flag Stand, Flag and Vote Here Sign, leave in tote for further instruction

There will be more details on these items later in the manual.

5. OPEN AND UNPACK SUPPLIES IN THE RED BAG.

SUPPLIES FOR USE BEFORE POLLS OPEN

Oath/Election Expense Bill
(B-1), set aside

Application to Vote Spindles,
place at Station 4

Laminated Demonstrator Ballot,
place at Station 1

White Applications to Vote,
place 1 pad at Station 1
(additional applications in Yellow Topped Black Supply Box)

Clear Plastic Vote Center Return Envelope
(A-6), set aside

Small Individual Spoiled Ballot Envelopes
(D-12), place at Station 4

Large Spoiled Ballot Return Envelope (D-11),
place at Station 4

There will be more details on these items later in the manual.

6. REMOVE AND UNPACK SUPPLIES IN THE GREEN BAG.

SUPPLIES FOR USE DURING VOTING

Magnifying Glass, Place at Station 4

BLANK AFFIDAVITS AND BLANK APPLICATIONS TO VOTE

Blue Accordion Folder, place at Station 2 & 3

Report to Election Authority/Voter Code Correction (D-4)

Salmon Voter Affidavit (D-7)

White U.S. Service Voter Affidavit (D-8)

Address Correction for Fail-Safe Voter (D-9)

All forms will remain in the Blue Accordion Folder until needed.

There will be more details on these items later in the manual.

7. REMOVE AND UNPACK SUPPLIES IN THE ZIPLOC BAG.

Black Ink Pens,
place at Stations 1, 2 & 3

Red Ink Pens,
place at Station 4

Black Sharpies,
place at Station 4

Judge Badges with Lanyards,
set aside until needed

Black Felt Pens,
place at Station 1

I Voted Stickers,
place at Station 5

Red Spring Lock Seals,
leave in bag until needed

Scotch Tape,
set aside until needed

Rubber Bands, leave in bag until needed

Curtain Hook Sign Hangers, set aside until needed

Kleenex Pack,
place at Station 1

There will be more details on these items later in the manual.

8. LEAVE THE BLUE BAG IN THE BOX UNTIL THE CLOSING OF THE POLLS.
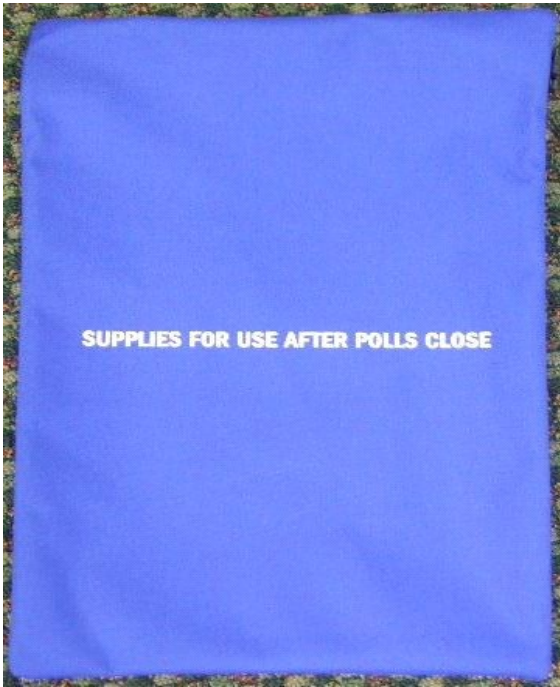
SUPPLIES FOR USE AFTER POLLS CLOSE

VALID WRITE-IN LIST

General Primary Election
March 21, 2000

The candidates listed below have filed their "Declaration of Intent to be a Write-In Candidate".

A Valid Write-In must include the following:

1. Candidate's Name (and party if a primary) on the Write-In Line

2. Oval to the left of the Candidate's Name filled in

Write-In Candidates:
Governor of the State of Illinois

JOSEPH M VOTER

List of Valid Write-Ins - Leave in bag until needed

ENDER CARD

WARNING: THIS CARD ELECTRONICALLY LOCKS THE ACCU-VOTE TABULATOR MACHINE

PROCESS ALL ABSENTEES FIRST

C-40DP

Ender Card - leave in bag until needed

BALLOTS BEARING WRITE-IN VOTES

Write-In Ballots Cover Sheet - Leave in bag until needed

TALLY SHEET OF VOTES CAST FOR WRITE-IN CANDIDATES AT THE ELECTION HELD _____, 20 _____.

Precinct _____

in the County of Rock Island, State of Illinois

IF THERE ARE NO WRITE-IN VOTES, WRITE "NONE" ACROSS THE FACE OF THIS SHEET

A-1 RETURN IN PRECINCT RETURN ENVELOPE

Rock Island County

We certify that each write-in candidate received the number of votes set forth opposite his/her name on this tally sheet and the information hereon is correct.

Certified by us:

3 Part NCR Write-In Tally Sheet - Leave in bag until needed

There will be more details on these items later in the manual.

SETUP

1. **LOCATE THE OATH/ELECTION EXPENSE BILL (B-1) THAT YOU REMOVED FROM THE RED BAG.** The judges administer the oath of office to each other and each judge signs the oath where designated.

2. **FILL OUT THE ELECTION EXPENSE BILL PORTION OF THE OATH/ELECTION EXPENSE BILL (B-1).** Each judge should fill in their name, address, city and their full 9 digit Social Security number. Make sure to designate who the driver and rider will be.

   If your Vote Center has a custodian or someone who opens the Vote Center, have them sign at the bottom of the page.

   Place the Oath/Election Expense Bill (B-1) in the Clear Plastic Vote Center Return Envelope (A-6).

   On the cover sheet, place an X in the box next to the completed and signed Election Expense Bill/ Oath/Fill Vacancy picture and set aside.

3. **LOCATE JUDGES' BADGES.** Each judge will print their name and party affiliation on both sides of the badge. A badge is worn by each judge during the entire day.

4. BREAK SEAL AND UNPACK SUPPLIES IN BLACK BALLOT TRANSFER SUITCASE. (BALLOTS ARE IN ONE SIDE AND SIGNS ARE IN THE OTHER)
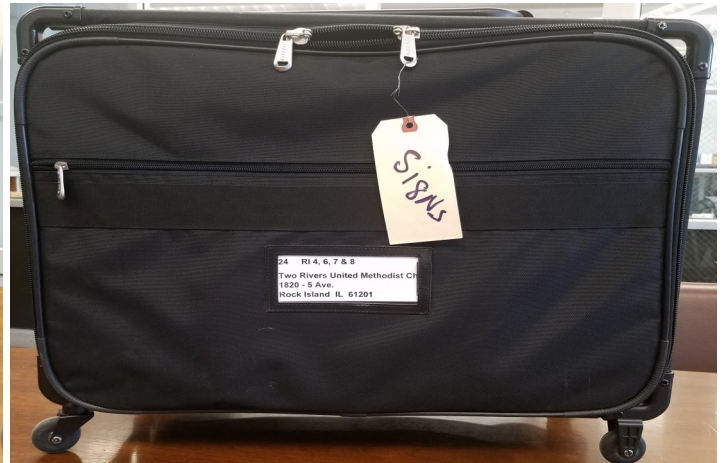
Start Here Sign - place at Station 1

Polling Place Sign - post outside on front door entrance

No Smoking Sign - post inside near entrance
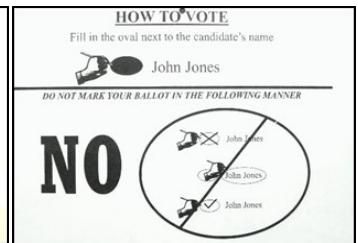
How to Vote Sign - post in each booth with curtain hook sign hangers
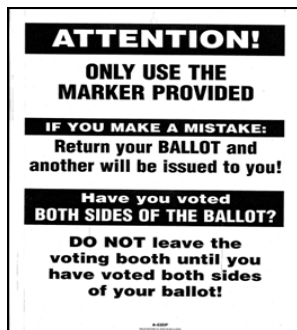
How to Mark Ballot Sign - post in each booth with curtain hook sign hangers
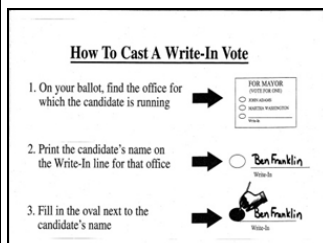
How to Cast a Write-In Sign - post near voting booths, if needed
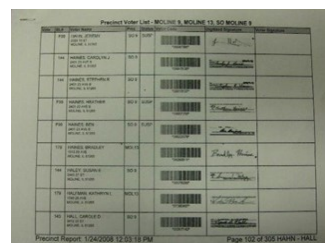
Auto Poll Book Backup Sheets - leave in suitcase in case needed

Ballots - separate by style (and party, if primary), place at Station 4. Most Vote Centers Will Have More Than One Ballot Style

Sample Ballots - separate by style (and party, if primary), post 1 copy near Station 4 and 3 copies near front entrance
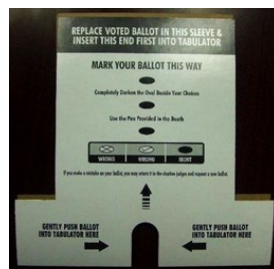
Ballot Privacy Covers - place at Station 4
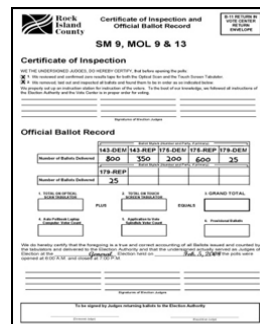
Certificate of Inspection/ Official Ballot Record (B-11) - place at Station 4

Black Plastic Bag - leave in suitcase until needed when closing

** There will be more details on these items later in the manual. **

5. VERIFY BALLOT STYLES. Ballot Styles are created by the districts attached to the voter's address. Most Vote Centers will have more than one ballot style depending on the election.

In the following example you will see two addresses in the same precinct but they have different ballot styles. The whole precinct is in the 36th State Senate District and then is split into the 71st and 72nd State Representative Districts.

71st State Rep. Dist

36th State Senate Dist

72nd State Rep. Dist

36th State Senate Dist

**322 10 ST
SILVIS**

BALLOT STYLE 101

**431 10 ST
SILVIS**

BALLOT STYLE 102

Go to Station 4 and using the Certificate of Inspection/Official Ballot Record (B-11) verify the quantities and ballot styles (and color, if primary) with the quantities and ballot styles (and color, if primary) listed on the packages of official ballots.

Also compare the precinct designation, date of election, candidates' names and any questions with the corresponding sample ballot to make sure they agree.

After verifying ballot styles, candidates and questions are correct, all judges must sign the Certificate of Inspection/Official Ballot Record (B-11) where designated.

Place the Certificate of Inspection/Official Ballot Record into the Clear Plastic Vote Center Return Envelope and place in the Black Ballot Transfer Suitcase.

Keep one package of each style (and color, if primary) at Station 4. Place additional packages of official ballots in the Black Ballot Transfer Suitcase and keep near Station 4.

Do not open additional packages of ballots until they are needed.

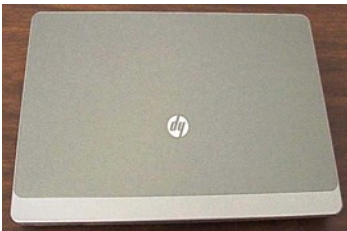| Ballot Style/s (Number and Party, if primary)			
143-DEM	143-REP	175-DEM	175-REP
800	350	200	600

6. PLACE THE AUTO POLL BOOK BAG AT STATIONS 2 & 3.

---

7. UNPACK THE SUPPLIES FROM THE AUTO POLL BOOK BAG TO SET UP YOUR AUTO POLL BOOK AT STATIONS 2 & 3.

Auto Poll Book Laptop	**Supervisor Card Key Ring**	**Power Cord**	**Mouse**
Voter Access Card Reader (ST-100)	**Voter Access/Smart Cards**	**Barcode Scanner with Stand**	**Mouse Pad**
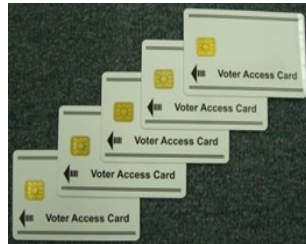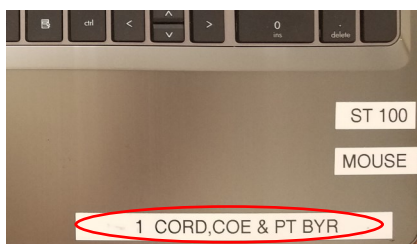
A. Open the Auto Poll Book. The Vote Center label on the bottom right side should be for your Vote Center. If not correct, contact the County Clerk's Office immediately at (309) 786-VOTE (8683) or (309) 558-3571.
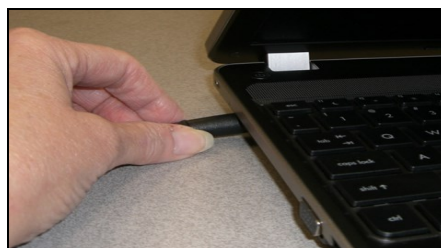
B. Plug the power cord into left side of the Auto Poll Book.

C. Plug the power cord into the outlet or an extension cord plugged into the outlet. Secure cords to avoid accidents.

SETUP AUTO POLL BOOK CONTINUED
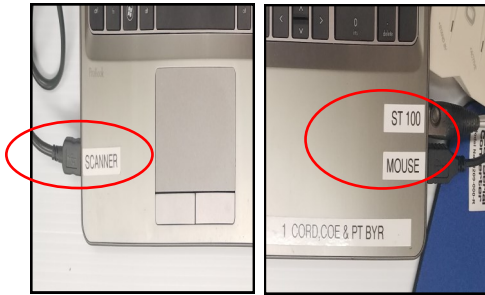
D. Plug the bar-code scanner, mouse and the ST-100 reader into the correct ports. (PORTS ARE LABELED)

DO NOT TURN YOUR LAPTOP ON UNTIL THE BARCODE SCANNER, MOUSE AND THE ST-100 READER ARE PLUGGED IN!

E. Turn your Auto Poll Book on by pressing the power button.

F. DO NOT TOUCH THE AUTO POLL BOOK UNTIL IT IS FULLY LOADED AND YOU SEE THE WELCOME TO AUTO POLL BOOK SCREEN! (APPROXIMATELY TWO MINUTES)
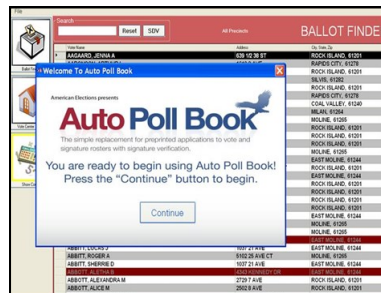
G. "Welcome to the Auto Poll Book" screen will appear. Click on the "Continue" button to activate "Ballot Finder". Ballot finder is the program used to locate registered voters eligible to vote within their correct Vote Center.

H. Check the title bar on the "Ballot Finder" screen to make sure the correct precincts are listed for the Vote Center.
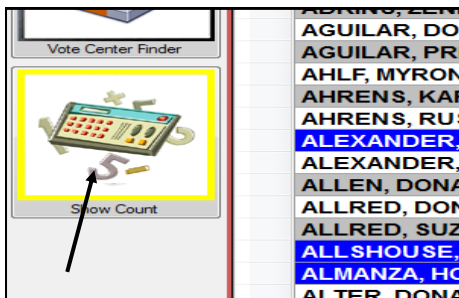
I. Click on the "Show Count" button to verify that the total number of voters on the Auto Poll Book is zero
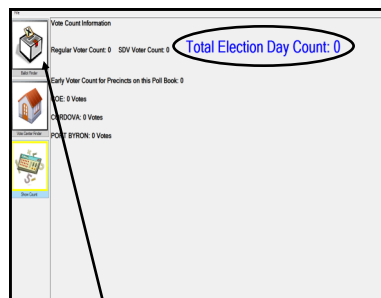
J. After verifying count is zero,

**EARLY, GRACE PERIOD AND REGULAR VOTE BY MAIL VOTERS WILL BE HIGHLIGHTED IN BURGUNDY AS HAVING VOTED BUT WILL NOT SHOW IN THE TOTALS COUNT.

