

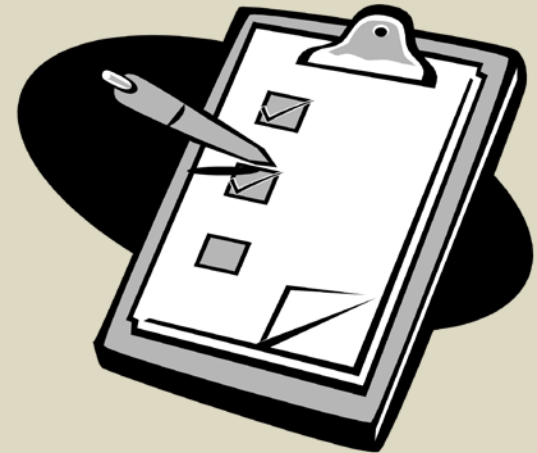
Elections

Wardens and Clerks

2022 Annual Town
Election

Annual Town Election Wardens and Clerks Training

1. Opening the Polls
2. Ballots
3. Voting Equipment Issues
4. Voting Area/Political Activities/Observers
5. Voter Lists
6. Identification
7. Assistance to Voters
8. Closing the Polls
9. Clerk's Record
10. Returning Materials to Town Hall
11. Sealing of Containers
12. Tallying Results
13. When in Doubt...



Important Information

- Check In Inspectors will be using Poll Pads for this election
- There will be a Check Out Inspector for each Precinct. They will be using a paper check out list.
- Absentee ballots will be opened and checked in and out on Election day by the Clerk or Warden
- There should always be a greeter at the front helping voters if they are unsure of their new precinct
- If someone is at the wrong polling place please call the Town Clerks office before sending them away.

1. Opening the Polls

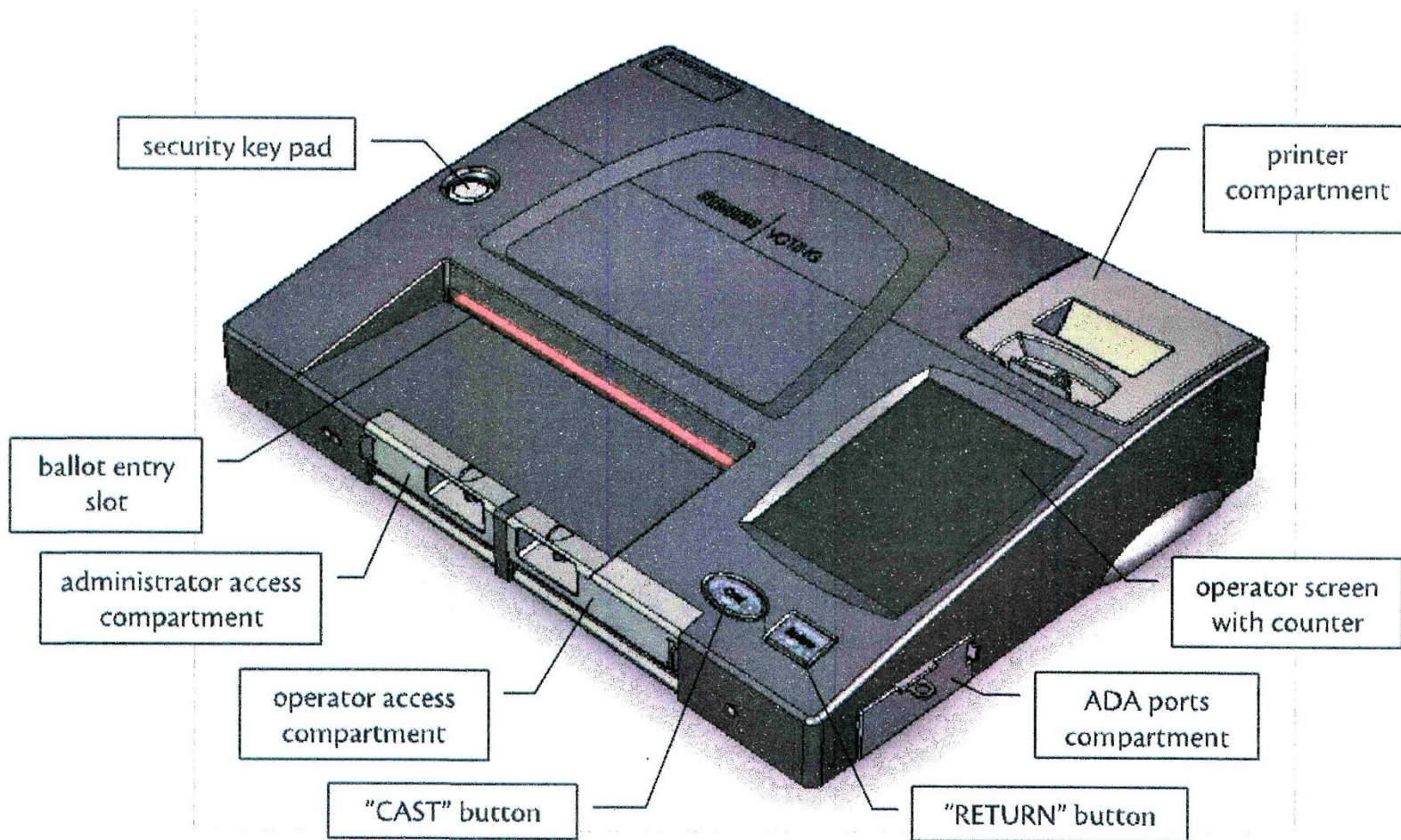
- ❑ Polls must be open on time at 7:00 a.m.
 - Poll workers are scheduled to arrive early enough to do the necessary set-up and allow public observation of the opening of the ballot box at least ½ hour before the polls open.

Wardens and Clerks arrive at:

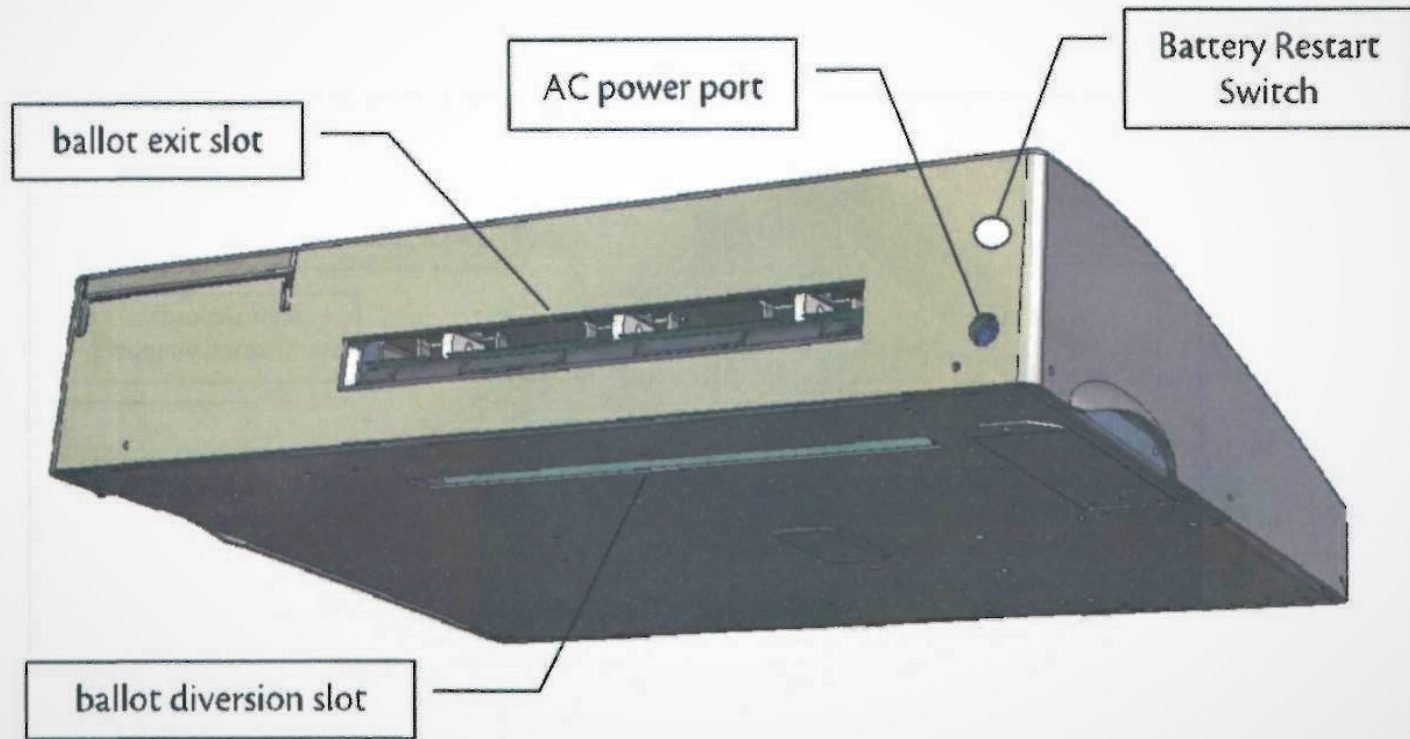
6:00 AM

- ❑ Review the emergency preparedness plan in the warden's folder.

