



LEHIGH COUNTY BOARD OF ELECTIONS

**Pollworker
Procedure Manual**

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 privilege 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.

We are excited about our new Touch Screen Voting Units that were introduced to Lehigh County voters in May, 2006. We have made revisions based on your input and will continue to revise processes to improve the voting experience for the public and for our pollworkers.

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 new voting units.


Stacy J. Sterner, Chief Clerk


Terri Harkins, Deputy Chief Clerk

Election Board of Lehigh County


Donald T. Cunningham
Doris A. Glaessmann
Jane M. George

 610-782-3194

 610-782-3197

 610-782-3198

Judge Line ONLY
(public does not have this number)

 610-782-3743

OVERVIEW OF ELECTION BASICS

1. Polls Open – 7:00 a.m.
2. Polls Close – 8:00 p.m.
3. Inside your space:
 - The Election Board
 - Not more than twice as many electors waiting to vote as there are voting machines.
 - Voters who are in line either inside or outside 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 or himself to see that no other person enters said line. Anyone that is in line at 8:00 p.m. **MUST** be allowed to vote.
4. All partisan political activity must take place at least ten (10) feet from the outside entrance of the polling place.
5. 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.
6. 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.
7. 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.
8. Candidates are not allowed inside the polling place except for the purpose of casting their own vote.
9. Any elector may permit their minor children to accompany them up to the voting machine.
10. Any elector may take his pet into the polling place with him, provided the facility allows pets, and also that the pet is leashed and friendly.
11. No TV's or radios are allowed at the polling place.
12. NO SMOKING in any of the polling places.

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 Card from each voting unit. Take all Provisional forms and Signature Poll Books with you when leaving the building. Call the Board of Elections for additional instructions.
- Understand the use our new voting machine.
- DO NOT discuss your opinions with other Poll workers or voters concerning candidates or ballot issues.
- All poll workers are to assist in the set-up of the voting machines. Two (2) poll workers should work together to assemble each Touch Screen Voting Unit. They are to ensure that each unit is set up in a way that provides the voter the most privacy. (Refer to the **Quick Reference Guide – Opening the Poll** included in your supplybox.)
- All workers, including the constable, must sign the “Payroll Sheet”, to be returned to the Voter Registration Office.
- 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 Card or Voter Access Card 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 pollworker does not show up to work on Election Day
- You Need Precinct Voter Information
- You Need Absentee Voter Information
- Missing Supplies and Voting Machine Problems
- When in doubt!

SPECIFIC ROLLS & RESPONSIBILITIES

JUDGE OF ELECTIONS

1. This is an elected position, and pays \$125 for the day. The Judge will also receive an additional \$20 for 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 problem that arises at the polls on Election Day.
 - c. Assist with the voting machines.
 - d. Receive a check from the Lehigh County Fiscal Department about one week before the election. Cash it, and pay all board members, in cash, at the end of the day, after they have successfully performed their duties. A distribution of funds will be enclosed with your check.
 - e. Fill in any needed position where he might be needed.
 - f. Assign duties of the day.

MAJORITY INSPECTOR

1. This is an elected position, and pays \$115 for the day.
 - A sign-in slip will be placed on the desk when the voter enters the polling place. The voter will give the slip with their name on it to the Majority Inspector. The Majority Inspector has full control of the poll books. He will find the voters name in the pollbook. Using the numbered sheet from the supply box, the Majority Inspector will assign the voter a number, write it on the slip, and in the pollbook in the space marked No. ____ next to the voters name. The Majority Inspector will also sign their initials in the space marked Inspector _____. This shows that the Majority Inspector authorized the validity of the voter. The Majority Inspector will then transfer this same number on to the slip with the voters' name on it. In a primary, their party affiliation will be filled in. The Majority Inspector will then have the voter sign the pollbook next to his name. In a primary, the voters name is to be announced, out loud, along with his party affiliation.

MINORITY INSPECTOR

1. This is an elected position, and pays \$115 for the day.
 - When the Majority Inspector has finished processing the voter, the voter will move on to the Minority Inspector who will be responsible to create a Voter Access Card for the voter. The voter will give the Minority Inspector the sign-in sheet with his information on it. The Minority Inspector will then program the Encoder to create a Voter Access Card for each voter. (See **Encoder Quick Reference Guide or Diebold Manual**). The Minority Inspector passes the sign-in sheet to the Minority Clerk, gives the Voter Access Card to the voter to take with him to the Voting Machine Operator.

