Lehigh County, PA

Poll Worker Procedure Manual

Introduction Letter

Thank you for working with the Lehigh County Board of Elections

With much appreciation, we welcome you as a representative of the election process in Lehigh County.

Election Day is a very important day for all of us. It is the time when voters have the right to express their wishes about the way their country, state, county, and city are being run. We hope all of you will encourage your families and friends to take advantage of this opportunity.

November 2019 was the first election Lehigh County became an ALL PAPER BALLOT County, as mandated by Governor Wolf. We will make revisions based on your input and will continue to revise processes to improve the voting experience for the public and for our poll workers. Our office thanks Judge of Elections at Upper Milford West, Kathy Hallowell for her input into this revision of the manual. Her creative chart on what to bring back on election night is absolutely outstanding and we hope that this helps ease our poll workers at the end of the night. You will find this chart on page 52.

Please remember, the law dictates that you cannot make suggestions or comments to voters about their choices. If you are cheerful, cooperative and helpful, electors will leave the precinct with a good feeling about coming out to vote.

We hope you enjoy your experience with the election process.

Timothy Benyo, Chief Clerk   Diane L. Gordian, Deputy Chief Clerk
timothybenyo@lehighcounty.org   dianegordian@lehighcounty.org

Election Board of Lehigh County

Phillips Armstrong, Chairman
Dr. Jennifer Allen (D)
Dennis Nemes (R)

☎ 610-782-3198   Tim
☎ 610-782-3197   Diane
☎ 610-782-3194   Office

JUDGES ONLY HOT LINE
☎ 610-782-3743

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OVERVIEW OF ELECTION BASICS/GENERAL INFORMATION

1. Polls Open – 7:00 a.m.
   All workers help in getting the polls set up to open by 7:00 a.m.

2. Polls Close – 8:00 p.m.
   Voters who are in line either outside or inside of the polling place waiting to vote shall be permitted to do so if found qualified. The Judge of Election determines the length of the line of voters at 8:00 p.m. and then directs the constable to see that no other person enters said line. If no constable is present, then the Judge of Election determines who will be the place holder. Anyone who is in line at 8:00 p.m MUST be allowed to vote.

3. Inside your space (your space is where the voting is taking place):

   - All Election Board Members.
   - Constables: if assigned, will have a letter from the court appointing them for the day.
   - Watchers: will have a signed letter, with an embedded county seal from the Lehigh County Election Director, Timothy A. Benyo. Copies are NOT accepted. You have the right to ask for this certificate with identification to prove their identity.

4. Candidates are not allowed inside the polling place **_EXCEPT_** for the purpose of casting their own vote.

5. All partisan political activity must take place ten (10) feet from the outside entrance of the polling place.

6. Campaign leaflets, sample/party ballots, or other partisan materials may not be distributed inside the polls or stored there during the course of the election. To help prevent this, have a clerk do a walk thru of the polling location every so often to collect anything that might have been left behind.

7. Influencing voters – A judge, challenger, deputy sheriff, constable, police officer, or any other election official is not permitted to wear any badge, sign or other insignia indicating his or her preference for any candidate or issue or attempt to influence any voter to cast his ballot for or against any candidate or issue.

8. The voter is permitted to wear any badge, sign or other insignia indicating his or her preference for any candidate or issue only for the length of time it takes to vote. There is no loitering permitted by the voter inside the voting area.

9. Any voter may permit their minor children to accompany and assist them at the DS200 Scanner or ExpressVote - ADA Machine.

10. **NO** cameras, video recorders, TV or radios are allowed inside the polling place by any voter on Election Day.

11. NO SMOKING in any of the polling places.

12. NO Election Board member may **EVER** touch a voted ballot unless directed to do so by a voter.

IT IS THE DUTY OF ALL POLL WORKERS TO .....

- Conduct the election properly and lawfully.

- Fulfill all duties assigned by the Judge of Election.

- Assist voters as necessary in a courteous manner.

- Although personal safety comes first, in the event of an emergency evacuation, remove the Memory Stick from the DS200 Scanner. Take all Voted Ballots, Provisional Ballots and ePollbooks with you when leaving the building. Call the Board of Elections for additional instructions.

- DO NOT discuss your opinions with other poll workers or voters concerning candidates or ballot issues while fulfilling your work duties at the polls.

- All poll workers are to assist in the set-up of the voting equipment. Two (2) poll workers should work together to assemble the voting booth quad. They are to ensure that each quad is set up in a way that provides the voter the most privacy when voting on their paper ballot or using the ExpressVote - ADA Machine.

- All poll workers, including the constable, must check in, sign and check out at the end of the day on the ePollbook. Poll Worker Payroll can be found in the menu. top right corner of poll book screen ☰.

- Unlawful possession of election materials - During the receiving, counting, or canvassing of the vote. No judge, or watcher, admitted to the polling room at the election, may distribute or have in his possession or control any Memory Stick or Voted Paper Ballots except in the discharge of his/her duties or the exercise of his/her individual right to vote.

CALL THE BOARD OF ELECTIONS IF ......

- A poll worker does not show up to work on Election Day

- Missing supplies

- You are having issues setting up the equipment

- When in doubt!

SPECIFIC ROLES AND RESPONSIBILITIES OF THE ELECTION BOARD

JUDGE OF ELECTIONS

1. This is an elected position and pays $180 for the day. The Judge will also receive an additional $30 for picking up and returning the election supplies to the Voter Registration Office at the end of the day. The Judge of Election is responsible for the following:

   a. Pick up the election supplies at the Voter Registration Office the Saturday before the election.

   b. Handle any problems that arise at the polls on Election Day.

   c. Responsible for counting, tracking and recording of ALL Paper Ballots, received, voted, spoiled or provisional throughout the day.

   d. In order for all poll workers to be paid for working Election Day, you are responsible for having ALL poll workers clock in, sign and clock out for the day on the ePollbook. Poll Worker Payroll can be found in menu, the top right corner on screen ☰.

   e. Assign duties of the day to the clerks.

   f. Handle all issues/events of the day at the polls.

MAJORITY INSPECTOR

1. This is an elected position and pays $165 for the day.

2. The Majority Inspector has control of the ePollbook. They will then find the voter's name in the ePollbook. Once the voter is found and has signed the ePollbook the Majority Inspector will sign their initials in the box provided. This shows that the Majority Inspector has authorized the validity of the voter. In a primary, the voter's party affiliation will determine the correct ballot style (Party) to be given to the voter.

MINORITY INSPECTOR

1. This is an elected position and pays $165 for the day.

2. The Minority Inspector has control of the ePollbook. They will then find the voter's name in the ePollbook. Once the voter is found and has signed the ePollbook the Minority Inspector will sign their initials in the box provided. This shows that the Majority Inspector has authorized the validity of the voter. In a primary, the voter's party affiliation will determine the correct ballot style (Party) to be given to the voter.

3. Swears in Judge of Elections

4. Keeps "B" Envelope" for a period of one (1) year.

<u>CLERKS</u>

1. This position is appointed by the Voter Registration Office and pays $165 for the day.
    *   The Clerk's job will be assigned by the Judge of Election on Election day.

<u>INTERPRETER</u>

1. The 2020 Census results indicated that 146 out of the 161 voting districts in Lehigh County fall under the Section 203 of the Voting Rights act and must provide all information in English and Spanish. These districts are required by this Act to have Spanish speaking bilingual interpreters assigned to them as required by law. The only districts that currently **<u>DO NOT</u>** fall under this category are:
    *   Heidelberg
    *   Lower Macungie 5
    *   Lower Milford
    *   Lowhill
    *   Lynn-Jackson
    *   Lynn-Lynnville
    *   Lynn-New Tripoli
    *   North Whitehall 5
    *   Upper Milford-East
    *   Upper Milford-West
    *   Upper Saucon 1
    *   Upper Saucon 6
    *   Washington-East
    *   Washington-South
    *   Washington-West
    *   Weisenberg

2. This position is an appointed position by the Voter Registration Office and pays $165 for the day. An interpreter may also be a member of the Election Board.

3. The primary function of an election interpreter is to assist Spanish-speaking voters in the electoral process when they go to a polling place to vote. Some examples of activities that fall under this category are:

    *   Direct voters to the correct election official
    *   Help election official locate the voter's name in the poll book
    *   Instruct voters on how to complete and scan the paper ballot
    *   Instruct voters how to cast a provisional ballot if necessary
    *   Provide assistance to vote when a voter requests it
    *   Help voters fill out all necessary forms if needed
    *   Report to the Election Board any instances of intimidation, harassment, or discrimination towards voters, in particular Spanish-speaking or Hispanic voters, on behalf of election officers, political parties, watchers, voter protection groups or other voters
    *   To assist the Election Board with Election Day Procedures, opening the polls, during the day activities and closing the polls.

INTERACTING WITH PEOPLE WITH DISABILITIES OR LANGUAGE BARRIERS

- Speak directly to the person rather than through a companion/interpreter or sign language interpreter who may be present.

- Always offer an appropriate greeting at introduction.

- Introduce yourself. If the person has a visual disability, not only introduce yourself, but others who may be with you. When conversing in a group, remember to identify the person to whom you are speaking.

- If you offer assistance, wait until the offer is accepted before helping. Whether the voter has a language barrier or a disability he or she may be offended that you assume he or she needs help.

- Treat adults as adults. Do not speak to them as though they are a child.

- Listen attentively to people who have difficulty speaking, whether it be a disability or a language barrier. Allow them to finish speaking. Ask short questions that require short answers, or a nod of the head. Never pretend to understand, instead repeat what you have understood and allow the person to respond. Be patient. Take as much time as necessary.

- Do not lean or hang on an individual's wheelchair. Any type of assisting device is considered an individual's personal space. This applies to people with guide or help dogs. Never distract a work animal from their job without the owner's permission.

- If possible, speak at eye level to someone who is in a wheelchair.

- Do not assume a person with a disability or a language barrier has a hearing problem. There is no need to shout at the person.

- Appropriately gain the attention of a deaf person. Look directly at the person and speak clearly, slowly, and expressively to establish if the person can read your lips. Never shout to a person. This compromises his right to privacy in voting. Just speak in a normal tone of voice. Have pen and paper handy to use as a means of communication.

BEFORE THE POLLS OPEN

1. The Election Board is to be at the polls by 6:00 a.m. The Judge of Election or a designated member of the Board will bring the election supplies to the polls.

2. The Judge of Election publicly opens the supply box furnished by the County Board of Elections.

3. The Minority Inspector swears in the Judge of Elections and the Judge of Elections swears in all the other members of the Election Board. All members of the Board complete and sign the oath in duplicate (yellow paper in the white supply box). One copy is returned to the Board of Elections at the end of the night, and one copy is kept by the Minority Inspector, in the "B" envelope, for one year.
   (See Distribution of Election Returns on Page 43).

4. I.D. OATH -This page needs to be signed by the appropriate poll workers. It states that ID was asked for wherever indicated. This sheet is pre-packed in the supply box. Once completed it should be placed inside the "A" Envelope.

5. Set up at the poll site and be ready to process voters by 7:00 a.m.

6. POST:
   - 2 Copies each of the ballot questions (if applicable)
   - 1 Sample Ballot
   - Provisional Ballot Instructions
   - Paper flag labeling polling place (on entrance door of poll site)
   - "Help Wanted" Sheet (on desk where voters sign in)
   - Set up U.S. Flag

7. P.I.T. (Posting Information Totem) Open and Display

   - 1 Copy - Penalties (Blue)
   - 1 Copy - Voting Rights (Pink)
   - 1 Copy - HAVA Laws (Yellow)
   - Voters Rights
   - No recording devices or cell phones
   - Do you need an Interpreter?
   - How to cast your vote

**Important! If the polling place is used by more than one district, ensure you are using the correct DS200 scanner (marked on front) for your district when setting up! **

MORNING SET-UP

1. Remove the machine key ring from the Red Bag.

2. Locate the DS200 Scanner. Put in proper location and lock wheels in front with foot. Open the front bottom door with the silver key.

3. Remove the Blue Ballot Bin, record the red seal on the General Returns of Votes Cast. Remove and discard the seal. Open and remove the ballots from the bin, fold over the lid and reinsert the blue bin back into the tub for ballots to fall into the bag (blk handle faces front), lock and seal the door. (Enter number of ballots given to you onto #1 of the General Returns of Votes Cast.)

4. Open the back of the DS200 Scanner with the silver key and plug it into an AC outlet. This door remains open all day during the voting process. Confirm silver bar is in lockdown position.

5. Open the top clamshell lid with the silver key. Unlock the front of the scanner with the barrel key, flip up the screen and the DS200 will automatically power up.

6. Record the seal number from the BLUE seal tape located on the memory stick door onto the General Returns of Votes Cast. DO NOT REMOVE.

7. Enter the Election Code. This can be found in the Red Bag, inside the Password envelope. 1 Configuration tape will print.

8. Push the Open Poll Green Button on the bottom right of the screen, One (1) ballot status report tape and 3 "ZERO" tapes will print. Make sure the totals beside all the Candidates names are zero, and the voting district is correct. Remove all tapes. Each Election Board member must sign the tape for the "A" and "B" envelopes. You do not have to sign the third tape for your poll place door. You can place the extra tape in the "A" envelope. (Configuration and ballot status tape get placed in the "A" envelope.)

9. Push the Go to Voting Mode Green Button on the bottom right of the screen. Public Count in the middle of the screen should read "ZERO". Scanner is now ready for Election Day Voting.

10. Open and set up the red/white/blue Voting Booth Quad. Once upright attach the adapter for the ExpressVote ADA Machine onto the shelf in the ADA section of the quad. (Please use more than 1 person to open the quad.)

11. Open and set up one (1) Electronic Pollbook at a time. Match the printer to the first ePollbook you are setting up. Numbers are on each piece. Follow the directions on the Precinct Central ePollbook SETUP. There are laminated picture instructions with your supplies. The Password is "lehigh" for the ePollbooks.

12. Once the first ePollbook is set up, go to the menu at the top right corner of the ePollbook ☰ and complete poll place payroll. If any poll worker is missing from the list they will have to be added. All constables will have to be added as this list comes from the Lehigh County Clerk of Courts-Civil Division. The final list is usually given to the election office days before the election.

13. Open and set up the second ePollbook and matching printer.

You can always refer to the picture Opening and Closing Instructions in this manual

<u>OPENING AND SET-UP OF THE EXPRESSVOTE - ADA MACHINE</u>

1. Cut and Record the seal from the black bag onto the General Returns of Votes Cast.

2. Unzip and remove the ExpressVote, place on a table, face down. Remove the power cord and headphones from the side pocket.

3. Connect the round plug into the lower back of the machine. The sliding collar secures and locks the cord into the unit.

4. Record the seal number on the General Returns of Votes Cast and remove the blue seal tape from the left side door. Use the barrel key and open the door and attach the unit to the adapter on the voting quad, making sure the unit is securely locked in the adapter.

5. Plug the ExpressVote power cord into an AC outlet.

6. Connect the headphones to the front of the unit. The headphones can also be kept with the Judge until needed by a voter.

7. The switch on the right must be in VOTER MODE This is done at the warehouse, but check to be sure.

8. Press the Power Switch to the ON position. (You will hear a soft beep. This can take several minutes.)

9. Close the compartment, carefully fitting the cord through the hole provided. For accessible voting un-Velcro the key pad and set it alongside the unit.

10. Check the power light at the bottom. It should be GREEN.

11. Enter the Election Password (same as the one for the scanner) and then hit accept.
    On the Welcome Screen:
    a. Confirm plugged into AC power.
    b. Confirm the date, time, district and election are accurate.
    c. Press OK.

    You are ready to go!!!

**You can always refer to the picture Opening Instructions on pages 12. **

DS200 Opening Procedures

1. From the back of the unit, open the door and plug the DS200 power cord into an AC outlet.
2. Confirm silver bar is locked in the down position. (this is done in the warehouse before sending out.)

