

Town of Concord  
**CLOSING PROCESS**  
March 26, 2019 Town Election

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## Poll Closing in **7** easy steps

- 1. Help Process Absentee ballots, if necessary**
- 2. Total the checkmarks** on each page of the voter check-in/out books.
- 3. Record the totals** of each page onto voter checklist **tally sheet**.
- 4. The Totals are recorded** in the **Precinct Clerk Report**
- 5. Remove the ballots and sort them**
  1. Top compartment: these ballots must be entirely hand counted
  2. Main compartment: these ballots must be checked carefully for hand-written notations.
- 6. Tally the ballots**
  1. See Tallying in 5 easy steps
- 7. Pack things up**
  - a. Make sure you've put it in the correct place
  - b. Be NEAT and everything will fit
  - c. Look at the labels on boxes for direction
  - d. If you're not sure – ASK!

Town of Concord  
**CLOSING PROCESS**  
March 26, 2019 Town Election

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## 1. Help Process AV Ballots

### **PROCESSING ABSENTEE (AV) BALLOTS**

During polling hours, AV ballots are processed as time allows. All absentee ballots must be processed before the tabulator is closed out, **even after 8:00pm.**

When you are processing AV ballots, keep in mind the following:

- Keep ballots inside envelopes until after check out
- Check ballots in at check-in table
  - If voter does not appear on check-in list, the Warden will check the Inactive voter list and supplemental voter list
- Check ballots out at check-out table
- Remove ballots from ballot envelopes once check in and check out is complete
- Feed ballots into the tabulator
- Place Absentee ballot **envelopes** in the black ballot transfer case with unvoted ballots.

# Town of Concord CLOSING PROCESS March 26, 2019 Town Election

## 2. Totaling the checkmarks

VRIS  
RPS020

TOWN OF CONCORD  
Voter List By Ward/Precinct/Street Name

Town Election 3/26/2019

ACTIVE VOTERS  
(STATE ELECTION)

Ward	Pct	Street Name	Party	Voted	AV	Inactive Date	Voter Id	Street Name
Show House#	ID?	Name						
0	01	ACADEMY LN		0	01			ACADEMY LN
21		BEAN, DOROTHY W		<input type="checkbox"/>			0380Y2002000	
25		SANFORD, SALLY A		<input type="checkbox"/>			0550Y2503000	
25		SMITH, LOWELL S		<input checked="" type="checkbox"/>	CV		025LL1247000	
25		SMITH, THOMAS R S		<input checked="" type="checkbox"/>	AV C		125T51089000	
29		NARDI, EDWARD GREGORY		<input checked="" type="checkbox"/>			08NEC1094000	
29		NARDI, EDWARD LIONEL		<input checked="" type="checkbox"/>			07PALN2558000	
29		NARDI, JEAN B		<input type="checkbox"/>			08CJ42748000	
38		CROSS, JEANNE C	R	<input type="checkbox"/>			09CR02048001	
38		CROSS, RICHARD H III		<input checked="" type="checkbox"/>			025LL1458002	
41		STEPHENSON, LAUREL DART		<input type="checkbox"/>			035R12159001	
41		STEPHENSON, ROBERT ASHLEY		<input type="checkbox"/>			09NCL1271002	
48		NIEMANN, DANIEL B		<input checked="" type="checkbox"/>			125SL0972001	
48		SAMMONS, SORREL D	D	<input checked="" type="checkbox"/>				

Nardi, Edward Lionel marked in error

Don't count any checkmarks if there is a post-it noting a voter's name. That means it was checked in error..

6



Record total valid checkmarks at the bottom of each page



D



R



L

# Town of Concord CLOSING PROCESS

## 3. Record totals on the voter count tally sheet

Enter the totals for each page here.

