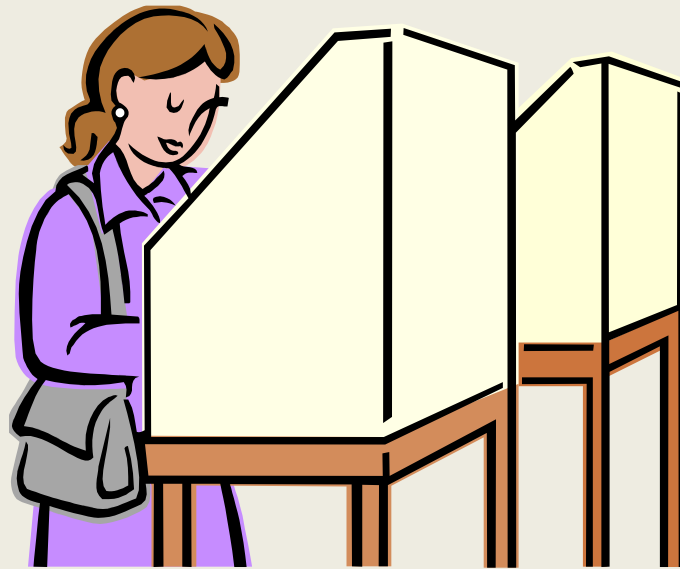




Election Worker Training

2022 State Primary Election



Election Officers and Police Officers

- **Warden:** Officer in charge of the poll
- **Clerk:** keeps the record book and assists the Warden
- **Inspectors:** Checks-in or checks out voters
- **Ballot Box Inspector** is responsible to make sure all voters cast their ballots in the ballot box at the correct precinct.
- **Police Officers** are present at each polling place. They will hold the keys to the ballot boxes during the Election.
- **Greeters**-Assist voters to locate correct precinct, check voting booths for items left from voters, wipe down booths

Polling Locations

IMPORTANT-New Precinct # 6, Precinct 3 votes at Fairbank.

- Precincts 1, 2, 3, and 5 voters cast their ballots at Fairbank Community Center
- Precincts 4 and 6 voters cast their ballots at the Lower Town Hall.
- Voters may need extra help finding their voting place. If there are any questions, contact our office.

Polling Hours

The Polls are open from
7 a.m. to 8:00 p.m.

AM poll workers must arrive by
6:30 a.m. and check in.

Afternoon shift starts at 2:00 pm to
closing.

Arrive 15 minutes early to sign in.

Who is Allowed Inside the Active 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 A Voter 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 Phone Use – Phones must be silent. No one may use a cell phone within the polling area, except the Warden, Clerk or Town Clerk (and only if they are resolving a voting issue).
- No Smoking
- Political buttons, shirts, hats or other political paraphernalia pertaining to the election 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.
- Call the Warden if you have any concerns

Assistance to Voters

- A voter who informs the warden that due to blindness, another disability or the inability to read or understand English 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.
- The AutoMark should be turned on and tested by the Warden when the Polls open.

Assistance to Voters

- If a voter requests information regarding a question on the ballot – Workers may not discuss the ballot with the voter or with each other. Voters may bring notes into the Voting Booth, but must remove anything when they leave.

Call the Warden if the voter insists on asking a question!

Check-In using Poll Pads

- When voters arrive at the check-in table they must state their name to the inspector who will repeat it loud enough for any observers to hear (even if there are no observers sitting in view).
- The inspector will type in the name on the poll pad and press search, when it brings up the voter, ask the voter to state their address.
- The inspector will repeat the name loud enough for any observers to hear and will verify that they have the correct name for the voter by:
 - **Reading** the **middle initial**, if there is one.
 - **Noting** there may be **more than one person with same name** in a family.
 - **Repeating** any initials or suffixes: Jr., Sr. II, III, etc.

Check-In Continued

- The Inspector will check to verify that the information is correct and hit Submit. If the information on the screen is not correct press Start Over.
 - The Inspector will print out a receipt and put it in the box on the table by last name. A receipt must print out every time the voter is checked in.
 - The Inspector will then hand the voter a ballot.
- *THE VOTER MUST NOT PICK UP A BALLOT FROM THE TABLE***
- For the **Primary**- there will be two checkers- the second checker will take the receipt, verify that the receipt matches the party ballot that the voter is receiving and hand the voter the ballot.
 - Receipts should be filed by party and last name
 - Offer the voter a secrecy sleeve and then direct the voter to the precinct's row of voting booths.

