



**LEHIGH COUNTY
BOARD OF ELECTIONS**

**JUDGES HOTLINE
(610) 782-3743**

**Poll Worker
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 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 will be the First Election Lehigh County will be an ALL PAPER BALLOT County. As mandated by Governor Wolfe. 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.

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 process.

Timothy Benyo, Chief Clerk
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Election Board of Lehigh County

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JUDGES ONLY HOT LINE

 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
 - 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 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 and assist them at the DS200 Scanner or ExpressVote, ADA Machine.
10. **NO** Cell Phones, Camera's, Video Recorders, TV's or Radios are allowed at the polling place.
11. **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 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 & RESPONSIBILITIES

JUDGE OF ELECTIONS

1. This is an elected position and pays \$150 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 or spoiled throughout the day.
 - d. In order for all Poll Workers to be paid for working Election Day, you are responsible to have ALL poll workers must 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. All events of the day at the polls.

MAJORITY INSPECTOR

1. This is an elected position and pays \$135 for the day.
2. The Majority Inspector has control of the ePollbook. They will then find the voters 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 authorized the validity of the voter. In a primary, the voter's party affiliation card will be handed to the voter before going to the clerk to ensure the correct party ballot is given to the voter.

MINORITY INSPECTOR

1. This is an elected position and pays \$135 for the day.
2. The Minority Inspector has control of the ePollbook. They will then find the voters 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 Minority Inspector authorized the validity of the voter. In a primary, the voter's party affiliation card will be handed to the voter before going to the clerk to ensure the correct party ballot is given to the voter.

CLERKS

1. This position is appointed by the Voter Registration Office and pays \$135 for the day.
 - The Clerks job will be assigned by The Judge of Election on Election day.

INTERPRETER

1. There are 96 voting districts in Lehigh County that have been classified as English/Spanish districts. These districts will have interpreters/workers assigned to them.
2. This position is an appointed position by the Voter Registration Office and pays \$135 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 Board of Elections 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 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, do not speak to them like 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 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 at the person.
- 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 6:00 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 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. 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 at 7:00 a.m.
6. POST:
 - 2 Copies each of the ballot questions (if applicable)
 - 1 Sample Ballot
 - 2 List of Absentee Voters - 1 is given to the Inspectors and 1 is to be kept with Judge to be laid on top of the blue absentee bag
 - 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

MORNING SET-UP

1. Remove the machine key ring from the Red Bag.
2. Locate the DS200 Scanner. 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.
5. Open the top clam shell 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, 1 ballot status report tape and 3 "ZERO" tapes will print. Make sure the totals aside of all the Candidates names are zero, and the voting district is correct. Remove all tapes, each board member must sign the tape for the "A" and "B" envelopes, do not sign the third tape for your poll place door.
(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 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, (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 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 have to be added.
13. Open and set up the second ePollbook and matching printer.


OPENING AND SET-UP OF THE EXPRESSVOTE, ADA MACHINE

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 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, which is done at the warehouse but you can check to be sure.
8. Press the Power Switch to the ON position. (you will hear a soft beep)
9. Close the compartment, carefully fitting the cord through the hole provided. For accessible voting un-Velcro the key pad and set it along side of the unit.
10. Check the power light at the bottom, it should be GREEN.
11. Enter the Election Password (same as 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 and Closing Instructions on pages 9-12 for the DS200 and ExpressVote, ADA Machine.

DS200 Opening Procedures

 Before starting the DS200 Open Procedures be sure you have the set of keys from the red bag.



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. (which is done in the warehouse before sending out)



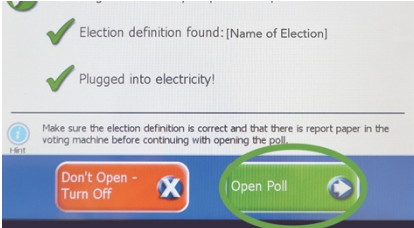
The Silver Key Required for steps 1, 4 and 6.