Check-in: \_\_\_\_\_ OR Check-out: \_\_\_\_\_ → Precinct:1 → November 6, 2018

VOTER-COUNT-TALLY-SHEET

Page → #voters → Page → #voters → Page → #voters

Section Break (Continuous)

1			34			67		
2			35			68		
3			36			69		
4			37			70		
5			38			71		
6			39			72		
7			40			73		
8			41			74		
9			42			75		
10			43			76		
11			44			77		
12			45			78		
13			46			79		
14			47			80		
15			48			81		
16			49			82		
17			50			83		
18			51			84		
19			52			85		
20			53			86		
21			54			87		
22			55			88		
23			56			89		
24			57			90		
25			58			91		
26			59			92		
27			60			93		
28			61			94		
29			62			95		
30			63			96		
31			64			97		
32			65			98		
33			66			99		

Total count for this page: \_\_\_\_\_

Once you've entered all the page totals for each party on the tally sheet following the pattern illustrated above. Please return them to the Clerk.

The totals will be recorded. They will not be compared to any other totals. **You cannot change any numbers or add check marks to the voter books after the election. You are simply making a record of what exists in the voter book.**

Town of Concord  
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March 26, 2019 Town Election

## 5. BALLOT SORTING

- Separate ballots by ballot type
- Look for any hand-written names or notations other than filling in the oval. These are called write-ins.
  - Write-ins are tallied by ballot type
- Note that all ballots removed from the main compartment of the ballot box have been tabulated by the machine (machine-counted). That means that all of the filled in ovals have been accounted for.
- Ballots removed from the **upper compartment have not been tallied or counted at all by the DS200 tabulator** and every office must be tallied. These are called **Hand Tallies**.
- **Unused ballots** must be counted and recorded in the Clerk report. You only need to individually count the unused ballots that are not in bundles of 50 or 100.

Town of Concord  
**CLOSING PROCESS**  
March 26, 2019 Town Election

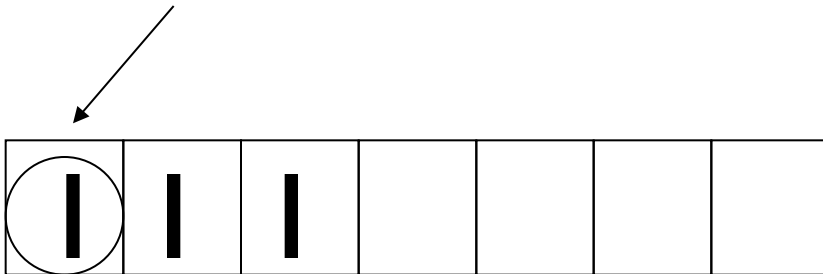
## 6. Ballot Tallying

# Tallying Ballots in **5** easy steps

1. Work in pairs
2. Record the # of ballots, envelope #, and your names on the tally sheet and # of ballots on the envelope.
3. Make sure you understand how to tally these ballots
  - a. Are you tallying all the ovals or just the written notations (write-ins) ?
  - b. Make sure you know where on the tally sheet to enter the tallying notations
4. Tally the ballots
  - a. One person reads the office and the vote
    - i. For the ballots removed from the upper compartment, you must account for every vote
      1. E.g., For President, 1 vote for Stein; For Rep in Congress, 1 blank vote, For Councilor, 1 vote for Baker, and so on for all offices.  
Then for question 1, 1 yes vote, question 2, 1 no vote, etc.
    - ii. For ballots removed from the main compartment of the ballot box (machine has counted ovals) you are only accounting for notations other than ovals.
      1. E.g., for President, 1 vote for Mary Poppins – no other notations are indicated, so there is nothing else to report.
    - iii. Turn the ballot over and move to the next ballot
5. Give the tally sheets to the Clerk to be placed the Clerk Book and place the ballots into the tally envelope and seal it. The envelope will go into the ballot transfer case with counted ballots.

- If you make a mistake,

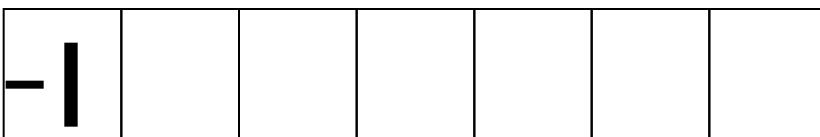
Circle the mark in the box instead of crossing out or erasing, like this:



For Machine-counted ballot tallying only

This is a somewhat unusual situation, nevertheless, it could happen!

- If an oval has been filled in and then the voter has also hand-written a name without filling in an oval, it should be an over vote but the machine has counted a vote.
- Therefore, you have to correct what the machine did by taking a vote away from the machine-counted candidate. Confused? Call the Warden or Clerk over!



