



Clay County Supervisor of Elections

ELECTION WORKER PROCEDURE MANUAL 2024



www.ClayElections.gov
(904)269-6350
ElectionWorker@ClayElections.gov

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Dear Elections Professional,

Welcome to our Elections team! Your commitment to our great nation and the democratic process helps ensure that our office can continue Clay County's longstanding tradition of transparent, trouble-free and professionally conducted elections—which voters not only expect but deserve.

This Election Worker manual has been prepared to complement your training for the 2024 elections. After your training, please refer to your manual often as you prepare for Election Day. Remember to bring it with you to the polls. Your diligence in following the guidelines within this manual keeps us in compliance with Florida Statutes for administering elections.

As an Election Worker, you are essential in the process of effective elections administration. With your help, we will achieve our goal of providing this invaluable service for all Clay County voters while adhering to our mission of conducting flawless elections. Remember, a cord of three strands is not easily broken, it is through your **commitment**, **diligence**, and **professionalism** that we will be successful in our efforts.

I look forward to working with each of you in the coming days, weeks, and months ahead in ensuring the democratic process continues in Clay County Elections.

Kindest Regards,



2024 Election Dates

Presidential Preference Primary – March 19, 2024

Early Vote - March 8 – 16 9:00-6:00

Primary Election - August 20, 2024

Early Vote – August 8 – 17 8:00-6:00

General Election – November 5, 2024

Early Vote – October 22 - November 2 7:00-7:00

EMERGENCY PROCEDURES AND CONTACT INFORMATION

CONTACT INFORMATION

Address: Clay County Supervisor of Elections
500 N. Orange Ave.
Green Cove Springs, FL 32043

Phone: 904-269-6350

Email: ElectionWorker@ClayElections.gov

Website: www.ClayElections.gov

Election Day Phone: 1-866-852-7232



IF YOU CANNOT GAIN ACCESS TO THE POLLING ROOM

If the person with the key to the facility does not show up by 6AM to let your team into the polling room call Elections Office immediately. Office staff will make calls to the contact persons of the facility to get someone there as quickly as possible

MEDICAL EMERGENCY

1. In the event of a medical emergency, call 911.
2. When the medical emergency is under control, call the Elections Office immediately.
3. Complete the required Accident/Incident forms located in the Clerk manual. Return these forms to the office at the end of the day in the Completed Forms file.

EVACUATION OF YOUR POLLING PLACE

If you must leave your Polling Place due to an emergency for any reason:

1. DO NOT PANIC-The safety of you and your co-workers is our primary concern.
2. If time allows, Election Workers should take the following items:
 - a. Tabulators: DS200 – unplug, lower lids and wheel out.
 - b. Clerks: Provisional bag
 - c. Inspectors: EViDs- unplug and remove
 - d. Assistant Clerk: ExpressVote-unplug and remove
3. The Field Election Deputy (FED) will be dispatched with additional instructions.



POWER OUTAGE

All Power outages and equipment failures must be reported to the Supervisor of Elections office immediately. If there is a power outage, voters can continue to be checked in on the EViD, mark their ballot using the ExpressVote and cast their ballot in the DS200. These pieces of equipment have battery backup and will be temporarily usable until the FED arrives to install a generator, if applicable. Once the power returns you must notify the Supervisor of Elections Office IMMEDIATELY. Power outages must be reported on the

Incident Report Form located in the Clerk's Manual. Any equipment failure needs to be reported on the *Technical Issues Form*. Place *Incident Forms* and *Technical Issues Forms* in the Completed Forms file.

DS200: Voters will continue to vote by placing voted ballots in the Emergency Ballot Bin slot.
Call the Elections Office Immediately for Technical Support.
Record equipment failure on the Technical Issues Form

EViD: If one EViD fails, continue processing voters using the other EViD(s) and contact Elections office immediately for Technical support.
Record equipment failure on the Technical Issues Form.

BOD: If one BOD fails, call the Elections office immediately and continue processing voters using the other BOD(s).
If ALL BODs fail, contact Elections office immediately for Technical support.
Offer the ExpressVote to voters.
Record equipment failure on the Technical Issues Form.

ExpressVote: Call the Elections Office Immediately for Technical Support.
Record equipment failure on the Technical Issues Form.

ELECTION WORKER OVERVIEW

BEING AN ELECTION WORKER: Election Workers are appointed by the Supervisor of Elections and categorized as employees of the Clay County Supervisor of Elections Office. To be employed, all Election Workers must meet the following conditions:

- Registered voter of Clay County
- Be available to work where needed
- Be able to speak, read and write English
- Be able to work a 14+ hour day
- Be able to lift 35 lbs. with assistance
- Have an email and internet access
- Have transportation
- Must complete training prior to each election
- Remain nonpartisan while working at the polls



WHEN DO ELECTION WORKERS VOTE? All Election Workers are responsible for voting prior to Election Day either by voting early or voting by mail. Vote by Mail ballots may be requested on the Supervisor of Elections website (www.ClayElections.gov).

TRAINING: **FS 102.014** requires training prior to each election. Statute also mandates Sensitivity and Disability training each year.

We provide:

- Online pre-requisite training (required once per year)
- In class hands-on training (required prior to each election)
- Supplemental online training as a review of what we discuss in class.

ASSIGNMENTS: The Supervisor of Elections assigns Election Workers according to the needs and resources which best serve the voters. Know your precinct number and location where you are assigned to work prior to Election Day.

CANCELLING: If you find that you are unable to work immediately notify Election Office so a replacement can be appointed.

HOURS OF WORK: You must report to your assigned polling place by 6AM. If you are late without notice, you may be replaced by another worker. The polls open promptly at 7AM. All preparations work should be completed as soon as possible. Election Workers remain until all of the work is completed and the Clerk dismisses you. Election Workers are scheduled to work the entire day and may not leave the polls for any reason. In the event of an emergency, the election worker who leaves may not return to work.

DRESS CODE: Election Workers should dress neat and professional but comfortable. Pants and conservative tops are acceptable with closed-toe shoes. No jeans, leggings, baggy pants, bare-midriff tops, low-cut necklines, shirts with elongated armholes, tank tops, visible undergarments, clothing that is ripped, see-through or tight, partisan attire or accessories or sandals/flip-flops. Only Deputies are allowed to wear shorts.

NON-PARTISAN: When working at the polls, all Election Workers must be non-partisan. Election Workers do not discuss candidates or issues and cannot wear any clothing or paraphernalia which would indicate a candidate, party or issue preference.

LUNCH BREAKS: Lunch breaks are scheduled at the polling location. The Clerk has a sign-up sheet for a requested lunch break. Let the Clerk know if you have any additional needs. The requested lunch break is subject to voter service requirements. A break may be shortened if a line builds or service is required.

Election Workers should be prepared for a minimum 14-hour day. Bring plenty of food, drink, snacks and any medication you require. A seat cushion and light sweater/jacket may also be necessary. The Clerk can answer questions about facilities available at the precinct. Remember to leave your polling location better than you found it-keep it clean.

RESTRICTIONS: No smoking or vaping rules are enforced in or around the polling location. The Clerk may designate a smoking area away from the voters if necessary. Smoke breaks must be approved by the Clerk.

CELL PHONES AND MOBILE DEVICES: Phone calls are not allowed inside the polling room except for the Clerk on election business. Personal calls can be made outside the polling room when coordinated with the Clerk.

Election Workers may use cell phones under these conditions:

- The device must be set to silent.
- The device may not be used to take photographs or to record conversations unlawfully inside the polling room.
- Election Workers may only use devices when it does not interfere with their work and/or when voter presence is extremely low. The Clerk will be responsible for oversight.
- iPad, laptops, audio devices, televisions, radios, newspapers, or video recorders (**F.S. 102.031**) are not allowed in polling room. E-readers and books are acceptable.



NO PHOTOGRAPHY: Photography is not allowed inside the polling place except a voter may photograph his or her own ballot. (**FS 102.031**)

VOTERS: Voters may bring in pre-marked sample ballots or campaign literature for their personal use. They may not use these for campaigning purposes. Voters may wear campaign buttons, shirts, hats, or any other campaign items when they enter the polling place to vote; voters may not otherwise campaign.

POLL WATCHERS: Each political party and each candidate may have one Poll Watcher in each polling room or early voting area at any one time during the election. These watchers must be approved by the Supervisor of Elections prior to the election. The Supervisor of Elections will provide a list of the approved Poll Watchers' names.

- Poll Watchers are allowed in the polling room to observe the conduct of the election. They *may not* come closer to the EViD Inspector's or Clerk's table than is reasonably necessary.
- Poll Watchers *may* enter challenges to voters. They *may not* speak to or otherwise interact with voters.
- Poll Watchers are not allowed to wear any campaign items while in the polling room.
- Poll Watchers should pose any questions regarding procedures to the Clerk for resolution (**F.S. 101.131**)

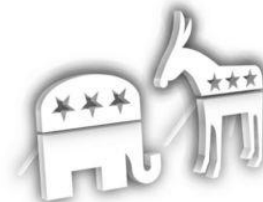
MEDIA: Members of the media must identify themselves to the Deputy and the Clerk. All interviews, with the exception of exit polls, must be conducted outside the 150-foot no solicitation area. For exit polling, media may approach voters only *after* the voter leaves the polling place. Media are not allowed inside the polling room.

Election workers are not allowed to give opinions or answer election related questions.

SOLICITATION: No person or group may solicit voters inside the polling place or within 150 feet of the entrance to the polling place or early voting site (**F.S. 102.031**). Before the opening of the polling place, the Deputy shall designate the no-solicitation zone and mark the boundaries using the flags or cones provided.

The word "solicit" or "solicitation" includes things such as:

- asking someone for his or her vote;
- asking for someone's opinion;



- asking for a contribution;
- distributing any political or campaign material;
- conducting a poll (note the exception below);
- asking someone for his or her signature on a petition;
- selling any type of item.

ELECTION WORKER JOB DESCRIPTIONS

CLERK

- The supervisor of the polling place, responsible for the efficient operation of the precinct
- The Clerk is responsible for the pick-up and return of all required items from the Elections Office
- Processes voters with registration issues (no identification, assistance required or requested, changes to registration, issues provisional ballots)
- Assigns additional duties as necessary to the other Election Workers
- Assists with setting up and breaking down of polling place
- Completes the Ballot Accounting Form

ASSISTANT CLERK

The Assistant Clerk attends the same training as the Clerk.