MINORITY CLERK

1. This position is appointed by the Minority Inspector, and pays \$115 for the day.
 - The Minority Clerk is responsible to record the name of each voter in the No. List of Voters Tablet. This tablet is carbonless. Don't forget to put the cardboard insert between each set of pages. The Majority Inspector writes the name of each voter next to the number that had been previously assigned to them. In a primary election, the voters' party affiliation is also recorded, and, at the very end of the list, the total number of voters must be added, BY PARTY AFFILIATION. It helps if you keep a page-by-page tally of this information as you go along. This makes adding at the end of the evening much easier. These totals are needed to transfer to the Return Sheet on Certificate No. 2. The Minority Clerk will keep the sign-in sheets, in numerical order, to use as reference. If there is a Watcher assigned to your polls, you may allow him or her to look at these sign-in sheets.

VOTING MACHINE OPERATOR

1. This position is an appointed position by the Voter Registration Office, and pays \$115 for the day.
 - The Voting Machine Operator is responsible for ALL phases of the Voting Machines. This includes setting up and opening the machines first thing in the morning, and closing them and placing them back in their cart at the end of the day. When setting up the machines, be sure to attach the blue privacy screen to the top of the machine.
 - When the voter approaches the voting machine with his Voter Access Card, the Voting Machine Operator gives the voter instructions on how to use the machines, if needed. Once you go beyond giving the voter simple instructions and place yourself in front of the machine where the candidates names can be see, it then becomes assistance and the proper paperwork must be filled out with the Judge. When the voter has finished voting, he collects the Voter Access Card from the voter and returns it to the Minority Inspector.

INTERPRETER

1. This position is an appointed position by the Voter Registration Office, and pays \$115 for the day.

There are 24 voting districts in Lehigh County that have been classified as English/Spanish districts. These districts will have interpreters assigned to them. They will be there to help anyone with a Spanish language barrier. During the day, if they are not busy, they will be asked to help with some of the other positions at the polls. They will remain at the polls, along with the rest of the board until all paperwork is complete.

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 to shake hands at introduction. It is appropriate to offer to shake hands. People with limited hand use or who wear an artificial limb can usually shake hands. (Shaking hands with the left hand is an acceptable greeting.)
- 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 may be offended that you assume he needs help.
- Treat adults as adults.
- 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 to someone at eye level 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.
- Tap a deaf person on the shoulder to gain their attention. 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 6:15 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 and the Judge swears in all the other members of the Board. All members of the Board complete and sign the oath in duplicate. One copy is returned to the Board of Elections at the end of the night, and one copy is kept by the Minority Inspector for one year. (See Distribution of Election Returns)
4. Set up at least one voting machine so that you are ready to vote by 7:00 a.m. (See Quick Reference Guide for machine set-up). Remember, ALL machines must be set up and used for voting.
5. POST:
 - 1 Copy - "How To Vote"
 - 1 Copy - Penalties (Blue)
 - 1 Copy - Voting Rights (Pink)
 - 1 Copy - HAVA Laws (Yellow)
 - Election Info Poster and Pamphlet
 - 2 Copies each of the ballot questions (if applicable)
 - 1 Sample Ballot
 - List of Absentee Voters
 - Voters Rights
 - Provisional Ballot Instructions
 - Paper flag labeling polling place (on entrance to building)
 - "Help Wanted" Sheet (on desk where voters sign in)
 - Set up U.S. Flag
 - Maps (If Applicable)

HOW TO FILL OUT A RETURN SHEET

CERTIFICATE NO. 1 (See Example "A")

Record and certify the following BEFORE THE POLLS OPEN

1. Locked Data Compartment (Memory Card) – Record Opening Tamper Evident Seal No. – NOTE: If the seal shows any sign of tampering with, call the Voter Registration Office immediately. DO NOT use this machine to vote on.
 - This compartment will NOT be resealed at the end of the day.
 - At the end of the day the memory card must be removed and placed in the red zipper bag to be returned to the Voter Registration Office with your supplies.
2. Machine Doors – Record Opening Seal No.
 - This compartment WILL be resealed at the end of the day.
 - A new seal is enclosed in your Red Bag.
3. At the bottom of the voting machine screen when open:
 - SN = Serial Number
 - Ballots = Public Counter
 - TOT = Protective Counter
4. All board members must sign Certificate No. 1 on ALL five (5) Return Sheets.
 - Judge of Election
 - Majority Inspector
 - Minority Inspector
 - Voting Machine Operator
 - Minority Clerk
 - Interpreter (If applicable)

CERTIFICATE NO. 2 (See Example "B")

