

State Primary
September 1, 2020

Poll Worker Training
August 30, 2020



Housekeeping

- Health & Safety

- Face masks are required
- Gloves are required if you are handing something to a voter (like a ballot)
- Face shields are available

- Reporting in, Breaks, etc.

- Please be on time. AM shift begins at 6:00am; PM shift begins at 1:00pm unless otherwise arranged with me
- Coffee, water, snacks, sandwiches and pizza, are delivered during the day. Feel free to bring your own snacks.
- Social distancing must be observed during breaks.



Oath of Office

“I promise to faithfully and impartially perform the duties of the office to which I have been appointed.”

- Your overall mission is to help every voter who believes they are eligible to be able to vote without feeling in any way judged for the ballot that is issued to them.

Impartiality of All Election Staff

- No partisan apparel, buttons, signs, etc. for staff or voters
- No discussion regarding the current election
- No assisting voters with *actual* voting (only instructions)
- The 150 ft rule for electioneering should be strictly enforced





Organization of the Polling Place

- **Warden:** Oversees all activities of the polling place; assigns duties, makes sure that everyone knows what they need to do
- **Clerk:** Keeps the election record
 - Helps voters fill out forms as needed
 - Documents issues that come up (voters, ballots, ballot boxes)
- **Greeters:** Help direct people to their correct polling place and help monitor the 6' social distancing.
- **Checkers:** Help with setup, check voters in and out, at ballot box, help with closing.
- **Police Officers:** Enforce the electioneering laws, have custody of the ballot box keys.
- **Closers:** Help with poll closing tasks, ballot tallying



