INSPECTOR/CLERK MANUAL

Montgomery County Voter Services

FOR VOTER REGISTRATION QUESTIONS CALL:
Voter Registration: (610) 278-3280

FOR ALL OTHER ISSUES CALL ELECTION BOARD OFFICE:
Election Board: (610) 278-3275

FOR MACHINE QUESTIONS & ISSUES CALL:
Warehouse: (610) 278-3820
Warehouse: (610) 292-4925 – Election Day Only
Warehouse: (610) 292-4926 – Election Day Only
EMERGENCY PHONE NUMBERS

If there is a Medical Emergency - Call 911

When the medical emergency is under control, please make a follow-up call to Election Board at 610-278-3275

Evacuation of Your Polling Place – Call 911

If you must leave your polling place due to any emergency (fire, flood, other)

DO NOT PANIC – Public safety is our first concern

If possible, take all poll books, Election Day ballots and the JOE Supply Box with you. Go to a safe place. The Judge of Election must make sure everyone is accounted for.

As soon as you can, call the Election Board at 610-278-3275

When the polling place re-opens

Inspect your voting area - If the voting equipment is NOT operable, call the Warehouse at 610-278-3820

Begin processing voters; use the emergency slot for ballots until the voting equipment is operable

Call the Election Board at 610-278-3275 to report the polling place has re-opened
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Section 1: CHECKING IN VOTERS

USING THE POLL BOOKS

The poll book contains the names of registered voters in the precinct. You will be issued two different types of Poll Books. Names are listed alphabetically by last name in both books.

One set will list registered voters who are assigned to your precinct who either did **NOT** apply to vote by mail or applied to vote by mail but did **NOT** return their ballot. These voters are eligible to vote at the polling place.

The other will list registered voters who are assigned to your precinct whose mail-in or absentee ballot was received by Voter Services. The voters on this list are **NOT** eligible to vote at the polling place.

There are several different designations that may appear next to a voter’s name. Let’s review what each one means before explaining how to handle each situation:

a. **Voter Must Present Identification**: This is either the voter’s very first time voting or the voter’s first time voting in this precinct.

b. **Inactive Voter, Affirmation Required**: Please do **NOT** announce that a voter is inactive out loud. Voters become inactive for a number of reasons and should be given an “Affirmation of Elector” form to complete.

c. **ATV**: This means “Assistance To Vote”. They are eligible to receive assistance and do **NOT** need to fill out the *Declaration for Assistance* form.
   
i. If the letters “ATV” do **NOT** appear in the poll book and assistance is required, ask the voter to fill out a *Declaration for Assistance* form found in the Judge’s Supply Box. The Judge of Election and the voter must sign this form.
d. **Need Current Signature:** Please have the voter complete the yellow *Current Signature Required* form found in the Judge’s Supply Box when the poll book says “**NEED CURRENT SIGNATURE**” in the signature box.

e. **Remit Absentee Ballot or Vote Provisionally:** This indicates that a voter applied for an absentee or mail-in ballot and did **NOT** return it to Voter Services. These voters must remit their ballot **AND** the return envelope to be voided in order to vote in person. If they do not surrender their ballot **AND** return envelope, they must complete a provisional ballot.

![](image1.png)

f. **No marking:** This indicates that the voter is eligible to vote in person.

![](image2.png)

g. **Absentee Ballot Cast/Not Eligible:** This indicates that a voter applied for an absentee or mail-in ballot, they completed it and returned it. These voters are listed in a separate book and are **NOT** eligible to vote in person.