Record and certify the following AFTER THE POLLS CLOSE

1. At the bottom of the voting machine before closing:
 - SN = Serial Number
 - Ballots = Public Counter
 - TOT = Protective Counter
2. Machine Doors – Closing Seal No.
 - This is the number on the new seal that you use when closing the machine. It is found in your Red Bag.
3. Total number of votes shown on the “No. List of Voters”
 - This number of names is the same number that the Minority Clerk recorded. It also matches the Ballot number shown at the bottom of the voting machine screen.
4. Absentee votes cast
 - This is the total number of Absentee Ballots that you physically counted. This does not include any ballots of a voter who showed up to vote in person.
5. TOTAL VOTES CAST (excluding provisional ballots)
 - This is the total of the No. List of Voters + the Absentee Voters
6. Total number of Provisional Ballots Issued
 - This is the total of Provisional Ballots issued.
 - These ballots DO NOT get counted at the polls. They get returned to the Voter Registration office unopened.
 - The Voter Registration office will count these.
7. Total number of Emergency Ballots Issued.
 - These are the “Emergency” Ballots that you issued, ONLY in the event that the machines were inoperable.
8. All board members must sign Certificate No. 2 on ALL five (5) Return Sheets.
 - Judge of Election
 - Majority Inspector
 - Minority Inspector
 - Voting Machine Operator
 - Minority Clerk
 - Interpreter (If applicable)

HOW TO RECORD THE VOTES FOR EACH CANDIDATE (See Example "C")

1. On the left side of the return sheet in the area that the votes get recorded, you must fill in the machine serial numbers of each machine in your district.
2. Under each office, and above the corresponding candidate, record the number of votes they received off of each machine. Do the same for the questions above Yes and No.
3. Record the total number of Absentee votes that each candidate received via absentee ballot. (Do NOT use strokes when recording any numbers.)
4. Total each column.
5. Write legibly.

WRITE-IN VOTES CAST ON ABSENTEE BALLOTS (See Example "D")

1. ONLY record the write-in votes that are on the Absentee Ballots NOT the write-in votes on the machine tapes. These will be electronically counted at the Voter Registration Office.
 - PRIMARY ELECTION – Record the following
 - a. Office
 - b. Person Voted For
 - c. No. of Votes
 - d. Party Affiliation
 - GENERAL ELECTION – Record the following
 - a. Office
 - b. Person Voted For
 - c. No. of Votes

DISTRIBUTION OF RETURN SHEETS & TAPES (5 Return Sheets – 3 Tapes)

1. One completed copy of the Return Sheet + one "Zero" tape off of each voting machine – Envelope "A" to be returned to the Voter Registration Office at the end of the night. (The "Zero" tape is the very first tape that you get off the machines when closing.)
2. One completed copy of the Return Sheet + one tape off of each voting machine – Envelope "B" to be retained by the Minority Inspector for one (1) year. (This is the second tape off the machines.)
3. One completed copy of the Return Sheet + one tape off the voting machine – posted on the outside of the polling place. (this is the third tape off the machines.)
4. Two completed copies of the Return Sheet are to be hand carried to the Voter Registration Office with the rest of your supplies. (You DO NOT need to include a tape with these two Return Sheets.)

VOTING PROCEDURES

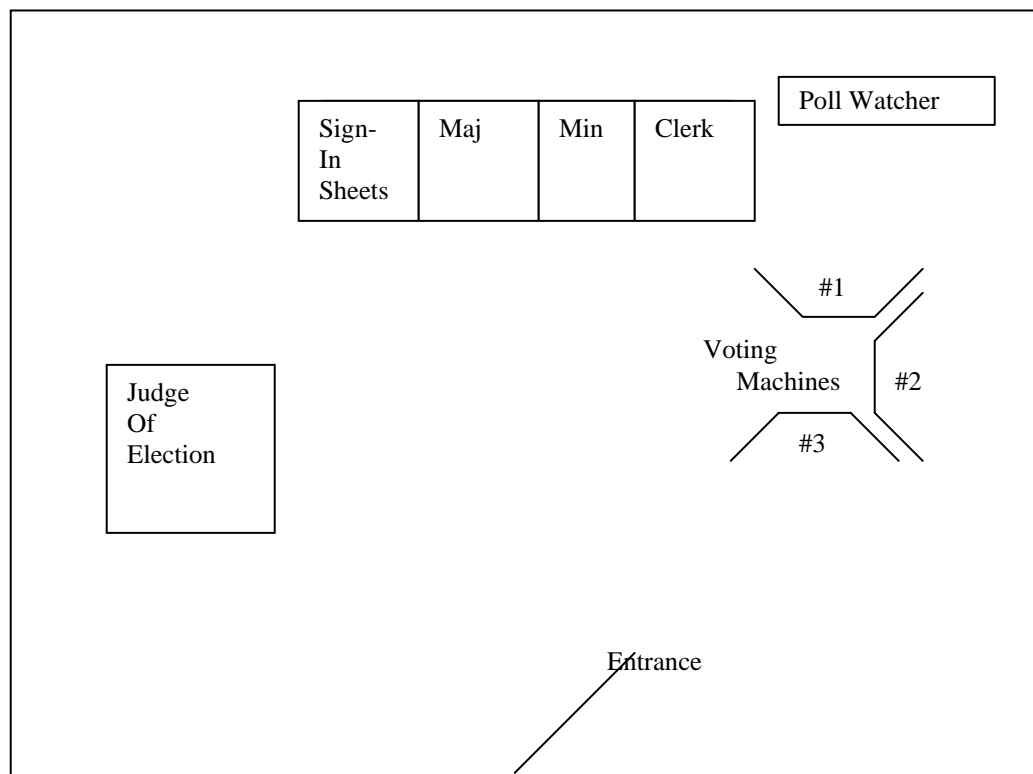
1. Must be registered in the district.
 - a. If a voter's name does not appear in the poll book, call the Voter Registration Office for further assistance. A voter will never be denied the right to vote. A Provisional Ballot will be offered to them.
 - b. If an elector moves within the district or outside the district but within the county and failed to notify the VR Office of the change, they may vote in the district from which they moved (their OLD polling place), one time. The elector may fill in a Voter Registration Mail-In form to change their address, and then be allowed to vote in his old district.
 - c. If an elector has moved to another county, they may vote at their old polling place for one last time. They must contact their new county to re-register.
 - d. Any person wishing to change a name, address or party for a future election should be given a Voter Registration Mail-in Registration form.