Town of Concord  
**CLOSING PROCESS**  
March 26, 2019 Town Election

## **Ballot Tallying**

**Make sure you understand how to tally the group of ballots you are handed.**

**Machine-counted or non-machine counted ...**

**What's the difference? Its BIG!**

### **Machine counted ballots with hand-written notations (write-ins)**

- The machine has already counted the ovals!
- Make sure the tally sheet is for hand-written notations only
- Don't tally the ovals!
- You are only accounting for hand written notations other than filled in ovals
- Don't tally the blanks. Only record additional names or notations.

### **Non-machine counted ballots**

- The machine has not tallied this ballot!
- Make sure the tally sheet is for **NON-MACHINE-COUNTED** ballots (it's **YELLOW**)
- Therefore, you have to count votes for all offices on this ballot.
- If an office is left blank, you record a blank.



# Town of Concord

## CLOSING PROCESS

### March 26, 2019 Town Election

You are accounting for every office on the ballot, even blanks.

# ballots in this envelope: \_\_\_\_\_ Block # H- \_\_\_\_\_ (match with envelope block #)

**TALLY SHEET for Ballots removed from the AUXILIARY compartment removed from FRONT of Ballot Box (these ballots did not go through the DS-200)**

**STATE ELECTION**  
**Concord**      **PRECINCT #5**      **November**

Tallies SIGN HERE: \_\_\_\_\_ and \_\_\_\_\_

RECORD ALL VALID VOTES ON THE BALLOT  
 Record a blank if: no candidate is chosen OR an over-vote occurs

**SENATOR IN CONGRESS**

Vote for ONE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	Total	
Elizabeth A. Warren	1	1	1	1	1																5	
Elizabeth A. WARREN																						
Shiva Ayyadurai																						

NOTE BLANKS HERE

**GOVERNOR & LIEUTENANT GOVERNOR**

Vote for ONE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	Total	
Baker and Politio																						
Gonzalez and Palfrey																						

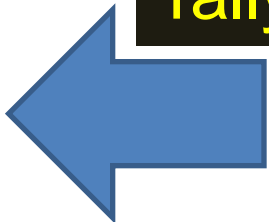
NOTE BLANKS HERE

**ATTORNEY GENERAL**

Vote for ONE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	Total	
Maura Healey																						
James R. McMahon, III																						

NOTE BLANKS HERE

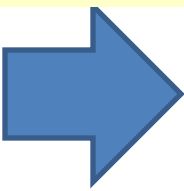
**“Hand count” Tally Sheet**



THIS FORM goes in the BACK POCKET of the CLERK BOOK ONLY BALLOTS IN THE ENVELOPE!!!

This ballot did not go through the machine, so you have to account for each and every office.

- place a | on the blanks line if no oval is filled out for an office.



**The Commonwealth of Massachusetts**  
**STATE ELECTION**  
**CONCORD**

**OFFICIAL ABSENTEE BALLOT**  
 Tuesday, November 6, 2018  
 996/996

To vote for a candidate, fill in the oval to the right of the candidate's name. To vote for a person not on the ballot, write the person's name and residence in the blank space provided and fill in the oval.

**SENATOR IN CONGRESS**  
 Vote for ONE

ELIZABETH A. WARREN ..... Democratic  
 24 Lincoln St., Concord  
 GEORFF DIEHL ..... Republican  
 19 Village Way, Woburn  
 SHIVA AYYADURAI ..... Independent  
 89 Eagle Hill Rd., Belmont

DO NOT VOTE IN THIS SPACE. USE BLANK LINE BELOW FOR WRITE-IN.

WRITE-IN SPACE ONLY

**REPRESENTATIVE IN CONGRESS**  
 Vote for ONE

RICK GREEN ..... Republican  
 127 N. High St., Concord  
 LORI LOUREIRO TRAHAN ..... Democratic  
 8 Belmont Way, Woburn  
 MICHAEL P. MULLEN ..... Independent  
 30 Concord St., Concord

DO NOT VOTE IN THIS SPACE. USE BLANK LINE BELOW FOR WRITE-IN.