![](image3.png)
h. If the name **does NOT** appear in any of the Poll Books or the List of Absentee and Mail In Voters Ballot Cast/Not Eligible to Cast Regular Ballot listing, call the Voter Registration office **immediately** at 610-278-3280.

i. **PLEASE NOTE:** A voter may be listed under a maiden name, a previous last name or the name may be hyphenated.

ii. **Under no circumstances may an ineligible person be permitted to vote on the voting equipment.**

iii. **If the voter is registered in another precinct, they can go to the correct precinct. If they cannot for some reason, they can vote using a provisional ballot.**

**FIRST TIME VOTER REQUIREMENTS**

Federal and State laws require all voters who appear to vote in an Election District for the **FIRST TIME** must provide Election Officials with proof of ID. Voters who fall into this category are:

- New Voters – Individuals voting for the first time
- Individuals who have voted before but never in your district
The poll book will state “ID REQUIRED”.

**Acceptable Photo IDs Include** (must contain a current expiration date):

- PA driver’s license or PennDOT photo ID (IDs are valid for voting purpose for 12 months past expiration date)
- Valid US passport
- US Military ID - active duty or retired military (must designate an expiration date or designate the expiration date is indefinite)
- Employee photo ID
- Photo ID cards from an accredited Pennsylvanian public or private institution of higher learning
- Photo ID cards issued by a Pennsylvania care facility, including long-term care facilities, assisted living residences or personal care homes

**Acceptable non-photo IDs Include** (must include voter’s name and address):

- Voter ID card issued by the Voter Registration Office
- Non-photo ID issued by the US Government or Commonwealth Agency
- Firearm permit
- Current utility bill, current bank statement or current paycheck
- Government Check

**INACTIVE VOTERS**

If the words “INACTIVE VOTER, AFFIRMATION REQUIRED” appear in the signature block, the voter signs in the block and fills out an *Affirmation of Elector* form provided in the Judge’s Supply Box.
Voters are listed as inactive for a number of different reasons and our office requires updated information from the voter.

Please **DO NOT** announce out loud if a voter is INACTIVE. Just hand them the *Affirmation of Elector* form to complete.

**ASSISTANCE TO VOTE**

Voters who need assistance to vote do **NOT** need to have it indicated in the poll book.

If the letters “ATV” appear as a notation by the voter’s block in the poll book, they are eligible to receive assistance and do **NOT** need to fill out the *Declaration for Assistance* form.
If the letters “ATV” **DO NOT** appear in the poll book and assistance is required, ask the voter to fill out a *Declaration for Assistance* form found in the Judge’s Supply Box. The Judge of Election and the voter must sign this form.

The voter may choose one person to assist them in voting. This individual may **NOT** be the Judge of Election, the voter’s employer or an agent of that employer or an officer or agent of the voter’s union.

**All** voters who receive assistance to vote **must** be listed on the *Record of Assisted Voters* form.

All of the *Declaration for Assistance* forms and the *Record of Assisted Voters* form are placed in *Envelope D – Election Items* at the close of polls.
MAIL-IN/ABSENTEE BALLOT ISSUED

This means that a voter applied for and was approved for an Absentee or Mail-In Ballot. They are still eligible to vote in person.

The voter will surrender their ballot & return envelope to the Judge of Elections:

1. This is the minimum amount of paperwork you can accept.
2. The voter may also bring the secrecy envelope, instructions or the entire packet they were mailed.
3. The Judge of Elections should use a sharpie pen to write “VOID” in large letters on the envelope over the declaration & on the ballot.
4. If the voter has voted their ballot, they should go to a ballot station and fill in all of the bubbles to create an overvote and preserve their privacy. They will need to bring the ballot back to you for voiding.
5. The voter must then sign a voter declaration, affirming that they have surrendered their mail in ballot and intend to vote in person.
6. The voided ballot, voided return envelope and declaration should be bundled and secured with a paper clip.
7. The voided ballots should be kept separately from other spoiled ballots and placed in the colored canvas ballot bag.
8. Once this is complete, the voter can sign the poll book, be added to the list of numbered voters and proceed with an in-person ballot to a voting station. They can scan their ballot once complete and exit the facility without further interaction.

If the voter does **NOT** have their Absentee or Mail-In ballot, they will **only** be permitted to vote using a provisional ballot.
No Marking

If the voter’s entry in the poll book does NOT have any note, you can proceed to “CHECK IN: NEXT STEPS”.