THE AUTO POLL BOOK IS NOW READY FOR VOTING.

8. SETUP OPTICAL SCAN TABULATOR

A. The Optical Scan Tabulator will be set up in the black ballot box.

B. One judge must unlock and open all auxiliary compartments with the brass key on the Supervisor Card key ring to make sure they are empty.

C. After all judges have verified that all auxiliary compartments are empty, use the brass key to lock all auxiliary compartments.

D. Using the brass key, unlock and open the front access gate located in front of the Optical Scan Tabulator.

E. Make sure the metal memory card cover is sealed. If not, seal with a new seal from Ziploc bag of supplies.

F. Using the red key, open and remove the printer cover and set it aside.
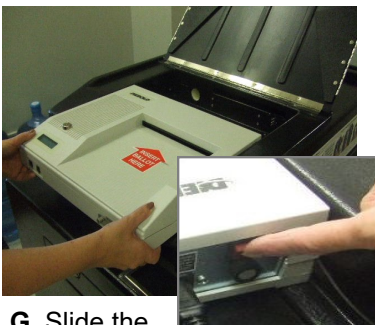
G. Slide the Optical Scan Tabulator forward and turn the unit on by switching the red power button located at the back of the unit next to the power cord.

H. Make sure the power cord is plugged into both the Optical Scan Tabulator and the power outlet.

I. Slide the Optical Scan Tabulator back into place by making sure the unit is snug against the back of the ballot box.

SETUP OPTICAL SCAN TABULATOR CONTINUED.

GENERATING REPORT ...

J. The "zero report" will start to print automatically and the message on the front of the Optical Scan Tabulator will read: "GENERATING REPORT" "PRINTING REPORT" "PRINTING SUMMARY"


```
****************************
ELECTION ZERO REPORT
****************************
       Famous Names
   Demonstration Ballot
DATE:     05/02/02
POLL CTR:         50A08
   SM 9, MOL 9 & 13
VERSION:  7      COPY: 0
COUNT:    11    SIZE: 128
```

K. At the beginning of the tape, verify the precincts listed are for the correct Vote Center.

DO NOT TEAR THE REPORT TAPE OFF!!!!

L. When the unit stops printing, all judges will verify that the candidate and referenda totals are zero.

All judges will sign where indicated.

NEED ANOTHER COPY?

YES   NO
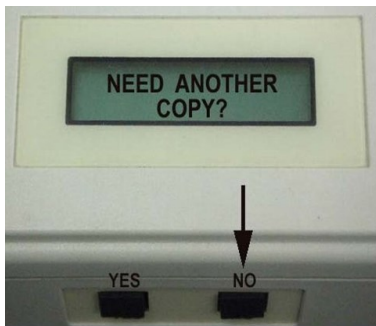
M. The message will read: "NEED ANOTHER COPY?" Press the "NO" button located on the front of the unit.

POLL: 50A10J
TOT COUNT: 0
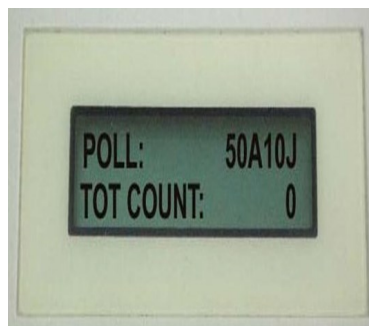
N. Message will read:

Poll:	(Machine ID#)
TOT COUNT:	**0**

O. Fold the report tape and place behind paper roll.

Replace the printer cover and lock it using the red key.

P. Close and lock the front access gate with the brass key.

Q. Open and set the black privacy cover over the Optical Scan Tabulator.

THE OPTICAL SCAN TABULATOR IS NOW READY FOR VOTING.

Take the Supervisor Card Key Ring to the Touch Screen Tabulator.

9. SETUP TOUCHSCREEN TABULATOR

A. Verify the tag on the top handle of the Touch Screen Tabulator is for the correct Vote Center. Make sure the power cord is plugged into the Touch Screen Tabulator and the power outlet.

B. Using the black key on the Supervisor Card Key Ring, unlock the data compartment door located on the left side of the unit.

C. Push the red power button above the memory card to turn the power on.

D. Close and lock the data compartment door.
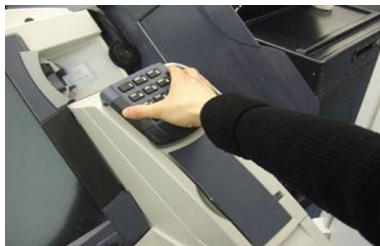
E. Set the touch pad aside, and using the black key unlock and open the printer housing cover.
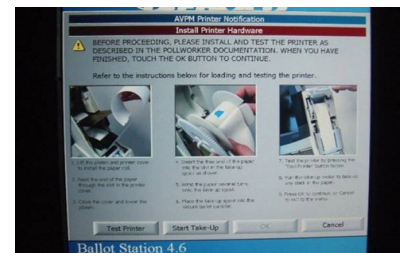
F. The "Install Printer Hardware" screen will appear, touch the "TEST PRINTER" button.

If your printer test passed, go onto step "H".
If the printer test fails, you will need to make sure the smoky gray cover is locked down tight.
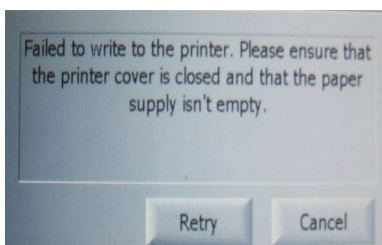
G. Press the "Retry" button to repeat the test. If you continue to get the error, call the
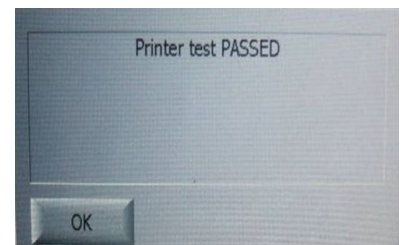
H. When the "Printer Test Passed" screen appears, touch the "OK" button.
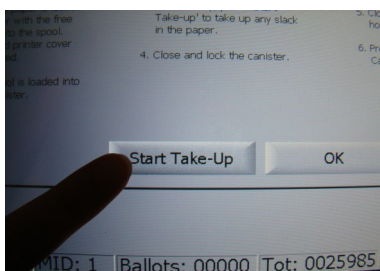
I. Touch the "Start Take Up" button. This will spool the report into the canister.
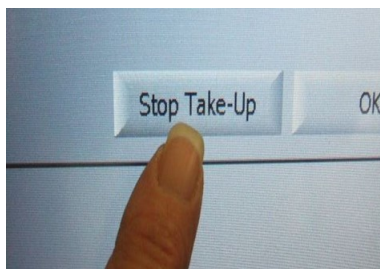
J. When the report is spooled, touch the "Stop Take Up" button and then touch the "OK" button.
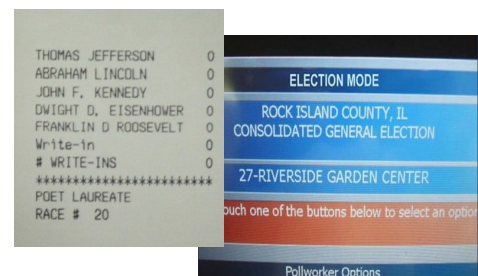
K. The "Zero Report" will automatically begin to print. When the "Zero Report" is done printing, all judges must verify votes for all candidates and referenda are zero. **Verify the Vote Center listed at the top of the screen is correct.**

SETUP TOUCHSCREEN TABULATOR CONTINUED
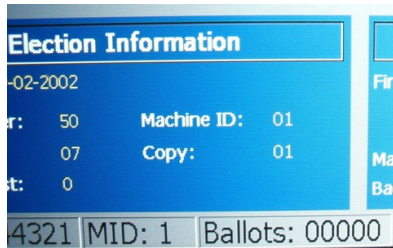
M. Verify the ballot count is zero at the bottom of the screen.

N. On the "Need Another Copy?" screen, touch the "No" button.
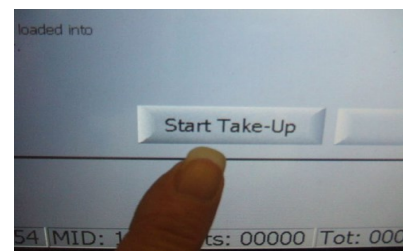
O. When the "Close Printer Housing Notification" screen appears, touch the "Start Take-Up" button.

P. The "Zero Report" will be spooled up into the canister. Make sure a judge "guides" the report as it is spooling.
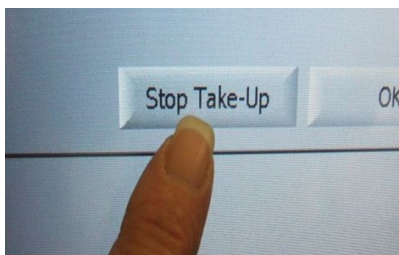
Q. When the report is spooled, touch the "Stop Take-Up" button.

DO NOT TEAR OFF THE REPORT TAPE!

R. With a black ink pen, all judges will sign the report tape where designated and on the screen, touch the "OK" button. **NOTE: A bar code will print and automatically spool into the canister.**

S. Complete the canister identification label with the black ink pen.

Fill in the Date, Tabulator Serial # (located on the left side of the unit), canister # and signatures of all judges. Locate the red spring lock seal from the Ziploc bag of supplies. Record the seal number on the canister label.

T. Lock the canister with the red seal by putting the seal through the canister on the bottom right corner. (Do not tear or twist the tape!)

U. Close and lock the printer housing cover with the black key.

V. Replace the Touch Pad and plug in the headset.

W. Attach the blue privacy cover.

THE TOUCH SCREEN TABULATOR IS NOW READY FOR VOTING.

STATION CHECKLIST

The Vote Center should have the following setup:

Station 1
Start Here Sign
Laminated Demonstrator Ballot
White Applications to Vote, 1 pad (additional applications in Yellow Topped Supply Box)
Black Ink Pens
Black Felt Pens
Kleenex pack

Station 2 & 3
Blue Accordion Folder
Judge's Manual
Auto Poll Book
Black Ink Pens
List of Vote By Mail voters and voters who must show ID (delivered by the troubleshooter)

Station 4
Application Spindles
Red Ink Pens for initialing ballots
Black Sharpie markers
Ballots, 1 package of each style (color, if primary)
Ballot Privacy Covers
Small Individual Spoiled Ballot Envelopes
Large Spoiled Ballot Return Envelopes
Magnifying Glass

Station 5
I Voted Stickers

Station 6
Deputy Registrar Poll Book
Black Voter Registration Bag

**Optical Scan Tabulator in Ballot Box,
Touch Screen Tabulator,
Voting Booths and
All signs and sample ballots should be posted!**

1. **Remove the red flag stand/vote here sign.** From the Yellow Topped Black Supply Box, remove the red flag stand. Using the plastic cup, fill the base of the stand with water. Assemble the stand, attach the "Vote Here" sign and flag and place outside the Vote Center door.

2. **The vote center is now ready for voting. Promptly at 6:00 a.m. in a loud, clear voice announce, "THE POLLS ARE NOW OPEN".**

3. **Place the "Guide to Opening the Polls" in the orange bag in the Yellow Topped Black Supply Box.**

Remember that no one, including election judges, can vote prior to 6:00 a.m.

VOTING PROCEDURES

STATION 1

1. OFFER A DEMONSTRATION TO THE VOTER. Show the voter how to blacken the oval by using the laminated demonstrator ballot and a black felt pen. The laminated ballot can be wiped clean by using a Kleenex from the package provided in the supplies. Demonstrate to more than one voter at a time whenever possible.

2. REMIND THE VOTER:

DO NOT OVERVOTE - Remind the voter that they should not vote for more than the number of candidates indicated in each race. To do so, creates an over vote for that office and the votes cast for that office will not be counted.

VOTE BOTH SIDES OF THE BALLOT - Questions of Public Policy or Referenda are located at the end of the ballot.

3. ISSUE A WHITE APPLICATION TO VOTE.
Ask the voter to print and sign their name, write down their date of birth and if a primary election, mark their party affiliation.

4. PASS THE APPLICATION TO THE JUDGES AT STATION 2 & 3.

*****If it has been determined that the voter cannot vote at the vote center where you are working, <u>DO NOT</u> let that voter leave with their White Application to Vote.**

STATION 2 & 3

1. THERE MUST BE 2 JUDGES, ONE FROM EACH POLITICAL PARTY, AT STATION 2 & 3.

2. ENTER THE VOTER'S NAME ON THE AUTO POLL BOOK.

- In the search box, type a minimum amount of letters in the voter's last name to locate their record in "Ballot Finder".
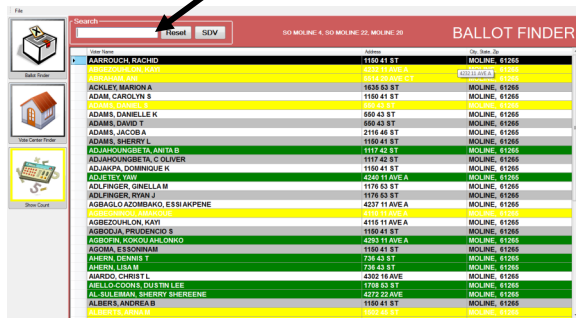
- As you type, the search results will appear in the lower screen.
- Click on the voter's name in the lower results screen to bring up their "General Information Screen".
- If there are similar names, verity the voter's date of birth from the white application to vote and ask the voter to state their address.

3. SIGNATURE AND ADDRESS VERIFICATON.

- Verify the voter's address is correct.
- Compare the voter's signature on their application to vote with the digitized signature on the Auto Poll Book.

4. BALLOT STYLE: Locate the ballot style on the voter's "Information Screen" and write it in the Ballot Style box on the voter's Application to Vote.

5. ANNOUNCE THE VOTER'S NAME AND ADDRESS IN A LOUD CLEAR VOICE, AND THEIR PARTY AFFILIATION IF A PRIMARY.

6. VOTER HISTORY.
In a General Election, click on the green "Vote" button, which will record vote history for that voter.
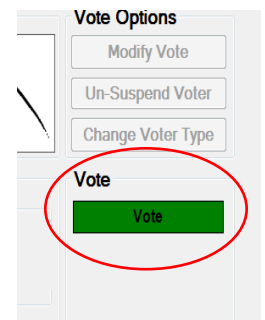
In a Primary Election, click on the button for the Party the voter declared on their Application to Vote. This will record vote history and Party Affiliation for that voter.
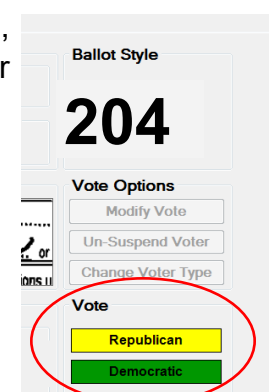
OPTICAL SCAN VOTING PROCEDURES

7. OPTICAL SCAN OR TOUCH SCREEN VOTING. At this point, the judge will ask the voter if they wish to vote with an Optical Scan Paper Ballot or the Touch Screen. If they choose the Touch Screen, skip to page 33.

