

DURING THE DAY

BALLOT TABLE

One officer should be stationed at the ballot table to take voter permit cards from voters and issue ballots. Never leave the ballots, voter permit cards, or the ballot table unattended!

ISSUE BALLOTS TO VOTERS

- 1) Take the voter permit card from the voter.
- 2) Place a ballot in a privacy folder. Never put ballots in privacy folders ahead of time.
- 3) Give the ballot and a pen to the voter and tell them:

“This ballot has [one/two] sides.

Fill in the oval to the left of your choice(s).

When you are done marking your ballot, take it to the ballot scanner.”

- 4) Direct voters to the voting booths and point out the location of the DS200 scanner.

SPOILED AND VOIDED BALLOTS

- **SPOILED:** If a voter makes an error or wishes to change a selection, their ballot must be spoiled before you issue a replacement ballot. Write “spoiled” in large letters across the face of the ballot and ask the voter if they wish to fill in all bubbles to obscure their intended vote selections. Draw through the barcode when spoiling an ExpressVote card. Place the spoiled ballot in **Envelope #4** and issue the voter a new ballot.
- **VOIDED:** If a voter leaves a ballot in the polling place, they are considered a “fleeing voter” and their ballot must be voided. Write void on the face of the ballot and put it in **Envelope #4**. The only exception is if the ballot was left on the DS200 scanner; in that case, an election officer may cast the ballot. Notify the Chief first.

ADDITIONAL NOTES

- Remind voters that they may exchange their ballot for a replacement ballot if they make an error or wish to change a selection.
- If voters indicate that they prefer to vote on the ExpressVote ballot marking device, provide a blank ExpressVote card in a privacy folder and direct the voter to the ExpressVote machine. An election officer should go with the voter to the ExpressVote to assist them.
- If voters have questions about marking the ballot, use the tan-colored demonstration ballot (not a real ballot) to assist them. It is important to never point to real candidate names on an actual ballot or sample ballot.