The Silver Key Required for steps 1, 4 and 6.

3. Put scanner in the proper location and lock wheels in front with foot.
4. Open the bottom front door and remove the ballots from the blue ballot bin.
5. Make sure the blue bin flaps are open in order to catch ballots. Once confirmed, lock lower door and apply seal.

6. Open the clamshell lid with silver key. Unlock the front, flip up the screen, and the DS200 will automatically power up (as long as it's plugged in).
(If the DS200 does not automatically power up, unlock the access door on the front left, and press the Power button. Barrel key required.)
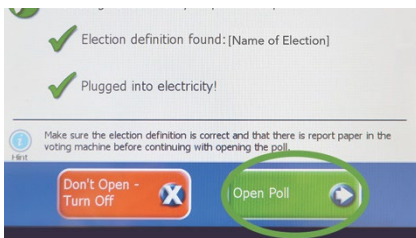
7. Enter Election Code, found in the Password Envelope in red bag.
8. The Configuration Report will automatically print.
9. Make sure the screen shows a green check mark before "Election definition found" and "Plugged into electricity." Then press **Open Poll**.
(If the Election Definition shows "not found" and doesn't have a green check — unlock the access door and make sure the Election Definition media stick is pushed in all the way. Then lock the access door. Barrel key required.)
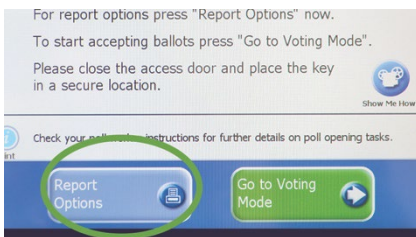
10. The Ballot Status and 3 "Zero" tapes will automatically print — if you have any issues with these tapes not printing, be sure to press **Report Options** to print these tapes. If you don't get a zero tape, no ballots can be scanned until Rover fixes problem. Voters can vote, however. You must secure voted ballots in emergency bin until scanner is operational and scan emergency ballots at the end of the day.
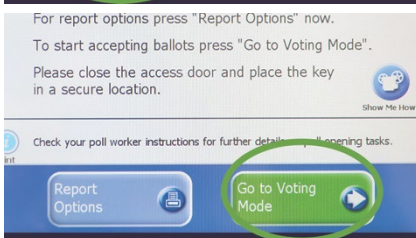
11. Ensure that the Public Count is zero. If it's not, call the Election Office for assistance. Make sure the date, time, election and poll districts are accurate. Press **Go to Voting Mode**.

The DS200 is now ready for Election Day voting!

ExpressVote Opening Procedures

⚠️ *Before starting the ExpressVote Open Procedures, be sure you have the barrel key and election password.*
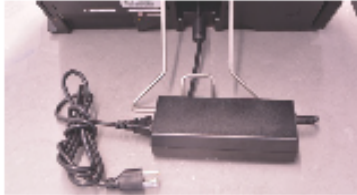
1. Cut and record seal from black bag, unzip and place ExpressVote on a table.
2. Remove cord and headphones from side pocket.
3. Connect cord to round plug in lower back of machine (the sliding collar secures and locks the cord into the unit)
4. Record and remove the blue seal from left side door of the unit. Use the barrel key to open the door and attach the unit to the adapter on the voting quad.
5. Plug the ExpressVote power cord into an AC outlet.
6. Connect headphones to the front of the unit.
7. The switch on right must be in **Voter Mode**, which is done at the warehouse. But you should check it to be safe.
8. Press the Power Switch to the **On** position.
   Note: The system startup takes several minutes.
9. Close compartment, carefully fitting the cord through the hole provided. For accessible voting un-Velcro the keypad and set aside the unit.
10. Check the power light at the bottom of the BMD. It should be green.
11. Enter the Election Password on the screen and hit Accept.

On the Welcome Screen:
   a. Confirm the unit is plugged into AC power. When plugged in, there will be a gray plug icon at the top of the screen and the green indicator light will be lit on the front of the unit (near the headphone jack).
   b. Confirm the date, time, election and poll names are accurate.
   c. Press OK.

12. Once at this screen the unit is ready to go.

Voter Office Hotline (610) 782-3743

Voting on the ExpressVote

Any voters that may have a disability that would make it difficult for them to vote on paper can use the Express Vote (ADA Machine).

<u>Using the ExpressVote is simple.</u>

(1) Insert the Ballot Card
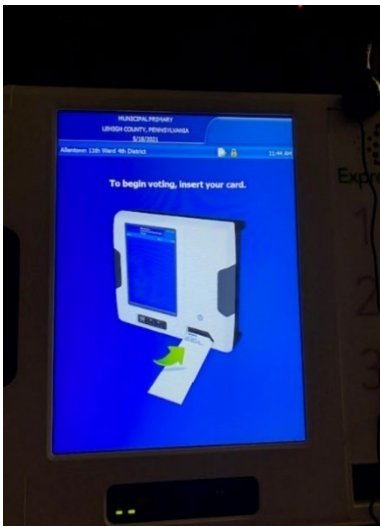
(2) Select Language
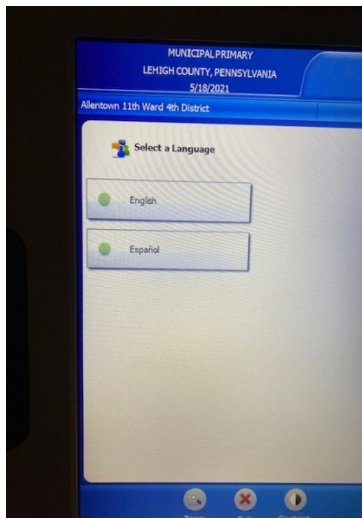
(3) Confirm Ballot Type.
   (Only for Primary Elections)
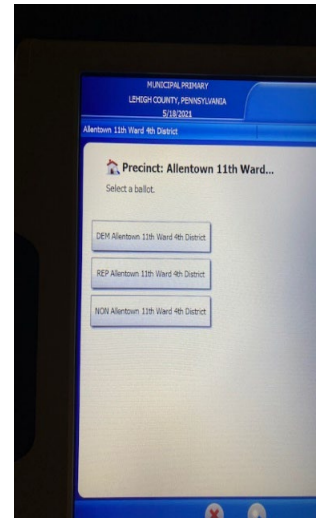
(4) Mark Your Selections
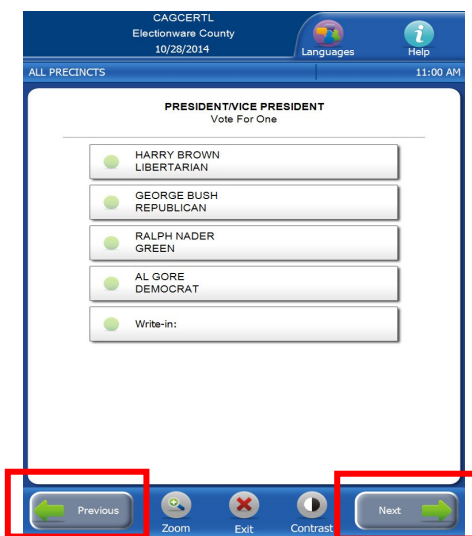
(5) Review Choices
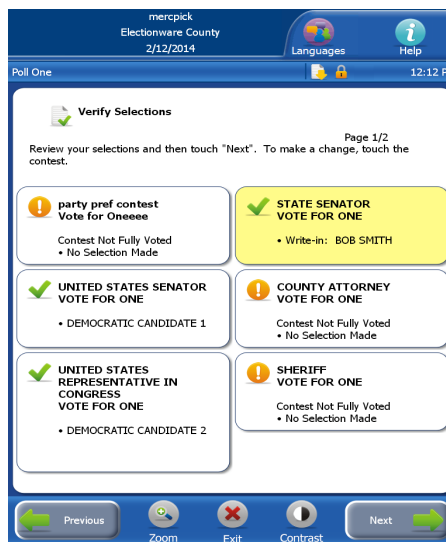
(6) Print
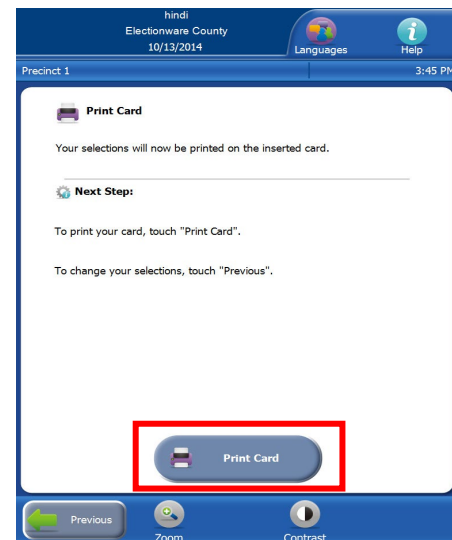
FACILITY LAYOUT

It is VERY important that your facility be set up in a similar manner in order for the proper flow of processing an elector. Also, that the ExpressVote - ADA machine be set up in a way to avoid having the voter feel like someone else is able to see how he or she is voting.

Add tables and chairs with the voter privacy shields as needed.

SUGGESTED/EXAMPLE ROOM SET-UP BELOW

Voting Booth Quad

Poll Watcher

| Clerk w/Paper BallotS |
| Min |
| Maj |

| Judge Of Election |
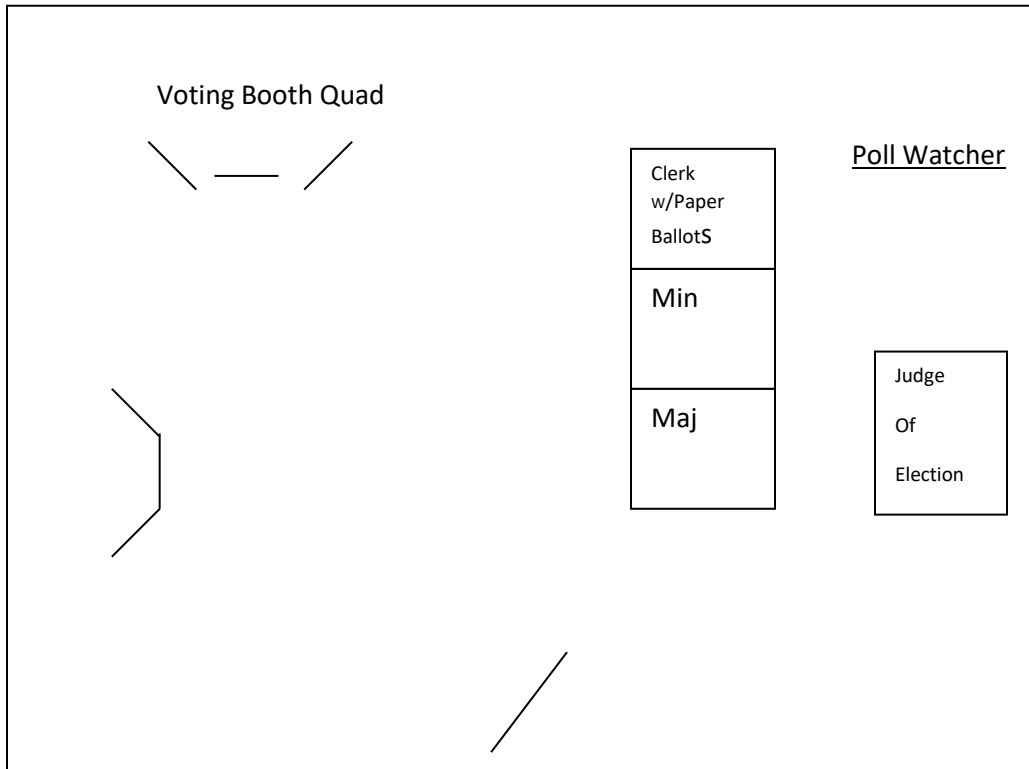
Epoll Book-Morning Set-Up

EPoll Book

Morning Set-up

- Once IPAD is plugged in and turned on, you will see the home screen. Press the home screen button on the IPAD as indicated by the arrow.
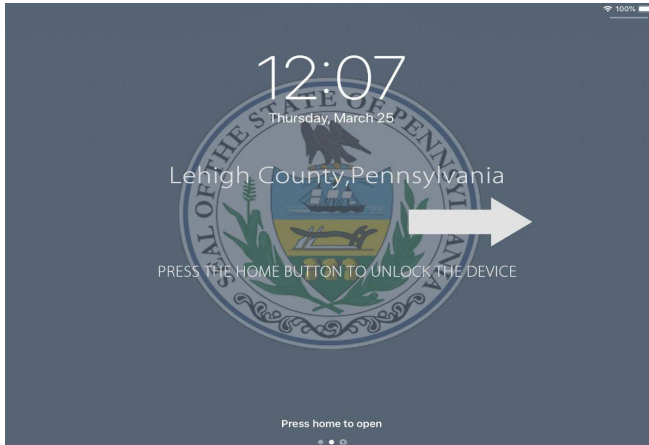
- You will then hit the "EPB" Icon button where the arrow is pointing to

- You will then see the Lehigh County home screen. Press the start button.

- Once in the login screen, sign in. The person who signs in is usually the inspector who will be checking in voters.
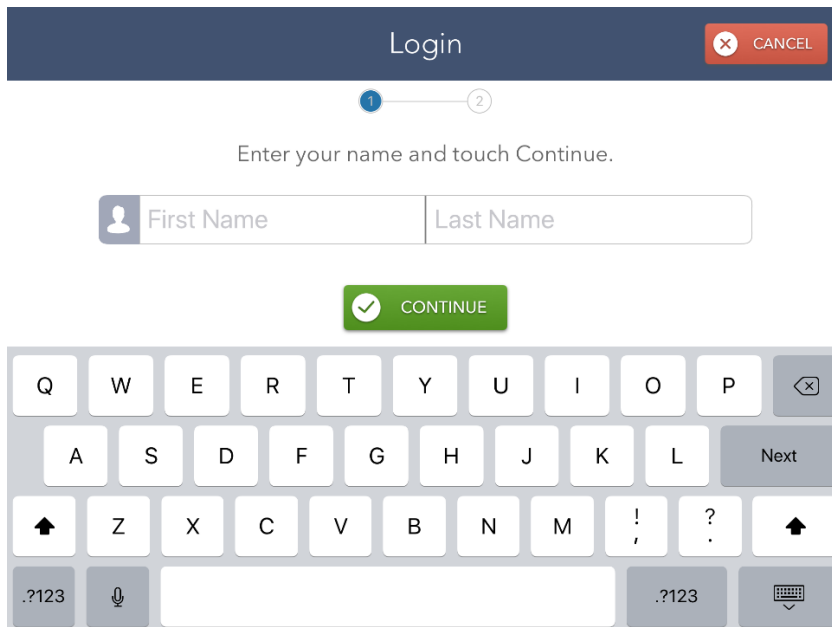
- Enter password. Password will be in a manilla mini envelope in the red bag and will be marked "password". **[Passwords change for every election]**
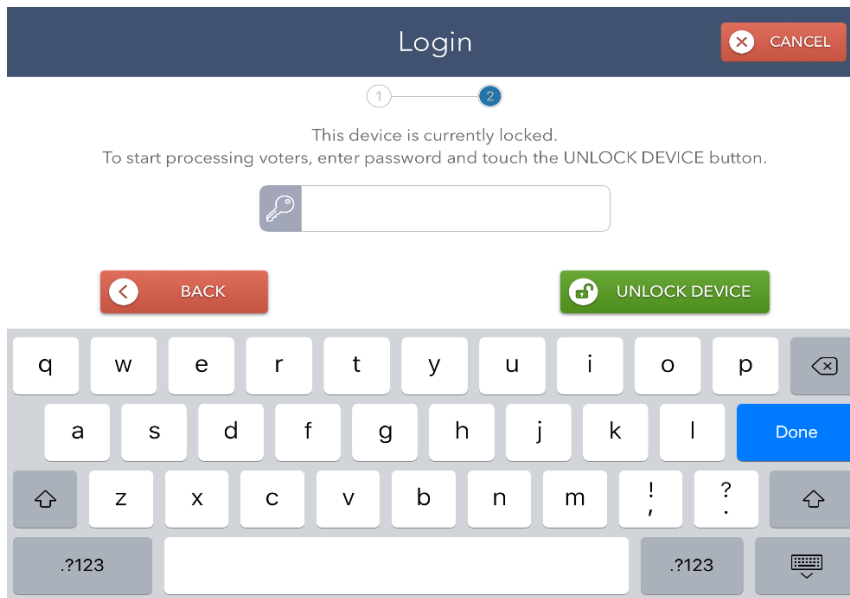
- Touch unlock device