- Assigned specific tasks in order to assist with efficient operation of the precinct. (Works in conjunction with the Clerk)
- Processes voters with registration issues
- Makes address changes
- Issues provisional ballots
- Operates the ExpressVote marking device
- Assists with setting up and breaking down of polling place
- Serves as Clerk if necessary



EVID INSPECTOR

- Greets and processes voters (checking photo/signature ID)
- Issues voter the correct ballot
- Demonstrates voting procedures
- Assists with setting up and breaking down of polling place
- Other duties as assigned by the Clerk or Assistant Clerk



DS200 TABULATOR

- Maintains the optical scan voting equipment
- Instructs voters on proper insertion of ballots into tabulation equipment
- Assists with setting up and breaking down of polling place
- Other duties as assigned by the Clerk or Assistant Clerk



DEPUTY

- Is not a member of the Election Board and does not process voters or handle ballots
- Assists with set up and breakdown of polling place
- Other duties as assigned by the Clerk or Assistant Clerk
- Places all outdoor signage as required
- Marks disabled parking spaces for voters if necessary (disabled parking spaces must be 12' wide)
- Marks the "No Solicitation Zone"
- Polices the parking area and pathways
- Prompts voters to have identification ready
- Maintains order at the polls

STANDBYS

- Any Election Worker not assigned to a precinct prior to Election Day should report to the Elections Office in Green Cove Springs no later than 5:30AM on Election Day.
- Will be assigned to a precinct: Pay-rate for position worked
- Assist in the Elections Office: \$195 for a full day of service
- Dismissed for the Day: \$50

PAY SCALE

Rates include training attendance and working the entire Election Day. Election pay is based on the position worked. Checks are mailed approximately 3-4 weeks after the election.

Clerk	\$250
Assistant Clerk	\$230
Inspector, Tabulator & Deputy	\$195



ELECTION DAY SOLUTIONS

ELECTION WORKER DOES NOT SHOW UP

If an assigned worker is unable to work or fails to report at 6AM the Clerk must notify Election Office immediately so that an alternate may be assigned.

VOTING ROOM LAYOUT

There is a precinct diagram in the Clerk manual for each precinct. Follow this diagram when setting up the polling room. The configuration is designed to keep the precinct in compliance with ADA and state laws.


BALLOT VERIFICATION

The Election Board (all positions except the Deputy) will compare the sample ballot to the races and amendments on the DS200 zeros tape to verify the correct ballot for the precinct. After confirming that they are the same, all members of the Election Board will sign the affirmation on the Seal Log in accordance with **FS 101.5610**.

SEALS

The Clerk and Assistant Clerk will verify all of the seals in the morning. All seals must be accounted for whether on equipment or any other item. Never throw away a used or broken seal. Each precinct has been given a USED SEALS envelope (located in the Clerks Manual). Place all used or broken seals in this envelope.

DURING VOTING HOURS

1. **The polls open at 7:00AM.** No one votes before 7:00AM, not even Election Workers who are working in their home precinct. At 7:00AM, according to the Clerk's cell phone, the Clerk will announce "It's seven o'clock, the Polls are officially open." 
2. **The Clerk is in charge** and will assign additional responsibilities and duties. Contact the Clerk or Assistant Clerk for answers to any questions.
3. **Field Election Deputies** (FEDs) are employed on Election Day to assist with any problems on the DS200, ExpressVote or EViDs.
4. Practice routine cleaning on frequently touched surfaces such as voting booths, EViDs and signature pads regularly during the day.
5. Be sure no campaign literature or other papers have been left in any voting booths. Any information found should be discarded immediately.
6. **The only people allowed in the precinct during voting hours** are the Election Board, the Deputy, voters of the precinct, persons in the care of voters, persons caring for or assisting a voter, the Supervisor of Elections office staff, Field Election Deputies, emergency personnel assisting with an emergency and approved Poll Watchers (list of names will be provided if you have Poll Watchers). **FS 102.031** *The public may observe opening and closing procedures (1S-2.034)* but may not interfere with Election workers or touch any equipment or materials.
7. **Cell phones should not be used in the polling room.** If a voter places a call from the voting booth, the Clerk should politely inform them that as a courtesy to others cell phones should be used outside the precinct prior to voting or after they have voted. Please Note: There are no laws prohibiting the use of cell phones in the polling room.

VOTERS WHO BECOME UPSET

Voters who come to the polling place to vote and are told they must go elsewhere or that their registration is in question may become frustrated or even irate. To handle the situation:

- Stay calm
- Watch body language
- Listen to what the voter is saying
- Offer the voter assistance
- Try to find a solution to the problem
- Be polite. Treat the voter as you would like to be treated
- If necessary, ask the Clerk or Deputy to assist if the voter becomes very angry or threatening
- Keep voice levels down



VOTERS WITH SPECIAL NEEDS

A large segment of the voting-age population has special needs, possibly due to hearing, sight or mobility impairments. Sensitivity toward people with special needs makes good sense whether in business or public life. When you practice disability etiquette everyone wins. The person with the special need feels comfortable and you don't feel awkward interacting with him or her. If you are unsure what to do for a person with a special need, just ask him or her. This person will appreciate your interest in being helpful. Just remember these tips when assisting a person with special needs and your experience will more than likely be a positive one.

- Think of the person as an individual; don't use vague or indefinite group terms like "they" or "them".
- Avoid terms such as "differently able", "physically challenged", "handicap", or "crippled".
- People with special needs are *people* first and foremost.

PROCESSING VOTERS

IMPORTANT NOTE



EViD Inspectors, DS200 Tabulators and Deputies are NOT authorized to tell a voter he/she may NOT vote. Send the voter to the Clerk. Any voter who claims eligibility must be allowed to vote a Provisional Ballot. The Clerk must consult with Election Office.

ACCEPTABLE IDENTIFICATION AND CHECK-IN

ALL VOTERS MUST BE PROCESSED ON THE EViD

1. Voters must produce photo AND signature identification. *Expired, out of state and digital identifications are not acceptable.*
2. Voters may combine two (2) forms of ID to show photo and signature.

3. Valid forms of identification are **(F.S. 101.043)**

- Florida Driver License
- Florida Identification Card issued by DMV
- US Passport
- Debit/Credit card
- Military ID
- Student ID
- Retirement Center ID
- Neighborhood Association ID
- Public Assistance ID
- Veteran Health ID Card issued by Veterans Affairs
- Concealed Weapon License
- Government Employee ID Card



4. If the photo identification does not have the voter's signature, the voter must produce an additional form of identification bearing his/her signature. **(F.S. 101.043(1)(b))** Voter Information cards CANNOT be used as a source of identification.

5. Voters who do not have an acceptable photo and signature ID must vote a Provisional Ballot. There are NO EXCEPTIONS **(F.S. 101.043)**

6. Once the voter has provided the required identification, process the voter as follows:

- Identification such as Florida Driver Licenses or Florida Identification cards can be scanned into the EViD. If any other form of identification is provided, a manual lookup must be done.
- Follow the instructional prompts that appear on the EViD screen and/or refer to the EViD Training Manual.

7. The EViD Inspector will place the ballot in a secrecy sleeve and then give it to the voter.

8. Next, direct the voter to a voting booth to mark his/her ballot and then to the ballot tabulating equipment.

For the following situations, please direct the voter to the Clerk or Assistant Clerk:

- Name or address changes
- Name cannot be located in EViD
- Voter does not have photo and signature ID
- Assistance is requested or required
- Spanish Language translation assistance
- Voter has a challenge placed on him/her

For **PRIMARY ELECTIONS**, voters must vote the ballot style for the party affiliation indicated on their voting pass. If the voter disputes the party affiliation indicated, refer the voter to

the Clerk who will call the office for verification and issue a provisional ballot, if necessary. He/she may complete a *Voter Registration Application* to change their party but it will not go into effect until after the election.

PROTECTED VOTERS

Protected voters have had their personal information withheld from public record and, therefore, it will not be displayed on the EViD. Process these voters as normal and do not ask any questions regarding their address. Call Elections Office if a protected voter needs to make an address change.

CHALLENGED VOTER

Occasionally, someone may challenge a voter's right to vote. The challenged voter must vote a **Provisional Ballot**. There **can** be a notification on the EViD that the voter has been challenged, or a person may be challenged at the polling place. If challenged at the polling place, the person placing the challenge, known as the "challenger" must complete the *Challenged Voter Form* (Oath of Person Entering Challenge) located in the Forms Binder. **The Clerk must call the office immediately so this information can be processed by a staff member.** This is a two-part carbon form; when the challenged voter comes to vote they shall receive the **yellow** copy. The white copy of the Challenged Voter form gets attached to the outside of the **Pink** Provisional Envelope. Any person entering a challenge must be a registered voter in the county. If the voter has already either voted early or by mail ballot, they may not be challenged.

VOTERS WHO NEED ASSISTANCE

Notation on EViD that assistance is requested.

- Ask Voter if there is anything you can help them with; if not, process voter as normal.
- If Voter has brought his or her own assistant, proceed as follows:
- Person providing assistance must complete the affirmation, *Declaration to Provide Assistance (bottom part of form)*.
- If two (2) election workers will be providing assistance, check the "Election Official Assisting Voter" box and complete the affirmation, *Declaration to Provide Assistance (bottom part of form)*.
- Process voter as usual on the EViD and have voter sign the signature pad; Voting Pass prints and Voter is issued a ballot or, if ADA, directed to the Clerk/Assistant Clerk for instruction on using the ExpressVote.

NO notation on EViD that assistance is requested.

- Voter has brought his or her own assistant.
- The voter must complete the *Declaration to Secure Assistance*, and the person providing assistance must complete the *Declaration to Provide Assistance*.
- If two (2) election workers will be providing assistance, the voter must complete the *Declaration to Secure Assistance* and you need to check the "Election Official

Assisting Voter” box and complete the affirmation, *Declaration to Provide Assistance (bottom part of form)*.

- Process voter as usual on the EViD and have voter sign the signature pad; Voting Pass prints and Voter is issued a ballot or, if requested, directed to the Clerk/Assistant Clerk for instruction on using the ExpressVote.

MAIL BALLOTS

Occasionally a voter who has requested a mail ballot will appear at the polling place to vote.

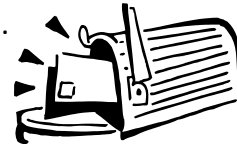
If the voter returns the ballot, voted or not, to the Clerk or the Inspector, the voter shall be allowed to vote at the polling place. The returned mail ballot must be marked “Canceled” by the Clerk and placed in the Surrendered Mail Ballot Envelope located in the Clerks Manual. The voter will then be allowed to vote a regular ballot at the polling location.

If the voter does not return the mail ballot, and the EViD message states “Voter has been mailed a ballot”, the voter may be issued a regular ballot.

If the EViD indicates “Voter has already voted by mail” and the voter disputes that they returned the ballot, the voter must vote a Provisional ballot.

The voter may not use their Mail Ballot as a sample ballot in the booth. Give the voter a sample ballot to transfer their choices or take a picture on their phone.