Expectations

Be timely

Be welcoming

Don't talk politics, even amongst each other

Be willing to work as a team

Make sure you know what your role is

Don't be afraid to ask for help

Take breaks





Polling Hours

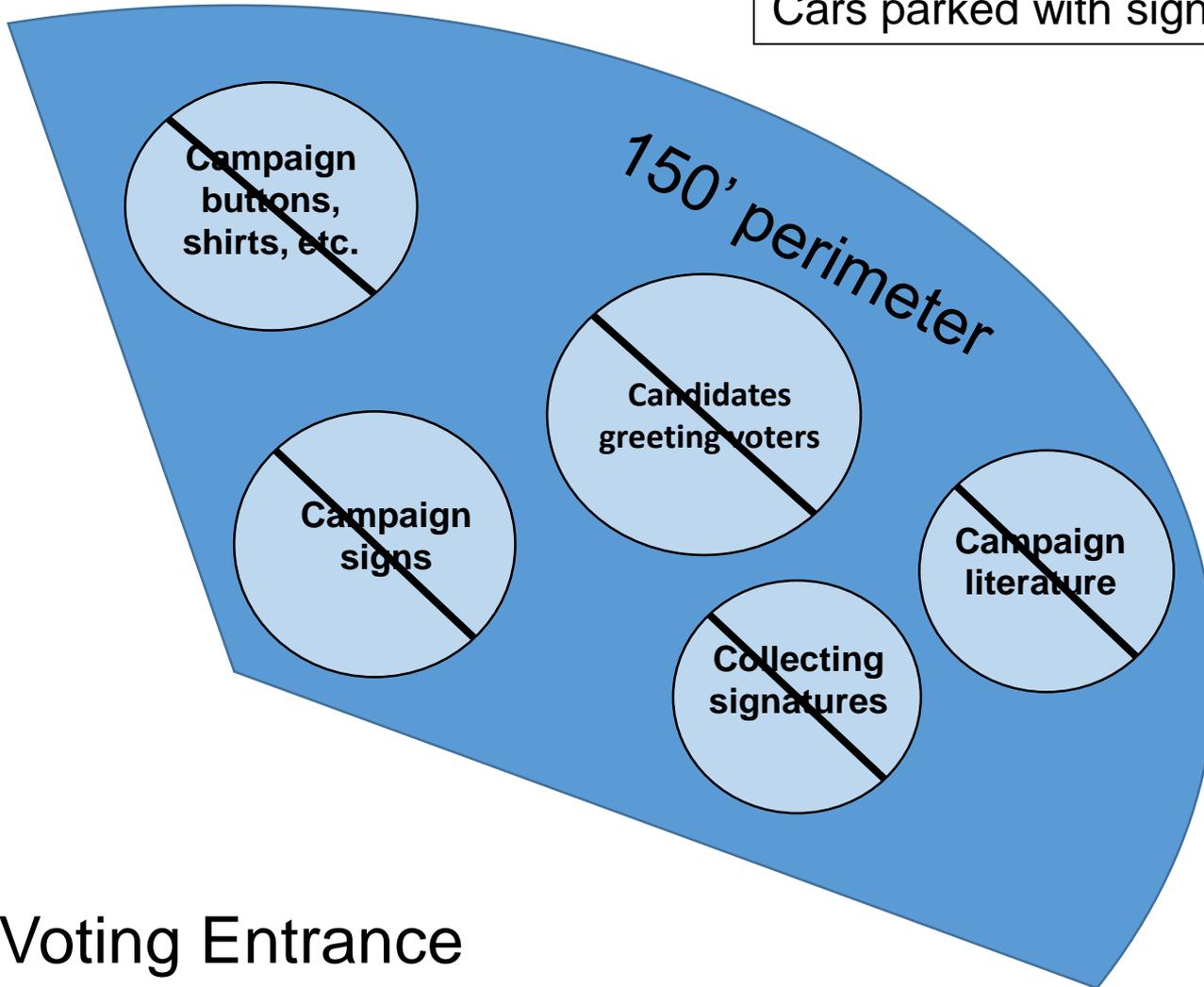


- Polls open promptly at 7:00am and close at 8:00pm
- There may be a line, but voters must wait until 7:00am to vote.
- Anyone standing in line at 8:00pm may vote.
- Only voters and their children or helpers are allowed in the polling area.

Electioneering

- Enforced by the Police Officer.