3. Put scanner into 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.

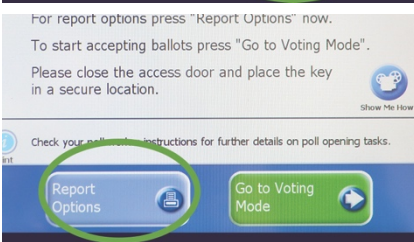


6. Open the clam shell lid with silver key. Unlock the front, flip up the screen, and the DS200 will automatically power up (as long as it's plugged in).
(If the DS200 does not automatically power up, unlock the access door on the front left, and press the Power button. Barrel key required.)

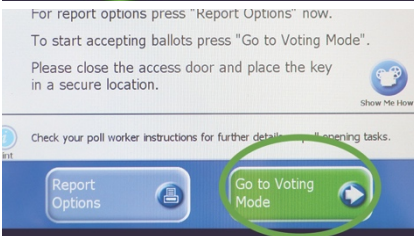


7. Enter Election Code, found in the Password Envelope in red bag.
8. The Configuration Report will automatically print.
9. Make sure the screen shows a green check mark before “Election definition found” and “Plugged into electricity.” Then press **Open Poll**.

(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 is not, call Election Office for assistance. Make sure the date, time, election and poll districts are accurate. Press **Go to Voting Mode**.

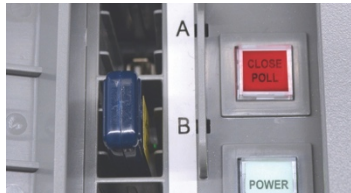


The DS200 is now ready for Election Day voting!

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 is only possible after you properly close the polls.

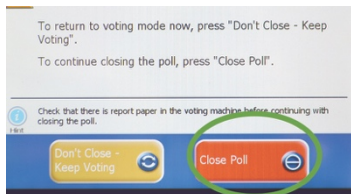
If applicable, check the Emergency ballot compartment for uncounted ballots, and follow your jurisdiction's rules accordingly.



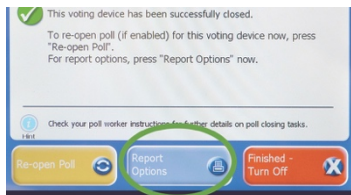
- At 8 p.m., once the polls are closed. If any, check emergency bin for ballots, they must be scanned before closing polls.
- Remove blue seal, unlock the access door, press and release the **Close Poll** button. (It will flash red briefly.)



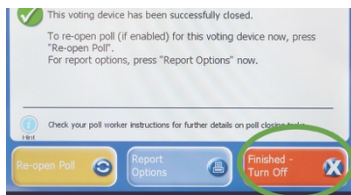
Barrell Key Required



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



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



- 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.**



- 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.

- Close, lock and seal the clam shell lid. Unplug and return the power cord, close and lock the back door.



- 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.

- Return all UNUSED ballot packs into the compartment.

- Close, lock and seal the bottom door.

- Bring the sealed blue bin and supply bag to back to the Voter Office.

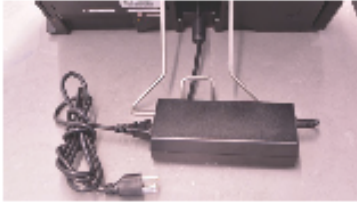


That's it! You're all done!

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

ExpressVote 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.

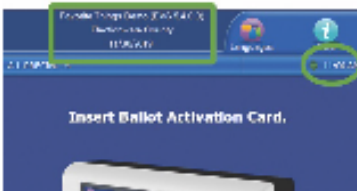


9. Close compartment, carefully fitting the cord through the hole provided. For accessible voting un-Velcro the keypad and set aside the unit.
10. Check the power light at the bottom of the BMD. It should be green.



11. Enter the Election Password on the screen and hit Accept.
On the Welcome Screen:

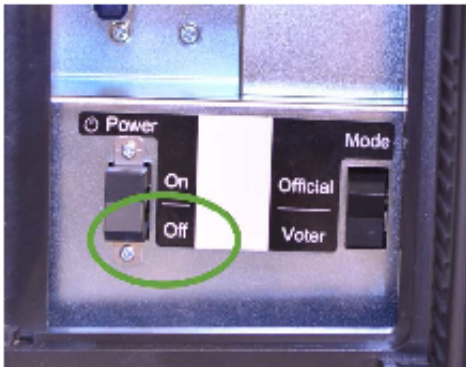
- a. Confirm the unit is plugged into AC power. When plugged in, there will be a gray plug icon at the top of the screen and the green indicator light will be lit on the front of the unit (near the headphone jack).
- b. Confirm the date, time, election and poll names are accurate.
- c. Press OK.



