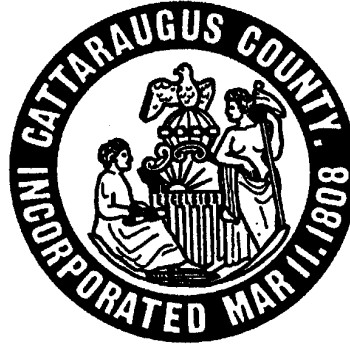# Cattaraugus County
Board of Elections

OPTICAL SCAN PAPER BALLOT VOTING

INSPECTOR
TRAINING MANUAL

6-20-16

KEVIN C. BURLESON
COMMISSIONER

MICHAEL M. BRISKY
COMMISSIONER

Table of Contents

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HAVA – Help America Vote Act

To meet HAVA ADA requirements, the County utilizes a portable ballot marking machine called the ImageCast Ballot Counter and Ballot Marking Device in each polling place. This unit serves both persons with disabilities and non-disabled voters. It contains the following:

- An audio voting terminal consisting of a hand-held Audio Tactile Interface (ATI) or other Audio interface, as needed for the voter with disabilities, (Sip and Puff device or Paddle Button) for navigating the ballot, and a display screen.

- An electronic Ballot Marking Device (BMD), that prints a marked ballot for the voter with disabilities based upon their selections.

- A ballot scanning station for review and deposit of voters' marked ballots.

- A main compartment for storing all ballots that have been reviewed and/or cast by all the voters.

- A write-in compartment for storing ballots with marked write-in votes.

- A lockable auxiliary compartment to be used as a temporary/emergency ballot repository for ballots.

For the voters with disabilities, the audio voting terminal is first used to navigate and mark their ballots by using the Audio Tactile Interface (ATI). The Ballot Marking Device (BMD) then prints a marked paper ballot corresponding to the selections the voter made on the audio ballot during their audio session. The voters' marked paper ballot is then inserted into the ImageCast's ballot scanning station, which reads the ballot, reviews the ballot selections for the voter (when initialized for an audio/visual session), and deposits the ballot into the internal compartment of the ballot box.

The non-disabled voters will obtain a preprinted ballot containing all the candidates and contests from the poll worker. Each of those voters will mark their ballot using a felt tip pen or appropriate equivalent, within a private voting area or booth. The marked paper ballot is then inserted into the ImageCast Ballot Counter (ICP) which reads the ballot and deposits the ballot into an internal compartment of the ballot box.

After the close of voting, the ImageCast prints a results tape from all voters' scanned ballots.

New York State HAVA Compliance

The implementation of HAVA in New York State required many changes which improved the conduct of elections and voter registration procedures. The major change was the implementation of new voting machines. This manual describes the new procedures in place in Cattaraugus County.

Poll Worker Program

Program Overview
****

This manual includes the following information:
- Preparation for Election Day
- Responsibilities
- Glossary of Terms
- Introduction to the Optical Scan Paper Ballot Voting Machine
- Opening the Polls
- Processing Voters
- Processing Ballots
- Closing the Polls

Message to Inspectors
****

As an Election Inspector, you play an essential role in the process that enables citizens the opportunity to exercise their constitutional right to vote. The impression that you leave with voters influences their view of the election system. We trust that you, as a representative of your county Board of Elections and your political party, will perform your duties in order to give voters confidence in the fairness and effectiveness of the election process.

This manual as well as other election material you will receive will describe your responsibilities in detail.

The two main objectives Inspectors are responsible for are:
- To Help qualified voters
- To Ensure votes are properly counted

You can accomplish these goals by maintaining a helpful attitude and by applying the election laws and procedures provided to you through these learning aids.

- Please note here: If the site has no phone in hearing distance, call us on the morning of the election with a cell phone number from only one phone where you can be reached. Good communication with us is a must!

Who Are We?
The Cattaraugus County Board of Elections is located at 207 Rock City Street in Little Valley, New York 14755. (Former Little Valley Central School)

The Cattaraugus County Board of Elections consists of Election Commissioners, Kevin C. Burleson – Democrat and Michael M. Brisky – Republican and a staff of four and currently serves 55 election districts, at 50 polling sites, in 32 towns, and 2 cities. Each Poll Site Election District has a Chairman who is responsible for overseeing all activities during the day, staying in frequent contact with the Board of Elections and keeping them aware of any problems or developing situations. On Election Day, election inspectors are assigned by the Board of Elections to act as Table or Machine Inspectors.

POLL SITE LINES OF COMMUNICATION

Board of
Elections

↓

Election District
Poll Site
Chair

↓   ↓

Table
Inspectors

Machine
Inspectors

↓   ↓
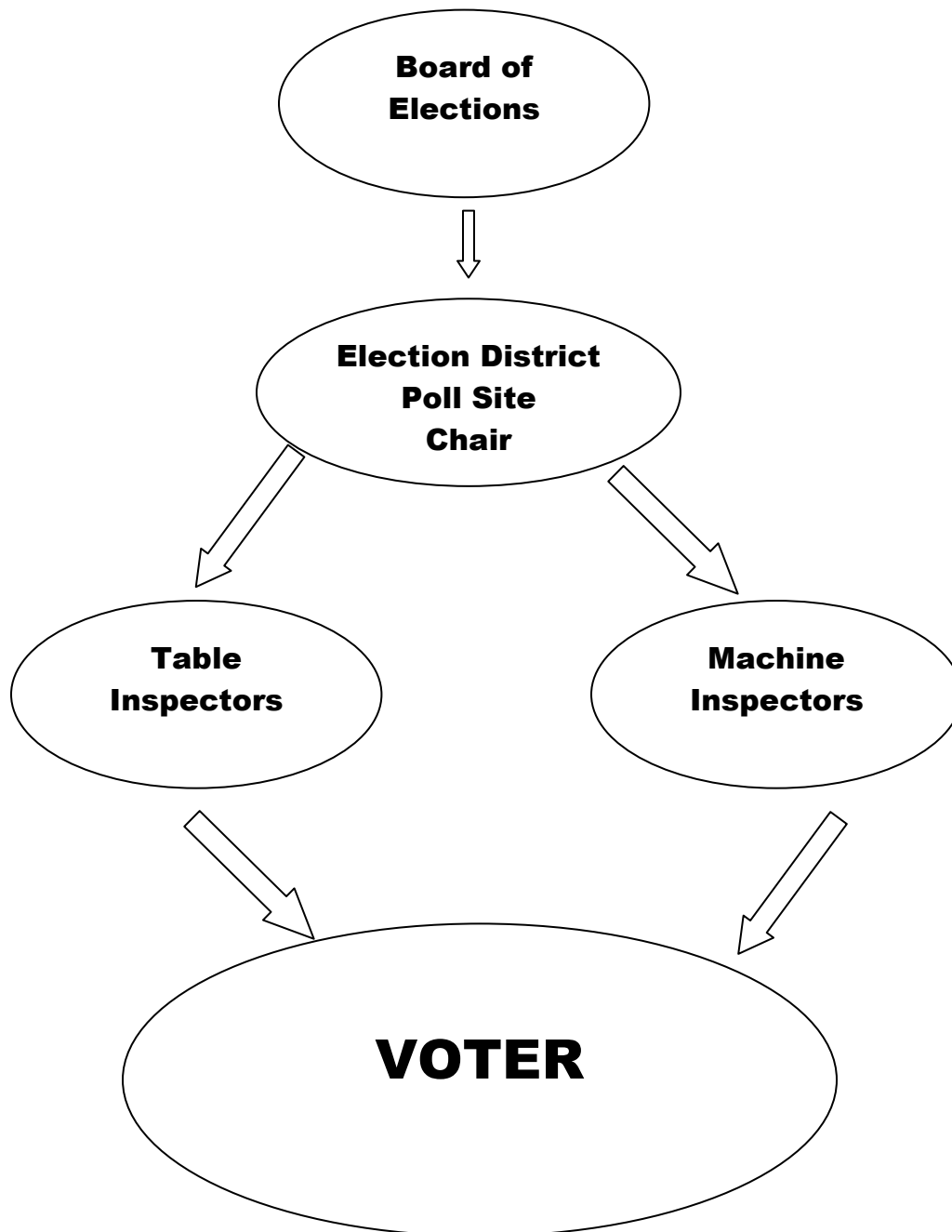
VOTER

Overview
****
This section will prepare you for the following:
- How to cast your own vote;
- Professionalism and Sensitivity Training;
- New York State Voter's Bill of Rights.

Poll Worker Voting, Professionalism – Sensitivity and Bill of Rights
****
Every Vote Counts, including Yours!

VOTING ABSENTEE FOR INSPECTORS
If you do not vote at the same poll site where you work, you must apply for an Election Inspector Special Absentee ballot. You may go directly to the Board of Elections and vote in person or one can be mailed to you within the two week period prior to the Election. This will ensure proper poll site coverage during the day.

Professionalism & Sensitivity
At all times we need to be professional and sensitive to the people around us on Election Day whether they are fellow Election Inspectors or Voters. We need to remember why we are there - to help the voter when needed.

Things to do!	Things Not to do!
* Assist voters	* Gossip
* Be aware of Special Needs	* Be Intrusive
* Make eye contact	* Touch the Voted Ballot
* Be Courteous	* No Sighs or Humphs
* Always be Bi-Partisan	* Cell Phone for Emergency Use Only
* SMILE	

Be Courteous

Smile

Listen

STOP

At no time will an Election Inspector Take the Ballot From the Voter and Insert the Ballot into the Machine DO NOT TOUCH THE BALLOT

NEW YORK STATE VOTER'S BILL OF RIGHTS

As a registered voter, you have the RIGHT TO:

VOTE: The right to vote includes voting for candidates and questions on the ballot and having sufficient time to vote.

HAVE YOUR VOTES COUNT: Vote on a voting system that is in working condition and that will allow votes to be accurately cast.

SECRECY IN VOTING: Secrecy in voting will be preserved for all elections.

FREEDOM IN VOTING: Cast your vote, free from coercion or intimidation by election officers or any other person.

PERMANENT REGISTRATION: Once registered to vote, you continue to remain qualified to vote from an address within your county or city.

ACCESSIBLE ELECTIONS: Non-discriminatory equal access to the election system for all voters, including the elderly, disabled, alternative language minorities, military and overseas citizens, as required by Federal and State laws.

ASSISTANCE IN VOTING: You may request assistance to vote because of blindness, disability, or inability to read or write.

INSTRUCTION IN VOTING: You can view a sample ballot in this polling place prior to voting, and before entering or approaching a privacy booth, scanner or ballot marking device, you may request help in how to mark and/or cast your ballot.

AFFIDAVIT VOTING: Whenever your name does not appear in the poll ledger or the voter registration or enrollment list, or you do not provide identification when required, you will be offered an affidavit ballot.

FIRST TIME VOTER? Instructions on how to vote are available on the sample ballot posted in this polling place. If you need additional help, prior to signing in, ask the inspectors working at the polling place.

CASTING A VOTE ON PAPER BALLOT Review your ballot to be sure you have cast your votes as you intended. Be sure to vote for the number of candidates permitted, for each office on your ballot. Casting more votes than the maximum number permitted in any contest (overvoting), will void your votes for that contest only. If you make a mistake on your ballot, return it to the inspectors and you will be given another. After you insert your ballot into the scanner, wait for the message which tells you your ballot was successfully scanned.

PROBLEMS? Federal and State Laws prohibit acts of fraud and misrepresentation with voting. When you encounter problems voting, contact your local County Board of elections or the State Board of Elections

To contact the CATTARAUGUS COUNTY BOARD OF ELECTIONS:
Call 938-2400, 2401, 2402 OR 2403
Or write us at 207 Rock City St., Suite 100
Little Valley, New York 14755

To contact the NEW YORK STATE BOARD OF ELECTIONS:
Call 1 - 518 - 474 - 6220
Or write to them, at 40 N. Pearl Street, Suite 5
Albany, New York 12207 – 2729

Identification of Terms Used
****

Glossary of Terms

Absentee Ballot   A ballot marked by a voter and either mailed and (post marked no later than the day before the election) or hand delivered no later than the day before the elections to the Board of Elections or may be dropped at any poll site in Cattaraugus County on the day of the election.

Affidavit Ballot   A ballot which once voted goes into an affidavit ballot envelope that must be accurately and completely filled out by the voter and the poll site chair. This ballot is then returned to the Board of Elections for research. IT IS NEVER COUNTED AT THE POLL SITE.

ATI   Audio Tactile Interface; this is the hand held unit used by ADA voters to make their vote selections

ATI Cable   Specific cable used to connect the ATI to the BMD, commonly found in yellow or blue. (Also known as the Ethernet cable.)

ATI Port   Located on the back of the BMD and is used to connect the ATI via a cable. (Also known as the Ethernet port.)

Ballot Scanner   Scans the paper ballot inserted by the voter.

Ballot Printer (BMD)   Ballot Marking Device; the device used for printing and duplexing a ballot in audio mode. It is located on top of the ballot box and contains the HP printer

Challenge   Calling into question the eligibility of a voter to vote.

Challenge Report   Form that inspectors and the Board of Elections completes to record all challenges.

Contrast   Green button on the back of the BMD section used to adjust contrast on the ballot while in audio session.

Emergency Ballot Box   Locked and separated portion of the ballot box (Used to deposit ballots in the event that a machine is temporarily unusable during an election).

HP Printer   The device responsible for printing a ballot, it is contained within the BMD.

I Button   This device is a small programmable module used to access election files and some diagnostic functions. It provides security to the machine and should be kept in a secure place at all times.

ICP   The device used for inserting and scanning ballots prior to the ballot box entry. It is located on the top of the ballot box; this device is also called the tabulator or scanner. The preferred term is ICP.
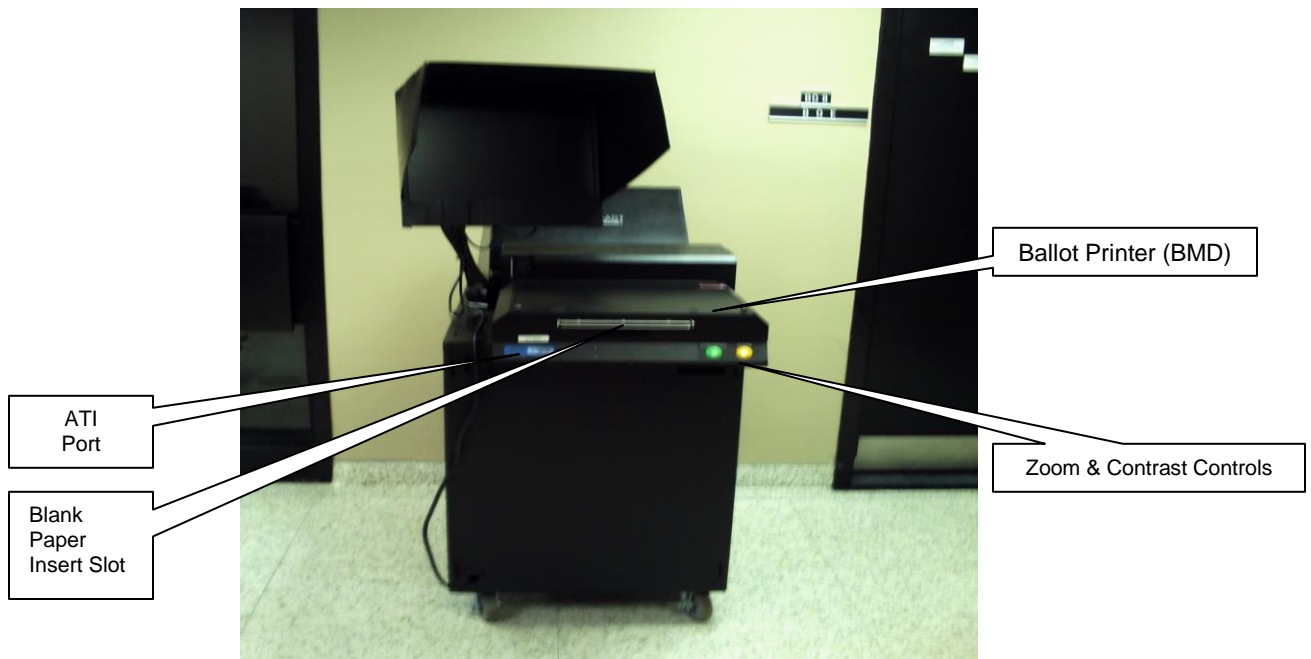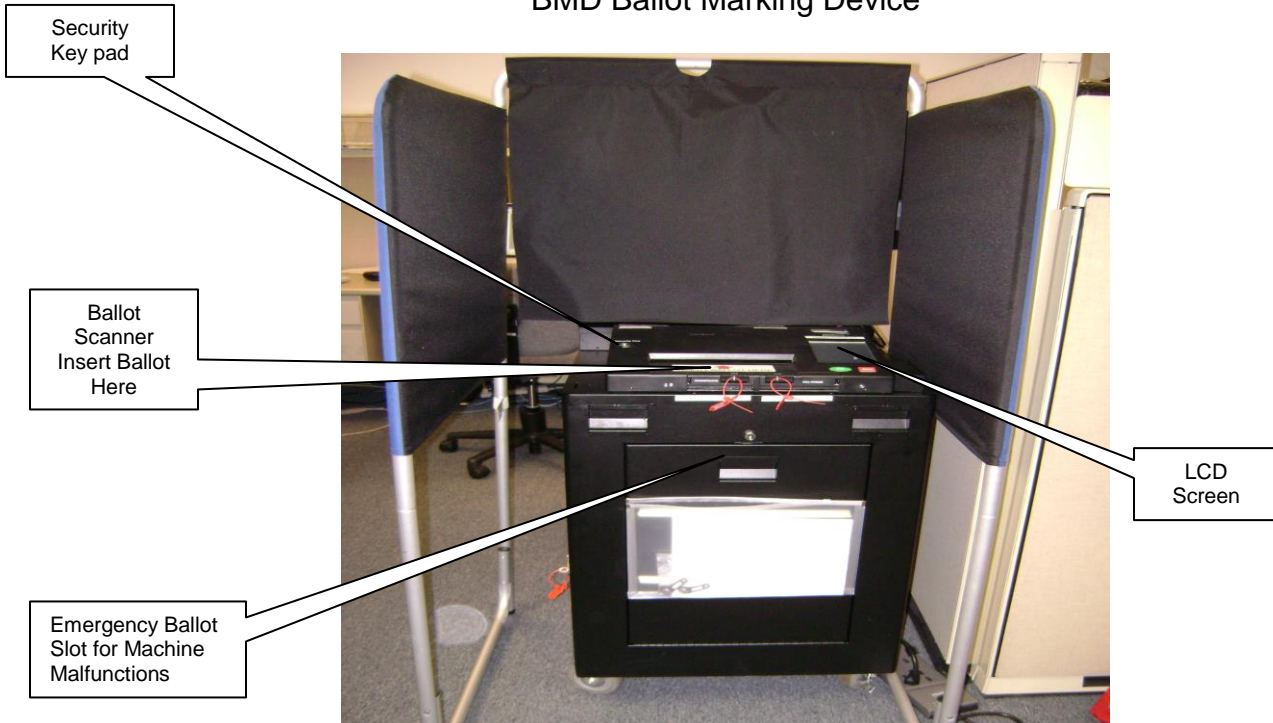
Indicator Lights	Indicator lights are located throughout the ImageCast unit. The BMD, HP printer, UPS and ICP all contain indicator lights. A chart is located on the side of the BMD just above the light panel.
LCD Screen	This device is the touch screen panel located on top of the ICP and is used to visually review ballots and to perform the diagnostic functions and access the menu. It is also called the touch screen.
Monitor	This device is the display monitor located above the entire unit and is attached to the monitor arm. The term is commonly misused to describe the LCD touch screen.
Notice to Voters	A statement given to voters who are voting on an affidavit ballot. The notice outlines the voter's legal options.
Poll Book	A computerized list of voters, containing digitized signatures and important registration information.
Polling Site	The physical location where voters go to cast their ballots during an election, also called an *election district site, poll site, or polling place*.
Pollwatcher	A person appointed by the Chairperson or the secretary of a political party to observe the Election Day procedures in a precinct. They have a certificate which must be collected and kept by the inspectors.
Scanner	The device used for inserting and scanning ballots prior to the ballot box Entry, this device is also preferably called the ICP.
Security Key	I button
Tabulator	Also know as ICP
Thermal Printer	This device is located within the top right portion of the ICP. It is used to Print election logs and diagnostic reports. It contains thermal printer paper.
UPS	Uninterruptible Power Supply. This device is the battery back up and controls the power supply to the ImageCast.
Write-in	A candidate in an election whose name does not appear on the ballot, but for whom voters may vote by writing in the person's name.
Zoom	Yellow button on the back of the BMD used to zoom in the ballot while in an audio session.