On Election Day, voted mail ballots may only be dropped off at the Supervisor of Elections office by 7:00PM.



NAME CHANGES

Name changes are processed by the Supervisor of Elections office.

1. If the name in the ***EVid is old and the ID is new***, complete a *Voter Registration Application and Change of Name* form.
2. If both the name in ***the EVid is old and the ID is old***, check in the voter as normal; voter signs their old name and completes a *Voter Registration Application*.
3. If the name in the ***EVid is new and the ID is old***, check in the voter as normal; voter signs new name. No paperwork is required.

ADDRESS CHANGES-IN COUNTY

Clerks will make ***in county*** address changes at the precinct after the voter completes a *Voter Address Change* form. If the voter’s new address is not in the same precinct, an EViD slip will print out with the correct precinct information and directions

ADDRESS CHANGES-OUT OF COUNTY

Voters changing address **from another county** must complete a *Voter Registration Application*. The Clerk will then contact Elections Office who will provide additional instructions to make the change.

VOTER'S SIGNATURE DIFFERS

If the voter's signature on the EViD signature pad does not match the signature on the identification provided, the voter must:

1. Complete a *Polling Place Affirmation (Signature Differs form, F.S 101.49)* located in the **Forms Binder** for a temporary change.
2. Complete a *Voter's Registration Application* to make a permanent change

PROVISIONAL BALLOTS

To be valid, any voter who votes a Provisional Ballot **MUST LIVE** in the precinct where the ballot is voted. If they do not, the ballot will not be counted. Only the **Clerk** or **Assistant Clerk** may issue a Provisional Ballot or direct the voter to another precinct.

Persons who are entitled to vote a Provisional Ballot are:

- A voter who does not provide a current valid photo and signature ID (must provide both). **F.S 101.043**
- A person whose name is not in the EViD and the Election Worker is unable to verify that the person is a registered voter of the state.
- A person whose name is not in the EViD and the Election Worker verifies that the person is not registered, BUT the person maintains they are entitled to vote.
- A voter who has a notation "Voter has already voted by mail" in the EViD and the Assistant Clerk/Clerk confirms that the Elections Office has received the ballot, but the voter maintains that he or she **has not returned** the mail ballot or voted early.
- A voter who's right to vote has been challenged.
- A voter who has made changes to current name or residence and the Election Worker is unable to verify if the person is a registered and eligible voter.
- A voter with the notation "PENDING VOTER- MUST VOTE A PROVISIONAL BALLOT"; the voters Florida Driver license, Florida ID number, or last 4 digits of the Social Security Number has not been verified by the Department of State.
- A voter whose identity is in question based on the photo identification provided.
- A person whose signature differs from that on the identification presented, and the person refuses to complete a *Signature Differs* form (located in Forms Binder).
- A voter who votes on or after the normal poll closing time pursuant to a court or other order extending the polling hours.

Processing a Provisional Voter:

When processing a voter who is required to vote a provisional ballot, follow the Provisional Procedures listed below or in Tab 6 of the Clerk Manual. An example of the EViD process can be found on pages 16-17 of the EViD Manual.

- Refer the voter to the Clerk to begin the Provisional Ballot process.
- The Clerk or Asst. Clerk will call the Elections Office before proceeding.
- Give the Elections Office your precinct number, your name and the voter's information.
- The Election's Office will conduct immediate research on the voter and advise the Clerk how to proceed in processing the voter.
- Each Provisional Ballot Certificate must contain a unique tracking number. This number will need to be entered into the EViD to link the voter to the Provisional Ballot Certificate.

This Unique Number is Set-Up as Follows:

1. The 1st digit is the Election Identifier (listed below)
2. The next 3 digits are the Precinct number
3. The last digits are the individual certificate numbers (pre-printed on the certificate or envelope)



The Election Identifiers for the 2024 Primary & General are:

1. March 19, 2024 Election: 0
2. August 20, 2024 Election: 1
3. November 5, 2024 Election: 2

Example:	0	###	2980
	(Elec. ID)	(Precinct No.)	(Cert No.)
Pre-printed on provisional ballot envelope.			

Provisional Procedures:

Please call the office and follow these instructions for issuing a Paper Provisional Ballot.

- 1) Get a Provisional Certificate (**PINK ENVELOPE**) and check *all* boxes that apply for the reason(s) for issuing a Provisional Ballot.

- 2) Have the Voter complete the front of the Provisional Certificate (**PINK ENVELOPE**). The Clerk or Assistant Clerk will complete and sign the Witness of Election Official section on back.
- 3) You must complete the information for the **Tracking Number** in 2 locations on the Provisional Certificate (**PINK ENVELOPE**):
 - a) on the stub for the voter
 - b) in the Witness of Election Official section
- 4) Process the voter in the EViD following the path that originally lead to a provisional ballot. This path will automatically generate the correct reason for the provisional.
- 5) The **Tracking Number** (once you have filled in the missing numbers) must also be entered into the EViD by the Clerk or Assistant Clerk.
- 6) Next, the voter must sign the signature pad to complete the transaction.
 - a) A Voting Pass will print;
 - b) Circle the wording "Provisional Ballot" and the precinct number and ballot style, with the RED marker provided. Write 'Paper' on the EViD Voting pass and attach it to the yellow box.
- 7) Print the ballot and stamp with the "Provisional" stamp provided in the Clerk supply box. Issue ballot to voter in a secrecy sleeve.
- 8) Direct the voter to the Provisional Voting Booth and instruct them to return to the Clerk/Asst. Clerk to complete the voting process.
- 9) Upon return of the voter, his/her ballot and secrecy sleeve is placed in the Provisional Certificate Envelope (**PINK ENVELOPE**) and sealed. Give the voter the tracking stub.
- 10) The sealed Provisional Certificate (**PINK ENVELOPE**) is then placed in the secured Purple Provisional Ballot Bag along with the completed Voter Registration form, if required.
- 1) For an **ExpressVote** ballot, circle the wording "Provisional Ballot" and the precinct number and ballot style. Write 'Exp' on the Voting Pass. Stamp "Provisional" on the lower part of the blank ballot. Have Assistant Clerk set up the ballot on the ExpressVote. Instruct them to return to Clerk/Assistant Clerk to complete the voting process.
 - a) Upon return of the voter, have him/her place their ballot in the secrecy sleeve and then place in the Provisional Certificate (**PINK ENVELOPE**).
 - b) Remove Stub and give to Voter.
 - c) Seal **Pink Provisional Envelope**.

- d) Place the sealed Provisional Certificate (**PINK ENVELOPE**) in the secured **PURPLE PROVISIONAL BALLOT BAG** along with the completed Voter Registration form, if required.

SPOILED BALLOTS

Ballots may be spoiled for one of the following reasons:

- The voter makes an error marking their ballot and requests another. **Please Note:** Once a ballot has been placed in the DS200, the voter **may not** request to spoil the ballot OR be issued another ballot.
- If the DS200 rejects the ballot and the voter wishes to spoil the ballot and obtain a replacement.
- If the voter makes a mistake and requires a new ballot, direct the voter to the Clerk to spoil the ballot and receive another ballot.
- If a voter checks in and refuses the ballot for any reason, you must spoil the ballot. See below.



Voter Refusal of Ballot after checked-in –Spoiled Ballots

If a voter decides not to vote after checking in at the EViD, the Clerk must retrieve the ballot from the voter and *spoil it*. Get the voters name and proceed with one of the following:

- If the **voter was the last person** checked in on the EViD, you can “Undo” them.
- If the **voter was not the last person** checked in on the EViD, call the office to “Undo” them, complete an incident report and notate on the Ballot Accounting Form in the comments section.
- If you were **unable to get the voters name** and information you must still spoil the ballot. Complete an incident report, call the office and notate the spoil on the BAF.

To Spoil a Ballot:

1. For a 2-page ballot-The BOD will reprint page 1 and page 2, however, only re-issue the ballot page that was spoiled. The page remaining will be spoiled along with the ballot page that the voter needed spoiled.
2. For a 1-page ballot – The BOD will only print 1 ballot.
3. The Voter will fold their ballot and mark an “X” on it; the Voter will place their spoiled ballot into the Spoiled Ballot Envelope.
4. The Clerk will complete the information on the “Spoiled Ballot Log Envelope”.
5. The ballot will be reprinted from the Voter Information screen (specific instructions are located in the inside pocket of the Clerk Manual).
6. The Reprint EViD Ticket will remain with the Clerk.

After the polls close, the Spoiled Ballot Log Envelope should be packed and returned to the Elections Office in the Returned Ballot Transfer Bin.

UNSCANNED BALLOTS

"If a voter leaves the polling room and leaves his or her ballot in the voting booth or in and around the tabulation equipment without casting the ballot the poll workers shall place the ballot in an envelope marked "unscanned ballot"." - Florida Polling Place Procedures Manual **1S-2.034**

Unscanned ballots are:

1. *A ballot found in the precinct.* The ballot should be immediately given to the Clerk . The Clerk must call the office and complete an incident report and then follow the procedures for an Unscanned Ballot (see below).
2. *A ballot that has been cast in the DS200 and is either returned or deemed an overvote or undervote and the voter has left the polling room.* The ballot should be immediately given to the Clerk . The Clerk must call the office and complete an incident report and then follow the procedures for an Unscanned Ballot (see below).

Unscanned Ballot Procedures: The Clerk will use the envelope marked "Unscanned Ballot" which is located in the Clerk's Manual. The Clerk will complete the information required on the envelope, place the ballot inside the envelope and seal the envelope with a green tape seal. If an incident report was completed, attach the incident report to the outside of the envelope. After completing the "Unscanned Ballots" portion of the Ballot Accounting Form and recording the seal number on the Election Board Affirmation of Seals (bottom of page 3), place the envelope and incident report in the Provisional Ballot Bag to be reviewed by the canvassing board and handled accordingly.

DS200 BALLOT TABULATION

The Tabulator must remain with the DS200 at all times during voting hours until the last voter has inserted their ballot into the DS200. If a break is needed, ask the Clerk to designate another precinct official to fill in during your absence.

- NEVER TEAR OFF OR DISCARD ANY PART OF THE TAPE PRINTOUT. If the tape is torn or a new roll is needed, attach the two pieces of paper with the transparent tape provided and both the Tabulator and the Clerk will sign their names across the tape connection.
- After marking their ballot, the voter proceeds to the DS200 to process his/her ballot. The VOTER inserts the ballot into the DS200.
- If the ballot is rejected, the voter can read the information on the screen and take corrective action. If necessary, direct the voter to the Clerk to spoil his/her ballot; however, if the voter insists that he/she wants the ballot counted the way it is, then the Tabulator states that their ballot will be cast as voted at their request. The voter can cast the ballot on the touch screen of the DS200 to be tabulated as voted.
- If a voter casts their ballot and leaves the polling room and the Tabulator notices the screen says "Blank Ballot" or "You filled in too many ovals etc." – an overvoted Ballot, the Tabulator should select "Return" and notify the Clerk who will follow Unscanned Ballot procedures. If the ballot is unreadable or returned for any other

reason, notify the Clerk who will follow Unscanned Ballot procedures.

