ANY NON-MACHINE QUESTIONS CALL

- Voter Services: (610) 278-3280
- Email: Pollworkers@montgomerycountypa.gov (do not email on Election Day, please call)

FOR MACHINE QUESTIONS & ISSUES CALL:
- Warehouse: (610) 278-3820
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 Voter Services 610-278-3280

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 Voter Services at 610-278-3280
• 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 610-278-3280 to report the polling place has re-opened
Before Election Day

1. The Judge of Election may examine their Judge’s Supply Box before Election Day.
   a. Be sure all the material is for your precinct; machine keys, Sample Ballots & Poll Books.
2. Contact your polling location before Election Day to determine if you are able to set up the night before and verify the polling place will be accessible beginning at 6:00 AM on Election Day morning.
   a. If you are able to set up the night before; verify you have the correct machines. The machines, machine keys, Sample Ballots and Poll Books should all match.
3. Do **NOT** turn on the machines.
4. Do **NOT** break any seals on the machines or equipment.
5. You may physically setup the polling location for the Election.
6. Unfold the tall cardboard voting booths. If a table is available, place the privacy screens on the table. Leave space between the cardboard voting booths and the table containing the privacy screens so voters have privacy when filling out their ballot.

What’s in the box?

Some of the items in the white election supplies box are:
1. A roll of “I Voted” Stickers
2. The Election Day Digest from the Printing Company
3. Masking Tape, Pens & Scrap Paper
4. Forms:
   a. General Returns of Votes Cast Form
   b. Declaration a voter signs when surrendering an absentee/mail-in ballot
   c. Statements of complaint that a voter can file
   d. Student Poll Worker Pay Sheet
   e. Election Officer Oath Forms
   f. Voter Identification Affidavit
   g. Affirmation of Elector (for use when a voter has changed addresses)
   h. Poll Worker Pay Sheets
   i. Declaration of the Need of Assistance to Vote
   j. Record of Assisted Voters
5. A guide to using Provisional Ballots
6. Numbered List of Voters tablet
7. Provisional Ballot Return Envelope
8. Postings Envelope
9. Envelopes:
   a. W is for Write Ins
   b. V is for Voted – Not Scanned and needs to be counted
   c. S is for Spoiled Ballots
   d. F is for the Affirmation of Electors
   e. D is for Election Items
   f. B is for the Minority Inspector to fill with one tape from the scanner, one copy of the General Return of Votes Cast, the Yellow Copy of the Numbered List of Voters, One copy of the Election Officers Oaths and the yellow copy of the paysheet(s).
   g. Envelope A to contain one tape from the scanner, one copy of the General Return of Votes Cast, White Copy of the Numbered List of Voters, and the Voter Reconciliation Sheet
Materials To Be Posted

The following items must be posted in a conspicuous location within the Polling Place so that voters can see them before they begin the voting process:

1. POSTING ENVELOPE:
   a. 1 copy of Instructions – A Summary of Voter Registration and Voting Procedures (gold)
   b. 1 copy of Election News – Important information for you! (green)
   c. 3 copies of Notice of Prohibitions and Penalties (blue)
   d. 3 copies of General Information and Instructions RE: Voting Rights and Responsibilities of Election Officials (pink)
   e. 3 copies of Notice of Voter Rights (pink)
   f. 3 copies of Individual’s Rights Under Federal Law (yellow)

2. OTHER POSTINGS:
   a. Posters or instruction sheets regarding provisional balloting
   b. ZERO TAPE from the ballot scanner signed by the Judge of Election, Majority and Minority Inspectors
   c. Sample Ballots
   d. Plain English Statements for Ballot Referendums (colored paper) (if applicable)
   e. Absentee/Mail-In Ballot Listing
   f. There may be items added to this list before Election Day. Please check your supply box for these.
Election Officers’ Oaths

1. The Minority Inspector swears in the Judge of Election.
2. The Judge of Election then swears in all other poll workers.

The swearing-in must be done on Election Day **BEFORE** the polls open.
Once signed, one copy of the oath form goes in *A Envelope* to return to Voter Services and one copy of the oath form goes in *B Envelope* for the Minority Inspector.

Paysheets

1. **Pay Sheets** – Each person working on the election board **must** print their name and address **clearly** and sign the pay sheet or they will **NOT** be paid. Any poll workers who show up throughout the day will need to sign the Pay Sheet after they sign the Oath of Office. Please indicate those poll workers who work ½ a day. The Judge of Election must sign the bottom of the pay sheet certifying all poll workers have completed their duties as election officials.
2. **Student poll workers** **must** sign the student pay sheet **and** have returned their permission slip to Voter Services prior to Election Day.
3. **Never** turn away a student poll worker. If a student arrives at your polling location with their permission slip, they are there to help. Students may be a Clerk or Machine Operator.
4. **PLEASE NOTE:** NO SIGNATURE = NO PAY
How to Void and Surrender a Mail-in Ballot

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 ballots 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**.
Provisional Voting

When to issue a Provisional Ballot

- A voter who requested an absentee/mail-in ballot but did **NOT** return their ballot & return envelope
- 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*.  
Please **NEVER** turn away a voter **NOT** in the poll book. Call Voter Services at 610-278-3280 with questions.