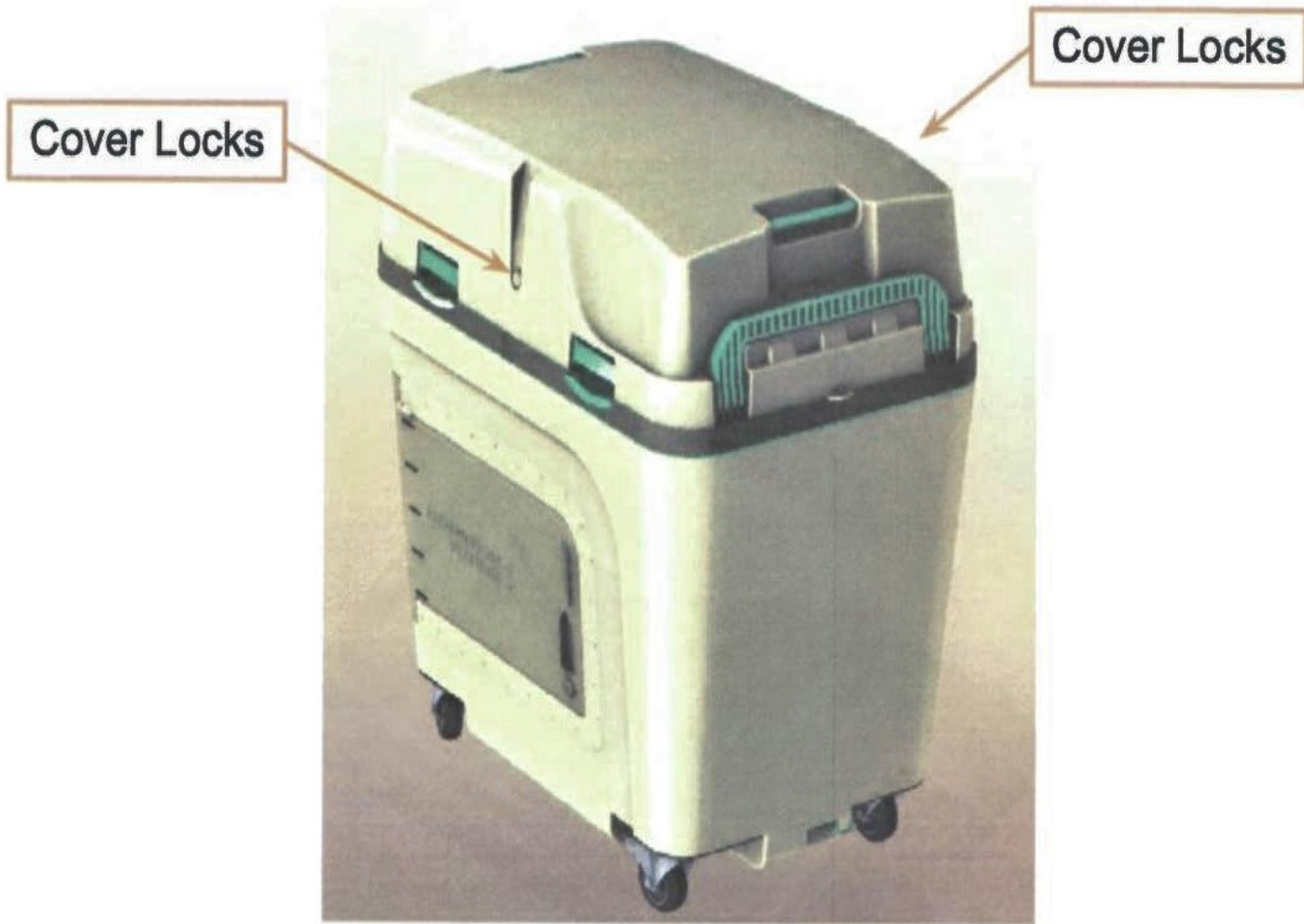
Tabulator Overview



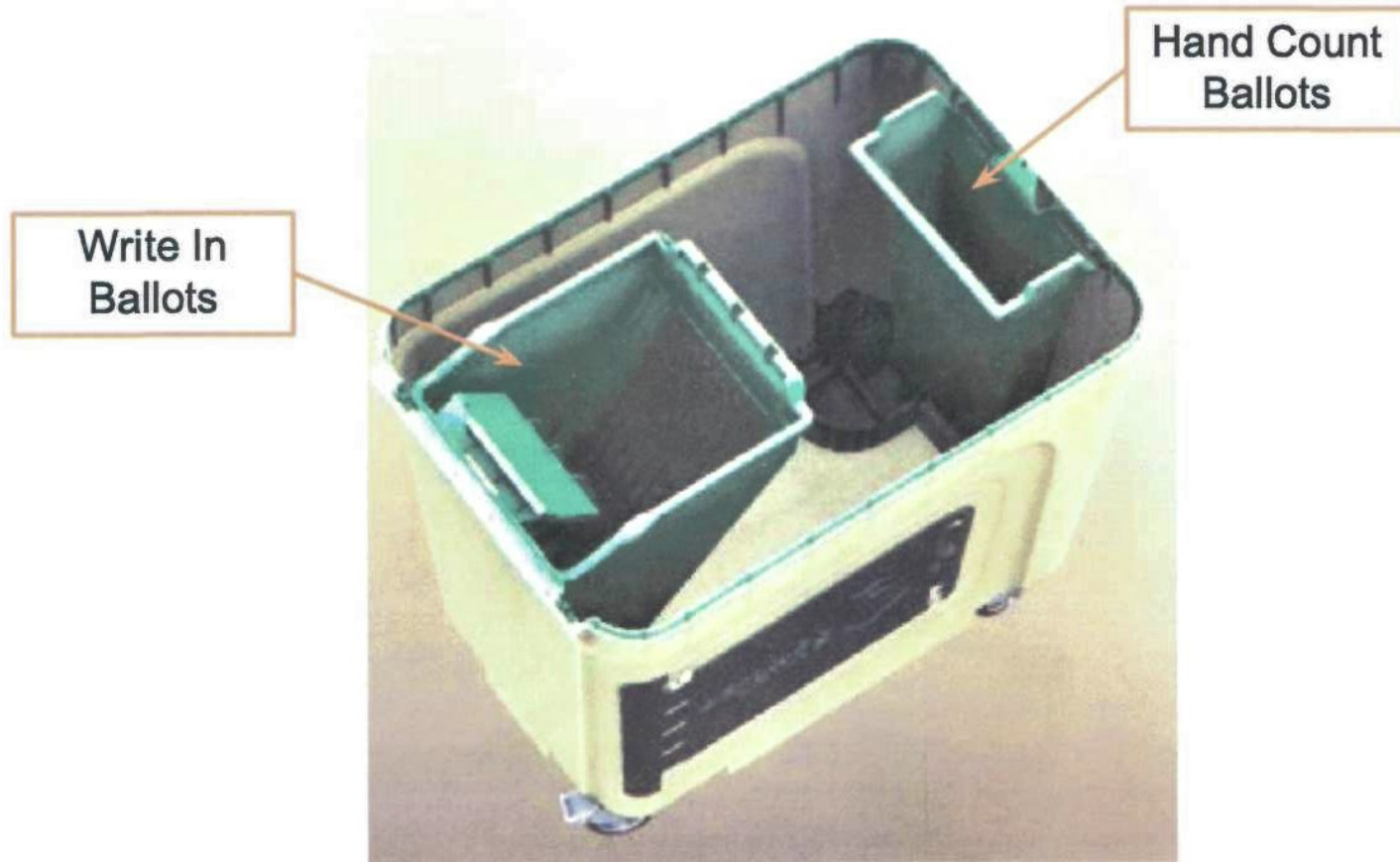
Tabulator Overview



Ballot Box Overview

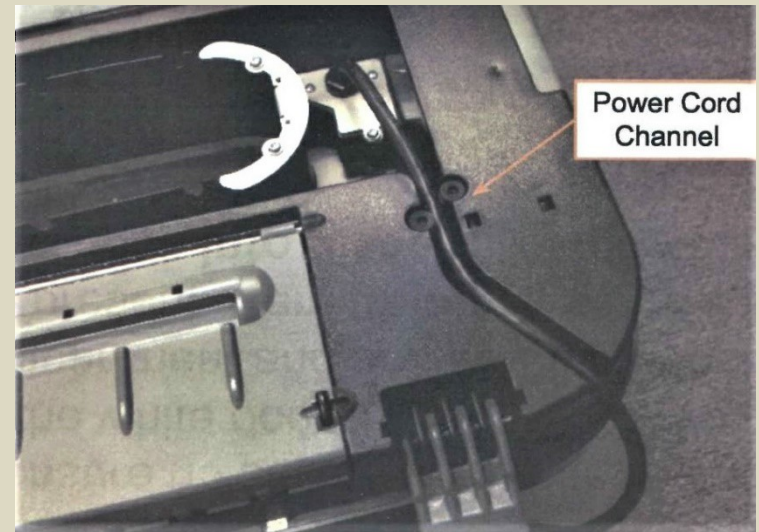
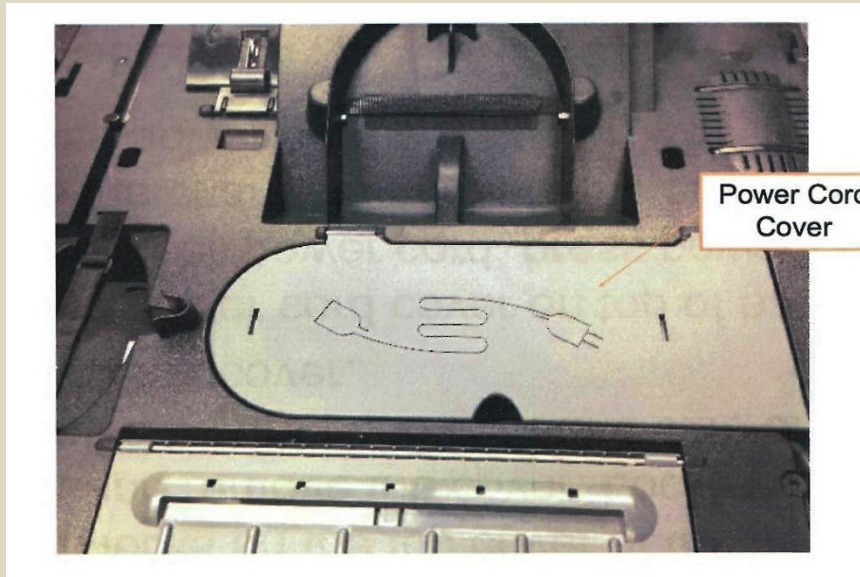


Ballot Box Overview



Opening the Polls

Retrieve keys from tabulator bag. Unlock both locks on the top cover of the ballot box and remove the cover. Locks are located on right and left hand side of the ballot box cover.