Introduction to the Optical Scan Paper Ballot Voting Machine

****

BMD Ballot Marking Device

Security Key pad

Ballot Scanner Insert Ballot Here

LCD Screen

Emergency Ballot Slot for Machine Malfunctions

Ballot Printer (BMD)

ATI Port

Zoom & Contrast Controls

Blank Paper Insert Slot

ADA Monitor with Privacy Cover

Ballot Scanner ICP

Ballot Printer BMD

Ballot box

Scanner Only
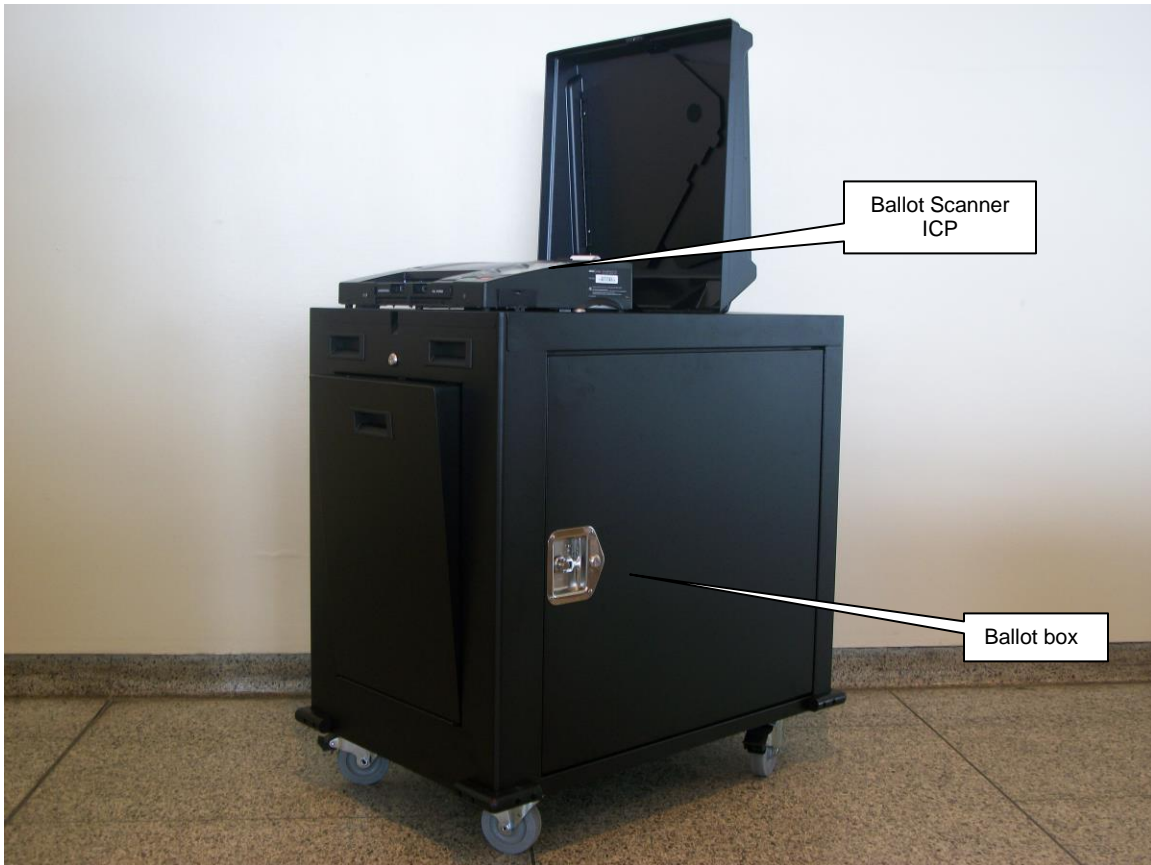
Ballot Scanner ICP

Ballot box

Overview
****

This section will provide you with the following:
- Election Inspector qualifications
- How to be certified

Inspector Qualifications
****

Election Inspectors work at the polling sites on Election Day, ensuring that elections are conducted in a fair and impartial manner. This lesson describes the qualifications needed to become a certified inspector.

Qualifications for Becoming an Inspector

- You must be a registered voter of either the Democratic or Republican Party.
- You must be a resident of the County you are working in.
- You cannot hold any elective public office in the district where you work.
- You cannot be a spouse, parent or child of a candidate who is running for office.
- You must be able to speak, read and write the English language.

Becoming Certified
- If you meet the criteria, you are eligible to become a certified Inspector. To become certified, you must attend an official training class conducted by your county Board of Elections and pass an examination. You must take an Oath of Office annually and sign a contract with the Board of Elections.

Overview
****

This section will:
- Identify people allowed at the polling site
- Define the role of a Poll Watcher
- Identify how many Poll Watchers are allowed
- Prepare you for opening the polls
- Prepare you for opening the machine

People Allowed in the Polling Site
****

Who is allowed in the Polling Site?

People allowed in the polling site before the polls open include:
- Inspectors
- News Media
- Pollwatchers
- Board of Elections Staff

Pollwatcher Certification
****

Becoming a Certified Pollwatcher:

A Pollwatcher is a person appointed by the Chairman, secretary or candidate of a political party to observe the Election Day procedures in an election district. They have a **certificate** which must be **collected** and **kept** by the inspectors and placed in Gold Nylon Bag for return to the Board of Elections.
Pollwatchers must be qualified voters in the county in which they serve.

Defining the Role of a Pollwatcher:
Each Pollwatcher must report to the Election District Chairman and identify themselves as such.

Pollwatcher Rules and Restrictions
- Pollwatchers **may not assist**, in any manner, in the conduct of the election or be part of any **electioneering** in your polling site.
- Pollwatchers are **not allowed** to handle any official documents or otherwise interfere with Inspector duties. This type of help is strictly prohibited.
- **Only one Pollwatcher** from each political party committee or independent body may be within the general election inspector table at one time.

How many Pollwatchers Allowed?
In a *primary election,* any candidate and any party committee may have a **maximum of three Pollwatchers at a polling site representing each candidate or party for an election district** at any time.

In a general election, any party committee or independent body with one or more candidates may have **up to three** Pollwatchers at a polling site for an election district.

Preparing for Opening Poll Site
****

Opening the Polls

When should Inspectors arrive?
All inspectors must arrive at the polling site at **least 60 minutes** before polls open.

When is the polling site ready to be open?
You may not open the polling site until at least one inspector from each political party has arrived.

What if the facilities are closed?
Call the Board of Elections at 938-2400, 2401, 2402 or 2403.

What if an Inspector is absent or calls in sick?
The inspectors will call the Board of Elections in Little Valley as soon as possible.

Opening the Poll Site
****

Inspectors must arrive at their poll place and be ready to work 1 hour before the polls open.

In order to open the polling site you must have a bi-partisan team of one Democratic and one Republican inspector present. If this is not the case, the Inspectors will call the Board of Elections immediately. Polls must be opened in a timely manner; if the poll site is still locked when you arrive, call the Board of Elections immediately.

When all workers have arrived at the polling site the Inspectors will assemble, vote for a Chairman, who will open the Brown Supply Suitcase and give BMD supplies located in the Caramel Nylon Bag to Machine Inspectors immediately.

Machine Inspectors
Receive from the Caramel Nylon Bag in the Brown Supply Suitcase:

Clear Plastic Banker's BAG A with supplies
Clear Plastic FLASH CARD BAG
BMD Manual
Clipboard

Duties will begin for the following:

Machine Inspectors	Table Inspectors
Receive Supplies in Caramel bag from Chairman	Organize Supplies
Open Ballot Box Door	Set up tables
Give Blue Ballot Bag supplies & Privacy Ballot	Distance Markers
Folders to Table Inspectors with Ballot	Reconcile ballots with Ballot
Reconciliation Sheet & Colored Index Cards	Reconciliation Sheet
with Ballot ID #s & ADA Requirement Sheet	Put out Signs
Inventory Supplies Check-off List	ADA Booth
Prepare machine for voting	Privacy Booths
	ADA Supplies cones, signs, etc.

WE CAN NOT OVER-EMPHASIZE THE IMPORTANCE OF THIS MEETING, ALL INSPECTORS NEED TO KNOW THEIR RESPONSIBILITIES AND WORKING AS A TEAM IS IMPERATIVE.
       THE CHAIRMAN NEEDS TO BE A SUCCESSFUL MANAGER!

➢ **RULE # 1: DELEGATE**

➢ **RULE #2: COOPERATE**

➢ **RULE #3: FOLLOW UP ON ALL ACCOUNTABILITY**

CHECKING BROWN SUPPLY SUITCASE AND BANKER'S BAG A

Review the Morning Supply Checklist. If something is missing notify your Chairman and he/she will take steps to locate the missing items.

Election Supply List and Setup

Voting Machine Setup

A team of two Election Inspectors, one Democrat and one Republican, will startup each voting machine.

This same team(s) will also do the closing down of that machine(s).

Machine Inspectors
Receive from the Caramel Nylon Bag in the Brown Supply Suitcase:

Clear Plastic Banker's BAG A with supplies
Clear Plastic FLASH CARD BAG
BMD Manual with Brown Supply Suitcase
  Drop-off Location sticker in inside cover
Clipboard

BAG A

BMD Statement of Canvass
Ballot Reconciliation Sheet(s) - (color-coded
        if Primary)   *Give to Table Inspectors.*
BMD machine key
Seals: paper-on machine, red plastic – blue
        bag and flash card bag, and white
        plastic – Seal #1 (at close)
Side-cutters
Ballot ID# (on colored index card) - *Give to*
        Table Inspectors. (Primary only)
Cable tie (black - for use on BMD cover at
        closing)
Scotch Tape
Pens – both ink and Ballot Marking

Machine Inspectors Receive from Machine

Inventory Supplies Check-off List (in pocket on machine cover)
Blue Ballot Bag (in Ballot Box)
Ballots – printed and blank BMD Paper (in Blue Ballot Bag) & Privacy Ballot Folders – give to Table Inspectors
Clear Plastic Banker's BAG B (in BMD)
ADA Supplies as listed on Inventory Supplies Check-off List

BAG B

2 Ibuttons on lanyards with wrist straps

Voting Table Setup

A team of two Election Inspectors, one Democrat and one Republican who are not assigned to the machine, will setup each election district table.

This same team(s) will also do the closing down of that table(s).

Table Inspectors
Receive from the Brown Supply Suitcase

Morning Supply Checklist
Phone Instructions for calling the BOE
Suppliesfrom Supply Flap
Blank Vouchers for all inspectors
25 Affidavit Envelopes   → *Give to Machine*
25 Affidavit Ballots   ↗   *Inspectors*
20 Registration forms
5 Absentee Applications
Magnifying Sheets
Computerized Poll book(s)
Color-coded nylon bags
Yellow Folder with day's paperwork
Supply Return Instructions
Copy of State & Local Propositions, if any

        (FOR POSTING)
2 100-ft. markers
2 Sample Ballots
Voter Bill of Rights
How to Vote Poster

OTHER SITE SIGNAGE MAY HAVE BEEN DROPPED OFF FOR PLACEMENT OUTSIDE TO GUIDE VOTERS

Table Inspectors
Receive from Machine Inspectors
20 folders for ballot privacy sleeves
Ballot Reconciliation Sheet(s) - (color-coded if Primary) and ballot ID # cards- from BAG A
ADA requirements and Blue Ballot Bag with ballots

<<<<<<<ALL BALLOTS must be accounted for before and after polls close on Ballot Reconciliation Sheet>>>>>>>>>>>>

Ballots – printed and Blank BMD Paper

Inventory Supplies Check-Off List

Election:		Machine #:		Town/City:			
Date:				Ward & District:		/	
Site:				Inspectors:		/	

Items	Voting Machine Technicians				Inspectors/Poll Workers			
	Delivery		Returned		AM		PM	
	Amount	Initials	Amount	Initials	Amount	Initials	Amount	Initials
In Ziplock Bag in Machine								
ATI & Cable								
Headphones & Covers								
Sip & Puff & Rocker Paddles								
Gloves & Hand Sanitizer								
Duct Tape								
Blue Tape								
Loose in Machine								
2 I Buttons – in clear banker bag								
2 Lanyards– in clear banker bag								
2 Wrist Coils–clear banker bag								
Booth Lights								
Privacy Panel for Voter Screen								
Extension Cord on Reel								
Outside of Machine								
Cones								
Handicap Parking Signs								
Door Bell								
Vote Here Sign (White Plastic Sandwich Board)								
Privacy Booth (Yellow Metal)								
ADA Privacy Booth (Black Plastic Case)								
Privacy Screen (Blue Canvas)								

PLACED USED SEALS ON THE BACK

Return this form at close of polls in pocket of machine cover on BMD**

Cattaraugus County Board of Elections   Created 3/5/2012

Preparing the Image Cast BMD Machine

1. Get Caramel Nylon Bag from Brown Supply Suitcase. It has BMD Statement of Canvass, Ballot Reconciliation Sheet(s), BMD machine key, seals, side cutters, Ballot ID cards, cable tie, scotch tape, pens and lanyards.

2. Check that BMD machine key (from clear plastic banker's BAG A) matches handwritten number on bottom of machine.

3. Remove Inventory Supplies Check-off List and ADA Requirement Sheet from pocket of machine cover and give Inventory Supplies Check-off List with clipboard to reader.

4. Remove the black protective cover by cutting black cable tie that is holding the strap on the bottom side of the machine with side-cutters (from BAG A). Set aside cover.

5. Remove the white Styrofoam cover from the BMD printer by pulling off the machine. Store the Styrofoam cover away for the day. Fold the cover you just set aside and store away for the day in the Styrofoam protective cover.

6. Roll the machine to where it will be used and lock the wheels by pressing down firmly on each of the four wheel locks with the ball of your foot. They will be marked (painted) red. Leave enough room to get behind back of machine.

7. Raise the audio session monitor. Adjust the monitor to position the display for the comfort of the voter.

8. Remove the white Styrofoam cover that was protecting the display screen. Store away.

9. Remove Seal #2 and stick on **back** of the Inventory Supplies Check-off List. Verify Seal #2 on BMD Statement of Canvass. (Found in Bag A)

10. Unlock the ballot box door. Turn the key vertically, pull the handle and rotate to open the door. Remove Blue Ballot Bag, Privacy Ballot Folders and all supplies. Do not close and lock the ballot box door yet. Give Privacy Ballot Folders to Table Inspectors.

11. Break Seal on Blue Ballot Bag. Tape seal on **back** of Inventory Supplies Check-off List, verify and record Seal number on BMD Statement of Canvass. Open Blue Ballot Bag and give bag to Table Inspectors with Ballot Reconciliation Sheet, Ballot ID# Cards from BAG A and ADA requirements (from BMD Machine cover pocket).

*** **11B.** - BE SURE TO CHECK OFF SUPPLIES ON INVENTORY SUPPLIES CHECK-OFF LIST

(See Page 18 of this Training Manual)

12. Plug electrical cord on reel into closest power outlet and extend cord to machine. Lift up power cord from the storage clip (if facing front of machine, on upper right side behind the swivel arm), and plug into extension cord. Be sure that cords do not present a tripping hazard by securing cord with duct tape.

13. Turn the machines power on by pressing the round Power button located on the Universal Power Source, UPS Box located in the lower right corner inside the ballot box. ***Do not press top button.***

Power

IF AFTER YOU HAVE POWERED ON THE MACHINE, YOU HEAR A SERIES OF FOUR (4) BEEPS, THE MACHINE IS RUNNING ON BATTERY BACK UP. THE SURGE PROTECTOR IS NOT WORKING OR THE OUTLET HAS NO POWER. CHECK PLUG OR FIND A NEW POWER SOURCE.

14. The LCD screen will light up to show power up activity, within seconds the operator screen on the LCD displays a message indicating that the unit is starting up.
Do not touch screen at this time!
> The ImageCast performs a series of internal checks to verify the following:
> * No ballots have been deposited
> * To confirm that unit is in proper working order
> * To confirm election firmware is loaded.

ImageCast Status Lights

There are status lights on the left side of the ballot box. These lights give a visual indication of the status of the ImageCast unit.

Solid Red	Unit is starting up or is not operational.
♻ Flashing Green	Unit is ready for use by the next voter.
Alternating Green and Amber	Voter is navigating/marking their ballot.
♻ Flashing Amber	Voter's ballot is being printed. No other votes can be cast while light is flashing/ballot is printing.
Solid Amber	Voter has inserted their ballot and is reviewing it.
Alternating Amber and Red	Unit has an error and is not functioning.
Alternating Red, Amber and Green	Voter has pressed the Help button and is receiving Help instructions on the unit. *Note:* The Inspectors will have to monitor this during an Audio session.

During this internal check, the machine displays a solid red light (status lights on the left side of the ballot box).

15. Remove two iButtons from BAG B.

16.   An audible beeping tone begins sounding to prompt the Inspector to contact the security key (iButton) to the security pad in order to verify the election files.

Hold your iButton against the metal pad labeled Security Key.

16B
Screen prompts you to enter password.

1, 2, 3, 4, 5, 6, 7, 8

Press "**ENTER**"
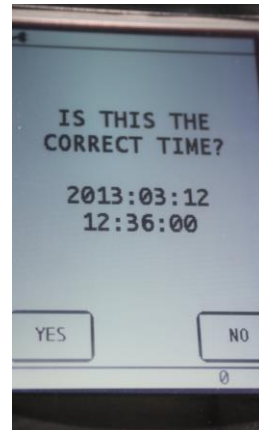
16C
Screen prompts you to answer.

Always answer YES!

The operator screen on the LCD displays the following message – **"Key accepted**, **validating election files, please wait".** The module Checklist function will begin. This function will check the following for functionality:

| Display | Scanner | Printer | Security | Election |

If any of these items fail, restart the machine by placing iButton on Security Key pad until accepted. If the problem persists, notify the Board of Elections.
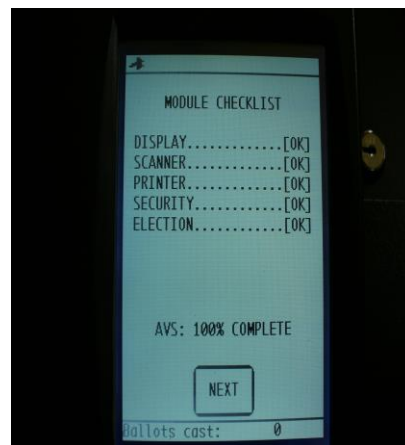
17. **DO NOT PUSH NEXT – WAIT UNTIL 100%, THEN PROCEED.**

The Administrative menu is displayed on the Operator screen. Note: it will take approximately 2 minutes for the status light to change to Flashing Green (status lights on the left side of the ballot box).

Do not touch the LCD Administrator screen while the red status light is on, on the side of the machine. **Do not touch the** ~~NEXT~~ **PROMPT** when it appears on the screen

Polls Open Report   **BMD STATEMENT OF CANVASS**   **Polls Close Report**

Delivery

Election Date_____

Custodian Signature   /   date   Return

Custodian Signature   /   date

County   **CATTARAUGUS**   Custodian Signature   /   date

Polling Place

Custodian Signature   /   date

Voting Machine ID:

Tab ID:

Seal/Tag Location	County Board Installed Seal/Tag Number	Opening Seal/Tag Number	Inspector-Installed Daytime Replacement Seal/Tag Number		Poll Closed Seal/Tag Number	Custodian Verified Closing Seal/Tag Number
# 1 Administrative Seal (DO NOT REMOVE)				ADM #1		
#1 Pollworker Seal				PW #1		
#2 Ballot Box			#2	#2		
#3 Optical Scanner			#2	#3		
#4 CF Printer Door			#2	#4		
Opening seal - blue bag			#2	Blue Bag		
			#2	Flash Card Bag		
			#2			
A Emergency Ballot Door			A / A	A		

Inspector Signature - at least two (2) - one from each party   Inspector Initial - at least two (2) - one from each party   Inspector Signature - at least two (2) - one from each party

Signature   Signature

Signature   Signature

*White copy (original) to Board of Elections in Bag A * Yellow copy (carbon) in BMD cover pocket*

SEE APPENDIX PAGE 68

18. Verify Seal #s 1-4, as well as the Opening seal on the blue bag and Emergency ballot door seal, on BMD Statement of Canvass (from BAG A) by recording all seal numbers. Verify the numbers agree. If the numbers do not match those on the documents provided, call the Board of Elections immediately. (See photos on pages 24-25)
Never remove Seal #1(Administrative or Pollworker) IN THE MORNING – the hard RED plastic seal on the front of the tabulator.