Cars parked with signs



Sign holders

Voting Entrance



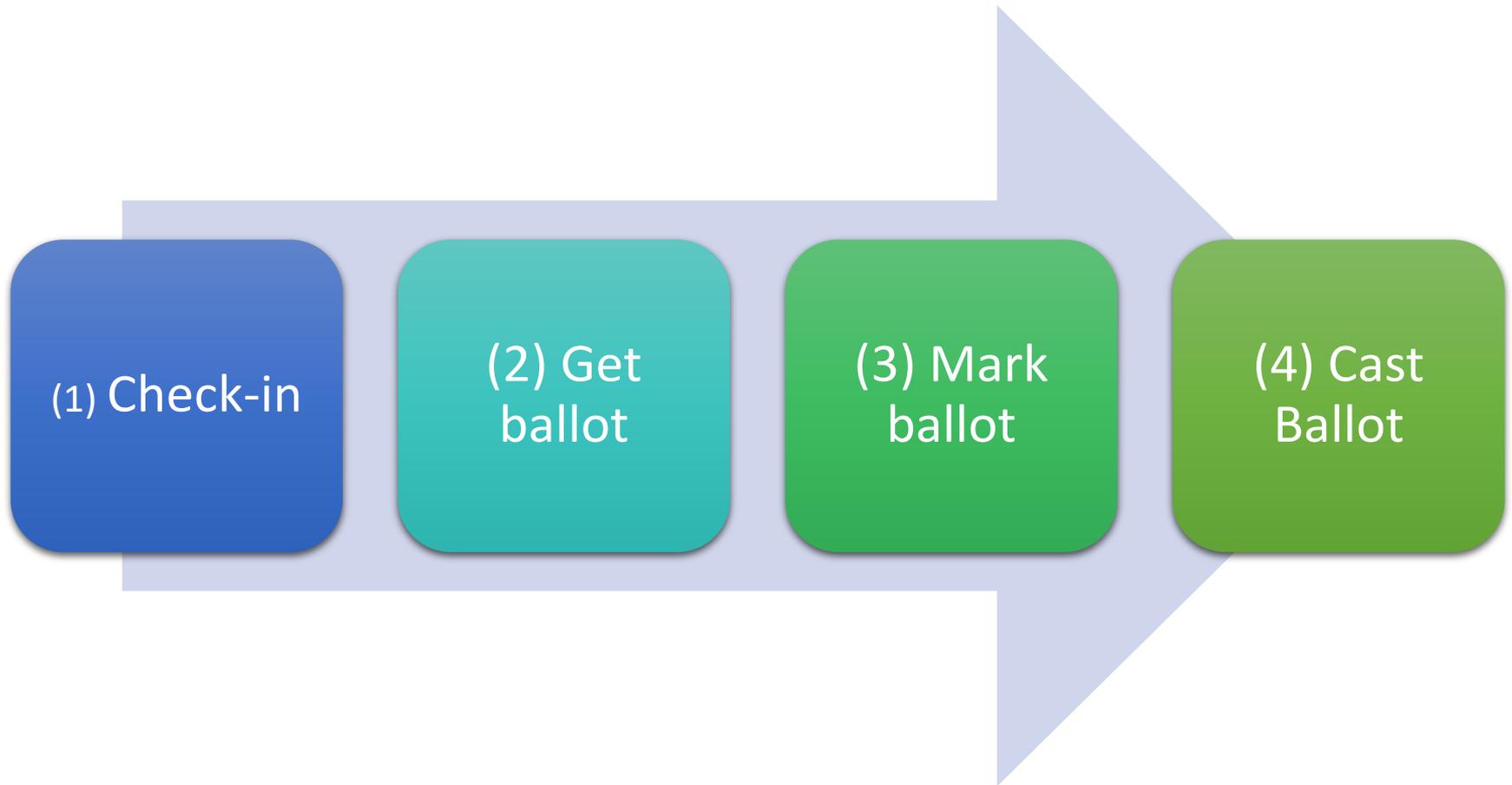
Observers



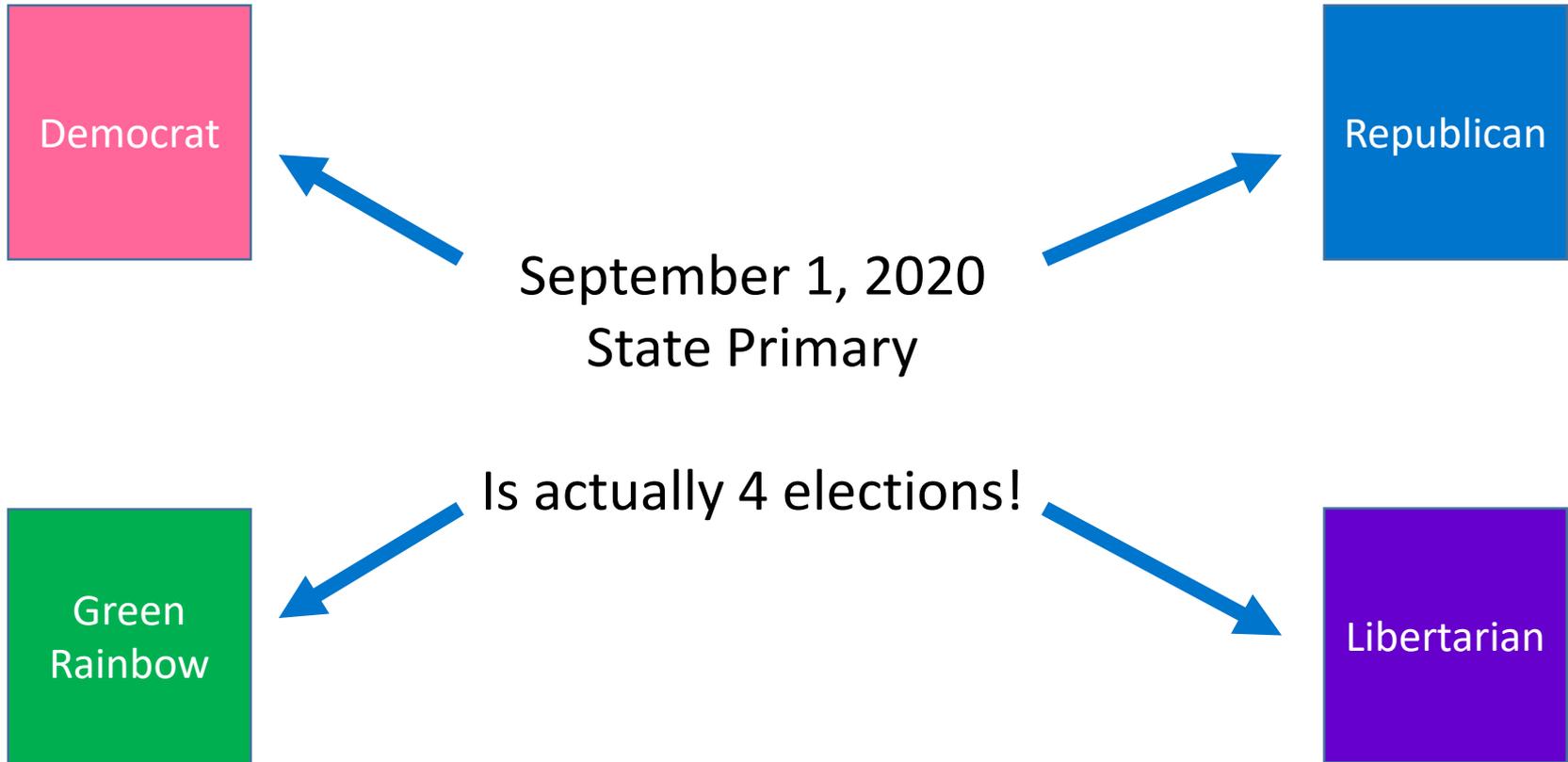
- Allowed, but can't be in the way.
- 6 foot “guardrail” around voting area.
- Must not disturb the voting process
- May not speak to the Checkers (only Clerk or Warden).
- Needs to be able to hear voter's name being called.
- May not ask about other voters or ask to know who else has checked in.