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

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

More information on Provisional Ballots can be found in the **PROVISIONAL BALLOT GUIDE**
Voter Reconciliation Sheet

1. Four times throughout the day, approximately 10:00 AM, 2:00 PM, 5:00 PM and close of polls, the Judge of Election must complete the Voter Count Reconciliation Sheet found in the Judge’s Supply Box.

2. Please enter the Ballots Cast number found on the screen on the ballot scanner and the number of the last voter from the Numbered List of Voters tablet.

3. Please explain any discrepancies on the sheet.

4. The Voter Count Reconciliation Sheet must be returned at the end of the night in the Judge’s Supply Box.

<table>
<thead>
<tr>
<th>SUGGESTED TIMES</th>
<th># LIST OF VOTERS</th>
<th>MACHINE COUNTS</th>
<th>PROOF OF TOTALS</th>
<th>*DISCREPANCY EXPLANATION</th>
<th>JUDGE'S INITIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00 AM</td>
<td>Table Count (Number of last voter logged in on tablet)</td>
<td>Scanner ______</td>
<td>Scanner Total Table Count (-)</td>
<td>*Other than zero, please list explanation in next column</td>
<td></td>
</tr>
<tr>
<td>Actual Time</td>
<td></td>
<td></td>
<td>Vote Error Amount</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:00 PM</td>
<td>Table Count (Number of last voter logged in on tablet)</td>
<td>Scanner ______</td>
<td>Scanner Total Table Count (-)</td>
<td>*Other than zero, please list explanation in next column</td>
<td></td>
</tr>
<tr>
<td>Actual Time</td>
<td></td>
<td></td>
<td>Vote Error Amount</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:00 PM</td>
<td>Table Count (Number of last voter logged in on tablet)</td>
<td>Scanner ______</td>
<td>Scanner Total Table Count (-)</td>
<td>*Other than zero, please list explanation in next column</td>
<td></td>
</tr>
<tr>
<td>Actual Time</td>
<td></td>
<td></td>
<td>Vote Error Amount</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Close of Polls</td>
<td>Table Count (Number of last voter logged in on tablet)</td>
<td>Scanner ______</td>
<td>Scanner Total Table Count (-)</td>
<td>*Other than zero, please list explanation in next column</td>
<td></td>
</tr>
<tr>
<td>Actual Time</td>
<td></td>
<td></td>
<td>Vote Error Amount</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please place this sheet directly in your Election Supply Box when completed.

*ATTENTION*

Please pay particular attention to ensuring that the number of voters matches the scanner count. Match the total entries from the Numbered List of Voters tablets with the Ballots Cast number on the ballot scanner. This MUST be done periodically throughout the day!
Closing the Polls

1. Please refer to the End of Night: What Goes Where? guide
2. Make sure all forms are signed including the Pay Sheet and the Student Pay Sheet.
3. Make sure the correct forms are placed in the correct envelopes.
   a. Seal all the envelopes.
   b. Place Envelopes A, D, F, S, V, & W in one of the BLUE BALLOT BAGS that you will return on Election Night.
   c. B Envelope goes to the Minority Inspector.
4. Verify seals have been attached and tighten to the yellow scanner card bag and blue ballot bag(s).
5. Verify seals have been attached and tighten to the ballot scanner outer lid and ballot scanner side door.
6. Verify all seals numbers have been recorded on the General Returns Votes Cast sheet.
7. Post the following items outside the polls-
   a. One copy of the General Returns of Votes Cast sheet
   b. One copy of the RESULTS TAPE from the ballot scanner
8. Please take down all other postings and signs and place them in the Judge’s Supply Box to be returned to Voter Services.
9. Please fold up the cardboard voting booths and gather the privacy screens. Secure them all together using the provided straps. Place these items with the voting equipment. Everything will remain in the polling place until it is picked up by the trucking company.
10. Please gather all supplies (Sharpie pens, folders, clipboards etc.) and place them in the Judge’s Supply Box as they will be used at the next Election.
    a. Please place all other miscellaneous items in the Judge’s Supply Box including any broken seals.
    b. Seal all the envelopes.
    c. Place Envelopes A, D, F, S, V & W into one of the blue ballot bags.
    d. B Envelope goes to the Minority Inspector.
    e. Please clean up the inside of the polling area, throw out trash and leave the polling location the way you found it.
g. Please go outside and ask the candidates and committee people to clean up their area and take any signs they may have posted with them when they leave.

**Materials Drop Off**
All supplies MUST be returned to the satellite station as soon as possible at the end of the night. The location of your drop off is on top of the Judge’s box on a yellow card. You MUST hand in the pay sheets, yellow bag with the media card from EACH SCANNER, the blue ballot bags and the supply box. If you are missing any of these items, you MUST return to your polling location to retrieve those items.