19. Attach the privacy cardboard cover to Audio Session Monitor

Seal #3
Optical
Scanner
Door

ballot review entry slot

Seal #1
(PW & ADM.)

lockable access to auxiliary compartment

ballot display screen on repositionable arm

Seal #4
BMD
Printer

Seal #2
Ballot
Box

ballot printer

ATI connection port

Status indicator lights

Blank paper insert slot

access to ballot compartment

zoom and contrast adjustment controls
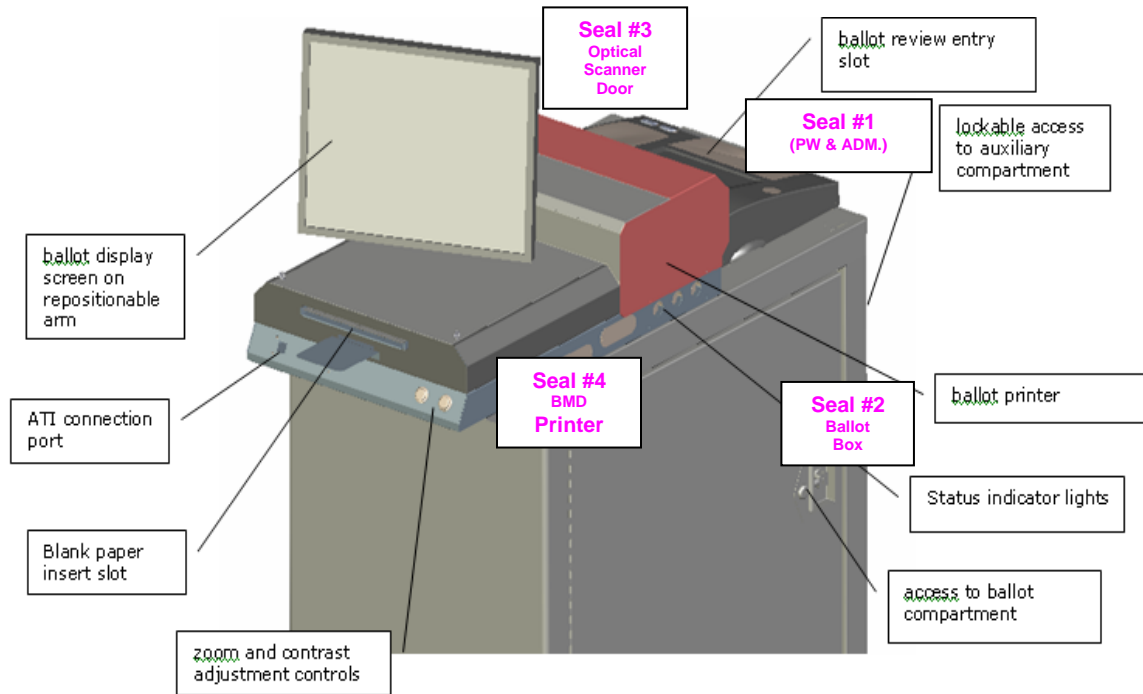
BMD MACHINE

SCANNER MACHINE

24

Administrator Card Seal #1 NEVER Remove

Poll Worker Card Seal #1 Remove only at END OF DAY
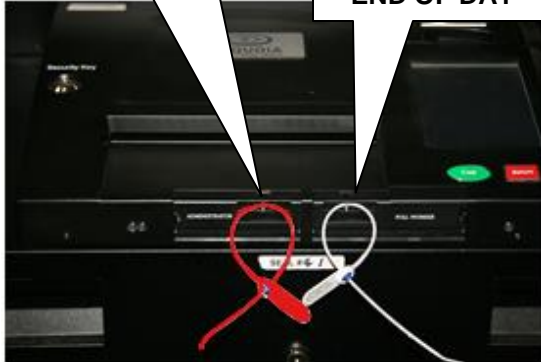
Ballot Box Seal #2
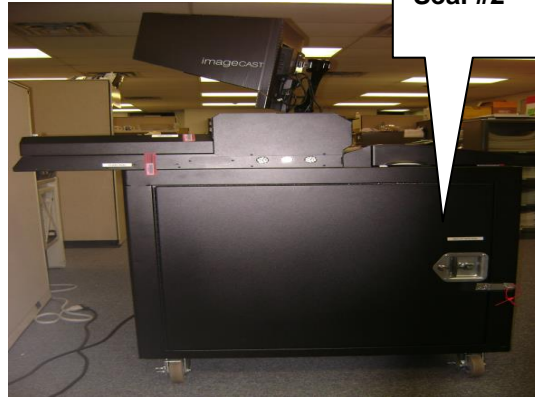
Optical Scanner Door Seal #3

BMD Printer Seal #4
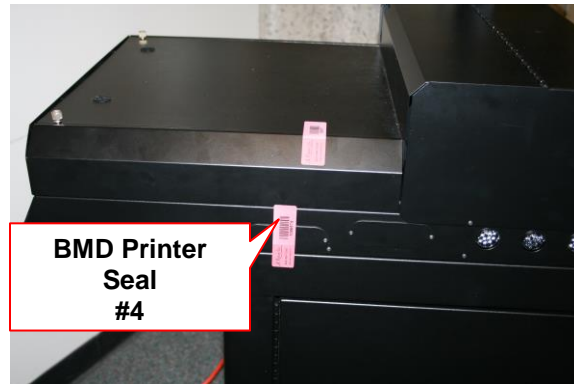
Only Remove the Poll Worker Card Seal #1 after you shut down the machine at the end of the day!

20. Verify there are no voted ballots in the ballot box.

21. After making sure that ballot box is empty, close ballot box door by rotating the handle and pushing the handle down. Lock the door. Reseal just above Seal #2 label with red paper security tag (from BAG A) and record number on BMD Statement of Canvass.

22. Open the Emergency Slot door and make sure slot is empty of any ballots or supplies. Place red security seal across opening and record seal number - now and each time emergency slot door is closed.

23. Return the BMD machine key and Inventory Supplies Check-off List to BAG A. Keep in secure location available to you during polling hours.

Opening the Polls
****

1. From the Administrator menu on the LCD, open polls by selecting **Open Poll**

Touch to Open Poll
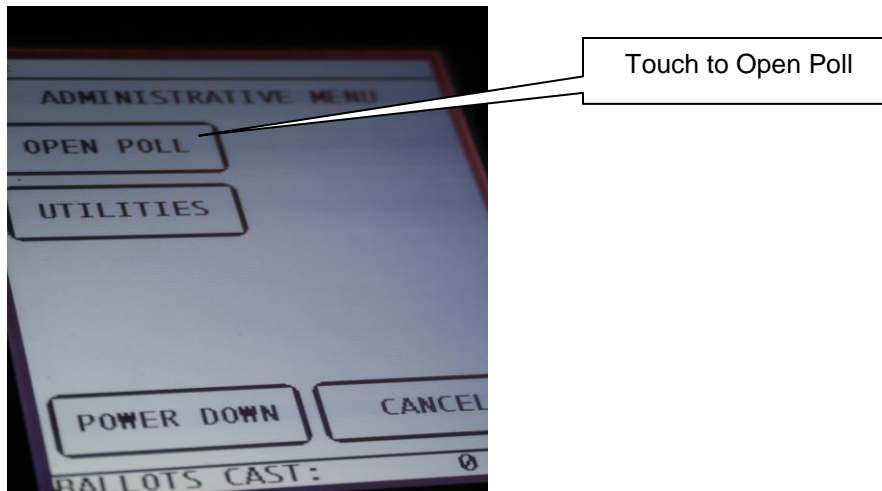
The ImageCast operator screen informs you that the results are zero; no ballots have been deposited into the scanner yet and ask if you would like to print a Zero report.

Touch to print Zero Report
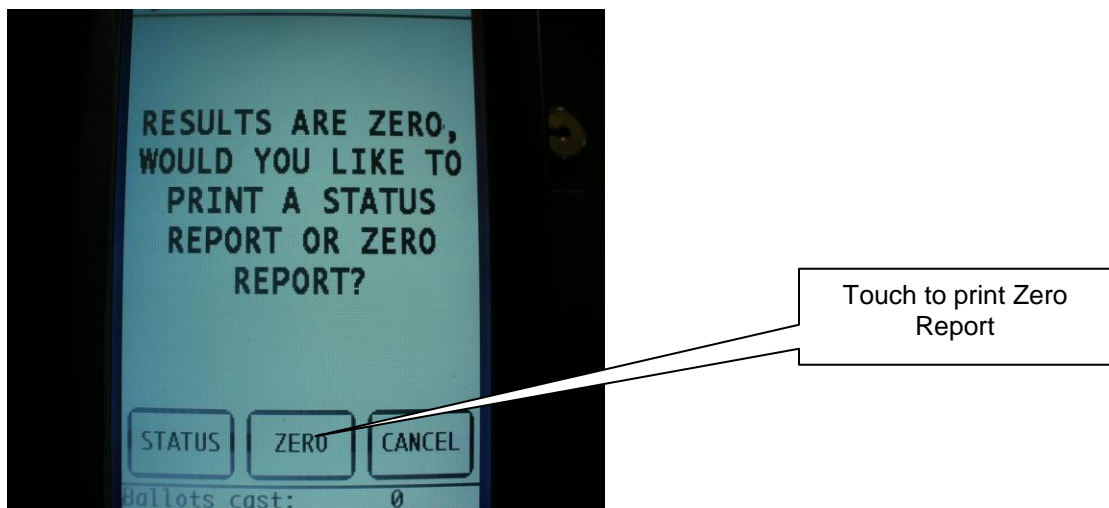
2. Press the **Zero** button on the screen.

The Zero report SHOULD contain zero counts for every candidate on the ballot and is used to confirm that no votes have been cast on the ImageCast.

The LCD Operator panel message reads **Printing Zero Report.** A single tape prints. Examine it and determine if you can read it. After a few moments, the unit asks if you would like to print additional tapes. Press **No** on the operator screen if you could read the first tape.

3. Examine Zero Report Tape:

- On the heading at the top of the tape, verify that the tape displays the correct **Voting Location name and Election District number** for your location. If any of this information is incorrect notify the Board of Elections immediately.

- Verify that the **Unit Serial Number** on the tape matches the ICP serial number located on the right side of the scanner (when facing scanner).

- Verify that the tape shows **Total Scanned as Zero and Total Voters as Zero,** meaning that no ballots have been deposited into the ImageCast. **If there are any numbers other than Zero, notify the Board of Elections immediately.**

- **Can you read the Protective Counter Number found above certification at end of tape?**

4. After two inspectors sign the Zero Report; it should be neatly folded and stored in the Flash Card Bag.

5. Place blue privacy screen over scanner and place blue tape from ziplock bag from BMD machine six (6) feet from voting station to ensure voter privacy.

Cattaraugus County

Poll Site Name

Election District

Total Scanned

Unit Serial Number

Protective Counter

Inspectors Sign here – only need 2 signatures.

6. On the Operator Screen, confirm that the number of ballots cast located at the bottom of the LCD screen shows **Zero**. If a number other than Zero is displayed, notify the Board of Elections **IMMEDIATELY.**

Note: During the day, the number of ballots cast through the ImageCast scanner will be displayed at the bottom of the Operator Screen on the LCD.

Ballots Cast
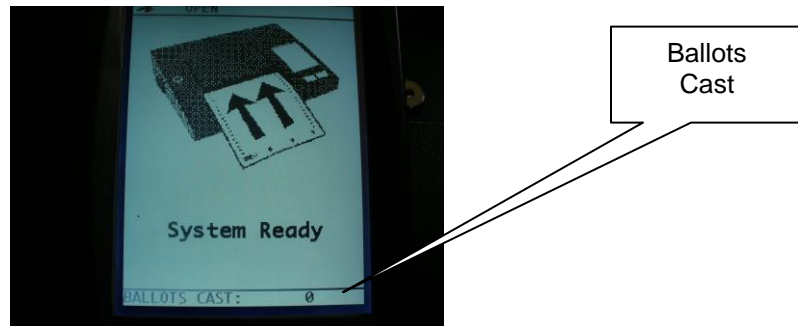
7. The security key (ibutton) should be held onto by the Inspector (lanyard around their neck). The extra security key (ibutton) should be given to an election inspector of the opposite party.

Your ImageCast Voting machine is now ready for Election Day, The LCD Screen should read: "System Ready".

29
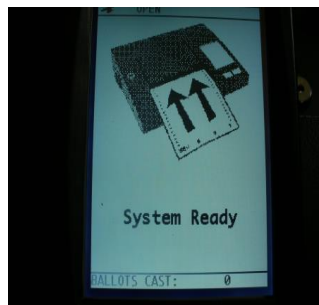
Ballot Reconciliation Sheet

Verify Information on form:

- Town /District
- Printed Ballots - # Issued & Serial #s
- Blank BMD Ballots - # Issued

Check "agree" where appropriate and one Inspector from each party must sign. If there is no match or the numbers do not agree, notify the Board of Elections immediately.

Ballot Reconciliation Sheet

Inspectors must:
1. Open Ballot Packets in Sequential ballot order.
2. Open only one packet of ballots at a time and record on the other side.
3. Return all unused ballot packets at the end of the day.

GENERAL ELECTION   ____/____/_____

_____Party Ballot

Town/District:

Before the Polls Are Opened

Start of Day	Number of Ballots Issued	Serial #s (from/to)
Pre-printed Ballots *(BLUE Wheeled Ballot Bag)*	**	/
Blank BMD Ballots *(ORANGE Nylon Bag)*		

Signature of Inspectors – Start of Day

_____   _____

Democratic Inspector   Republican Inspector   Inspectors agree? ____Yes_____No

After the Polls Are Closed

End of Day		Number of Ballots
Voted on BMD (from BMD tape)		
Unused Preprinted Ballots – Opened Package	*Serial #s (from/to)* /	+
Unused Preprinted Ballots – Unopened Packages	*Serial #s (from/to)* /	+
Spoiled Ballots *(RED Nylon Bag)*		+
Abandoned Ballots *(BLACK Nylon Bag)*		+
Non-scanned Ballots *(GREEN Nylon Bag)*		+
TOTAL BALLOTS - END OF DAY (**Should Equal Number of Pre-printed Ballots Issued at Start of Day)		=

End of Day Blank BMD Ballots	#Voted	#Spoiled	#Abandoned	#Non-Scanned	Total Used	#Not Used *(# Issued minus Total Used)*
		+	+	+	=	

Were there write-in votes on the BMD? ____Yes____No

Signature of Inspectors – End of Day

_____   _____

Democratic Inspector   Republican Inspector   Inspectors Agree? ____Yes_____No

If inspectors' confirmation of the ballot inventory does not match, contact the Board of Elections immediately.

RETURN THIS FORM IN CLEAR PLASTIC BANKER'S BAG A.

SEE APPENDIX PAGE 69

Ballots
Keep only one (1) Ballot Style (Code) package open at a time on your table. When you have used all the ballots in the booklet, set the empty ballot stub in your supply suitcase for temporary storage and open the next sequential ballot book package. Make sure you keep the booklets in sequential order.

9. Hang all signs:

- Sample Ballot
- Handicap parking
- All directional signs

The 100 foot distance markers (cones with signs) are placed 100 feet from the door of your polling place. This distance should be as close as possible. The 100 foot distance markers mark the spot from where no more electioneering can take place.

10. Make sure the sample ballot is posted in a place that is handicap accessible. The sample ballot should be no higher than 48 inches from the ground. When setting up the room, make sure there is a definite flow from the greeter to the poll inspector who is managing the book. This shape should represent that of a "U".

Overview
****
This section will cover the following:
- Verifying voter qualifications
- Voter sign In
- Voter Identification
- Address and Information Change
- Emergency procedures

Verify Voter Qualifications and Sign in Procedure
****

Every voter's qualifications must be verified. Two Inspectors, one from each political party, should
supervise the verification for each voter's registration at the polling site.

1. Greet the voter.

2. Ask for the voter's name and **RESIDENCE.**

3. Distinctly repeat the person's name and address.

4. Find the voter's registration record in your printed poll book. The poll book is a computerized
list of voters, containing the digitized signatures and important registration information.

*Primary Only – make sure that the voter is enrolled in the political party that has a primary
election.*

> # If name appears in poll book and all information is correct proceed to step 5 on page 34.

Verify Identification
****

Most voters at your polling place will not need to show identification on Election Day because it
has already been completed. These voters can sign in and proceed to voting.

What if Identification Is Required?

If the poll book indicates **ID Required**, the voter must produce a physical form of ID before being
allowed to vote. If ID is required it will show in the poll book.

SEE APPENDIX PAGE 74

An acceptable form of Identification would be something with a valid photo and the voters name
such as:

- Passport
- Driver's License
- Student ID Card
- Pistol; or firearm permit
- Hunting/Fishing license
- Seneca Nation enrollment card
- Military Identification
- Government Identification

The following forms of identification showing the name and address can be used as long as they are current:

- Utility Bill
- Bank Statement
- Government Check
- Paycheck
- Government Document

If a voter has to show you ID, you look at the ID they give you, and if it matches the information from the Election office, THE VOTER IS GIVEN A BALLOT TO VOTE. You make a note that they showed you ID, but we don't need any numbers or info recorded.

What if the Voter Does Not Have Identification?

If **ID Required** is listed by the voter's name in the poll book, and the voter can not produce an acceptable form of ID, then the voter may not sign the poll book.

Provide the voter with the Notice to Voters Statement and follow instructions listed as Processing a Ballot, for processing an affidavit ballot.

What if the Voters Name Does Not Appear in the Poll Book?

When a voter's name does not appear in the poll book, you will need to determine if the voter is at the correct polling site for his or her address. Or, if your polling site is shared with another district, if the voter is at the correct sign-in table. If at a shared site, check listing provided to site Greeter. If at a sole site or the voter's name is not found, call the Board of Elections.

Voter Addresses and Information Change
****
What if the Voter Has an Address Change?

If the voter's name is in your poll book, but at a different address that is still within your election district, the person may still vote on the voting machine but needs to complete a voter registration form. If the voter's **new** address is in your district, and their name is not in the Poll Book provide the voter with a Notice to Voters statement, and then follow instructions for processing an affidavit ballot on page 41.

What if the Voter Has a Name Change?

If a voter has changed their name, **BUT HAS NOT MOVED**, they **DO NOT** need to update their registration with the Board of Elections before being allowed to vote on the machine, but must complete a new voter registration so that the Board of Elections can scan their new signature and update their voter record.

They will sign their old name above their pre-printed signature, and then sign their new name in the signature box.

SEE APPENDIX PAGE 74

IMPORTANT: **Also record on Election Day Report on reverse side.**

Verifying Voter Qualifications and Sign In Procedures
****

5. After you have verified the address, you **TURN THE BOOK** to the voter and have them sign their name. If a voter is unable to sign, NO ONE can sign for them (not even a Power of Attorney). The voter can mark an **X** if they can. This is acceptable. If someone is unable to sign or make an **X** for themselves, **you**, the inspector will write **UNABLE TO SIGN** in the box where the voter would sign.

6. After the voter has signed, <u>you tear off the next ballot</u> in your ballot booklet and give it to the voter so he/she may cast their vote. Hand them the ballot with the proposition side up, inside the privacy folder. Remember that only one (1) ballot booklet can be open on the table at a time.
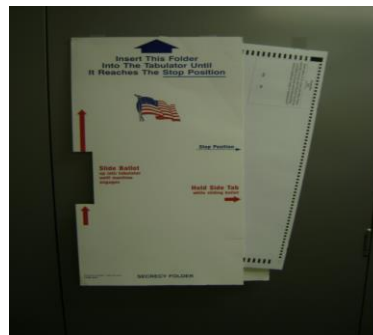
Polling Site Ready for Voters
****

1. After the voter signs in, initial _____ and record the ballot number onto the STUB _____ in the Poll Book. The voter then proceeds to the Privacy Area to record their vote.