- INSERT SAMPLE RECEIPT WITH PARTY

Check-In Continued

- If the screen says “**Absentee/Voted Early**” call the Warden or Clerk. Do not give the Voter a ballot until the Clerk verifies that the Ballot has not been cast.
- A Ballot is “**Cast**” when it is received by the Town Clerk’s office. If the mail in ballot has not been cast , then the voter can receive a ballot. The voter is not required to sign a form or roster but should be told that their previously requested ballot will not be counted.
- If the screen says “Ballot Cast” the Voter can not vote.

Voters enrolled in one of the 2 Parties must be given the ballot for that Party

- **D - Democratic** - A voter enrolled in the Democratic Party may only be given a **Democratic Ballot**
- **R - Republican** - A voter enrolled in the Republican Party may only be given a **Republican Ballot**

Who may choose a Ballot?

- **U - means Unenrolled** - An Unenrolled voter **must choose** to receive either a Democratic or a Republican ballot.
- If a voter has any other letter(s), such as **A, AA, B, BB, C, E, F, G, H, K, L, M, N, O, P, Q, S, T, V, W, X, Y** or **Z** next to his or her name, the voter is enrolled in a **Political Designation**. These voters **must choose** to receive either a Democratic or a Republican ballot.

Mail In Voting Ballots

Mail In ballots are delivered to the polls during the day. Whenever time permits the poll workers process these ballots

- Voters who have applied for absentee ballots will have an “**Absentee Received**” next to their name on the screen.
- The Warden or Clerk will read the address and name of voter from the inner envelope at the Check-In table.
- Inspector will look for the address and name on the on the Poll Pad, repeat the voter’s address & name out loud and select “**Process Returned Absentee Ballot**” submit.
- If there is a check out table the Mail In ballots will be checked out on the list and then put through the tabulator.



SPOILED BALLOTS

- Voters who state they made a mistake in marking their ballot may request a new ballot of the same party as the first ballot they received. If this happens...**Call the Warden!**
- If a voter spoils a second ballot, the voter may obtain a third ballot. If this happens...**Call the Warden!**
- No more ballots after three have been issued. If this happens...**Call the Warden!**
- A ballot that is spoiled by a voter is marked “Spoiled” **by the Warden** and sealed in an envelope without being examined. (This event is recorded in the Clerk’s Book)

**My table is running out of ballots, can't I
get some from a neighboring table?**

No.

Ballots are accounted for by precinct
and are transported to and from the
tables by the Wardens and Clerks

Voters with ID Indicated on List

- Voters with ID next to their names must show identification with the name and the address where they are registered. If they show an ID with name and address (as registered), they may be given a ballot.
- Acceptable forms of ID include a driver's license, current photo ID issued by the RMV or other State agencies, current utility bill, paycheck or other government document showing voter's name and address. ID on a phone is acceptable.

Questions? Call The Warden!

- If there is a voter with ID next to his name who does not have proper ID, **call the Warden!**

DO NOT TURN ANY VOTER AWAY!

Check-Out

- They will have a voter list and check out the voters before they deposit their ballots
- At the end of the night they will add up the voter list.
- Make sure to include inactive voters.
- When done, sign the book and give it to the Clerk.
- Separate ballots by party. Assist warden with checking voted ballots for write in's
- Sign out before you leave.

Ballot Box Workers

- Verify that voter is putting ballot into in correct ballot box.
- **ONLY THE VOTER HANDLES HIS/HER VOTED BALLOT.**
Children may not feed the ballot into the scanner!
- If a ballot does not go through the scanner on the first try, **THE MACHINE WILL FLASH A MESSAGE ON THE SCREEN, PLEASE READ THE MESSAGE AND HAVE THE VOTER PROCEED ACCORDINGLY.**
- **Call the Warden** if there is a problem or if you need assistance.
- Remember! Do not stand over the voting machine if a voter is putting their ballot through. Voter should not leave until the Ballot is accepted.
*If there is an overvoted race or a blank ballot and the voters does not wish to receive another ballot, the voter should place the ballot into the back opening of the ballot box (Auxiliary Compartment) and the ballot will be hand read when the polls close.

Ballot Box Workers (page 2)

If a ballot is abandoned on top of the voting machine, the ballot box worker should put the ballot into the rear opening of the ballot box (Auxiliary Compartment) to be hand read when the polls close.

**Auxiliary
Compartment**



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 voter 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 either make the ambiguous marks darker so the ICP can accept the ballot, request a new ballot or cast their ballot to be hand counted 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.

Call the Warden!