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

Voter Office Hotline (610) 782-3743

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!

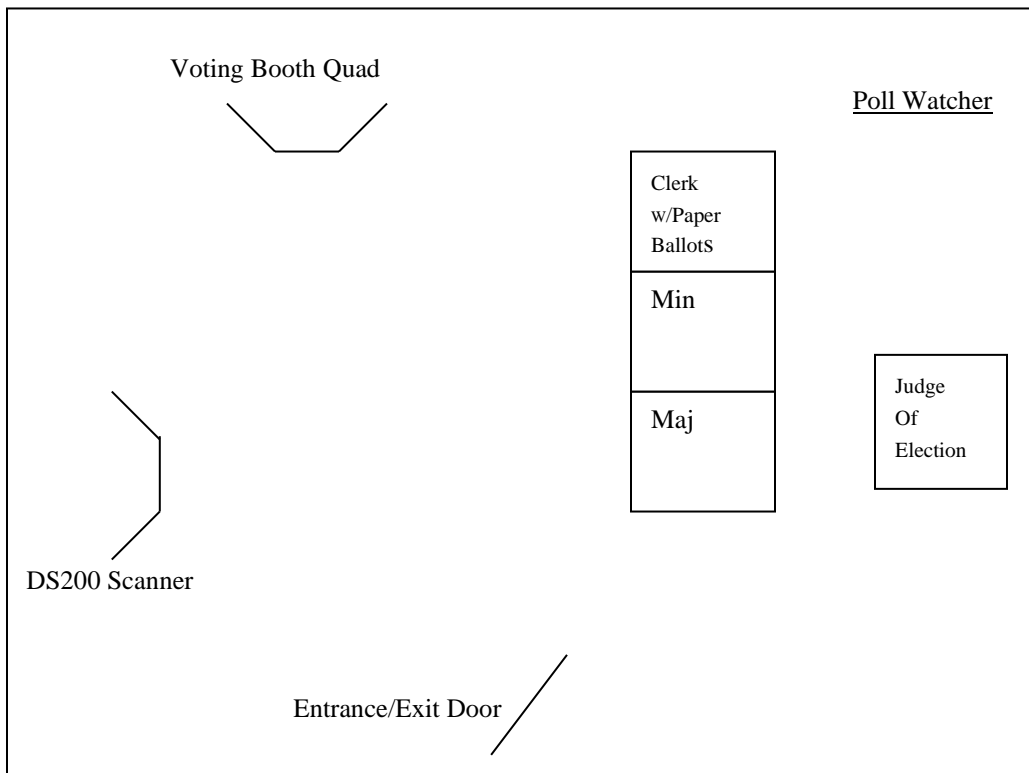
****DISCLAIMER:** These procedures are guidelines. Any requirements outlined by the jurisdiction must be followed.

Voter Office Hotline (610) 782-3743

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.

SUGGESTED ROOM SET-UP



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

If the word "**Absentee**" is Flagged in the ePollbook the Voter must sign the ePollbook, find the voter's name on the absentee ballot list that was provided, and write VOID – voted at the polls, next to their name. This list comes back to the voter office with the Judge of Elections at the end of the night. Allow the voter to vote at the polls.

QUESTION ONLY (Primary Election Only)

If the words "**Question Only**" is Flagged in the ePollbook 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/she is registered Democratic or Republican.

NOT ELIGIBLE

If the words "**Not Eligible**" is Flagged in the ePollbook it means the voter is not 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. Therefore, they can't vote in this particular Primary.

ID REQUIRED

If the words "**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 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/her. (See Provisional Ballot Instructions.)

ASSISTANCE

If the letters "**ATV**" is 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".

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 15)

NOTES

1. If a voters' name is not found anywhere in the ePollbook, the Judge can 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 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 office.
3. The ePollbook flips 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.