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

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 machines be set up in a way to avoid having the voter have the perception of someone else being able to see how he or she is voting.

SUGGESTED ROOM SET-UP



SIMPLE STEPS FOR PROCESSING A VOTER

(See “Specific Rolls and Responsibilities” for a more detailed job description.)

1. When a voter comes in to your polling place they fill out a sign-in sheet.
2. Majority Inspector – Process the voter in the pollbooks.
3. Minority Inspector – Creates the Voter Access Card with the Encoder.
4. Minority Clerk – Records each voters name in the Numbered List of Voters.
5. Voting Machine Operator – Assists the voter at the machines.

NAME CHANGE-NO CHANGE OF ADDRESS

1. The voter fills out a Voter Registration form with his or her old and new name. (Blue & White Form)
2. Voter signs Pollbook with old name as it appears in the pollbook.
3. Voter is given a Voter Access Card and Votes

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

1. Find voters name in your pollbook.
2. Voter fills out a VRMA to change their address, unless “Affirmation Required” is marked in the poll book. Then he fills out an Affirmation.
3. Voter signs the poll book. (They may vote one more time at their old address)
4. Process as a regular voter.

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

1. Find voters name in your poll book.
2. Voter may vote one more time at their old address.
3. Process as a regular voter.
4. Voter must register as a new voter in his new county. May offer him a VRMA.

ABSENTEE VOTING

1. If you have not already received your Absentee ballots with your supplies, they will be delivered to you at your polling site the morning of Election Day.
2. DO NOT COUNT THE ABSENTEE BALLOTS UNTIL 8:00 P.M.
3. Count the absentee ballots immediately after the polls close and before the machine count. Compare the signature on the ballot with the signature in the poll book if there is doubt to its validity. If this occurs, refer to (#9) below.
4. If there is no ballot for a name on the list, the ballot was not returned to our office.
5. If there is a ballot and the name is on the list, but there is no entry in the poll book it is a Military voter who is not required to be registered.
6. If an absentee voter presents himself at the polls, void his absentee ballot without opening it and allow him to vote. The voter must sign the poll book, and the judge must initial it. Return the unopened ballot, marked "VOID", with the election supplies.
7. If officials have knowledge of the death of an elector before the polls open, mark his ballot envelope "VOID-DECEASED" AND RETURN UNOPENED.
8. The list of persons who receive absentee ballots in your district MUST be posted within the polling place.
9. Challenges may be made on these grounds:
 - a. The absentee voter is not a qualified elector.
 - b. The absentee voter was within his election district on election day.
 - c. The absentee voter was physically able to come to the polls.
10. If no challenge, open outside envelope and set inside envelopes aside unopened.
11. Shuffle inside envelopes.
12. Open the envelopes and remove the ballots and tally the votes (use extra return sheet to tally, if needed). If any contain any extraneous marks or symbols, mark "VOID" and return to County Board as is. **DO NOT PUT BALLOTS BACK INTO THEIR ENVELOPES.**
13. Transfer the absentee votes on to ALL 5 Return Sheets in the spaces provided. Do NOT use strokes on the return sheets.

ASSISTANCE TO VOTE

1. A person without ATV next to his name, who needs assistance to vote, must sign a "Declaration of Assistance" form found in the supply box.
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 record the data on the "Record of Assisted Voters" and return it with the "Declarations".
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 voting machine 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.
5. If your poll book has "ATV" (Assistance To Vote) next to the voters signature, the voter may have assistance with no questions asked. They do not need to fill out a Declaration of Assistance, but their name must be recorded on the "Assisted Voter List".