2. Poll Inspectors will be close by **"AVAILABLE TO ASSIST IF NEEDED,"** but not so close as to be intrusive or invade the voter's privacy. The inspector will direct traffic to the next available booth or voting machine.

Election Inspector in background to assist if needed.

Note: The Election Inspector standing at a distance behind the machine ready to assist if needed and next voter in line standing behind blue tape.

3. If the voter requests assistance because they have made a mistake on the ballot:
   - **Instruct the voter** to fold the ballot in half with proposition side out.
   - Write spoiled on the back of the ballot, Proposition Side.
   - Walk the voter to the registration table.
   - **Instruct the voter** to place the ballot in the **RED Nylon Spoiled Ballot Bag**.
   - Issue a new ballot, record the new number and strike the original number marking with an **"S"** adjacent to the original **STUB** number in the Poll Book. One inspector from each party initial the poll book.
   - Walk the voter back to the privacy area.
   - After the voter has filled out the new ballot, they will proceed to the voting machine to cast their ballot.

STOP
DO NOT TAKE THE
BALLOT
FROM THE VOTER
AND INSERT
THE BALLOT INTO
THE MACHINE

4. The voter inserts the ballot into the scanner (ICP) and the ImageCast will read the ballot. It will give the voter a warning on the LCD screen if the voter over voted in any of the categories. In the event of an **OVERVOTE**:
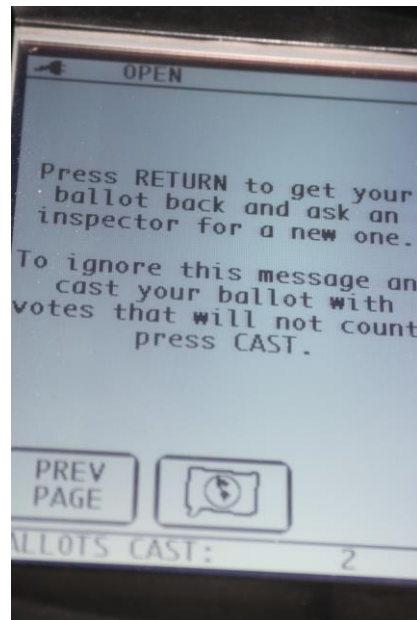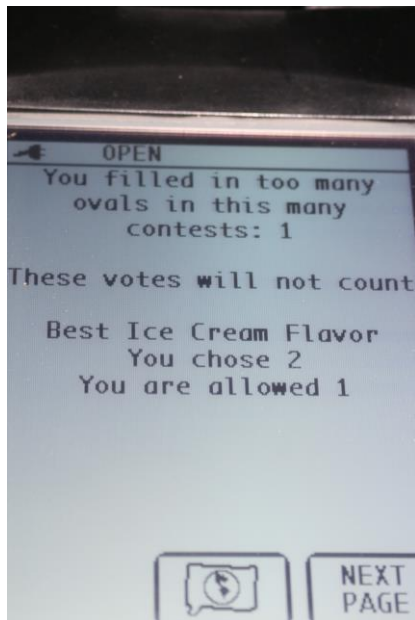
- If the voter wishes to cast the vote as is - touch the green **CAST** button.
- The next message is displayed ensuring the voter wants to ignore the overvote and cast the ballot appears.
- Press **CAST** again.
- If the voter wishes to return the ballot for corrections - touch the red RETURN button.
- If neither button is pushed, the ballot will return.

If the voter wishes to make changes due to an over vote or ambiguous marks they will need to fill out a new ballot. Follow instruction # 3 on page 35.

5. If the voter leaves the voting machine without pressing the CAST button to cast their vote, a bi-partisan team will then proceed to the machine and press it for the voter.

Abandoned Ballots
If un-scanned ballots are left in the **yellow privacy voting booth or someplace other than the ImageCast voting machine,** a bi-partisan team of two inspectors will retrieve it, fold it in half and in large letters write **ABANDONED**, and place it in the **ABANDONED** Black nylon Bag.

Emergency Procedures
****
Safety is the first priority for both you and the voters. Here, we discuss the process to follow in case an emergency interrupts voting on Election Day. Most importantly, remember to stay calm and keep the voters calm, and then follow appropriate steps.

Handling an Emergency
Upon arrival make sure all Election Inspectors are familiar with the building evacuation procedures. Be aware of all exits and escape routes.

Following are proper steps to follow when handling an emergency:

1. Chairman will call Board of Elections immediately.
2. Contact necessary emergency services and building personnel.
3. If possible, move the voting systems, signage, and supplies to another room on the premises or to a nearby site to permit voting to continue, do not be a part of the hazard with your equipment.
4. If you cannot relocate, move all materials and other supplies to a safe location.
5. If you must vacate, be sure all Inspectors and voters leave the premises, do a head count of inspectors once in a safe area.

Securing the polling Site:
If the emergency is such that the only alternative is to leave immediately:
1. Try to take the poll book, ballots and machine keys with you.
2. Exit the poll site calmly and promptly.
3. Once you are safe, your Chairman will notify the Board of Elections.

Problems with the Voting Unit

- Notify the Board of Elections.
- They will offer suggestions for remedying the situation and/or send a technician.

Overview
****

As an Election Inspector processing ballots and assisting voters, you should handle all ballots with secrecy and safeguards to prevent tampering and violating the voter's right to privacy. This section describes the types of ballots and the process for handling ballots at the polling sites as well as assisting voters when asked.

This section will cover the following:

- Types of Ballots
  - Affidavit, absentee, un-scanned, spoiled, write-in, abandoned
- Notice to Voters
- Processing Affidavit
- Processing Un-scanned
- Absentee Voters
- Write-Ins
- Assisting Voters
- Court Orders/Pollwatcher Certificates
- Spoiled Ballots
- Primary Elections
- Challenges

Types of Ballots
****

As an Election Inspector, you will have to process several kinds of paper ballots as well as our standard ballot. All ballots must be handled with the same secrecy, privacy and safeguards from tampering and privacy whether they are scanned or not.

Affidavit Ballot

An **Affidavit Ballot** is a special paper ballot which, once voted, goes into a special envelope that must be accurately and completely filled out by the voter and returned to the Board of Elections for research.

Affidavits are used by any voter whose poll record is missing and THEY ARE NEVER COUNTED AT THE POLLING SITE. If any are received, place in Gold Nylon Bag for return to the Board of Elections in Brown Supply Suitcase.

Absentee Ballot

A qualified voter may vote by **Absentee Ballot** in a general, primary, or special election for any of the following reasons:

- Absent from County, confined by illness or disability, in prison for a non-felony conviction, an Election Inspector working out of district or a care provider who is not able to leave his/her residence.

If any are received, place in Gold Nylon Bag for return to Board of Elections in Brown Supply Suitcase.

Court Orders/Pollwatcher Certificates

A Court Order is a special paper which is presented by the voter to the Inspectors. It indicates what action must be taken by the Inspector. In all cases, have the voter complete a voter registration form, collect the Court Order and return both to the Board of Elections.

A Pollwatcher must report to the chairman and identify themselves as such by presenting a certificate which must be kept by the inspectors. If any are received, place in Gold Nylon Bag for return to Board of Elections in Brown Supply Suitcase.

Un-scanned Ballot

An Un-scanned Ballot occurs:
- When a qualified voter attempts to vote by placing his/her ballot into the ICP and the ballot is rejected for any reason and the voter is unwilling to fill out a new ballot, the ballot is considered un-scanned.
- When a voter leaves the ImageCast before the ballot is accepted and the ballot is rejected for any reason, the ballot is considered un-scanned.

If any are found, place in Green Nylon Bag for return to the Board of Elections in Blue Ballot Bag.

Spoiled Ballot

A ballot is considered spoiled when:
- It is returned by the voter and the voter is issued a new ballot.
- A ballot is damaged by the Election Inspector when it is removed from the packet.

Fold, write SPOILED on back and place in Red Nylon Bag for return to the Board of Elections in Blue Ballot Bag.

Write-In Ballot

Write-Ins are allowed in all elections. At the bottom of every race on the ballot, there is a square for a voter to write in a name. All the voter has to do is write in their candidates name in the box and the machine will automatically scan it as a write-in. The ballot will drop into a special slot inside the machine for recording of the write-in votes ONLY by the Inspectors at the close of polls.

If any are received, place in Navy Blue Nylon Bag specified for each machine – BMD or scanner for return to the Board of Elections in Blue Ballot Bag.

Abandoned Ballot

An abandoned ballot is any ballot found someplace other than the voting machine. Fold, write ABANDONED on back and place in Black Nylon Bag for return to the Board of Elections in Blue Ballot Bag.

BMD Blank Paper
SEE APPENDIX PAGE 69 & 70

Record number of unused sheets of ballot paper on Ballot Reconciliation Sheet. (If you have a primary, then split the number of sheets between the parties' Ballot Reconciliation Sheets.)
Place all unused BMD sheets of blank paper in Orange Nylon Bag for return to the Board of Elections in Blue Ballot Bag. (Appendix on page 69 and 70)

NOTICE TO VOTERS

Pursuant to Section 8-302 (3-a) and 8-303 of NYS Election Law

IF YOUR POLL RECORD IS MISSING, OR IF YOU WERE ASKED TO PRESENT IDENTIFICATION AND DID NOT DO SO, OR IF IN A PRIMARY ELECTION, YOUR POLL RECORD DOES NOT SHOW ENROLLMENT IN THE PARTY IN WHICH YOU CLAIM TO BE ENROLLED,

YOU MAY SEEK TO VOTE BY ONE OF THE FOLLOWING METHODS:

1. **AFFIDAVIT BALLOT** - If you are able to swear (affirm) under oath that you live in the election district in which you are seeking to vote, and that you are presently registered to vote in this county, and in a Primary election, that you are enrolled in the appropriate party, the Election Inspectors are required to give you a paper ballot on which you may cast your vote.

   - Place the voted ballot in the envelope provided and complete your affidavit on the outside of the envelope, making sure to give your correct residence address. The envelope will be returned, unopened, to the Board of Elections. If the Board determines that you are an eligible voter in this election district, your ballot will be counted. You will be notified if your ballot is cast or not, and the reason for such decision.

2. **COURT ORDER** - You may obtain a court order directing the Election inspectors to allow you to vote on the voting machine. Your Board of Elections will tell you where and when a Justice of the Supreme Court or a County Court Judge can be located. You can contact your County Board of Elections at the number provided below:

CATT. COUNTY BOARD OF ELECTIONS (716) 938–ext.# x 2400-2405

SEE APPENDIX PAGE 79

Affidavit Ballot

Affidavit Ballots are given to voters when his/her poll record is missing, in a Primary Election there is a party enrollment disagreement, or they were asked to provide identification, but could not do so. You are required to give the voter the Notice To Voters statement, which outlines the voter's legal options. How to process an affidavit ballot:

1. Call the Board of Elections for assistance.

2. After confirmation of records and it is deemed that the voter is allowed to vote with the use of an Affidavit Ballot, the Election Inspector gives voter a "Notice to Voters" statement and answers any questions the voter may have about it.

SEE APPENDIX PAGES 82 & 83

Affidavit Envelope - Same style envelope used in Primary and General Elections, for Primary the envelope will require party designation.

3. The Inspector gives the voter the affidavit envelope; the voter completes the affidavit envelope, including all necessary information about the voter's qualifications. While the voter is filling out the Affidavit Envelope the Election Inspector will complete the Election Day Report Section V.

SEE APPENDIX PAGE 93

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4. The Inspector hands the ballot to the voter.

5. The voter is directed to a designated area to mark his/her ballot and to return the ballot in the affidavit envelope to the Inspectors table.

   The Inspector verifies completeness of the affidavit envelope by the voter and completes his/her requirements and places the affidavit in the envelope so designated. This envelope is placed in the Gold Nylon Bag for return to the Board of Elections. *Remember to fill out the paper in bag pocket at end of night.*

THE POLL SITE INSPECTOR IS SOLELY RESPONSIBLE FOR THE ACCURACY OF THE AFFIDAVIT ENVELOPE AFTER IT IS HANDED TO THEM BY THE VOTER.

IN PREVIOUS ELECTIONS A NUMBER OF AFFIDAVIT BALLOTS HAVE NOT BEEN COUNTED AS A RESULT OF ELECTION INSPECTOR ERROR. TAKE YOUR TIME AND MAKE SURE THE ENVELOPE IS FILLED OUT CORRECTLY!

TAKE OWNERSHIP, TAKE PRIDE.

Emergency Ballots
1. If your ImageCast malfunctions there is no need to close the polling place, follow these procedures:
- **CALL the Board of Elections IMMEDIATELY.**
- If there is more than one (1) unit in your location, send all voters to another machine.
- If you only have one (1) machine at your location:
  - o Voter signs poll book.
  - o Voter issued ballot, proposition side up in privacy folder.
  - o Open Emergency slot located below the ICP and have voters place ballot in this slot.

EMERGENCY
BALLOT
SLOT

2. After repairs to the ImageCast are complete, a Bi-Partisan team of Election Inspectors will remove the ballots from the emergency ballot compartment and scan them through. Close and lock the emergency door before scanning the ballots.

3. If ballots are "Un-scanned" at the end of the day, the number of un-scanned ballots are counted, recorded on the Ballot Reconciliation Sheet and returned in the Green Un-scanned Nylon Bag to the Board of Elections for canvass. *Remember to fill out the paper in bag pocket at the end of the night.*

ABSENTEE VOTERS

1**.** If a voter comes in and tells you that they thought they would be out of town or not able to come for whatever reason, and that they voted by an absentee ballot, **THEY MUST NOW VOTE ON THE MACHINE!!!!** A voter will not be allowed to vote twice. All voted absentee ballots are compared to the poll book to make sure they didn't vote in person. If they did, their absentee ballot is pulled out and not counted.

3. You **CAN** take a voted Absentee ballot that someone brings in to your poll site as long as the ballot is from a Cattaraugus County resident. The ballot is placed in the absentee ballot bag and returned in the Gold Nylon Bag to the Board of Elections. *Remember to fill out the paper in bag pocket at the end of the night.*

3. If working a Village Election, absentee ballots are counted that night. See Appendix page 95.

WRITE-INS

Write-Ins are allowed in all elections. At the bottom of every race on the ballot, there is a square for a voter to write in a name. All the voter has to do is write in their candidate's name in the box and the machine will automatically scan it as a write-in. They must keep their choice within the square for that office.

At the close of the polls, poll workers will count the number of write-in votes cast; record the number of write-in ballots on the **Write-in Certificate** and place ballots in a "Write-in Ballots" Navy Blue Nylon Bag. *Remember to fill out the paper in bag pocket.* At end of the day, put the bag with write-in ballots for the machine specified in the Blue Ballot Bag for return to Little Valley. **Put the Write-In Certificate in the Flash Card Bag even if the number reported is "0".**

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****Return in _Flash Card Bag_ on Election Night****
Write-In Certificate
Cattaraugus County Board of Elections Re-Canvass

ELECTION DISTRICT _____ MACHINE #: _____

ELECTION DATE: _____

WE DO HEREBY CERTIFY that on this day, at the close of polls,
We the inspectors received all write-in votes for our district that were cast on the BMD from the
machine inspectors.
We recorded all write-in votes, as marked on the ballots, in the table below and returned the ballots
to the machine inspectors.
PROVIDED TOTAL NUMBER OF WRITE-IN VOTES HERE: _____

CONTEST	CANDIDATE'S NAME	# VOTES	VALID

SIGNATURES: _____ _____

_____ _____

SEE APPENDIX PAGE 95

ASSISTING VOTERS

If a voter with disabilities does not want to use the ballot marking part of the machine and prefers to vote with assistance, they can. They can have anyone of their choice such as family, friend, and bi-partisan inspectors, **EXCEPT** their Employer or their Union Official help them. Person assisting must take Voter Assistance Oath.   (Appendix Page 91)

IMPORTANT: Record under Section IV on Election Day Report.   (Appendix Page 93)

COURT ORDERS

Voter's name is not found in the poll book but is resident of the district and refuses an affidavit ballot.

a. Give voter "Notice to Voter" to read. See Appendix Page 78.
b. Voter must get a court order to vote on the machine.
c. Chairman provides name, phone number and location of sitting judge.
See Appendix Page 79.
d. Voter returns to polling site with court order, you take the court order, place it in the Gold nylon Bag. *Remember to fill out the paper in bag pocket at end of night.*
e. Allow them to vote as indicated on the court order. **Complete the Election Day Report and record the "Ballot Stub Number" in Section I.** See Appendix Page 92.
f. Voter completes voter registration form which is placed in Gold nylon Bag. *Remember to fill out the paper in bag pocket at end of night.*

SPOILED BALLOTS

During the course of the election, circumstances may arise forcing you to mark a ballot SPOILED. Reasons for spoiling a ballot:

- It is returned by the voter and the voter is issued a new ballot.
- A ballot is damaged by the Election Inspector when it is removed from the packet.

To mark a ballot spoiled:

- Fold Ballot in half with proposition side out
- Mark Ballot SPOILED

Voter puts the spoiled ballot into the Red Spoiled Ballot Nylon Bag and the bag is returned to Little Valley in the Blue Ballot Bag. *Remember to fill out the paper in bag pocket at end of night.*

PRIMARY ELECTIONS

1. Only qualified voters of the party having the primary are allowed to vote. **They have to vote in the party in which they are registered**.
2. After the voter signs the book, you hand them the appropriate ballot according to the voter's enrollment (if more than one party primary) and record that stub number. Primary Ballots are color coded by Party:

| DEMOCRATIC | - GREEN |

| REPUBLICAN | - CHERRY |

| CONSERVATIVE | - GRAY |

| WORKING FAMILIES | - TAN |

| INDEPENDENCE | - YELLOW |

| GREEN | - PEACH |

Record totals by party on each party's reconciliation sheet at end of day.

Processing a Challenged Voter
****

This section describes how to challenge a voter and how to process voters who have been challenged.

Reasons for Challenging a Voter
Voter's qualifications (eligibility to vote) can be challenged at a polling site for any voter whose name appears in the poll book. As an Election Inspector, you must challenge any voter who you know or suspect is not legally entitled to vote in your district. You would challenge a voter for one of the following reasons:
- The voter's signature does not match the current registration signature
- Someone else using the same name has already voted
- The voter is believed not to reside at his or her registered address

Processing a Challenged Voter   See Appendix Page 92
Following are the steps to be taken for processing a challenged voter before he/she votes:
1. Add the challenged voter's name to the Election Day Report Section II or III, as appropriate.
2. Give challenged voter the Affidavit of Person Challenged statement. Appendix Page 92.
3. Administer the preliminary oath to the voter. "*You do solemnly swear(or affirm) that you will make true answers to such questions as may be put to you concerning your qualifications as a voter*"
4. Question the voter about qualifications and Inspectors vote on eligibility to vote.
5. If the Board of Inspectors decides the challenge is warranted, the voter is not allowed to vote. If the inspectors are satisfied with the voter's answers, the challenge is withdrawn and the voter is allowed to vote on the machine.
6. However, if the insists, administer oath B on the Affidavit of Person Challenged statement, voter signs and dates the oath and inspectors witness the voter's signature. The voter is then allowed to vote on the machine.

CHALLENGED VOTERS WHO REFUSE TO ANSWER QUESTIONS MAY NOT VOTE. FALSE STATEMENTS ARE PUNISHABLE AS PERJURY.

Closing the Polls
****
The following is a step by step procedure for closing the polls.

Declaring the Polls Closed
****

Precisely at **9:00 P.M**., an inspector should lock the entrance doors and stand at the end of the line of people in the polling site waiting to vote so that no one else can enter the polling site.

Polls Closed Reminders
When declaring the polls closed remember the following:

✔ Eligible voters in line at **9:00 P.M**. are allowed to vote.

✔ Any voter not in line at **9:00 P.M.** may not vote. *No exceptions!*

✔ Once the polls have closed the public may remain in the polling location.

Closing Down the Machine
****

Following is a step by step guide for closing the ImageCast unit.