- If you have your printer turned on, your printer will show up. At this point the IPAD should read the printer.
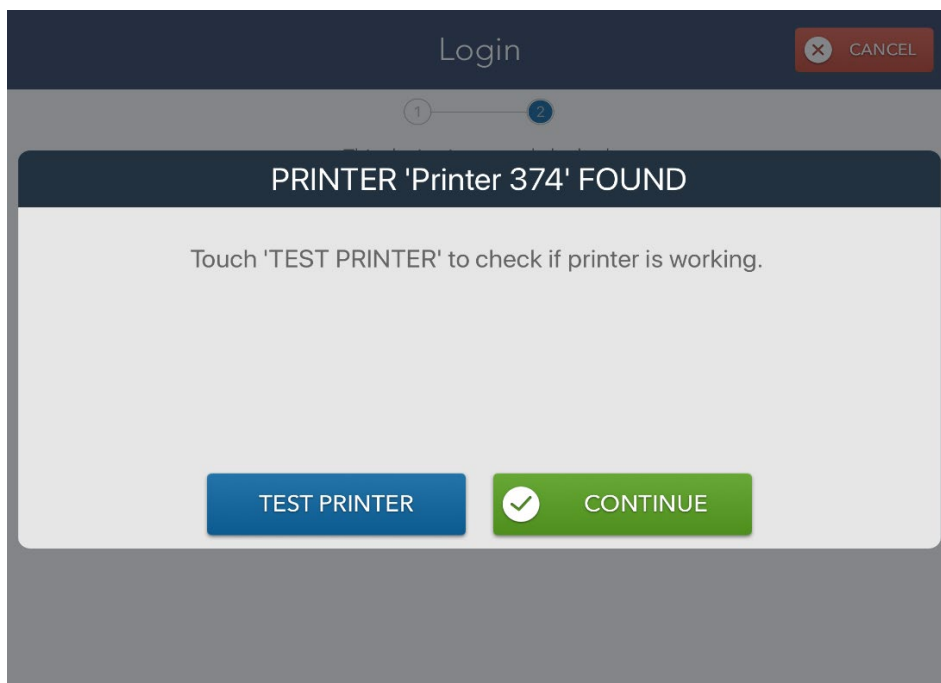
- Press "test printer" to print out a test paper from the printer to ensure it is working. Once done, proceed to the voting home screen.

- Before you start your day, you must ensure you clock in all your poll workers on payroll. This is how we confirm that you worked on election day. Failure to properly check in and out will delay poll worker payment. To check in your poll workers:

    o At the home screen, click on the icon box on the upper right hand corner;
    o The drop down will appear. Scroll down to "Poll Worker Payroll", third option down.
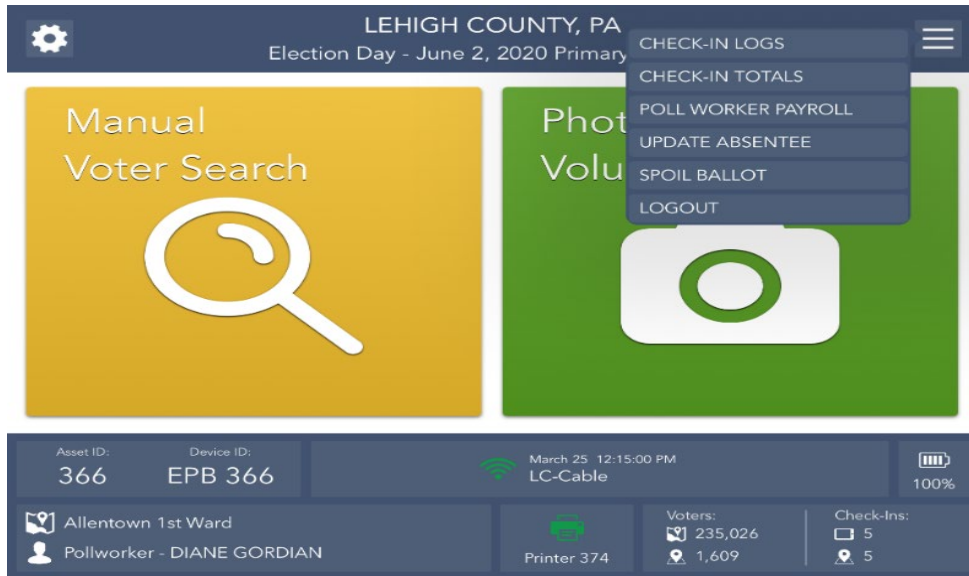
- o On the payroll screen your poll workers should be listed here. Any poll workers added last minute and constables will not be shown here and will need to be added manually.

- o To clock in a poll worker already listed, Click "clock in." The poll worker will have to verify their information is correct. If it is not, they can edit it right on the screen by pressing "No need changes" If no edits need to be made, the poll worker simply clicks "Yes, continue." Poll worker will then sign their name. If a name needs to be added, simply click on "Add worker" on the payroll screen.
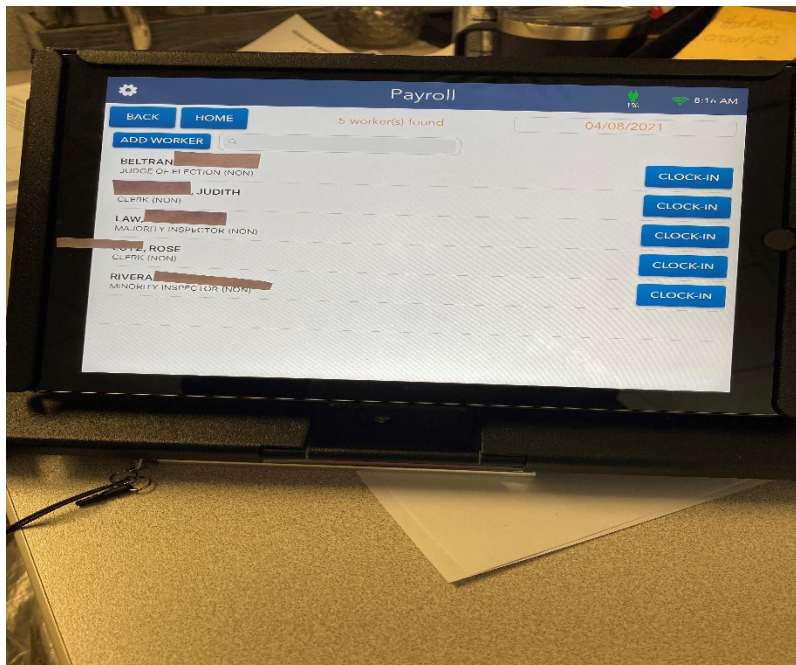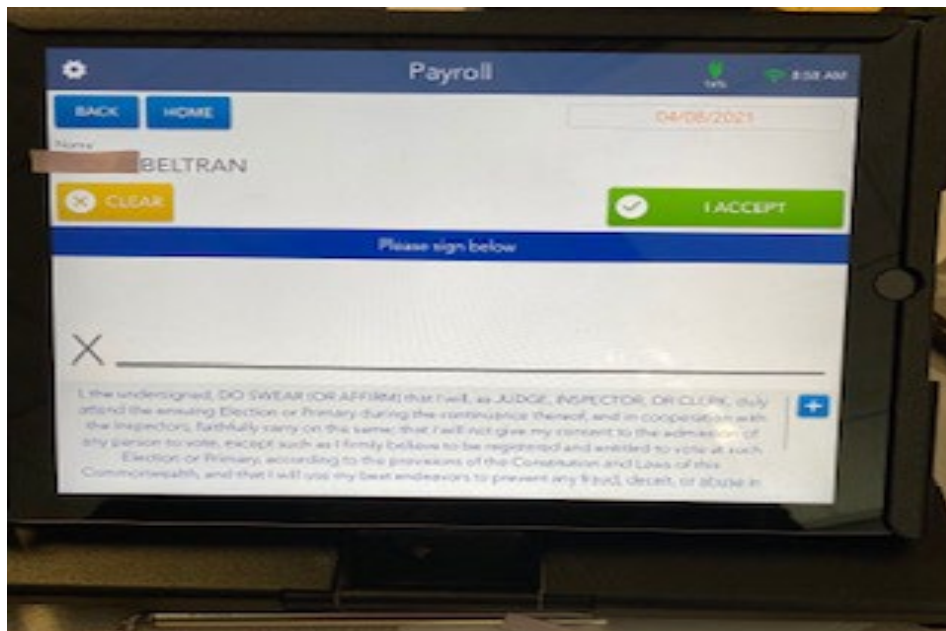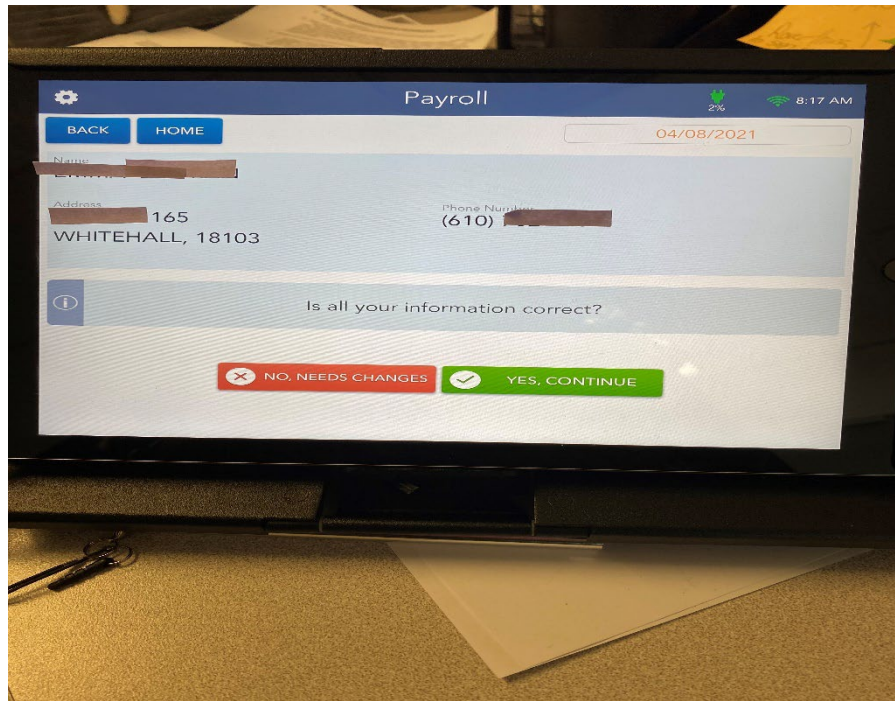
- Once you are done signing people in, you will be back at the payroll screen. Press the home button to go back to the Manual Voter Search screen.
- Once you are at the Manual Voter Search screen, you can then press that button and start processing voters.

Printer Troubleshooting

- If you receive an error message "printer not found" ensure that the printer is on. Once on, click the "try again" button. Once "printer found", do "test" to ensure printer works. Please note, if there are multiple printers; it will be listed. Click the printer number that coincides with your IPAD. This might happen if you are sharing a polling place. Coordinate with the other districts when connecting your printer so only one district is connecting at a time. Remember if multiple districts are trying to set up their printer at once, the IPAD is going to connect to the first printer it detects.
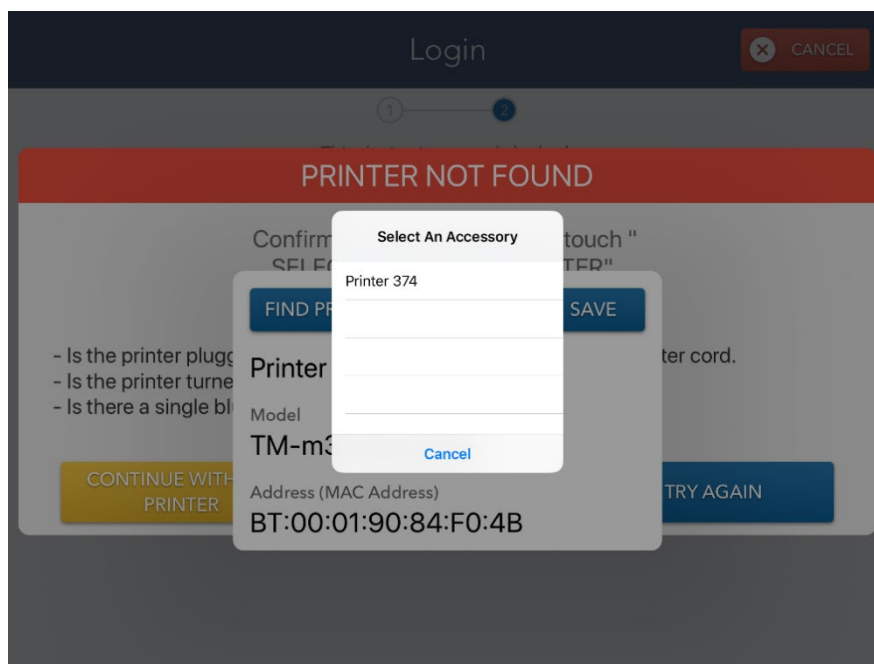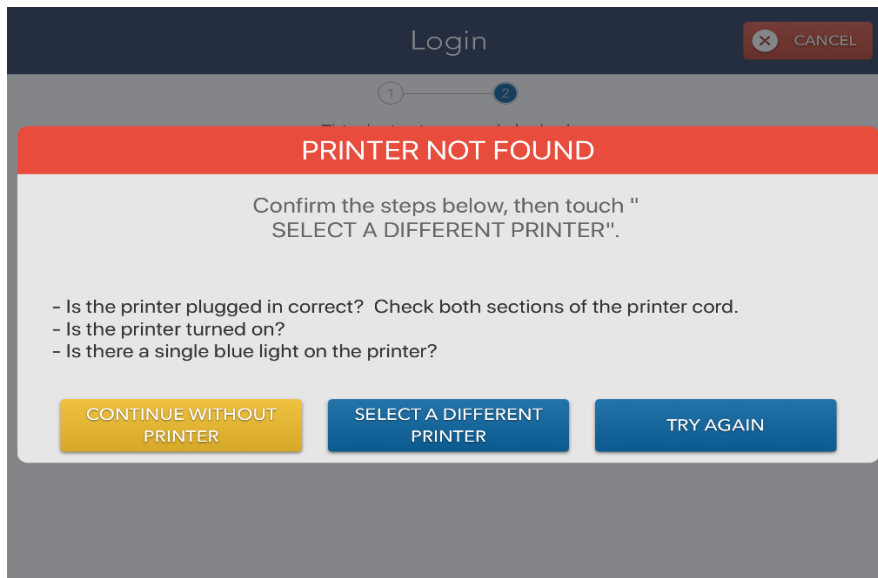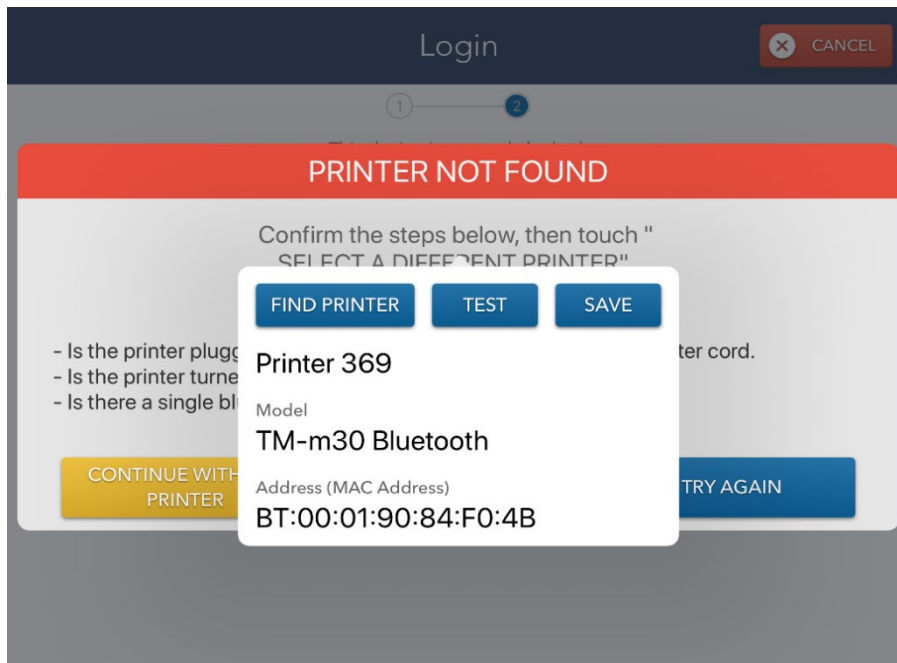
o If you are unable to connect to a printer, simply press the "continue without printer" button to proceed with the election process.
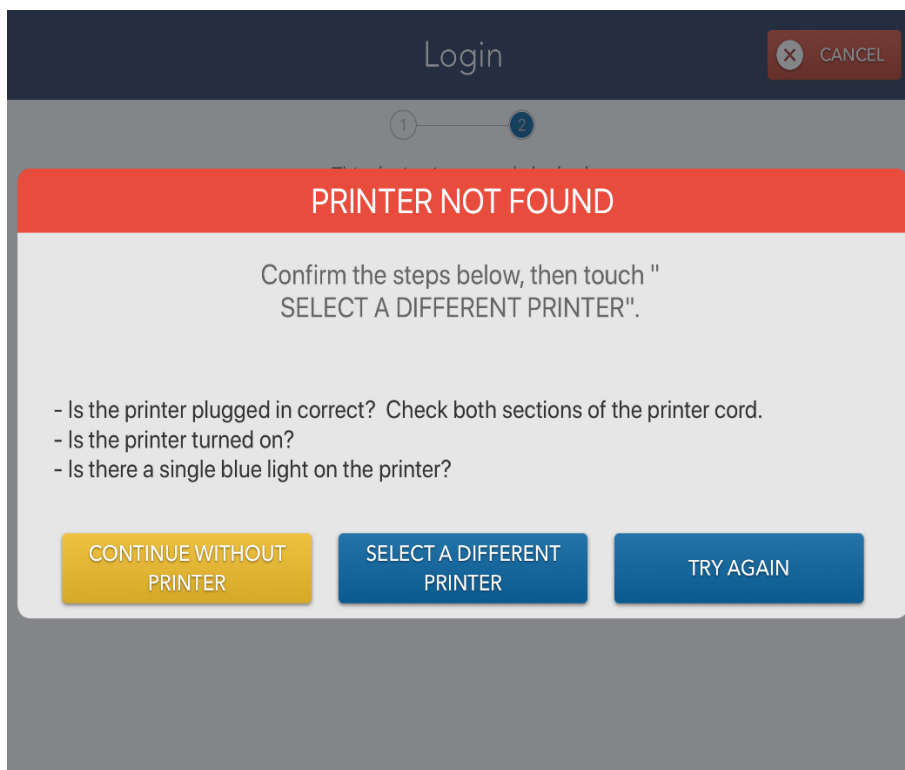
WARNING FLAGS IN THE EPOLLBOOK