- Notify the Clerk when the Public Count on the DS200 reaches 800, if using a one-page ballot. If the ballot has 2 pages, notify the Clerk when the Public Count reaches 400, since ballots increment on Page 1 of a multipage ballot. This is to prevent the ballot bin from filling up.
- EMERGENCY BIN: Will be used in the event of an extended power outage or equipment failure. All power outages or equipment failures must be reported immediately to the Elections Office and documented on the appropriate forms.
- All ballots, except Provisional, will be deposited into the Emergency Bin slot during an extended power outage or during a period of equipment failure.
- All ballots contained in the emergency bin will remain there until the close of the polls. These ballots will be processed after the polls close.

Clerk Opening Checklist

Precinct # _____ Clerk Name _____ Election Date _____

- ☐ Using the cell phone provided, please call the Election Office to let us know you have arrived at your PCT. (1-866-852-7232). This # is programmed in the cell phone.

☐ COMPLETE THE FOLLOWING:

- ☐ Grab your wire cutters, used seal envelope and Ballot Accounting folder.
- ☐ Give the green opening envelopes to your Assistant Clerk. Have the Assistant Clerk walk with you to verify seals while he/she hands out the Opening Envelopes to each Election Worker. Place cut seals in your used seal envelope.
- ☐ Cut and verify the seals located on the Election Equipment Seal Log in the **following order. (Note: perform verification of seals BEFORE seals are cut and removed)**
 - ☐ DS200 (4 blue seals) on front of DS200 case only
 - ☐ Precinct Cage(s)
 - ☐ Clerk EViD
 - ☐ Inspector EViD(s)
 - ☐ ExpressVote
- ☐ The following seals should not be removed, only verified when everyone is set up:
 - ☐ Verify the seal number on the DS200 USB stick compartment door and Read Head compartment door. (You will not be able to verify the seal for the USB stick at this time)
 - ☐ Verify the two Red Wire Seals on the sides that seal the Ballot Tub to the DS200 case.
- ☐ The precinct opening and closing time will now be dictated by the time on the Clerk's cell phone. However, you must verify the time matches the DS200 – if there is a discrepancy of 3 or more minutes- Call the Office!

☐ SUPPLIES

- ☐ Precinct Cage: Contains supplies the Deputy, Assistant Clerk, & you will need, such as booths, outside signs, sign board, cones, wire stands, the Provisional bag, A-Frame sign and ballot stock. The Precinct Cage will remain near you.
- ☐ Clerk Tub: Contains supplies you need such as office supplies, sample ballots, cell phone, clerk manual, wire cutters, etc.

☐ BALLOT STOCK

- ❑ The BOD ballot stock and ExpressVote ballot stock will be kept in the Precinct Cage until needed.
- ❑ Confirm all BOD printers are filled with ballot stock.

❑ CLERK TABLE, CLERK EVID UNIT & PROVISIONAL BALLOT VOTING BOOTH

- ❑ Arrange a Clerk's table with necessary papers and forms.
- ❑ As soon as possible verify the Clerk EVID unit is up and running.
(Once the Clerk's EVID is up and running, Inspectors can turn on their EVID(s) immediately).
- ❑ Place Provisional voting booth near the Clerk's Table. Be sure to watch any provisional ballot voters to make sure they return to you to finish the process.
- ❑ The Election Board should all work together to set up voting booths and prepare the precinct as shown on the PCT diagram located in the front of your Clerk's Manual.

❑ TEST BALLOT AND PAPER COUNT

- ❑ Record paper tray count from each printer onto Ballot Accounting Form (you should get this info from your Assistant Clerk)
- ❑ Make sure a test ballot is printed from each printer. This can be done by you or your Assistant. Spoil test ballots, log and place in Spoiled Ballot Envelope. Reminder: test ballot is only to test the printer and will not represent your precinct number.

❑ INSPECTION, OATH, and ANNOUNCEMENTS

- ❑ Visually inspect precinct set-up inside and out.
- ❑ Make sure ALL equipment is on and ready for voting to begin.
- ❑ Go to DS200 to sign zeros tapes.
- ❑ Payroll Sheet: Administer Oath to all election workers. Make sure everyone signs and if anyone has to leave due to an emergency, notate the time of departure.
- ❑ Make sure the entire election board compares the DS200 tape with the sample ballot(s) to confirm the ballot contest, candidates and amendments are the same (FS 101.5610).
- ❑ Have everyone choose a lunch time on the Break Schedule sign-up sheet.
- ❑ Pass out election worker name badges and aprons (if a name badge is missing, use one of the peel-n-stick name badges in Clerk's Manual).
- ❑ Go over Hot Sheet and expectations. [Using the cell phone provided, call the Elections Office to notify us that the precinct is up and ready for voters \(1-866-852-7232\)](#)
- ❑ Make sure the Deputy has given you a Walkie Talkie and Charging Base. It should already be on and set to the correct channel. Use charging base as needed.
- ❑ **Voting must begin at 7:00 am!** Verbally announce: **"The Polls are officially open."**

****During slow times, allow short breaks (5-10 minutes). Lunch is 15-20 minutes.**

Assistant Clerk Opening Checklist

***** IT WILL BE YOUR RESPONSIBILITY TO ENTER THE ELECTION CODE ON THE DS200(s) – THEY MUST BE OPERATIONAL BY 6:30 AM *****

Precinct # _____ Assistant Clerk Name _____ Election Date _____

☐ GREEN OPENING ENVELOPES

- ☐ Walk with the Clerk to verify seals
- ☐ Hand out the Opening Envelopes to each Election Worker
- ☐ Hand out Election Worker badges and give an assistance button to the Clerk, Inspectors and yourself. The Clerk and any bilingual workers should be given a bilingual button

☐ CLERK'S EViD

- Refer to the Mi-Fi card attached to the front of the EViD. Once it is verified that the Mi-Fi is on, proceed with steps below:

Compact:

- Press the power button located on right side of unit. A green light will appear in front lower left corner of unit
- The 'initial' screen will appear
- Adjust screen by using the lever located on the left side of unit
- Enter your initials
- The signature pad should face approaching voters

Edge:

- Turn on unit by holding down power button on right side for a few seconds. A green light will appear on the upper left corner of unit
- The 'initial' screen will appear
- Turn on Edge printer by pressing and holding power button until you see the green status light come on
- Adjust screen to face you
- Enter your initials
- Confirm you and voter each have a stylus for use

☐ BOD PRINTER

- ☐ All printers should already be on
- ☐ The display screen will be dark
- ☐ Press the blinking half-moon button once; after several seconds, the display should read 'ready to print, power save'
- ☐ Obtain the tray count from Tray 1 – Instructions are on printer
- ☐ Give the tray count number to the Clerk
- ☐ Verify with the Clerk if you should print a test ballot (the Clerk may want to do this)

Once the Clerk's EViD is up and running and "King" is displayed in the blue bar on bottom of screen, the Inspectors can turn on their EViD(s).

☐ PRECINCT CAGE

- ☐ The Tabulator Inspector will unlock the cage. If this is not done promptly, please obtain the keys and unlock the cage. Return the keys to the Tabulator Inspector who will retain them throughout the day
- ☐ Precinct Cage contains supplies that the Clerk, Deputy & you will need such as the ExpressVote Machine, ExpressVote ballot stock envelope, BOD Ballot Stock, Booths, A-Frame, outside signs & cones, wire frames, precinct sign board, Rubbermaid supply tub, and Provisional Bag. The Precinct Cage will remain near the Clerk

☐ EXPRESSVOTE

- ☐ Set-up ExpressVote Machine using Set-Up Checklist

☐ ASSIST OTHER POLLWORKERS WITH PRECINCT SET-UP

- ☐ Prepare the precinct as shown on the PCT diagram located on the inside door of the cage
- ☐ Collect all green Opening Envelopes, once everyone has completed opening duties, and put in Clerk's Tub

☐ INSPECTION, OATHS, and ANNOUNCEMENTS

- ☐ Visually inspect precinct set-up inside and out

- ❑ Go to DS200 and sign the zero's tapes
- ❑ Sign Payroll sheet, seal log and take Oath
- ❑ Ensure breaks are scheduled through Clerk
- ❑ Get your badge and apron
- ❑ **Voting must open at 7:00 am!**

Throughout the day, tour the precinct and throw away any campaign literature and trash

During Slow times you can take short breaks (5-10 minutes)

Lunch is 15-20 minutes

Check with the Clerk first

ExpressVote Opening Checklist

- _____ Refer to the precinct diagram to find the location where the ExpressVote will be set up.
- _____ There will be an ADA Cardboard Privacy screen located on the middle shelf of the cage. Place in the location indicated on the precinct drawing. The privacy screen is to be put around the ExpressVote.
- _____ Retrieve the ExpressVote from the cage.
- _____ Remove the unit from the carry bag and place on table. **Verify the precinct number on unit is your precinct.** If it is not, then notify the Clerk immediately.
- _____ Extend the metal stand on the back of the unit.
- _____ Remove the power supply from the outside zipper compartment on the carry case and connect the cord into the back of the ExpressVote then plug into an electrical outlet.
- _____ Obtain the key to the ExpressVote from the Tabulator Inspector.
(This is the same barrel key the DS200 uses)
- _____ Remove blue seal and unlock the power / media compartment door located on the left side of the unit. Give the seal to the Clerk to put in the used seal envelope.
- _____ Verify the “mode” switch is in the down position indicating voter mode.
- _____ Flip the on/off switch to the ON position
- _____ Enter the Election Code when prompted.
- _____ Close and lock the power/media compartment door making sure the keypad cord is in the proper place. Verify the correct precinct information is on the screen.
- _____ Select “OK”.
- _____ Remove the keypad (located on the lower left side), place in front of the ExpressVote unit and retrieve the headphones from the Clerk. Store headphones behind the unit.
- _____ The ExpressVote is now ready to be used.