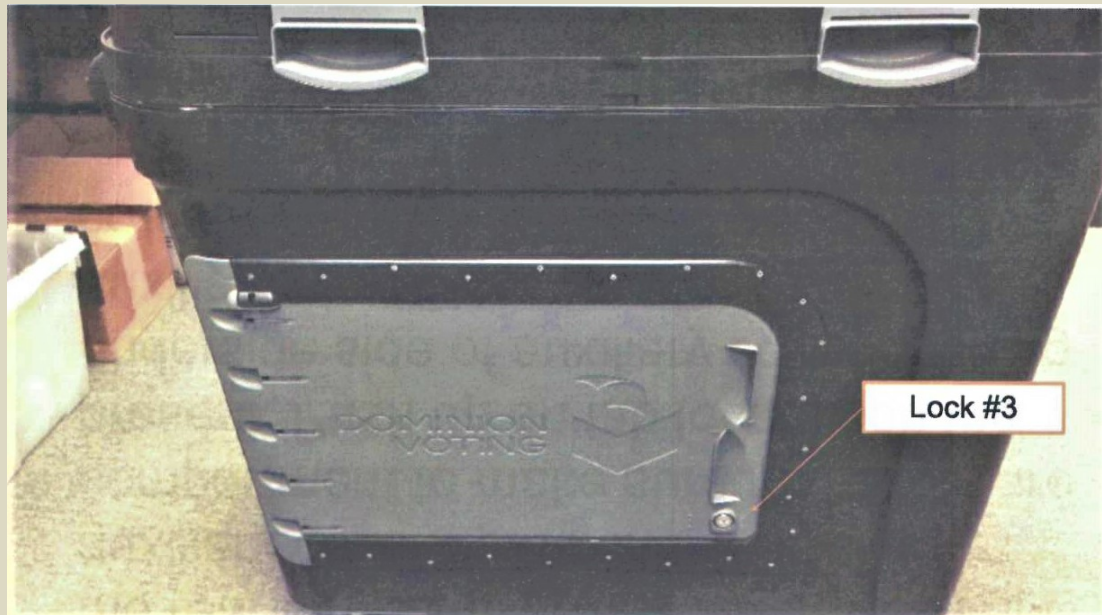
1. Open power cord cover on top of ballot box, uncoil power cord, press power cord into the channel and plug into outlet.
2. Close power cord cover.

Opening the Polls (2)

3. Using the metal key, Open Lock #3 and slide door to the left. Inspect the main box to ensure no ballots are present. Push up on the white door to view “write-in” compartment and ensure that no ballots are present.

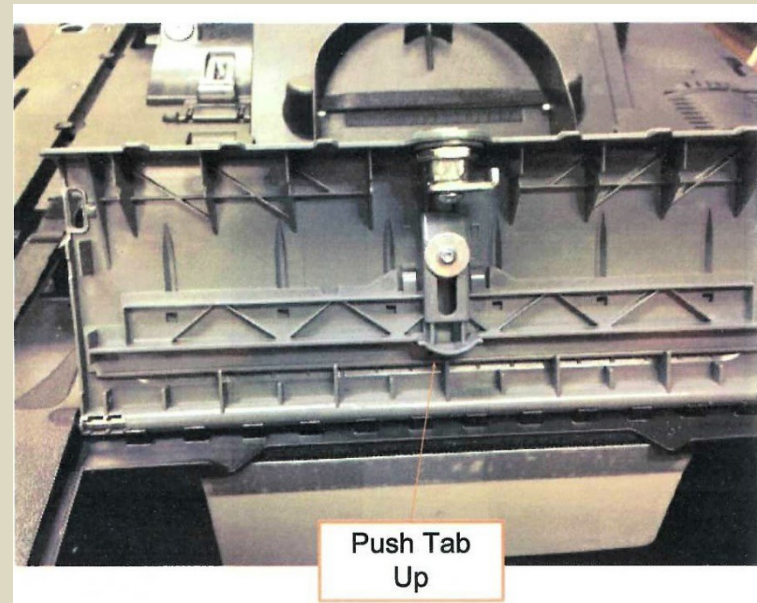
Remember to secure white door back into place.

4. Slide door shut and lock door.



Opening the Polls (3)

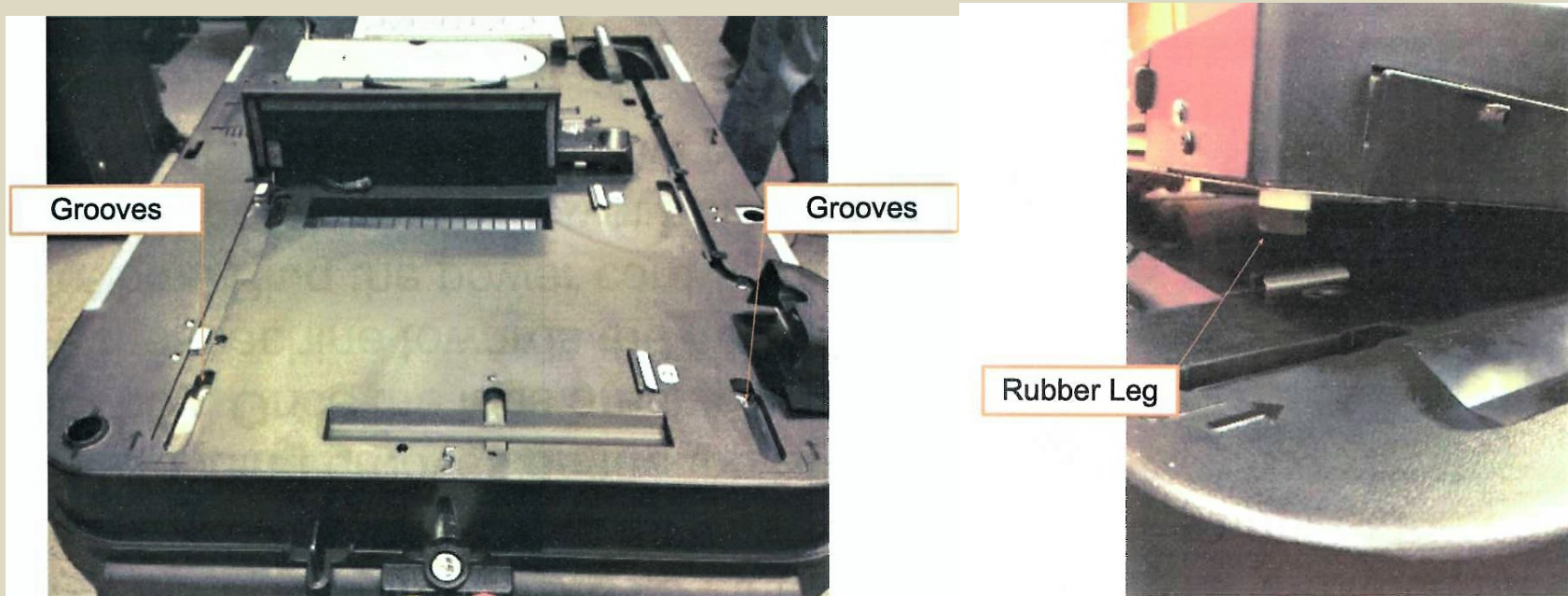
5. Unlock Auxiliary compartment located at the rear of the ballot box with lock #4, lift auxiliary cover open, check auxiliary compartment to make sure no ballots are present.



6. Push up on tab located on the underside of auxiliary cover opening auxiliary slot. Close and lock auxiliary compartment.

Opening the Polls (4)

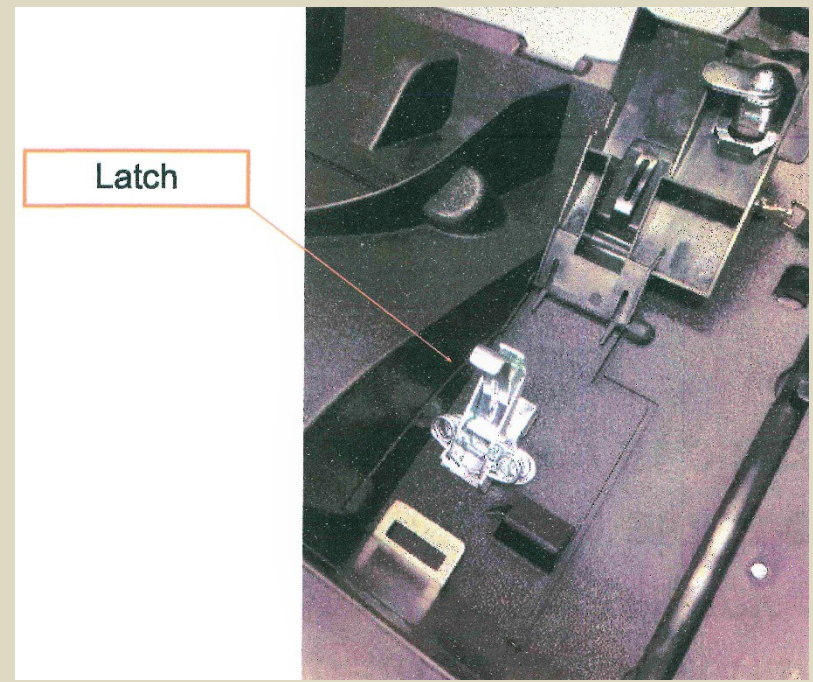
7. Place the Imagecast unit on top of the box. Line up the rubber legs on the bottom of the machine with the corresponding grooves on the top of the ballot box.



Once the legs are in place, slide the machine towards the front of the ballot box. Plug the power cord (located in the ballot path) into the lower hole of the image cast. Imagecast will now power on.

