

Town of Concord  
**CLOSING PROCESS**  
Primaries

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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. Record the totals** 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.
  3. In primaries: ballots must be sorted by party
- 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!

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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 ballot transfer case with unvoted ballots.

# Town of Concord 2. Total the checkmarks

## CLOSING PROCESS

### Primaries

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	Party Voted	AV	I	Voter Id	Street Name
Show House#	Name			Inactive Date			
0	01	ELSINORE ST		0	01		ELSINORE ST
257		NICHOLSON, CHARLES S	D	<input type="checkbox"/>			
257		NICHOLSON, KIERAN KEATING	D	<input type="checkbox"/>		04NCS2979001 	
260		RICHARDSON, DONALD S	D	<input checked="" type="checkbox"/>	CV	01NKN2878000 	
260		RICHARDSON, SUSAN B	L	<input checked="" type="checkbox"/>		10RDD2760001 	
265		SPITZAK, MARGUERITE C	D	<input checked="" type="checkbox"/>		11RSN1 	Loncto, Peter D. marked in error
270		LONCTO, KATHRYN BOYD	R	<input checked="" type="checkbox"/>		02SMEZ 	
270		LONCTO, PETER D	R	<input checked="" type="checkbox"/>		08LKN2285000 	
273		OBRIEN, MIRIAM C	D	<input type="checkbox"/>		08LPR0972000 	
273		OBRIEN, NEAL D	R	<input type="checkbox"/>		09OMM1024000 	
281		CURRAN, CLAUDIA J		<input type="checkbox"/>		11ONL1854000 	
281		CURRAN, DAVID F	Party??	<input checked="" type="checkbox"/>		12MCA2966000 	
281		CURRAN, ELIZABETH ANN	D	<input checked="" type="checkbox"/>		01CDD0759000 	
284		KUGLER, ALLISON M	D	<input checked="" type="checkbox"/>		11CEH0491000 	
284		KUGLER, PAUL R II	GR	<input checked="" type="checkbox"/>		12MAN0676003 	
289		POULIN, EMMA SINCLAIR		<input type="checkbox"/>		03KPL2563000 	
289		POULIN, OLIVIA ROSAMOND		<input type="checkbox"/>		06PEA2499000 	
				<input type="checkbox"/>		02POA1501000 	
				<input type="checkbox"/>		03PPL2462000 	
				<input type="checkbox"/>		01SJA0464001 	

Loncto, Peter D.  
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..

Party??

Record total valid checkmarks at the bottom of each page for each party

Page No : 38



D 4



R 1



GR 1



L 1

0 01

ELSINORE ST

# Town of Concord CLOSING PROCESS

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

Enter the totals for each page here.

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				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
<b>Totals</b>				

Page#	Dem	Rep	GR	Lib
32				
33				
34				
35				
36				
37				
38	4	1	1	1
39				
40				
41				
42				
43				
44				
45				
46				
47				
48				
49				
50				
51				
52				
53				
54				
55				
56				
57				
58				
59				
60				
61				
62				
<b>Totals</b>				

Page Total:                      DEM \_\_\_\_\_                      REP \_\_\_\_\_                      GR \_\_\_\_\_                      LIB \_\_\_\_\_

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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**4. Clerk Records totals in the Precinct Clerk Report**

**NUMBER OF QUALIFIED VOTERS**

**Checked in and out**

**Presidential Primary – March 3, 2020**

PRECINCT \_\_\_\_\_

**ELECTION OFFICERS' CERTIFICATE OF VOTERS CHECKED In and out**

To the Town Clerk:

We hereby certify that the foregoing list was used by us on March 3, 2020, and that the following number of total voters were "checked-in" and "checked-out" by us.

<b>Total Voters Checked in Check-In Books</b>	<b>DEM</b> _____	<b>REP</b> _____	<b>GR</b> _____	<b>LIB</b> _____
<b>Total Voters Checked in Inactive Check-in Book</b>	<b>DEM</b> _____	<b>REP</b> _____	<b>GR</b> _____	<b>LIB</b> _____
<b>Total Voters Checked in Check-out Book</b>	<b>DEM</b> _____	<b>REP</b> _____	<b>GR</b> _____	<b>LIB</b> _____

Do not attempt to balance the books. The checkout books contain both active and inactive voters so the pages will not match up.

**Election Officers, please sign:**

**Checker at Check-in:** \_\_\_\_\_

**Checker at Check-in:** \_\_\_\_\_

**Checker at Check out:** \_\_\_\_\_

**Checker at Check out:** \_\_\_\_\_

**Registrars of Voters**

Joanne Mente  
Helen Brady  
Wendy Ann McNally  
Kaari Mai Tari, Town Clerk

Election Officers must not permit any person to vote whose name is not on this List of Voters.