EViD Inspector Opening Checklist

Precinct # _____ Inspector Name _____ Election Date _____

☐ SET UP INSPECTOR EVID

- ☐ Have one Inspector read this checklist, while the other performs the steps
- ☐ Once seals have been clipped, remove EViD Compact cloth cover and store in the Rubbermaid supply tub *OR* remove EViD Edge lid and place under the table
- ☐ ***CHECK the CLERKS EViD to be sure it's completely UP and RUNNING and "King" is displayed in the middle of the blue bar at the bottom of the EViD screen. Then...**

Compact:

- Press the power button located on right side of unit. A green light will appear in front lower left corner of unit
- The 'initial' screen will appear
- Adjust screen by using the lever located on the left side of unit
- Enter your initials
- The signature pad should face approaching voters
- Hand scanner can be adjusted to your preference

Edge:

- Turn on unit by holding down power button on right side for a few seconds. A green light will appear on the upper left corner of unit.
- The 'initial' screen will appear
- Turn on Edge printer by pressing and holding power button until you see the green status light come on
- Adjust screen to face you
- Enter your initials
- Confirm you and voter each have a stylus for use

- ☐ A startup ticket will print; verify the info (precinct, date, and time) is correct. Sign the ticket and clip it to the side of the yellow box

☐ BOD Printers

- ☐ All printers should already be powered on
- ☐ The display screen will be dark
- ☐ Press the blinking half-moon button once; after several seconds, the display should read 'ready to print, power save'
- ☐ Obtain the tray count from Tray 1 – Instructions are on printer
- ☐ The Clerk will advise and instruct if you should print a test ballot (the Clerk may want to do this)
- ☐ Give the tray count number to the Clerk

☐ SET UP INSPECTOR TABLE

- ☐ Set up table with yellow EViD Slip boxes, Secrecy Folders and Inspector Quick Reference
- ☐ Place the laminated “Accepted ID,” “Voter Oath” & “Voter’s Rights” sign on the table in front of the EViD
(The pink Closed Primary Sign will only be used in a Primary Election and will need to be utilized if applicable)

☐ PRECINCT SET-UP

- ☐ Help prepare the precinct as shown on the PCT diagram (located on the inside door of the cage)
- ☐ Assemble Voting Booths

☐ INSPECTION, ANNOUNCEMENTS & OATHS

- ☐ Visually inspect precinct set-up inside and out
- ☐ Go to DS200 Tabulator to sign the zero’s tape
- ☐ Return checklist and opening envelope to Assistant Clerk
- ☐ Sign payroll sheet, seal log and take oath
- ☐ Ensure breaks are scheduled through Clerk
- ☐ Get your badge and apron from Clerk
- ☐ **Voting must open at 7:00 am!**

Throughout the day, any campaign literature, sample ballots or trash left behind by voters must be thrown away. Every hour, wipe down EViD screens and signature pads with lens wipes. Use disinfectant wipes to clean voting booths often

During slow times you may take short breaks (5-10 minutes). Lunch is 15-20 minutes. **Check with Clerk first**

If requested by Clerk, approximately every hour give him/her the number of voters you have processed so they can reconcile those checked-in with the number of votes cast on the DS200

DS200 Opening Procedures

Precinct # _____ Tabulator Name _____ Election Date _____

Voting must open at 7:00 am!

☐ Step 1

- ☐ Remove keys from Opening **Green** Envelope and unlock the Precinct Cage.
- ☐ The Clerk and Assistant Clerk will verify the DS200 seal numbers against the Election Equipment Seal Log.
- ☐ The Clerk will cut and remove seals from the Ballot Box Lid, the Emergency Ballot Bin Compartment and the Ballot Box Compartment; the Clerk will place these seals in the Used Seal Envelope.
- ☐ **DO NOT CUT THE RED WIRE SEALS ON THE SIDES OF THE DS200!**
- ☐ Check the Precinct number on the front of the DS200 to ensure you have the correct unit. If the unit does not belong in your precinct, **STOP** immediately and notify the Clerk.
- ☐ Check to make sure the DS200 is in the proper location using the precinct diagram in the clerk manual and the wheels are locked.



☐ Step 2

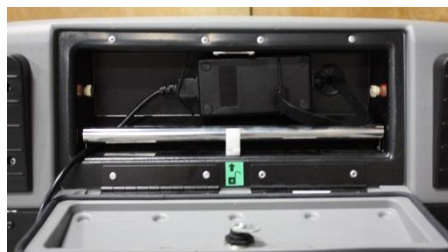
- ☐ Using the silver key, open the Emergency Ballot Bin (small door on the front) to verify that it is empty. Flip the Emergency Ballot Bin silver metal flap to the open position.
- ☐ Close, lock and seal the Emergency Ballot Bin using a **BLUE** seal from your **GREEN** opening envelope.

☐ Step 3

- ☐ Using the silver key, open the Ballot Bin door (large door on the front). Verify the bin is empty. Close, lock and seal using a **BLUE** seal from your **GREEN** opening envelope.

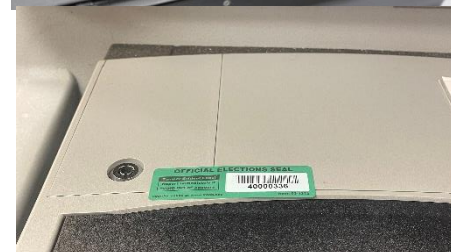
☐ Step 4 (Should already be done for you)

- ☐ Using the silver key, unlock and open the Power Cord Compartment on the back of the unit. THIS DOOR WILL STAY OPEN ALL DAY.
- ☐ Unwrap the power cord and plug it in.
- ☐ Check to make sure the Silver Bar is in the DOWN position.



☐ Step 5

- ☐ Using the silver key, unlock the Ballot Box Lid.
- ☐ Undo the two black clasps and open.
- ☐ You and the Clerk will verify the **GREEN** tape seal number on the Read Head Compartment door against the Election Equipment Seal Log.
DO NOT REMOVE THIS SEAL! # _____.



☐ Step 6

- ☐ Use the black and silver barrel key to unlock and open the DS200 Display Screen. The DS200 will automatically power on when the Display Screen is opened (this could take several minutes). The **Assistant Clerk** will enter the **Election Code**; the DS200 will automatically print a Configuration Report. **DO NOT TEAR OFF!**

❑ Step 7

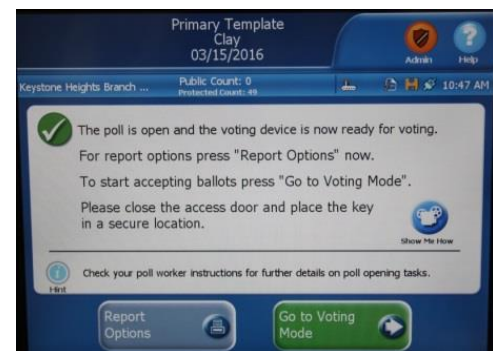
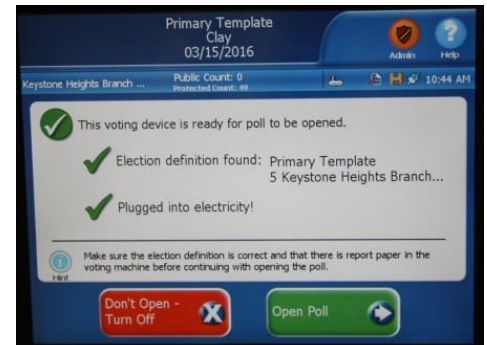
- ❑ You and the Clerk will verify the **GREEN** tape seal number on the USB Compartment door against the Election Equipment Seal Log.

DO NOT REMOVE THIS SEAL! #_____.



❑ Step 8

- ❑ The DS200 Display Screen will read "This voting device is ready for poll to be opened".
- ❑ Touch the green "OPEN POLL" button.
- ❑ The DS200 will automatically print a Zero's Total Report.
DO NOT TEAR OFF!
- ❑ Look at the Zero Totals Report. Verify that the TIME, DATE, PRECINCT AND POLLING LOCATION NAME is correct. If any one of these is incorrect, **NOTIFY THE CLERK IMMEDIATELY.**
- ❑ Verify ALL races are ZERO.
- ❑ Then press the green GO TO VOTING MODE button.

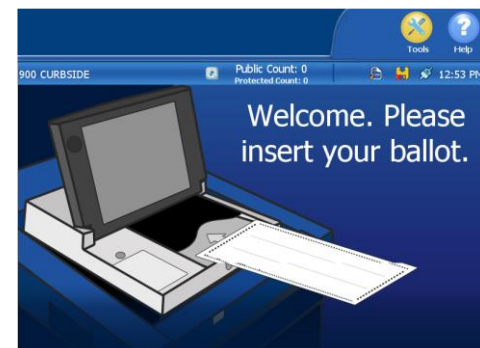


❑ Step 9

- ❑ All Election Board Members must sign the Zeros Tape.
- ❑ The DS200 screen should read "Welcome. Please insert your ballot." and above that should read "PUBLIC COUNT: 0".

If the public count does not read 0, notify the Clerk immediately.

- ❑ The DS200 is now ready to scan ballots.
- ❑ Fold up the printed tape and tuck it down to the left of the printer.
- ❑ Keep the Equipment keys – they may be necessary to correct any jams that may occur.
- ❑ Make sure your name is on the front page of this checklist.



☐ **Step 10 – INSPECTION, ANNOUNCEMENTS AND OATHS**

- ☐ Visually inspect precinct set-up inside and out.
- ☐ Sign the DS200 Tabulator zeros tape.
- ☐ Get your badge and apron from the Clerk.
- ☐ Sign payroll form, seal log and take oath.
- ☐ Ensure breaks are scheduled through Clerk.
- ☐ Return opening envelope to Assistant Clerk (with this checklist inside).

Voting must open at 7:00 am!

***** Maintain at least arm's length (2-3 feet) clearance from the DS200 machine when voter is casting their ballot. *****

Throughout the day any campaign literature, sample ballots or trash left behind by voters must be thrown away.

During slow times, you may take short breaks (5-10 minutes). Lunch is 15-20 minutes.

Check with the Clerk first.

Make sure you leave the Equipment keys with whomever is relieving you when taking a break

Clerk Closing Checklist

Precinct # _____ Clerk Name _____ Election Date _____

☐ CLOSING ANNOUNCEMENT- 7:00 p.m.

- ☐ Verbally declare the Polls closed "The Polls are Officially Closed."
- ☐ Instruct the Deputy to step to the end of the voting line.
- ☐ After the last voter has voted, check with the Tabulator to confirm if any Emergency Bin Ballots are present. Process with the Tabulator any ballots in the Emergency Bin of the DS200 through DS200 Tabulator.

☐ CLOSING PROCEDURES

- ☐ Confirm ALL VOTERS have EXITED the precinct.
- ☐ Give Red Closing Envelopes to Assistant Clerk to distribute to election workers. Inform your team that the Assistant Clerk is in charge of getting the precinct packed up and they will need their assistance. *If you have more than one Assistant, assign specific tasks to each.*
- ☐ Make sure the EViD Inspectors have begun closing their EViD (Clerk EViD is shut down last).
- ☐ Begin closing your EViD. Touch Exit. A shutdown screen will appear; when prompted, select "Exit Program".
- ☐ A prompt to print Totals Tape will appear; only print 1 tape.
- ☐ Use the Closing Reports (Totals Tapes) to reconcile the number of Voting Passes issued with the number of ballots issued. Place Closing Reports from all the EViDs in the White EViD Closing Reports Envelope and put in the Media Transfer Bag.
- ☐ The EViD Slips Envelope is in the Inspector's Closing Envelope. They will give it to you once they have placed their slips inside. Place your EViD slips in this envelope as well.
- ☐ The EViD will automatically finish shutting down. The Assistant Clerk or an EViD Inspector will pack up your EViD.