1. Place the ibutton on the security pad.

Security Key

2. On the Administrative Menu on the LCD press Close Poll

Press
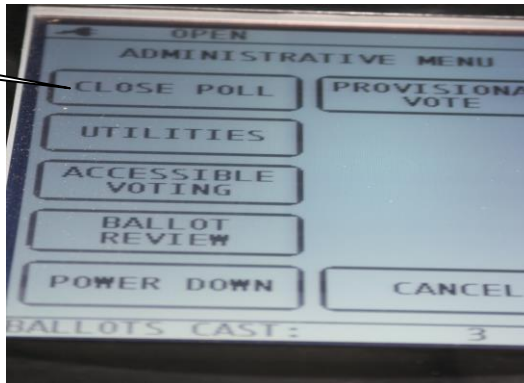
3. The screen on the Administrative Menu on the LCD will read "Are you certain you wish to close the poll?" If you wish to close the polls at this time touch yes on the LCD Screen.
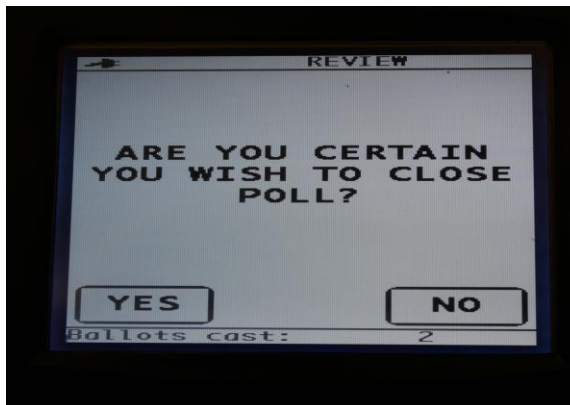
The report automatically starts to print. Can you read the Total Scanned, Total Voters and Protective Counter numbers? Inspectors must sign the Certificate of Inspectors as indicated on the bottom of the tape and give to Table Inspectors for ballot reconciliation. When Table Inspectors are done with tape, place in Flash Card Bag.

Cattaraugus County

Poll Site Name

Election District

Total Scanned

Protective Counter

Inspectors Sign here – only need 2 signatures

4. Additional reports are available to the following:

- Media
- Political Parties
- Candidates or Representatives

Extra Reports are UNOFFICIAL and distributed UNSIGNED.

PRESS FOR ADDITIONAL COPIES

PRESS FOR NO MORE COPIES

REVIEW

WOULD YOU LIKE TO PRINT MORE COPIES OF THIS REPORT?

YES   NO

Ballots cast: 2
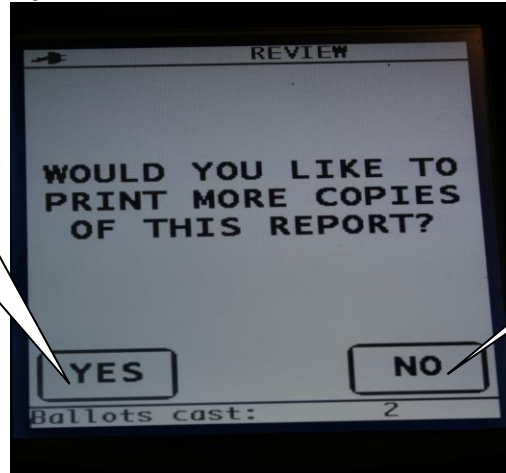
5. When printing reports is completed. The administrator menu is displayed. Push "Power Down". The message **Are you certain you wish to shut down the tabulator?** is displayed. Press **YES**. The message **Shutting Down** is displayed. Wait until screen is black.

6. Break the Ballot Box door Seal #2 and attach it to the **back** of the Inventory Supplies Check-off List. Open the Ballot Box Door and turn off the power by pressing the power button ⏻ . At this point do not remove or place anything in the ImageCast. The green status light turns off.

POWER

Back-UPS RS 1500

APC

ON/OFF

7. Confirm that the power to the ImageCast is completely off (small red lights on the front of the machine will be off.)

8. Unplug the machine, roll up extension cord and secure the BMD power cord in the storage clip.

9. Remove ballots from the ballot compartment and place into Blue Ballot Bag. Remove write-in ballots from small compartment and place Write-in ballots in Navy Blue nylon Bag. Give bag to Table Inspectors who count and record all write-in votes on the Write-In Certificate for that machine and district. Record "0" if there were none. When Table Inspectors are done, place Write-in Certificate in the Flash Card Bag for the respective machine EVEN if there were none "0".

- Remove the White Wire Seal #1 from the Poll Worker Door on the ICP using orange-handled side-cutters. Do not touch the seal on the Administrator side. Tape removed seal to Inventory Supplies Check-off List.

SMALL RED LIGHTS WILL BE OFF WHEN MACHINE IS SHUT DOWN

NEVER TOUCH THIS SEAL

REMOVE THIS SEAL ONLY

- Open the Poll Worker Memory Card door and remove Memory card. Reseal #1 and record on BMD Statement of Canvass.

POLL WORKER MEMORY CARD

FLASH CARD BAG - CLOSING

- Store Poll Worker Memory Card in the designated pouch (with District name) in Flash Card Bag immediately. Wait for Write-in Certificate and make sure you have opening and closing tapes, then seal and record Seal # on BMD Statement of Canvass. ***Keep separate for return to drop-off location.***

TABLE INSPECTORS:
Because the public may watch the closing proceedings after all voters have finished voting and the polls are closed, please note the following when reconciling ballots:
- Do not let anyone interfere with the reconciling of ballots
- Do not let anyone touch any ballot or container
- Do not be pressured for results
- **DO NOT RUSH; PATIENCE**

Remember - **UN-OFFICIAL, UNSIGNED** duplicate result tapes from the ImageCast may be distributed to representatives of the major political parties, candidates and members of the media by requesting that extra copies be printed.

BMD Inspectors remove ballots from the ballot compartment and place into Blue Ballot Bag. They remove write-in ballots from small compartment and place Write-in ballots in Navy Blue Nylon Bag. BMD Inspectors give bag to **Table Inspectors who count and record all write-in votes on the Write-In Certificate for that machine and district. Record "0" if there were none. When Table Inspectors are done, place Write-in Certificate in the Flash Card Bag for the respective machine EVEN if there were none "0".**

10. Record numbers of all unused Blank BMD Ballot on the Ballot Reconciliation Sheet(s).

11. Place all ballots in the appropriately marked color-coded nylon bags after recording appropriate numbers on sheets in bag pockets even if "0": "Write-In Ballots Only" – Navy Blue, "Spoiled Ballots – DO NOT COUNT" – Red, "Unused Blank BMD Ballot Paper" – Orange, "Non Scanned Ballots at BMD- DO NOT COUNT" – Green, or "Abandoned Ballots Only – DO NOT COUNT" – Black. Record numbers on the Ballot Reconciliation Sheet(s). Place these bags in Blue Ballot Bag with other voted ballots.

12. Record numbers of all unused preprinted ballots on the Ballot Reconciliation Sheet(s) then include ballots only in Blue Ballot Bag with all other ballots AND Ballot Stubs. Also place Privacy Ballot Folders in Blue Ballot Bag.
.

Remember that the total number of ballots at the end of the day should equal the number of ballots that we started with!

MACHINE INSPECTORS:
13. Seal Blue Ballot Bag and record seal # on BMD Statement of Canvass.

14. Initial on Inventory Supplies Check-off List in inspector column as you gather all supplies including any ADA Supplies. If used, remove ATI cord from the back of the BMD ImageCast and the ATI. Neatly place the following in the plastic folder and place in the *write-in compartment* of the BMD ImageCast.

- ATI   ALL SUPPLIES ARE PLACED IN
- ATI Cord   MACHINE, EXCEPT ADA WHICH GO
- SIP & PUFF SUPPLIES   NEXT TO MACHINE
- Paddles
- Headphones
.

| ATI | ATI Cord | Earphones, Sip & Puff & Paddles |

15. Fold Monitor Privacy Screen and place in BMD Ballot Box

16. Place ibuttons in clear plastic banker's BAG B and put it in the BMD for return with machine.

16B. Make sure you check off what you have done on the End of Night Return Supplies Check-off list and have returned the supplies to the correct bags. Sometimes you may have to tape the seal to the bag, until you have all reports done and returned to bag for sealing.

17. To close ballot box door, rotate the handle and push handle down.

18. Lock the box, place new seal on door just above Seal #2 label and record seal # on BMD Statement of Canvass.

19. Record all seal numbers (Seal 1-4) on BMD Statement of Canvass.

20. Place BMD machine key, white copy of **SIGNED** BMD Statement of Canvass and all Ballot Reconciliation Sheets in BAG A and take out black cable tie for use on BMD cover at closing.

Unlock Wheels

Ballot Box Seal #2

21. Replace Styrofoam on BMD and ICP

22. Adjust Monitor and fold down onto styrofoam on top of ICP.

23. Cover with black cover and secure with black cable tie previously removed from Bag A.

24. Insert yellow copy of BMD Statement of Canvass, ADA Requirement List and Inventory Supplies Check-off List into pocket of machine cover.

End of Night Return Supplies Check-off List

Inside ballot box of the ImageCast machine
1. Monitor - Privacy cover
2. Extension cord on reel
3. Bag "B" – I-Button with lanyards
4. Clip on lights from privacy booths - put back into plastic bag you found them in
5. BMD (Ballot Marking Device) materials put back in 2 gal. plastic bag you found them in: ATI, ATI cable, headphones, sip and puff, rocker paddles, duct tape, disposable gloves, **small** sanitizer and thermal tape (looks like adding machine tape for giving the results)

ImageCast Machine Cover
1. Yellow copy of BMD Statement of Canvass
2. Inventory Supplies Check-off List

Flash Card Bag
1. Morning "Zero" tape
2. End of Night tape
3. Write-in Report for each election district and Image Cast machine **(even if "0")**
4. FLASH CARD

Blue Ballot Bag – Return with flash card bag   DO NOT place flash card bag inside Blue Ballot Bag!
1. All voted/used ballots
2. All unused ballots
3. **Stubs** from used ballots
4. Large nylon bags with− or without ballots (if no ballots - still return nylon bags in Blue Ballot Bag) AND NUMBERS RECORDED TO THE SHEET IN THE POCKET OF EACH BAG **(even if "0")**.
   A. Spoiled Ballots - Red   Nylon Bag
   B. Un-Scanned Ballots - Green Nylon Bag
   C. Abandoned Ballots - Black Nylon Bag
   D. Blank unused BMD paper - Orange Nylon Bag
   E. Write-In Ballots BMD - Navy Blue Nylon Bag
5. Privacy Ballot Folders – Place on top of ballots and colored nylon bags when returning supplies.

Caramel Nylon Bag
1. Bag "A" with key to Image Cast, **white copy of signed** BMD Statement of Canvass, **signed** Ballot Reconciliation sheet(s), unused seals, side cutter, scotch tape, felt pens with lanyards from privacy booths.
2. Clipboard with BMD poll worker manual

Brown Supply Suitcase (Replaces brown canvas bag)
1. Place Caramel Nylon Bag in Black Supply Suitcase – things from machine workers
2. COMPLETE NUMBERS ON SHEETS IN POCKETS OF BAGS
3. How to Vote Poster (roll-do not bend)
4. Sign-in Books/ lists (unless otherwise instructed by District Clerk)
5. Magnifying sheets from privacy booths and ADA (Americans with Disabilities) booth – return in folder provided for them (Make sure no pens are left in black suitcase booth)

Place Vote Here Signs next to the Image Cast machine.

**Check off this list as you place in designated machine, bags or envelopes
and don't <u>seal</u> until you know everything is signed and placed in the correct bag!
Please Return Flash Card Bag WITH – NOT INSIDE Blue Ballot Bag on Election Night!!!**

See Appendix Page 100

> **Return to the Caramel Nylon bag in the Brown Supply Suitcase:**
>
> Clear Plastic Banker's BAG A with supplies
> BMD Manual - **(Remember to check Brown Supply Suitcase Drop-off Location Sticker on inside front cover)**
> Clipboard
> Return these items after the close of polls to this bag for return to the Board of Elections in Brown Supply Bag.

25. Place BAG A (with BMD machine key, white copy of BMD Statement of Canvass, Ballot Reconciliations Sheet(s), and supplies), clipboard, and BMD Manual **(Remember to CHECK Drop-off Location Sticker on inside front cover)** in Caramel Nylon Bag to be put in Brown Supply Suitcase for return to the Board of Elections.

26. One inspector from each party must return sealed Blue Ballot Bag and sealed Flash Card Bag (with Flash Card, Write-In Certificates, and machine tapes) **(DO NOT place flash card in Blue Ballot Bag)** to the designated drop-off location tonight for pickup by the Cattaraugus County Sheriff's Department officer.

NOTE:
Flash Card Bag is separate from Blue Ballot Bag on wheels when returned to the Board of Elections at the close of polls.
NEVER PLACE INSIDE!!

Inspecting the Polling Site
****

The Chairman dismisses the Inspectors when Vouchers are completed and all closing duties have been completed.

PAY VOUCHERS
In your Yellow Folder in the Brown Supply Suitcase you will find a pay voucher for each Inspector. If you are a substitute inspector, and there isn't a voucher in the envelope for you, use the blank voucher and contract provided and write in your information as per the sample voucher also included.

- All food items must be thrown away or removed.
- All election material must be properly stored together for pickup within two days following the election.
- **Is the ImageCast locked, covered, and secured?**

- # EVERYONE LEAVES THE POLLING SITE TOGETHER.

- **NO ONE STAYS AT THE POLLING SITE ALONE**

Preparing Machine For Voter With Disabilities
****

WHEN YOU HAVE A VOTER WITH DISABILITIES:

Connect the Audio Tactile Interface (ATI) to the ImageCast. This interface must be connected in order to process the Voter.

- Connect the blue or yellow cable to the top of the ATI.
- Plug the other end of the blue or yellow cable to the ATI port at the end of the ballot marking table/printer (BMD).
- Plug the headphones into the ATI
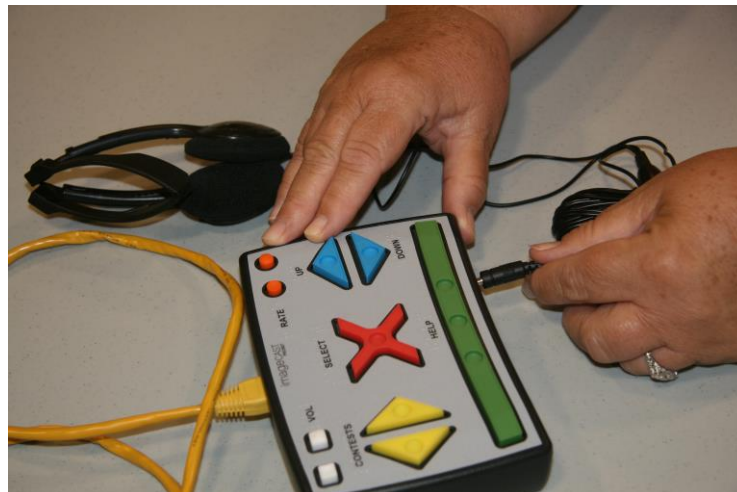
1. Put blank ballot paper in the printer slot and attach privacy sleeve

2. Put ibutton on "SECURITY KEY".

3. Hand voter the headphones, ATI (remote control) and give the voter some basic instructions on how to proceed in Audio Session. The machine will give the Voter with disabilities specific instructions.

4. When Administrative Menu appears on the LCD on the ICP, touch "**AUDIO SESSION." The Ballot ID number is found on colored index card(s) given to voter by Table Inspectors** – this is only needed when two or more districts are using the same machine.

TOUCH
HERE
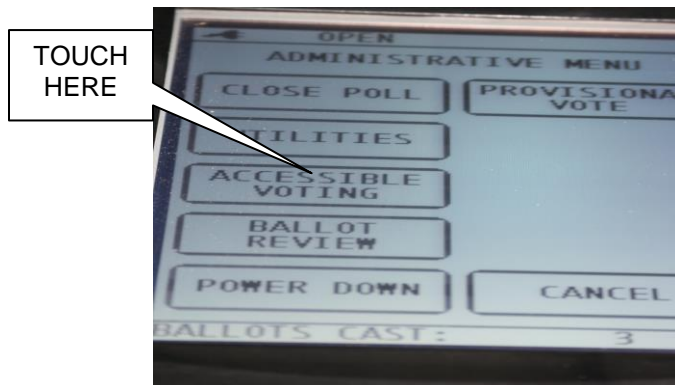
5. Leave the voter alone, **assisting only if asked.** If you assist you must fill out the Election Day Report.

6. After the Voter is done with voting, the ballot will print and come out of the same slot you put the blank ballot paper in. This takes several minutes (so don't panic**). If the voter asks**, assist the voter in taking the privacy sleeve with the ballot in it off the printer and insert into the ICP.

Note: If at any time during the audio session you see the red light come on, that means that the voter has pressed the green bar for help. The red light will also appear if there is a problem with the printer that needs poll worker assistance. If a voter needs assistance from inspectors, a Bi-Partisan team goes to help.

RED LIGHT INDICATES HELP

SIP/PUFF INSTRUCTIONS

1. Remove the Sip/Puff from the plastic folder unless voter provides their own device.

2. Attach the little black box on the device with the black connector cord, to the Sip 'n Puff port on the ATI (remote control, under the yellow arrows). Connect the headphones under the blue arrows if not already there.

SIP & PUFF PORT

HEADPHONE PORT

3. The straw with the green filter attaches to the top of the device by screwing it in.
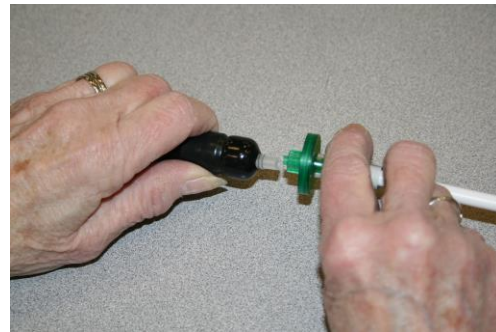
4. **Remember to use the gloves that are in the plastic folder individually wrapped! This is for the voter's protection.**

5. Attach the device to the wheelchair where the arm rest comes out of the wheelchair (on the back of the armrest).

6. A voter using the Sip & Puff device has only two (2) options:
- Sip is the same as the **Red X,** it makes selections
- Puff is the same as **Blue Down Arrow**, it let's you go to the next candidate

7. After a voter is done, throw away the piece that went into their mouth, the rest of the unit gets placed back into the plastic box, depending on which device your poll site has.

FOOT PEDAL INSTRUCTIONS

Voters that come in to vote that have use of their feet and legs, but no use of their arms and hands can use the red and blue foot pedals.

To use the foot pedals:

1. Connect the foot pedals to the ATI, keep the headphones plugged in.

2. Set the foot pedals on the floor or on the footrest of their wheelchair.

3. Give the voter the headphones.

4. Start the audio session (follow same directions as on pages 58-59).

To Replace Report Tape/Thermal Paper Roll

1. Open cover of paper compartment by pushing back and up on the tab at the front of the cover.

    ❖ **IMPORTANT**: Note the position of the metal silver bar with black roller. Also note position of the paper roll and how it is threaded. (See Pictures A and B)

2. Push down on front of blue button near the front of the compartment. This will cause the silver metal plate with black roller to pop up and out of its holder. (See Pictures A and B)

3. Remove and set this plate in *safe place*.

4. Remove any remaining paper roll.

5. Insert new paper roll into position in its cradle. **Note**: The tail of paper should be coming off the bottom of the roll, toward the front of the machine.

6. Pull approximately 6 inches of paper from the roll and lay it over the front of the compartment.

7. Take metal plate with black roller and place on top of the paper and into the 2 small metal ears. **Note**: The metal plate should be on top with the small black gear on the left hand side. (See Picture A)

8. Press down firmly and into the metal ears until it clicks into place. (See Picture B)

9. Thread paper through the cover opening and close the cover.

10. **IMPORTANT**: Now lay paper toward the back of the machine and over compartment door. Take your finger nail (NOT a pen or pencil) and run it across the paper. This will leave a carbon mark on the paper, if the paper has been inserted right side up.

