

CHECKERS – LOCAL & STATE ELECTIONS - QUICK REFERENCE GUIDE - CONCORD

GREET EVERY VOTER WITH A SMILE 😊

NEVER TURN A VOTER AWAY. When a voter approaches the check-in table:

CHECKER: Ask for the voter's street address and REPEAT it **OUT LOUD**; ask for the voter's name and REPEAT it **OUT LOUD**. Be certain you have the correct voter (look for Jr. or Sr.) before you continue.

USE YOUR RULER – DON'T MARK THE WRONG NAME

MARKING THE VOTER LIST

55 (MAIN ST) STARLING, MORT 04MO0125000

55 (MAIN ST) STARLING, MYRNA 04MY0135000

Use **confident, large**, complete checks only. *No dashes. No circling.*

If the voter's name does not appear on the voter list or is already checked on the voter list, direct that voter to the Warden. **Do not turn the voter away.**

ID REQUIRED

ID 50 PUBLIC, JOHN Q. D

CHECKER: Kindly asks to see the voter's identification

VOTER: Must show ID or public document: Valid IDs include: driver's license, current utility bill, bank statement, paycheck, government check, even car registration, or other government document **showing the voter's name and address** as they appear on the voter list.

CHECKER: Checks the ID at check-in table only and checks the box

ID 50 PUBLIC, JOHN Q. D

VOTER: **NO ID.** Direct them to the WARDEN. **DO NOT turn the voter away. Direct them to the Warden who will tell you what action to take.** The Warden may tell you to mark "PV" next to the box instead of a check mark. Or the voter may opt to get their ID.

ID 50 PUBLIC, JOHN Q. R PV

VOTER NAME NOT ON LIST

If a voter's name seems to be omitted from voter list, **PLEASE double check!** If the voter still is not found, direct the voter to the Warden or Clerk, who will look for the voter on the INACTIVE list and will call the Clerk's Office if necessary. The voter may also be in the wrong precinct. **Remember INACTIVE voters (those without an up to date Census) are in the Warden's INACTIVE check-in list.** The Inactive and Active checkout lists have been combined.

WHAT HAPPENS IF YOU CHECKED THE WRONG NAME?

Mistakes happen. If you make a mistake, the most important thing is to realize it right away and **immediately notify the Warden or Clerk.** You will be given a post-it note. Write the voters name who was incorrectly marked and place it on that page.

DO NOT CIRCLE DO NOT CROSS OUT DO NOT ERASE

50 PUBLIC, JOHN Q.

John Q. Public

The above name will not be counted at the end of the night if the COLORED post-it remains on the page because it indicates that the voter marked in error never actually came in. If that voter marked in error does arrive to vote, call the Clerk over to log that the voter came in and remove the flag and give it to the Clerk.

50 PUBLIC, JOHN Q.

Now this CHECKMARK **will** be counted, because there is no flag next to the voter's name to indicate that it was marked in error. The colored post-it note is the only evidence on the check in list. **THE CLERK DOES ALL THE WRITING!**

If you do not follow procedure to notate an error with a colored post-it, the voter that was marked in error who shows up later may only cast a provisional ballot. That is a BIG PROBLEM!

Errors happen. It's how we handle them that makes ALL the difference!



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CHALLENGE BALLOT IN PERSON

Anyone can challenge a ballot **BEFORE** it is cast.

CHECKER: Direct the challenger and voter to warden. WARDEN or CLERK will add name and address of the voter and challenger and specific reason for challenge to the Clerk's Record. Warden or Clerk will direct Checker to enter the voter as a challenged vote.

CHECKER: : Upon instruction from the Warden, marks "CV" next to voter's name and checks the box

50 PUBLIC, JANE D. CV

CHALLENGE ABSENTEE BALLOT

Anyone can challenge an absentee ballot **BEFORE** it is cast.

The Warden will follow procedures and tell you if you need to mark the book with a CV.

CHECKER: Upon instruction from the Warden, marks "CV" next to voter's name and checks the box

50 PUBLIC, JANE D. AV CV

ABSENTEE VOTER (AV) SHOWS UP IN PERSON

50 PUBLIC, JANE D. AV

Direct the Voter to the Warden to be sure that the absentee ballot has not been received at the polls.:

The Warden will instruct you to place a "C" next to voter's name and check the box, if that absentee voter is eligible to vote at the polls.

50 PUBLIC, JANE D. AV C

A voter may not deliver someone's absentee ballot to the polls when they go to vote. All absentee ballots must first be registered at the Town Clerk's Office. The only exception is if the Absentee voter shows up with their own absentee ballot. The Warden will place that in the rejected ballot envelope.

ANY OTHER UNUSUAL SITUATIONS

Call the Warden or Clerk over.

SPOILED BALLOTS & ASSISTING VOTERS

Let the Clerk know if someone asks for another ballot or if a voter requests assistance marking the ballot. Remember, there is an ADA machine to help voters see and mark their ballot.

ELECTIONEERING

Campaigning of any kind is not permitted within 150' of the entrance to the polling place.