☐ BALLOT ACCOUNTING FOLDER

- ☐ Record paper tray count from each printer onto Ballot Accounting Form (you should get this info from your Assistant Clerk)
- ☐ Complete ALL sections and line numbers of Ballot Accounting Form.

☐ **BALLOTS / PAPERWORK**

- ☐ Remove blank ballot stock from all BOD Printer trays and place back in boxes in cage (can have Asst. Clerk do this).
- ☐ Collect (Red) Ballot Transfer Bin from Tabulator Inspector.
- ☐ The following Envelopes must be placed in the Ballot Transfer Bin:
 - ☐ Used Seal Envelope
 - ☐ Surrendered Mail Ballot Envelope
 - ☐ Spoiled Ballot Envelope
 - ☐ EViD Slips Envelope
- ☐ The “Completed Forms” Accordion File is to be returned in the *Clerk Tub*.

☐ **SEALS - Record seal numbers for the following items on the Election Equipment Seal Log.**

- ☐ DS200(s)
- ☐ ExpressVote
- ☐ EViDs
- ☐ Precinct Cage
- ☐ Return Ballot Transfer Bin(s)
- ☐ Media Transfer Bag
- ☐ Provisional Ballot Bag
- ☐ Unscanned Ballot Envelope (if applicable)

☐ **TAPE PRINTOUT (DS200)**

- ☐ Everyone must sign BOTH copies of the tape
- ☐ One copy of the DS200 zeros and results tape goes in the Yellow Envelope and is then placed in the Media Transfer Bag.
- ☐ Review the second copy and redact (black out) any results under 30 votes. Tape the redacted copy to the outside door or window of the precinct for public viewing. (You may fold signatures under so they are not visible if you prefer)

☐ **PRECINCT CAGE**

- ☐ The Assistant Clerk will oversee and help repack the precinct cage. He/she will also lock and seal in preparation for pick up by the SOE Office.

❑ RETURN OF ITEMS TO SOE

- ❑ Gather or have collected all the items on the “Items to be Returned on Election Night” checklist. Be sure to log all seal numbers on your Election Equipment Seal Log.
(If you forget any of these items on the “Items to be Returned on Election Night” checklist, you will be sent back to retrieve them)
- ❑ Assistant Clerk must accompany you to the Elections Office to return items.

❑ COMPLETING the BALLOT ACCOUNTING FOLDER

- ❑ Sign all signature areas and enter time leaving precinct.
- ❑ The Ballot Accounting Folder is placed in the Clerk Tub once the Ballot Accounting Form and Election Equipment Seal Log are completed.

❑ CELL PHONE

- ❑ Leave Cell Phone turned on & with you until you reach the Elections Office in the event we need to contact you during travel to the office.

❑ PRECINCT CLEAN UP

- ❑ Make sure all other items are put in their proper place.
Refer to cage diagram on door of cage.
- ❑ Blank ballot stock, signs & cones, sign board, EViDs, Precinct A-frame, ExpressVote unit, BOD printers, etc. should be locked and sealed inside the Precinct Cage. Booths should be placed in their proper place on/in the Precinct Cage and straps secured. Remaining items such as tables and chairs, Deputy A-frame and extra voting booths should be neatly stacked near cage and ready for pick-up by our office.

Please have all election workers help wipe down tables and kitchen area with disinfectant wipes and make sure the Precinct is returned the way you found it when you arrived this morning.

Make sure your precinct doors are locked before leaving!!!

Assistant Clerk Closing Checklist

Precinct # _____ Assistant Clerk Name _____ Election Date _____

If there is more than one Assistant, the Clerk should delegate responsibilities to each one to ensure a smooth process.

☐ RED CLOSING ENVELOPES

- ☐ Pass out closing envelopes to Election Workers.

☐ EXPRESSVOTE

- ☐ Close down ExpressVote Machine using the ExpressVote Closing Checklist.

☐ CLOSE THE CLERK EViD (Do Not Shut Down until ALL voters have voted and left the precinct.) Also make sure all inspector EViD's have shut down

It will be your responsibility to make sure it is packed up. However, the inspectors may assist in getting this task completed

- ☐ Touch Exit. A shutdown screen will appear
- ☐ Touch 'Exit Program'. A Closing Report tape will print. Use this for reconciling your voters and ballots
- ☐ The EViD will automatically shut down
- ☐ *To power off Edge printer, hold down power button until you hear the 'tone.'*
- ☐ Place all EViD voting passes in EViD voting pass envelope and give to Clerk
- ☐ Verify EViD has shut down; remove the USB drive from USB port located in back of unit (Compact) or front of unit (Edge)

PACK THE EVID

- ☐ Get EViD case (Compact) or Lid (Edge)
- ☐ Unplug Cat 5 Cable from EViD and leave with printer
- ☐ Clean the screen with the lens wipe provided

Compact:

- Unplug signature pad and scanner
- Unplug electrical supply from back of unit and UPS/power strip
- While pulling out lever on left side of unit, gently lower screen to lowest position
- Place in case *per picture* attached to this checklist
- *Do not cover with blue cloth cover – covers go in the green cloth bag located in the cage*
- Secure power cord/battery pack with attached velcro and place in case *per picture*
- Place scanner next to power cord *per picture*
- Zip and seal case with blue seal provided in closing envelope
- Place cradles for hand scanners in green cloth bag

Edge:

- Unplug power supply from UPS/power strip
- Pull power cord back through hole in case
- Fold and secure with Velcro
- Place in front left compartment
- *Do not unplug any other cords*
- Return screen to level position
- Insert foam
- Cover with lid
- Latch and seal with blue seal provided in closing envelope

- ☐ Place in Precinct cage as shown on cage diagrams
- ☐ Remove tape from extension cords, floor and tables as needed. Please remove any remaining tape on power cords before winding up. Wind up cords and place in precinct cage
- ☐ Clean up work station. Place appropriate items in yellow box and return to the Rubbermaid Supply Tub
- ☐ Place ID/Oath/Voter Rights Card in Closing Envelope along with Closed Primary Sign (if applicable)
- ☐ UPS battery back-ups need to be put in the ballot bin of DS200. Make sure they are powered off!

☐ **PACK THE BOD PRINTER**

- ☐ Obtain the tray count from Tray 1 – Instructions are on printer and give the tray count numbers to the Clerk.
- ☐ Power off the BOD printers by pressing and holding power button for 1-2 seconds
- ☐ Unplug BOD printer cord from printer and UPS or power strip; place in zippered pouch of printer case lid – *refer to attached picture*
- ☐ Unplug Cat 5 cable and place in zippered pouch of printer case lid – *refer to attached picture*
- ☐ Remove BOD paper from printer tray and place in boxes in cage
- ☐ Carefully slide blue guide in until it stops (press on opposite side of tray for leverage)
- ☐ Pack printer in correct bag (check labels)
- ☐ Place toner boxes in bag on side of printer – *refer to attached picture*
- ☐ Place printers in precinct cage as per cage diagram

☐ **BALLOT ACCOUNTING FORM**

- ☐ Assist the Clerk as necessary to complete form

☐ **REPACK PRECINCT CAGE**

- ☐ It is your responsibility to make sure the Precinct Cage is repacked properly. Make sure your inspectors, tabulator and deputy help you with this task. Please refer to the layout diagram affixed to the cage door and the attached Post-Election Pack-Up Checklist

☐ **RESULTS TAPE PRINTOUTS (DS200)**

- ☐ Everyone must **sign** both copies of the DS200 results tapes (The copy that is displayed on the door may have the signatures folded under for privacy)

☐ RETURN OF ITEMS TO SOE

- ☐ Help the Clerk gather or collect all the items listed on *Items to Return to Elections Office* checklist. **DOUBLE CHECK TO VERIFY YOU HAVE EVERYTHING BEFORE YOU LEAVE!!!**
- ☐ YOU MUST accompany the Clerk to the Election's Office for delivery of Ballots, Election Media and other necessary supplies as indicated on the "*Items to be Returned on Election Night*" checklist

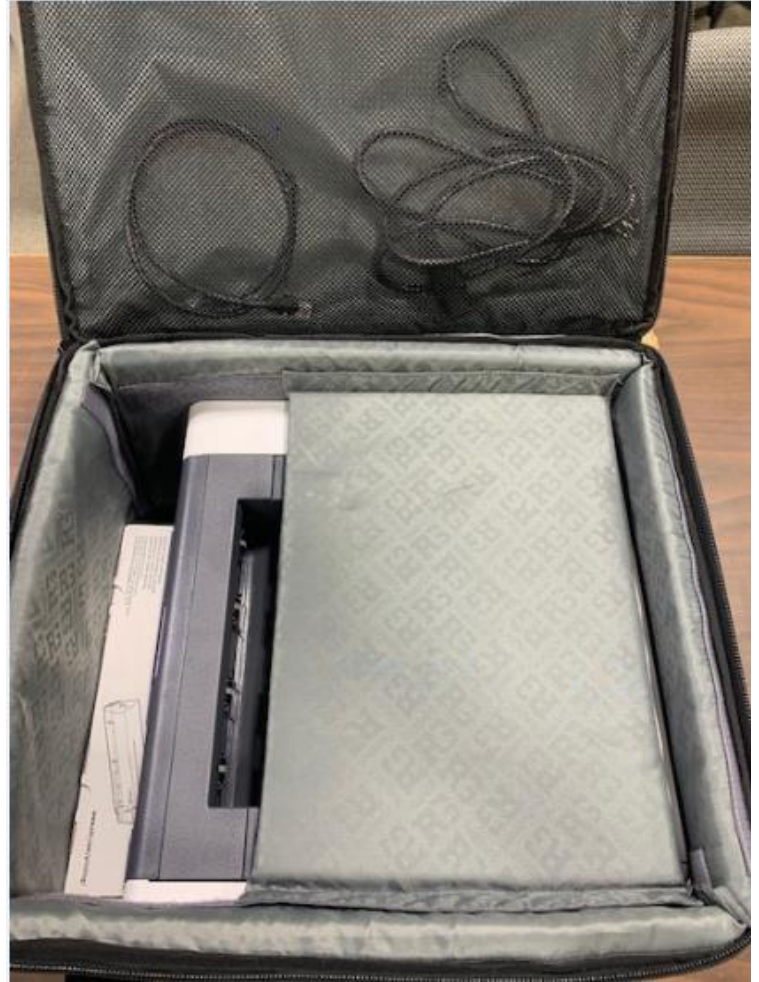
☐ VOTING BOOTHS & PRECINCT BREAKDOWN (other Election Workers need to help with these tasks)

- ☐ Wipe down all tables and kitchen area with disinfectant wipes
- ☐ Wipe down booths and disassemble
- ☐ Remaining items such as tables and chairs, extra voting booths and the Deputy A-frame should be placed near cage ready for pick-up by our office
- ☐ AGAIN, MAKE SURE THE PRECINCT CAGE IS PROPERLY PACKED. LOCK, SEAL AND CONFIRM THE SEAL NUMBER IS RECORDED ON THE ELECTION EQUIPMENT SEAL LOG
- ☐ Collect and Return Closing Envelopes to Clerk tub

Make sure the Precinct is returned the way you found it when you arrived this morning.