NEED CURRENT SIGNATURE

If there is no signature in the signature box, the message "**Need Current Signature**" will be printed in bold lettering in the Signature Box. Have the voter sign in the blank signature box. These signatures will be updated after the election.

ABSENTEE/MAIL-IN

If the phrase "**Absentee/Mail-In**" is flagged in the ePollbook the voter has requested an absentee/mail in ballot.
1. A voter may remit/surrender their unvoted ballot to you and complete a declaration. Proceed to take their ballot and all of its contents, attach the completed declaration to the ballot. Place it into the blue absentee/mail-in bag to be returned to the Voter Office. Next mark the ePollbook that the voter did remit their ballot to you. You then process as a regular voter, they must sign ePollbook, and will receive a ballot and vote. (Sample attached page 31)
2. If the voter does NOT have a ballot to surrender, they can **ONLY** vote by provisional ballot.
3. DO NOT TAKE ANY **VOTED** BALLOTS FROM VOTERS! Those ballots must be returned to the Voters Office, 17 S 7th St, Allentown, PA 18101, by 8:00PM Election day.
4. You will receive one (1) list of voters who requested absentee/mail-in ballots to keep with the Judge of Elections to be displayed at the Judge's table.

QUESTION ONLY (Primary Election Only)

If the phrase "**Question Only**" is flagged in the ePollbook it means that the voter belongs to a party other than Democrat or Republican and can only vote on a referendum question. This is done only in a primary election where the State of Pennsylvania only allows a person to vote for a candidate only if the voter is a registered Democratic or Republican.

NOT ELIGIBLE

If the phrase "**Not Eligible**" is Flagged in the ePollbook it means the voter does not have a party affiliation of Democrat or Republican in a primary election and there is no question/referendum on the ballot for them to vote on the ballot for them to vote on. Therefore, they can't vote in this particular primary.

ID REQUIRED

If the phrase "**ID Required**" is flagged in the ePollbook it means that the voter must show a form of ID before he/she is allowed to vote. This mostly occurs if a voter is a first-time voter in his voting district or a first time voter ever. If they don't have the proper ID, a Provisional Ballot can be offered to him/her. (See Provisional Ballot Instructions page 29-30.)

ASSISTANCE

If the letters "**ATV**" are flagged in the ePollbook, it means that the voter may have assistance with no questions asked. These people have an assistance affidavit on file in the Voter Registration Office attached to their record. They **DO NOT** have to fill out a "Declaration of Assistance Form", but must still be recorded on the "Record of Assisted Voters" (on page 26-27).

AFFIRMATION REQUIRED

If "**Affirmation Required**" is flagged in the ePollbook, it means that the voter must fill out an Affirmation Required Form to update their registration.
(Sample attached page 25.)

NOTES

1. If a voter's name is not found anywhere in the ePollbook, the Judge of Elections can call the Voters Office for instructions on how to handle the situation. Bring the voter to the phone with you in case there are questions when calling in.

2. I**n a primary election always use the PARTY indicated in the ePollbook for the voter**, **not what a voter tells you**. If a problem occurs bring the voter to the phone and call the Voters Office.

3. The ePollbook is designed to flip for the ease of a voter to sign his or her name. In the event a voter REFUSES to sign the ePollbook, they **CANNOT** vote on the machine. They get a provisional ballot.

VOTER VERIFICATION PROCEDURE

1. Must be registered in the district.

   a. If a voter's name does not appear anywhere in the ePollbook, call the Voter Registration Office for further assistance. A voter will never be denied the right to vote. If the voter's name does not appear in the ePollbook database, offer the voter a provisional ballot. DO NOT DENY THEM THE RIGHT TO VOTE.

   b. If a voter moves within the district or outside the district but within the county and failed to notify the Voter Office of the change, they may vote in the district from which they moved (their OLD polling place) one more time. The voter must first sign the "Affirmation of Elector" form if indicated to do so in the ePollbook to verify their address, and then be allowed to vote in their old district. Otherwise a voter registration form is given to the voter.

   c. If a voter has moved to another county, they may vote at their old polling place for one last time. An "Affirmation of Elector" must be completed by the voter if indicated in the ePollbook so we can transfer their registration to the new county after the Election is complete. Otherwise a voter registration application is given to the voter.

   d. If an address is changed by the Post Office or the Department of Transportation but the voter did not move, they must also complete the "Affirmation of Elector" form if indicated in the ePollbook. This will verify their actual address for our files.

   e. Any person wishing to change a name, address or party for a future election should be given a Voter Registration application. These are found in the supply box given to the Judge of Election.

IMPORTANT: NEVER DENY A PERSON THE RIGHT TO VOTE. CONTACT THE VOTER REGISTRATION OFFICE FOR AUTHORIZATION ON HOW TO HANDLE ANY PROBLEMS THAT OCCUR DURING THE DAY.

DECLARATION SAMPLE

Elector's Declaration to Surrender Their Mail Ballot

For the Voter:

I hereby declare that I am a qualified registered elector who was issued an absentee or mail-in ballot for this election, but that I have <u>not</u> mailed or cast an absentee or mail-in ballot in this election. Instead, I am hereby remitting my absentee or mail-in ballot and its declaration envelope to the judge of elections at my polling place to be spoiled. I request that my absentee or mail-in ballot be voided, and that I be permitted to sign the poll book and vote a regular ballot.

I verify that the statements made in this declaration are true and correct to the best of my knowledge and belief. I understand that false statements made herein are subject to the criminal penalties of 18 Pa.C.S. § 4904, relating to unsworn falsification to authorities.

_____
(Today's Date)

_____
(Printed Name of Elector)

_____
(Signature of Elector)

_____
(Address of Elector)

_____

For Election Officials Only:

I hereby declare I have received the voter's ballot and envelope containing the voter's declaration from the voter and I am spoiling it and permitting the voter to sign the poll book and vote a regular ballot.

_____
(Printed Name of Judge of Elections)

_____
(Judge of Elections Signature)

_____
(Precinct)

Instructions after completion: This form should be attached to the voter's surrendered balloting material and returned in the blue bag labeled "absentee ballots". Do not forget to check the "**BALLOT REMITTED?"** option next to the voter's name in the poll book. (See flow chart on pages 31-32)

AFFIRMATION SAMPLE

AFFIRMATION OF ELECTOR

For use in the polling place when an elector has changed addresses and has failed to notify the commission or when registration records incorrectly indicate that an elector has changed addresses.

_____ County Board of Elections

City, Borough or Township _____ Ward _____Precinct _____

Date _____

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

- -

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

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

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

( )   I now reside in a different county and wish to vote here for the last time. Please cancel my registration in this county. *(To register to vote at your new address, you should contact your local voter registration office.)*

My previous residence address is: **My new residence address is:**

PRINT NAME:_____   PRINT NAME:_____

STREET:_____   STREET:_____

CITY, STATE:_____   CITY, STATE:_____

- -

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

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

C. Affirmation

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

_____   _____
Signature of Elector   Date

_____   _____
Print Name   Date of Birth

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

_____
Signature of Election Official

Return in Affirmation of Electors Envelope - Form 118

ASSISTANCE TO VOTE

1. A person without ATV next to his/her name, who needs assistance to vote, must sign a "Declaration of Assistance" form found in the supply box (see sample below).

2. The voter may be given assistance, by a person of their choice, as long as it is not their employer, a union representative or the Judge of Election.

3. The Judge must return all completed "Declarations" to the Voter Registration Office at the end of the night.

4. There is a fine line between "Help" and "Assistance". If someone simply asks a question about the voting process, that is "Help". But once you put yourself in front of the paper ballot, such that you are able to see how the individual is voting, it then becomes "Assistance" and a "Declaration of Assistance" form needs to be filled out. Please ensure the form is filled out correctly so it can be processed.

5. If your ePollbook has "ATV" (Assistance To Vote) next to the voter's signature, the voter may have assistance with their paper ballot, no questions asked, a declaration of assistance has already been completed for that voter and attached to their voting record in the voter office. They **do not** need to fill out a Declaration of Assistance but should be recorded on the list.

DECLARATION OF THE NEED FOR ASSISTANCE TO VOTE - Election Day
   SAMPLE SHOWN BELOW

ASSISTANCE TO VOTE LIST
Sample Front

WPP - Form 004 B

RECORD OF ASSISTED VOTERS

City _____

Boro, or _____

Township _____

Ward _____

District _____

AT THE ELECTION OR PRIMARY

held _____, 20

_____

_____
Judge of Election

To be signed and enclosed in the envelope to be returned with other papers to the County Board of Elections

After the polls are closed, sign this form and seal it in the envelope provided.

RECORD OF
ASSISTED VOTERS

If an elector is unable to see or mark the ballot or operate the voting machine or to enter the voting compartment or voting machine booth without assistance, the elector may receive assistance if they complete a declaration of the need for assistance to vote at the polling place.

Any elector who is entitled to receive assistance in voting under the penalties of this section shall be permitted by the judge of election to select a person of the elector's choice to enter the voting compartment or voting machine booth with him to assist him in voting, such assistance to be rendered inside the voting compartment or voting machine booth except that the judge of election, elector's employer or an agent of the employer or an officer or agent of the elector's union shall not be eligible to assist the elector.

In every case of assistance under the provisions of this section, the judge of election shall forthwith enter in writing on the record of assisted voters:

1. The voter's name.
2. A statement of the facts which entitle him to assistance.
3. The name of the person furnishing the assistance

INSTRUCTIONS FOR RETURNING AND FILING RECORD OF ASSISTED VOTERS

After the primary or election this Record of Assisted Voters is to be placed in the envelope provided and returned, with other returns, to the County Board of Elections.

This record is not to be opened except upon a written order of a judge of the Court of Common Pleas except that it may be inspected by any registration commission without a court order. It is also subject to subpoena as other election returns.

William Penn Printing Co., Pittsburgh, Pa.

ASSISTANCE TO VOTE LIST
Sample Back

WPP-Form 004 *

RECORD OF ASSISTED VOTERS

Serial #	Name of Voter	Reason for Assistance	Name of Person Furnishing Assistance

Judge of Election

VOTER RECORD CHANGES

NAME CHANGE - NO CHANGE OF ADDRESS

1. The voter fills out a Voter Registration form with his/her old and new name.

2. Voter signs ePollbook with old name as it appears on their current record.

3. Voter is given a paper ballot and votes.

ADDRESS CHANGE
(Voter has moved, within the county, but their name remains in your ePollbook)

1. Find voter's name in your ePollbook.

2. Voter fills out a Voter Registration form to change their address, unless "Affirmation Required" is flagged by their name in the ePollbook. Then he/she fills out an Affirmation.

3. Voter signs the ePollbook. (They may vote one last time at their old address.)

4. Voter is given a provisional ballot.

ADDRESS CHANGE
(Voter has moved out of the county, but their name remains in your ePollbook)

1. Find voter's name in your ePollbook.

2. Voter may vote one last time at their old address.

3. Voter is given a provisional ballot.

4. Voter must register as a new voter in his new county. Offer him/her a Voter Registration form to register and mail to his/her new PA county.

HAVA REQUIREMENTS FOR IDENTIFICATION – PROVISIONAL

What does HAVA mean? HAVA is a Federal and State law that requires voters who appear to vote in an election district for the first time to provide election officials with proof of identification. Most voters have already furnished the required information to the Board of Elections. However, if the ePollbook states "ID Required", the voter is required to give additional forms of identification. If a voter fails to produce a form of ID, she/he is then offered a Provisional Ballot to vote.

Approved forms of **PHOTO** identification: (ID must be valid)
   a. PA Drivers' License or PA State ID card issued by PennDot
   b. ID issued by any other Commonwealth agency
   c. ID issued by the U.S. Government
   d. U.S. Passport
   e. U.S. Armed Forces ID
   f. Student ID
   g. Employee ID

Approved form of **NON-PHOTO** identification: (ID must include the name and address of the voter and the address must match the address in the ePollbook.)
   a. Voter Identification Card issued by the Voter Registration Office
   b. Non-photo ID issued by the Commonwealth
   c. Non-photo ID issued by the U.S. Government
   d. Firearm permit
   e. Current utility bill
   f. Current bank statement
   g. Current paycheck
   h. Government check

After the identification has been provided, the voter signs the ePollbook and is given a paper ballot to continue with the voting process.