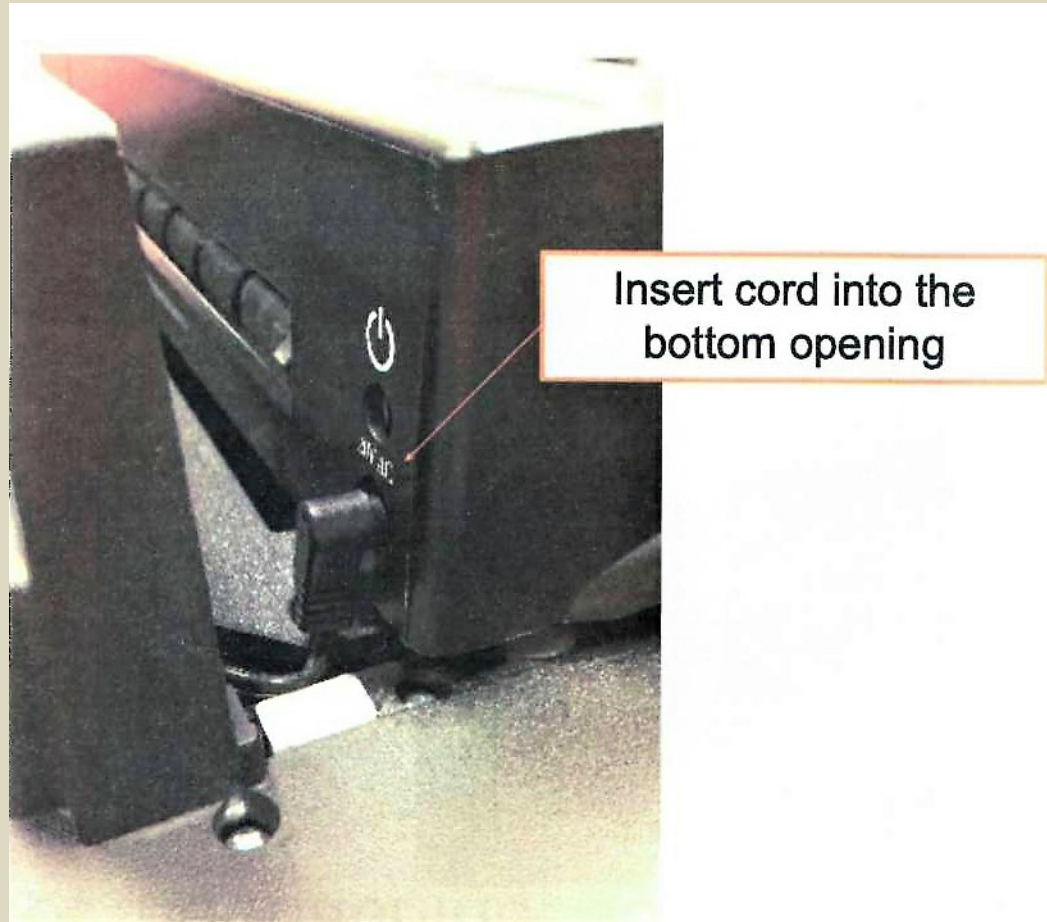
Opening the Polls (5)

7. Using the metal key, unlock #6, lift the cover revealing the latch on the ballot box located to the right of the ballot path.



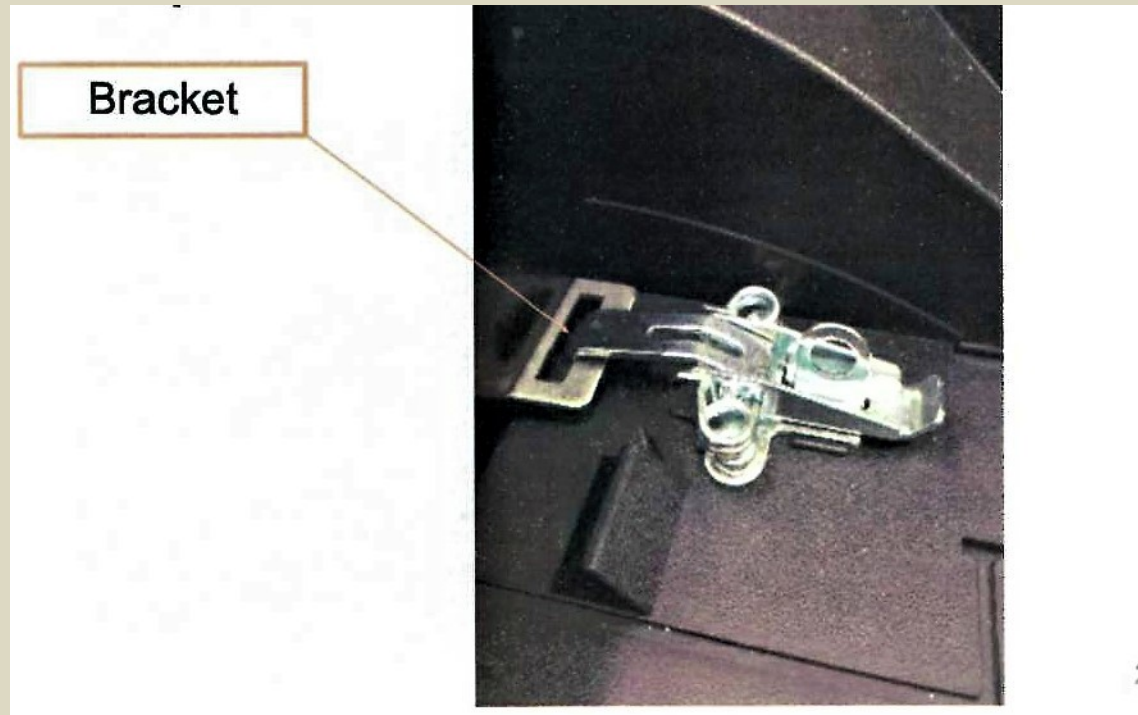
Opening the Polls (6)

8. Making sure that the power cord does not hinder the path of the machine, slide the Imagecast towards the back of the box making certain that both sides of the machine are securely in place



Opening the Polls (7)

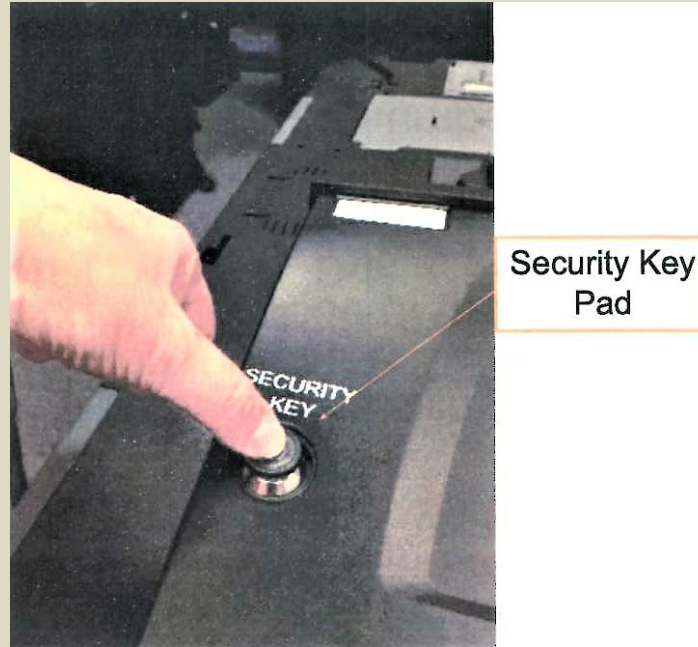
9. Use the latch to lock the bracket attached to the rear of the machine, securing the Imagecast in place.



10. Using the metal key, lock the plastic cover over the latch and apply security seal if necessary.

Opening the Polls (8)

11. While the election is loading, please make sure you have **SECURITY KEYS** and the **KEY PASSWORD** ready. Loading will take 20-30 seconds.



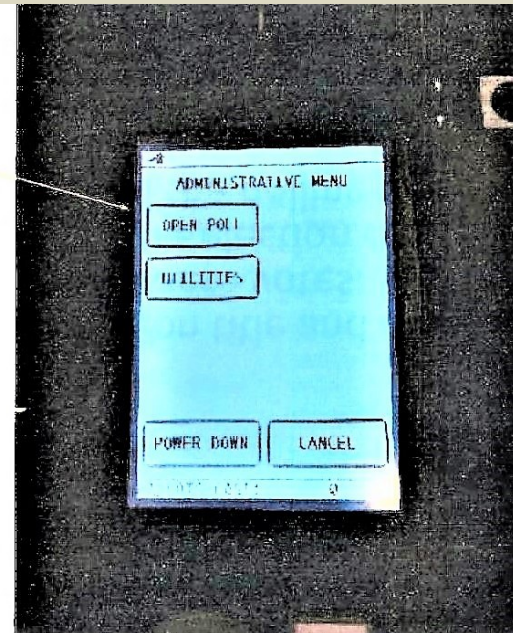
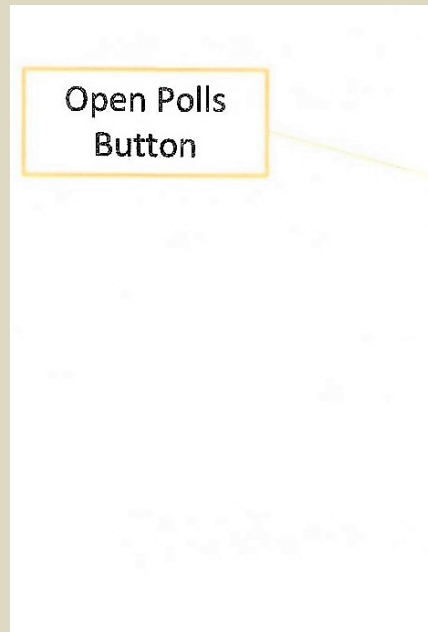
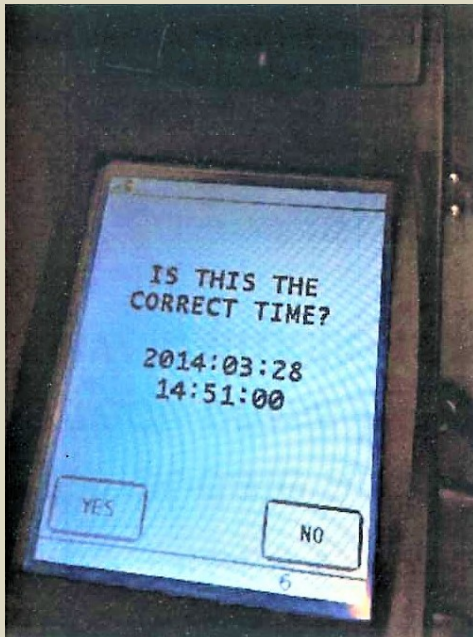
12. When the machine begins beeping, place the **SECURITY KEY** on top of the **SECURITY KEY PAD**, located on the left side of the Imagecast labeled **SECURITY KEY**. Once the number pad appears, remove security key. If error occurs, keep key firmly pressed on keypad until number pad appears on screen.