Setting the Stage: The Voting Process

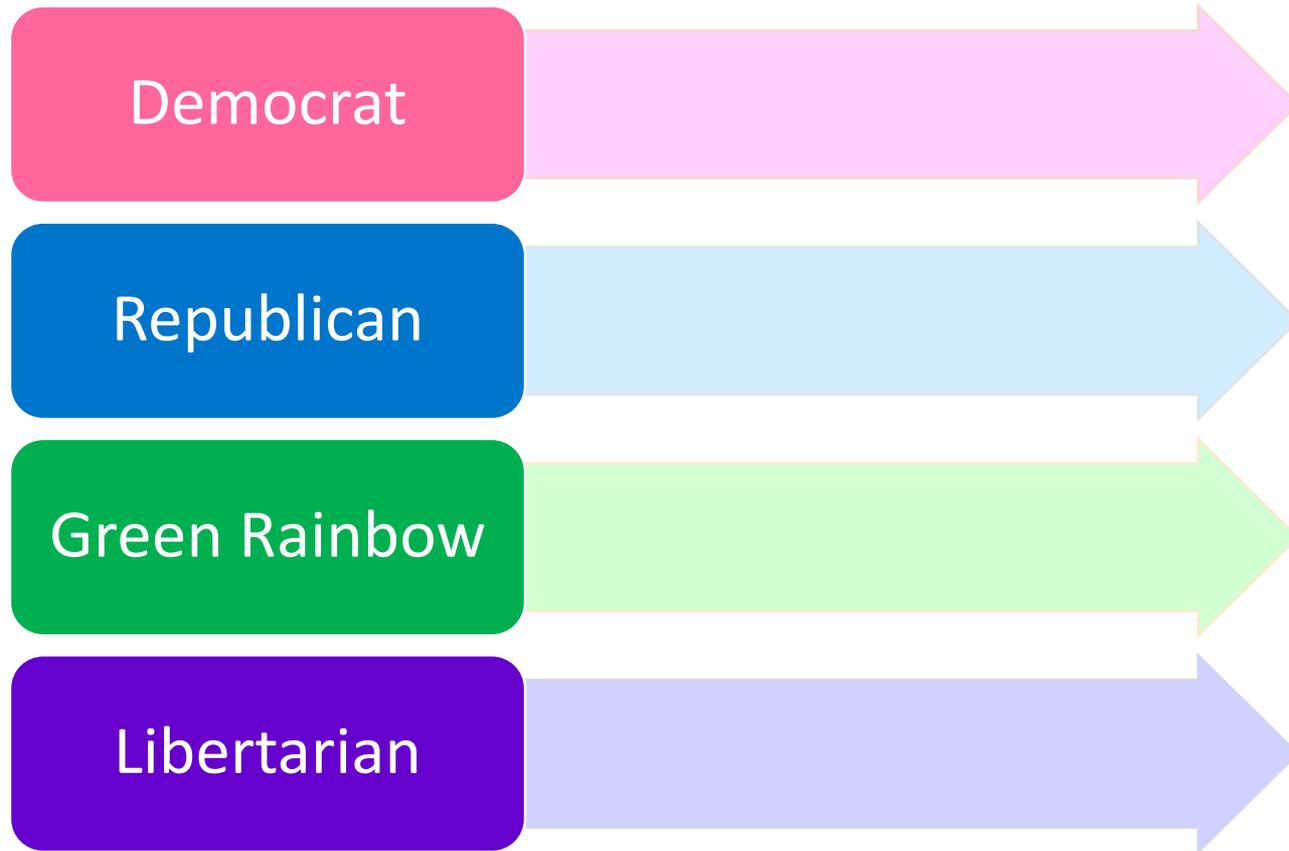


What's really happening . . .





One Check-in table and one voter list for all 4 primaries



There is no other connection between the 4 primaries

Check-in table looks different



One Checker electronically checks in the voter
The other Checker hands the voter the correct party ballot