8. FINISH THE OPTICAL SCAN PROCESS. Click on the "Ballot" button.
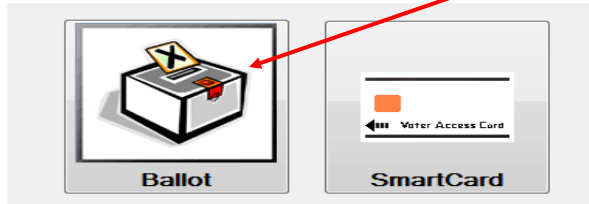
The screen will return to the "Ballot Finder" screen. In a General Election, the voter's name will now be highlighted in blue. In a Primary Election, the voter's name will be highlighted in the color that represents their party affiliation.
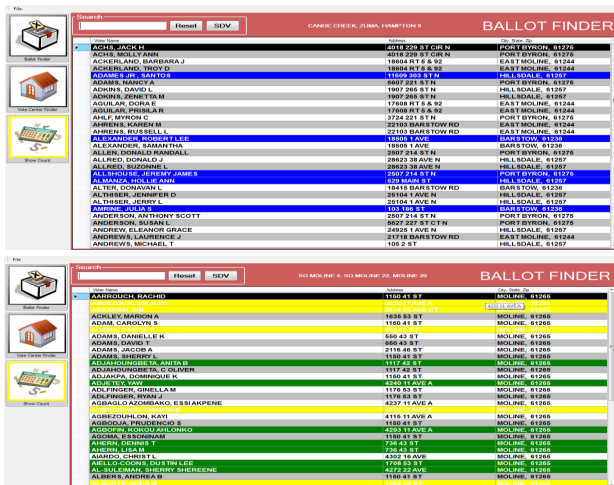
9. INITIAL THE APPLICATION AND PASS IT TO THE JUDGE AT STATION 4. Once the voter's information is verified and the correct ballot style is written on the Application to Vote, one of the election judges at Station 2 will initial the Application to Vote and pass it to Station 4.

Judges' Initials

STATION 4

1. CHECK THE VOTER'S APPLICATION TO VOTE FOR THE JUDGE'S INITIALS AND THE VOTER'S BALLOT STYLE.
If the Application to Vote does not have the voter's ballot style or the Election Judge's initials, the application must be returned to Station 2.

Ballot Style

Judges' Initials

STATION 4 CONTINUED

2. NUMBER THE APPLICATION AND PLACE ON THE SPINDLE. The judge at Station 4 will number the application consecutively, beginning with the number 1. The application is then placed on the spindle. In a General Election there will be 1 spindle.

In a Primary Election there will be multiple spindles, one for each party represented in the election. Each of those spindles will be consecutively numbered beginning with the number 1.
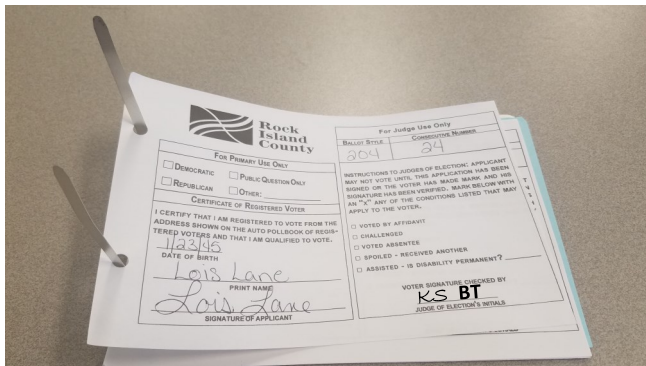
3. LOCATE THE CORRECT BALLOT TO GIVE THE VOTER. Using the ballot style on the voter's Application to Vote, select the correct ballot style (and party if it is a Primary Election).

> **BE SURE TO GIVE THE CORRECT BALLOT STYLE TO EACH VOTER. MOST POLLING PLACES WILL HAVE MORE THAN ONE BALLOT STYLE!**

4. INITIAL THE BALLOT WITH A RED PEN. Do not pre-initial the ballots!

JUDGE'S INTIALS

5. ISSUE A BALLOT AND BLACK SHARPIE MARKER TO THE VOTER. Hand the ballot, the black sharpie marker and, if requested, a privacy sleeve to the voter. Explain to the voter that if they make an error on their ballot, they should return to your station.

6. MAINTAIN ORDER WHILE THE VOTER WAITS FOR A VACANT VOTING BOOTH. Do not issue a ballot to a voter if there is not a booth available.

7. DIRECT THE VOTER TO THE VOTING BOOTH. Remind the voter to vote both sides of the ballot and to read the "vote for" under each race. You can caution the voter that once the ballot is cast (fed into the tabulator), **THE BALLOT CANNOT BE CHANGED!**

STATION 5

1. BALLOT BOX JUDGE. The ballot box judge is responsible for verifying that the ballot has been initialed and should stand at least 8 to 10 feet from the ballot box.

If the ballot has not been initialed, the judge should instruct the voter to return to Station 4 to have the ballot spoiled and be issued a new initialed ballot.

2. THE VOTER IS RESPONSIBLE FOR INSERTING THEIR VOTED BALLOT INTO THE OPTICAL SCAN TABULATOR.
Once the voter is done voting their ballot, they will insert the ballot into the optical scan tabulator and receive an "I Voted" sticker.

If the ballot is <u>ejected back to the voter, the VOTER should look at the message displayed and tell the judge what it reads.</u>

IF THE DISPLAY READS:

The voter should re-insert their ballot into the tabulator, in a different orientation.

IF THE DISPLAY READS:

The voter has voted for more choices than allowed for one or more races. The voter may have over-voted multiple races, but the message will show only the first race that was over-voted.

The voter has the option of spoiling their ballot by returning to Station 4 and receiving a new ballot or the voter can override their ballot with the over-voted races. Any races that were over-voted will not be counted, but any races voted correctly will be counted.

TO OVERRIDE A BALLOT, THE BALLOT BOX JUDGE WILL PRESS AND HOLD THE "YES" BUTTON WHILE THE VOTER INSERTS THEIR BALLOT INTO THE TABULATOR.

STATION 5 CONTINUED

IF THE BALLOT BECOMES JAMMED IN THE TABULATOR, THE JUDGE SHOULD LOOK AT THE LCD DISPLAY.

IF THE DISPLAY READS:
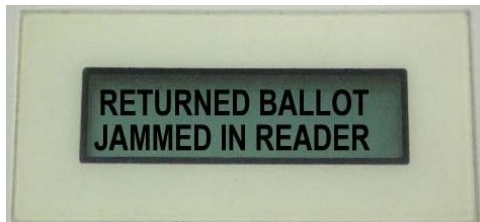
The ballot is jammed in the reader and **WAS NOT COUNTED** by the tabulator.

- Using the brass key, unlock the front access gate and slide the tabulator forward being careful the ballot does not drop into the box. If the ballot does drop, call the Rock Island County Clerk's Office for further instruction.

- From the back of the unit, gently pull the ballot from the tabulator.

- Check for a jam in the ballot box.

- If jammed, open the rear door and re-stack the ballots.

- Slide the tabulator back into place and, using the brass key, lock the front access gate.

- The voter should re-insert the

 ballot into the tabulator.

IF THE DISPLAY READS:
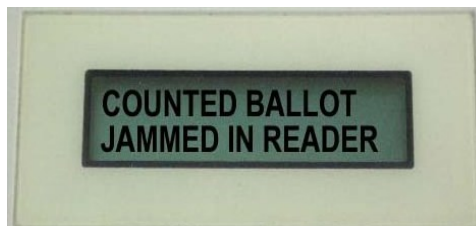
The ballot is jammed in the reader and **WAS COUNTED** by the tabulator.

- Using the brass key, unlock the front access gate and slide the Optical Scan Tabulator forward.

- From the back of the unit, gently pull the ballot from the tabulator and **DROP THE BALLOT INTO THE BALLOT BOX.**

- Slide the tabulator back into place and using the brass key, lock the front access gate.

OPTICAL SCAN TABULATOR BECOMES INOPERABLE.

- **IMMEDIATELY** open the auxiliary compartment located in the front of the Ballot Box.

- Voters that have been issued a paper ballot, should vote their ballot and deposit it into the auxiliary compartment.

- Voters that have not been issued a paper ballot, have them vote on the touch screen tabulator until the problem is resolved.

- After the problem is resolved, close and lock the auxiliary compartment door and resume inserting ballots into the tabulator unit.
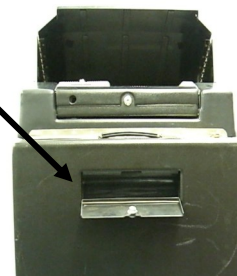
TOUCH SCREEN VOTING PROCEDURES

THE TOUCH SCREEN VOTING PROCEDURE STARTS THE SAME AS THE OPTICAL SCAN TABULATOR PROCEDURE (ON PAGE 27).

- The Voter must fill out a White Application to Vote at Station 1.

- The judges at Station 2 & 3 will look the voter up in "Ballot Finder" on the Auto Poll Book.

- The Election Judge will click on the voter's name to bring up their information screen.

- The judges will verify the voter's information and then they will click on the "Vote" button in a General Election. In a Primary Election the judge will click on the party the voter declared on their White Application to Vote.

STATION 2 AND 3

1. FINISH VOTER VERIFICATION. Then click on the SmartCard/ Voter Access Card button.
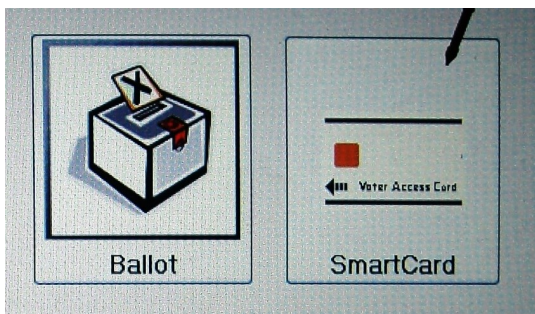
2. THE VOTER CARD ENTRY SCREEN WILL LOAD AND POP UP. At the top of this screen, the Card Status box will read "Card Status: No Smart Card".
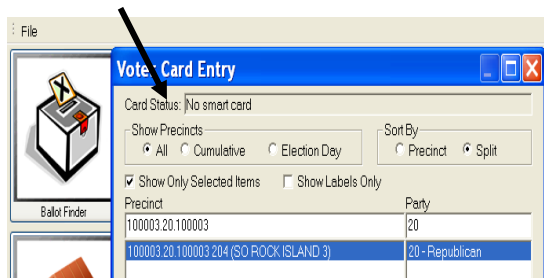
3. LOCATE A VOTER ACCESS/SMART CARD. Insert a Voter Access/Smart Card into the ST-100 reader.

4. BLANK CARD INSERTED. The card status box will then read: "Blank Card Inserted" or "Un-voted Card".
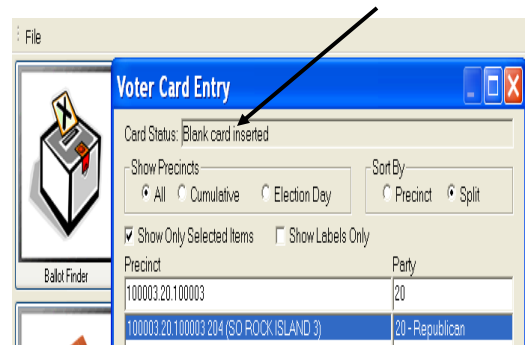
5. LIST OF PRECINCTS AND BALLOT STYLES. Below the card status box is a box that will automatically list and highlight the precinct and ballot style (party if a Primary Election) that has been selected.
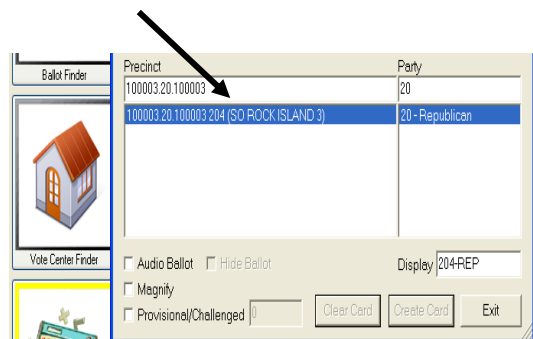
6. AMERICANS WITH DISABILITIES ACT (ADA). Below the precinct box will be special programming options for the Americans with Disabilities Act (ADA). Put a check mark in the appropriate box to program a smart card for an Audio Ballot, magnification of the ballot, or a Provisional/Challenged ballot.
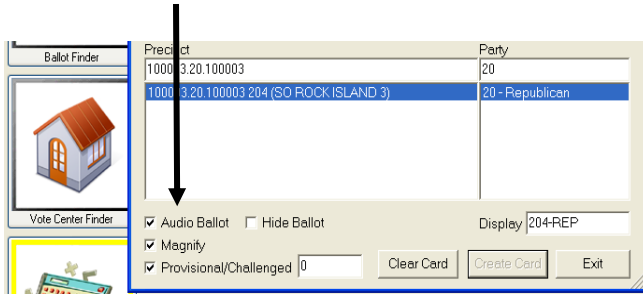
7. CREATE SMART CARD. After verifying all of the information is correct, click the Create Card button in the lower right corner.
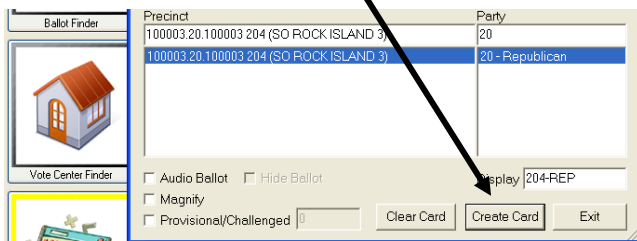
8. CARD CREATED. After clicking the "Create Card" button, the Card Status box will read "Card created—Please remove".
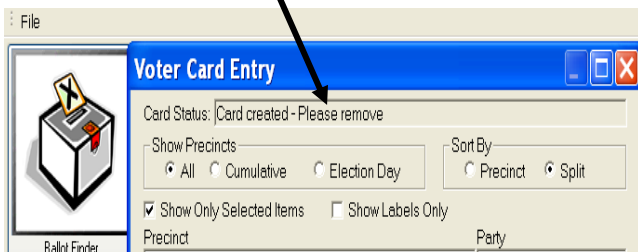
9. RELEASE THE CARD FROM THE ST-100 READER. To release the Smart Card/Voter Access card, **PUSH THE CARD IN AND LET IT POP OUT**. The screen on the Auto Poll Book will return to "Ballot Finder".

10. INITIAL THE APPLICATION. The voter's application should only be initialed after it is determined that the voter is qualified to vote and that the correct ballot style is on the application.

Ballot Style

Judges' Initials

11. PASS THE APPLICATION AND THE SMART CARD/VOTER ACCESS CARD TO THE JUDGE AT STATION 4.

STATION 4

1. CHECK THE APPLICATION FOR INITIALS AND BALLOT STYLE.

The judge at Station 4 will verify that the application has been initialed and that the ballot style has been written down.

Ballot Style

Judges' Initials

If the application has not been initialed, the voter must return to Station 2 & 3 for initialing.

2. NUMBER THE APPLICATION AND PLACE ON THE SPINDLE.

The judge at Station 4 will number the application consecutively, beginning with the number 1. The application is then placed on the spindle. In a General Election there will be 1 spindle.

In a Primary Election there will be multiple spindles, one for each party represented in the election. Each of those spindles will be consecutively numbered beginning with the number 1.