Absentee/Mail-In Ballot Received

If the voter appears in the book that lists the voters who completed the mail in voting process, no further action is required. The voter can be advised that their ballot was received and thanked for voting.

If they insist on voting again, they can vote using a provisional ballot that will only be counted if their mail-in ballot is invalidated.

An individual voting by provisional ballot does NOT sign the poll book and their name is NOT entered on the Numbered List of Voters.

CHECK IN: NEXT STEPS

Once the voter’s name is located, all exceptions have been handled, confirm the voter’s address with what is printed in the poll book.

In a General Election, call out the voter’s name only, do NOT announce their party.

Ask the voter to sign and step back 6 feet while they do so. They may use their own pen.

Compare the signatures.
Enter your initials next to Inspector Initials in the Poll Book.

Write the voter’s name on the *Numbered List of Voters* tablet. **Be sure to use the cardboard provided at the back of the pad to separate the lists.**

In the *Number List of Voters*, write the number that corresponds with the voter’s name on the space marked “Voter # __________”.

Issue a ballot and a sharpie pen; and instruct the voter to go to a privacy booth to make their selections.

Once the voter has made their selections, they scan their ballot at the ballot scanner and then leave the polling location.

**PREPARING A VOTER**

**VOTER EDUCATION:** Montgomery County uses the most up-to-date voting industry equipment and practices. When a voter inserts a paper ballot into the scanner it immediately makes a digital copy. The paper copy is also retained and this combination helps ensure accurate and verifiable election results far better than older push button voting systems.
Explain that voting is now done by filling in ovals. If the voter is unable to fill in the ovals please let the voter know a **Ballot Marking Device** is available.

**If the voter selects a paper ballot:**

The poll worker will hand the ballot to the voter along with a laminated privacy folder and a Sharpie pen.

**WHEN HANDING THE BALLOT TO THE VOTER, PLEASE REMIND THE VOTER**

- TO COMPLETELY FILL IN THE OVALS
- SHARPIE BLEED THROUGH IS ANTICIPATED AND IS NOT AN ISSUE.

The poll worker directs the voter to the first available open cardboard voting booth or privacy screen. The voter fills out the ballot in private. The voter stands in line for the ballot scanner to become available.

**PLEASE NOTE:**

- If, after handing a ballot to a voter, the voter realizes they cannot read the ballot; the voter may return the ballot to the clerk and vote on the Ballot Marking Device (ADA machine). This returned ballot **must** be spoiled.
- If a voter walks out and leaves their ballot behind on the table, this ballot **must** be spoiled.
  After three chances with a paper ballot, direct the voter to the ballot marking device to vote.
SCANNING THE BALLOT

1. The VOTER should scan their OWN ballot. For Privacy, they may insert their ballot in ANY orientation including facedown.
2. Poll workers should never scan the voter’s ballot unless the voter specifically requests assistance.
3. If the ballot has no errors, it will be cast automatically.
4. WAIT FOR THE “SYSTEM READY” SCREEN BEFORE INSERTING A NEW BALLOT TO PREVENT JAMS AND RIPPED BALLOTS.

After the voter scans their ballot, the Machine Operator will collect the manila folder and Sharpie pen from the voter.

Under NO CIRCUMSTANCE is the Machines Operator, or ANY poll worker to look at the voted ballot while the voter is casting their ballot.

PLEASE NOTE: There is no “Choose Not to Vote” option on the paper ballot. If a voter wishes to do a protest vote and not vote for any candidates, the voter has the option to scan a blank ballot. The Scanner will not flag under voted or blank ballots.

The Machine Operator should stand at least 6 feet from the place where voters cast ballot. If there is an issue, ask the voter to read the screen, which should indicate “AMBIGUOUS MARKS” or “OVERVOTE.”