PICTURE A

Metal Plate   FRONT

Release Button

Platen

Thermal Paper

Access Door

PICTURE B
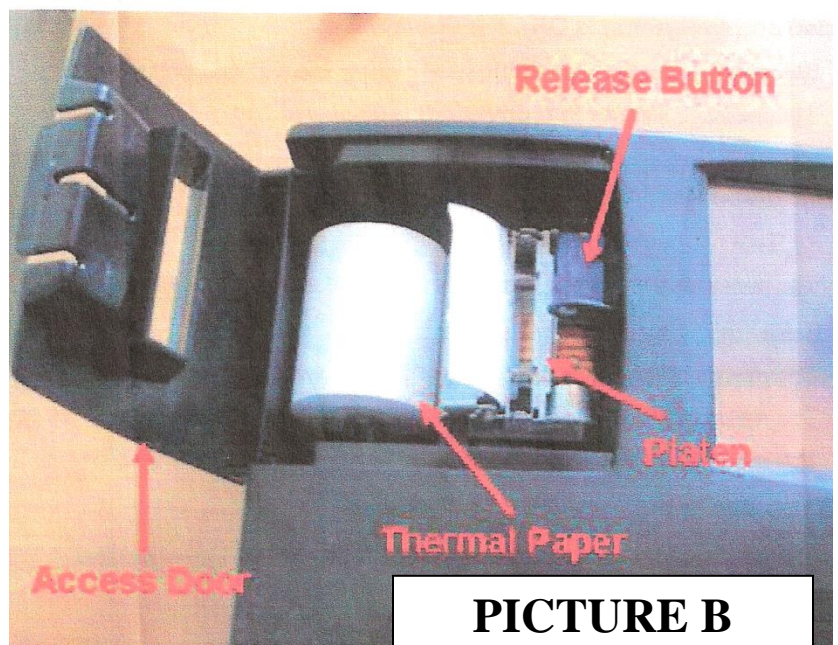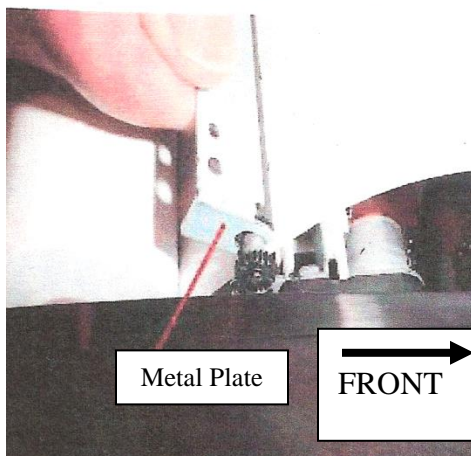
Scanner Ballot/Paper Jam

If there is a ballot jam in the scanner, the LCD Administrator screen displays a message:

```
                            REVIEW
          PAPER JAM.
        (DIVERT SLOT)
      RESULTS HAVE BEEN
            SAVED.
      CLEAR THE JAM AND
   DROP THE BALLOT INTO THE
         BALLOT BOX.
      HIT 'CLEARED' WHEN
            READY.

                      ┌──────────┐
                      │          │
                      │  CLEARED │
                      └──────────┘
   ─────────────────────────────────
   Ballots cast:              2
```

Notify the Board of Elections first so we can be aware and assist you with the following procedure.

1. If ballot in machine, one inspector from each party must be together when opening ballot box, handling the ballot and re-sealing the ballot box.

2. Request the voter remain with you until this is resolved.

3. Check to see if it is a write-in ballot without staring at the ballot – just a quick glance.

4. Drop ballot into appropriate BMD compartment – write-in or regular ballot box.

5. Close door and reseal, record seal number on Statement of Canvass.

6. From the LCD Administrator screen, press Cleared to resume normal operation.

OR

```
                            REVIEW
      PAPER JAM DETECTED.
        (FRONT SLOT)
      RESULTS HAVE NOT
   BEEN SAVED.  CLEAR
      THE JAM.  DO NOT
      DROP BALLOT INTO
       THE BALLOT BOX.
      HIT 'CLEARED' WHEN
            READY.

                      ┌──────────┐
                      │          │
                      │  CLEARED │
                      └──────────┘
   ─────────────────────────────────
   Ballots cast:              1
```

Notify the Board of Elections first so we can be aware and assist you with the following procedure.

1. If ballot in scanner, pull out carefully.

2. Request the voter remain with you until this is resolved.

3. From the LCD Administrator screen, press Cleared to resume normal operation

3. Check to see if the ballot is damaged. If not, re-insert into the scanner. *NOTE:* If ballot is damaged, the voter will have to create a new marked ballot to insert.

4. If the paper jam still exists, call us for technical assistance.

Appendix

**Inspector Instructions
for the General Election
Polls are open from 6 a.m. to 9 p.m.**

Before the Polls Open:
Elect a chairman, check the contents of the election bag **according to the <u>Morning Supply checklist</u>**. If you are missing any supplies, please contact the Board of Elections at 938– exts. 2400-2403. **If there is no phone available at your site, please call us with a cell # to use if we need to contact you.**
Note: Call our office if you encounter an inspector vacancy.

Election Supplies:
The Caramel Colored Nylon Bag that was in your Brown supply bag is to be given to the machine inspectors !
<u>Machine inspectors </u>complete your <u>BMD Statement of Canvass </u>located in the clear plastic Bag A.
<u>Table inspectors</u> must complete the <u>Ballot Reconciliation Statement</u>.
Phone Instructions for Calling the "BOE" (Board of Elections)
Ziploc Baggy containing pens, name tags, signature cover, push pins, scissors and scotch tape.
Each Election District should have 2 lights to attach to their privacy booths (found inside your machine), <u>please remember to turn them on and off for the voters if they need to use them.</u>

<u>Opening the Polls (Manila Folder)</u>
Blank Vouchers for all Inspectors to fill out
2 100 ft. Markers - *hang up at appropriate distance*
1 Sample Ballot   - *hang up for display*
Voter Bill of Rights - *hang up for display*
Copies of State & Local Propositions (if applicable) - *hang 1 up for display or set on table for voters to read*
How to Vote Poster - *hang up for display*

<u>Supplies needed during Voting Hours</u>
25 Affidavit Envelopes **w/ instructions attached**
30 Paper Ballots for AFFIDAVIT voters (25/30 depending on type of election)
20 Registration Forms w/ 5 Absentee Applications
Computerized Pollbook(s)   **w/ "HAVA" ID Requirements -** *attached to front cover*
20 Privacy Folders for Ballot Privacy for **every ballot given out (NOW FOUND INSIDE MACHINE AT OPENING)**
6 Colored Nylon Bags: **Gold** for Absentee ballots, completed Affidavits, Reg. forms, Court orders, **Red** for Spoiled ballots, **Orange** for Unused BMD Blank Ballot paper (in machine in morning), **Navy** for BMD Write-in Ballots (and **one** for SCANNER write-in ballots *IF Applicable*) w/**Write-In Certificate inside; Green** for Non-Scanned Ballots, and **Black** for Abandoned Ballots.
Yellow Folder (which contains) -
> - WHITE forms (**Must Be Filled Out By Inspectors**)
>   Attendance Sheet, <u>Election Day Report</u>, Machine Problems Sheet and Polling Site Evaluation Sheet,
>   extra Inspector Contract, Voucher, Sample Voucher (only if an inspector vacancy occurs)
> - PINK (**Helpful Information for Inspectors**)
>   List of Polling Places, Voters with Disabilities Helpful Hints and Poll book Signature Sample sheet
> - PURPLE (**Helpful Information for Voters)**
>   **5 copies** Notice to Voters (missing poll records), How to Obtain a Court Order, and Letter to Candidates,
>   Clerks, Technicians, etc....
> - BUFF (**Oaths given to Inspectors and to Voters)**
>   Temporary Inspector Oath**,** Voter Assistance Oath and (2) Challenge Affidavits
> - Smoking Procedures

<u>Closing the Polls (Manila Folder)</u>
End of Night Return Supplies Check-Off Lists
Return Brown Supply Bag Instructions

Affidavit Voters: Inspectors "fill out <u>your portion</u> on the bottom",
Voters may <u>not</u> use the machine if their name does not appear in the Poll Book. If a voter has moved **within the county** they must go to their <u>new polling site</u> and vote by Affidavit Ballot. In order for such a person to vote:

1. Instruct the voter to utilize a paper ballot and seal it in the affidavit envelope.
2. Have the voter complete the front of the affidavit envelope.
3. **<u>An Inspector must</u> make sure the voter filled out the envelope completely, or their vote may not be counted !**
4. Inspector must document this on the **Election Day Report**.
5. Inspector <u>must place all</u> completed and sealed affidavit envelopes into the **Gold Nylon Bag** provided for them. Gold bag is returned in your brown supply bag at the end of the night.
   Note - Affidavit ballots are **NOT** opened or counted at the close of polls, they should be returned

unopened to the Board of Elections in the gold nylon bag provided.

Absentee Voters:
If a voter who has voted by Absentee Ballot appears to vote in person:

1. Have them sign the poll book.
2. Allow the voter to use the machine
3. Record that the voter has used the machine on the **Election Day Report and notify our office!** We will pull their ballot here.

Throughout the day:
Please make sure your Sample Ballot, Voter Bill of Rights, and How To Vote posters are hung up for display to aid any voters with questions.

After the Polls Close:
Follow your "End of Night Return Supply Check-off Lists" (located in your Closing the Polls folder) and <u>check everything off as you complete it.</u> Make sure your Ballot Reconciliation Sheets and **white** copy of BMD Statement of Canvass sheets are completed. Record write-in votes on your Write-In Certificate, and add certificate to your Flash Card Bag !
Follow closing procedures according to your Pollworker Manuals please!
Place the **YELLOW** copy of BMD Statement of Canvass into **pocket of the BMD machine cover!**

Returning Supplies:
Brown Supply Bags: Please return the bags to the Board of Elections, 302 Court St., Little Valley on the day following the election between **9:30 am to 1 pm,** or to the Olean Pines Nursing Home lobby **9:30 am to 1 pm !** We will only be at the Pines in Olean until **1 pm**.
BMD Flash Card Bag and Blue Ballot Bag with ballots inside: <u>One inspector from each party must return sealed Blue Ballot bag and sealed Flash Card bag to the designated Sheriff Department substation, between 9:30-10:00 pm for pickup by Cattaraugus County Sheriff's Department Officer. Your Substation Drop-Off list is located in the pocket of your Pollworker Manual.</u>

<table>
<tr><td>Sue A. Fries</td><td>Kevin C. Burleson</td></tr>
<tr><td>Republican Election Commissioner</td><td>Democratic Election Commissioner</td></tr>
</table>

<u>**THE NUMBERS TO REACH US ALL DAY:**</u>

LITTLE VALLEY OFFICE 938-(2400—2405) *You can direct dial our exts.*
OLEAN SWITCHBOARD (to avoid long distance charges)
373-8010 (Our Exts. 2400 - 2405)

Morning Checklist for Your Supplies
for the 11/6/2012 General Election

Town/City ED_____Inspector's Name _____

*Pay Vouchers for all Inspectors **- with sample voucher**   _____
*Poll books   (**with attached Hava ID Instructions)**   _____
*Affidavit Ballot Envelopes   _____
*Registration Forms/ Absentee Applications   _____

*Colored Nylon Bags

1) BMD Machine Inspector supplies	**Caramel**	_____
2) Affidavit/Abs. Ballots/ Registrations	**Gold**	_____
3) Spoiled Ballots	**Red**	_____
4) Unused Blank BMD Ballot Paper(**w/BMD Voter List**)	**Orange**	_____(in machine)
5) Write-In Ballots (**w/Write-In Certificate inside**)	**Navy**	_____
6) Non-Scanned Ballots	**Green**	_____
7) Abandoned Ballots	**Black**	_____

*Abs./Affidavit Paper Ballots   _____
*Ziploc baggy w/pens, scissors, tape, etc.   _____
*Hang up for Display: Voter Bill of Rights   _____
                               Sample Ballots   _____
                          *State/Local Propositions   _____
                             (if applicable)
                          How to Vote Poster   _____

*End of Night Return Supplies Check off List   _____
                     (in "Closing the Polls" folder)

*Sheriff Substation List (**placed in Back pocket of BMD manual**) _____
*Privacy Folders/sleeves are located in your machine now   _____

***Please call the Board of Elections if you are missing any of your election supplies in the morning.   938- ext.# (2400 —2405)

BMD STATEMENT OF CANVASS

Election Date _____

Polls Open Report

Delivery

Custodian Signature _____ / ___ date

Custodian Signature _____ / ___ date

County CATTARAUGUS

Polling Place _____

Voting Machine ID: _____

Tab ID: _____

Seal/Tag Location	County Board Installed Seal/Tag Number	Opening Seal/Tag Number
#1 Administrative Seal (DO NOT REMOVE)		
#1 Pollworker Seal		
#2 Ballot Box		
#3 Optical Scanner		
#4 CF Printer Door		
Opening seal - blue bag		
A Emergency Ballot Door		

Polls Close Report

Return

Custodian Signature _____ / ___ date

Custodian Signature _____ / ___ date

Seal/Tag Location	Inspector-Installed Daytime Replacement Seal/Tag Number	Poll Closed Seal/Tag Number	Custodian Verified Closing Seal/Tag Number
ADM #1			
PW #1			
#2	#2		
#3	#2		
#4	#2		
Blue Bag	#2		
Flash Card Bag	#2		
	#2		
A	A	A	
	A		

Inspector Initial - at least two (2) - one from each party _____

Inspector Signature - at least two (2) - one from each party _____

Signature _____

Signature _____

Inspector Signature - at least two (2) - one from each party _____

Signature _____

Signature _____

*White copy (original) to Board of Elections in Bag A * Yellow copy (carbon) in BMD cover pocket*

69

Ballot Reconciliation Sheet

Inspectors must:

1. Open Ballot Packets in Sequential ballot order.
2. Open only one packet of ballots at a time and record on the other side.
3. Return all unused ballot packets at the end of the day.

GENERAL ELECTION _____/_____/_____

_____Party Ballot

Town/District:

Before the Polls Are Opened

Start of Day	Number of Ballots Issued	Serial #s (from/to)
Pre-printed Ballots *(BLUE Wheeled Ballot Bag)*	**	/
Blank BMD Ballots *(ORANGE Nylon Bag)*		

Signature of Inspectors – Start of Day

_____   _____

Democratic Inspector   Republican Inspector   Inspectors agree? ____Yes_____No

After the Polls Are Closed

End of Day		Number of Ballots
Voted on BMD (from BMD tape)		
Unused Preprinted Ballots – Opened Package	Serial #s (from/to) /	+
Unused Preprinted Ballots – Unopened Packages	Serial #s (from/to) /	+
Spoiled Ballots *(RED Nylon Bag)*		+
Abandoned Ballots *(BLACK Nylon Bag)*		+
Non-scanned Ballots *(GREEN Nylon Bag)*		+
TOTAL BALLOTS - END OF DAY (**Should Equal Number of Pre-printed Ballots Issued at Start of Day)		=

End of Day Blank BMD Ballots	#Voted	#Spoiled	#Abandoned	#Non-Scanned	Total Used	#Not Used (# Issued minus Total Used)
	+	+	+	=		

Were there write-in votes on the BMD? ____Yes____No

Signature of Inspectors – End of Day

_____   _____

Democratic Inspector   Republican Inspector   Inspectors Agree? ____Yes_____No

If inspectors' confirmation of the ballot inventory does not match, contact the Board of Elections immediately.

RETURN THIS FORM IN CLEAR PLASTIC BANKER'S BAG A.

BMD VOTER LIST

NAME

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

**Look for this sticker in your Brown Accordian File
to find the Opening the Polls Folder.**

OPENING THE POLLS ☀

Inside this folder:

1. Voters Bills of Rights *(hang up for display)*;
2. Sample ballot *(hang up for display)*;
3. Inspector Instructions;
4. Morning Checklist.

Return ONLY THESE ITEMS to this folder.

Town/City ED _____

The following qualified enrolled **DEMOCRATIC** voters appeared and voted in the

1. _____	36. _____
2. _____	37. _____
3. _____	38. _____
4. _____	39. _____
5. _____	40. _____
6. _____	41. _____
7. _____	42. _____
8. _____	43. _____
9. _____	44. _____
10. _____	45. _____
11. _____	46. _____
12. _____	47. _____
13. _____	48. _____
14. _____	49. _____
15. _____	50. _____
16. _____	51. _____
17. _____	52. _____
18. _____	53. _____
19. _____	54. _____
20. _____	55. _____
21. _____	56. _____
22. _____	57. _____
23. _____	58. _____
24. _____	59. _____
25. _____	60. _____
26. _____	61. _____
27. _____	62. _____
28. _____	63. _____
29. _____	64. _____
30. _____	65. _____

Town/City ED _____

The following qualified enrolled **REPUBLICAN** voters appeared and voted in the Federal Primary Election held on 9/13/12

1.	_____	36.	_____
2.	_____	37.	_____
3.	_____	38.	_____
4.	_____	39.	_____
5.	_____	40.	_____
6.	_____	41.	_____
7.	_____	42.	_____
8.	_____	43.	_____
9.	_____	44.	_____
10.	_____	45.	_____
11.	_____	46.	_____
12.	_____	47.	_____
13.	_____	48.	_____
14.	_____	49.	_____
15.	_____	50.	_____
16.	_____	51.	_____
17.	_____	52.	_____
18.	_____	53.	_____
19.	_____	54.	_____
20.	_____	55.	_____
21.	_____	56.	_____
22.	_____	57.	_____
23.	_____	58.	_____
24.	_____	59.	_____
25.	_____	60.	_____
26.	_____	61.	_____
27.	_____	62.	_____
28.	_____	63.	_____
29.	_____	64.	_____
30.	_____	65.	_____

DEF - DIC

DEF - DIC

CATTARAUGUS COUNTY BOARD OF ELECTIONS
POLL BOOK REPORT FOR 11/08/2011 GENERAL ELECTION
FRANKLINVILLE1
A THREE X

VOTER ID	NAME	ADDRESS	AFF	DOB	REGDATE	STUB	INSP

DEFOE, STEVEN T — 11 CHERRY ST — DEM 10/11/1962 08/29/2011
ID REQUIRED
SIGNATURE OF VOTER - DEFOE, STEVEN T

DEPRETA, CHERYL R — 8 PENNSYLVANIA AVE — NOP 11/09/1930 05/04/2000
SIGNATURE OF VOTER - DEPRETA, CHERYL R

DESHA, DOROTHY F — 26 CHERRY ST — REP 02/05/1957 02/14/2005
SIGNATURE OF VOTER - DESHA, DOROTHY F

DESHA, MICHAEL J — 26 CHERRY ST — DEM 09/25/1944 02/12/1965
SIGNATURE OF VOTER - DESHA, MICHAEL J

DICK, JASIN P — 12 FIRST AVE — REP 03/06/1978 11/26/2004
SIGNATURE OF VOTER - DICK, JASIN P

DICK, MORIAH R — 12 FIRST AVE — REP 07/27/1977 09/12/2007
SIGNATURE OF VOTER - DICK, MORIAH R

Cattaraugus County
Identification Requirements
Help America Vote Act (H.A.V.A.)

Identification of a voter will be required in both the upcoming Primary and General Elections for voters who have not complied with the Federal Statutes regarding the Help America Vote Act (H.A.V.A.)

You will know that a voter needs ID because the Signature Box in the poll book will have the words printed:

— Initials

ID Required

Signature of voter   Fries-Isaac, Chloe B.

Attached you will find a list of accepted forms of identification as supplied to us by the NYS Board of Elections. Once the voter has provided the required identification, you cross out the words "ID Required," initial above the box and have the voter sign in the signature box.

If a Voter is required to show you their ID and they do not, they cannot sign the book and cannot vote on the machine. The voter must be given an Affidavit Ballot Envelope and Ballot. The voter will complete the envelope, vote the ballot and return the ballot in the envelope to you. Those ballots are returned to the Board of Elections for further review.

If a voter has questions as to why their registration record was flagged for presenting ID, please give them our phone number so we can answer their questions by calling 938-Ext.#   2400, 2401, 2402, or 2403.

The next two pages contain the Forms of Identification to be accepted at the Polling Place.