Opening the Polls (9)

13. When prompted, enter the **KEY PASSWORD** using the **OPERATOR SCREEN**, then, press **ENTER**.

14. Please verify that date and time are correct. If correct, press **YES**, if not, press **NO**, then follow instructions to correct the date and time.

You are now in the ADMINISTRATIVE MENU. Press **OPEN POLLS**.



Opening the Polls (10)

15. Press **ZERO** to print **ZERO REPORT**.

16. Check the printout to verify the election title and date are accurate and that all candidates show zero votes. Remove the report from the Imagecast and have the election officials sign the report. Post the zero tape.

17. When asked “**WOULD YOU LIKE ANOTHER COPY**”- Press **YES**. Sign the second tape and place it with your election materials.

18. When asked “**WOULD YOU LIKE ANOTHER COPY**”- press **NO**.

19. Now the display should read **SYSTEM READY** and the counter should read “**0**”. If the counter does not read “**0**”, please call the Town Clerk.

20. Verify that both memory card slots are sealed.

CHECK LIST

1. Did you lock the Imagecast to the ballot box?
2. Are doors #3, #4 and #6 locked?
3. Did you open the Auxiliary Cover?
4. Did you print, sign and post a ZERO TAPE?
5. Does the Imagecast counter read “0”?
6. Did you give the keys to the Police Officer?

The Imagecast Machines are ready for the Polls to Open!

Operator Display Messages

Invalid ID

The ballot is recognized as a legitimate ballot but not programmed for this precinct. There will be a series of beeps, and the ballot will be returned automatically to the voter.

Defective Ballot Scan

The ballot was not read and will be returned to the voter to inspect. The ballot may be damaged or have a printing issue. The voter may choose to have it hand counted or request a new ballot.

Operator Display Messages

Blank Ballot

An audible warning (a series of beeps) is generated and the message is displayed on the LCD screen. The voter can choose to cast the blank ballot or have it returned.

Overvote

More than the maximum allowable marks have been detected. An audible warning (a series of beeps) is generated and the message is displayed on the LCD screen. The voter is given an option to press a “More” button to display a list indicating which contests have been overvoted. The vote is requested to press either the “Return”(to have the ballot returned to the voter for correction) or the “Cast” button (to have the ballot accepted as voted and only valid markings for other contests on the ballot will be counted).

Operator Display Messages

Ambiguous Mark

The IPC detects an ambiguous mark that is not clearly a vote. An audible warning (a series of beeps) is generated and the message is displayed on the LCD screen. The ballot is automatically returned to the voter. The voter can press “More” to display a list of the contests with ambiguous marks.

The Voter can choose to make the ambiguous marks darker so the ICP can accept the ballot, request a new ballot or choose to cast their ballot “as is” to be hand counted and insert the ballot into the auxiliary compartment.

Operator Display Messages

Multiple Ballot Feed

ICP detects more than one ballot has been inserted simultaneously (i.e. overlapping). The voter is alerted by a series of beeps and the multiple sheet warning will appear on the LCD screen. The ballots will not be accepted.

Consecutive Sheet

If a second, non-overlapping ballot is inserted after the first ballot has cleared (but not yet processed), the ICP will process the first ballot, but the second will be returned through the front of the unit. If a jam has occurred, the message will indicate a paper jam.

PAPER JAMS

If a ballot has been jammed in the ImageCast machine, the LCD screen will prompt the voter and election officials with a message indicating that the ballot results have or have not been saved.

PAPER JAMS

If the results have been saved:

Press the “CLEARED” button once. If the jam does not clear itself, unlock #6, unlatch the ImageCast from the ballot box, carefully slide the ImageCast forward on the box and guide the jammed ballot into the correct compartment. Reattach the ImageCast, secure lock #6, and press “CLEARED” on the LCD screen to resume normal ballot processing.

PAPER JAMS

If the results have not been saved:

Unlock lock #6 and unlatch the ImageCast from the ballot Box. Carefully slide the ImageCast forward on the box. Carefully pull the ballot from the ballot path, reattach the ImageCast to the ballot box, press the “CLEARED” button on the LCD screen, and refeed the ballot through the Tabulator.

Ballots

- ❑ Make sure you have sufficient ballots at the Check-In Table – at all times.

Please hand count the ballots that you bring to the Checkers each time and record the number in Clerk's Book.

- ❑ **Only the Precinct Warden or Clerk may bring ballots to that precinct's check-in tables. Each precinct is accountable for the ballots in their precinct.**
- ❑ You must ensure that both used and unused ballots are properly stored during and after the voting hours. **Do not leave ballots unattended.**
- ❑ **Call the Town Clerk's Office** if it becomes difficult to use the ballot box because it becomes too full. "The presiding officer, in the presence of a majority of the election officers, shall open and remove the ballots from the ballot box. G.L. c.54 §66." The presiding officer, without counting the ballots, may place them in a sealed container. This container of ballots must then be placed securely next to the ballot box and remain in full view of the voters and election officers throughout the day. **(Policeman has the keys to the ballot box and will be present for this procedure.)**



Sealed container for ballots

Ballots Styles

- There is only one Ballot style for all the precincts at the Annual Town Election
- Voters in Precincts 1, 2, 3, and 5 will cast their ballots at Fairbank Community Center.
- Voters in Precincts 4 and 6 will cast their ballots at the Lower Town Hall.

Ballots (Continued)

- **Unused Ballots** – Ballots that have not been voted. The unused ballots are brought to the polls in the small black wheeled bags and provided to the Precinct Check-In Table only by the Warden and Clerk for that Precinct. The number of Unused ballots received before the opening of the polls and the number remaining at the close of the polls is **recorded in the Clerk’s Book.**
- **Voted Ballots** – Ballots that have been voted and inserted into the ballot box, including absentee ballots. Record in **Clerk’s Book.**
- **Abandoned Ballots**– Ballots that have been abandoned by the voter. Abandoned ballots left on top of the Ballot Box should be inserted into the side of the ballot box (Auxiliary Bin) for **Unread Ballots.** Any ballot discovered abandoned elsewhere in the polling area should be marked spoiled by the Warden. Record in **Clerk’s Book.**
- **Unread Ballots** – Ballots that are rejected by the AccuVote Machine. The Voter should read the reason for the rejection. “Invalid ballot” means the ballot was not read and the voter should try again to insert. “Overvote” or “Blank” means the voter should inspect the ballot and decide either to request a replacement ballot or insert the current ballot in the Auxiliary Bin of the ballot box to be read by the tellers after the close of the polls. Record the number of unread ballots in **Clerk’s Book.**
- **Spoiled Ballots** – Ballots that have been marked spoiled by the Warden and placed in the Spoiled Ballot Envelope for that Precinct. A voter may request to spoil no more than two ballots and receive a replacement ballot. If a voter requests to spoil the third ballot, he/she cannot receive a fourth ballot. Record each instance and the final number of Spoiled Ballots for the Precinct in the **Clerk’s Book.**

3. Voting Equipment Issues

- ❑ All memory cards and machines **have been tested** pre-election to be used on election day. The official time is not the time on the tape. Official Time is kept by the Warden using an atomic clock
- ❑ If there is a malfunction, voters must still be allowed to vote and all ballots cast during this time go into the auxiliary compartment to be hand counted after the close of polls.
- ❑ If you have a problem with the machine, the warden should call the Town Clerk's office at 978-639-3351.



4. Voting Area/Political Activities/Observers

Who is Allowed Inside the Voting Area?

- Election Officials
- Voters In The Process Of Voting
- Police Officers with the Permission of the Warden
- Representatives of the Town Clerk's Office
- Children may accompany voters within the area, if no disruption is created but may not handle the ballot unless the adult voter requires assistance from the child.

What is Prohibited within the Voting Area?

- Cell Phones – No one may use a cell phone within the polling area, except the Warden or Town Clerk (**only if they are resolving a voting issue**)
- No Smoking
- Political buttons, shirts, hats or other political paraphernalia are not allowed within 150 feet of the polling place. Voters must remove these items if they have them or must leave the area without voting. They can return once the items are removed.
- Candidates on the ballot may come inside the 150 feet of the polling place only to vote. They may not return until the polls are closed as their presence in the Polling Location constitutes politicking in the same manner as a political sign or button.
- Cars with political stickers are allowed in the parking lot while the driver is inside the polling place to vote. Cars with large signs posted on them may not be parked in the parking lot for an extended period of time. **Call the Town Clerk's Office.**

Observers

- ❑ Observers must be allowed in the polling location, outside the guardrail, unless they are disorderly or obstruct the access of voters for all elections and primaries.

- ❑ **What they can do:**
 - Observers may keep notes including marked voting lists.
 - Observers may listen as the poll workers announce the names of the voters (which must be loud enough for them to hear).
 - Observers may challenge a voter's ballot for any legal cause.
 - Observers can take pictures from outside the guardrails

- ❑ **What they can't do:**
 - Observers can't request the names and addresses of voters from the poll workers or voters directly.
 - Observers can't interfere with the check-in process in any way.
 - Observers can't talk on cell phones.