WRITE-IN SPACE ONLY

**GOVERNOR AND LIEUTENANT GOVERNOR**  
 Vote for ONE

BAKER and POLITO ..... Republican  
 GONZALEZ and PALFREY ..... Democratic

DO NOT VOTE IN THIS SPACE. USE BLANK LINE BELOW FOR WRITE-IN.

WRITE-IN SPACE ONLY

**ATTORNEY GENERAL**  
 Vote for ONE

MAURA HEALEY ..... Democratic  
 40 Washington St., Boston  
 JAMES R. McMAHON, III ..... Republican  
 14 Canal Street, Boston

DO NOT VOTE IN THIS SPACE. USE BLANK LINE BELOW FOR WRITE-IN.

WRITE-IN SPACE ONLY

**SECRETARY OF STATE**  
 Vote for ONE

WILLIAM FRANCIS GALVIN ..... Democratic  
 40 Low St., Boston  
 ANTHONY M. AMORE ..... Republican  
 157 Merrimack St., Concord  
 JUAN G. SANCHEZ, JR. .... Green-Rainbow Party  
 382 Mt. St., Haverhill

DO NOT VOTE IN THIS SPACE. USE BLANK LINE BELOW FOR WRITE-IN.

WRITE-IN SPACE ONLY

**TREASURER**  
 Vote for ONE

DEBORAH B. GOLDBERG ..... Democratic  
 27 Maple St., Boston  
 KEIKO M. ORRALL ..... Republican  
 120 Cooke St., Lowell  
 JAMIE M. GUERIN ..... Green-Rainbow  
 388 Pleasant St., Haverhill

DO NOT VOTE IN THIS SPACE. USE BLANK LINE BELOW FOR WRITE-IN.

WRITE-IN SPACE ONLY

**QUESTION 1**  
**LAW PROPOSED BY INITIATIVE PETITION**

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before July 2, 2018?

**SUMMARY**

This proposed law would limit how many patients could be assigned to each registered nurse in Massachusetts hospitals and certain other health care facilities. The maximum number of patients per registered nurse would vary by type of unit and level of care, as follows:

- In units with step-down/intermediate care patients: 3 patients per nurse.
- In units with post-anesthesia care or operating room patients: 1 patient under anesthesia per nurse; 2 patients post-anesthesia per nurse.
- In the emergency services department: 1 critical or intensive care patient per nurse for 2 if the nurse has assessed each patient's condition as stable); 2 urgent non-stable patients per nurse; 3 urgent stable patients per nurse; or 5 non-urgent stable patients per nurse.
- In units with maternity patients: (a) active labor patients: 1 patient per nurse; (b) during birth and postpartum: 6 patients per nurse; (c) intermediate care or continuing care: 2 babies per nurse per well-baby room per nurse.
- In units with pediatric, medical, surgical, telemetry, or observational/outpatient treatment patients or any other unit: 4 patients per nurse.
- In units with psychiatric inpatient patients: 1 patient per nurse.

The proposed law would require a covered facility to comply with the patient assignment limits without reducing its level of staffing, maintenance, cleaning, professional, or other staff.

The proposed law would also require every covered facility to develop a written patient acuity tool to help evaluate the condition of each patient. This tool would be used by nurses in deciding whether patient limits should be lower than the limits of the proposed law at any given time.

The proposed law would not override any contract in effect on January 1, 2019 that set higher patient limits. The proposed law's limits would take effect after any such contract expired.

The state Health Policy Commission would be required to promulgate regulations to implement the proposed law. The Commission could conduct inspections to ensure compliance with the law. Any facility receiving written notice from the Commission of a complaint or a violation would be required to submit a written compliance plan to the Commission. The Commission could report violations to the state Attorney General, who could file suit to obtain a civil penalty of up to \$25,000 per violation as well as up to \$25,000 for each day a violation continued after the Commission notified the covered facility of the violation. The Health Policy Commission would be required to establish a toll-free telephone number for complaints and a website where complaints, compliance plans, and violations would appear.