3. GIVE THE PROGRAMMED SMART CARD/VOTER ACCESS CARD TO THE VOTER AND DIRECT THEM TO THE TOUCH SCREEN TABULATOR.

CAUTION THE VOTER THAT ONCE THEIR BALLOT IS CAST AND THE SMART CARD/VOTER ACCESS CARD HAS EJECTED FROM THE TABULATOR, THE BALLOT CANNOT BE CHANGED.

NOTES: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

STATION 5

1. ACCOMPANY THE VOTER TO THE TOUCH SCREEN TABULATOR.

- The Judge at Station 5 or any other judge should accompany the voter over to the Touch Screen Tabulator.

- The voter will insert the Smart Card/Voter Access Card into the Touch Screen Tabulator.

- The judge will instruct the voter to read the instruction screen and touch the "Next" button to begin voting.

- When the voter is done voting, the Summary Screen will appear and the voter will have to verify that all races have been properly voted.

- If one or more of the races are highlighted in red, the race has not been properly voted or no vote has been cast. The voter can choose to continue, or if they wish to change their vote on any race, all they need to do is touch that race to display that portion of the ballot.

- The voter will touch the "Print Ballot" button. The printer will print a paper copy of the first page which may be viewed through the magnification window above the printer.

- The voter will then push the "Print Next Page" button to continue until all pages have been printed.

- Once the last page of the ballot prints, the voter will have the option to either start over by touching the "Reject" button or cast the ballot by touching the "Cast Ballot" button.

- Once the voter has pushed the "Cast Ballot" button, the voter's ballot has been cast. A barcode will print, the Smart Card/Voter Access Card will be ejected and the voter is done voting.

2. EXPLAIN THE PROCEDURE TO REJECT A BALLOT.
The judge should inform the voter that once the ballot prints, they may reject the ballot by touching the "Reject" button. If the voter rejects the ballot, the screen goes back to the beginning and they can start over. This can be done 3 times before the ballot is cancelled. If the ballot is cancelled, the voter must return to the Judge at station 4 and have the Smart Card/Voter Access Card re-programmed before they can return to the voting booth.
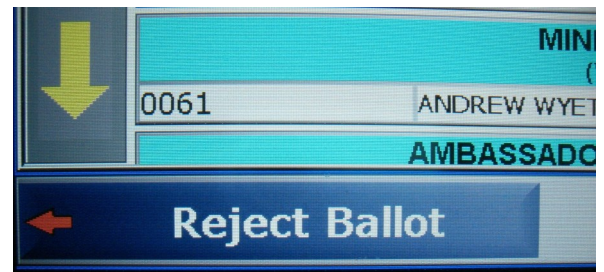
3. VOTER IS DONE VOTING.
After voting, the voter will remove the ejected Smart Card/Voter Access Card and give it to the judge at the ballot box. The judge will give the voter an "I Voted" sticker and the voter can leave the Vote Center.

STATION 6

DEPUTY REGISTRAR - This station will need to be within the voting area. Deputy Registrars and Election Judges must work together to make sure every qualified voter is treated fairly and is given every opportunity, according to law, to register and vote.

ADDITIONAL VOTING PROCEDURES INFORMATION

EARLY VOTERS, GRACE PERIOD VOTERS OR VOTE BY MAIL VOTERS WILL BE HIGHLIGHTED IN BURGUNDY. In "Ballot Finder" these voters will be highlighted in burgundy or their names will appear on the List of Early Voters that was delivered to the vote center on election day morning. You will have the voter go to a designated area and you will call the Rock Island County Clerk's Office to determine the status of the voter's Vote By Mail Ballot. **YOU MUST CALL THE COUNTY CLERK'S OFFICE FOR ANY VOTER HIGHLIGHTED IN BURGUNDY!**

ONLY voters voting by mail may cancel their vote by mail ballot and vote at the polls on Election Day by:
- Surrendering their ballot and filling out #7 on the salmon affidavit.
- Stating they no longer have their ballot and filling out #7 on the salmon affidavit.
- The voter states that they never received their ballot and filling out #6 on the salmon affidavit.

If the voter is surrendering their ballot, you will take the ballot in the form the voter hands it to you and put it in the Surrendered Ballots Envelope. You will then make a hash mark to symbolize 1 vote. Each space will contain 5 hash marks (5 ballots). You will put an "X" in the "voted by affidavit" box on the white application to vote. The voter will return to stations 2 & 3 with their white application. After looking the voter up in ballot finder, you will click on the "modify vote" button. When prompted, you will click on the "yes" button and then process the voter normally as if they had not been highlighted in burgundy.

- **SUSPENDED VOTERS -** You will know a voter is suspended by seeing a "**SUS**" instead of a ballot style on the Auto Poll Book. You must call the Rock Island County Clerk's Office if you have a suspended voter. If the Clerk's Office verifies that the voter is able to vote, you will:
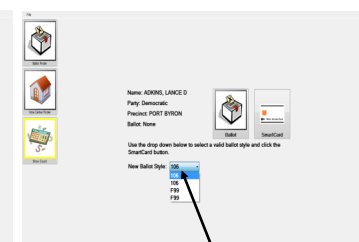
1. Click on "Un-Suspend Voter"

2. Click on "Yes"

3. Now you can process the voter as usual. You will click on the "Vote" button, or the party button if a pri-

4. You can change the voter's ballot style from F99 on this screen, depending on the situation.

- **VOTERS NOT IN THE AUTO POLL BOOK -** If a voter's name does not show in your Auto Poll Book, the first thing that should be done is look in "Vote Center Finder" to determine if the voter is in the correct Vote Center.

To find the correct Vote Center, click on the "Vote Center Finder" icon on the left side of the Auto Poll Book screen. You will search for the voter's name the same way as in "Ballot Finder". Once the name appears on the screen, click on the voter's name and a box will open with the correct Vote Center information. You can explain to the voter that they are in the wrong Vote Center and give them the name and address of the correct Vote Center.

If the voter does not appear on the screen in either "Ballot Finder" or "Vote Center Finder" contact the County Clerk's Office at (309) 786-8683 or (309) 558-3571. This voter may qualify for Election Day Grace Voting (Same Day Registration and Voting).

ADDITIONAL VOTING PROCEDURES INFORMATION CONTINUED

- **VOTER'S WHOSE NAME OR ADDRESS IS DIFFERENT -** If a voter's name is different than the information that is shown in the Auto Poll Book, but their address is the same and they are in the correct Vote Center, ask the voter to go to the Deputy Registrar table to change their voter registration information and vote Election Day Grace Voting. The voter will need two forms of identification to register with their new name.

  If a voter's address is different than what is shown in the Auto Poll Book, that voter will need to go to the Vote Center for their new address. You can call the County Clerk's Office to obtain this information, or the Deputy Registrar can also look up that information. The voter will need two forms of identification when registering.

- **CURB SIDE VOTING -** A voter with a disability or an elderly voter who cannot enter a Vote Center due to the structural features of the building may request to vote outside of the Vote Center. The request must be made to the County Clerk's Office no later than the close of business on the day before the Election. The County Clerk must notify the appropriate election judges of the names of those individuals making such a request. If permission is given, the voter completes the entire voting process outside the Vote Center.

  Two judges, one from each political party, will deliver an application to vote to the voter. The completed application is brought back into the Vote Center and given to the judges at Station 2 & 3 for verification.

  After the signature and address are verified and it is determined that the individual is qualified to vote, a ballot and privacy cover are given to allow the voter to mark his/her ballot in secrecy.

  In no case shall a ballot be delivered to a voter beyond 50 feet of the entrance to the building in which the Vote Center is located. After the voter has voted the two judges will bring the ballot, inside the privacy cover, back into the Vote Center and deposit it into the Optical Scan Tabulator.

CHALLENGING THE RIGHT TO VOTE

1. WHO MAY CHALLENGE - An election judge is obligated to challenge a person's right to vote if the judge believes that person is not a qualified voter. A pollwatcher or any legal voter may also issue a challenge.

2. REASONS FOR THE CHALLENGE - The challenger must state a specific reason for challenging a person's right to vote. A challenge may be issued for the following reasons:
  - The voter no longer resides at the given address.
  - The person attempting to vote is not the same person as registered.
  - The voter has already voted.
  - There is no record that the person is registered.

3. DECIDING A CHALLENGE AND VOTER'S RIGHT TO APPEAL - The judges act as a board in deciding a challenge. A majority of the judges determines whether to sustain or overrule a challenge. If a majority of the judges do not agree with the challenger, the voter is permitted to vote as though a challenge had not been issued. If the majority of the judges agree with the challenger, the voter has the right to appeal. If the voter insists that they are a qualified voter, they may be given a Provisional Ballot after the County Clerk's Office has been called.

QUALIFIED VOTERS

There should be a digitized signature for every voter in the Vote Center. To verify the signature of a voter who does not have a signature on record (no digitized signature on the Auto Poll Book), request a form of identification showing the voter's signature.

IDENTIFICATION

By law, a registered voter in the State of Illinois does not have to show identification in order to vote. There may be times where you have ask a voter for identification to help enable them to vote.

SPOILED BALLOT PROCEDURE

IF A VOTER MAKES AN ERROR ON THEIR BALLOT, THEY CAN CHOOSE TO SPOIL THEIR BALLOT AND RECEIVE A NEW ONE.

The voter must return to Station 4 to spoil their ballot. The judges should take care to keep the voter's privacy.

1. Have the voter print "SPOILED" in ink diagonally across the entire face of the ballot.

2. The judge will fill out the small Spoiled Ballot Envelope (D-12) with the name and date of the election.

3. The voter will fold and place the spoiled ballot in the small Spoiled Ballot Envelope (D-12), seal the envelope and hand it to the judge.

4. The judge will place the small Spoiled Ballot Envelope (D-12) in the large Spoiled Ballot Envelope (D-11).

5. The judge will place an "X" in the "SPOILED - RECEIVED ANOTHER" box on the voter's White Application to Vote that was placed on the spindle (you do not need to remove the application from the spindle).

6. The judge will initial and issue a new ballot for the correct style (and party if a primary) to the voter.

SAME DAY REGISTRATION AND VOTING

Voters can register or make changes to their registration on Election Day at the vote center for their current address. These voters:

- Must have two forms of ID with them, one of which must have their current name and address.

- Will have to go to Station 6 (Deputy Registrar) to register or make changes to their registration.

- Must vote at the time of registration.

- Cannot take their voter registration card with them to a different Vote Center.

- Must present a Blue Application to Vote along with the ID showing their current name and address to the election judges.

* Military voters do not fall under the same requirements as other voters.

The Deputy Registrar at Station 6 will have training on how to register voters and where the voter must be in order to vote under Same Day Registration and Voting.

THE INSTRUCTIONS FOR PROCESSING A SAME DAY VOTER ARE:

1. A voter who has a Blue Application to Vote will be entered into the system by clicking on the SDV (Same Day Voter) button at the top of your Auto Poll Book Ballot Finder screen, next to the search box.
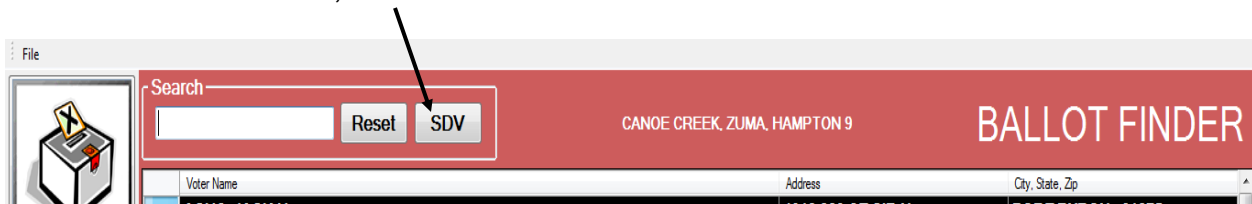
2. Enter all of the voter's information from their ID and the Blue Application to Vote.

SAME DAY REGISTRATION AND VOTING CONTINUED

It is important to type the information in fully and correctly the first time. Once you enter a person as a Same Day Voter and click on the "Ballot" or "Smart Card" button, it will increase your SDV total under the "SHOW COUNT" button and also your Total Election Day Count, but you cannot search for that voter in Ballot Finder to make changes.

★ **In a Primary Election, make sure you verify the voter's party affiliation before you select the voting method.**

NOTE: In a General Election, the party box will be NP (non partisan). In a Primary Election, you will choose the party affiliation the voter declared on their Application to Vote.

3. Select the method that the voter wants to vote (Paper Ballot or Touch Screen). The blue application is placed consecutively on the spindle with the white applications.

★ **If you are programming a Smart Card/ Voter Access Card, you have to manually click on the party the voter declared.**
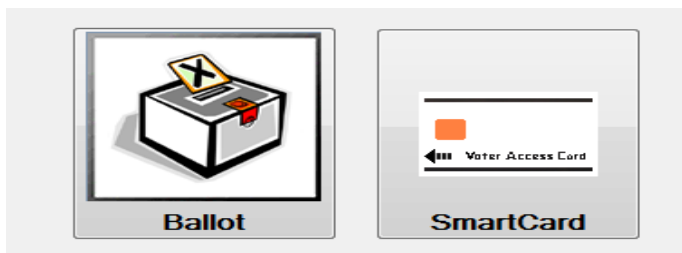
4. The Blue Application to Vote will get a consecutive number and will be placed on the spindle with the White Applications to Vote.
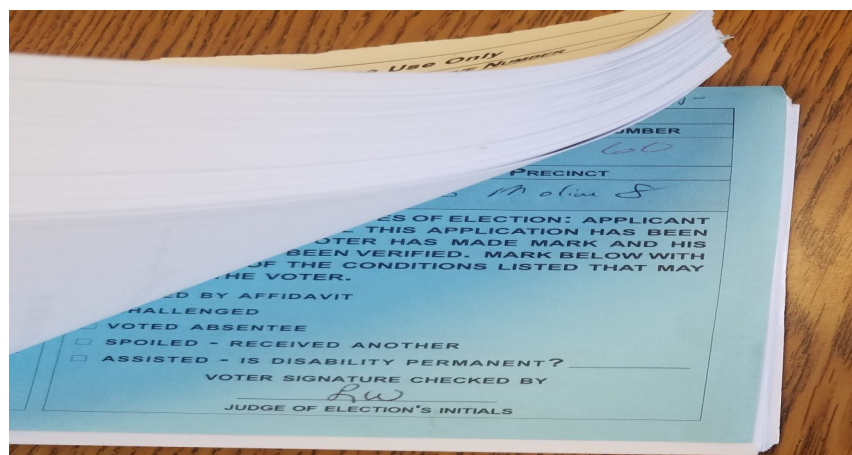
VOTERS WITH ISSUES OR PROBLEMS THAT MAY REQUIRE AFFIDAVITS, OTHER DOCUMENTATION OR ELECTION DAY GRACE VOTING

According to election law, an affidavit is a sworn statement made in writing before an election judge.

Under certain circumstances, a person may be required to sign one or more affidavits in addition to their Application to Vote before being permitted to vote. These affidavits may also necessitate the completion of certain supporting affidavits. Please call the County Clerk's Office to make sure you are following the correct procedures for the affidavits. **ALL AFFIDAVITS AND SUPPORTING AFFIDAVITS ARE SPINDLED WITH THE VOTER'S APPLICATION TO VOTE.**

FAIL SAFE VOTER

If the voter moved:

- More than 30 days before an Election
- Was **WITHIN** Rock Island County
- **DID NOT** transfer their registration

IN EVEN YEAR FEDERAL ELECTIONS ONLY THE VOTER CAN VOTE A FEDERAL (F99) BALLOT AT THEIR OLD VOTE CENTER OR RE-REGISTER TO VOTE A FULL BALLOT AT THEIR NEW VOTE CENTER.