HAVA REQUIREMENTS FOR IDENTIFICATION/ PROVISIONALS

New Federal and State Laws require 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 Poll book states "ID Required", the voter is required to give additional forms of identification. If a voter fails to produce a form of ID, he is then offered a Provisional Ballot.

Approved forms of photo identification: (ID must be valid)

- a. PA drivers' License or 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 elector)

- 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 poll book and is given a voter access card to continue with the voting process.

YOU ARE A PROVISIONAL VOTER IF:

1. Voters name does not appear in the Poll Book.
2. No identification or refuse to show ID.
3. Identification without current address.
4. Voters signature does not match the signature in the Poll Book.
5. In a primary election if a voter insists to vote a party other than what the poll book reads.

NOTE:

- a. The voter must vote in the correct precinct for their ballot to be counted. Their validity will be determined and counted by the Board of Elections.
- b. In some cases, an “Affirmation of Elector” may need to be completed.
- c. Provisional voters do NOT vote on the voting machines, and do not get recorded on the Numbered List of Voters tablet.
- d. Emergency voters DO get recorded on the No. List of Voters

STEPS FOR PROCESSING A PROVISIONAL VOTER

1. The Judge of Election and the Minority Inspector witness the voter complete the provisional voter affidavit on the back of the larger green envelope. These 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 relative 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 sign the front of that envelope. Everything is returned to the Judge of Election who will sign the bottom portion of the front of the envelope.
4. The Judge of Election will take an adhesive label from a receipt and place it on the green envelope before giving the receipt to the voter. (*Further voter instructions are on that receipt.*)
5. The Judge of Election will return all provisional materials to the Election office in the appropriate envelopes.

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

COMPLAINTS

1. New 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 would approach you with a complaint, simply hand them a form titled "Statement of Complaint", found in your supply box, and tell them to fill it out and mail it in 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 elections 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.

THINGS TO WATCH FOR IN THE POLL BOOKS (See Example: F1 & F2)

1. 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.

2. ABSENTEE

If the word “Absentee” is stamped over the signature the Voter must sign the poll book, the judge must initial it, find the voters’ absentee ballot in the Absentee Ballot envelope that was provided, and write VOID on their ballot (DO NOT count this at the end of the night). Allow the voter to vote on the voting machine. All Absentee Voters will have “Absentee” stamped in the signature box of the poll book so that they can be easily identified by the poll worker. There is also a print out of all Absentee voters included for verification that you posted first thing in the morning.

3. QUESTION ONLY (Primary Election Only)

If the words “Question Only” are printed in the poll book it means that the voter is a party other than Democrat or Republican and can only vote on a question. This is done only in a primary election where the State of Pennsylvania only allows a person to vote for a candidate if he is registered Democratic or Republican.

4. ID REQUIRED If the words “ID Required” are printed in the poll book it means that the voter must show a form of ID before he is allowed to vote. This is mostly true if a voter is a first time voter in his voting district. If they don’t have the proper ID, a Provisional Ballot can be offered to him. (See Provisional Ballot Instructions.)

5. ATV

If the letters “ATV” (Assistance To Vote) are next to the voters name, 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. They do not have to fill out a “Declaration of Assistance Form”, but, must still be recorded on the “Record of Assisted Voters”.

6. FIRST PAGE OF THE FIRST BOOK

This page was added and needs to be signed by the appropriate poll workers. It states that ID was asked for wherever indicated. This sheet replaces a similar sheet that is pre-packed in the supply box. Disregard the sheet in the supply box.

7. AFFIRMATION REQUIRED

If “Affirmation Required” is printed in the signature box of the poll book, it means that the voter must fill out an Affirmation Required Form to update their registration.

NOTES

1. If a voters' name is not in the poll book, the Judge will call our 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. In the space provided for the voters' signature, the name is printed upside down. This is for your convenience in identifying the location of the signature.

THE ENCODER & CREATING VOTER ACCESS CARDS

NOTE: Never leave a Voter Access Card in an Encoder. This will drain the batteries.

PRIMARY

1. Insert the Voter Access Card into the encoder with the gold chip facing Up and press "ON".
2. When you press "ON", the district that you are working in will show in the window.
3. In a primary election, the Voter Access Card will have to be encoded for the party affiliation of the voter. Press 1 – Dem, 2 – Rep, and 3 – Other (Question Only). If you have no question on your ballot, you only need to worry about 1 & 2.
4. The word "Create" should come up in the window. Press "YES" and remove the card and give it to the voter.
5. The voter access card has been created. At this time, "CLEAR?" displays in the window of the Encoder. Remove the voter access card and give it to the voter.
6. Remind the voter to return the Voter Access Card to the Voting Machine Operator once they have finished voting.