The proposed law would prohibit discipline or retaliation against any employee for complying with the patient assignment limits of the law. The proposed law would require every covered facility to post within each unit, patient room, and waiting area a notice explaining the patient limits and how to report violations. Each day of a facility's non-compliance with the posting requirement would be punishable by a fine of up to \$500.

**REPRESENTATIVE IN GENERAL COURT**  
 Vote for ONE

TAMI L. COUVEIA ..... Democratic  
 142 One Elm Ave., Amesbury  
 DANIEL L. FACTOR ..... Green-Rainbow Party  
 11 Davis Rd., Acton

DO NOT VOTE IN THIS SPACE. USE BLANK LINE BELOW FOR WRITE-IN.

WRITE-IN SPACE ONLY

**DISTRICT ATTORNEY**  
 Vote for ONE

MARIAN T. RYAN ..... Democratic  
 8 Bedford St., Belmont

DO NOT VOTE IN THIS SPACE. USE BLANK LINE BELOW FOR WRITE-IN.

WRITE-IN SPACE ONLY

**CLERK OF COURTS**  
 Vote for ONE

MICHAEL A. SULLIVAN ..... Democratic  
 42 Howe Ave., Concord

DO NOT VOTE IN THIS SPACE. USE BLANK LINE BELOW FOR WRITE-IN.

WRITE-IN SPACE ONLY

Town of Concord  
**CLOSING PROCESS**  
 March 26, 2019 Town Election

## What you need to know about **Tally Sheet for Non-machine-counted Ballots**

Note how many ballots you are in this group that you are tallying

# ballots in this envelope: \_\_\_\_\_

Block # H- \_\_\_\_\_ (match with envelope block #)

Block # H-  
(for Hand Count)

<b>YELLOW TALLY SHEET for Ballots removed from the AUXILIARY compartment</b>																											
removed from FRONT of Ballot Box (these ballots did not go through the DS-200)																											
<b>STATE ELECTION</b>																											
Town of Concord										PRECINCT #5										November 6, 2018							
Talliers SIGN HERE: _____ and _____																											
RECORD ALL VALID VOTES ON THE BALLOT																											
Record a blank if: no candidate is chosen OR an over-vote occurs																											
<i>Place the tally mark in the blank box closest to the right of the previous mark to tally votes for each candidate</i>																											
<b>SENATOR IN CONGRESS</b>																											
<small>Vote for ONE</small>	<small>tally boxes</small>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	<small>Total voter</small>
<b>Record the voter intent, even if blank</b>																											
eg. <i>George Washington</i>																											
Elizabeth A. WARREN																											
Geoff DIEHL																											
Shiva AYYADURAI																											
NOTE BLANKS HERE																											

Tallying MUST be done in pairs!!!

The candidate's name is printed and there is a space for blanks. Why?

Because **this ballot has not been counted yet.**

Your job is to record the voter's actions **for every office.**

- If it says vote for 1 no ovals have been filled in for that office, then you record one blank vote.
- If it says vote for 1 and two ovals are filled in, then you will record 1 blank vote because you can't tell which one should get the vote.

If you are tallying two ballots, I should see **2 tallies for every VOTE FOR 1 office.**

**Make sure the tally sheet matches the ballot type you are tallying.**

# Town of Concord CLOSING PROCESS March 26, 2019 Town Election

You are accounting for **only additional notations.**

# ballots in this envelope: \_\_\_\_\_ Block # W- \_\_\_\_\_ (match with envelope block #)

WRITE TALLY SHEET for **MACHINE-COUNTED** Ballots

MARK ONLY **ADDITIONAL WRITTEN-IN** NOTATIONS

**STATE ELECTION**

Town of Concord PRECINCT #5 November 6, 2018

Talliers SIGN HERE: \_\_\_\_\_ and \_\_\_\_\_

Only list the write-ins ... DO NOT TALLY ANY FILLED-IN OVALS - the tabulator has already tallied them

Place the tally mark in the blank box closest to the right of the previous mark to tally votes for each candidate

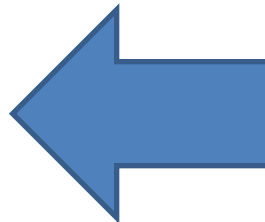
SENATOR IN CONGRESS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	Total
Vote for ONE																										
Record write-ins ONLY																										
e.g. George Washington																									5	

GOVERNOR & LIEUTENANT GOVERNOR	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	Total
Vote for ONE																										
Record Write-ins ONLY																										

ATTORNEY GENERAL	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	Total
Vote for ONE																										
Record Write-ins ONLY																										

THIS FORM goes in the BACK POCKET of the CLERK BOOK ONLY BALLOTS IN THE ENVELOPE!!