Other Check-In/Out Notes

- If a voter comes in to vote and they have an AV/EV next to their name...**Call the Warden!**
- If the voter's name doesn't appear on the list...**Call the Warden!**
- If the voter does not have ID and it is required...**Call the Warden!**
- If the voter claims the voting list shows the incorrect party...**Call the Warden!**
- If the voter is wearing or carrying political, shirts, buttons or signs and will not remove the item when asked politely...**Call the Warden!**
- If there is any doubt about how to proceed...**Call the Warden!**

Challenged Ballots

Any person may challenge a voter for any legal cause, which includes challenging vote by mail ballots.

The ballot must be challenged at the time the voter checks in.

Possible reasons for challenging:

- Voter is not who he/she states that he/she is
- Voter does not live at the address he/she stated
- Voter is not registered in the correct precinct
- Voter is not qualified to vote by absentee ballot
- Voter was not registered by the close of registration
- Voter is not a United States Citizen
- Voter has already cast a ballot

Challenged Ballots Continued

If a ballot is challenged, the presiding officer (Warden or Clerk) 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.

Observers

- **Observers must be allowed in the polling location, outside the actual voting area, unless they are disorderly or obstruct the access of voters.**
- **What they can do:**
- Observers may keep notes including marking their own voting lists
- Observers may listen as the poll workers announce the names of the voters (which must be loud enough for the observers to hear)
- Observers may challenge a voter's ballot for any legal cause
- Observers must stay behind the guardrail
- **What they can't do:**
- Observers cannot request the names and addresses of voters or speak to the poll workers or the voters directly.
- Observers cannot interfere with the check in process in any way.
- Observers are not allowed to talk on cell phones.

Observers Continued

- **What to do if observers become a problem:**
- **Call the Warden.**
- If an observer is disruptive the Warden may ask the observer to leave the polling location.
- If you get any requests for the number on the ballot box, pursuant to 950 C.M.R. § 54.04 (25), **the presiding officer** shall, when requested, make a statement of the figure on the ballot box register.

150 Foot Rule

What is prohibited within 150' of a polling location?

- No dogs or other pets within 150' of the polls except service animals.
- 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 Continued

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.

Closing the Polls

- The polls must close at 8:00 p.m. – Presiding Officer will announce the polls closed.
- A voter in line at the close of the polls must be allowed to vote
- If there is a line, the police officer or other qualified person must be stationed at the end of the persons waiting to vote to ensure that no other voters are allowed to vote. If the number in line warrants it, the Warden will give each waiting voter a card signifying that they were in line on time to vote.
- The closing process must not begin until all voters have cast their ballots.
- Public must be allowed to watch the closing and counting process outside the voting area itself – doors remain unlocked
- Voting lists and all ballots removed from the ballot box must be kept in open view of the voters present until enclosed and sealed up. All proceedings in the canvas and counting of votes shall be public and in open view of the voters.

Closing the Polls (2)

- Only election officers may take part in the actual process of counting and sealing the voting materials
- Once the Polls are closed and there is no one left to check in, the Inspectors will write down the final number on the Poll Pad and give it to the Clerk
- The Inspectors will count the printed out receipts in the box by party and give them to the Clerk. The receipts are to be stored with the voter books and returned to the Town Clerk.
- The poll pads should be turned off, unplugged and put back into their cases. Please follow instructions in the case.
- Please help clean up around your station before you leave.

Closing the Polls (3)

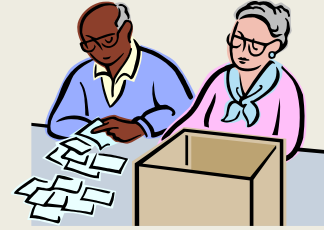
- Presiding officers at each precinct will print and sign 4 copies of the ImageCast Machine Tapes and post one copy for each precinct on the wall next to the zero tapes for public viewing
- All evening election workers should carefully preserve and remove all election set up material from the polling location before leaving for the night such as removing and folding table cloths, taking down signs, collecting and recapping voting pens and assisting the Wardens as required
- Complete and sign your time sheet!

Respectful Space

- Be aware & respectful of personal space
 - Some individuals are made uncomfortable by unsolicited and unexpected hugs or a casual pat on the shoulder.
 - Individuals may have health issues or worry about catching or sharing colds or other illnesses.
- Maintain a fragrance free zone at the polls
 - Some individuals are sensitive and even allergic to fragrances that are pleasing to others.
 - Don't wear perfume or other fragrances on Election Day.

What will be provided!

- We will provide coffee, water and snacks
- You may bring lunch or other snacks
- We will provide masks if you choose to wear them but they are not mandatory



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