GENERAL

1. Hold the Encoder in your hand and press the "ON" button.
2. Insert the blank Voter Access Card into the back of the Encoder.
3. "Create?" displays on the window of the Encoder.
4. Press the "YES" button.
5. The voter access card has been created. At this time, "CLEAR?" displays in the window of the Encoder. Remove the voter access card and give it to the voter.
6. Remind the voter to return the Voter Access Card to the Voting Machine Operator once they have finished voting.

NOTE: You Do Not have to choose a party in November.

ADA – AUDIO (Visually Impaired Encoding)

1. If you are creating an “Audio Voter Access Card”:
 - a. Immediately after you choose the party, press * to activate the audio programming.
 - b. Press:
 - *key 1 time – MCreate (Magnified Screen)
 - *key 2 times – VMCreate (Voice Magnified – Voice + audio)
 - *key 3 times – VHCreate (Voice Hidden – Voice Only)
2. After you are through with all your choices, press YES and remove the card and give it to the voter.

CANCELING A REGULAR BALLOT

Manually Cancel a Ballot

1. If the voter leaves the voting unit unattended and does not cast their ballot, this is known as a “Fleeing Voter”. Please use the following steps to manually cancel the ballot:
 - a. Touch and hold the “Page Number” button for approximately 30 seconds.
 - b. Touch the “Cancel” button.
 - c. The ballot is cancelled, and the Voter Access Card ejects from the voting unit.

Time-Out Feature

1. If the voter leaves the voting unit unattended or does not use the touch screen, the following occurs:
 - a. The voting unit beeps after 90 seconds.
 - b. A warning screen will display after 120 seconds
 - c. The voter has 30 seconds to respond before the ballot cancels.
 - d. To return to voting the voter simply needs to touch the screen anywhere.
2. If the voter ignores all the beeps and messages on the touch screen unit and allows the system to time-out, the Voter Access Card will pop out and the following message will display on the screen:
 - a. “Your ballot has been cancelled”. Please remove your Voter Access Card and see the Poll worker.
3. If the Poll worker or the voter re-inserts the cancelled Voter Access Card, the screen will display the following:
 - a. “This Voter Access Card has been cancelled – please remove it from the reader”.
4. Both a Democratic and Republican Pollworker should accompany the voter to the voting unit and verify that the Voter Access Card has been cancelled.
5. Upon confirmation that the ballot has been cancelled, a new Voter Access Card should be programmed and given to the voter to allow him/her to cast a ballot.
6. A Voter Access Card that has been voted, the message on the screen will display the following:
 - a. “This Voter Access Card has already been voted – please remove from the reader.”
 - b. Should the Poll worker see this message, the voter should be advised that their vote has already been cast and a new Voter Access Card should NOT be provided.

CLEARING A VOTER ACCESS CARD

Use the Encoder to delete ballots loaded by mistake.

To clear a Voter Access Card:

1. Hold the Encoder in your hand and press the "ON" button.
2. Insert the blank Voter Access Card into the back of the Encoder.
3. "CLEAR?" displays on the window of the Encoder.
4. Press the "YES" button.
5. The Voter Access Card has been cleared. At this time, "CREATE?" displays in the window of the Encoder.
6. Remove the Voter Access Card from the Encoder.
7. To clear additional Voter Access Cards, repeat steps 1 through 4.

ENGLISH / SPANISH

The Federal Government has passed a law requiring that all counties that have at least 5% of its population 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., English and Spanish.

Most materials will be printed in English and Spanish in the affected districts. That includes most everything that is posted in the polling site.

The following districts are affected by this change:

Allentown 1 st Ward	Allentown 9 th Ward
Allentown 2 nd Ward	Allentown 10 th Ward 1 st District
Allentown 3 rd Ward	Allentown 10 th Ward 3 rd District
Allentown 4 th Ward	Allentown 10 th Ward 4 th District
Allentown 5 th Ward	Allentown 14 th Ward 1 st District
Allentown 6 th Ward 1 st District	Allentown 14 th Ward 2 nd District
Allentown 6 th Ward 2 nd District	Allentown 15 th Ward 1 st District
Allentown 7 th Ward	Allentown 16 th Ward 2 nd District
Allentown 8 th Ward 1 st District	Allentown 19 th Ward 2 nd District
Allentown 8 th Ward 2 nd District	Allentown 19 th Ward 4 th District
Allentown 8 th Ward 3 rd District	Whitehall 2 nd District
Allentown 8 th Ward 5 th District	
Allentown 8 th Ward 6 th District	

NOTE: Due to the technology of the new electronic touch screens, beginning with the May 16, 2006 Primary, every district in Lehigh County will have a bi-lingual ballot option on their voting machine.