“Write-In”  
Tally Sheet



**The Commonwealth of Massachusetts**  
**STATE ELECTION**  
OFFICIAL  
CONCORD

*William Francis Galvin*  
Governor of the Commonwealth of Massachusetts

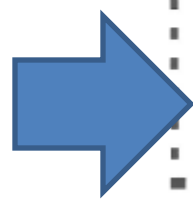
**BALLOT**  
Tuesday, November 6, 2018  
996/996

To vote for a candidate, fill in the oval  to the right of the candidate's name. To vote for a person not on the ballot, write the person's name and residence in the blank space provided and fill in the oval.

<p><b>SENATOR IN CONGRESS</b> Vote for ONE</p> <p>IZABETH A. WARREN ..... Democratic 120 Maple St., Cambridge Candidate for Re-election</p> <p>LOFF DIEHL ..... Republican 1000 4th St., Woburn</p> <p>HVA KYADURAI ..... Independent Scale Hill Rd., Belmont</p> <p>DO NOT VOTE IN THIS SPACE. USE BLANK LINE BELOW FOR WRITE-IN.</p> <p>WRITE IN SPACE ONLY</p>	<p><b>REPRESENTATIVE IN CONGRESS</b> THIRD DISTRICT Vote for ONE</p> <p>RICK GREEN ..... Republican 22 Maple St., Popponesset</p> <p>LORI LOUREIRO TRAHAN ..... Democratic 180 Adams St., Boston</p> <p>MICHAEL P. MULLEN ..... Independent 25 Concord St., Concord</p> <p>DO NOT VOTE IN THIS SPACE. USE BLANK LINE BELOW FOR WRITE-IN.</p> <p>WRITE IN SPACE ONLY</p> <p><i>anyone else</i></p>	<p><b>QUESTION 1</b> LAW PROPOSED BY INITIATIVE PETITION</p> <p>Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 3, 2018?</p> <p><b>SUMMARY</b></p> <p>This proposed law would limit how many patients could be assigned to each registered nurse in Massachusetts' hospitals and certain other health care facilities. The maximum number of patients per registered nurse would vary by type of unit and level of care, as follows:</p> <ul style="list-style-type: none"> <li>In units with step-down/intermediate care patients: 2 patients per nurse;</li> <li>In units with post-acute/skilled care or operating room/critical care: 1 patient per nurse and 2 patients post-anesthesia per nurse;</li> <li>In the emergency services department: 1 critical or intensive care patient per nurse (or 2 if the nurse has assessed each patient's condition as stable); 2 urgent non-stable patients per nurse; 3 urgent stable patients per nurse; or 5 non-urgent stable patients per nurse;</li> <li>In units with maternity patients: (a) active labor patients: 1 patient per nurse; (b) during birth and for up to two hours immediately postpartum: 1 mother per nurse and 1 baby per nurse; (c) when the condition of the mother and baby are determined to be stable: 1 mother and her baby in labor per nurse; (d) postpartum: 6 patients per nurse; (e) immediate care or continuing care for newborn patients: 10 well-babies; (f) newborns in the neonatal intensive care unit (NICU): 1 patient per nurse; and</li> <li>In units with other patients: 1 patient per nurse; or 2 patients per nurse; or 3 patients per nurse; or 4 patients per nurse; or 5 patients per nurse.