Cattaraugus County Help America Vote Act
(H.A.V.A.)
Identification Requirements

Identification of a voter who has not complied with the Federal Statutes regarding "H.A.V.A." will now be required for all elections. Only those voters with "**ID Required**" in their signature box need to provide identification. Please follow the directions below when you have a voter that will need to show identification to you in order to vote.

     - Acceptable forms of identification are given below and on the back

1. After that voter has shown his/her identification, you will need to cross out the "**ID Required**" and initial above the box. The voter may then sign their name in the box and vote.

     - if the voter does not have any acceptable forms of identification, they **cannot** vote on the machine. They must vote by affidavit ballot and check the last box in section A on the front of the envelope.

     - if the voter should have any questions as to why they needed to provide identification, please have them call our office at 938-9111 ext. 2400 - 2403.

Acceptable Forms of Identification

A. A current and valid photo identification with the voter's name and picture
     - examples include, but are not limited to:

* Driver's License	* Military Identification
* Non-Driver's ID Card	* Student Identification Cards
* Passport	* Pilot's License
* Pistol or Firearm Permit	* Seneca Nation Tribal ID
* Government ID (Federal, State, County, City or School)	

OR

B. A copy of a current utility bill, bank statement, government check, paycheck or a government document that shows the name and address of the voter.
     - Examples of these forms of ID, can be found on the back of this sheet

Examples include, but are not limited to:

- A Current Utility Bill would include:
    - gas bill
    - telephone bill
    - electric bill
    - water bill

- A Bank Statement would include any statement from a banking institution or credit union

- A Government Check or paycheck would include:
    - a social security administration check or statements
    - a government or military paycheck or paycheck stub

- Other Government Documents would include:
    - a hunting, fishing or trapping license

    - tuition statements or bills from public college and universities

    - electronic benefit transaction (EBT) cards

    - bills from a federal, state or local government

    - public housing lease and rent statements and agreements or rent statements provided pursuant to subsidized housing programs

    - discharge certificates, pardons or other official documents issued in connection with the resolution of a criminal case, indictment, sentence or other matter, in accordance with state law

    - public housing identification cards

    - government homeless shelter identification cards

NOTICE TO VOTERS

Pursuant to Section 8-302 (3-a) and 8-303 of NYS Election Law

IF YOUR POLL RECORD IS MISSING, OR IF YOU WERE ASKED TO PRESENT IDENTIFICATION AND DID NOT DO SO, OR IF IN A PRIMARY ELECTION, YOUR POLL RECORD DOES NOT SHOW ENROLLMENT IN THE PARTY IN WHICH YOU CLAIM TO BE ENROLLED,

YOU MAY SEEK TO VOTE BY ONE OF THE FOLLOWING METHODS:

1. **AFFIDAVIT BALLOT** - If you are able to swear (affirm) under oath that you live in the election district in which you are seeking to vote, and that you are presently registered to vote in this county, and in a Primary election, that you are enrolled in the appropriate party, the Election Inspectors are required to give you a paper ballot on which you may cast your vote.

   - Place the voted ballot in the envelope provided and complete your affidavit on the outside of the envelope, making sure to give your correct residence address. The envelope will be returned, unopened, to the Board of Elections. If the Board determines that you are an eligible voter in this election district, your ballot will be counted. You will be notified if your ballot is cast or not, and the reason for such decision.

2. **COURT ORDER** - You may obtain a court order directing the Election inspectors to allow you to vote on the voting machine. Your Board of Elections will tell you where and when a Justice of the Supreme Court or a County Court Judge can be located. You can contact your County Board of Elections at the number provided below:

CATT. COUNTY BOARD OF ELECTIONS (716) 938–ext.# x 2400-2405

To Obtain a Court Order

for the

General Election

If your poll record is missing, you may either vote by affidavit ballot or by a court order issued from the judge listed below.

Please Contact:

Judge John Doe

Office: XXX-XXXX
Home: XXX-XXXX
Cell: XXX-XXXX

To: Candidates, Clerks, Technicians, and Party Chairmen:

Pursuant to Section 9.208 (1) of the New York State Election Law, we have enclosed a copy of the schedule of re-canvass to be conducted by the Cattaraugus County Board of Elections.

A reminder to candidates:

* Electioneering is **prohibited** within **100 feet** of the entrance to the polling site.

* Candidates are allowed to have, at the most, 3 Poll Watchers representing them. *Each Poll Watcher must have a certificate, issued to the candidate by their respective Party Secretary or Chairman.*

* Do not stay at the polling site for extended lengths of time - this includes no poll watching.

* Do not park vehicles with political advertising **inside the 100 foot zone.** If you or your representatives are transporting voters, drop them off and move your vehicle.

* Do not leave any type of political material inside the polling site. Advise your supporters that buttons, stickers, hats and t-shirts cannot be worn while they are poll watching.

* When the election inspectors are canvassing the vote, please wait quietly behind the rail. With your cooperation they will be able to compile the results accurately and announce them quicker.

Thank you for assisting the election workers and us in conducting a trouble-free election.

Affidavit Oath   Cattaraugus County

A Please provide the following required information

| Your name | Last name | Suffix |
| | First name | Middle Initial |

The address where you live	Address (not P.O. box)	
	Apt. Number	Zip code
	City/Town/Village	
	New York State County	

| Date of birth | | Party enrollment |

B Please check each box that applies to you and fill in the appropriate blanks

☐ I have been informed by the inspectors that my registration **record is not available** to them, however I have duly registered to vote in this election district from the address given above, and I remain a duly qualified voter in this district.

☐ I have **moved** within Cattaraugus County since my last registration, and my previous address was: _____

☐ I was required to present **identification** when I voted today, but I did not do so.

☐ *For Primary Elections Only:* I am **enrolled** in the political party stated in the section above, but the poll book does not reflect my correct enrollment.

C Additional information to register to vote in the event that you do not have a valid voter registration on file

❗ Qualifications	Are you a citizen of the U.S.? ☐ Yes ☐ No
	If you answer *No*, you cannot register to vote.
	Will you be 18 years of age or older on or before election day? ☐ Yes ☐ No
	If you answer *No*, you cannot register to vote unless you will be 18 by the end of the year.

| **More information** | Telephone (optional) | | - | - | | Sex ☐ M ☐ F |
| | Email (optional) |

The address where you receive mail — Skip if same as above	Address or P.O. Box
	P.O. Box Zip code
	City/Town/Village

| **Voting history** | Have you voted before? ☐ Yes ☐ No   What year? |

Voting information that has changed — Skip if this has not changed or you have not voted before	Your name was
	Your address was
	Your previous state or New York State County was

Identification — You must make 1 selection	☐ New York State DMV number
	☐ Last four digits of your Social Security number x x x - x x -
	☐ I do not have a New York State driver's license or a Social Security number.

Political party — You must make 1 selection

Political party enrollment is optional but that, in order to vote in a primary election of a political party, a voter must enroll in that political party, unless state party rules allow otherwise.

I wish to enroll in a political party

☐ Democratic party   ☐ Green party   ☐ Women's Equality party
☐ Republican party   ☐ Working Families party ☐ Reform party
☐ Conservative party   ☐ Independence party   ☐ Other_____

I do not wish to enroll in a political party

☐ No party

D All voters must date and sign the oath below

❗ It is a crime to procure a false registration or to furnish false information to the Board of Elections

Affidavit: I swear or affirm that

- I am a citizen of the United States.
- I will have lived in the county, city or village for at least 30 days before the election.
- I meet all requirements to register to vote in New York State.
- This is my signature or mark in the box to the right.
- The above information is true. I understand that if it is not true, I can be convicted and fined up to $5,000 and/or jailed for up to four years.

Sign _____

Date _____

| For Board Use Only - To be completed by an Election Inspector |
| City/Town _____ Leg/Ward# _____ ED# _____ AD# _____ |

**This Section For
Board of Elections
Use Only:**

Research Indicates:

❑ Not Registered

❑ Registered Too Late

❑ Wrong ED

❑ Address Change

❑ Voter ID # _____

❑ Inactive

❑ Enrollment Match

❑ Cancelled

❑ Misc. _____

_____

_____

_____

_____

Remarks: _____

_____

_____

_____

_____

**Commissioners'
Ruling**

COUNT: ❑ Yes ❑ No

Commissioners' Initials:

_____

AFFIDAVIT BALLOT

FOR VOTERS WHOSE POLL RECORD IS NOT FOUND IN THE POLL BOOK

* If the voter has moved within the county, he/she must go to their NEW polling site. (Call the Board of Elections for their correct polling site.)

At their correct polling site they should:
- Complete ENTIRE form on the envelope, making sure it is signed.
- Insert voted paper ballot into the affidavit envelope and seal it. (Voter may NOT vote on the

SECTIONS A, B, C & D MUST BE COMPLETED!!!

INSPECTORS: Please help the voter complete the affidavit envelope!!
If it is not done correctly and completely, including the district information, the ballot will not be counted!

If you have any questions, do not hesitate to contact the Board of Elections at 938- ext. 2400-2403.

Please place the affidavits in the gold nylon bag designated for registration forms and affidavit ballots.
Remember, opened envelopes will not be valid.

❗ It is a crime to procure a false registration or to furnish false information to the Board of Elections.   Please print in blue or black ink.

❗ **Qualifications**	1	Are you a citizen of the U.S.? ☐ Yes ☐ No If you answer *No*, you cannot register to vote.	For board use only
	2	Will you be 18 years of age or older on or before election day? ☐ Yes ☐ No If you answer *No*, you cannot register to vote unless you will be 18 by the end of the year.	

Your name	3	Last name _____ Suffix _____ First name _____ Middle Initial ☐

More information Items 5, 6 & 7 are optional	4	Birth date M M / D D / Y Y Y Y 5 Sex ☐ M ☐ F
	6	Phone _ _ _ - _ _ _ - _ _ _ _ 7 Email _____

The address where you live	8	Address (not P.O. box) _____ Apt. Number _____ Zip code _____ City/Town/Village _____ New York State County _____

The address where you receive mail Skip if same as above	9	Address or P.O. box _____ P.O. Box _____ Zip code _____ City/Town/Village _____

Voting history	10	Have you voted before? ☐ Yes ☐ No 11 What year? _____

Voting information that has changed Skip if this has not changed or you have not voted before	12	Your name was _____ Your address was _____ Your previous state or New York State County was _____

Identification You must make 1 selection For questions, please refer to *Verifying your identity* above.	13	☐ New York State DMV number _____ ☐ Last four digits of your Social Security number x x x – x x – _____ ☐ I do not have a New York State driver's license or a Social Security number.

Political party You must make 1 selection Political party enrollment is optional but that, in order to vote in a primary election of a political party, a voter must enroll in that political party, unless state party rules allow otherwise.	14	**I wish to enroll in a political party** ☐ Democratic party ☐ Republican party ☐ Conservative party ☐ Green party ☐ Working Families party ☐ Independence party ☐ Women's Equality party ☐ Reform party ☐ Other _____ **I do not wish to enroll in a political party** ☐ No party	16	❗ **Affidavit: I swear or affirm that** • I am a citizen of the United States. • I will have lived in the county, city or village for at least 30 days before the election. • I meet all requirements to register to vote in New York State. • This is my signature or mark in the box below. • The above information is true, I understand that if it is not true, I can be convicted and fined up to $5,000 and/or jailed for up to four years. Sign _____ Date _____

Optional questions	15	☐ I need to apply for an Absentee ballot. ☐ I would like to be an Election Day worker.

New York State Absentee Ballot Application

Please print clearly. See detailed instructions.

This application must either be personally delivered to your county board of elections not later than the day before the election, or postmarked by a governmental postal service not later than 7th day before election day. The ballot itself must either be personally delivered to the board of elections no later than the close of polls on election day, or postmarked by a governmental postal service not later than the day before the election and received no later than the 7th day after the election.

BOARD USE ONLY:

Town/City/Ward/Dist:
_____

Registration No: _____

Party: _____

☐ voted in office

1. I am requesting, in good faith, an absentee ballot due to (check one reason):
- ☐ absence from county or New York City on election day
- ☐ temporary illness or physical disability
- ☐ permanent illness or physical disability
- ☐ duties related to primary care of one or more individuals who are ill or physically disabled
- ☐ patient or inmate in a Veterans' Administration Hospital
- ☐ detention in jail/prison, awaiting trial, awaiting action by a grand jury, or in prison for a conviction of a crime or offense which was not a felony

2. absentee ballot(s) requested for the following election(s) :
- ☐ Primary Election only   ☐ General Election only   ☐ Special Election only
- ☐ Any election held between these dates: absence begins: _____/_____/_____ absence ends: _____/_____/_____

3. | last name or surname | first name | middle initial | suffix |

4. | date of birth ____/____/____ | county where you live | phone number (optional) |

5. | address where you live (residence) street | apt | city | state **NY** | zip code |

6. Delivery of Primary Election Ballot (check one)   ☐ Deliver to me in person at the board of elections
- ☐ I authorize (give name):_____ to pick up my ballot at the board of elections.
- ☐ Mail ballot to me at: (mailing address)

  | street no. | street name | apt. | city | state | zip code |

7. Delivery of General (or Special) Election Ballot (check one)   ☐ Deliver to me in person at the board of elections
- ☐ I authorize (give name):_____ to pick up my ballot at the board of elections.
- ☐ Mail ballot to me at: (mailing address)

  | street no. | street name | apt. | city | state | zip code |

Applicant Must Sign Below

8. I certify that I am a qualified and a registered (and for primary, enrolled) voter; and that the information in this application is true and correct and that this application will be accepted for all purposes as the equivalent of an affidavit and, if it contains a material false statement, shall subject me to the same penalties as if I had been duly sworn.

Sign Here: **X**_____ Date _____/_____/_____

If applicant is unable to sign because of illness, physical disability or inability to read, the following statement must be executed: By my mark, duly witnessed hereunder, I hereby state that I am unable to sign my application for an absentee ballot without assistance because I am unable to write by reason of my illness or physical disability or because I am unable to read. I have made, or have the assistance in making, my mark in lieu of my signature. (No power of attorney or preprinted name stamps allowed. See detailed instructions.)

Date ___/___/___ Name of Voter:_____ Mark:_____

I, the undersigned, hereby certify that the above named voter affixed his or her mark to this application in my presence and I know him or her to be the person who affixed his or her mark to said application and understand that this statement will be accepted for all purposes as the equivalent of an affidavit and if it contains a material false statement, shall subject me to the same penalties as if I had been duly sworn.

_____   _____
(address of witness to mark)   (signature of witness to mark)

Board Use Only
2010 regular ab app2_rev (6/15/10)

Instructions:

Who may apply for an absentee ballot?
Each person must apply for themselves. It is a felony to make a false statement in an application for an absentee ballot, to attempt to cast an illegal ballot, or to help anyone to cast an illegal ballot.

Information for military and overseas voters:
If you are applying for an absentee ballot because you or your family are in the military or because you currently reside overseas, do not use this application. You are entitled to special provisions if you apply using the Federal Postcard Application. For more information about military/overseas voting, contact your local board of elections or refer to the Military and Federal Voting sections at:
http://www.elections.ny.gov/VotingMilitaryFed.html

Where and when to return your application:
Applications must be mailed seven days before the election, or hand-delivered to your county board of elections by the day before the election. If the address of your county board of elections is not provided on this form, contact information for your local election office can be found on the New York State Board of Elections' website, under "County Boards of Election" directory" at:
http://www.elections.ny.gov/CountyBoards.html

Options available to you if you have an illness or disability:
If you check the box indicating your illness or disability is permanent, once your application is approved you will automatically receive a ballot for each election in which you are eligible to vote, without having to apply again. You may sign the absentee ballot application yourself, or you may make your mark and have your mark witnessed in the spaces provided on the bottom of the application. Please note that a power of attorney or printed name stamp is not allowed for any voting purpose.

When your ballot will be sent:
Your absentee ballot materials will be sent to you at least 32 days before federal, state, county, city or town elections in which you are eligible to vote. If you applied after this date, your ballot will be sent immediately after your completed and signed application is received and processed by your local board of elections. If you provide dates in section 2, identifying the time frame within which you will be absent from your county or from the City of New York, you will be sent a ballot for any primary, general, special election or presidential primary election which might occur during the time frame you have specified. If you prefer, you may designate someone to pick up your ballot for you, by completing the required information in section 6 and/or section 7, as appropriate. Contact your local county board of elections if you have not received your ballot.

Attendance Sheet
for the 11/6/12 General Election

Town/City ED _____
Complete this form and return with your supplies to the Board of Elections

Chairman

Name _____

Address _____

Town _____

Phone # _____

Table Inspectors

Name _____

Address _____

Town _____

Phone # _____

Machine Inspectors

Name _____

Address _____

Town _____

Phone # _____

Name _____

Address _____

Town _____

Phone # _____

Name _____

Address _____

Town _____

Phone # _____

Name _____

Address _____

Town _____

Phone # _____

_____
Signature of Chairman

Please Note:
This form must be completed by the chairman and returned
with the election supplies

RETURN IN YOUR YELLOW FOLDER

BMD Machine Problems

for the 11/06/12 General Election

Town/City ED _____

Not working properly? State time and problem: _____

_____

_____

_____

_____

Resolution: _____

_____

_____

_____

Not working properly? State time and problem: _____

_____

_____

_____

_____

Resolution: _____

_____

_____

_____

Not working properly? State time and problem: _____

_____

_____

_____

_____

Resolution: _____

_____

_____

_____

RETURN IN YOUR YELLOW FOLDER

Polling Place Evaluation Sheet
for the 11/06/12 General Election

Town/City ED _____

Address _____ Phone # _____

1. Did you find all of the necessary supplies for your polling place?   Yes _____   No _____

    If no, which supplies were you missing? _____

    _____

    _____

(Throw out your pens if they happen to not work, sorry)

2. Was the polling place:

    * Clean   Yes _____   No _____

    * Well Lit **(use your privacy booth lights if needed)**   Yes _____   No _____

    * Congested   Yes _____   No _____

    * Comfortable   Yes _____   No _____

    * Did it have enough tables and chairs   Yes _____   No _____

    * Did it have restroom facilities available   Yes _____   No _____

3. Were there 2 Republicans and 2 Democrats working?   Yes _____   No _____

    If no, did you report this to the Board of Elections? Yes _____   No _____

4. Was there a telephone located nearby?   Yes _____   No _____
    (If not, call us with a cell # to use that day please)

5. Did the voters have any complaints about this polling site?   Yes _____   No _____

    If yes, briefly state the nature of the complaint(s): _____

    _____

    _____

Please feel free to use the reverse side of this sheet for any additional comments
Return in your yellow folder

Voter Assistance Oath

This oath:

    - pertains to anyone (other than a election inspector) who assists an individual in voting

    - must be taken prior to rendering assistance in the voting booth and they **MUST** swear or affirm that he/she:

"will not in any manner request or seek to persuade or induce the voter to vote any particular ticket or for any particular candidate and that he/she will not keep or take any memorandum or entry of anything occurring within the booth and that he/she will not, directly or indirectly, reveal to any person the name of any candidate voted for by the voter or which ticket he/she had voted or pursuant to law to give testimony as to such matters in a judicial proceeding."

(Election Law 8-306.5)

Affidavit of Person Challenged

State of New York
County of Cattaraugus; ss:

Inspector- Please read the following oath to the person being challenged:

A. "**You do solemnly swear (or affirm) that you will give true answers to the questions which may be put to you to establish your qualifications as a voter**."

_____   _____
          Date   Signature of person being challenged

                _____
                                Residence Address

1. Where is your current residence? _____

2. How long have you lived at this residence? _____

3. What is the type of residence? (house, apartment, other) _____

4. What was your residence immediately preceding current residence?

_____

5. Were you registered to vote from your prior residence? _____

I hereby certify that I have administered the required oath to _____

who resides at _____

and have recorded his/her answers to all questions asked and determined that he/she is/is not qualified to vote.

B. "**You do solemnly swear (or affirm) that you are eighteen years of age, that you are a citizen of the United States and that having been a resident of this state and county for thirty days preceding this election, you still reside at the same address from which you have been duly registered in this election district, you have not voted in this election and you do not know of any reason why you are not qualified to vote in this election. You do further declare you are aware it is a crime to make any false statement, all the statements you have made to the Board have been true and you understand that a false statement is perjury and you will be guilty of a misdemeanor**."