EViD Compact
correctly packed



BOD printer
correctly packed

Precinct Post Election Pack-Up Checklist

Precinct Cage

Refer to Cage Diagram posted on inside of cage door

- ☐ Unused Ballot Paper
- ☐ All Outside Cones – in cage or set outside cage
- ☐ Wire Stands and Signs
- ☐ A-Frame Precinct Sign
- ☐ EViDs
- ☐ ExpressVote
- ☐ BOD Printers
- ☐ ExpressVote Cardboard Privacy Screen
- ☐ Tote-a-Votes or Cardboard Privacy Screens (if applicable)
- ☐ Booths
- ☐ Extension Cords/Power Strips
- ☐ Large Rubbermaid Supply Tub
- ☐ Generator (if applicable)
- ☐ Hand Scanner Cradles/EViD Cloth Covers (in green zippered bag)

Large Rubbermaid Supply Tub

- ☐ Secrecy Folders
- ☐ Election Worker Aprons
- ☐ EViD Slip Boxes
- ☐ Blank Voter Registration Forms/Change of Address, Name Forms
- ☐ EViD Paper
- ☐ Ballot Marking Pens
- ☐ In-tab Signs
- ☐ Deputy Supplies Bag
 - 1. Vest
 - 2. Outside Small Plastic Signs
 - 3. Orange Cone Toppers
 - 4. Hand Held Signs (2)
 - 5. Measuring Tape
 - 6. Flags
 - 7. Walkie Talkie and Headlamp

DS200 Ballot Bin

- ☐ UPS Battery Back-Ups (make sure they are turned off)

ExpressVote Closing Checklist

- _____ Retrieve the ExpressVote Case out of the Cage
- _____ Obtain the key to the ExpressVote from the Tabulator Inspector.
(This is the same barrel key that the DS200 uses)
- _____ Unlock the power/media compartment door located on the left side of the unit.
- _____ Flip the on/off switch to the "off" position.
- _____ Make sure the ExpressVote is completely powered down, then remove the USB stick.
Bring the USB stick and headphones to the Clerk to be secured.
- _____ Close and lock the power/media compartment door making sure the keypad cord is in the proper place. Return the keys to the Tabulator Inspector.
- _____ Secure the keypad on the side of the unit in the lower left corner with the Velcro that is attached to the back of the keypad.
- _____ Unplug the ExpressVote power supply from the wall. Unplug and remove the power supply from the ExpressVote.
- _____ Wrap up the power supply and place in the outside zipper compartment of the carry case.
- _____ Collapse the metal stand and snap into place on the back of the ExpressVote.
Carefully place the ExpressVote (bottom first) in the carry case and zip case.
- _____ Seal the ExpressVote case.
- _____ Place the ExpressVote in the precinct cage on the bottom shelf.
- _____ Place the ADA Cardboard Privacy Screen back in the cage on the middle shelf.

EViD Inspector Closing Checklist

Precinct # _____ Inspector Name _____ Election Date _____

☐ CLOSE THE EViD (Do not shut down EViD until ALL voters have voted & left the precinct)

- ☐ Touch Exit. A shutdown screen will appear
- ☐ Press "Exit Program". A Closing Report tape will print. Give this to the Clerk
- ☐ The EViD will automatically shut down
- ☐ *To power off Edge printer, hold down power button until you hear the 'tone'*
- ☐ Place all EViD voting passes in EViD voting pass envelope and give to Clerk

☐ PACK THE EViD

- ☐ Get EViD case (Compact) or Lid (Edge)
- ☐ Remove the USB drive from USB port located in back of unit (Compact) or front of unit (Edge) and give to Clerk
- ☐ Unplug Cat 5 Cable from EViD and leave with printer
- ☐ Clean the screen with the lens wipe provided

Compact:

- Unplug signature pad and scanner
- Unplug electrical supply from back of unit and UPS/power strip
- While pulling out lever on left side of unit, gently lower screen to lowest position
- Place in case *per picture* attached to this checklist
- *Do not cover with blue cloth cover – covers go in the green cloth bag located in the cage*
- Secure power cord/battery pack with attached velcro and place in case *per picture*
- Place scanner next to power cord *per picture*
- Close and seal case with blue seal provided in closing envelope
- Place cradles for hand scanners in green cloth bag

Edge:

- Unplug power supply from UPS/power strip
- Pull power cord back through hole in case
- Fold and secure with Velcro
- Place in front left compartment
- *Do not unplug any other cords*
- Return screen to level position
- Insert foam
- Cover with lid
- Latch and seal with blue seals provided in closing envelope

- ☐ Place in cage according to *cage diagram*

- ☐ Remove tape from extension cords, floor and tables as needed. Please remove any remaining tape on power cords before winding up. Wind up cords and place in precinct cage
- ☐ Clean up work station. Place supplies in yellow box and return to the Rubbermaid Supply Tub
- ☐ Place ID/Oath/Voter Rights Card and Quick Reference in Closing Envelope along with Closed Primary Sign (if applicable)
- ☐ UPS battery back-ups (if applicable) need to be put in the ballot bin of DS200. Make sure they are powered off!

☐ PACK THE BOD PRINTER

- ☐ Power off the BOD printers by pressing and holding power button for 1-2 seconds
- ☐ Unplug BOD printer cord from printer and UPS or power strip; place in zippered pouch of printer case lid – *refer to attached picture*
- ☐ Unplug Cat 5 cable and place in zippered pouch of printer case lid – *refer to attached picture*
- ☐ Remove BOD paper from printer tray and place in boxes in cage
- ☐ Carefully slide blue guide in until it stops (press on opposite side of tray for leverage)
- ☐ Pack printer in correct bag (check labels)
- ☐ Place toner boxes in bag beside printer – *refer to attached picture*
- ☐ Place printers in cage *per cage diagram*

☐ RESULTS TAPE PRINTOUTS (DS200)

- ☐ Everyone must **sign both copies** of the results tapes

☐ VOTING BOOTHS & PRECINCT BREAKDOWN

- ☐ Begin disassembling voting booths making sure to remove any pens
- ☐ Remaining items such as tables and chairs, additional voting booths and Deputy sign A-frame should be neatly stacked and ready for pick-up by our office
- ☐ Please assist putting items in precinct cage according to diagram. If you need help, please ask one of your co-workers for assistance
- ☐ Assist other Election Workers as needed

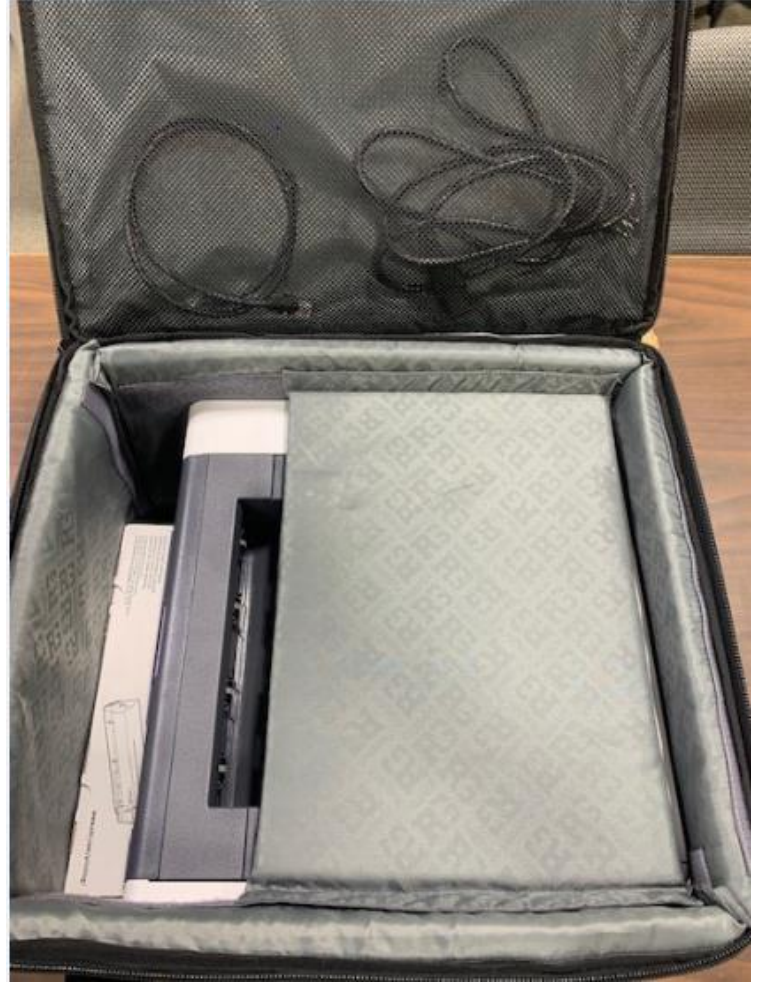
☐ FINAL CLOSING PREP

- ☐ Return Inspectors Closing Envelope to Assistant Clerk

Make sure the Precinct is returned the way you found it when you arrived this morning.



EViD Compact



BOD Printer

DS200 CLOSING PROCEDURES

Precinct # _____ Tabulator Name _____ Election Date _____

❑ Step 1

- ❑ Once the Clerk announces the polls are closed, visually scan the polling room to verify the last voter has cast their ballot.

❑ Step 2

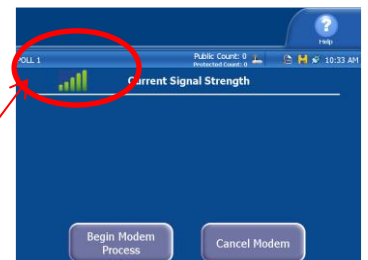
- ❑ Cut the seal on the Emergency Ballot Bin door. Use the silver key to unlock it.
- ❑ Are there Ballots present? Yes _____ No _____ (If no, continue to next step)
 - If yes, **STOP** and get the Clerk in order to process these ballots. The Clerk must announce to all election workers that the Emergency Ballots are being processed and a second member of the board must be present at the DS200 while the Tabulator inserts the ballots.
 - Insert Ballots into DS200
 - For any Ballots that are rejected, you must press “CAST” on the touch screen.
Any Ballots that cannot be scanned using the “Cast” icon are UNSCANNED BALLOTS and must be handled by the clerk.