A PROVISIONAL BALLOT IS GIVEN WHEN

1. A voter's name does not appear in the ePollbook anywhere.
2. A voter has NO identification or refuses to show you ID.
3. A voter's identification does not match the address in the ePollbook for non-Photo ID only.
4. A voter marked Absentee/Mail-In Ballot and does not remit/surrender a ballot to you.

NOTE:
   a. The voter must vote in the correct precinct for their ballot to be counted in full. For example, if a voter is registered in Allentown 1st Ward, but ends up at Whitehall 12th District and fills out a provisional ballot with Whitehall 12, the vote for certain offices may not count, depending on the election. This is especially important during local elections. If the voter is a registered voter in Allentown 1st Ward and wants to vote for Allentown Mayor, this race would obviously not be in the Whitehall 12 ballot. Therefore any local Whitehall race would not count since the voter is registered with Allentown 1st Ward. Federal elections where the race is statewide, the vote would count. An example of this election would be the presidential election.
   b.
   Their validity will be determined and counted by the Board of Elections. The Board of Elections searches the voter's name in multiple ways. It is then determined if they are a registered voter and if they are voted in the correct precinct.
   c. In some cases, an "Affirmation of Elector" may need to be completed.

<u>STEPS FOR PROCESSING A PROVISIONAL VOTER</u>

1. The Judge of Election and the Minority Inspector witness the voter complete the affidavit on the larger white/green envelope. These same election officials will then sign the affidavit.

2. Along with this provisional ballot envelope, issue a provisional ballot and secrecy envelope. Direct the voter to a place where the voting can be done in privacy.

3. After voting, the voter should place the ballot in the secrecy envelope and place that envelope in the (larger green) provisional ballot envelope and complete and sign it. Everything is returned to the Judge of Election who will sign the bottom portion of the envelope. ****THE ENVELOPE MUST BE FILED OUT COMPLETELY AND SIGNED BY VOTER AND JUDGE OF ELECTIONS TO ENSURE VOTE IS COUNTED!! FAILURE TO DO SO COULD RESULT IN THE VOTE NOT BEING COUNTED.****

   IT IS IMPORTANT TO NOTE, IF THE VOTER OR JUDGE OF ELECTIONS FAIL TO SIGN THE PROVISIONAL BALLOT ENVELOPE, THE VOTE COULD NOT COUNT!!

4. The Judge of Election will take an adhesive label from a receipt *(Further <u>voter instructions are on that receipt)</u>* and place it on the green envelope before giving the receipt to the voter.

5. The Judge of Election shall indicate at the top of the large provisional envelope that there is indeed a provisional ballot enclosed.

6. The Judge of Election will hand carry in all VOTED provisional ballots in the large white envelope with the number enclosed on the front of said envelope. All unused provisional materials are to be returned to the large green bag and returned to the Voter Office at the end of the day.

PROVISIONAL BALLOTS ONCE SEALED **<u>ARE NOT</u> TO BE OPENED OR COUNTED AT THE POLLS.**

Poll Book says:

ABSENTEE/MAIL-IN BALLOT REQUESTED

Did the voter bring the official absentee/mail-in ballot AND official ballot return envelope to the polling place?

YES

Voter brought official ballot and return envelope

NO

Voter DID NOT bring official ballot and return envelope

Remit Ballot

Voter remits official ballot and envelope to a poll worker to be spoiled

Voter completes **Declaration to Surrender Ballot**

Voter signs the **Poll Book** and is recorded in the **Numbered List of Voters**

Voter Receives paper ballot and votes regularly.

Remitted ballots, envelopes, and Declarations go into the blue absentee to be returned on Election Night

Votes Provisional

Voter does not sign poll book

- Give the voter a provisional ballot

- Voter completes Parts 1, 2 & 4 of the **Provisional Ballot Envelope** and signs at part 1 and 4. **PLEASE MAKE SURE VOTER SIGNS AT PART 1 & 4 OF THE ENVLEOPE WHERE INDICATED. VOTE WILL NOT COUNT IF IT IS NOT SIGNED IN BOTH PLACES.**

- Voter places the voted provisional ballot inside a Provisional **Privacy Envelope (if it is not placed in the privacy envelope, vote will not count)**, and then inside the **Provisional Ballot Envelope** which they sign again.

- **The Judge of Elections AND Minority Inspector must both sign the Provisional Envelope.**

Voted provisional ballots go into the white envelope and placed inside the **Green Provisional Ballot Bag** to be returned on Election Night

Poll Book says:
BALLOT CAST / NOT ELIGIBLE

↓

The County received the voter's absentee or mail-in ballot.
The voter has already voted in this election.

↓

However, the voter always has the right to vote a provisional ballot if they request it.

↓

Provisional Ballot

- Voter does not sign the Poll Book

- Give the voter a provisional ballot

- Voter completes Parts 1, 2 & 4 of the **Provisional Ballot Envelope** and signs at part 2 and 4.

- ****PLEASE MAKE SURE VOTER SIGNS AT PART 2 & 4 OF THE ENVLEOPE WHERE INDICATED. VOTE WILL NOT COUNT IF IT IS NOT SIGNED IN BOTH PLACES.****

- Voter places the voted provisional ballot inside a Provisional **Privacy Envelope (if it is not placed in the privacy envelope, vote will not count)**, and then inside the **Provisional Ballot Envelope** which they sign again.

- **The Judge of Elections AND Minority Inspector must both sign the Provisional Envelope.**

Voted provisional ballots go into the white envelope and then placed in the **Green Provisional Ballot Bag** to be returned on Election Night

EXAMPLE OF HOW A PROVISIONAL BALLOT ENVELOPE SHOULD BE CORRECTLY FILLED OUT

1. Voter Information
(Voter must complete this section in front of election officials BEFORE receiving ballot.)

Print Voter Name — Joe Schme

Date of Birth — 1/1/2000

Phone — 484 555-5555

Email — jeschme@idt.com

2. Voter Affidavit for Provisional Ballot
(Voter must complete and sign in front of election officials BEFORE receiving ballot.)

Please print the address where voter is registered:

Address — 123 Lollipop Ave

City — Menhwn, PA   **Zip code** — 18101

Voter Municipality — (blank)   **Voter County** — (blank)

I do solemnly swear or affirm that my name and date of birth are as I have listed above, and at the time that I registered I resided at the address I have provided above, in the Commonwealth of Pennsylvania and that this is the only ballot that I have cast in this election.

Voter Signature X — _(signature)_ MUST SIGN

3. Current Address where the Voter Lives
(Voter must complete this section in front of election officials BEFORE receiving ballot if address is different than section 2.)

Address (street) — (blank)

City — (blank)   **Zip code** — (blank)

4. Voter Signature
(Voter must sign in front of election official AFTER receiving and voting ballot.)

I declare, under penalty of law, that I am a properly registered voter in the election district indicated in my affidavit, and that I am eligible to vote in this election in this election district.

Voter, sign or mark here

X _(signature)_ MUST SIGN

Voter, Print name here — Joe Schme

Date (MM/DD/YYYY) — 11/8/2023

Reasons for Ballot: (for election officials only)

Check all boxes that apply:

- ☐ Voter's name not on list
- ☐ Court order (voter)
- ☐ Voter identification not supplied
- ☐ Court order (voting hours)
- ☐ Voter's eligibility is challenged by an election official

- ☐ Party (Primary only)

Which Party Ballot is enclosed?

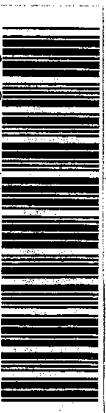- ☑ Voter was issued Mail-in ballot
- ☐ Voter was issued Absentee ballot

Signature of the Judge of Election

(signature)   Date 11/8/22

(signature) Signature of the Minority Inspector   Date 11/8/22

This section is for election officials only

This space is reserved for voter registration verification by county board of elections.

(barcode) 3 4 0 6 1 3 5 7 6

EMERGENCY BALLOT PROCEDURE

When the scanner is not working or there is NO electricity at the polls:

*Voters will check in and receive a paper ballot to vote on.

*Open the top emergency drawer on the DS200 Scanner and open the slot for voters to insert voted ballots.

*At the end of the night **before** you close the polls open the emergency drawer, remove and scan the voted ballots that were put into the emergency slot. **DO NOT DO THIS DURING THE ELECTION DAY VOTING PROCESS AS YOU DO NOT WANT VOTERS THINKING YOU ARE "STUFFING THE BALLOT."**

* If any Emergency ballots do not scan, you are to return them in the Large White Provisional Ballot envelope, along with any provisional ballots you may have, to the voter office. Mark accordingly.

COMPLAINTS

1. Federal and State laws provide voters with the opportunity to file a complaint based on the belief that a State or Local Election Official or employee has violated, is violating, or is about to violate provisions of Title III of the Federal Help America Vote Act of 2002 (relating to uniform and nondiscriminatory election technology and administration requirements).

2. If anyone approaches you with a complaint, simply hand them a form titled "Statement of Complaint," found in your supply box, and ask them to fill it out and mail it to the Department of State, whose address is on the last page of the complaint form.

3. Potential circumstances for filing a complaint are listed below:

   a. An individual believes an official has violated the provisions of Title III that require a voter to provide an approved form of identification the first time he appears to vote.

   b. An individual is denied the opportunity to cast a provisional ballot.

   c. An individual believes a State or Local election official or employee has violated the provisional ballot procedure.

   d. An individual believes information that is required by law to be posted in the polling place is incorrect, inaccessible or missing.

   e. An individual believes that the mail-in registration application form is incomplete or missing required information.

4. As always you can give the voter the Election Director's phone number located in the manual. 610-782-3198.

CLOSING THE POLLS

1. Polls close - 8:00 p.m.
   a. Present:
      i. Inside enclosed area or guard rail (10 Ft. surrounding table):
         1. Judge
         2. Inspectors
         3. Clerk
         4. Rover (If needed)

   b. Outside enclosed area or guard rail:
      i. Constable or Deputy Constable (They **DO NOT** help with the count.)
      ii. Poll Watchers (with certificates)

2. As soon as the last person votes and has left the building, if you have any Emergency Ballots, scan them at this time. Remove the blue seal from the top left access door of the DS200 scanner, using the barrel key to open the door.

3. Press and release the Close Poll button.

4. A confirmation screen will appear asking you if you are sure you are done voting. PRESS RED CLOSE POLL BUTTON.

5. The DS200 will automatically print 3 "Results" tapes. Remove tapes and distribute accordingly.

6. Press RED Finished - Turn Off Button on the screen to shut down the DS200. Once the screen goes dark, make sure the power button is dark also before moving to the next step. ****This is critical because if you remove the stick early, there will be NO RESULTS RECORDED!!!**

7. Remove the Election Memory Stick in the B slot **after** the power button is no longer lit and seal it in the Red Bag. Close and lock the access door with the barrel key.

8. Close and lock the scanner with the barrel key. Close, lock and seal the clam shell lid with the silver key. Unplug and return the power cord, close and lock the back door with the silver key.

9. Open the bottom front door. **Remove the blue ballot bin**, ensuring all voted ballots are inside the bin. Then add all used stubs and any OPENED pack of unused ballots with stubs still attached and the spoiled ballots envelope (if you had any) to the ballot bin. Zip closed, record and seal the blue ballot bin.

10. **Return ONLY ALL UNUSED, NEW, UNOPENED** ballot packs back into the compartment. Close, lock and seal the bottom door of the scanner. Any open packs must come back to the office.

11. Bring the sealed blue bin, which came from the bottom of the scanner, and supply bag the Judge of Elections picked up from the Voter Office back to the Voter Office.

12. Remove the ExpressVote from the quad and return it to the black bag. Take down the Red/white/blue voting quad. Take down, fold and return the P.I. Totem to its blue bag. Fold and re-store the white a-frame sign. **All pieces stay at Poll site all together in one spot.**

13. Distribution of "Results" Tapes (The Results tape is what prints at the end of the night when shutting down the DS200. This has the election total):

a. One "Results" tape goes in the "A" Envelope, signed by all poll workers.

b. One "Results" tape goes in Envelope "B" for the Minority Inspector to keep for one year, signed by all poll workers.

c. A results tape is NO LONGER required to be posted at the polling location. Reason being, due to Act77 and the introduction of mail in ballots, these results will no longer be anywhere near accurate. You can place this extra tape in the "A" envelope.

COMPLETING THE GENERAL RETURNS OF VOTES CAST

(Complete 2 copies)

#1 = Total number of Paper Ballots Received from the County
(Red Bag contains total # of ballots given to you will be in here. Verify total given to you)
#2 = Total number of Used Paper Ballots (Voted On)
#3 = Total number of Spoiled Ballots (Envelope "D")
#4 = Total number of Unused Ballots

Ballot Totals - (2 + 3 + 4 = 1)
#5 = Total ADA Ballots used (from Express Vote)
#6 = 2-3
#7 = 5

Grand Total Votes Cast - (6+7) **This number must match total # List of Voters

Total Number List of Voters = ePollbooks Check-Ins
Total Number of Provisional Ballots Issued = (if any given to voters)

Seals Recorded in the Morning:

Blue Ballot Bag/Bin – Red Seal
Memory Stick Door Seal – Blue Tape (DO NOT REMOVE stays on until the close of polls)
ExpressVote Black Bag Seal – White Seal
ExpressVote Memory Stick Door Seal – Blue Tape (record and remove)

Seal Recorded at Night:

Blue Ballot Bag/Bin – Red Seal (You use this seal to secure the ballot bag that contains the voted on ballots which you will bring with you back to the office.) **This is the ballot bag that is in the DS200 already.

DISTRIBUTION OF GENERAL RETURNS OF VOTES CAST AND TAPES
(2 General Returns of Votes Cast – 3 Tapes)

1. One completed copy of the General Returns of Votes Cast Sheet + ONE configuration tape + one ballot status tape + one "Zero" tape + one signed "Results" Tape from the DS200 – Envelope "A" to be returned to the Voter Registration Office at the end of the night.

2. One completed copy of the General Returns of Votes Cast Sheet + one "Zero" tape + one signed "Results" Tape from the DS200 – Envelope "B" to be retained by the Minority Inspector for one (1) year.

3.

ENGLISH / SPANISH

The Federal government passed a law in 2000 requiring that all counties having at least 5% of its population (through the Census) speaking a specific primary language other than English, offer the voters of that district a second language when they go to vote. In compliance with this law, the Department of State has declared a portion of Lehigh County as falling under this category. Therefore, we will be offering the opportunity to vote in two languages.

Lehigh County Requires Spanish Interpreters.

146 out of the 161 voting districts in Lehigh County fall under the Section 203 of the Voting Rights act and must provide all information in English and Spanish. These districts are required by this Act to have Spanish speaking bilingual interpreters assigned to them as required by law. The only districts that currently **DO NOT** fall under this category are:
- Heidelberg
- Lower Macungie 5
- Lower Milford
- Lowhill
- Lynn-Jackson
- Lynn-Lynnville
- Lynn-New Tripoli
- North Whitehall 5
- Upper Milford-East
- Upper Milford-West
- Upper Saucon 1
- Upper Saucon 6
- Washington-East
- Washington-South
- Washington-West
- Weisenberg

If you are one of these 146 districts your supply box will reflect this law and include these items and all postings **MUST** be displayed in BOTH English and Spanish.

All Lehigh County Paper Ballots are printed in BOTH English and Spanish.