CLOSING THE POLLS

1. Polls close - 8:00 P. M.
 - a. Present:
 1. Inside enclosed area or guard rail (10 Ft. surrounding table & voting machines:
 - a. Judge
 - b. Inspectors
 - c. Clerk
 - d. Rover (If needed)
 2. Outside enclosed area or guard rail:
 - a. Constable or Deputy Constable (They DO NOT help with the count.)
 - b. Watchers (with certificates)
2. As soon as the last person votes, use the key to open the printer access door. This door swings front, toward you. (See Quick Reference Guide)
3. Remove the Supervisor Card and press END VOTING on the screen. The card is located in a small brown envelope inside the Red Bag. This is done by the Judge of Elections. NEVER use this card before 8:00 p.m.
4. Insert the Supervisor Card into the machine, and enter the PIN Number, located on the envelope.
5. A "Warning Box" will come up. Select YES.
6. A box with "Print Write-In Candidates?" will come up. Press YES. Repeat this for each machine. A box with "Print Long Report"? will come up. Press YES. This report will continue on to the "Zero" Report that you printed first thing in the morning. Remove this and put each tape into Envelope "A".
7. Repeat this for each machine.
8. When complete, the "Totals Report" will print.
9. Each member of the board must sign ALL tapes, along with ALL return sheets.
10. When the message "Need Another Copy?" appears, press YES. Continue to press YES until you have the required number of copies that you need (2 additional). Once you have all the required number of copies, press NO.
11. Tear off and have all board members sign all reports.

12. The distribution of the report tapes are as follows (Total of 3 Tapes)
 - a. The first tape off each machine is the one with the “Zero Report” on it. This tape goes in the “A” Envelope.
 - b. One tape from each machine gets posted on the window of your polling place.
 - c. One tape from each machine goes in Envelope “B” for the Minority Inspector to keep for one year.
13. Record the closing numbers from the bottom of the screen on to “Certificate No. 2.” (See Example “B”)
14. Press “Shutdown”. Press YES to confirm.
15. Close the printer door and lock it. Disconnect the power cord, the headset and keypad from the unit (if applicable).
16. Close the privacy panels on the unit and seal them with a new security seal, found in the Red Bag). Record this seal number on to Certificate No. 2 of the Return Sheet.
17. Open the Memory Card compartment, remove the Memory Card and put it in the “Red Bag”. (Do this for each machine.)
18. Turn the unit upside down and turn it on its face. (Refer to the “Quick Reference Guide – Closing Poll”.)
19. Put the cord and ADA equipment in the supply bag that was attached to your cart. These articles will be picked up by our staff and brought back with the voting machines. DO NOT bring them back to the office with the rest of your supplies. Also, if you have an extension cord or a 3 prong adaptor, put these in your ADA supply bag, too.

DISPOSITION OF SUPPLIES - CHECK LIST

Red & Blue Supply Bag

(Return to Election Board at night)

- Judges Supply Box
- Forms
- Posting Materials
- Green Provisional Bag containing all Provisional Balloting materials
- Procedure Manual
- Poll books
- HAVA Poster
- Blue Absentee Bag containing all Absentee Balloting materials

Hand Carry Separately Back to the Voter Registration Office

- Envelope "A"
 - Oath of Office
 - One "Zero" Tapes
 - One completed Return Sheet
 - One Copy of the Number List of Voters
 - List of Assisted Voters
- Absentee Ballots
- Emergency Ballots (if any)
- Two Completed Return Sheets
(No tapes attached)
- Pay Sheets
- Red Bag
 - One Memory Card from each machine.**
 - One Key on wrist band
 - All Encoders
 - All Voter Access Cards
 - One Supervisor Card in Brown Envelope with PIN #

Distribution of Return Sheets & Machine Tapes

- One completed Return Sheet + one tape from each machine – posted on the outside of the polling place.
- One completed Return Sheet + one "Zero" tape from each machine returned to Voter office in Envelope "A".
- One completed Return Sheet + one tape from each machine is kept by the Minority Inspector for one year – Envelope "B".
- Two completed Return Sheets are hand carried to the Voter Registration Office – NO tapes required with these.

Minority Inspector

(To be kept for one year)

- Oath of Office
- One Return Sheet
- One Tape from each machine
- One Numbered List (Yellow)

Storage Voting Carts

(Tied to Cart Handle)

1st White Bag

- ADA Supply Bags
 - Headphones
 - Key Pad
 - Quick Reference Guides
 - Flag
 - Extension Cords (if applicable)
 - Adaptors (if applicable)
- Voting Machines