</li> </ul> <p>The proposed law would require a covered facility to comply with the patient assignment limits without reducing its level of nursing, service, maintenance, clinical, professional, and other staff.</p> <p>The proposed law would also require every covered facility to develop a written patient assignment policy for each unit to evaluate the condition of each patient. This law would take effect on January 1, 2019, and any violation would be subject to a civil penalty of up to \$25,000 for each day a violation continued after the Commission notified the covered facility of the violation. The Health Policy Commission would be required to establish a toll-free telephone number</p>
<p><b>GOVERNOR AND LIEUTENANT GOVERNOR</b> Vote for ONE</p> <p>BAKER and POLITO ..... Republican</p> <p>GONZALEZ and PALFREY ..... Democratic</p> <p>DO NOT VOTE IN THIS SPACE. USE BLANK LINE BELOW FOR WRITE-IN.</p> <p>WRITE IN SPACE ONLY</p>	<p><b>COUNCILLOR</b> THIRD DISTRICT Vote for ONE</p> <p>MARILYN H. PETITTO DENAVNEY ..... Democratic 40 Northwood Ave., Lynn</p> <p>DO NOT VOTE IN THIS SPACE. USE BLANK LINE BELOW FOR WRITE-IN.</p> <p>WRITE IN SPACE ONLY</p> <p><i>micky mouse</i></p>	<p><b>SENATOR IN GENERAL COURT</b> THIRD UNINCORPORATED DISTRICT Vote for ONE</p> <p>MICHAEL J. BARRETT ..... Democratic 1 Agassiz St., Lexington</p> <p>DO NOT VOTE IN THIS SPACE. USE BLANK LINE BELOW FOR WRITE-IN.</p> <p>WRITE IN SPACE ONLY</p> <p><i>George Clark</i></p>
<p><b>ATTORNEY GENERAL</b> Vote for ONE</p> <p>MAURA HEALEY ..... Democratic 40 North St., Boston Candidate for Re-election</p> <p>JAMES R. McMAHON, III ..... Republican 11 Central Ave., Boston</p> <p>DO NOT VOTE IN THIS SPACE. USE BLANK LINE BELOW FOR WRITE-IN.</p> <p>WRITE IN SPACE ONLY</p>	<p><b>REPRESENTATIVE IN GENERAL COURT</b> SIXTEENTH UNINCORPORATED DISTRICT Vote for ONE</p> <p>TAMI L. GOUVEIA ..... Democratic 440 Green St., Acton</p> <p>DANIEL L. FACTOR ..... Green-Rainbow Party 11 Dana St., Acton</p> <p>DO NOT VOTE IN THIS SPACE. USE BLANK LINE BELOW FOR WRITE-IN.</p> <p>WRITE IN SPACE ONLY</p>	<p><b>DISTRICT ATTORNEY</b> SIXTH UNINCORPORATED DISTRICT Vote for ONE</p> <p>MARIAN T. RYAN ..... Democratic 100 North St., Boston Candidate for Re-election</p> <p>DO NOT VOTE IN THIS SPACE. USE BLANK LINE BELOW FOR WRITE-IN.</p> <p>WRITE IN SPACE ONLY</p>
<p><b>SECRETARY OF STATE</b> Vote for ONE</p> <p>WILLIAM FRANCIS GALVIN ..... Democratic 40 Lake St., Boston Candidate for Re-election</p> <p>ANTHONY M. AMORE ..... Republican 150 North Ave., Southport</p> <p>JUAN G. SANCHEZ, JR. ..... Green-Rainbow 302 High St., Chelsea</p> <p>DO NOT VOTE IN THIS SPACE. USE BLANK LINE BELOW FOR WRITE-IN.</p> <p>WRITE IN SPACE ONLY</p>	<p><b>TREASURER</b> Vote for ONE</p> <p>DO NOT VOTE IN THIS SPACE. USE BLANK LINE BELOW FOR WRITE-IN.</p> <p>WRITE IN SPACE ONLY</p>	

Do not tally any ovals that have been filled in. Those have already been counted by the tabulator.

- I've circled the only notations that you will be recording on this write-in tally sheet.