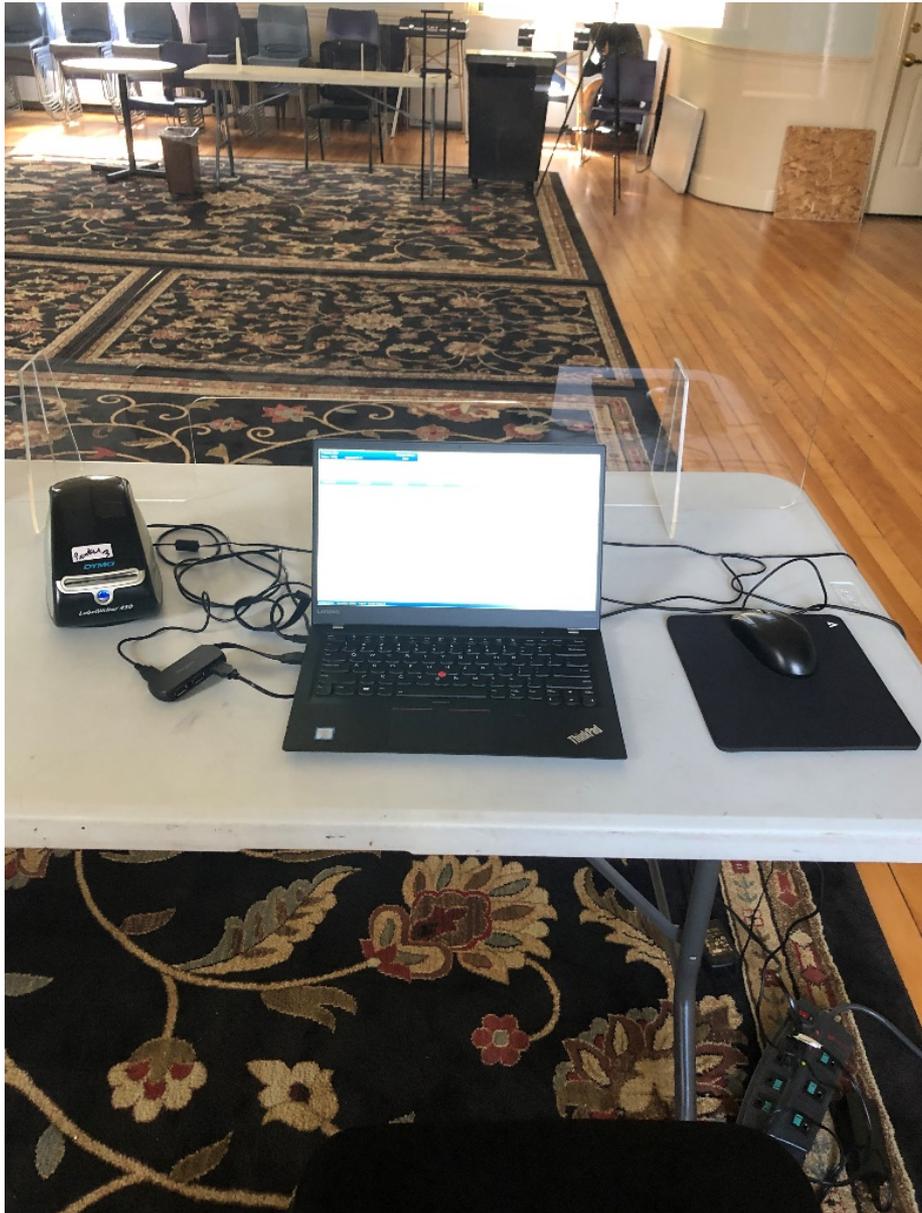
Electronic Check-in

Why?

- It's faster
- To look up a voter, start entering their last name and as you type the names narrow down to the voter standing in front of you.
- Once you have finished the process, a label will automatically print that you will place in a binder.
- A paper voter check-in list will be there in case the label printer stops working.
- We will have a paper trail.

The Process

- Ask for the voter's name
- Repeat the voter's name
- Type it into the system
- Ask for the voter's address
- Repeat the voter's address
- Click on the voter on the screen
- Check the party
- If party selection is blank at the bottom of the screen, ask voter
- Select party
- Click continue
- Click confirm
- Label prints
- Tell Clerk which ballot to give the voter
- Place the label in on the grid sheet in the check-in binder



There is a computer, a mouse, and a label maker.

We used this at Early voting and it is much faster than looking up voters in the check-in books

The computer will be open to this screen

The screenshot shows a web-based election system interface. At the top, there are navigation elements: 'Precinct: Missing', 'Election Status: Open', 'Voters: 41139', and 'Checked In: 440'. The 'ADVOCATE' logo is in the top right corner. A search bar is prominently displayed with 'Brown, M' entered. A red box highlights the search bar, and a red arrow points to the text. Below the search bar, there are options for 'Simple' and 'Advanced' search, and a 'Search Scope' dropdown set to 'Precinct'. A green 'Search' button and a 'Clear' button are also visible. Below the search bar is a table with the following columns: LAST NAME, FIRST NAME, MIDDLE NAME, DATE OF BIRTH, STATUS, ADDRESS, PARTY, and VOTER ID. The table contains five rows of data. At the bottom of the interface, there are 'Previous Page' and 'Next Page' buttons, and a status bar indicating '5 Matches | Page 1 of 1'. The Windows taskbar is visible at the very bottom of the image.

LAST NAME	FIRST NAME	MIDDLE NAME	DATE OF BIRTH	STATUS	ADDRESS	PARTY	VOTER ID
BROWN	MARY	ANN	03/19/1948	A	88 BROW AVE	D	03FMN1948000
BROWN	MATTHEW	B	09/15/1989	A	26 STACEY CIR	U	09BMW1589000
BROWN	MICHAEL	IAN	07/07/1980	A	3 FAIRVIEW AVE A	L	07BML0780001
BROWN	MORGAN	C	10/06/1996	A	62 PARKSIDE CIR	CC	10BMN0696001
BROWN-LYONS	MELANIE		11/22/1970	A	35 PETER SPRING RD	D	11BME2270004

Ask for voter's name first, then for address.
Begin typing the last name to find the voter.
If you still have too many names, add a comma and start with the first name.