**A Federal Ballot will have the offices for President, Vice-President, U.S. Senate and U.S. Congress depending on which even year election.**

After completing the following:
- **Address Correction for Fail-Safe Voter (Yellow Form D-9)**
- **White Application to Vote with the "Voted by Affidavit" box checked.**
- **Place Affidavit and White Application to Vote on the Application to Vote spindle (if primary, correct party spindle).**
- **Number consecutively the Application to Vote.**

SALMON AFFIDAVIT

1. VOTER

If the voter moved during the 27 day period before the election, is within the same precinct and **DID NOT** transfer their registration.

THE VOTER CAN VOTE A FULL BALLOT AT THEIR OLD VOTE CENTER, OR RE-REGISTER AT THEIR NEW VOTE CENTER.

After Completing the following:
- **Voter Affidavit (Salmon Form D-7) Check box #1 along with supporting affidavit or two (2) forms of ID used to confirm the voter's current address.**
- **White Application to Vote with the "Voted by Affidavit" box checked.**
- **Place Affidavit and White Application to Vote on the Application to Vote spindle (if primary, correct party spindle).**
- **Number consecutively the Application to Vote.**

VOTERS WITH ISSUES OR PROBLEMS CONTINUED

2. VOTER CHANGED NAME:

If the voter has changed their name before the Election, still resides in the same precinct, and is otherwise qualified, but **DID NOT** transfer their registration.

THE VOTER CAN VOTE A FULL BALLOT AT THEIR OLD VOTE CENTER OR RE-REGISTER AT THEIR NEW VOTE CENTER

2. Name Change

I have changed my name from _____ to the name signed below and that I am the same person now registered from the above address in this precinct.
Supporting affidavit required or two forms of I.D. required (10 ILCS 5/4-16)
Identification: If used, both must show current residence address. 1. _____ 2. _____

After completing the following:
- Voter Affidavit (Salmon Form D-7) Check box #2 along with supporting affidavit or two (2) forms of ID used to confirm the voter's current address.
- White Application to Vote with the "Voted by Affidavit" box checked.
- Place Affidavit and White Application to Vote on the Application to Vote spindle (if a primary, correct party spindle).
- Number consecutively the Application to Vote.

3. VOTER NOT IN AUTO POLL BOOK:

If the voter is not found on the Auto Poll Book in "Ballot Finder" or "Vote Center Finder", but the Clerk's Office verifies the voter is in the system and is able to vote.

THE VOTER CAN VOTE A FULL BALLOT, IF THE COUNTY CLERK'S OFFICE VERIFIES THEY ARE ELIGIBLE

3. Name Not On Auto Poll Book Laptop Computer

My name does not appear on the Auto Poll Book Laptop Computer, and I do possess a valid voter's I.D. Supporting Affidavit or two forms of I.D. required.
(10 ILCS 5/4-15, 4-22)
Identification: If used, both must show current residence address. 1. _____ 2. _____

After completing the following:
- Voter Affidavit (Salmon Form D-7) Check box #3 along with supporting affidavit or two (2) forms of ID used to confirm the voter's current address.
- White Application to Vote with the "Voted By Affidavit" box checked.
- Place Affidavit and White Application to Vote on the Application to Vote spindle (if a primary, correct party spindle).
- Number consecutively the Application to Vote.

VOTERS WITH ISSUES OR PROBLEMS CONTINUED

4 & 5. VOTERS WHO NEED ASSISTANCE:

Voter assistance is the actual marking of the ballot by an individual selected by the voter, a family member, or 2 of the election judges - 1 from each political party. The person assisting cannot be an agent of the voter's employer or union.

THE VOTER CAN VOTE A FULL BALLOT

4. Assisted Voter
I cannot read or write the English language and hereby request assistance (10 ILCS 5/7-48, 17-14). (See Back)

5. Assisted Voter
By reason of a physical disability of _____ I am unable to mark my ballot and hereby request assistance (10 ILCS 5/7-48, 17-14). (See back)

After completing the following:
- Voter Affidavit (Salmon Form D-7) Check box #4 or #5 on front. On back, have the voter and the person giving assistance sign the affidavit.
- White Application to Vote with the "Assisted - Is disability permanent" box checked.
- Place Affidavit and White Application to Vote on the Application to Vote spindle (if primary, correct party spindle).
- Number consecutively the Application to Vote.

6 & 7. VOTERS WHO HAVE REQUESTED AN VOTE BY MAIL BALLOT:

If the voter is highlighted in burgundy on the Auto Poll Book due to requesting a vote by mail ballot, call our office.

- If it has been determined that the voter either did not receive their ballot or the election authority did not receive the voter's returned ballot, selection #6 or #7.
- In the Auto Poll Book, you will select that voter's name. On their general information screen, click the "Modify Vote" button. A box will appear asking if you wish to modify this voter and you will select "Yes".
- The screen will take you back to "Ballot Finder" and you will then process them as a normal voter.

6. Vote By Mail Ballot Not Received
I applied for, but never received a ballot by mail (10 ILCS 5/17-9, 18-5). No supporting affidavit required. No supporting affidavit required.

7. Vote By Mail Ballot Not Received By Election Authority
I completed and returned an absentee ballot and was informed that the Election Authority did not receive my ballot by mail. No supporting affidavit required.

After completing the following:
- Voter Affidavit (Salmon Form D-7) Check box #6 or #7. No supporting affidavit required.
- White Application to vote with the "Voted By Affidavit" box checked.
- Place the Affidavit and the White Application to vote on the Application to Vote Spindle. The White Application will be numbered consecutively with all other applications.

VOTERS WITH ISSUES OR PROBLEMS CONTINUED

8. ADDRESS CHANGE DUE TO 9-1-1:

If the voter's address has changed due to the implementation of a 9-1-1 Emergency Telephone System.

THE VOTER CAN VOTE A FULL BALLOT

8. Residence Not Changed, 9-1-1 Address Change
I have not changed my residence, but my address has changed as a result of implementation of 9-1-1 emergency telephone system.

After completing the following:
- **Voter Affidavit (Salmon Form D-7) Check box #4 or #5 along with supporting affidavit or two (2) forms of ID used to confirm the voter's current address.**
- **White Application to Vote with the "Voted by Affidavit" box checked.**
- **Place Affidavit and White Application to Vote spindle (if primary, correct party spindle).**
- **Number consecutively the Application to Vote.**

9. VOTER MOVED WITHIN 30 DAYS:

If the voter moved within the 30 days before the Election, is outside their precinct, still resides in the State of Illinois, and **<u>DID NOT</u>** transfer their registration.

THE VOTER CAN VOTE A FULL BALLOT AT THEIR OLD VOTE CENTER OR RE-REGISTER AT THEIR NEW VOTE CENTER

9. Voter Changed Residence Within 30 Days of Election
I, _____, do solemnly swear (or affirm) that I am a citizen of the U.S.; that I am 18 years of age; that I have not voted at this election; that prior to 30 days preceding this election I was a duly qualified and registered voter in every respect in Rock Island County; that I have recently moved from _____, in Rock Island County; that I now reside at _____ in another election district in the State. Supporting Affidavit or two forms of ID required. (10 ILCS 5/17-10(b))
Identification: If used, both must show current residence address. 1. _____ 2. _____

After completing the following:
- **Voter Affidavit (Salmon Form D-7) Check box #9 along with supporting affidavit or two (2) forms of ID used to confirm the voter's current address.**
- **White Application to Vote with the "Voted by Affidavit" box checked.**
- **Place Affidavit and White Application to Vote on the Application to Vote spindle (if primary, correct party spindle).**
- **Number consecutively the Application to Vote.**

VOTERS WITH ISSUES OR PROBLEMS CONTINUED

MILITARY VOTERS

After completing the following:

U.S. Service Voter (White Form D-8), with a supporting affidavit.
- White Application to Vote with the "Voted by Affidavit" box checked.

- Place Affidavit and White Application to Vote on the Application to Vote spindle (if primary, correct party spindle).

- Number consecutively the Application to Vote.

THE VOTER CAN VOTE A FULL BALLOT AFTER SHOWING EVIDENCE OF SERVICE OR DISCHARGE.

Voters entitled to vote without being registered are:

Military personnel on active duty or who are discharged within 60 days of the election.

Spouses and dependent children must be registered in order to vote in person.

VOTER DISPUTES ELIGIBLE VOTING DISTRICTS

The address of each registered voter in the precinct has been specifically coded to indicate the units of government for which they are entitled to vote.

The coding appears on the voter's record on the Auto Poll Book and on their voter registration ID card.

Occasionally errors in coding are brought to the judges' attention by the voter.

If a voter disputes any of the units of government listed, call the County Clerk's Office immediately to verify the correct units of government.

After the codes have been verified, the judge can issue the correct ballot style to the voter.

THE VOTER IS ISSUED THE CORRECT BALLOT STYLE AFTER VERIFYING THE UNITS OF GOVERNMENT ARE INCORRECT.

After completing the following:
- Affidavit of Voter Code Correction located on the reverse side of the Report to Election Authority (Form D-4) found in the Blue Accordian Folder.
- White Application to Vote with the new ballot style recorded.
- Place White Application to Vote on the Application to Vote spindle (if primary, correct party spindle).
- Number consecutively the Application to Vote.
- Keep the Voter Code Correction form at Stations 2 & 3.

PROVISIONAL/CHALLENGED VOTER

A Provisional Voter is a voter who claims to be a legally qualified registered voter in the precinct in which they seek to vote and is entitled to cast a Provisional Ballot under one of the following circumstances:

The voter's name does not appear on the list of registered voters (Auto Poll Book) for this precinct.

Or

The voter's registration status has been challenged by a judge, a pollwatcher or any legal voter and a majority of the judges agree.

Or

The voter did not provide identification when they registered and cannot provide identification on election Day

Or

A court order has extended voting hours beyond 7:00 p.m.

Or

The voter's name appears on the list of voters who voted during the early voting period, but the voter claims not to have voted during the early voting period.

A PROVISIONAL BALLOT IS NOT INSERTED INTO THE OPTICAL SCAN TABULATOR AT THE VOTE CENTER, AND THE PERSON MUST SUBMIT ADDITIONAL INFORMATION TO THE COUNTY CLERK'S OFFICE NO LATER THAN THE CLOSE OF BUSINESS ON THE TUESDAY (7 DAYS) FOLLOWING THE ELECTION.

Call the County Clerk's Office to determine if the voter is eligible.

If the County Clerk's Office agrees that the voter should have a provisional ballot the, following must be completed:

- **Locate and open the Provisional Voting Supplies Envelope.**

- **Voter will fill out an Application to Vote and the Affidavit of Provisional Voter Form (PBV-101OS) that they received from the election judge.**

- **In a Primary Election, indicate party affiliation (or Non-Partisan, if applicable) by placing a check mark in the appropriate box.**

- **The voter must include their Driver's License/State ID number or the last four digits of their Social Security number.**

- **The judge will complete the shaded section below the Affidavit of Provisional Voter Form, and election judge will mark the affidavit to indicate the reason the voter's ballot is provisional and sign in shaded area where indicated.**

- **The judge will detach the yellow copy of the Provisional Voter Form and give it to the voter for their receipt. Have the voter refer to the backside of the receipt labeled "WHY YOUR BALLOT IS PROVISIONAL" and indicate to the voter the section marked "DID YOUR VOTE COUNT?". This allows the voter to ascertain whether the vote was counted.**

- **The judge will place the original affidavit, with the voter information visible through the clear window, and any documentation the voter provides in the Provisional Ballot & Affidavit Envelope.**

- **An election judge will locate and initial the correct ballot style (and color, if a primary).**

- **The judge will issue the ballot, Sharpie marker and a provisional ballot secrecy envelope to the voter.**

- **After the voter has completed voting, the voter will place the provisional ballot inside the secrecy envelope, seal it and return it to the election judge.**

- **If the voter spoils their ballot, they will ask a judge for a new ballot. Do not seal the spoiled ballot in the provisional ballot secrecy envelope. (See spoiled ballot procedures for Optical Scan on page 39.**

- **The judge will place the provisional ballot secrecy envelope inside the Provisional Ballot & Affidavit Envelope and seal.**

- **Place this sealed envelope in the Provisional Ballot Carrier Pouch and place the Carrier Pouch in the Black Ballot Transfer Suitcase.**

** NOTE: Do not seal the carrier pouch until instructed to do so in the closing of the Polls section on page 55!

DO NOT INSERT PROVISIONAL BALLOTS INTO THE OPTICAL SCAN TABULATOR!

★ *ATTENTION ALL JUDGES* ★

DURING THE DAY PERIODICALLY CHECK THE FOLLOWING:

- The voting booths should be checked for campaign literature and for marks or damages.

- Regularly check the vote totals as often as possible. Compare the total number from:

  - The Auto Poll Book "Total Election Day Count" (by clicking on the "Show Count" button)

  - The number of signed applications to vote (in a Primary Election you will need to add the spindles together).

  - Add together the total vote count on the Optical Scan Tabulator and the Touch Screen Tabulator and compare that total with the totals from the Auto Poll Book and spindles.
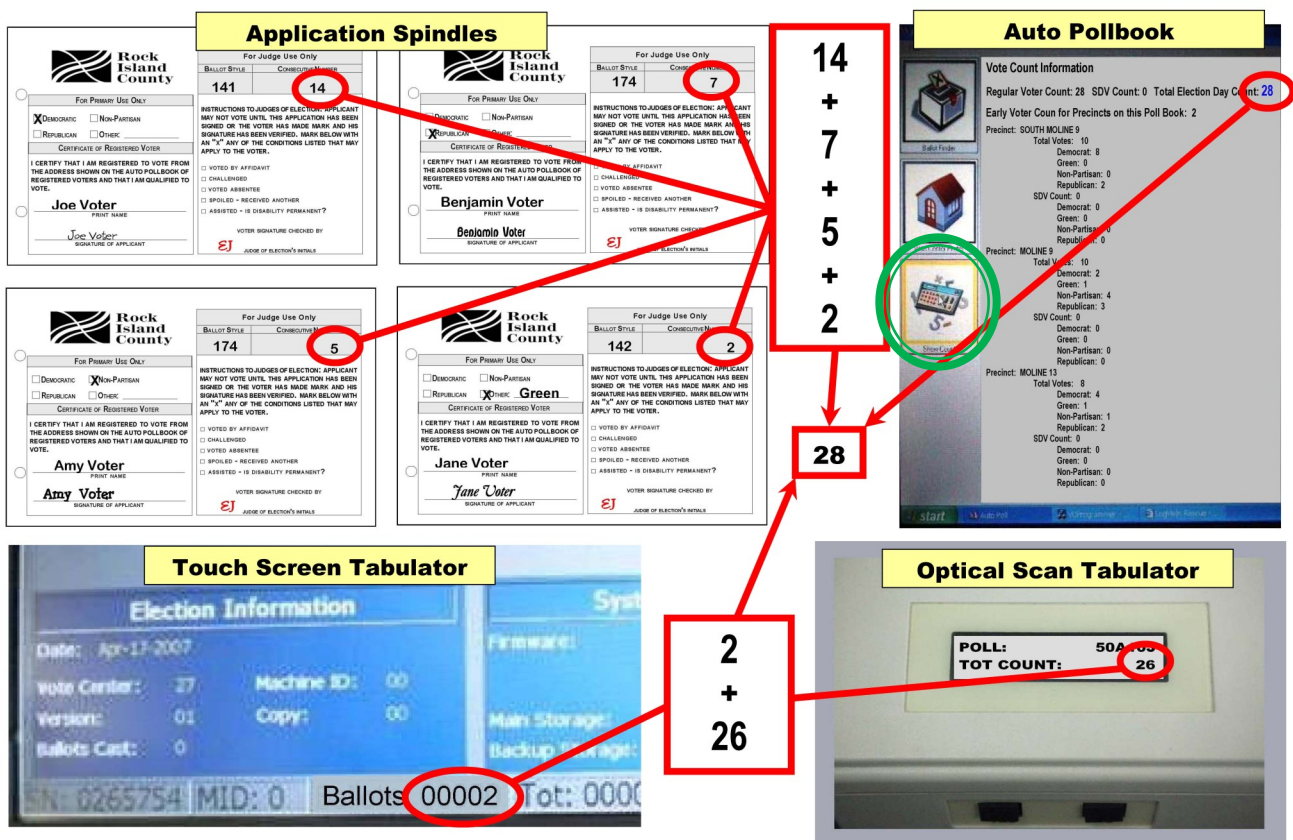
IF ANY PROBLEMS ARE FOUND, CALL THE COUNTY CLERK'S OFFICE AT
309-786-VOTE (8683) or 309-558-3571.