150 Foot Rule

- **What is prohibited within 150 feet of a polling location?**
- **No dogs or pets other than service animals within 150' of the polls.**
- The posting, exhibition, circulation, or distribution of material—including posters, stickers, cards, handbills, placards, pictures or circulars—intended to influence the action of the voter at the current election; G.L. 54, § 65;
- The solicitation of votes for or against, or any other form of promotion or opposition of, any person or political party or position on a ballot question, to be voted on at the current election; 950 C.M. R. § 52.03(22)(d); 53.03(22)d); 53.03(18)(d), 54.04(22)(d);
- Holding any campaign sign; handing any person literature intended to influence the voter's action at the polls; wearing any campaign buttons or identifying signage; soliciting a person's vote for or against a candidate or question on the ballot; or, distributing stickers;
- Gathering signatures on nomination papers or initiative petitions. G.L. c. 54, § 65.

150 Foot Rule (2)

- **What is allowed within 150 feet of the polling place?**
- Exit Polling
- Meeting and greeting voters by a person who is not a candidate and not campaigning for a candidate at the current election.

- **Who enforces the 150 Foot Rule?**
- The presiding officer at the polling place enforces the various requirements of the 150-foot rule. The police officer or constable detailed to each polling place protects the election workers and aids in enforcing the laws relating to elections. Furthermore, the presiding officer at the polls may request that the police officer take into custody any person who by disorderly conduct interrupts or disturbs the proceeding of an election officer.

- If anyone hinders or harasses voters on their way into the polling places, the presiding officer will have them removed to beyond the 150 foot zone.

5. Voter Lists

Active Voter List Issues

ID on Active list next to Voter's Name

When there is an **ID** next to the voter's name- **they must show acceptable ID before they are given a ballot. If no ID, voter may go and bring ID back prior to voting or they may complete a provisional ballot and bring ID back before 8:00 so the ballot may be counted.**

Voter not found on" Active Voting List" - Review of protocols for reporting issues-See Flowcharts

- Check to make sure the voter is attempting to vote in the correct precinct
 - List of Precincts are in the manila folder in the back of the "Voting List" book

ABSENTEE VOTERS

- If a voter who requested an Absentee Ballot wish's to vote in person, they can do so if:
 1. The absentee ballot has not gone through the Tabulator and;
 2. The warden fills out the Town Clerk Certificate in the Warden's book
 3. **Call** the Clerk's office to confirm the status of the ballot
 4. If the voter brings in the absentee ballot, spoil it.

Make a note in the Clerk's book and put the Certificate in the back of Warden's book

(This is different from the previous elections and may change for the Primary and State election)

Town Clerk Certificate (Please note in Clerk's Book)

TOWN CLERK'S CERTIFICATE

For Absentee Voter to Vote in Person

(54:100)

(To be attached to the Voting List)

I herby certify that no absent ballot has been received from

_____, of _____
(Name as registered, please print) (Street Address)

_____, and that he/she is entitled to vote in person

In the Election/Primary of _____ in Precinct # _____

Party enrollment _____

(Town Clerk, Assistant Town Clerk,
Warden, or Deputy Warden)

Registrars of Voters' Certificate

TOWN OF SUDBURY

REGISTRARS OF VOTERS' CERTIFICATE

Verification of Voter Registration

(51:59)

(To be attached to the Voting List)

I hereby certify that:

_____, of _____,

should have been listed as a voter on the Voter List in:

Precinct # _____ Party enrollment _____.

The Board of Registrars of Voters/Town Clerk has determined this voter is qualified to vote at this election and his/her name should be added to the list.

Date and Type of Election (State or Town)

(Town Clerk, Assistant Town Clerk,
Warden, or Deputy Warden)

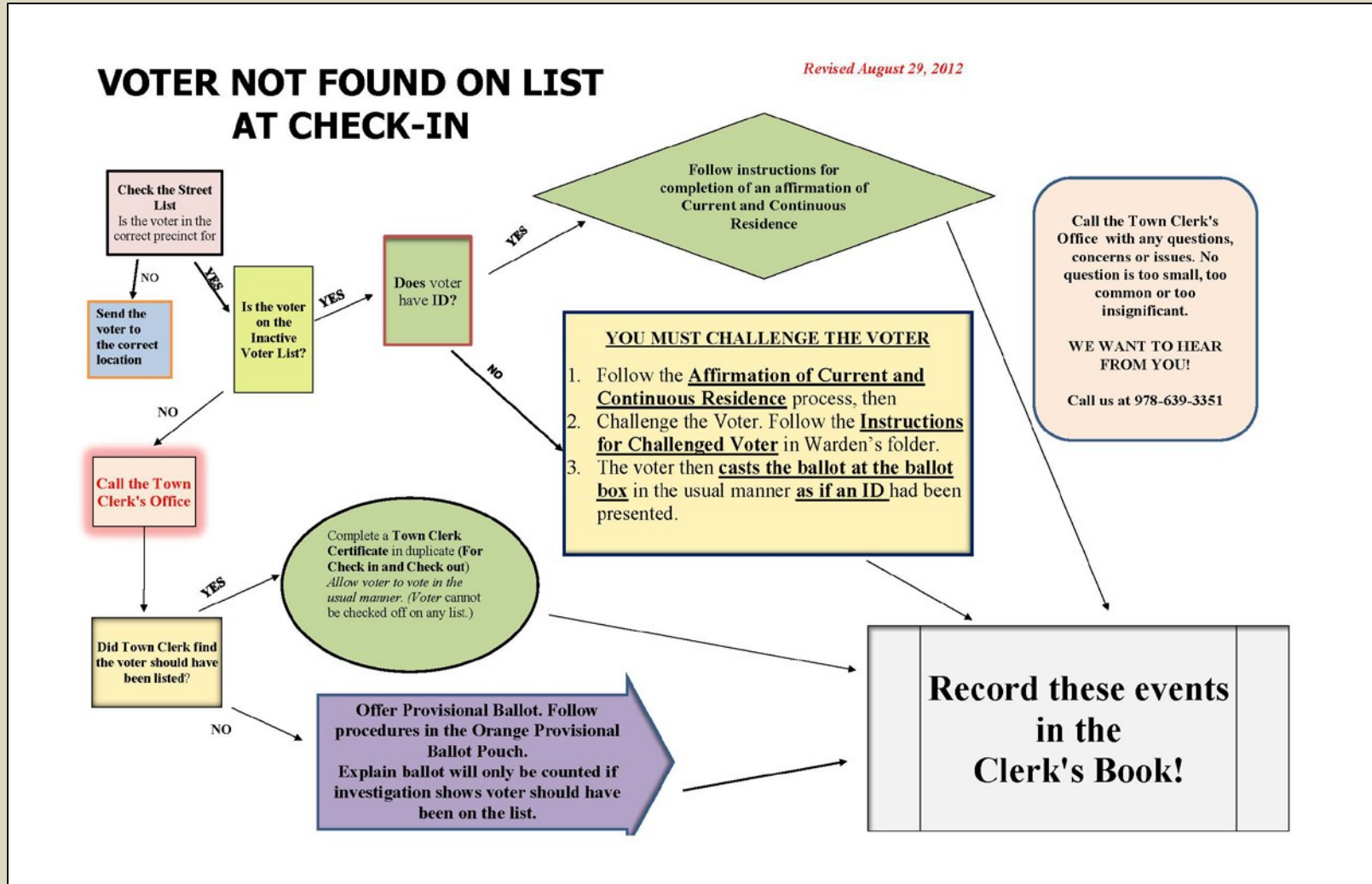
Voter not found on Active Voter List

- If voter is at the correct precinct, then – **Check the Inactive List**
- If the Town Clerk's Office did not receive a signed census from a household this year, the voters at the residence would be placed on the **Inactive Voter List** in accordance with Mass General Law
- If Voter's Name appears on the Inactive list follow procedures on the **Voter Not Found On List At Check- In Flow Chart**
- If the Voter's Name is not on the Inactive List - **Check the Registered Too Late List**
- If Voter's Name does not appear on any list and he/she is in the right precinct –

Call the Town Clerk's Office

The Warden is the presiding officer. The police officer assists the Warden if/when needed.

Voter not found on list at Check-In



Affirmation of Current and Continuous Residence

Voter's Name is on the Inactive List and voter:

1. Still lives at the address on the Inactive list

or

2. Voter has moved within Sudbury

but

3. If the voter has moved from Sudbury, he/she is not eligible to vote at this election – Call Town Clerk's Office.

They can vote if they show ID and fill out Affirmation of Continues Residence Roster

6. Identification



Types of acceptable ID include:

- A current and valid photo identification from State*
- Current utility bill*
- Bank statement*
- Paycheck*
- Government check*
- Other government document showing the voter's name and address*

*Acceptable identification must include:

1. Voter's name
2. Voter's Address (current or previous address in Sudbury)
3. ID can be on the Voter's phone

AFFIRMATION LOG

WARD: 0 PRECINCT: 1 AFFIRMATION OF CURRENT & CONTINUOUS RESIDENCE LOG

AFFIRMATION that inactive voter has continuously resided in **SUDBURY, ANNUAL TOWN ELECTION, MARCH 28, 2022**

VOTER AFFIRMATION: I swear or affirm that I do currently and have continuously lived in this City/Town since the date listed on the Inactive Voters List or the date last listed as a voter.