Check the Voter's Party

Precinct: Missing | **Election Status**
Voters: 41139 | **Checked In: 440** | **Open**

ADVOCATE | Text Size A A A A

Voter Details

VoterId: 03FMN1948000	Status: A	Precinct: 5A	DateOfBirth: 03/19/1948
Party: D		Ward: 0	ID Required: FALSE (No)
FirstName: MARY	MiddleName: ANN	LastName: BROWN	Suffix:
Address: 88 BROW AVE	Apt:	Zip: 021846310	
IS Absentee: FALSE (No)	IS Early Voter: FALSE (No)		
Absentee Status:	Early Voter Status:		

Select the voter's party: Democrat

Continue Cancel

Options | Type here to search | 5:43 PM 8/29/2020

If the party is D, R, J, or L
That voter is entitled ONLY to that ballot type
Tell the other Checker which ballot to give the voter

If the Voter has a letter U or any other letter than R, L, D, or J, then ask the voter their preference

The screenshot displays a web application interface for an election system. At the top, there is a header with 'Precinct: Missing', 'Voters: 41139', 'Checked In: 440', and 'Election Status: Open'. The 'Party' field for the voter is highlighted with a red box and contains the letter 'U'. A red arrow points from this field to a dropdown menu at the bottom of the page, which is also highlighted with a red box and labeled 'Select the voter's party'. The dropdown menu is currently empty. The interface includes a 'Continue' button and a 'Cancel' button. The Windows taskbar is visible at the bottom, showing the time as 5:43 PM on 8/29/2020.

VoterId: 09BMW1589000	Status: A	Precinct: 02	DateOfBirth: 09/15/1989
Party: U		Ward: 0	ID Required: FALSE (No)
FirstName: MATTHEW	MiddleName: B	LastName: BROWN	Suffix:
Address: 26 STACEY CIR	Apt:	Zip: 017423928	
IS Absentee: FALSE (No)	Absentee Status:	IS Early Voter: FALSE (No)	Early Voter Status:

The drop down only lets them select from one of the four parties

The Process, repeated

- Ask for the voter's name
- Repeat the voter's name
- Type it into the system
- Ask for the voter's address
- Repeat the voter's address
- Click on the voter on the screen
- Check the party
- If party selection is blank at the bottom of the screen, ask voter
- Select party
- Click continue
- Click confirm
- Label prints
- Tell Clerk which ballot to give the voter
- Place the label in on the grid sheet in the check-in binder

Sometimes the voter's name is highlighted and when you click on the name, you find notes.

The screenshot displays a web application interface for election management. At the top, there are navigation tabs: "Precinct: Missing" (selected), "Election Status", and "Open". Below these, it shows "Voters: 41139" and "Checked In: 440". The "ADVOCATE" logo is in the top right corner, along with text size controls.

The main content area is titled "Voter Details" and contains the following information:

- VoterId: 11ANA0399000
- Status: A
- Precinct: 02
- DateOfBirth: 11/03/1999
- Party: J
- Ward: 0
- ID Required: FALSE (No)
- FirstName: NATALIA
- MiddleName: DARR
- LastName: ALEY
- Suffix:
- Address: 47 WARNER ST
- Apt:
- Zip: 01742
- IS Absentee: TRUE (Yes)
- IS Early Voter: TRUE (Yes)
- Absentee Status:
- Early Voter Status: A

Below the details is a "Voter Messages" section. The first message is highlighted in light blue: "AB Checked In 8/24/2020 3:21:58 PM". Below it, a yellow bar indicates "Voter Has Notes". A red bar contains two messages:

- This Voter has applied for an Absentee Ballot - CHECK ABSENTEE STATUS = A-ACCEPTED, N-NOT RETURNED, R-REJECTED
- This voter voted early. CHECK EARLY VOTER STATUS = A-ACCEPTED, N-NOT RETURNED, R-REJECTED

At the bottom of the interface, there are buttons for "Undo Check In", "Edit Voter", "Same Address", and "Back To List". The Windows taskbar is visible at the very bottom, showing the time as 5:42 PM on 8/29/2020.

This is when you call the Warden over.

Some action needs to happen before the Voter may receive and cast a ballot.

Paper trail

- Once voter check-in is complete, a label will print.
- Place the label on a grid sheet in your check-in binder.
- Place the next label in the next available space.
- Repeat until the page is full.
- Go to the next page

September 1, 2020 Election Day Voter Turnout List. Place the voter label in the next available square until the page is full. Repeat on the next page.

Joe Sterling L 22 Monument Sq	Mort Starling D 22 Monument Sq
Art Robin R 141 Keyes Rd	Marvin Jay J 1276 Main St

If a label fails to print, we go to the regular check-in books



How to do Voter Check-in using the paper list

(1) Make sure to repeat the Address and Name of the voter to verify who is in front of you.



(2) Find the voter on the voter list, check for ID, AV, or EV.



(3) Check ID for ID voter; refer AV and EV voters to the Warden or Clerk.



(4) Hand the voter the ballot they are entitled to. No letter = ask, mark the party chosen on the list, hand the ballot to the voter.



(5) Not on the list? Never send a voter away. Always refer them to the Warden.