POLLWATCHERS

POLLWATCHERS: Candidates, political parties, civic organizations and organized groups (people for or against a proposition on the ballot) may appoint pollwatchers. The role of the pollwatcher is established by law. Pollwatchers may be present to observe the conduct of the election before the polls open, during the day and after the polls have closed.

POLLWATCHER QUALIFICATIONS - Pollwatchers must be registered voters in the State of Illinois and must have valid pollwatcher credentials issued by the County Clerk or the Illinois State Board of Elections. Each pollwatcher must have separate pollwatcher credentials for each vote center they enter.

CANDIDATE QUALIFICATIONS - The actions of candidates in the Vote Center are governed by the same privileges and limitations that apply to pollwatchers. Candidates seeking office in a district or municipality encompassing two or more counties shall be admitted to all Vote Centers throughout the district or municipality without regard to the county in which the candidates are registered to vote. All candidates must have proper pollwatcher credentials.

POLLWATCHER CREDENTIALS - Each pollwatcher must surrender their credentials to the judges when entering the Vote Center. If an individual refuses to surrender their credentials, or if the credentials are not valid, the individual must leave. All credentials remain in the possession of the judges and are returned to the County Clerk's Office after the polls close in the Clear Plastic Vote Center Return Envelope. In order to be valid, pollwatcher credentials must contain the following information:

- The real or digitized signature of the County Clerk.
- The real or digitized signature of the state or local party chairman, the presiding officer of a civic organization, the chairman of a group of people for or against a proposition, or of a candidate.
- The signature and address of the pollwatcher.
- A statement that the pollwatcher is registered from the address shown.

NUMBER OF POLLWATCHERS - The number of pollwatchers allowed in the Vote Center at any given time is limited by law. Individuals acting as pollwatchers may be substituted during the day. If the Vote Center becomes overcrowded with pollwatchers and the situation interferes with the conduct of the election, a majority of the judges may decide to limit the number of pollwatchers by drawing lots. However, at least one (1) pollwatcher for each new and established political party must be allowed to remain in the Vote Center.

POLLWATCHERS CONTINUED

RIGHTS OF POLLWATCHERS -

BEFORE THE POLLS OPEN - Pollwatchers may:

- Observe set up procedures.
- Observe as the judges compare official ballots with specimen ballots.
- Observe that the ballot box is empty and secured.

DURING THE DAY - Pollwatchers have the right to:
- Visually examine the voter's Application to Vote.
- Compare the digitized signature on the Auto Poll Book with that of the voter's written signature.
- Watch the voter deposit the ballot in the tabulator (they must stand 8–10 feet away).
- Observe the general conduct of the election.

AFTER THE POLLS CLOSE - Pollwatchers may:
- Observe procedures for counting Write-In votes.
- Remain in the Vote Center until all procedures and processes are completed.
- Request a copy of the closing report.

⇒ At no time may any pollwatcher be so close as to interfere with the orderly conduct of the election. Pollwatchers are not allowed to touch any election supplies or materials.
⇒ A pollwatcher may courteously call the judges' attention to any incorrect procedures or apparent violations of the Election Code.
⇒ All pollwatchers shall be permitted to view all reasonably requested records relating to the conduct of the election, provided the secrecy of the ballot is not impinged.
⇒ Anyone, including a pollwatcher, may challenge a person's right to vote during voting hours.

⇒ Pollwatchers must have a valid set of credentials for each Vote Center they visit. If a pollwatcher leaves one Vote Center to go to another, they cannot ask for their credentials back to take to the next Vote Center.

⇒ If a Pollwatcher leaves a Vote Center and returns to that same Vote Center, they do not need another set of credentials. The pollwatcher cannot disrupt the judges or voters when leaving and returning or by asking for information they missed while gone.

⇒ Pollwatchers cannot wear campaigning materials.

⇒ Pollwatchers cannot speak to the judges or voters at the Vote Center, unless it is with information or questions that are within their rights as pollwatchers.

AUTHORIZED INDIVIDUALS ALLOWED IN THE VOTE CENTER

LAW ENFORCEMENT OFFICERS STATIONED IN THE VOTE CENTER: A police officer or a deputy sheriff may be officially stationed in the Vote Center. This officer is present to preserve order and to carry out lawful directions as instructed by the election judges. Federal, State or local Law Enforcement Officials who are acting in their official capacity are also entitled to be in the Vote Center.

EMERGENCY PERSONNEL: Emergency personnel responding to an emergency in the Vote Center are allowed to enter and remain as long as the emergency exists. Notify the County Clerk's Office immediately.

OTHER OFFICIALS IN THE VOTE CENTER: After displaying credentials and proper identification, the representatives of the following offices may observe the conduct of the election:
- County Clerk
- Representatives of the County Clerk's Office (employees and troubleshooters)
- Illinois State Board of Elections
- Office of the State's Attorney
- Office of the Attorney General

They may station themselves where they can see the information contained on the signature verification records and ballot applications. They may also observe the voting booths and ballot box. These individuals may remain in the Vote Center after the polls close, however, they cannot handle election materials (with the exception of the representatives of the County Clerk's Office).

TROUBLESHOOTERS: Rock Island County Troubleshooters will rotate to different Vote Centers within their area on Election Day. You will have the same troubleshooter the entire day. If you need supplies throughout the day and your troubleshooter is not at your Vote Center, you will call the County Clerk's Office and the office will notify your troubleshooter. If there is a problem with the voting equipment and the office staff cannot talk you through it, they will send your troubleshooter to assist.

MEDIA: Members of the news media should contact the County Clerk prior to Election Day to schedule which Vote Center they will be visiting. Please call the County Clerk's Office if media shows up at your Vote Center. Members of the media must have the permission of both the voters and the election judges before video taping or photographing anyone. The session must be brief and the media personnel are not allowed to remain in the Vote Center. Always maintain the privacy of the ballots. Members of the media may not conduct interviews inside the Vote Centers or within a 100 feet of the entrance to the Vote Center.

CLOSING THE POLLS

1. **PROMPTLY AT 6:30 P.M.-** In a loud clear voice announce *"THE POLLS WILL CLOSE IN ONE-HALF HOUR".*

2. **"CLOSING THE POLLS GUIDE"-** Use this section of the Judge's Manual or the "Closing the Polls Guide" located in the orange bag in the Yellow Topped Black Supply Box".

3. **AT PRECISELY 7:00 P.M. ANNOUNCE "POLLS ARE CLOSED"- <u>NO ONE</u>** except voters already in line are allowed to enter the Vote Center after 7 p.m. If the line extends outside the Vote Center, a judge must stand at the end of the line until all voters are inside the vote center. The flag and Vote Center sign should be brought in from outside, dismantled and placed in the Yellow Topped Black Supply Box. Lock the Vote Center door.

<u>ALL JUDGES MUST REMAIN IN THE VOTE CENTER UNTIL ALL CLOSING IS COMPLETED.</u>

NOTE: Pollwatchers and candidates with proper credentials may remain in the Vote Center after the polls have closed. <u>They must be in the Vote Center prior to the 7:00 p.m. closing.</u>

4. **TAKE DOWN ALL SIGNS AND NOTICES -** Remember to remove all signs from the voting booths and Vote Center. Place all signs and notices in the Black Ballot Transfer Suitcase on the side marked signs.

5. **PROCESS SPOILED BALLOTS.**

A) Count the number of spoiled ballots in the large spoiled Ballot Return Envelope (D-11) at Station 4.

B) Record the total number of spoiled ballots in the space provided on the outside of the envelope.

C) Each judge should sign in the spaces provided on the envelope.

D) Seal the envelope and place it in the Black Ballot Transfer Suitcase in the "ballot" side.

E) Place all unused Spoiled Ballot Envelopes in the Yellow Topped Black Supply Box.

THIS ENVELOPE IS FOR USE
BEFORE 7:00 P.M. ONLY

JUDGES OF ELECTION SHALL SEAL IN THIS ENVELOPE THE

VOTER'S SPOILED BALLOTS

(Spoiled Ballots: Ballots that are damaged or spoiled by voters, returned to Judges and issued a new ballot.)

PRECINCT _South Moline 1_

Date _11-2-04_   D-11 RETURN IN PRECINCT RETURN ENVELOPE

ATTENTION JUDGES OF ELECTION: SEE INSTRUCTIONS ON REVERSE SIDE

BACK

JUDGES OF ELECTION BEFORE SEALING THIS ENVELOPE

ENTER THE TOTAL NUMBER OF VOTER'S SPOILED BALLOT ENVELOPES CONTAINED HEREIN IN THE PROPER SPACE BELOW

Total Voter's Spoiled Ballots

6

SIGN IN SPACES PROVIDED BELOW AND SEAL ENVELOPE.

Jane Doe
SIGNATURE OF JUDGE OF ELECTION
Frank Nelson
SIGNATURE OF JUDGE OF ELECTION
Michael Jones
SIGNATURE OF JUDGE OF ELECTION
Sarah Thomas
SIGNATURE OF JUDGE OF ELECTION
George Smith
SIGNATURE OF JUDGE OF ELECTION

SIGNATURE OF JUDGE OF ELECTION

FRONT

6. **LOCATE THE OFFICIAL BALLOT RECORD FROM THE CLEAR PLASTIC VOTE CENTER RETURN ENVELOPE IN THE BLACK BALLOT TRANSFER SUITCASE.**

7. COMPLETE THE OFFICIAL BALLOT RECORD (B-11)

A. Record in Box 1 the Number of Votes from the Optical Scan Tabulator.

POLL: 50A
TOT COUNT: 739

1. TOTAL ON OPTICAL SCAN TABULATOR

739
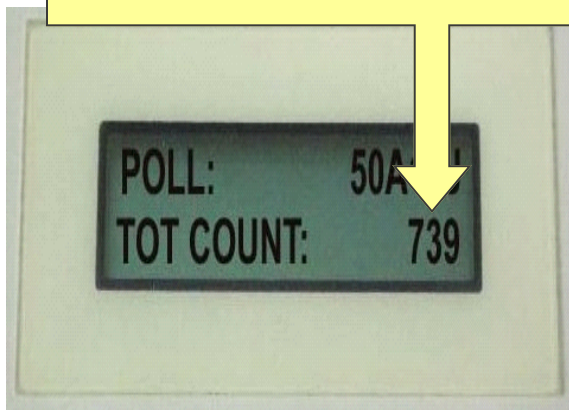
B. Record in Box 2 the Number of Votes from the Touch Screen Tabulator.

Ballots: 00002

2. TOTAL ON TOUCH SCREEN TABULATOR

2
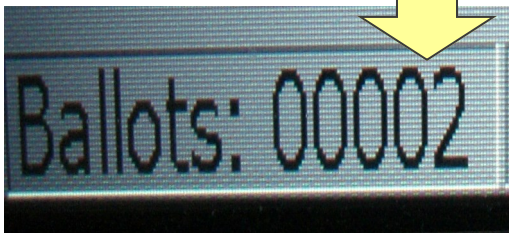
C. Record in Box 3 the Grand Total by adding Box 1 and Box 2 together.

1. TOTAL ON OPTICAL SCAN TABULATOR

739

PLUS

2. TOTAL ON TOUCH SCREEN TABULATOR

2

3. GRAND TOTAL

741

COMPLETE THE OFFICIAL BALLOT RECORD (B-11) CONTINUED

D. Click on the "Show Count" button on the Auto Poll Book. Record in Box 4 the Number of Voters from the Auto Poll Book.

Locate the signed applications to vote, along with any affidavits, on the application spindles and attach the correct cover.

The cover should be filled out with the Vote Center precincts listed. Each judge must sign in the spaces provided.

E. Record in Box 5 the Number of Voters from the Application to Vote Spindle/s. In a Primary Election, you have to add the spindles together.

The spindles of signed applications and the unused applications are to be placed in the Yellow Topped Black Supply Box on top of all other supplies.

COMPLETE THE OFFICIAL BALLOT RECORD (B-11) CONTINUED

If there are no Provisional Ballots, place a zero (0) in box 6 on the Official Ballot Record and go to step **G**. on page 56.

If there are Provisional Ballots, locate the Provisional Ballot Carrier Pouch containing all of the voted Provisional Ballot & Affidavit Envelopes from the Black Ballot Transfer Suitcase.

Count the <u>voted</u> Provisional Ballots and Affidavit Envelopes.

Record the total number of envelopes on the front of the Provisional Ballot Carrier Pouch in the space provided. If a primary, also record
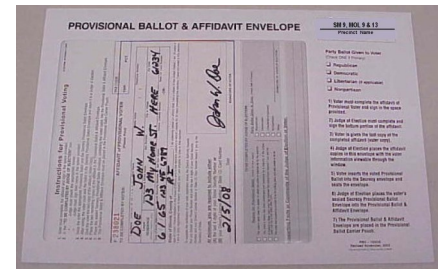
F. Record in Box 6 the Total Number of Provisional Ballots.

Each judge should sign in the spaces provided on the Carrier Pouch.

Seal the Carrier Pouch and place in the Black Ballot Transfer Suitcase.

The Provisional Ballot Carrier Pouch cannot be reopened once it is sealed.

Place the unused Provisional supplies in the Yellow Topped Black Supply Box.

Back

G. Each judge must sign the Official Ballot Record.

H. Indicate in the spaces provided who will be returning the supplies. Remember 1 Democratic and 1 Republican judge must return the supplies.

I. Place the completed Official Ballot Record in the Clear Plastic Vote Center Return Envelope.

Place an X in the box next to the Completed and Signed Certificate of Inspection/Official Ballot Record picture on the cover sheet and set aside.

8. SHUTTING DOWN THE OPTICAL SCAN TABULATOR

A. Locate the Supervisor Card Key Ring. Using the brass key, unlock the front access gate of the ballot box.
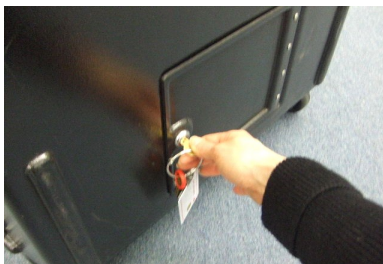
B. Unlock and check front auxiliary compartment for ballots.

These ballots must be put into the Tabulator before proceeding.

Close and lock the compartment door.
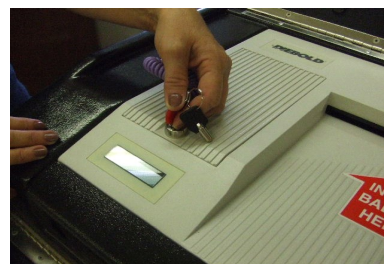
C. Using the red key, unlock the printer cover and set aside.