GENERAL RETURNS OF VOTES CAST
MUNICIPAL PRIMARY - MAY 18, 2021

DEM Paper Ballots		REP Paper Ballots	
Column A	Column B	Column A	Column B

1. Enter number of Paper Ballots received from County

2. Enter number of Paper Ballots Voted on

3. Enter number of Spoiled Ballots (In Envelope "D")

4. Enter number of Unused Ballots (Return in Ballot Wrapper)

Ballot Totals: (A must equal B)

1. _____ (DEM Column B)
2.* _____ (DEM Column A) 2.* _____ (REP Column A)
3.* _____ (DEM Column A) 3.* _____ (REP Column A)
4. _____ (DEM Column A) 4. _____ (REP Column A)
1. _____ (REP Column B)

ExpressVote Ballots
ADA MACHINE

DEM _____
REP _____
5. TOTAL _____

Numbered List of Voters
DEM _____
REP _____
TOTAL _____

6. Total Paper Ballots Voted (*2) _____

7. Total ExpressVote Ballots Voted (*5) _____

Grand Total Votes Cast _____ (Add lines 6 and 7)
(Should Equal # list of Voters and Scanned Ballots)

STATEMENT

We the Election Officials certify that, We have followed all Procedures Prescribed by Law, and have enclosed the specified items from the Election held at:

PRECINCT: _____

County of Lehigh, PA

REMARKS SECTION:

PROVISIONAL BALLOTS ISSUED

DEM _____
REP _____

TOTAL _____

PLEASE SIGN ALL COPIES

_____ Judge of Elections
_____ Majority Inspector
_____ Minority Inspector
_____ Clerk
_____ Clerk
_____ Interpreter

ELECTION MORNING NUMBERS

BLUE BALLOT BAG SEAL #_____
MEMORY STICK DOOR SEAL #_____
EXPRESSVOTE BLACK BAG SEAL #_____
EXPRESSVOTE MEMORY STICK DOOR SEAL #_____

ELECTION NIGHT NUMBERS

BLUE BALLOT BAG SEAL #_____

CREATED 11/2019 (th)

THIS IS USED IN THE MAY ELECTION WHEN THERE ARE NO REFERANDUM QUESTIONS ON THE BALLOT

GENERAL RETURNS OF VOTES CAST
MUNICIPAL PRIMARY - MAY 18, 2021

DEM Paper Ballots		REP Paper Ballots		OTHERS Paper Ballots	
Column A	Column B	Column A	Column B	Column A	Column B

1. Enter number of Paper Ballots received from County

2. Enter number of Paper Ballots Voted on

3. Enter number of Spoiled Ballots (In Envelope "D")

4. Enter number of Unused Ballots (Return in Ballot Wrapper)

Ballot Totals: (A must equal B)

ExpressVote Ballots
ADA MACHINE

DEM _____
REP _____
OTHERS _____
5.TOTAL _____

Numbered List of Voters
DEM _____
REP _____
OTHERS _____
TOTAL _____

6. Total Paper Ballots Voted (*2)   _____

7. Total ExpressVote Ballots Voted (*5)   _____

Grand Total Votes Cast   _____   (Add lines 6 and 7)
(Should Equal # list of Voters and Scanned Ballots)

STATEMENT

We the Election Officials certify that, We have followed all Procedures Prescribed by Law, and have enclosed the specified items from the Election held at:

PRECINCT: _____

County of Lehigh, PA

REMARKS SECTION:

PROVISIONAL BALLOTS ISSUED

DEM _____
REP _____
OTHERS _____
TOTAL _____

PLEASE SIGN ALL COPIES

_____ Judge of Elections
_____ Majority Inspector
_____ Minority Inspector
_____ Clerk
_____ Clerk
_____ Interpreter

ELECTION MORNING NUMBERS

BLUE BALLOT BAG SEAL #_____
MEMORY STICK DOOR SEAL #_____
EXPRESSVOTE BLACK BAG SEAL #_____
EXPRESSVOTE MEMORY STICK DOOR SEAL #_____

ELECTION NIGHT NUMBERS

BLUE BALLOT BAG SEAL #_____

CREATED 11/2019 (lh)

THIS IS USED DURING THE MAY ELECTION WHEN THERE ARE REFERANDUM QUESTIONS ON THE BALLOT. ANY PARTY CAN VOTE ON THESE QUESTIONS*

GENERAL RETURNS OF VOTES CAST
GENERAL ELECTION - NOVEMBER 3, 2020

Paper Ballots
"A"

1. Total number of Paper Ballots Received from County   1._____

2. Total number of Paper Ballots Voted on   2._____

3. Total number of Spoiled Ballots (In Envelope "D")   3._____

4. Total number of Unused Ballots (Return to Scanner Hopper)   4._____

ExpressVote - ADA Machine Ballots
Total Ballots Issused 5._____

Numbered List of Voters
Total # Voters checked in at Polls (this is taken from the EPollooks)
Total: _____

6. Total Paper Ballots Voted (#2)   _____

7. Total ExpressVote Ballots Voted (#5)   _____

Grand Total Votes Cast   _____   (Add lines 6 and 7)
(This number should be Equal to the # list of Voters and total Scanned Ballots)

STATEMENT

We the Election Officials certify that, We have followed all Procedures Prescribed by Law, and have enclosed the specified items from the Election held at:

PRECINCT: _____

County of Lehigh, PA

REMARKS SECTION:

PROVISIONAL BALLOTS ISSUED
Total #_____

PLEASE SIGN ALL COPIES

_____ Judge of Elections

_____ Majority Inspector

_____ Minority Inspector

_____ Clerk

_____ Clerk

_____ Interpreter

ELECTION MORNING NUMBERS

BLUE BALLOT BAG SEAL #_____
MEMORY STICK DOOR SEAL #_____
EXPRESSVOTE BLACK BAG SEAL #_____
EXPRESSVOTE MEMORY STICK DOOR SEAL #_____

ELECTION NIGHT NUMBERS

BLUE BALLOT BAG SEAL #_____

Updated 09/2020 (bh)

THIS IS USED FOR THE NOVEMBER ELECTION

DS200 Closing Procedures

Close your polling place for voting at the assigned time, and then prepare the results for processing. Report printing and processing vote totals from the DS200's memory stick are only possible after you properly close the

If applicable, check the Emergency ballot compartment for uncounted ballots, and follow your jurisdiction's rules accordingly.
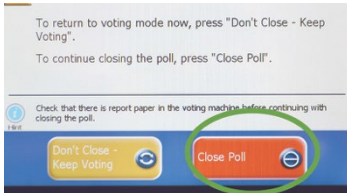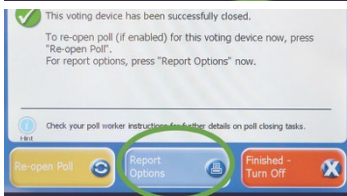
polls.

1. At 8 p.m., once the polls are closed. Check emergency bin for ballots, if any; they must be scanned before closing polls.
2. Remove blue seal, unlock the access door, press and release the **Close Poll** button. (It will flash red briefly.)
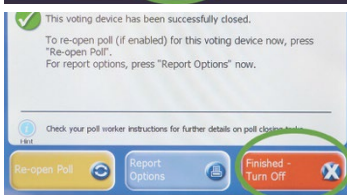
Barrell Key Required

3. *A confirmation screen will appear - press Red Close Poll on screen.*

4. The DS200 will automatically print a Ballot Status report and 3 "Results" tapes.
If you need to print additional reports, press Report Options.

5. Press **Finished - Turned Off** on screen to shut down the DS200. Once screen goes dark, make sure the power button is dark also before moving to next step. ***This is critical because if you remove the stick early, there will be no results on it!***

6. Remove the Election Memory Stick in the B slot **after** the power button is no longer lit and seal it in the Red Bag. Shutdown is complete. Close and lock compartment door.
7. Close, lock and seal the clamshell lid. Unplug and return the power cord, close and lock the back door.

8. Remove the blue bin, ensuring all ballots are inside before sealing. Check the compartment to make sure no voted ballots are left behind. Add the stubs, the last pack of unused ballots with stubs still attached and the spoiled ballots envelope, if you had any, to the ballot bin. Record/Seal Blue Ballot Bag.
9. Return all UNUSED ballot packs into the compartment.
10. Close, lock and seal the bottom door.
11. Bring the sealed blue bin and supply bag to back to the Voter Office.

That's it! You're all done!

**DISCLAIMER: These procedures are guidelines. Any requirements outlined by the jurisdiction must be followed.

ExpressVote – ADA Machine Closing Procedures
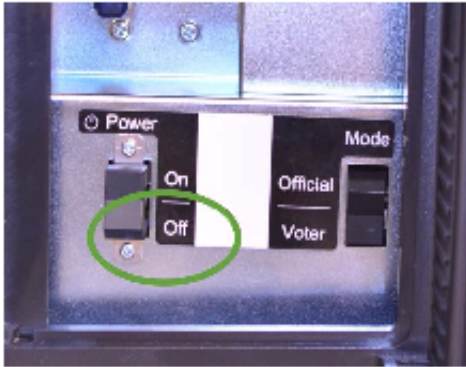
1. To power off the unit, open the left side access compartment with the barrel key and flip the Power Switch to the **Off** position.
2. Close and lock the side compartment.

3. Unplug the unit and headphones (Remember sliding collar).
4. Carefully place cord first and then headphones in side pocket of the case.
5. Return the ExpressVote to the soft-sided case.
6. Return the Voting Quad to its original position as received. (adapter return to the DS200 with un-used ballots and all extension cords, etc.)
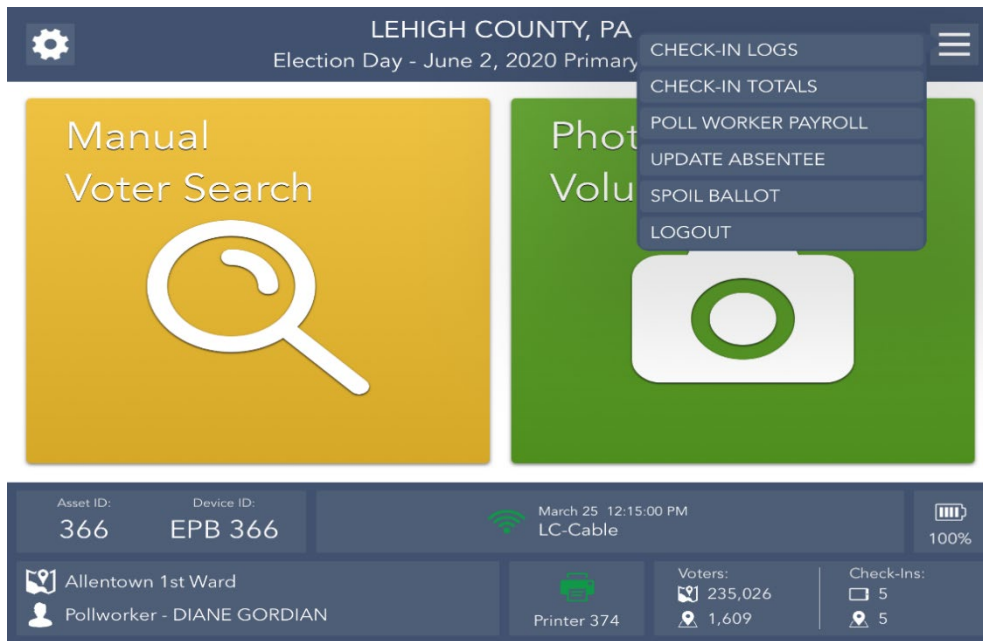

That's it! You're all done!

**DISCLAIMER: These procedures are guidelines. Any requirements outlined by the jurisdiction must be followed.

Voter Office Hotline (610) 782-3743

EPoll Book
Evening Closing Procedure

- On the home screen, go to the menu icon, on the drop down select the first choice "Check-In Logs".

- Once on the check-in log screen hit "print". You will need to do this part three (3) times so that you have three (3) copies of the log.

- This is also Called your "Numbered List of Voters". Place one copy in the "A" envelope, one copy in the "B" envelope and third copy in the "Numbered List of Voters". All poll workers sign this. Poll watchers may also ask for this list so they can see how many voters voted. They may NOT keep this and must give it back.
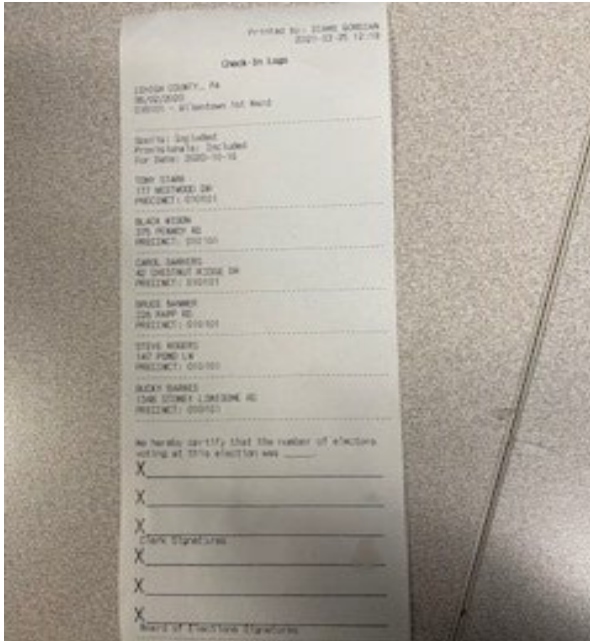
- Once the printing is done, click on "Home".

CLOCKING OUT POLL WORKERS:

- Then press the menu icon and scroll down to "Poll worker payroll." It is now time to clock out your poll workers.
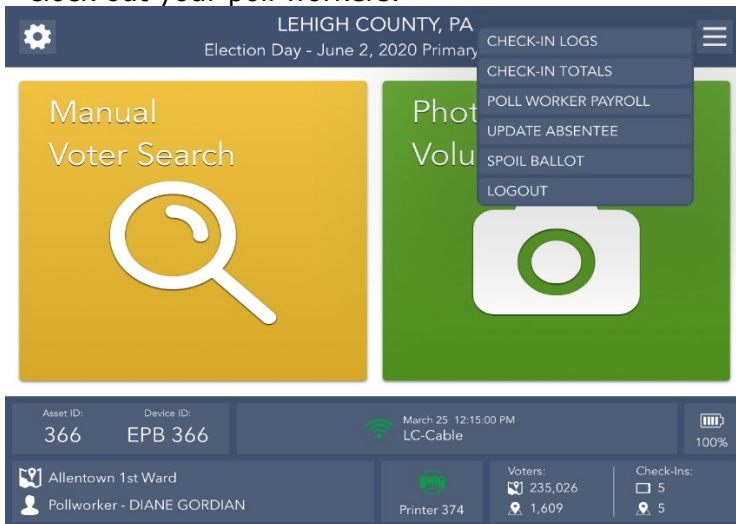
- Click on "Clock out" by each poll worker. It will ask if you are sure you want to clock out, press "Yes".
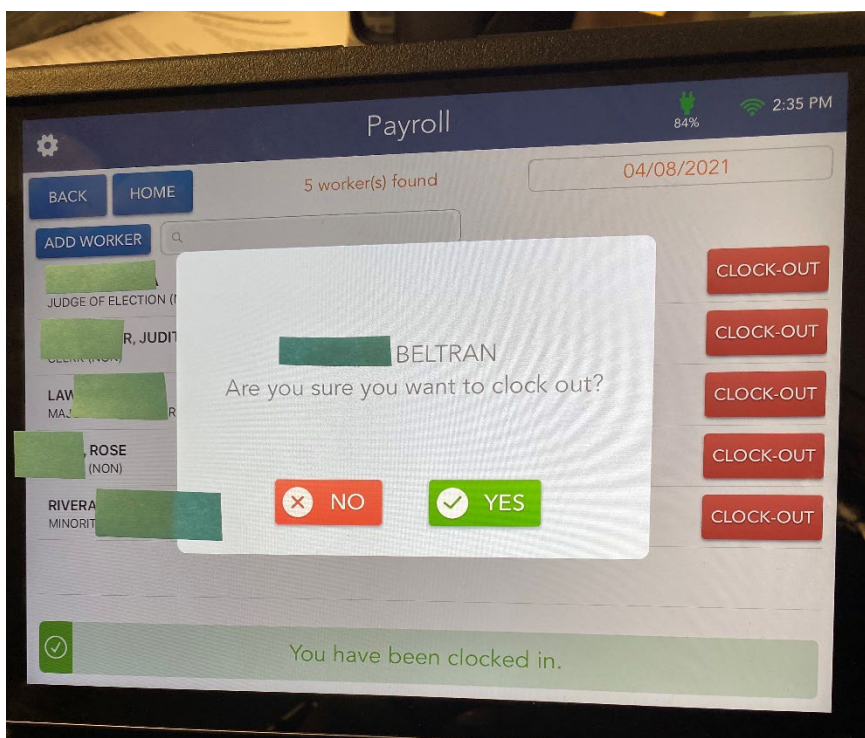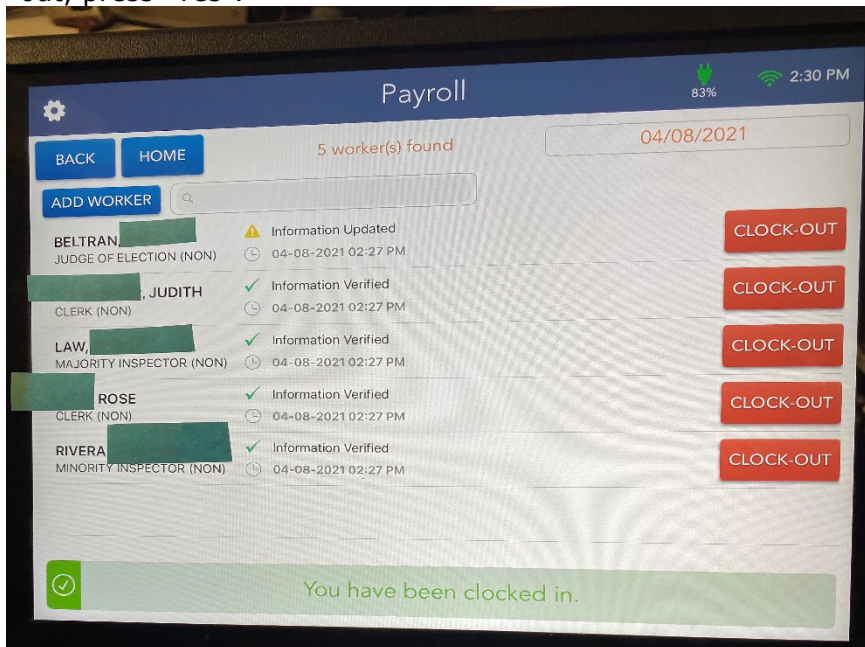
CLOSING IPADS AND ELECTION
- Once done, press the "home" button.
- Once on the home screen go back to the menu icon, scroll down the drop box and select "Logout".
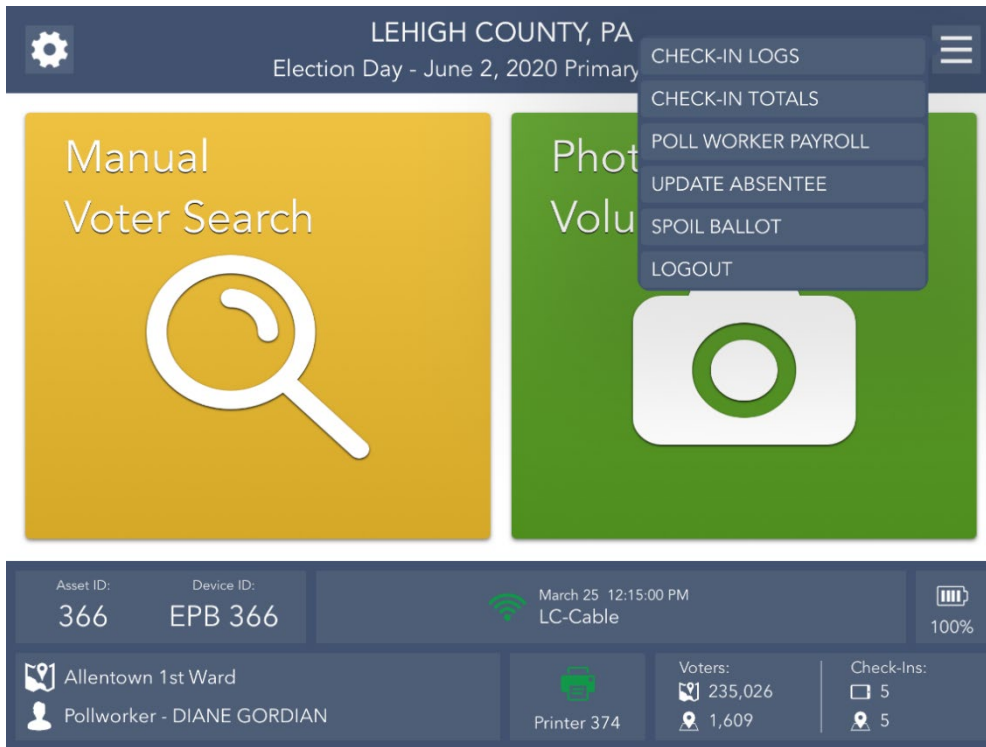
- The IPAD will ask if you are closing the election or just logging out temporarily. You will select the middle button "Close The election".
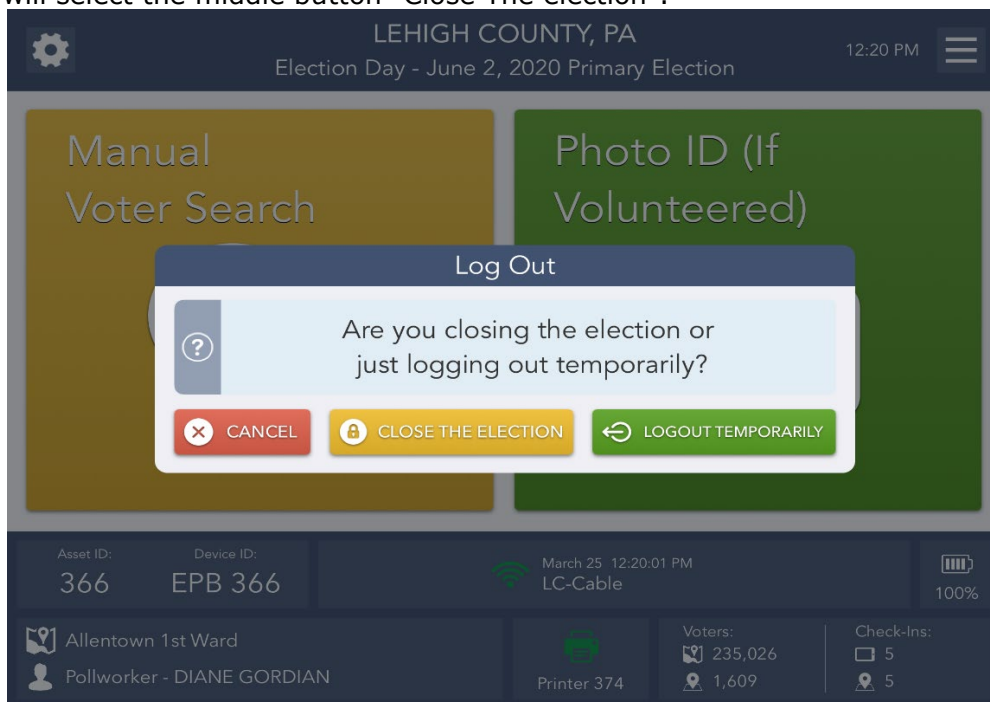
- A warning will pop up stating "if you continue, the device will be locked. All processing will be disabled. Are you sure you wish to continue?" You will click the "yes" button.
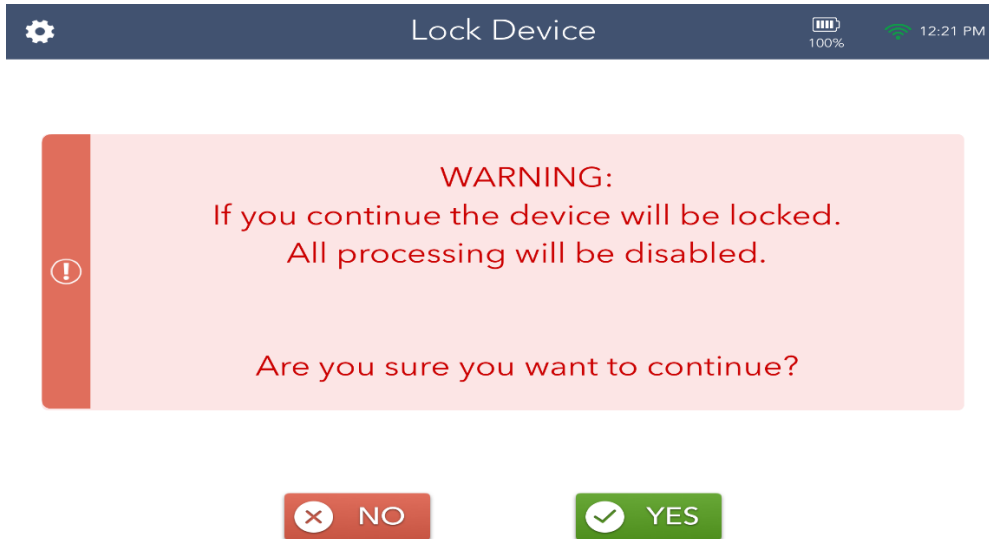
- The IPAD will then require you to enter the Password again. This is the same password you used to first log on to the IPAD.
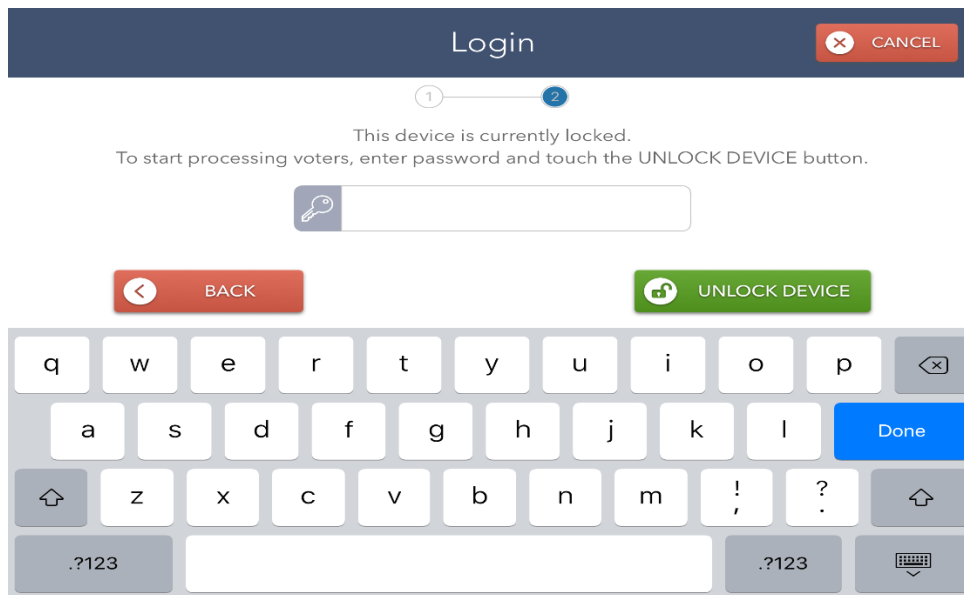
- Once done, the "Synchronizing device" icon will appear.

100%   12:21 PM

Synchronizing Device
Please wait for process to complete.

- Then the "Device Locked" screen will appear.

Device Locked   100%   12:22 PM

BACK   HOME   PRINT   ACCOUNTING

26 Transactions Pending   RESYNC   ALLOW LOGIN AGAIN   Include Totals For
                                                                This Location   This Device

Ballot Style	Asset ID	Ballot Type	Regular	Provisional	Spoil	Total
0101011	366	Regular Ballot	5	1	0	6
	Total for:	0101011	5	1	0	6
	Grand Total:		5	1	0	

- Once you see that screen, you have officially closed out your election. Please do NOT shut Down the IPAD. Simply press the home button on the IPAD itself to make the screen go dark.

- You have officially closed the IPAD!

DISTRIBUTION OF SUPPLIES

<table>
<tr><td valign="top">

Red & Blue Supply Bag

These supplies Judge of Elections picks up from the Voter Registration Office.

(Must be Returned to Voter Registration Office at the end of the night)

- ☑ Judges Supply Box
- ☑ Green Provisional Bag contains all Provisional Balloting materials
- ☑ Red Bag containing the supplies for the DS200 and the ExpressVote
- ☑ Blue Absentee Bag containing Mail In/Absentee Ballot Lists
- ☑ I Voted Stickers
- ☑ ePollbook Instruction Sheet

</td><td valign="top">

Electronic Poll Book Case

Judge of Elections picks up from Voter Registration

- ☑ 2 ePollbooks - iPads
- ☑ 2 Printers and Power Cords
- ☑ 2 Charging Cords
- ☑ Styluses

YOU WILL BRING THIS BACK TO THE VOTER OFFICE AT THE END OF THE NIGHT

</td></tr>
</table>

Distribution of General Returns of Votes Cast Sheet & Machine Tapes

- ☑ One completed General Returns of Votes Cast Sheet + one configuration tape + one ballot status tape + one "Zero" tape (these 3 tapes are all printed in one tape in the morning set up) + one "Results" tape from the DS200 (printed at the end of the night containing election totals) returned to Voter Office in **Envelope "A". Envelope "A" comes back to our office with the other supplies.**

- ☑ One completed General Returns of Votes Cast Sheet + one "Zero" tape + one "Results" tape from the DS200 in **Envelope "B" is given to and kept by the Minority Inspector for one year.** Place third tape in Envelope "B" as well.