MUST VOTE IN PRECINCT WHERE LAST REGISTERED AS A VOTER

MUST SHOW ID OR BE CHALLENGED

SIGNED UNDER PENALTIES OF PERJURY

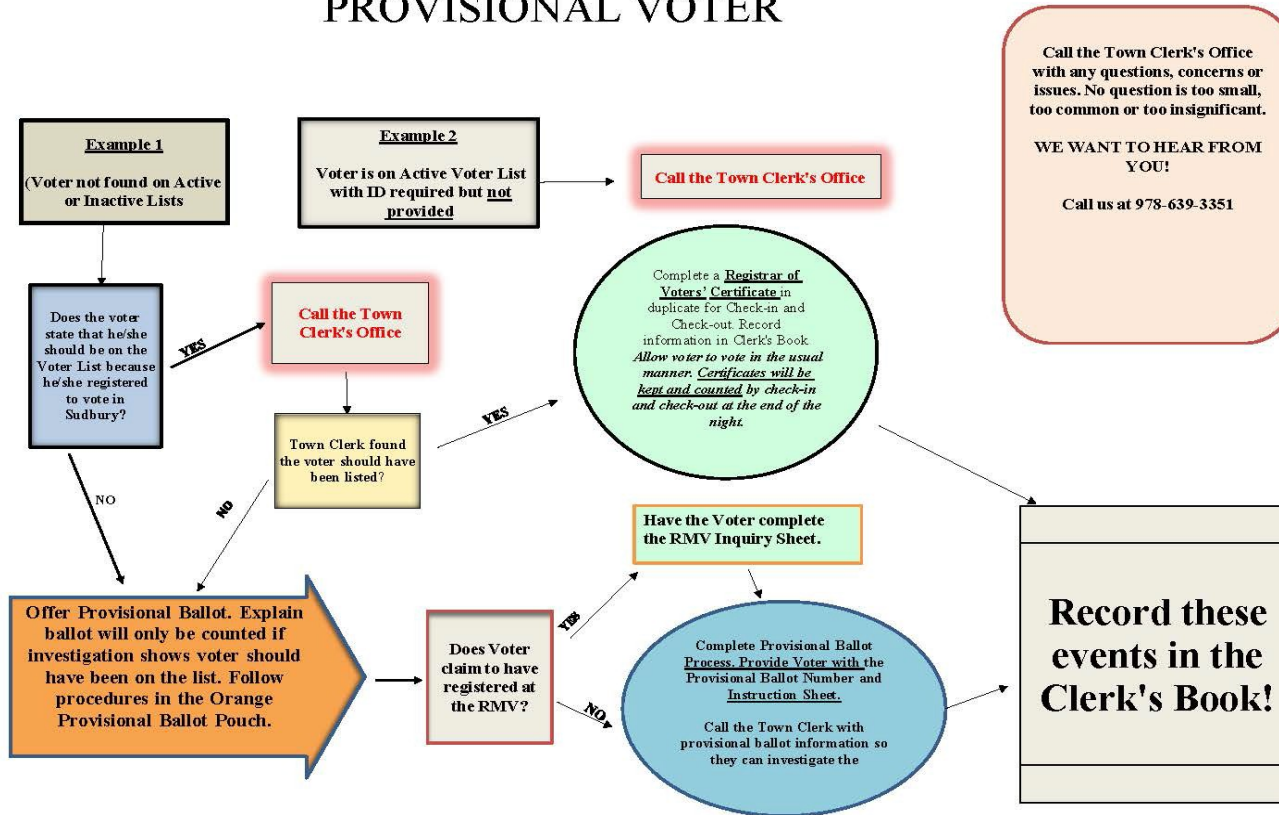
	NAME -- PRINT <i>(as appears on Inactive List)</i>	ADDRESS & CENSUS DATE <i>(as they appear on the Inactive List)</i>	CURRENT ADDRESS <i>Same/New or other Town (6-mo.law)*</i>	ID Y/N (challenge)	VOTER SIGNATURE	WARDEN / CLERK INITIALS
	Mort Stahling	Address: 55 Main Street Date: 2009	Same	Y	MORT STAHLING	J.M.
1		Address: Date:				
2		Address: Date:				
3		Address: Date:				
4		Address: Date:				
5		Address:				

Inactive Voter with no ID ?

- **Voter must be challenged!**
- If a ballot is challenged, the presiding officer must complete the following:
- Issue the Challenged voter's oath
- **“You do solemnly swear (or affirm) that you are the identical person whom you represent yourself to be, that you are registered in this town and that you have not voted at this election..”)**
- Record the name and address of the voter and the challenger on the back of the ballot
- Record the reason on the ballot and in the Clerk's record book
- Mark “CV” for challenged voter on the voter list beside the challenged voter's name and record the challenge in the Clerk's Record.
- **Challenged voters cast their ballots at the ballot box in the same manner as other voters.**

Voter not found on any list

PROVISIONAL VOTER



Are Provisional Ballots Counted?



- Provisional ballots, found to be valid by the Town Clerk's Office during polling hours, should be cast by the Warden and Clerk (**not by the voter**) in the same manner as an absentee ballot and noted in the Clerk's record. A copy of the Provisional Ballot Form should be left at Check-in and Check-out if the voter is not on the active voter list (such as if the voter was without and ID when ID was indicated on list).
- Provisional Ballots found valid after polling hours are counted in the office of the Board of Registrars.
- A Provisional Ballot is not counted if upon investigation no evidence is found that a voter should have been listed as a registered voter.

7. Assistance to Voters

- **A voter who informs the Warden that he/she requires assistance completing the ballot may designate a person of their choice to assist them.**
- **Assistance may be provided through the use of the AUTOMARK Machine.**
- **As an alternative, the voter may request that two election officers, not of the same political party, accompany the voter into the voting booth**

AutoMark Handicapped Accessible Voter Terminal

- The AutoMark can be used by any voter, but is designed to provide assistance to voters who are unable to mark an optical scan paper ballot due to physical impairment.
- Accessibility features include a touch screen with zoom and contrast features, a keyboard marked with Braille and an audio ballot feature. After the ballot is marked, it is fed into the same ballot box as all other voted ballots.

8. Clerk's Record



- Keep a record of all facts relating to the proceedings of the election required by law in the *CLERK'S RECORD BOOK*.**
 - Name of Warden, Clerk, and all other election officials and their duties for each shift
 - Name of patrolmen on duty for each shift
 - The clerk **MUST** record the number of ballots received from the Town Clerk's Office
- OPENING OF POLLS – How did it go? Did the weather for the day create any problems? How many voters were waiting at the entrance at 7am?**
- Record the examination and condition of the BALLOT BOX and record the "0" tape was printed, signed and posted before any ballots were cast.**
- ABSENTEE BALLOTS — Record the total number processed in each precinct during the shift. (Additional absentee ballots may be brought to the polls by the Town Clerk or staff).**

Clerk's Record, Cont.

MORE NOTATIONS TO ENTER:

- Facts unique to the election:** Time the polls opened; any problems which arise with the voting machine or system during the day, the time of those problems, and the way in which they were resolved; any complaints received during the day, and the manner in which they were resolved.
- Any unusual events:** The name and address of any person whose name is not on the voter list and whether they were issued a certificate.
- Ballots cast count:** Found on the front of ballot reader machine. Record this number every few hours or as requested by the Town Clerk's office.
- The names and addresses of any challenged voter and the person making the challenge, as well as whether the voter presented identification. Also record the name and address of any person who is offered a Provisional Ballot, along with a notation of whether they choose to vote. (950C.M.R. s54:01 (4))
- The number of voters on the check-in list and the check-out list** at the end of the night and the name of the Tellers and their assignment precincts

✓ CLERK'S RECORD BOOK CHECK LIST ✓

The Clerk's Book is the record of facts relating to the proceedings of the election

- NAMES OF OFFICIALS - Warden, Clerk, other Election Officials and Police Officers on duty
- RECORD THE NUMBER OF BALLOTS RECEIVED from the Town Clerk
- Opening of Polls – Time and all relevant events - How did it go? Did the weather for the day create any problems? How many voters were waiting at the entrance at 7AM?
- RECORD THE EXAMINATION AND CONDITION OF THE BALLOT BOX by the Warden and if all was in order. Note that the "0" tape was printed, signed and posted before any ballots were cast.
- ABSENTEE BALLOTS - Record the number processed in the precinct each time a group of absentee ballots were processed
- APPROPRIATE FACTS of the election, including: the time the polls opened on time at 7:00 AM; any problems which arose with the voting machine, voters or workers during the day, the time these issues arose, and how they were resolved; Record complaints received during the day, and the manner in which they were handled.
- UNUSUAL EVENTS – example: Names and addresses of persons whose names are not on the voter list, whether they provided ID and if they were issued a certificate
- NAME AND ADDRESS OF ANY CHALLENGED VOTER, the person making the challenge, whether the voter presented identification, etc. and the name and address of any person who is offered a Provisional Ballot, along with a notation of whether they choose to vote.(950C.M.R. s54:01 (4))
- RECORD BALLOT COUNT when requested by the Town Clerk's office
- RECORD POLLS CLOSED on time at 8:00 PM
- RECORD COUNT ON THE BALLOT BOX registers at the close of the polls. (G.L.c54 s60,66,85,105A; see also 950C.M.R. s54.01 (4))
- RECORD NUMBER OF VOTERS on the check-in and the check-out lists at the end of the night and the names of the TELLERS for the precinct
- RECORD NUMBER of UNREAD, SPOILED and UNUSED ballots for the precinct at the close of the polls and any issues that arise during the closing process
- Warden and Clerk have SIGNED the Clerk's Record Book, recorded THE TIME the closing and sealing of containers IS COMPLETED and THE TIME the Police Officer brings materials back to Town Hall

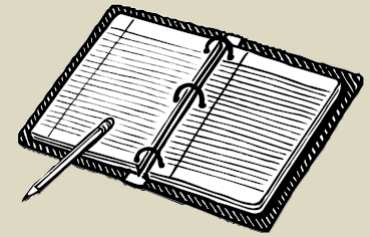
9. Closing the Polls

- ❑ Time: the polls must close at 8:00 pm. **If voters are already in line, they are allowed to vote.** The Police Officer stands at the end of the line or colored note cards may be given to each voter in line if there is a large number of voters.