D. Locate the Blue After Polls Close Bag from the Yellow Topped Black Supply Box and remove the "Ender Card".

E. While one Judge presses and holds both the "YES" and "NO" buttons on the front of the tabulator, the other judge will insert the "ENDER CARD".

F. The report will automatically begin to print.

G. All judges will sign the results tape in the area provided. Tear the results tape off and place it in the Clear Plastic Vote Center Return Envelope.
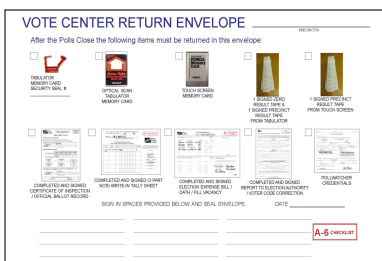
H. On the Clear Plastic Vote Center Return Envelope cover sheet, place an X in the box next to the Results Tape from the Optical Scan Tabulator.

I. Message will read: "NEED ANOTHER COPY?". Press the "YES" button.

SHUTTING DOWN THE OPTICAL SCAN TABULATOR CONTINUED
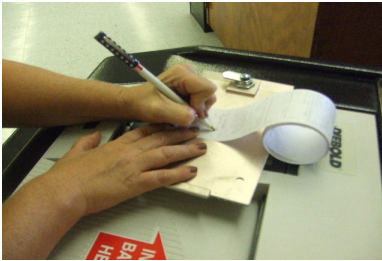
J. After the 2nd copy prints, all judges will sign in the area provided.

Tear the tape off and place it in the Black Ballot Transfer Suitcase.
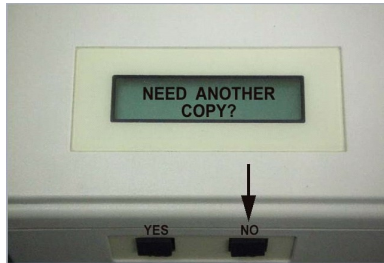
K. Message will read: "NEED ANOTHER COPY?".

** If a pollwatcher wants a copy, press the "YES" button. After the report prints, press the "NO" button.

Otherwise, press the "NO" button.

L. Message will read: "READY TO TURN UNIT OFF?"

Press the "YES" button.

M. Message will read:

"ELECTION FINISH TURN UNIT OFF"

N. Slide the Tabulator unit forward and turn the red power button off.

Unplug the power cord from the wall.

O. Slide the Tabulator unit back.

Break the red security seal on the metal bar covering the memory card slot.

P. On the cover sheet of the Clear Plastic Vote Center Return Envelope record the Seal # and place an **X** in the box next to the seal picture.

Place the seal in the envelope.

Q. Gently pull the metal bar slightly forward and lift up to reveal the memory card slot.

Remove the memory card and place it in the Clear Plastic Vote Center Return Envelope.

R. On the cover sheet, place an **X** in the box next to the Optical Scan Tabulator Memory Card picture.

S. Replace the printer cover and lock using the red key.

Push the metal bar back into place and lock the front access gate using the brass key.

T. Open the rear access door and remove all ballots with all judges watching.

U. All judges must verify the compartment is empty.

Lock the compartment door.
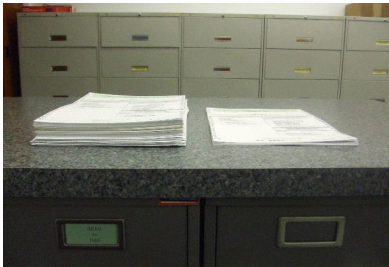
V. Check the ballots for write-ins and make sure all ballots have been initialed.

INSTRUCTIONS ON HOW TO PROCESS WRITE-IN VOTES STARTS ON PAGE 64.

W. Leave the valid write-in ballots and the "Ender Card" on the table. Place all other voted ballots in the black plastic bag located in the Black Ballot Transfer Suitcase and set aside.
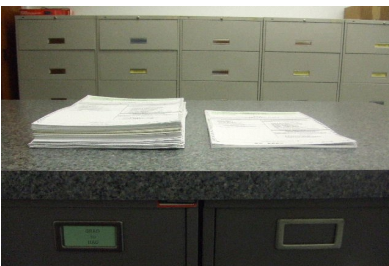
X. The valid write-in ballots will be processed after shutting down the Optical Scan, the Touch Screen and the Auto Poll Book.

Y. Place the "Ender Card" in the Blue After Polls Close bag and set it aside.

THE OPTICAL SCAN TABULATOR IS NOW SHUT DOWN AND WILL STAY AT THE VOTE CENTER FOR PICKUP BY THE COUNTY CLERK'S STAFF.

9. SHUTTING DOWN THE TOUCH SCREEN TABULATOR (THIS MUST BE DONE EVEN IF THE MACHINE HAS NOT BEEN USED!)

A. Insert the Supervisor Card from the Supervisor Card Key Ring into the card reader.
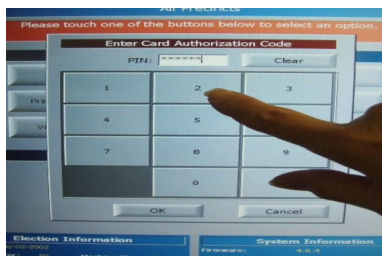
B. The "Enter Card Authorization Code" screen will appear.

Enter the pin number of "222222" and touch the "OK" button.
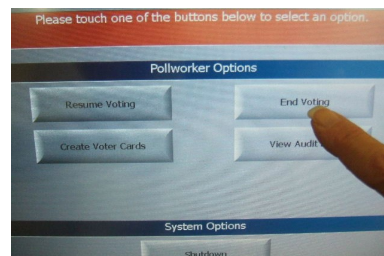
C. After the barcode prints, the Supervisor Card will eject.

Remove the card.

Touch the "End Voting" button.
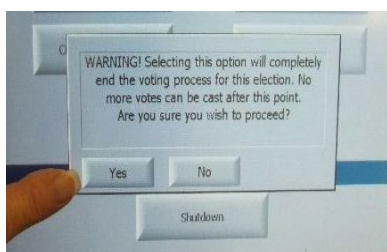
D. The "Warning" screen will display, touch the "YES" button.

If you do not see this "End Voting" button, call the County Clerk's Office immediately.

E. Set the keypad aside.

Using the black key unlock and open the printer housing cover.
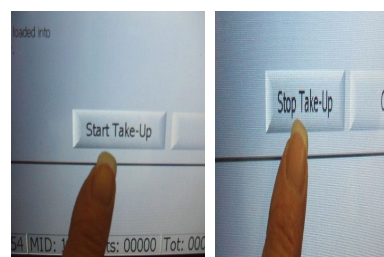
F.

1. On the screen touch the "Start Take Up" button.

2. Then touch the "Stop Take Up" button.
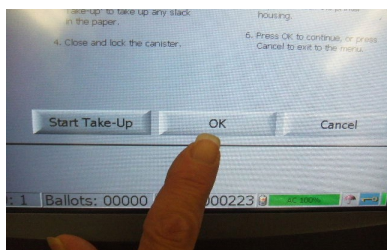
G. Touch the "OK" button.

If the Vote Center is a single precinct, skip to step **J.** on page 61. If there are multiple precincts, the message will read "Print Summary?".

Touch the "No" button

H. The screen will prompt, "Print Full Totals Report?". Touch the "Yes" button.
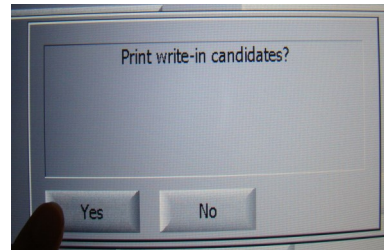
I. **If you have write-in votes**, The "Print Write-In Candidates?" screen will appear. Touch the "Yes" button.

* IF THERE ARE NO WRITE-INS THIS SCREEN WILL NOT APPEAR!
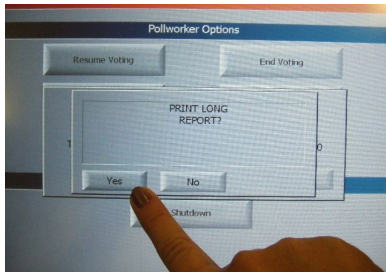
J. The "Print Long Report?" screen will appear. Touch the "Yes" button.

The report will begin to print automatically.

WAIT UNTIL THE FIRST COPY OF THE RESULTS REPORT IS COMPLETELY DONE PRINTING BEFORE GOING ON TO STEP "K"!
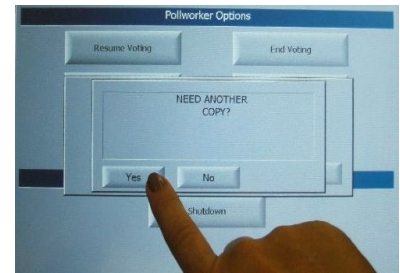
K. When the 1st copy is done printing, touch the "Yes" button on the "Need Another Copy?" prompt.
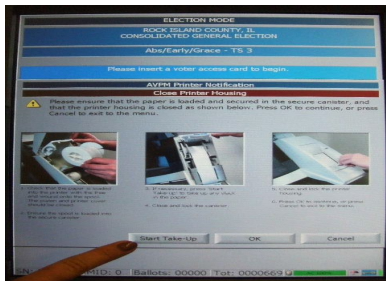
L. The "Printer Module Notification" screen will appear. Touch the "Start Take Up" button so that the report will spool up into the canister.

M. One of the judges should hold and guide the report tape into the canister so that it does not tangle.

N. When the report is done spooling, touch the "Stop Take Up" button.
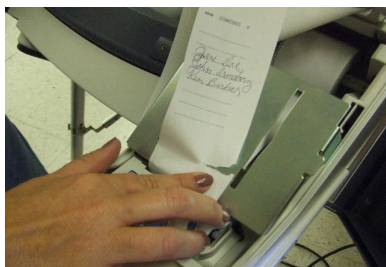
O. All judges will sign the report where indicated. Tear the report off below the signatures.
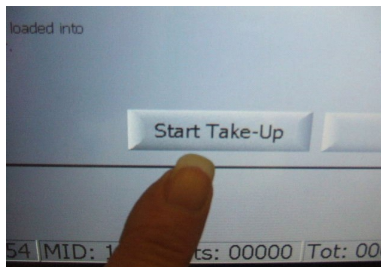
P. Touch the "Start Take Up" button again to spool the signature portion of the tape into the canister.
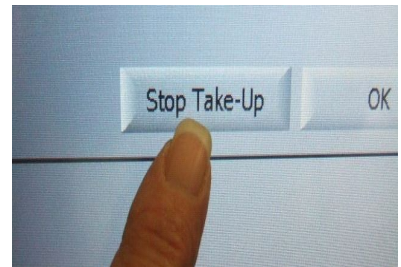
Q. Touch the "Stop Take-Up" button when signature portion of the tape is in the canister.
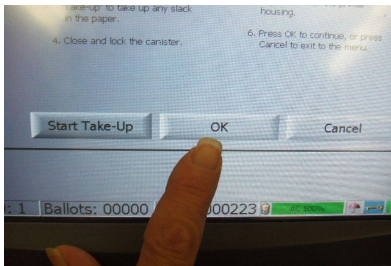
R. Touch the "OK" button. The second copy of the report will begin to print automatically.
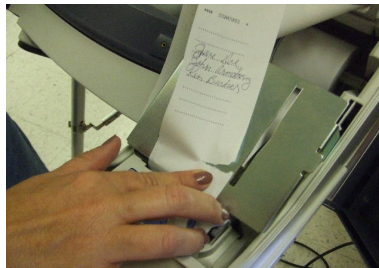
S. All judges sign the report where indicated.

Tear the report off below the signatures.
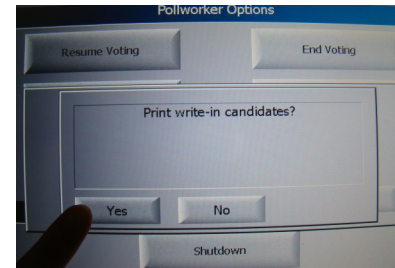
T. "Print Write-in Candidates?", hit "Yes" if instructed earlier to print Write-In Candidates. Place this copy on the table with the Optical Scan Write-In ballots.
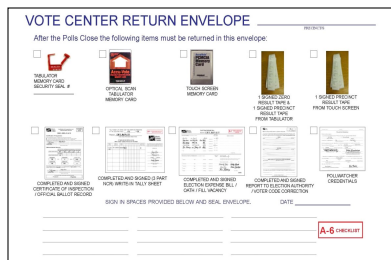
U. If no Write-Ins, place the results tape in the Clear Plastic Vote Center Return Envelope and put an **X** in the box next to the result tape from the Touch Screen Tabulator picture.
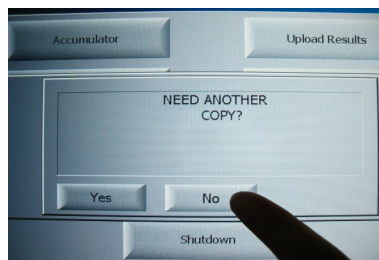
V. The message, "Need Another Copy?" will appear, touch the "No" button.

*If a pollwatcher asks for a copy of the results tape, touch "Yes".

Touch the "NO" button if a pollwatcher has not requested a copy.
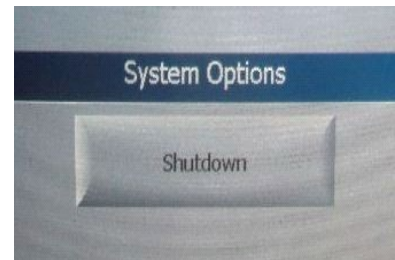
W. Touch the "Shut Down" button.
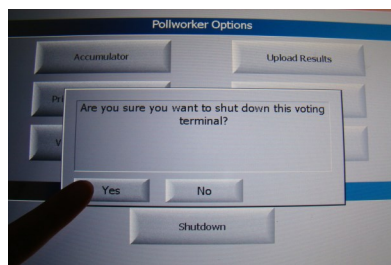
X. The "Are You Sure You Want To Shut Down This Voting Terminal?" screen will appear. Touch the "Yes" button.

The touchscreen will automatically shut down. Unplug the power cord from the outlet.
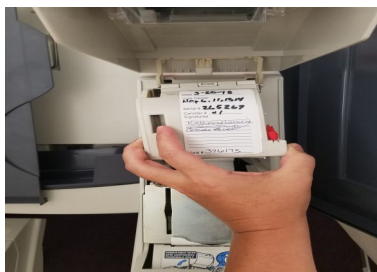
Y. Remove the paper canister from the printer module. Place it in the black ballot transfer suitcase, but **NOT** in the plastic bag with the ballots!

Z. On the Touch Screen Tabulator, unlock the data compartment on the left side with the black key.

SHUTTING DOWN THE TOUCH SCREEN TABULATOR CONTINUED
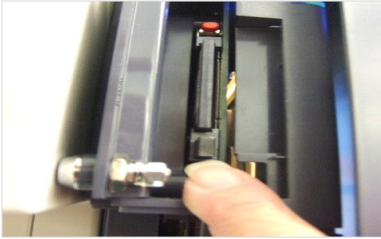
AA. Push the black rectangular button below the memory card to eject the memory card.

BB. Remove the memory card.

Place it in the Clear Plastic Vote Center Return Envelope.
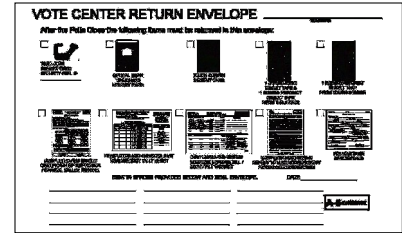
CC. On the Clear Plastic Vote Center Return Envelope cover sheet, place an **X** in the box next to the Touch Screen Tabulator Memory Card picture.