- AMBIGUOUS MARKINGS means the scanner is having trouble reading the ovals. The ballot must be spoiled and the voter given a new ballot.
• **OVER VOTE** means the voter filled in more ovals for an office than is accepted. If the voter casts their ballot as it, all contests will be counted *except* for the over voted contests. Or they can return their ballot, have it spoiled, and fill out another ballot.

**Section 2: BALLOT MARKING DEVICE**
BALLOT MARKING DEVICE

1. To ready the BMD for a voter, the Machine Operator should insert the Poll Worker Card (chip facing down).

2. Press **Activate Ballot**

3. **Enter your Precinct Code** located on the top of Ballots and on a label on the BMD in the upper right corner.

4. **IF** the voter needs or would like to use the Headphones and ATI Paddle, check the “Enable ATI Controller” box.

5. Press **Next**
   
   a. Select “ATI” if **Enable ATI Controller** was checked in step 4.

6. Remove the Poll Worker Card from the BMD.
VOTING ON THE BALLOT MARKING DEVICE (BMD)

If the voter selects to use the Ballot Marking Device:

1. Give the voter a Voter Ready Slip.
2. The voter hands the Voter Ready Slip to the Machine Operator.
3. The Machine Operator activates the voting session on the ICX tablet.
4. The Machine Operator steps aside to allow the voter to vote their ballot in privacy.
5. After the ballot prints out, the voter stands in line for the ballot scanner to become available.

Section 3: ADDITIONAL BALLOT TYPES AND INFO

PROVISIONAL VOTING

When to issue a Provisional Ballot

- A voter who requested an absentee/mail-in ballot & did NOT return their ballot & return envelope (NEW)
- If a voter’s name does NOT appear in the Poll Book and their registration status cannot be determined
- The poll book indicates ID REQUIRED in the signature block and the voter is unable to show proper ID
- Any voter who is in the wrong precinct and does NOT have enough time to vote at their correct precinct
- Any voter who is NOT registered and requests a provisional ballot
- Any voter who asks for a provisional ballot

PLEASE NOTE: An individual voting by provisional ballot does NOT sign the poll book and their name is NOT entered on the Numbered List of Voters.

Call Voter Services at 610-278-3280 before issuing a provisional ballot unless it is indicated in the Poll Book. We will determine if a Provisional Ballot is necessary and walk you through the steps.
The JOE will oversee this process and the voter should be pulled off to the side in order to allow for other voters to be checked in.

Please **NEVER** turn away a voter **NOT** in the poll book. Call Voter Services at **610-278-3280**.

When issuing a voter a Provisional Ballot, please use the **Provisional Ballots** (they have a green stripe) provided in the Judge’s Box OR in the bottom of the ballot scanner.

Please enter the total number of provisional ballots issued on the **General Returns of Votes Cast** sheet at the end of the night.

**PLEASE NOTE:** Provisional Ballots do **NOT** cross county lines. If a voter is registered in another county and completes a Provisional Ballot in Montgomery County, their vote will **NOT** count.

**UNDER NO CIRCUMSTANCE ARE PROVISIONAL BALLOTS TO BE COUNTED AT THE POLLS**

**ISSUING A PROVISIONAL BALLOT**

1. If a Provisional Ballot needs to be issued, the Judge of Election (JOE) should provide it to the voter to fill out.
2. Use proper social distancing throughout this process.
3. The voter must fill out the first three sections of the provisional ballot affidavit in front of election officials.
4. The JOE and Minority Inspector indicate the provisional voting reason and sign the official section of the affidavit envelope.

5. The JOE should then place the envelope, a provisional ballot and a secrecy envelope at an available voting station.

6. Return to the voter and let them know they can proceed to that station and vote. When they are done they should:
   a. Fold and place their ballot in the secrecy envelope
   b. Put the secrecy envelope in the outer envelope they first filled out and **SIGN SECTION 4**.
   c. Raise their hand to get the JOE’s attention.

7. The judge will get a provisional ballot receipt and ask the voter to stand and back 6 feet away.

8. The voter completes section 4 of the affidavit envelope in front of election officials.

9. The JOE will make sure both sections 1 and 4 are signed and place the receipt sticker on the envelope as shown below.

10. Leave the receipt on the table and take the provisional envelope back to be stored with others.
11. Let the voter know to take the provisional envelope receipt.