_____   _____   _____
    Date   Signature of Applicant   Signature of Witness

_____   _____   _____
    Date   Signature of Democratic Inspector   Signature of Republican Inspector

RETURN IN YELLOW FOLDER

Election Day Report
for the 11/6/12 General Election

Town/City ED_____

Section I	Reg. #	Name	Address	Action Taken by Inspectors
Only allow these persons to vote if they present a court order. Return the court order with your				
Section II These persons are under investigation by the BOE. Challenge them if you decide such reason is correct.				
Section III Other voters challenged on Election Day. Record Reg#, Name, Address and reason for challenge.				
Section IV Voters who received assistance. List why and person who assisted.				
Section V Registrants who voted by Affidavit Ballot				
Section VI Absentee Voter who voted on the machine				

The following certificate must be signed by each election inspector at the close of the polls - NOT BEFORE. We do HEREBY CERTIFY that this report contains the names of all persons who were challenged on the day of Election, that each voter so reported as having been challenged took the oaths as required; that such report contains the names of all voters to whom such board gave or allowed assistance and lists the nature of the disability which required such assistance to be given and the names and family relationship, if any, to the voter; that each assisted voter informed such board under oath that he/she required assistance and that each person rendering assistance took the required oath; that such report contains the names of all voters who were permitted to vote although their registration poll records were missing; that the entries made by such board are true and accurate record of its proceedings with respect to the person named in such report.

_____
Chairman

_____
Republican Inspectors

_____
Democratic Inspectors

Record Updates and Recommendations

Name Changes: (*Have them fill out a registration form, <u>we need their new signature</u>*)

Reg #	Former Name	Present Name and Address
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Additional Comments:

_____
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_____

****Return in <u>Flash Card Bag </u>on Election Night****

Write-In Certificate

Cattaraugus County Board of Elections Re-Canvass

ELECTION DISTRICT _____   MACHINE #: _____

ELECTION DATE: _____

WE DO HEREBY CERTIFY that on this day, at the close of polls,
We the inspectors received all write-in votes for our district that were cast on the BMD from the
   machine inspectors.
We recorded all write-in votes, as marked on the ballots, in the table below and returned the ballots
   to the machine inspectors.
PROVIDED TOTAL NUMBER OF WRITE-IN VOTES HERE: _____

CONTEST	CANDIDATE'S NAME	# VOTES	VALID

SIGNATURES: _____   _____

                     _____   _____

VILLAGE ELECTIONS – COUNTING ABSENTEE VOTES

The absentees must be counted on Election night – anything that comes in following the election will not be counted, per NYS Election Law.

1. Check absentee report and count absentee ballot envelopes to make sure you have the correct number of absentees. Add any that were delivered to the polls today.

2. Check all absentees against the pollbook to see if anyone who has returned a ballot has voted in person. If voted in person, mark envelope "Voted in Person" and return unopened in specified envelope.

3. Open each valid envelope and separate ballots from envelopes into two separate piles.

4. Count ballots and envelopes to make sure both agree.

5. Mix ballots so there is no way you know what ballot was in what envelope. That means, there's no way to know how someone voted.

6. Open ballots. Inspect both sides for any identifying marks. Scribbles, signatures or marks outside the box disqualify a ballot – do not count. If disqualified, put aside and return unopened in specified envelope.

7. Canvass ballots by reading to the other inspector who will use the sample ballot to mark by stick man ‖‖ method for the person who received the vote.

8. Count by column and race and add to machine tape number for each race. Add up the totals on the ELECTION NIGHT CALL-IN SHEET FOR VILLAGE ELECTIONS ONLY.

ELECTION NIGHT CALL-IN SHEET
VILLAGE ELECTIONS
TUESDAY MARCH 15, 2016

Village of Allegany

Trustee - 1 Year Vacancy - Vote for One

	Total Persons Voting	Dem 1A Kelly J. Granger	Rep 1B Kelly J. Granger	Write-Ins
Tape	_____	_____	_____	_____
Absentee	_____	_____	_____	_____
Total	_____	_____	_____	_____

Look for a sticker like this one in the inside front cover of your BMD Machine Inspector Manual. It will contain the information, specific to your districts, for returning Election Night supplies (Blue Ballot Bag and Flash Card Bag).

Allegany 1

Return Election Night Supplies

(Blue Ballot Bag & Flash Card Bag)

Olean Substation – Sheriff's Dept.
One Leo Moss Drive, Olean
(Rear Side of Building)

Look for this information on an orange laminated card in the front of your Brown Accordian File inside Brown Supply Bag.

**PLEASE return this card to the same location
at the end of the night.**

Have a question? Call us!

To call the Board of Elections:
Just dial 938-2400,
938-2401, 938-2402, or 938-2403.

End of Night Return Supplies Check-off List

Inside ballot box of the ImageCast machine
1. Monitor - Privacy cover
2. Extension cord on reel
3. Bag "B" – I-Button with lanyards
4. Clip on lights from privacy booths - put back into plastic bag you found them in
5. BMD (Ballot Marking Device) materials put back in 2 gal. plastic bag you found them in: ATI, ATI cable, headphones, sip and puff, rocker paddles, duct tape, disposable gloves, **small** sanitizer and thermal tape (looks like adding machine tape for giving the results)

ImageCast Machine Cover
1. Yellow copy of BMD Statement of Canvass
2. Inventory Supplies Check-off List

Flash Card Bag
1. Morning "Zero" tape
2. End of Night tape
3. Write-in Report for each election district and Image Cast machine **(even if "0")**
4. FLASH CARD

Blue Ballot Bag – Return with flash card bag   DO NOT place flash card bag inside Blue Ballot Bag!
1. All voted/used ballots
2. All unused ballots
3. **Stubs** from used ballots
4. Large nylon bags with⁻ or without ballots (if no ballots - still return nylon bags in Blue Ballot Bag) AND NUMBERS RECORDED TO THE SHEET IN THE POCKET OF EACH BAG **(even if "0")**.
    A. Spoiled Ballots - Red   Nylon Bag
    B. Un-Scanned Ballots - Green Nylon Bag
    C. Abandoned Ballots - Black Nylon Bag
    D. Blank unused BMD paper - Orange Nylon Bag
    E. Write-In Ballots BMD - Navy Blue Nylon Bag
5. Privacy Ballot Folders – Place on top of ballots and colored nylon bags when returning supplies.

Caramel Nylon Bag
1. Bag "A" with key to Image Cast, **white copy of signed** BMD Statement of Canvass, **signed** Ballot Reconciliation sheet(s), unused seals, side cutter, scotch tape, felt pens with lanyards from privacy booths.
2. Clipboard with BMD poll worker manual

Brown Supply Suitcase (Replaces brown canvas bag)
1. Place Caramel Nylon Bag in Black Supply Suitcase – things from machine workers
2. COMPLETE NUMBERS ON SHEETS IN POCKETS OF BAGS
3. How to Vote Poster (roll-do not bend)
4. Sign-in Books/ lists (unless otherwise instructed by District Clerk)
5. Magnifying sheets from privacy booths and ADA (Americans with Disabilities) booth – return in folder provided for them (Make sure no pens are left in black suitcase booth)

Place Vote Here Signs next to the Image Cast machine.

Check off this list as you place in designated machine, bags or envelopes
and don't <u>seal</u> until you know everything is signed and placed in the correct bag!
Please Return Flash Card Bag WITH – NOT INSIDE Blue Ballot Bag on Election Night!!!

**Look for this sticker in your Brown Accordian File
to find the Opening the Polls Folder.**

CLOSING THE POLLS 🌙

Inside this folder:

1. End Of Night Return Supplies Check-Off List;
2. Return Brown Bag Instructions.

Return **ONLY THESE ITEMS** to this folder.

BROWN SUPPLY SUITCASE RETURN INSTRUCTIONS

AN <u>INSPECTOR</u> FROM EVERY ELECTION DISTRICT <u>must </u>return the BROWN SUPPLY SUTCASE supplies the day after the election to either:

1. The Olean Pines Nursing Home (lobby)   **BETWEEN THE HOURS

    2245 W. State St.   <u>OF 9AM-NOON**</u>

    Olean, NY

2. Catt. County Board of Elections Office   **FROM 9:30AM—1PM**

    207 Rock City St., Suite 100

    Little Valley, NY

<u>PLEASE DO NOT ARRIVE EARLY!</u>

** Our staff leaves the Olean Pines <u>at NOON</u>, so if you'll be later than that, you will have to come to the Little Valley office.

* Remember, we are here to go through all bags, and see if anything important is missing or not filled out. Such as, your Affidavits filled out correctly and signed by the inspector, your Vouchers complete, your <u>Election day reports being filled out,</u> Machine Problems, etc. We need to know if you're having any problems during election day. <u>This may take some time for each person, so please expect this when you arrive.</u>

CATTARAUGUS COUNTY POLLING PLACES 2012

TOWN	DIST	LOCATION	PHONE
Allegany	1	Allegany Village Municipal Building, 106 E. Main St., Allegany	373-1460
	2,3,5	Allegany Community Center, 188 W. Main St., Allegany	373-2310 **need cell**
	4	Allegany Town Highway/Municipal Building (Court Room), 3790 Birch Run Rd, Allegany	373-3670
Ashford	1	West Valley Fire Hall, 9201 Route 219, West Valley	942-6007
	2	Ashford Community Center, 9377 Route 240, West Valley	942-6016
Carrollton		Carrollton Twn Muncpl. Complex (**old school**), 640 Main St.,**Suite 1**,Limestone	925-8842
Coldspring		Coldspring Town Hall, 2604 Lebanon Rd., Steamburg	354-5752
Conewango		Conewango Town Hall, 4762 Route 241, Conewango Valley	358-9577 **ext. 5**
Dayton		Dayton Town Hall (new court room), 9100 Route 62, South Dayton	532-5158
East Otto		East Otto Town Hall, 9014 East Otto-Springville Rd., East Otto	257-9875
Ellicottville		Ellicottville Town Center, 28 Parkside Drive, Ellicottville	699-1014
Farmersville		Farmersville Town Hall, 8963 Lake Ave., Farmersville	676-3030
Franklinville	1	Franklinville Fire Hall, 75 N. Main St., Franklinville	676-2539
	2	Franklinville Fire Hall, 75 N. Main St., Franklinville	676-2539
Freedom		Freedom Town Hall, Board Rm., 1188 Eagle St., Sandusky	492-0961
Great Valley	1	Kill Buck Volunteer Fire Hall, 3790 Killbuck Rd., Killbuck	945-3232
	2	Great Valley Town Hall, 4808 Route 219, Great Valley	945-4200 **ext. 100**
Hinsdale		Hinsdale Fire Dept. Hall, 3832 Church St., Hinsdale	557-2513
Humphrey		Humphrey Town Hall, 4500 Humphrey Rd., Humphrey	945-1010
Ischua		Ischua Town Hall, 1850 Mill St., Ischua	557-8787
Leon		Leon Community Building, 12194 Leon-New Albion Rd., Leon	296-5600
Little Valley		Little Valley Fire Hall, (Meeting Room), 101 Third St., Little Valley	938-6646
Lyndon		Lyndon Town Hall, 852 Lyndon Center Rd., Lyndon	676-9928
Machias		Machias King Memorial Library, 9538 Main St., Machias	353-9915 **need cell**
Mansfield		Mansfield Town Hall, 7691 Toad Hollow Rd., Mansfield	257-9288 **need cell**
Napoli		Napoli Town Highway Building, 4672 Allegany Rd., Napoli	938-9132
New Albion		Cattaraugus Firemen's Club (Social Hall), 150 South St., Cattaraugus	257-9299
Town of Olean	1	Town of Olean Fire Hall, 1297 Old Rock City Rd., Olean	372-2467
	2	Olean Town Hall, 2634 Route 16 N., Olean	373-9068
Otto		Otto Town Hall, 8842 Otto-East Otto Rd., Otto	257-3111

TOWN	DIST	LOCATION	PHONE
Perrysburg		Perrysburg Town Hall, 10460 Peck Hill Rd., Perrysburg	532-4090
Persia		Gowanda High School lobby, 10674 Prospect St., Gowanda	**need cell**
Portville	1	Masonic Temple, 14 Temple Street, Portville	933-7080
	2	Westons Mills Community Center, 1310 Route 417, Westons Mills	372-1995
Randolph	1	Randolph Fire Hall, 70 Main St., Randolph	358-9300
	2	Randolph Fire Hall, 70 Main St., Randolph	358-9300
Red House		Red House Town Hall, 8642 Lockto Hollow Rd., Red House	354-5052
Salamanca		Salamanca Town Hall, 4295 Center St. Ext., Salamanca	945-4775
South Valley		South Valley Town Hall, 11888 Sawmill Run Rd., South Valley	354-2090
Yorkshire	1	Yorkshire Fire Hall, 12211 Church St., Yorkshire	492-4470
	2	Yorkshire Town Hall, 82 South Main St., Delevan	492-4831

CITY OF OLEAN:

Wards	1	Christ United Methodist Church, 633 Linwood Ave., Olean	372-3495
	2	Mt. Zion Christian Assembly Church, 321 Front St., Olean	373-7127
	3	John J. Ash Community Center, 112 N. Barry St., Olean	376-5670 **need cell**
	4	JCC Cutco Theater **(reception room),** 305 N. Barry St., Olean	376-7506
	5	Bethany Lutheran Church, 6 Leo Moss Dr., Olean	372-1914
	6	Bethany Lutheran Church, 6 Leo Moss Dr., Olean	372-1914
	7	St. John's RC School **(front entrance)**, 921 N. Union St., Olean	**need cell**

CITY OF SALAMANCA:

Wards	1	Hillview Manor (Recreation Rm.), 28 Chestnut St., Salamanca	945-0170 **need cell**
	2	Hillview Homes Community Center, 69 Iroquois Dr., Salamanca	945-3820 **need cell**
	3	Salamanca Municipal Bldg., Court Room (**back entrance**) 225 Wildwood Ave.	**need cell**
	4	United Congregational Methodist Church (**basement/social hall-rear**)134 Broad St.	945-2120
	5	Prospect Elementary School, 300 Prospect Ave., Salamanca	945-5170 **need cell**

CATTARAUGUS COUNTY POLLING PLACES – 8/16
*50 polling sites / 55 districts

Disability Etiquette

The following are tips on interacting with people with disabilities according to the Eastern Paralyzed Veterans Association

1. Helping
   - Just because someone has a disability, don't assume they need help. If the setting is accessible, people with disabilities can usually get around fine. Adults with disabilities want to be treated as independent people. Offer assistance only if the person appears to need it and remember to ask how they need help before you give it.

2. Physical Contact
   - Some people with disabilities depend on their arms for balance. Grabbing them (even if your intention is to assist) could knock them off balance. Avoid patting a person on the head or touching their wheelchair, scooter or cane. People with disabilities consider their equipment part of their personal space.

3. Communication
   - Always speak directly to the person with the disability, not to their companion, aide or sign language interpreter. Making small talk with a person who has a disability is great; just talk to them as you would anyone else. Remember to respect their privacy also. Treat people with disabilities with the same respect and consideration that you have for everyone else.

4. Hidden Disabilities
   - Not all disabilities are apparent. A person may have trouble following a conversation or may say or do something that seems inappropriate. The person may have a hidden disability, such as a low vision or mental illness. Don't make assumptions about the person or the disability. Be open minded.

5. Environments
   - Be sensitive about the setting. A noisy or dark environment might make it difficult for any communication. Be aware of clear paths of travel for people who are blind or use a wheelchair.

Temporary Inspector Oath

I do solemnly swear (or affirm) that I will support the constitution of the United States and the constitution of the State of New York, and that I will faithfully discharge the duties of the office of inspector of elections for the Town/City of _____ District _____ to the best of my ability.

And I do further solemnly swear or affirm that I have not directly or indirectly paid, offered or promised to pay, contribute or offered or promised to contribute any money or other valuable thing as a consideration or reward for the giving or withholding a vote at the election at which I was elected to said office, and have not made any promises to influence the giving or withholding any such vote.

Dated this _____ day of _____, 20_____

_____
Signature of Appointed Election Inspector

2014 ELECTION INSPECTOR APPOINTMENT

**SINCE ELECTIONS ARE NOW CENTRALIZED WITH COUNTY BOARDS OF ELECTIONS,
THIS CONTRACT MUST BE SIGNED.
YOU WILL BE NOTIFIED FOUR TO SIX WEEKS PRIOR TO AN ELECTION IF YOU ARE SCHEDULED TO WORK.**

Appointing Authority: Cattaraugus County Board of Elections, 207 Rock City St., Little Valley, New York 14755

Inspector: Name: «name» «voter_id»

Address: _____

_____

Phone: _____Cell: _____

Elections: Primary Elections – September 13, 2012 General Election – November 6, 2012
Village Elections – March 2013
Special Election with date to be determined by governor.
Local Registration Days – October 10, 2012, 5:00 pm – 8:30 pm and October 13, 2012, 2:00 pm – 9:00 pm

Training Sessions: Dates to be determined.

Inspector Duties:

1. Under the direction of the Board of Elections, shall act as a board during elections.

2. Serves at the pleasure of the Board of Elections.

3. Each inspector shall be one representative of each of the two major political parties in New York State.

4. Shall maintain and preserve good order within and around the polling place or place of registration, and shall keep access thereto unobstructed.

5. Shall arrive at the polling places 1 hour before the polls open, close the polls, and complete all necessary paper work as directed at the annual training.

6. Must attend an annual class and be certified as an election inspector.

7. Any other duties that the Board of Elections may prescribe.

Compensation: Training $25.00 - $45.00; Local Registration Day – between $32.00 and $63.00;
Primary Election - $100.00; General Election - $155.00;
NOTE: Whoever returns voting supplies to the County Board of Elections designated site following elections will be reimbursed an additional $10 and $.50 per mile roundtrip from polling site. Whoever serves as chairman will receive an additional $10.00. For the return of the brown bag the following day - $10.00 + 50¢ per mile.

INSPECTOR MUST SIGN BELOW

XX_____ _____
Inspector's Signature *Election Commissioner*

Smoking Policy

Per New York State Law there is no smoking allowed inside any of our Election Day Polling Sites. Any inspector who wishes to smoke must do so at that polling site's designated area.

We also ask that our inspectors who smoke, be courteous to those who don't, and not take excessive smoking breaks. Thank you for your cooperation in this matter.

Table Inspectors to do list before polls opening

1. Elect a chairman for the day. The chairman may be a table or machine inspector.

2. Open the brown bag and give the machine inspectors their Carmel nylon bag and affidavit ballots and affidavit envelopes.

3. Complete emptying the brown bag and place contents on the extra table for supplies you will need throughout the day. Also, place all the nylon bags on the table to use if needed. Place Sample Ballot, Voter's Bill of Rights and instructions on how to use the Image Cast voting machine on wall or table close to entrance to polling site for voter use.

4. You will be given things from machine inspectors. Found in blue wheeled bag will be all ballots, privacy folders and orange nylon bag with white ballot paper for handicapped voters who will use the ADA portion of the Image Cast. Found in Bag A - Ballot reconciliation sheet, colored index cards with ballot ID numbers (used only if there is primary in 2 or more parties). Lastly, they will give you an ADA requirement sheet found in pocket of cover to the Image Cast voting machine. If they forget, don't be afraid to ask - it's your responsibility.

5. Place 100' markers from the front door of the polling sight, vote here sign and any ADA requirements if needed. (Cones, signs, buzzers, etc.)

6. Do reconciliation report (verify the number of blank ballots received and number of blank paper in orange bag) and sign off. Place report back on extra table to finish at the end of night.

7. Check ballots and make sure you have the right ballots for your site. Open and place the first packet of ballots 1-100 on inspector table (keep all others in numerical order and keep on extra table and only open if needed). Place privacy sleeves and sign-in book on inspector table as well. If you have two sign-in books at two sets of tables (A-L and M-Z) you will need to also have a package of 100 ballots (exp. 101-200) on the second table. However, you will only have one reconciliation ballot report to do in the morning and close of polls. If you have more than one election district at one polling site, you care only for your own election districts ballots and need not be concerned with the activities of the other election district.

 8. One person mans the sign-in book and the other places the ballot in the privacy folder after he/she reports the number of the ballot to the sign-in book inspector. If the privacy booths have not been taken care of, do so and you should be ready to go...