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## 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 accounted for in your tallies (if there is no vote for an office, you will note a blank vote). These are called **Hand Tallies**.
- **Unused ballots are in bundles of 50.** Count up the bundles and any individual ballots that are no longer bundled. These are recorded in the Precinct Clerk Report.

Town of Concord  
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Primaries

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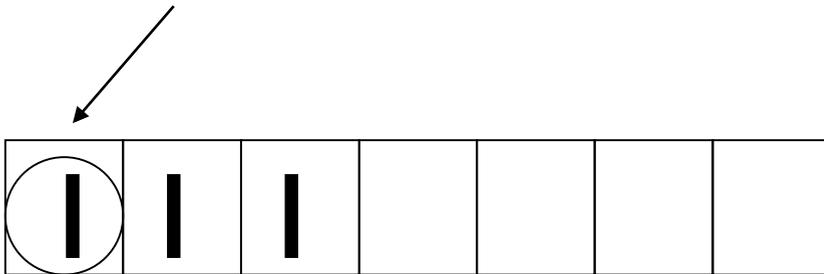
## 6. Ballot Tallying

# Tallying Ballots in **5** easy steps

1. Work in pairs
2. Record the # of ballots, envelope #, and your names on the tally sheet
  - a. Record the # 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,

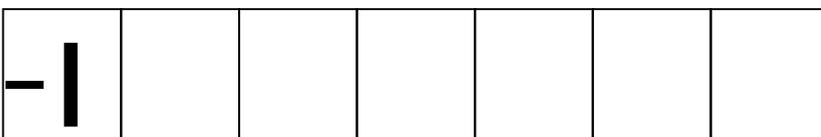
Circle the mark in the box instead of crossing out or erasing, like this:



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!



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## **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 Primaries

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

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

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

**DEMOCRATIC PRESIDENTIAL PRIMARY**

Town of Concord Precinct 1 March 3, 2020

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

RECORD ALL VALID VOTES ON THE BALLOT

Record a blank if: no candidate is chosen OR an over-vote occurs

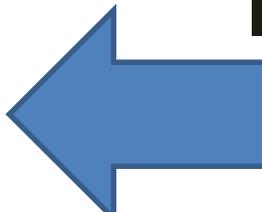
Place the tally mark in the blank box closest to the right of the previous mark to tally votes for each candidate

**PRESIDENTIAL PREFERENCE**

Vote for ONE	tally box	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
Record the votes for all offices, including blanks																											
eg. George Washington																											5
Deval PATRICK																											
Amy KLOBUCHAR																											
Elizabeth WARREN																											
Michael BENNET																											
Michael R. BLOOMBERG																											
Tulsi GABBARD																											
Cory BOOKER																											
Julian CASTRO																											
Tom Steyer																											
Bernie SANDERS																											
Joseph R. BIDEN																											
John K. DELANEY																											
Andrew YANG																											
Pete BUTTIGIEG																											
Marianne WILLIAMSON																											
NO PREFERENCE																											
WRITE INS																											
NOTE BLANKS HERE																											
STATE COMMITTEE MAN																											
Vote for ONE																											
Record the votes for all offices, including blanks																											
Todd O. BURGER																											
Kenneth I. GORDON																											
WRITE INS																											
NOTE BLANKS HERE																											

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

**“Hand count”  
Tally Sheet**



The Commonwealth of Massachusetts  
**PRESIDENTIAL PRIMARY**  
DEMOCRATIC PARTY  
OFFICIAL CONCORD

*William D. Kelley*  
Governor of the Commonwealth of Massachusetts

**BALLOT TEST**

Tuesday, March 3, 2020 546/546

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.