8:00 PM

- ❑ The public must be allowed to observe the closing and counting process.
 - **Observers** must be allowed within the polling place, but they must stand outside the voting area during the process.
 - **Only Election Officers** may take part in the process of counting and sealing the voting materials. The police officers have the keys and will give the keys to the Warden to unlock the machines, but police officers may not handle the ballots.

Closing the Polls Continued...



- ❑ The **Unused Ballots** must be removed from the check-in tables by the Warden or Clerk and Secured in the ***Unused Ballot Wheeled Case*** before obtaining the keys from the Police Officer!
- ❑ Bring the ***Wheeled Case for the Official Election Materials*** to the ballot box, obtain the keys from the Police Officer and follow the Closing Procedures in the Warden's Folder!
- ❑ **Voted Ballots** removed from the ballot box must be kept in open view of the voters present until enclosed and sealed. All proceedings in the inspection and counting of votes shall be public and in open view of any observers.
- ❑ **Final Register Number** on the ballot box must be recorded.
- ❑ A count must be made of the voters on both the **Check-in and Check-out Lists by the inspectors** for each precinct, and the voting lists must thereafter be sealed in the side compartment of the *Official Election Material* wheeled case.
- ❑ **Provisional Voted Ballot Envelopes** must be, placed back in the Orange Bag, and the total number noted in the Clerk's Book. The Orange Bag must then be sealed with the voting lists in the side compartment. **DO NOT SEAL WITH THE CAST BALLOTS!**

**USE THE FOLLOWING
CLOSING PROCEDURES
FROM THE
WARDEN'S FOLDER!**

Closing Procedures (page 1)

To Close the Polls, you will need the **SECURITY KEY** and the **PASSWORD.**

1. Using the SECURITY KEY, Place it on top of the SECURITY KEY PAD. Remove key once ADMINISTRATIVE MENU appears.
2. Press CLOSE POLLS.
3. When prompted, enter the KEY PASSWORD using the OPERATOR SCREEN, then press ENTER.
4. When asked “ARE YOU CERTAIN YOU WISH TO CLOSE POLL?,” press YES.

Closing Procedures (page 2)

The Imagecast will now print a results tape. If you experience problems with your printer...

CALL THE TOWN CLERK

Closing Procedures (page 3)

5. Remove and sign the tape for posting next to the ZERO Tape from the morning shift.

6. When asked “WOULD YOU LIKE ANOTHER COPY?” – press YES.

7. Print 4 copies in total, then when asked “WOULD YOU LIKE ANOTHER COPY?” – press NO.

Closing Procedures (page 4)

8. After all the tapes have been printed and signed, use the metal key to unlock #4 (the Auxiliary cover) and check for ballots.

9. Remove all ballots found and place in the large White UNREAD BALLOT Envelope. Check to be certain that the Auxiliary Compartment is empty, then slide the tab down on the underside of the auxiliary cover. Close and lock the auxiliary compartment.

Closing Procedures (page 5)

10. You are now in the ADMINISTRATIVE MENU. press POWER DOWN, then press YES.
11. Open lock #6, lift cover and unlatch ImageCast from the ballot box. Pull the machine forward and unplug cord from the back of the tabulator. Secure lock #6.
12. Return the ImageCast to its carry case.
13. Unplug power cord from wall outlet. Recoil cord back into the compartment on top of the ballot box.

Closing Procedures (page 5)

14. Use metal key to open lock #3, slide door open to the left and remove ballots from the main compartment first. Place these ballots into the large Wheeled bag. Make certain that all ballots have been removed.
15. Lift the white door to remove write-in Ballots and place them in the WRITE-IN BALLOT Envelope.
16. **Double check that all compartments are empty in the Ballot Box.** Place ballot box Plastic cover back on top of the ballot box and lock both sides with metal key.
17. Bring ImageCast Machine in bag to Police Officer for Transport to the Town Clerk's Office.

After the Ballot Box

- ❑ Once the Unread Ballots and the Write-In ballots have been identified and placed in the corresponding envelopes, the Wardens should provide the **TELLERS** with the tellers bag, the Write-In and Unread Ballot Envelopes, instructions and tally sheets.
- ❑ All ballots and materials must be secured and returned to Town Hall from each polling place.
- ❑ Used and unused ballots-record the number of ballots on the Precinct Report. Make sure this report is completed.

Precinct Ballot Report

- This report records all of the ballots received for the precinct for the morning and afternoon shifts including absentee ballots received.
- The number of Voted, Spoiled and Unused Ballots must be recorded on the Precinct Report. The Wardens and Clerks for each shift must work together to complete this report.

TOWN OF SUDBURY
Ballot Report for Precinct #
TOWN ELECTION

OPENING SHIFT

Number of Ballots received from the Town Clerk at 6 AM	1. _____
Number of <u>Additional Unused</u> Ballots received before 2:00 PM	2. _____
Number of Absentee Ballots Received before 2:00 PM	3. _____
Total Number of Ballots received by 2:00 PM	4. <input type="text"/> (Add #1, 2 and 3)
_____ Warden's Signature	_____ Clerk's Signature

CLOSING SHIFT

Number of <u>Unused</u> Ballots Received From the Town Clerk After 2:00 PM	5. _____
Number of Absentee Ballots Received from Town Clerk After 2:00 PM	6. _____
Total Ballots Received during Polling Hours <i>(Total #4 from the Opening Shift above, #5 and #6)</i>	<input type="text"/>

Closing <u>Count on Tape</u>	7. _____ (Tape Total)
Number of Ballots in <u>Auxiliary</u> Bin (Unread)	8. _____ (Unread Voted Ballots)
Number of <u>Spoiled</u> Ballots	9. _____
Number of <u>Provisional</u> Ballots Voted	10. _____
Number of <u>Unused</u> Ballots	11. _____ (Not Voted)
Grand Total of Ballots	<input type="text"/> (Total # 7, 8, 9, 10, 11)
_____ Warden's Signature	_____ Clerk's Signature

12. Tallying Results



- Unread Ballots have not been tallied by the machines and are hand counted by the Tellers at the polling locations after the close of the polls.
- Write-In names have not been recorded by the machines and are also recorded by the Tellers after the polls close. We have 2 Write-In Candidate that has filed their intentions to run a campaign with the Town Clerk's Office. Their name have been included on the Tally Sheets. See handouts.
- Provisional Ballots found valid after polling hours are counted in the office of the Board of Registrars.
- Absentee Ballots for a Town Election received after the close of the polls cannot be counted.
- After all materials are returned to Town Hall, a final tally will be completed using the tally sheets from each precinct to verify and compile the total numbers of votes.

10. Returning Materials to Town Hall

- All materials must be returned to Town Hall from each polling place, including:
 - Voting lists
 - Clerks records books
 - Warden's folder
 - Provisional ballots
 - Absentee ballot envelopes
 - Unused ballots
 - Any other records of the election

- Follow the closing instructions included with the seals in the Precinct Box and the Warden's Folder

- Voting materials must be sealed at the polling place in the presence of the Town Clerk or the Assistant Town Clerk before they are transported to the Town Clerk's Office.



11. Sealing of Containers

LARGE CANVAS WHEELED BAG

MAIN COMPARTMENT with Red paper tag

*Please sign and affix one of the labels provided and seal with **Yellow Seal** provided.*

This bag should contain all of the following after the Tellers have finished:

- The Pure Ballots
- Unread Ballots in Envelope
- Write-In Ballots in Envelope
- Spoiled Ballots in Envelope
- Absentee Ballot Envelopes and Disposition Sheets
- One AccuVote tape showing Election results
- ZERO "0" PRINT-OUT TAPE



Plastic Seal

SIDE COMPARTMENT with Yellow paper tag

Please sign and affix one of the labels provided and lock with padlock.



This compartment should contain:

- Teller's Tally sheets in envelopes
- The Warden's Folder
- Clerk's Book
- The Check-In and Check-Out Voter lists
- The Orange Provisional Ballot Bag (with ballots)

SMALL CANVAS BAG

*Please sign and affix one of the labels provided and seal with the **Blue Seal**.*



This bag should contain:

- Unused Ballots Only

In Closing...

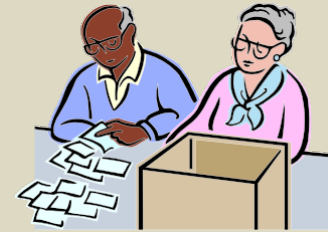
- Take time during the Election to review the procedures provided in the Warden's Folder and in this booklet from the election training session before it is time for the polls to close. Ask the Town Clerk or the Assistant Town Clerk for clarification if you have any questions.
- Secure all **Unused Ballots** immediately after the polls close and voters have left the active voting area. Bring the **Unused Ballot Wheeled Bag** to the **Check-In Table** and secure the **Unused Ballots** inside.
- Bring the **Large Wheeled Bag** and the **Closing Procedures** from the **Warden's Folder** to the ballot box and obtain the keys from the police officer.
- Follow the instructions in the **Closing Procedures**.
- When the **Check-In and Check-Out Inspectors** complete their tallying of the books, they will bring them to you. Be certain that they are secured.
- Complete the **Ballot Report** and the **Clerk's Book**. Refer to the **Clerk's Book Check List**. Both the Clerk and the Warden must sign the report and the book.
- Follow the **Procedures for Sealing Materials** regarding placement and sealing of materials. These can be found in the Warden's Folder, in the bag containing the seals and on the colored tags attached to the **Large Wheeled Bag**.

***Do not seal any materials until the bag has been checked by the
Town Clerk or the Assistant Town Clerk.***

13. When in Doubt...

- Don't hesitate to **CALL THE TOWN CLERK'S OFFICE** at **978-639-3351** when a situation that you are not sure how to handle arises or if the circumstances are beyond your authority. The cell phone numbers for the Town Clerk and Assistant Town Clerk are in the Warden's Book.
- Telephones are provided at each polling location for the Wardens/Clerks to call the Town Clerk's Office.





**Thank you for serving the Town
of Sudbury as an Election
Officer!**