Voter List showing ID, AV, and EV

156	CHRISTIANSEN, ANNA	D	<input type="checkbox"/>	11DMT1060001	
156	CHRISTIANSEN, ELIZABETH ANN		<input type="checkbox"/>	10CAA0998001	
156	CHRISTIANSEN, HENRY DAVID		<input type="checkbox"/>	02CEH2265001	
173	HAFEZ, NAEL		<input type="checkbox"/>	02CHY1500000	
181	ROSSE, BRADLEY E	D	<input type="checkbox"/>	11HNL1074000	
189	KEIL, MEGHAN M		<input type="checkbox"/>	07RBY0462001	
189	SCHMELZ, LYNNE M		<input type="checkbox"/>	04KMN1079001	
207	MENTE, ANDREW J		<input type="checkbox"/>	10GLE1549000	
207	MENTE, E JOANNE	D	<input checked="" type="checkbox"/>	08MAW1860002	
207	MENTE, JEFFREY LAWRENCE		<input type="checkbox"/>	09MEQ1236000	
ID 207	MENTE, NATHAN T		<input type="checkbox"/>	01MJY0599001	
214	HERRING, CYNTHIA J	D	<input type="checkbox"/>	01MNN0599000	
214	HERRING, WILLIAM P		<input type="checkbox"/>	11HCA3051000	
226	NICOLSON, ALEXANDER MURRAY	D	<input type="checkbox"/>	06HWM1353000	
				12NAR2138000	

AV

EV



D



R



GR



L

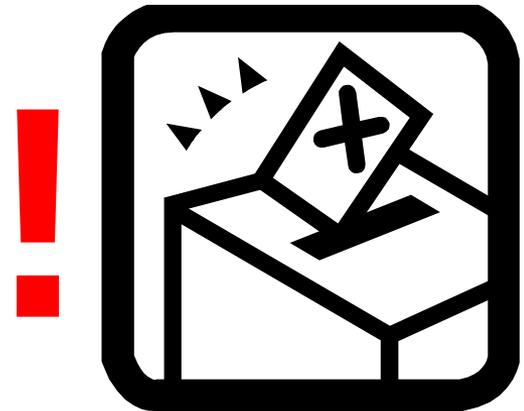


Voter has “ID” next to name. What do I do?

- Why do some people have “ID” next to their names?
 - First time voters in MA who registered by mail and did not submit an acceptable form of ID at that time
- You will need to ask the voter for an ID. It does not need to be a photo ID!
 - What are acceptable forms of ID?
 - Driver’s license
 - current utility bill
 - bank statement
 - payroll
 - government check
 - Other **government document** showing name and address
 - ELECTRONIC DOCUMENTS ARE ACCEPTABLE
- If no ID is presented refer the voter to the Warden or Clerk

“AV” or “EV” next to voter’s name

- AV indicates the voter has already received an absentee ballot and may have already voted
- EV indicates the voter has already received an early voting ballot.
- REFER THE VOTER TO THE WARDEN OR CLERK
- They will tell you what the next steps are.



CHECKERS---Primary-Election---QUICK-REFERENCE-GUIDE---CONCORD

¶

VRIS
RPS020

TOWN OF CONCORD
Voter List By Ward/Precinct/Street Name
PRESIDENTIAL PRIMARY 03/03/2020
Active Voters
(PRESIDENTIAL PRIMARY)

Ward	Pct	Street Name	Ward	Pct	Street Name
Show House#	Name	Party Voted	AV	EV	Voter Id
ID?		Inactive Date			
0	05	COLLEGE RD	0	05	COLLEGE RD
121	VAN NORDEN, MONTAGNIE JR	<input type="checkbox"/>			 08VME0452000
121	VANNORDEN, KATHERINE S	<input type="checkbox"/>			 05VKE1286000
133	BOWEN, MAIYA CARMEN	D <input type="checkbox"/>			 09BMA2401003
133	BOWEN, STACI ANNE	D <input type="checkbox"/>			 10CSI2167000
133	CLAGGETT, CHELSEA J	D <input type="checkbox"/>			 04CCA1295000
133	FOUZONDELI, ALI AKBAR	<input type="checkbox"/>		EV	 01FAI2954000
133	TATE, FLORENCE S	<input type="checkbox"/>		EV	 11TFE1348000
149	LAMBERT, BARRON P III	D <input type="checkbox"/>			 11LBN2854000



Absentee Ballot delivery to polls

- Only the Town Clerk's Office staff or designee may deliver absentee or vote by mail ballots to the polls
- Absentee ballots may not be accepted from family members at the polls. They must be delivered to the Town Clerk's Office.
- Refer this voter to the Warden before checking them in.