❑ Step 3

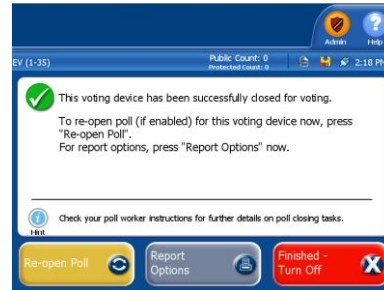
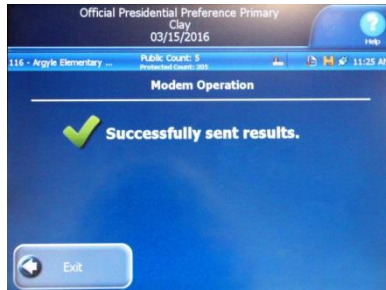
- ❑ Return the silver flap to the upright position and lock the Emergency Ballot Bin door.

❑ Step 4

- ❑ Remove the **green** tape seal from the USB compartment. Using the black and silver barrel key, unlock and open the USB Compartment door.
- ❑ Press the “Close Polls” button inside the USB Compartment.
- ❑ Touch “Close Polls” button on screen.
- ❑ The DS200 will print 2 Voting Results Reports.
- ❑ After the tapes have printed, the DS200 modem screen will appear. Notate the number of bars in the signal strength: _____. Touch the ‘Begin Modem Process’ button.
- ❑ If modem fails, relocate the tabulator near the outside door and re-Modem.
- ❑ If unit still fails to modem, *call the office for direction.*



- ❑ Once the results have successfully modemed, touch the “Exit” button, and then touch the “Finished – Turn Off” button.



❑ Step 5

- ❑ Once the DS200 has COMPLETELY powered down, use the seal cutters to clip the **RED** zip-tie seal on the USB memory stick.
- ❑ Remove the USB stick from the DS200 unit by gently tugging on the ring that is attached.
- ❑ Bring the entire DS200 tape, the USB Stick, the **GREEN** tape, and the **RED** zip-tie seal to the Clerk.
- ❑ EVERYONE must sign BOTH Voting Results Tapes.

❑ Step 6

- ❑ Using the black and silver barrel key, close and lock the USB Compartment Door and then the DS200 display screen.

❑ Step 7

- ❑ Close the DS200 Ballot Box lid and fasten the two black clasps.
- ❑ Use the silver key to lock the Ballot Box lid.
- ❑ Use the two **BLUE** seals provided in your **RED** closing envelope to seal the front of the Ballot Box lid. Be sure to have the Clerk record these seal numbers on the Election Equipment Seal Log.

❑ Step 8

- ❑ Lock the silver bar in the upright position.
- ❑ Unplug the DS200 power cord. Neatly wrap the power cord and secure with the Velcro strap inside the power cord compartment.
- ❑ Using the silver key, close and lock the power cord compartment.

☐ Step 9

- ☐ Get the red ballot transfer bin located near the cage.
- ☐ Remove the **BLUE** seal from the ballot bin and give to the Clerk.
- ☐ Using the silver key, unlock the ballot bin door.
- ☐ **Remove the ballots, stack neatly and orderly, and place in red bin. Please be patient and do this properly. Give the filled bin to the Clerk.**
- ☐ Place all UPS's inside the DS200 Ballot Bin compartment. Make sure they are powered off. Using the silver key, close and lock the Ballot Bin door. Place extension cords and power strips in Precinct Cage.
- ☐ Seal the Emergency Bin and the Ballot Bin doors with the two **BLUE** seals provided in the closing envelope. The Clerk will record these seal numbers on the Election Equipment Seal Log.

☐ Step 10

- ☐ Roll the DS200 to the same area with the other Election supplies to be picked up.
- ☐ Give the following items to the Assistant Clerk:
 - Equipment Keys
 - Apron and name badge
 - This checklist with your name on the front placed in the Red Closing Envelope.

☐ Step 11

- ☐ Begin disassembling voting booths; please make sure all markers have been removed.
- ☐ Remaining items, such as tables and chairs (if applicable) and extra voting booths should be neatly stacked and ready for pick-up by our office.
- ☐ Please assist putting items in the Precinct Cage(s): EViDs, ballot printers, unused ballot paper, outside signs, A-Frame precinct sign, sign board, wire frames, voting booths, ExpressVote and cardboard privacy screen, Rubbermaid supply tub, and cones.
- ☐ Assist other Election Workers as needed.

MAKE SURE THE PRECINCT IS RETURNED THE WAY YOU FOUND IT WHEN YOU ARRIVED THIS MORNING.

ITEMS TO BE RETURNED ON ELECTION NIGHT

The Clerk and Assistant Clerk MUST return the following items to the Supervisor of Elections Office in the same vehicle

1. Clerk Tub

- ☐ Ballot Accounting Form and Election Equipment Seal Log Folder
- ☐ Clerk Manual
- ☐ Supply Box
- ☐ Wire Cutters
- ☐ Cell Phone & Charger
- ☐ Opening & Closing Envelopes
- ☐ Precinct Keys (if applicable)
- ☐ Election Worker Brochures
- ☐ Mi-Fi and Charger
- ☐ Completed Forms File

Media Transfer Bag (In Clerks Tub) – SEE COLOR PHOTO

- ☐ DS200 USB Stick(s) with Red Zip Seal(s) and Green Tape Seal(s)
- ☐ Equipment Keys
- ☐ EViD Sticks
- ☐ ExpressVote USB Stick
- ☐ Yellow Envelope with DS200 Zeros & Results Tape
- ☐ White Envelope with EViD Total's Tapes

The Media Transfer Bag must be sealed and placed in the Clerk Tub before leaving the Precinct

2. Return Ballot Transfer Bin - SEE COLOR PHOTO

- ☐ Voted Ballots
- ☐ Spoiled Ballots enclosed in the Spoiled Ballot Envelope(s)
- ☐ Surrendered Mail Ballots enclosed in the Surrendered Mail Ballot Envelope
- ☐ EViD Voting Passes enclosed in the EViD Voting Pass Envelope
- ☐ Used Seal Envelope

The Ballot Transfer Bin must be sealed before leaving the Precinct

3. Provisional Bag (Sealed only if it contains provisional or unscanned ballots)

Remember:

Vehicle dashboard precinct number should be in place

Keep cell phone with you and turned on until you arrive at the Elections office

FREQUENTLY ASKED QUESTIONS

VOTING BY MAIL



Q: Who is eligible to vote by mail?

A: All registered voters.

Q: How and where can I request a mail ballot?

A: You or a designated immediate family member or legal guardian may request any mail ballot by phoning, writing, online, or visiting the Supervisor of Elections Office. The Mail ballot request must include the voter's name, address and birth date as well as the elector's driver license number or last four digits of the elector's social security number (whichever may be verified in the supervisor's records).

Written requests must also contain the elector's signature. The designee must provide the required information plus his or her (designee) name, address and driver's license.

Q: When are mail ballots available?

A: Mail ballots may be requested for any or all regularly scheduled elections through the next election cycle. Mailing begins 45 days (UOCAVA) prior to each election.

Q: Is there a deadline to request a mail ballot?

A: A request for a mail ballot to be mailed to a voter must be received no later than 5:00 PM (eastern time) on the twelfth (12th) day before the election.

Q: How do I return my mail ballot?

A: Mail Ballots can be mailed back to our office or dropped off in the Secure Ballot Intake Station located in the front office or at an Early Vote site. Mail ballots must be returned in the envelope provided. The envelope must include the voter's signature. Voted mail ballots must be received by 7:00 PM (eastern time) on Election Day at the Supervisor of Elections Office, 500 N. Orange Avenue, Green Cove Springs, FL 32043, Phone: (904) 269-6350. **A VOTED BALLOT CANNOT BE ACCEPTED AT A POLLING PLACE.** If you request and receive a mail ballot and later decide to vote at the polls, take your mail ballot with you to be surrendered at your polling place.

Q: I have Power of Attorney for someone; can I vote and sign their ballot and certificate envelope?

A: No, Power of Attorney DOES NOT apply to voting.

EARLY VOTING

Q: What is early voting?

A: As part of election reform legislation in Florida, early voting has been an available option since 2004. Between 8 and 15 days prior to the election, registered voters in Florida can opt to cast their votes early. It has already proven to be a success in Clay County and is getting more popular with each election.

Q: How is it done?

A: It's simple. Registered voters can go to any of the locations designated as early voting sites and cast their ballot, as they would normally do on Election Day. For a list of early voting sites, visit www.ClayElections.gov

Q: Why should I vote early?

A: The intent is to meet the needs of busy people who want more options than just voting on a single day at a single precinct. We want to remove any physical or psychological barriers that might prevent someone from voting. If you know, for example, that you have a full day's worth of activities on Election Day, you can make it easier on yourself by

taking advantage of the early voting option. Between early voting, mail ballots and traditional polling on Election Day, there are a number of voting options so that no one should be prevented from voting.

Q: What are the drawbacks to voting early?

A: None. Early voting provides flexibility and convenience. However, some voters may wish to wait until Election Day to cast their votes. Historically, there has always been a crush of last-minute news coverage or other information about the candidates that happens in the final days of a campaign. This information may be helpful in making a decision. However, if you know who you support, early voting may be a good option for you.

Q: Can I change my vote?

A: Once you have voted, either through early voting, by a mail ballot, or on election day, your vote is cast and final.

Q: How does this affect voting by mail?

A: Early voting is just another option to allow people to participate in the election process. Voters who may be out of town on Election Day, or otherwise be unable to cast a ballot at that time, can now choose between voting early or requesting a mail ballot.

: How will early voting affect the election?

A: Apart from providing more options as to how you vote, it is hoped that early voting will encourage more voter participation. Whether you cast your ballot early, vote by mail, or on Election Day, all ballots are not tallied until the conclusion of Election Day.

Q: What do I need to vote early?

A: All you need to do is show up with your current photo and signature ID. It's also a great idea to bring a sample ballot with you that is already marked with your choices. That way you will be well prepared to mark your ballot quickly and accurately and be done.

Q: I have requested a mail ballot. Can I still vote early?

A: Yes. However, if you've requested and received a mail ballot and you later decide to vote early at one of the early voting locations, you can bring your mail ballot with you and surrender it. The unvoted mail ballot will need to be cancelled before you can vote.