**SPOILED BALLOTS**

For each spoiled ballot, the voter will return to the clerk working the Numbered List of Voters tablet, the **clerk must** write “SPOILED” on the ballot, record the information on the Spoiled Ballot Log table (sample next page) and immediately place the spoiled ballot in Envelope S - ALL Spoiled Ballots.

If the voter is concerned with the secrecy of their ballot, please have the voter fill in all the ovals before handing in the ballot to be marked spoiled.

After three chances with a paper ballot, please direct the voter to the Ballot Marking Device (ADA machine) to vote.
SPOILED BALLOT LOG

Date of Election: __________________________________________  Polling Place: _________________________________________

Directions for Spoiled Ballots: If you must spoil a ballot, write “SPOILED” on the ballot, use this log to record the time spoiled, who spoiled the ballot and the party in a Primary Election. Insert the spoiled ballot into Envelope S – ALL Spoiled Ballots and provide the voter with a replacement ballot.

<table>
<thead>
<tr>
<th>Time (AM/PM)</th>
<th>Spoiled by: (Print Polling Official’s Name)</th>
<th>Party (IN a Primary Election)</th>
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I, the undersigned, official of the election named herein, do hereby certify that the above and foregoing is a true and correct log of Spoiled Ballots for the above-mentioned election.

Judge of Election’s Signature: ______________________________________________________________

(This log should be placed in Envelope S – ALL Spoiled Ballots and placed in the BLUE BALLOT BAG)
Section 4: GENERAL PAPERWORK

NUMBERED LIST OF VOTERS

The numbered list of voters will be in your supply box. The list is on NCR carbonless paper. Use the cardboard provided at the back of the pad to separate the two lists.

Please be sure **NOT** to write the voters’ name on this list until after you have verified that they are in the poll book and have provided proper ID if required.

ADDRESS OR NAME CHANGES / AFFIRMATION OF ELECTOR

Address and name changes should be submitted on the Affirmation of Elector form provided in the supply box. Please **DO NOT** make any address or name changes in the poll books.
AFFIRMATION OF ELECTOR
Montgomery County Board of Elections

Election Date
City, Borough or Township ______________________ Ward ________ Precinct ______

Please complete either Part A or Part B of this form, whichever is applicable, and sign and date Part C of this form before the election official.

A. Change of address:
If you have changed addresses, please check one of the following boxes and list your new address:

  ( ) I still reside in the same county and in the area covered by this polling place and wish to vote here.

  ( ) I still reside in the same county but in an area covered by a different polling place and wish to vote at this polling place for the last time.

  ( ) I now reside in a different county and wish to vote here for the last time. Please cancel my registration in this county, and transfer my registration to my new county of residence.

My previous residence address is: __________________________________________________________

PRINT NAME: ___________________________ STREET: ___________________________
CITY, STATE: __________________________________________________________

My new residence address is: __________________________________________________________

PRINT NAME: ___________________________ STREET: ___________________________
CITY, STATE: __________________________________________________________

B. If you have not changed your address please check the following box:

  ( ) I have not changed my residency and wish to remain registered to vote in this county.

C. Affirmation

I hereby swear or affirm that the information that appears above is true and correct to the best of my knowledge under penalty of perjury.

Signature of Elector ___________________________ Date ____________

Signature of Elector Official ___________________________ Date of Birth ____________

On the above date, the above elector came before me and affirmed the information contained herein to be true and correct.

Signature of Election Official

Return in Affirmation of Electors Envelope - Form 93 F
DECEASED FAMILY MEMBERS

To be able to remove a deceased family member from the voter rolls, the *Deceased Family Member* form must be completed and **MAILED** to Voter Services along with a copy of the death certificate or an obituary. Forms can be found in the Judge’s Supply Box.

THANK YOU!