How Voter Check-in and Check
out affects Closing

156	CHRISTIANSEN, ANNA	D	<input checked="" type="checkbox"/>		11DMT1060001	
156	CHRISTIANSEN, ELIZABETH ANN		<input checked="" type="checkbox"/>		10CAA0998001	
156	CHRISTIANSEN, HENRY DAVID		<input type="checkbox"/>		02CEH2266001	
173	HAFEZ, NAEL	R	<input checked="" type="checkbox"/>		02CHY1500000	
181	ROSSE, BRADLEY E	D	<input checked="" type="checkbox"/>		11HNL1074000	
189	KEIL, MEGHAN M		<input type="checkbox"/>		07RBY0462001	
189	SCHMELZ, LYNNE M		<input type="checkbox"/>		04KMN1079001	
207	MENTE, ANDREW J		<input checked="" type="checkbox"/>	AV	10GLE1549000	
207	MENTE, E JOANNE	D	<input checked="" type="checkbox"/>	EV	08MAW1860002	
207	MENTE, JEFFREY LAWRENCE		<input type="checkbox"/>		09MEQ1236000	
ID 207	MENTE, NATHAN T		<input type="checkbox"/>		01MJY0599001	
214	HERRING, CYNTHIA J	D	<input type="checkbox"/>		01MNN0599000	
214	HERRING, WILLIAM P	L	<input checked="" type="checkbox"/>		11HCA3051000	
226	NICOLSON, ALEXANDER MURRAY	D	<input type="checkbox"/>		06HWM1353000	
					12NAR2138000	

Totaling
check
marks at
the end of
the day

How many check
marks are on this
page?

How many check
marks are recorded
below?

How do we give
voter credit for
voting in a primary
when we don't
know which
primary?

Page No 19

0 04

PETER SPRING RD



D 2



R 1



GR



L 1

Now, record the totals from page 19 on the tally sheet below.

Check-in ____-____

Precinct _____

March 3, 2020

ACTIVE VOTER CHECK-IN TALLY SHEET

Record the number of check marks for each party that you have totaled at the bottom of each page.

Page#	Dem	Rep	GR	Lib
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19	2	1		1
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
Totals				

Page#	Dem	Rep	GR	Lib
32				
33				
34				
35				
36				
37				
38				
39				
40				
41				
42				
43				
44				
45				
46				
47				
48				
49				
50				
51				
52				
53				
54				
55				
56				
57				
58				
59				
60				
61				
62				
Totals				

How will this affect the number of ballots cast compared to the number of voters who were checked off?

Page Total: DEM ____ REP ____ GR ____ LIB ____

Helping a Voter

- Always work in pairs (different parties or unenrolled)
- You may help with process, not content
- You may read the ballot or mark the ballot as the voter instructs
- There is a Voter Assist Terminal at every polling place



Help a voter be more independent: Using the Auto-Mark

- It's a talking printer
- It's about voter independence
- It's easy to use
 - Insert the Ballot
 - Screen touch or brail-friendly buttons
 - Use Audio
 - Change Contrast or Zoom in
 - Write-in candidates
- It's the Law (ADA compliance)



Voter's name is not on the list. What do I do?

- Why would a voters' name NOT be on the list?
 - Voter at wrong location
 - Clerical error
 - Voter did not register in time
 - At check-in, you only have the Active list
 - A voter is inactivated if they don't return their census
- What to do
 - Take a second look, flip the page, see if the name is misspelled.
 - Refer the voter to the Warden or Clerk
 - Don't send the voter away under any circumstances



Errors

If you make a mistake marking the voter list.

 TELL THE PRECINCT CLERK 

- It's far worse to deny a ballot to someone who was marked in error than to note an error.
- You will be directed to note the voter's name on a post it and place it on the page where the error occurred.
- The Clerk logs the error
- If the voter who is marked in error shows up later, this will give them the opportunity to vote.

John Q. Public



Ballot Box Issues

- Ballots inserted print side down will go through the ballot box with more ease
- Print side up may indicate “unidentified mark on ballot”
- Ask voter to re-insert
- If problem persists, ask voter to read the screen
- Don’t look at the ballot
- If the screen indicates over vote, ask the voter if they wish to spoil the ballot. Send them to the Warden if they do.
- Voter may choose to continue and override the error
- An over vote counts as a blank, but only for the office where there is an over vote.



After the Polls Close

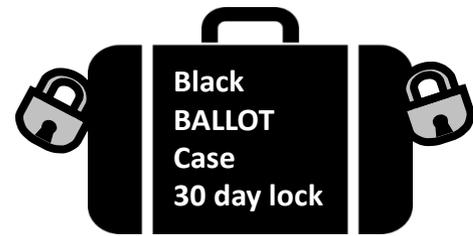
- **Make sure you understand what you need to do...**
 - **The Warden or Clerk will distribute tally sheets for the check-in and out books**
 - **Tallying the check-in/out book(s)**
 - **Count unused ballots (bundles of 50 + unbundled)**
 - **Ballot sorting**
 - **4 ballot types = 4 groups of ballots**
 - **Check each ballot for write-ins**
 - **Ballot tallying**
 - **Write-ins**
 - **Hand counts (removed from a separate compartment in the ballot box)**
 - **Putting things away**



Packing it up: What goes where

- All voted and counted ballots
 - Including write-ins and hand counts
- **Nothing Else**

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



- Supplies & Signs
- Provisional ballot binder (unused forms)
- Clerk book (unused forms)
- Town-wide voter list

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



Backpack

Unlocked 1 day after the election

Attention Wardens!
NEW!
 Place Thumb Drive in zip case and add to backpack if you don't wish to return in person to the Town Clerk's Office.