Town of Concord  
**CLOSING PROCESS**  
March 26, 2019 Town Election

**What you need to know about  
Tally Sheet for Machine-counted Ballots**

# ballots in this envelope: \_\_\_\_\_      Block # W- \_\_\_\_\_ (match with envelope block #)

Block # W- (for Write-in)

Same rules apply

WHITE TALLY SHEET for **MACHINE-COUNTED** Ballots  
MARK ONLY ADDITIONAL WRITTEN-IN NOTATIONS

**STATE ELECTION**

Town of Concord      PRECINCT #5      November 6, 2018

Talliers SIGN HERE \_\_\_\_\_ and \_\_\_\_\_

Only list the write-ins ... DO NOT TALLY ANY FILLED-IN OVALS - the tabulator has already tallied them  
Place the tally mark in the blank box closest to the right of the previous mark to tally votes for each candidate

SENATOR IN CONGRESS

Vote for ONE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	Total votes
Record write-ins ONLY																										
eg. George Washington																									5	

There are **no preprinted candidate names** printed and **no space for blanks**.  
Why?

Because **the machine has already recorded the votes for all the ovals that have been filled in** or not. If you count the ovals, you're counting this ballot twice!!!

Your job is to record only notations written by the voter that would indicate a vote that the machine didn't read.

The machine can only read ovals, so it might know that there is a write-in vote on that ballot, but has no way of reading the name of the write-in.

**That is ALL that you are doing. DON'T COUNT THE OVALS!**

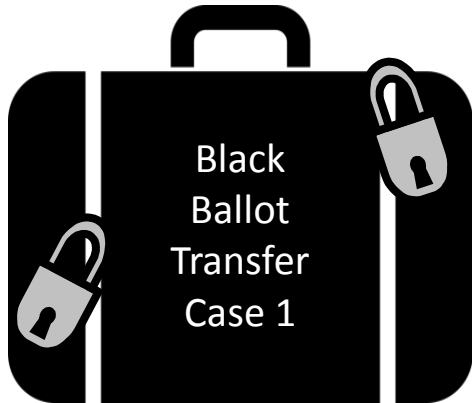
Town of Concord  
**CLOSING PROCESS**  
March 26, 2019 Town Election

**7. CLEAN UP! ... You're almost there!**

- Recapping pens
  - Make sure the caps are firmly placed on the felt-tip pens so that we can use them again.
- Taking down signs
  - Remove tape whenever possible or fold tape over so that it doesn't stick to another sign.
  - There are separate envelopes for large signs and small signs.
- Packing it Up
  - Place things as neatly as possible so that we can use them again.
  - Follow the instructions on the next page. It is critical that things are packed up correctly.
- All Election evidence must be packed according to the illustration on the next page.

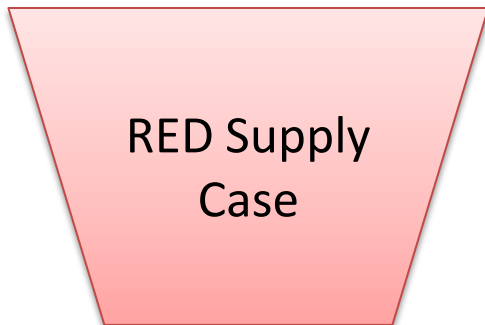
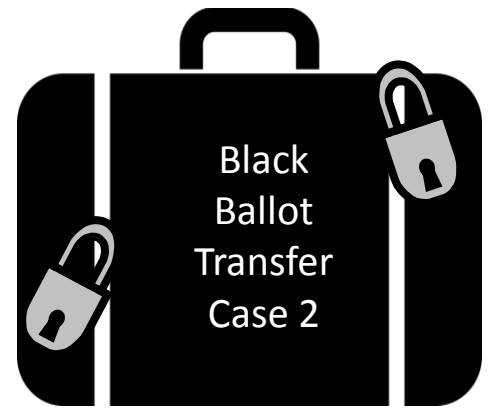
**TALLY SHEETS** ARE FILED IN THE Green Back pocket of the **Clerk Book**. That back pocket is stored in the Backpack.  
They **DO NOT** go with ballots.

# Packing up and locking up the evidence: What goes where



- All voted and counted ballots
  - Including envelopes containing write-ins and hand-counted ballots
- That is ALL

- All UNVOTED ballots
- Spoiled & Rejected ballots in envelopes
- Absentee Ballot Envelopes



- Supplies & Signs
- Provisional ballot binder
- Clerk book
- Town-wide voter list
- Clip Board & Supplies

Check-in and check out books  
**RED** Provisional ballot POUCH  
**GREEN** back pocket from Clerk  
book containing all the completed  
forms