AFFIRMATION SAMPLE

WPP Form-007 •

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

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. In most cases, 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 Voter Office of the change, they may vote in the district from which they moved (their OLD polling place), one more time. The elector 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 an elector 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 elector 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 Mail-in 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.

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 paper ballot and votes

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 paper ballot and votes
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.

ABSENTEE VOTING

1. You will have 2 Absentee Ballot Lists with your supplies in the Blue Absentee Bag
2. The 1st list of voters who received absentee ballots in your district MUST be placed on top of the Blue Absentee Bag near the Judge. The 2nd list is given to the inspectors with the ePollbook to refer to as voters are checking in to vote.
3. If a voter's name is Flagged "Absentee" in the ePollbook, write Void – Voted at Polls next to his/her name on the Absentee Ballot List and allow him/her to vote. The voter must sign the ePollbook and is given a paper ballot and votes.
4. Challenges to absentee ballots 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.
5. Challenge forms can be found in your supply box and there is a fee involved with an absentee challenge.
6. The Absentee Ballot List used by the inspectors must be brought back to the Voter Office in the Blue Absentee Bag at the end of the night with the Judge of Election.

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, 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 ePollbook has "ATV" (Assistance To Vote) next to the voter's signature, the voter may have assistance with their paper ballot, no questions asked. 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

Primary and Election
WPP Form 17A ©

WILLIAM PENN PRINTING COMPANY, PITTSBURGH, PA

DECLARATION Of the Need for Assistance to Vote	
I _____ (Printed name of elector requiring assistance)	_____ (Voter Reg./Serial Number)
_____ (Address of elector)	_____ (Birthdate)
By reason of _____ am unable to vote without the (Reason for needing assistance)	
assistance of _____.	
_____ (Signature or mark of elector requiring assistance)	_____ (Date)
Witnessed by _____ (Name of witness)	
_____ (Signature of Judge of Election)	_____ (District)

RETURN WITH FORM 17 - RECORD OF ASSISTED VOTERS

HAVA REQUIREMENTS FOR IDENTIFICATION – PROVISIONAL

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 ePollbook 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 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.

NOTE:

- a. The voter must vote in the correct precinct for their ballot to be counted in full.
- b. Their validity will be determined and counted by the Board of Elections.
- c. In some cases an “Affirmation of Elector” may need to be completed.
- d. Provisional voters DO NOT get a number assigned to them and they DO NOT get recorded in the ePollbook.

STEPS FOR PROCESSING A PROVISIONAL VOTER

1. The Judge of Election and the Minority Inspector witness the voters completed affidavit on 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 complete and sign it. Everything is returned to the Judge of Election who will sign the bottom portion 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 shall indicate at the top of the large provisional envelope that there is indeed a provisional ballot enclosed.
6. The Judge of Election will return all provisional materials to the Election office in the appropriate envelopes.

****PROVISIONAL BALLOTS ARE NOT TO BE COUNTED OR OPENED AT THE POLLS.**

EMERGENCY BALLOT PROCEDURE

When the scanner is not working or NO Electricity:

- *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.

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 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.

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. Watchers (with certificates)
2. As soon as the last person votes and has left the building, 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 ballots are inside the bin. Add all used stubs and the last 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 ALL UNUSED ballots back into the compartment. Close lock and seal the bottom door.
11. Bring the sealed blue bin and supply bag 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:

- a. One "Results" tape goes in the "A" Envelope, signed by all workers.
- b. One "Results" tape goes in Envelope "B" for the Minority Inspector to keep for one year, signed by all workers.
- c. One "Results" tape gets taped onto the Flag Sign of your polling place before leaving, NOT signed by workers.

COMPLETING THE GENERAL RETURNS OF VOTES CAST

(Complete 2 copies)

- #1 = Total number of Paper Ballots Received from the County
- #2 = Total number of Paper Ballots handed out to voters
- #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
- #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

DISTRIBUTION OF GENERAL RETURNS OF VOTES CAST & 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 "Results" Tape from the DS200 – Envelope "A" to be returned to the Voter Registration Office at the end of the night. All signed by workers.
2. One completed copy of the General Returns of Votes Cast Sheet + one "Zero" tape + one "Results" Tape from the DS200 – Envelope "B" to be retained by the Minority Inspector for one (1) year. All signed by workers.
3. One "Zero" + "Results" tape from the DS200 posted on the outside of the polling place taped to the Flag Poster. (this is the third tape printed from the DS200.) *DO NOT SIGN THIS TAPE AS IT GETS POSTED OUTSIDE POLL SITE.