**PRESIDENTIAL PREFERENCE**  
Vote for ONE MAN

TODD O. BURGER 38 Essex St., Longmeadow, MA 01106

KENNETH I. GORDON 1 Pine St., Boston, MA 02108

DEVAL PATRICK

AMY KLOBUCHAR

ELIZABETH WARREN

MICHAEL BENNET

MICHAEL R. BLOOMBERG

TULSI GABBARD

CORY BOOKER

JULIAN CASTRO

TOM STEYER

BERNIE SANDERS

JOSEPH R. BIDEN

JOHN K. DELANEY

ANDREW YANG

PETE BUTTIGIEG

MARIANNE WILLIAMSON

NO PREFERENCE

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

WRITE IN SPACE ONLY

**STATE COMMITTEE MAN**  
THREE MAJORITY DISTRICTS... Vote for ONE MAN

RICHARD B. ARNAUD 107 Temple St., Concord, MA 01742

MARLYN E. ANKJIAN 247 Concord Ave., Concord, MA 01742

LINDSAY HOOVER BOGER 101 State St., Concord, MA 01742

ALAN W. PROCTOR 171 State St., Concord, MA 01742

THOMAS MCKEAN 118 State St., Concord, MA 01742

LINDA J. ZIFFRIN 171 State St., Concord, MA 01742

PAUL HORWITZ 111 State St., Concord, MA 01742

PAUL W. JAMESON 111 State St., Concord, MA 01742

JOSE L. HERRERO 111 State St., Concord, MA 01742

JANET C. WALKER 111 State St., Concord, MA 01742

THOMAS A. TROPPEY 111 State St., Concord, MA 01742

JOHN A. KESSLER, JR. 111 State St., Concord, MA 01742

PAMELA A. HILL 111 State St., Concord, MA 01742

HELENA Y. LONG 111 State St., Concord, MA 01742

HALVOR IVERSON 111 State St., Concord, MA 01742

BRIDGET NEALE PARIS 111 State St., Concord, MA 01742

DAVID M. O'BRIEN 111 State St., Concord, MA 01742

JOANNE APPLETON ARNAUD 111 State St., Concord, MA 01742

DIANE C. WORDEN 111 State St., Concord, MA 01742

ANNE WASHBURN FORTIER 111 State St., Concord, MA 01742

**TOWN COMMITTEE**  
Vote for ONE MAN

MARLYN E. ANKJIAN 247 Concord Ave., Concord, MA 01742

GARRET G. WHITNEY 26 North Bridge St., Concord, MA 01742

JAYCE A. ISEN 111 State St., Concord, MA 01742

CAROLINE WASHBURN MINKIN 111 State St., Concord, MA 01742

MARLYN E. ANKJIAN 247 Concord Ave., Concord, MA 01742

D. GAIL KEARNS 111 State St., Concord, MA 01742

TARA BURGESS EDELMAN 111 State St., Concord, MA 01742

ELINOR L. STOUT 111 State St., Concord, MA 01742

LEONARD H. CANOE 111 State St., Concord, MA 01742

JUDITH K. S. HERMAN 111 State St., Concord, MA 01742

ELLEN S. QUACKENBUSH 111 State St., Concord, MA 01742

ROBERT WIDING LAWSON 111 State St., Concord, MA 01742

JANET K. LAWSON 111 State St., Concord, MA 01742

NANCY E.B. HAYNES 47 State St., Concord, MA 01742

PHILIPPE VILLERS 111 State St., Concord, MA 01742

MATTHEW W. BOGER 111 State St., Concord, MA 01742

THOMAS MCKEAN 111 State St., Concord, MA 01742

LINDA J. ZIFFRIN 111 State St., Concord, MA 01742

PAUL HORWITZ 111 State St., Concord, MA 01742

PAUL W. JAMESON 111 State St., Concord, MA 01742

JOSE L. HERRERO 111 State St., Concord, MA 01742

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BRIDGET NEALE PARIS 111 State St., Concord, MA 01742

DAVID M. O'BRIEN 111 State St., Concord, MA 01742

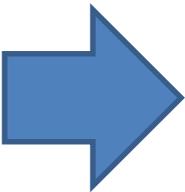
JOANNE APPLETON ARNAUD 111 State St., Concord, MA 01742

DIANE C. WORDEN 111 State St., Concord, MA 01742

ANNE WASHBURN FORTIER 111 State St., Concord, MA 01742

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.









Town of Concord  
CLOSING PROCESS  
Primaries

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# Standard for Counting Write-Ins

- Voters at the Primary may vote for candidates whose names are not printed on the ballot by writing in a name or placing a sticker on the write-in line.
- A write-in vote is counted if the counter can tell with reasonable certainty for whom the vote is intended. The oval does not have to be filled in.
- The vote must include the name and should (but rarely does) include the address. The vote is counted if the intent of the voter can be determined, even if the address is missing.

Town of Concord  
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Primaries

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## Reminders

### On the Tally Sheet

- Write your name, number of ballots and envelope number
  - On the Envelope, number of ballots and make sure the envelope number is recorded on the tally sheet number.
- ✓ Tally Sheets go into the green back pocket in the Clerk Book. This is placed in the backpack at the end of the night.
  - ✓ Ballots are sealed inside the appropriate write-in or hand count envelopes.
  - ✓ Ballot envelopes (write-in and hand counts) go into the **BLUE** ballot transfer case.

Town of Concord  
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**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 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**

**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.