- If someone is wearing a campaign button, they have to remove it.
- If someone is wearing a campaign shirt, they need to turn it inside out (in the restroom)
- If someone has a problem with any of that, they may speak with the Warden or Police Officer. 😊

OBSERVERS

Observers are allowed, but they are not allowed to talk to you. They must address all questions to the Warden.

- They may ask you to speak up if they cannot hear you announce the voter's address or name.
- They may not ask you to repeat a name or names because they left the room or wish to know if someone voted.

Exit Polling

Exit Polling is allowed inside the polling place, usually some distance from the check-out table/ballot box.

NOTES

[See next page for sample voter lists](#)

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VRIS
RPS020

TOWN OF CONCORD
Voter List By Ward/Precinct/Street Name
STATE ELECTION 11/06/2018
Active Voters
(STATE ELECTION)

Ward	Pct	Street Name	Party Voted	AV	EV	Voter Id	Street Name
0	01	MAIN ST					
Show House#	Name			Inactive Date			
ID?							
166	KINGMAN, SUSAN H	R	<input type="checkbox"/>			11KSN1259003	MAIN ST
166	KUAI, WENJUN		<input type="checkbox"/>			06KWN1680000	
166	KUMPEL, AMY E		<input type="checkbox"/>			08KAY1879005	
166	LIU, XIPENG		<input type="checkbox"/>			12LXG0777000	
166	MALCOLM, SAMUEL C		<input type="checkbox"/>			02MEL0388000	
166	MANZELLA, CHARLES	D	<input type="checkbox"/>			04MCS0696000	
166	MANZELLA, EMMA	D	<input type="checkbox"/>	AV		09MEA1988000	
166	MCGARRY, JOHN J		<input type="checkbox"/>			11MJN0765008	
166	MERRITT, JULIE MARGARET	D	<input type="checkbox"/>			09MJE2577002	
166	MOREHEAD, KEM	D	<input type="checkbox"/>			08MKM0467000	
166	PARKER, KEVIN		<input type="checkbox"/>			02PKN1792001	
166	PARRY, SUZANNE L	D	<input type="checkbox"/>			12PSE2968000	
166	RAFFERTY, EDWARD C		<input type="checkbox"/>			12FRE0469003	
166	RIPLEY, MONICA	D	<input type="checkbox"/>			06FMA2671001	
166	ROWE, CHRIS	D	<input type="checkbox"/>			05FRC0755000	
166	RUIZ, ALYSE LYNETTE	D	<input type="checkbox"/>			08FAE0687000	
ID 166	SABRINA, SADIQUE	PV D	<input type="checkbox"/>			11SSE0481000	
166	SESTON, TIMOTHY C		<input type="checkbox"/>			02STY1371003	

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0 01

MAIN ST



D



R



L

ID is marked in the LEFT MARGIN

Count the total tally for this page: 3

CHEC

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STATE ELECTION 11/06/2018
Active Voters
(STATE ELECTION)

Ward	Pct	Street Name	Party Voted	AV	EV	Voter Id	Street Name
Show House#	Name				Inactive Date		
ID?							
0	01	CRESCENT RD					CRESCENT RD
42		BLISS, EMILY J	<input type="checkbox"/>				
						07BEY2155000	
42		LESSER, ALEXANDRA	D <input type="checkbox"/>				
						04LAA0196001	
42		LESSER, BENJAMIN E	<input checked="" type="checkbox"/> CV				
						10LBN0792001	
42		LESSER, EDWARD R	<input type="checkbox"/>				Edward Lesser
						11LED2053000	
57		RESNICOV, SARAH LEAH	R <input type="checkbox"/>				
						08FBSH2544001	
60		FINEBERG, MAXWELL J	D <input checked="" type="checkbox"/> AVC				
						10FML0489000	
60		FINEBERG, SAMUEL A	D <input type="checkbox"/>				
						07FSL0866000	
60		FINEBERG, SUSAN L	D <input type="checkbox"/>				
						08FBN2261002	
65		GINBERG, MARILYN RUTH	<input checked="" type="checkbox"/>				
						02HMN256000	
65		LEVINE, DAVID	D <input checked="" type="checkbox"/>				
						06LDD2257000	
88		BAILEY, KAREN HEDBLOM	<input type="checkbox"/>				
						05BKN3155000	
88		BAILEY, RAYMOND J	<input type="checkbox"/>				
						01BRD0751000	
89		MONAHAN, LORI J	R <input type="checkbox"/>				
						08MLI2269002	
89		MONAHAN, REID P	<input type="checkbox"/>				
						04MFD0700003	
89		MONAHAN, SEAN MICHAEL	R <input type="checkbox"/>				
						02MSN2469009	
119		EMANUEL, ANTHONY J	R <input type="checkbox"/>				
						07EAY1155000	
119		EMANUEL, MARY ANN	R <input type="checkbox"/>				
						06EMY1855000	
122		STEJBACH, EMMA P	<input type="checkbox"/>				
						03SEA2597001	

Edward Lesser

Every error must be logged by the Precinct Clerk. All you do is indicate the location of the error with a colored post it. If the voter later appears, notify the Clerk who will tell you to remove the flag.

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0 01

CRESCENT RD

Count the total tally for this page: _10_