ENGLISH / SPANISH

The Federal Government has passed a law in the year 2000 requiring that all counties that have 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.

English and Spanish

If you are one of the 96 districts your supply box will reflect this law and include these items and all postings MUST be displayed in BOTH English and Spanish.

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

DISTRIBUTION OF SUPPLIES - CHECK LIST

Red & Blue Supply Bag (Return to Election Board at night)

- Judges Supply Box
- Posting Materials
- Green Provisional Bag contains all Provisional Balloting materials
- Red Bag containing the supplies for the DS200 and the ExpressVote
- Blue Absentee Bag containing 2 Absentee Ballot Lists
- I Voted Stickers
- ePollbook Instruction Sheet

Electronic Poll Book Case

- 2 ePollbooks - iPads
- 2 Printers and Power Cords
- 2 Charging Cords
- Stylists

Distribution of General Returns of Votes Cast & Machine Tapes

- One completed GR of VC Sheet + one configuration tape + one ballot status tape + one "Zero" tape + one "Results" tape from the DS200 returned to Voter Office in Envelope "A".
- One completed GR of VC 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.
- One "Zero" tape + one "Results" tape from the DS200 is posted on the outside of the polling place taped to the Flag Sign. These tapes have NO signatures.

Hand Carry Separately Back to the Voter Registration Office

- Envelope "A"
 - *Oath of Office
 - *ID Oath
 - *One "Zero" – "Results – Configuration and Ballot status Tapes
 - *One completed General Return of Votes Cast Sheet
 - *List of Assisted Voters - if any
- Absentee Ballot List
- Provisional Ballot Envelope - if any
- Red Bag containing:

One Memory Stick from the DS200.

- *One Barrel and one Silver Key on wrist band
- *Flag with Stand

Minority Inspector – Envelope "B" (To be kept for one year)

- 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

Delivered to Polls

DS200 – Front Lower Door (inside)

- Blue Ballot Bin containing All Paper Ballots sealed with a Red Seal
- ADA Machine Adapter
- Extension Cords/Power Strips (if applicable)
- Adaptors (if applicable)

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

Red/White/Blue Voting Quad

DISTRICT ELECTION BOARD MEMBERS

QUALIFICATIONS

- a. Must be a registered voter in district.
- b. Not eligible if employed (within 2 months) under Federal, State, County or City. Not eligible if holds another elected position.

DISTRICT BOARD SHALL CONSIST OF

- Judge of Election (4 Yr. Term)
- One Majority Inspector (4 Yr. Term)
 - Inspector receiving highest number of votes the year we elect local Election Board Officers.
- One Minority Inspector (4 Yr. Term)
 - Inspector receiving second highest number of votes the year we elect local Election Board Officers.
- 2 or more Clerks (based on registration totals)
 - Appointed by the Voter Office (each election).
- Interpreters
 - Appointed by the Voter Office (each election).
 - They are bi-lingual and are at the polls to assist any Hispanic voter that does not speak English.
 - 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.

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 woman. (4 Yr. Term)
 - b. Republican Party - Two, regardless of sex. (2 Yr. Term)
3. The Committee people usually work as 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 office for that advice.
2. Assures that the poll sites are set up correctly.
3. Will make sure all equipment is set up properly and check all cords.
4. Work as a liaison between the Voter Registration Office and the polling place.

WATCHERS

1. Must be a qualified voter in Lehigh County.
2. The 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.
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 – outside enclosed area or guard rail.
6. 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.
7. They 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 and if permission is given to the watcher, the Judge of Election shall supervise or delegate this inspection of any request.
9. They 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 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. Anytime 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

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

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, Timothy Benyo. If someone requests to be inside without authorization or 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.

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.


The Board of Election Telephone numbers are:

610-782-3198 Tim

610-782-3197 Terri

610-782-3194 Office

JUDGES ONLY HOT LINE

 610-782-3743