2nd White Bag

- Sign In Sheets
- Blank Voter Registration Forms

1. Qualifications
 - a. Must be registered elector in district.
 - b. Not eligible if held office or employment (within 2 months) under Federal, State, County or city.
2. District Board shall consist of:
 - a. Judge of Election (4 Yr. Term)
 - b. One Majority Inspector (4 Yr. Term)
 1. Inspector receiving highest number of votes the year we elect local Election Board Officers.
 - c. One Minority Inspector (4 Yr. Term)
 1. Inspector receiving second highest number of votes the year we elect local Election Board Officers.
 - d. One Minority Inspector's Clerk.
 1. Appointed by Minority Inspector (each election).
 - e. Voting Machine Operator
 1. Appointed by County Board (each election).
 - a. Judge operates machine in districts having only one machine.
 - b. In districts having two machines the Judge operates one machine and Voting Machine Operator operates the second machine.
 - c. If more than two machines are in your district, additional Voting Machine Operators are appointed, if deemed necessary.
 - f. Interpreters
 1. Appointed by the County Board (each election).
 - a. They are bi-lingual and are at the polls to assist a any Hispanic voter that does not speak English.
 - b. They also help the other board members where 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.
2. 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.

COMMITTEEMEN AND COMMITTEEWOMEN

1. Elected at the Primary of each even numbered year.
2. Each district elects two persons:
 - a. Democratic Party - One man & one women. (4 Yr. Term)
 - b. Republican Party - Two, regardless of sex. (2 Yr. Term)
3. The Committee people usually work as Watchers at the polls.

ROVER'S

1. They provide technical assistance only to the poll workers. They are not there to give legal interpretation. Call the office for that.
2. Assure units are set up correctly.
3. Clean your screens.
4. Work as a liaison between the Voter Registration and the polling place.

WATCHERS

1. Must be a qualified voter in Lehigh County.
 - a. The Watchers must have a certificate of appointment from the Voter Registration office.
2. Each candidate may appoint two (2) watchers for an election in each district (Must have certificate issued by County Board of Elections).
3. 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).
4. During voting hours, only one (1) watcher per candidate at primaries and one (1) watcher per party in November elections may remain inside room – outside enclosed area or guard rail.
5. All are permitted outside enclosed area or guard rail from the time that the election officers meet prior to the opening of the polls, until the time that the counting of the votes are complete.
6. They are permitted to keep list of voters and may challenge any person making application to vote.
7. A watcher may inspect the poll book and the numbered list of voters book at intervals when there are no voters in line to be processed and “only” when the Judge of Election gives permission and if permission is given to the watcher, the Judge of Elections shall supervise or delegate this inspection of any request.
8. They may also check the serial numbers on the machines upon request. The judge of elections must accompany the Watcher to the machine and verify the numbers they are recording.
9. At NO time shall the watcher be permitted to be near the vote recorder or near any voter in the process of voting. Watchers must stay in the area designated by the Judge of Elections and are not permitted to wander within the polling place.
10. Anytime a watcher interferes with the voting process, in action or verbal, the Judge of Elections has the authority to ask the watcher to leave.

MEMBERS OF THE PRESS

You are not allowed to speak to any member of the press without authorization from our office.

NOTE:

No one except your 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. If someone requests to be inside without I.D., call the Voter Registration for authorization.

QUALIFICATIONS OF VOTERS AT PRIMARY ELECTIONS

Same as the qualifications of an elector entitled to vote at elections, except that elector must be registered and enrolled in a qualified political party. An elector is allowed to vote only for candidates of the same party as registered.

ALL registered electors are entitled to vote on referendum questions, regardless of party.

QUALIFICATIONS OF VOTERS AT GENERAL ELECTIONS

All voters may vote for any candidate of their choice. They also have the option of voting "straight party" in November.

EMERGENCY BALLOT PROCEDURE

These ballots are to be used **ONLY** if your polling place is not open for voting by 7:00am or if ALL of your Voting Machines are not working!!

** These people are to be treated like a regular Voter!

INSTRUCTIONS

1. Have the voter sign the poll book.
2. Assign the voter a number.
3. Have the Inspector print "EMG" next to the voters signature in the poll book.
4. Record the voters name on the Clerks Numbered List of Voters.
5. Give the voter one ballot of the party they are registered in the poll book, plus one white envelope marked, "Emergency Ballot Return Envelope".
6. Give the voter a place to sit down and vote.
7. Have the voter put his completed ballot in the "Emergency Ballot Return Envelope" and give it back to you.
8. The Judge of Election fills in your voting district on the label on the envelope.
9. Open and count these ballots at the end of the night. Include this count with your machine totals. Return them in the Emergency Return Envelope, to our office at the end of the day with the rest of your supplies.

WORKER INJURY PROCESS

The Judge of Election should complete the following procedures if any one of the pollworkers are 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, seek medical attention immediately, then follow the procedure written above.

VOTER INJURY PROCESS

Please call the Board of Elections to report the incident.

The Board of Election Telephone numbers are:

610-782-3194

610-782-3197

610-782-3198