- ☑ **Configuration tape**   **Ballot Status Tape**   **Zero Tape**
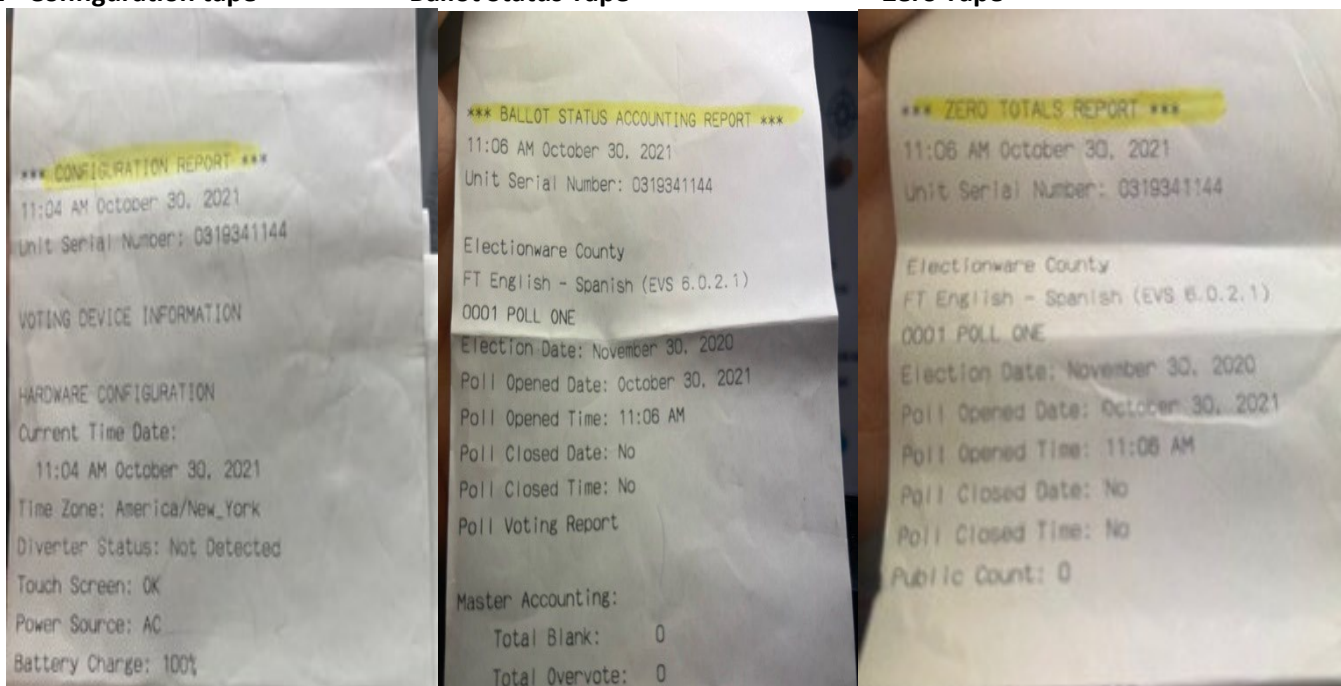
```
┌─────────────────────────────────────────────────────────────────────┐
│                      Hand Carry Separately                          │
│                                                                     │
│        Back to the Voter Registration Office at end of night        │
│                                                                     │
│  ☑ Green Provisional Ballot Bag with Voted provisional ballots      │
│  ☑ Small Red Bag containing:                                        │
│  One Memory Stick from the DS200. YOU MUST RETURN THE MEMORY STICK  │
│  FROM THE DS 200. IF YOU DO NOT HAVE IT YOU WILL NOT BE DISMISSED   │
│  UNTIL WE HAVE IT.                                                  │
│                                                                     │
└─────────────────────────────────────────────────────────────────────┘
```

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┌─────────────────────────────────────────────────────────────────────┐
│                  Minority Inspector – Envelope "B"                  │
│                                                                     │
│             (To be kept for one year by Minority Inspector)         │
│                                                                     │
│   ☑ Oath of Office                                                  │
│   ☑ One Completed General Returns of Votes Cast Sheet               │
│   ☑ One "Zero and one "Results" tape from the DS200                 │
│   ☑ One Numbered List of Voters printed from the ePollbook          │
│                                                                     │
└─────────────────────────────────────────────────────────────────────┘
```

When you arrive at your polling locations, these supplies will already be at the polling place.

Delivered to Polls

DS200 – Front bottom Door (inside)

- ☑ ADA Machine Adapter
- ☑ Extension Cords/Power Strips (if applicable
- ☑ Adaptors (if applicable)
- ☑ Ballots

ExpressVote – ADA Machine

- ☑ Power Cord
- ☑ Headphones

Posting Information Totem

- ☑ Set up in the morning, fold P.I.T. and return to bag at the end of the night

White A-Frame – Handicapped Entrance

Privacy Shields

Red/White/Blue Voting Quad

What to bring back the night of Election Checklist:

o **USB** from the **DS 200** machine

o **IPADS in the gray case** with everything that came in the case (extra paper, printers, styluses, cords, etc.)

o **Large Blue bin bag with Supplies in it** -the one you picked up here with everything that came in that bag at pick up, put back in:
-**White Supply Box** with all contents that were received in it (all that is on the top inside of the supply box- HELP WANTED, SIGN IN SHEET & your 2 GENERAL RETURN SHEETS go into ENVELOPE A)
-**Green Provisional Bag**: with all provisional material back inside
(Voted and unvoted ballots, even if it isn't opened-Try to keep your voted on provisonals handy, to hand to use at drop off)
-**Navy Blue Absentee Bag**: with the list of absentee/mail in voters inside, and any remitted mail in ballots (wrapped in the remit form the voter signed)
-**Small Red Bag**: with all contents inside: (Magnifying Glass, DS200 key, passwords, KEYS & FOBS-if you get a key or fob)
-**Big Manilla Envelope with Walking List (**The DO NOT OPEN one)

o **Small Blue bin Bag** that was in DS 200 Machine with ballots:
(**This NEEDS to come back to our office-with ALL VOTED ballots, ALL UNWRAPPED UNVOTED ON ballots-if you have wrapped unused ballots-leave those in the bottom of the DS200 machine)**

o **DEBIT CARD LIST with any UNUSED EXTRA DEBIT CARDS**
(KEEP THIS OUT AND HANDY, so you can hand it to us!)
-If you didn't have enough debit cards to give out to your poll workers (this includes the Constable), please write that worker's name on the list and that they didn't receive one!

THIS IS ALL THAT NEEDS TO COME BACK!

Any parts of the quad, Express Vote Machine, etc.
stays there at the polling location. Don't make your lives any harder!

ELECTION CLOSING: What Goes Where?

Small Blue Bin from Scanner: *__must be sealed with red clip!__*

- All Voted Ballots + All UNWRAPPED Unvoted Ballots
- All Used Ballot Stubs
- The LAST PACK of unvoted ballots with stubs attached
- The Spoiled Ballot Envelope
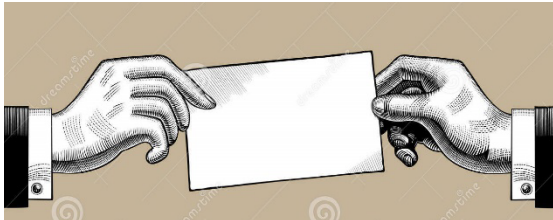
__Return to Voter Reg. Office__

*__ZIP__ bin closed. **Seal** (is in the Red Zip Pouch). **Record** number.

Large Blue Bin:

- iPads in Case
- Judge Supply box with Posting Materials
- ADA Activation Cards
- Blue Absentee Ballot Bag with lists + Remitted Ballots
- Green Prov Ballot Bag with UNUSED materials
- Small Red Zip Bag (key, flag, etc.) –not memory stick
- Manilla Envelope with Walking List (The "Do Not Open" one)
- Any misc. papers or supplies

__Return to Voter Reg. Office__

Hand Directly to the County Officer
at the drive-thru return:

- Memory Stick
- VOTED Provisional Ballot Envelope
- Envelope A
- Debit Card List with Unused Extra cards

__Return to Voter Reg. Office__

Home with Minority Inspector: Envelope B

Stays locked at the Polling Place:

- Scanner Machine -with all unvoted, wrapped ballots in bottom
- Express Vote ADA Machine, power cord, headphones
- Posting Information Totem in its Bag
- White A-Frame Handicapped Entrance Sign
- Red Quad Table
- Privacy Shields in "pizza" box
- All extensions cords, adapters, power strips from the County
- Cleaning Supplies sent by the county

DISTRICT ELECTION BOARD MEMBERS

QUALIFICATIONS

      a. Must be a registered voter in district.

      b. Not eligible if employed (within 2 months) by Federal, State, County or City. Not eligible if holds another elected position.

DISTRICT BOARD SHALL CONSIST OF

- Judge of Election (4 Yr. Term). This is an elected position. If no one is elected in their district, someone will be appointed by the Voter Office.

- One Majority Inspector (4 Yr. Term). This is an elected position. If there is no elected official, someone will be appointed by the Voter Office.

    o Inspector receiving highest number of votes the year we elect local Election Board Officers.

- One Minority Inspector (4 Yr. Term)

    o Inspector receiving second highest number of votes the year we elect local Election Board Officers.

- 2 or more Clerks (based on registration totals)

    o Appointed by the Voter Office (each election).

- Interpreters

    o Appointed by the Voter Office (each election).

    o They are bi-lingual and are at the polls to assist any Spanish speaking voter who does not speak English.

    o They also help at the polls where Judge deems needed.

PEOPLE YOU MIGHT SEE AT THE POLLS

CONSTABLE
(6 Year Term)

1. A Deputy Constable is appointed by The Court of Common Pleas on the recommendation of the elected Constable and must be able to produce "Certificate of Appointment" in order to serve at the polls. If they are the Elected Constable themselves, they do not need a certificate to work on Election Day.

2. They must be present during the continuance of the election and while the votes are being counted - for the purpose of preserving the peace when called upon by the Judge of Election.

COMMITTEEMEN AND COMMITTEEWOMEN

1. Elected at the Primary of each even-numbered year.

2. Each district elects two persons:

    a. Democratic Party - One man and one woman. (4 Yr. Term)

    b. Republican Party - Two, regardless of sex. (2 Yr. Term)

3. The Committee people usually work as poll watchers at the polls.

ROVERS

1. They provide technical assistance only to the poll workers. They are not there to give legal interpretation. Call the Voter Office for that advice.

2. Assure that the poll sites are set up correctly.

3. Make sure all equipment is set up properly and check all cords.

4. Work as a liaison between the Voter Office and the polling place.

POLL WATCHERS

1. Must be a qualified voter in Lehigh County.

2. Watchers must have a certificate of appointment from the Voter Registration office. A Certificate that is signed by Timothy Benyo with their name on it and a raised seal. You may ask for ID to assure they are said person on appointment letter. **A COPY OF THE CERITIFICATE IS NOT VALID.**

3. Each candidate may appoint two (2) watchers for an election in each district (must have certificate issued by County Board of Elections).

4. Each party may appoint three (3) watchers in each district at any general, Municipal or special election in each district (Must have certificate issued by County Board of Election).

5. During voting hours, only one (1) watcher per candidate at primaries and one (1) watcher per party in November elections may remain inside room – <u>outside</u> enclosed area or guard rail.

6. All are permitted <u>outside</u> enclosed area or guard rail from the time that the Election Board meets prior to the opening of the polls, until the time that the counting of the votes are complete.

7. Watchers are permitted to keep their own list of voters and may challenge any person making application to vote.

8. A watcher may inspect the ePollbook and ask for a numbered list of voters at intervals when there are no voters in line to be processed and only when the Judge of Election gives permission. If permission is given to the watcher, the Judge of Election shall supervise or delegate this inspection of any request. You can print this list or give them a verbal count off the IPAD.

9. Watchers may also check the seal numbers on the equipment upon request. The Judge of Election must accompany the watcher to the equipment and verify the numbers they are recording.

10. At NO time shall the watcher be permitted to be near the vote recorder (the DS200 Scanner) or near any voter in the process of voting. Watchers must stay in the area designated by the Judge of Election and are not permitted to wander within the polling place.

11. Any time a watcher interferes with the voting process, in action or verbal, the Judge of Election has the authority to ask the watcher to leave.

MEMBERS OF THE PRESS

Poll workers are NOT allowed to speak to any member of the press without authorization from the Voter Office. The press is NEVER allowed inside the poll site to take pictures or video of voter's voting.

NOTE:

No one except your Election Board members and the voters are allowed inside the building unless they have a letter signed and sealed by the Chief Clerk of Voter Registration, Timothy Benyo. If someone requests to be inside without authorization or I.D., call the Voter Office for authorization.

QUALIFICATIONS OF VOTERS AT PRIMARY (MAY) ELECTIONS

The State of Pennsylvania is a closed Primary state. This means only voters who are registered as Republican or Democratic party may vote for their candidate to advance to the November election. An elector is allowed to vote only for candidates of the same party as registered.

Any party affiliation other than Republican or Democratic, may only vote on referendum questions, if applicable. Meaning if there are questions on the ballot, all voters can vote on the questions.

QUALIFICATIONS OF VOTERS AT GENERAL (NOVEMBER) ELECTIONS

All voters may vote for any candidate of their choice. Due to Act 77, as of November 2020, there is **NO LONGER** the option of voting "straight party." Straight party was an option a voter had that if they checked that box, it automatically was a vote for all the candidates in that party. A voter must now vote for every office listed.

WORKER/VOTER INJURY PROCESS

The Judge of Election should complete the following procedures if any one of the poll workers/voters is injured during the course of the workday. If the injury is to the Judge, the Majority Inspector should complete the following procedures.

1. If any injury occurs, you MUST call the Board of Elections and report the injury to the Chief Clerk as soon as possible.

2. If the injury is serious, or life threatening, call 911 immediately or seek medical attention, then follow the procedure written above.

COVID-19 PROTOCOLS

TO HELP FIGHT AGAINST THE SPREAD OF COVID-19, WE ASK THAT THE POLL WORKERS DO THE FOLLOWING:

- Wipe down high touch surface areas.

- Have hand sanitizer readily available for voters.

- Sanitize used pens as voters return them from voting.

COVID-19 supplies will be provided to the poll workers. These supplies include:

- Lysol wipes

- Paper towels

- Hand sanitizer

Mobile Device Policy

• Mobile phones and similar devices may be carried and used inside the polling place on Election Day, but their use cannot delay or distract from the orderly process of voting. The Judge of Elections may ask a voter, Watcher, or election worker to cease use of a mobile device if such use causes delay or dis-traction.

• Federal courts have ruled that voters have a First Amendment right to take a "selfie" photograph inside a polling place, but all other photographs or recordings inside a polling place are prohibited.

	General Use	Phone Calls	Photo/Video
Voter	**Permitted**, but only if the use does not delay or distract from the voting process and occurs away from the voting equipment.	**Permitted**, but only if the use does not delay or distract from the voting process and occurs away from the voting equipment.	**Prohibited** except for a "selfie" while a voter casts his or her ballot. Cannot delay or distract from the voting process. Voter must leave the polling place after casting his or her ballot.
Watcher	**Permitted**, but only if the use does not delay or distract from the voting process and occurs away from the voting equipment.	**Permitted**, but only if the use does not delay or distract from the voting process and occurs away from the voting equipment.	**Prohibited.**
Election Worker	**Permitted**, but only if the use does not delay or distract from the voting process and occurs away from the voting equipment.	**Permitted**, but only if the use does not delay or distract from the voting process and occurs away from the voting equipment.	**Prohibited.**

Important Phone Numbers:

The Board of Election Telephone numbers are:

- Main Office Line:610-782-3194

- Timothy Benyo- Chief Clerk of Elections:610-782-3198

- Diane L. Gordian-Deputy-Chief Clerk of Elections-610-782-3197

- Alexandra Sierra-Alternate Language Coordinator/Community Outreach Liaison. Staffs all interpreters in the required precincts. Staffs poll workers in the following areas: Upper Macungie Area; Upper Milford East & West; Upper Saucon Area; Washington East, South & West; Weisenberg; All of Whitehall Area. Office Number: 610-782-3000 ext. 7012. Work Cell: 484-781-2918.

- Roblene Sebesta-Staffs Poll workers for inner City Allentown- Office Number: 610-782-3000 ext.3799. Work Cell: 484-781-2387.

- Roberta Sebesta: Staffs poll workers for Bethlehem City; Catasauqua; Coplay, Emmaus, Fountain Hill, Macungie & Slatington. Office Number: 610-782-3000 ext.7013. Work Cell: 484-781-2083.

- Nicole Conti-Staff poll workers in the following areas: Hanover; Heidelberg; Lower Macungie; Lowhill; Lynn-Jacksonville; Lynn-Lynnville; Lynn-New Tripoli; North Whitehall; Salisbury; and South Whitehall. Office Number: 610-782-3000 ext. 7011. Work Cell: 484-781-2595.
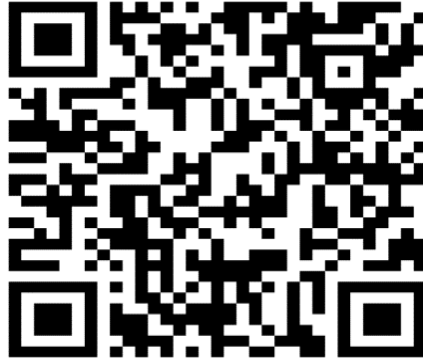
JUDGES ONLY HOT LINE
☏ 610-782-3743

Helpful resources:

Check your voter registration status:

Polling Place Finder.
You will be directed to the Lehigh County Polling Place finder. Enter the address that is on record with the Lehigh County Elections Office to find your correct polling place.

To make any changes to your voter registration or to register to vote, scan the following barcode:

Thank you for your service