THE TOUCH SCREEN TABULATOR IS NOW SHUT DOWN AND WILL STAY AT THE VOTE CENTER FOR PICK UP BY THE COUNTY CLERK STAFF.

> **REMEMBER:**
> *LEAVE <u>ONLY</u> THE TOUCH SCREEN AND OPTICAL SCAN TABULATOR/BALLOT BOX!*
> *<u>RETURN EVERYTHING ELSE!!</u>*

10. SHUTTING DOWN THE AUTO POLL BOOK
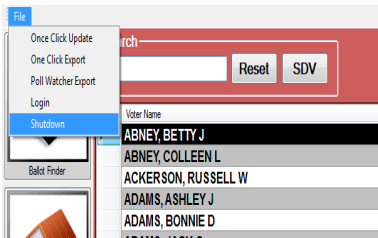
A. Turn off the Auto Poll Book by clicking on "File" in the upper left corner, then click on "Shut Down".

B. Unplug the power cord from the outlet and from the left side of the Auto Poll Book.

Unplug the mouse, the bar code scanner and the smart card reader (ST-100).

C. Place all items along with the mouse pad in the Auto Poll Book bag.

Place the Voter Access/Smart Cards and the Supervisor Card Key Ring in the mesh zippered section of the bag.

D. Close the computer and place it in the bag.

Set the bag aside.

THE AUTO POLL BOOK IS NOW SHUT DOWN, PACKED AND READY TO BE RETURNED TO THE DESIGNATED DROP OFF LOCATION.

11. PROCESSING SURRENDERED BALLOTS

1. Count the hash marks and record the total in the "TOTAL VBM BALLOTS" box.

2. Record the precinct/s for your vote center and the date of the election.

3. Each judge should sign in the spaces provided on the envelope.

4. Seal the envelope and place it in the Black Ballot Transfer Suitcase in the "ballot" side.

5. Place all unused surrendered ballot envelopes in the yellow topped black supply box.

Surrendered BALLOTS:

BALLOTS THAT ARE SURRENDERED BY VOTERS THAT REQUESTED A VOTE BY MAIL BALLOT AND WANT TO VOTE AT THE POLLS ON ELECTION DAY. PUT ONE HASH MARK FOR EACH VOTE BY MAIL BALLOT SURRENDERED.

5	10	15	20	25	30	TOTAL VBM BALLOTS
卌	卌	III				13

Precinct/s __SM 9, MOL 9 & 13__   Date __NOV 3, 2020__

JUDGES OF ELECTION SHALL SEAL IN THIS ENVELOPE THE VOTE BY MAIL BALLOT ENVELOPES SURRENDERED.

BEFORE SEALING THIS ENVELOPE, ENTER THE TOTAL NUMBER OF SURRENDERED BALLOTS CONTAINED HEREIN IN THE SPACE PROVIDED.

SIGN IN SPACES PROVIDED BELOW AND SEAL ENVELOPE.

__Jane Voter__
SIGNATURE OF JUDGE OF ELECTION

__Peter Parker__
SIGNATURE OF JUDGE OF ELECTION

__Lois Lane__
SIGNATURE OF JUDGE OF ELECTION

__John Judge__
SIGNATURE OF JUDGE OF ELECTION

__Ima Judge__
SIGNATURE OF JUDGE OF ELECTION

SIGNATURE OF JUDGE OF ELECTION

__Clark Kent__
SIGNATURE OF JUDGE OF ELECTION

SIGNATURE OF JUDGE OF ELECTION

__Charles Xavier__
SIGNATURE OF JUDGE OF ELECTION

SIGNATURE OF JUDGE OF ELECTION

12. PROCESSING WRITE-IN VOTES

The Election Judges are required to record Write-In votes only for candidates who have filed a Declaration of Intent to be a Write-In Candidate 60 days prior to the date of the election. These names will appear on the List of Valid Write-Ins sheet located in the blue "SUPPLIES FOR USE AFTER POLLS CLOSE" bag.   Compare the Optical Scan ballots with write-ins and the Touch Screen results tape with the List of Valid Write-Ins sheet.

A valid write-in is determined by a majority of the judges. The write-in is valid and should be counted only if:

1. **The name appears on the list of valid write-ins**
2. **The oval is filled in**
3. **If a Primary Election, the candidate's party**
4. **The vote has not caused an overvote**

***Spelling need not be exact as long as the intent of the voter can be determined.

1. OPTICAL SCAN BALLOTS WITH WRITE-INS

A. Locate the Blue "Supplies For Use After Polls Close" Bag. Remove the 3 Part NCR Write-in tally sheet and the list of valid write-ins.

*If you do not have a list of valid write-ins, then skip to letter "B" on page 66.

B. On the 3-part NCR Write-In Tally Sheet. Write the:

1. Office
2. Candidate's name,
3. Party (if a primary)

C. From the first ballot containing a write-in, one judge will read the office, name and party (if a primary) while another judge verifies the office, name and party as it appears on the List of Valid Write-Ins.

Make a hash mark to symbolize 1 vote. Each space will contain 5 hash marks (5 votes).

Repeat this step for each ballot   containing a valid write-in.

D. Remove the write-in Cover Sheet from the "Blue After Polls Close" bag. Place the cover on top of the valid write-in ballots and rubber band the stack.

E. Place the banded write-in ballots in the black plastic bag along with the other voted   ballots.
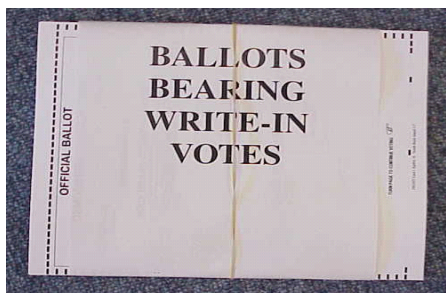
THE VALID WRITE-INS FROM THE OPTICAL SCAN BALLOTS HAVE NOW BEEN PROCESSED.

PROCESSING WRITE-IN VOTES CONTINUTED

2. TOUCH SCREEN RESULTS TAPE WITH VALID WRITE-INS

VALID WRITE-IN LIST
General Primary Election March 21, 2000

The candidates listed below have filed their "Declaration of Intent to be a Write-In Candidate".

A Valid Write-In must include the following:

1. Candidate's Name (and party if a primary) on the Write-In Line

2. Oval to the left of the Candidate's Name filled in

Write-In Candidates:
Governor of the State of Illinois

JOSEPH M VOTER

```
###################
POET LAUREATE
RACE # 20

MARIANNE MOORE      0
ROBERT FROST        0
CARL SANDBURG       1
T.S. ELIOT          0
EZRA POUND          0
Write-in            1
# WRITE-INS         1
Write In Candidates
Ballot Candidate
726736 MICKEY MOUSE
###################
```

A. Using the 2nd copy of the results tape, scan down the tape until the write-in is found.

B. If the name appears on the list, the judge will record the write-in vote on the 3-part NCR Write-In Tally Sheet using the same recording process as Optical Scan ballots.
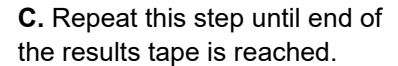
C. Repeat this step until end of the results tape is reached.

Place the results tape in the black plastic bag along with the other voted ballots.

THE VALID WRITE-INS FROM THE TOUCH SCREEN RESULTS TAPE HAVE NOW BEEN PROCESSED.

---

3. INVALID WRITE-IN VOTES

If the name written in:
1. Does not appear on the list, **or**
2. Does appear on the list, but the oval has not been filled in, **or**
3. The oval is filled in and no name is written, **or**
4. The write-in has caused an overvote for that office, **or**
5. If a primary, the voter declared one party, but has written the name of a candidate with a different party affiliation.

INVALID - NOT COUNTED!

DETERMINED BY A MAJORITY OF JUDGES TO BE INVALID AND DO NOT GET COUNTED.

Place the invalid Optical Scan ballots and Touch Screen Results Tape in the black plastic bag with the other voted ballots.

A. Oval filled in but no name written in.

B. Name appears on the List of Valid Write-Ins but did not fill in the oval.

C. Name does not appear on the List of Valid Write-Ins.

PROCESSING WRITE-IN VOTES CONTINUTED

4. DETERMINING AN OVERVOTE - To check for an over-vote, do the following:

- Use the ballot to determine the number of votes allowable for the office in question.
- Count the number of votes for that office. If the total number of votes cast and the write-in is more than the number of votes allowed for that office, the office has been over-voted.
- As an example, if the instructions read "Vote for One" and a ballot position for that office has been voted, any write-in vote would create an over-vote. On the other hand, if the instructions read "Vote for Two", and only one ballot position has been marked, a write-in vote would not cause an over-vote.

A. After the valid Write-Ins have been recorded from the Optical Scan ballots and the Touch Screen results tape, the hash marks are tallied and the numerical total is entered in the "Total Votes" column on the 3-part NCR Write-In Tally Sheet.

B. If a candidate did not receive any valid write-in votes, record a zero in the "Total Votes" column.

If there were NO Write-In candidates for this Vote Center, write the word "NONE" across the Tally Sheet and no write-in votes will be tallied.

C. Fill in the date, precinct, and all judges sign the Tally Sheet where designated and place it in the Clear Plastic Vote Center Return Envelope.

Place an **X** in the box next to the Write-In Tally Sheet picture and set aside.

D. Seal the black plastic bag containing the voted ballots by wrapping duct tape around the bag lengthwise and crosswise at least 2 times each way. All judges will sign across the duct tape.

Note: Do not bend the corners or wrap the ballots too tight. This will prevent creasing the corners.

E. Place the black plastic bag in the Black Ballot Transfer Suitcase.

NOTE: There may be more than 1 package depending on quantity of voted ballots.

THE PROCESSING OF WRITE-IN VOTES IS NOW COMPLETED.

CLEAR PLASTIC VOTE CENTER RETURN ENVELOPE

Locate the Clear Plastic Vote Center Return Envelope and using the cover sheet checklist, verify that the envelope contains the following:

After checking off contents, all judges sign where indicated and place the checklist in the front of the envelope with the information showing.

Close the Velcro flap and place the envelope by the Auto Poll Book Bag.

BLACK BALLOT TRANSFER SUITCASE - Make sure the items listed below are packed in the suitcase.

A.   Black plastic bag, sealed and signed, containing the following:

- Voted Ballots

- Voted Ballots with Valid Write-Ins, rubber-banded with cover sheet.

B.   All unused ballots

C.   Paper Canister filled out and sealed - **do not put in black bag with ballots!**

D.   Large Spoiled Ballot Return Envelope (D-11), if used, completed and signed by all Judges

E.   Auto Poll Book backup sheets, used or not

F.   All signs, sample ballots and notices.

After verifying the items listed are packed, close and seal the suitcase with a small red seal. Place the Black Ballot Transfer Suitcase by the Auto Poll Book Bag and the Clear Plastic Vote Center Return Envelope.

YELLOW TOPPED BLACK SUPPLY BOX - Make sure the items listed below are packed in the box.

A. The Black Voter Registration Bag (on top)
B. Application to Vote Spindles containing all Applications to Vote and Affidavits (on top)
C. Red Before Polls Open Bag
  • Laminated Demonstrator Ballot
  • Unused Small Individual Spoiled Ballot Envelopes (D-12).
D. Unused Application to Vote Spindles
E. Green During Voting Bag
  • Blue Accordion Folder with unused forms
  • Magnifying Glass
F. Blue After Polls Close Bag
  • Ender Card
G. All unused Applications to Vote
H. Flag Stand/Vote Here Sign
I. Plastic Cup
J. Unused Instruction/Affidavit of Provisional Voter
K. Unused Secrecy Provisional Ballot Envelope
L. Unused Provisional Ballot and Affidavit Envelope
M. Provisional Voter Sign
N. Duct Tape
O. Ballot Privacy Covers

P. Clear Ziploc Bag
  • Judge of Election Badges with Lanyards
  • Red pens for ballot initialing
  • Black felt Pens
  • Black Ink Pens for judges
  • Black Sharpie Markers for marking ballots
  • Rubber Bands
  • Scotch Tape
  • Spring Lock Seals, unused
  • "I Voted" Stickers
  • Curtain Hook Sign Hangers
  • Kleenex, unused
Q. Extension Cord with 3-prong adapter (if packed)
R. Power Strip
S. Orange Bag
  • Judges Manual
  • "Opening the Polls Guide"
  • "Closing the Polls Guide"

Place the Yellow Topped Black Supply Box by the Auto Poll Book Bag, the Black Ballot Transfer Suitcase and the Clear Plastic Vote Center Return Envelope.

AT THIS POINT, EVERYTHING SHOULD BE PACKED.

THE FOLLOWING ITEMS SHOULD BE LOADED INTO THE CAR OF THE JUDGE WHO WILL BE DRIVING THE SUPPLIES TO THE DESIGNATED DROP OFF LOCATION:

1. Yellow Topped Supply Box

2. Black Ballot Transfer Suitcase

3. Auto Poll Book bag

4. Clear Plastic Vote Center Return Envelope: <u>**with two memory cards!**</u>

5. Deputy Registrar Auto Poll Book bag

MAKE SURE TO LEAVE THE VOTE CENTER LOOKING THE SAME AS WHEN YOU ARRIVED!

⇒ **ONE DEMOCRATIC AND ONE REPUBLICAN JUDGE MUST RETURN THE SUPPLIES TO THE DESIGNATED DROP OFF LOCATION.**

⇒ **THE OPTICAL SCAN TABULATOR, ON THE BALLOT BOX, AND THE TOUCH SCREEN TABULATOR ARE THE ONLY ITEMS LEFT AT THE VOTE CENTER.**

NOTES: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Dear Election Judge:

The right to vote is one of the most significant and cherished privileges. Both the United States and the State of Illinois Constitutions and laws guarantee and protect this right. However, these laws can only be implemented through fair, knowledgeable and impartial conduct of elections.

Judges of Election serve a vital role in protecting the rights of voters by being responsible for the conduct of the election in the Vote Center. They are responsible for ensuring that the electoral process is administered fairly and in accordance with the law. They administer the law in the Vote Center where the voting and recording of results takes place. They help ensure that every person qualified to vote is permitted to vote and that every person permitted to vote is qualified to vote.

Without your service as a Judge of Election, we would be unable to provide the voters of Rock Island County this vital privilege.

THANK YOU FOR YOUR TIME AND SERVICE.

ELECTION SCHEDULE

GENERAL ELECTION - NOVEMBER 3, 2020
Election of Officers for:
Federal, State, Legislative, Judicial, County, Retention of Judges, Referenda and Special Elections

CONSOLIDATED PRIMARY ELECTION - FEBRUARY 23, 2021
Nomination of Officers for:
Municipal and Township, Referenda and Special Elections

CONSOLIDATED GENERAL ELECTION - APRIL 6, 2021
Election of Officers for:
Municipal, Park District, Library District, School District, Community College District, Fire Protection, Other Special Purpose Districts (Non-Partisan), Referenda and Special Elections

GENERAL PRIMARY ELECTION - MARCH 15, 2022
Nomination of Officers for:
Federal, State, Legislative, Judicial, County Election of Officers for: Political Party Offices (Delegates to Nominating Convention and Precinct Committeepersons), Referenda and Special Elections

GENERAL ELECTION - NOVEMBER 8, 2022
Nomination of Officers for:
Federal, State, Legislative, Judicial, County, Retention of Judges, Referenda and Special Elections