KOLTASH/SPARACINO/PUTNAM PUPILAGE GROUP

A CONSTITUTIONAL CONVENTION ADDRESSING ELECTIONS

WRITTEN MATERIALS

1. SB106 – Pending Constitutional Amendments
2. Governor Wolf signs Election Reform Bill
3. Directive re: Access to Electronic Voting
4. Dauphin County Election memo
5. Election Day Digest
6. Closing the Polls Checklist

PRIOR PASSAGE - NONE

PRIOR PRINTER'S NOS. 71, 1279 PRINTER'S NO. 1857

THE GENERAL ASSEMBLY OF PENNSYLVANIA

SENATE BILL

No. 106 Session of 2021

INTRODUCED BY ARGALL, MARTIN, STEFANO, PHILLIPS-HILL, DiSANTO, BAKER, MASTRIANO, PITTMAN AND REGAN, JANUARY 22, 2021

AMENDMENTS TO HOUSE AMENDMENTS, IN SENATE, JULY 7, 2022

A JOINT RESOLUTION

Proposing separate and distinct amendments to the Constitution of the Commonwealth of Pennsylvania, PROVIDING THAT THERE IS NO CONSTITUTIONAL RIGHT TO TAXPAYER-FUNDED ABORTION OR OTHER RIGHT RELATING TO ABORTION; further providing for action on concurrent orders and resolutions ~~and~~, for Lieutenant Governor~~; providing for executive orders; further providing~~ AND for qualifications of electors; and providing for election audits. <-- <-- <-- <--

The General Assembly of the Commonwealth of Pennsylvania hereby resolves as follows:

Section 1. The following separate and distinct amendments to the Constitution of Pennsylvania are proposed in accordance with Article XI:

(1) THAT ARTICLE I BE AMENDED BY ADDING A SECTION TO READ: <--

<u>§ 30. ABORTION.</u>

<u>THIS CONSTITUTION DOES NOT GRANT THE RIGHT TO TAXPAYER-FUNDED ABORTION OR ANY OTHER RIGHT RELATING TO ABORTION.</u>

~~(1)~~ (2) That section 9 of Article III be amended to read: <--

§ 9. Action on concurrent orders and resolutions.

Every order, resolution or vote, to which the concurrence of

both Houses may be necessary, except on the questions of adjournment, disapproval of a regulation or termination or extension of a disaster emergency declaration as declared by an executive order or proclamation, or portion of a disaster emergency declaration as declared by an executive order or proclamation, shall be presented to the Governor and before it shall take effect be approved by him, or being disapproved, shall be repassed by two-thirds of both Houses according to the rules and limitations prescribed in case of a bill.

~~(2)~~ (3) That section 4 of Article IV be amended to read: <--

§ 4. Lieutenant Governor.

A Lieutenant Governor shall be chosen jointly with the Governor by the casting by each voter of a single vote applicable to both offices, for the same term, and subject to the same provisions as the Governor[; he]. Each candidate for Governor, having been nominated under the laws of this Commonwealth, shall, subject to the approval of the political party or political body, if any, nominating such candidate, select a candidate for Lieutenant Governor within such time before the gubernatorial general election as the General Assembly shall prescribe by law. A person may not seek election to both offices simultaneously. The Lieutenant Governor shall be President of the Senate. As such, [he] the Lieutenant Governor may vote in case of a tie on any question except the final passage of a bill or joint resolution, the adoption of a conference report or the concurrence in amendments made by the House of Representatives.

~~(3) That Article IV be amended by adding a section to read:~~ <--

~~§ 21. Executive orders.~~

~~An executive order or proclamation by the Governor or an~~

~~executive agency with the force and effect of law may not be in effect for more than 21 days, unless otherwise extended in whole or in part by concurrent resolution of the General Assembly.~~

~~(4) That section 1 of Article VII be amended to read:~~

~~§ 1. Qualifications of electors.~~

~~[Every citizen 21] Only citizens 18 years of age or older, possessing the following qualifications, shall be entitled to vote at all elections subject, however, to such laws requiring and regulating the registration of electors as the General Assembly may enact.~~

~~1. He or she shall have been a citizen of the United States at least one month.~~

~~2. He or she shall have resided in the State [90] 30 days immediately preceding the election.~~

~~3. He or she shall have resided in the election district where he or she shall offer to vote at least [60] 30 days immediately preceding the election, except that if qualified to vote in an election district prior to removal of residence, he or she may, if a resident of Pennsylvania, vote in the election district from which he or she removed his or her residence within [60] 30 days preceding the election.~~

~~4. He or she shall present valid identification prior to voting, regardless of voting method. If an elector does not possess valid identification, he or she shall, upon request, be furnished with a government-issued identification at no cost to the elector. For purposes of this paragraph, the term "valid identification" shall mean any unexpired government-issued identification, unless otherwise authorized by statute.~~

(4) THAT SECTION 1 OF ARTICLE VII BE AMENDED TO READ: **<--**

§ 1. QUALIFICATIONS OF ELECTORS.

(A) EVERY CITIZEN 21 YEARS OF AGE, POSSESSING THE FOLLOWING QUALIFICATIONS, SHALL BE ENTITLED TO VOTE AT ALL ELECTIONS SUBJECT, HOWEVER, TO SUCH LAWS REQUIRING AND REGULATING THE REGISTRATION OF ELECTORS AS THE GENERAL ASSEMBLY MAY ENACT.

1. HE OR SHE SHALL HAVE BEEN A CITIZEN OF THE UNITED STATES AT LEAST ONE MONTH.

2. HE OR SHE SHALL HAVE RESIDED IN THE STATE 90 DAYS IMMEDIATELY PRECEDING THE ELECTION.

3. HE OR SHE SHALL HAVE RESIDED IN THE ELECTION DISTRICT WHERE HE OR SHE SHALL OFFER TO VOTE AT LEAST 60 DAYS IMMEDIATELY PRECEDING THE ELECTION, EXCEPT THAT IF QUALIFIED TO VOTE IN AN ELECTION DISTRICT PRIOR TO REMOVAL OF RESIDENCE, HE OR SHE MAY, IF A RESIDENT OF PENNSYLVANIA, VOTE IN THE ELECTION DISTRICT FROM WHICH HE OR SHE REMOVED HIS OR HER RESIDENCE WITHIN 60 DAYS PRECEDING THE ELECTION.

(B) IN ADDITION TO THE QUALIFICATIONS UNDER SUBSECTION (A) OF THIS SECTION, A QUALIFIED ELECTOR SHALL PROVIDE A VALID IDENTIFICATION AT EACH ELECTION IN ACCORDANCE WITH THE FOLLOWING:

1. WHEN VOTING IN PERSON, THE QUALIFIED ELECTOR SHALL PRESENT A VALID IDENTIFICATION BEFORE RECEIVING A BALLOT TO VOTE IN PERSON.

2. WHEN NOT VOTING IN PERSON, THE QUALIFIED ELECTOR SHALL PROVIDE PROOF OF A VALID IDENTIFICATION WITH HIS OR HER BALLOT.

(C) IF A QUALIFIED ELECTOR DOES NOT POSSESS A VALID IDENTIFICATION, HE OR SHE SHALL, UPON REQUEST AND CONFIRMATION OF IDENTITY, BE FURNISHED WITH A GOVERNMENT-ISSUED IDENTIFICATION AT NO COST TO THE QUALIFIED ELECTOR.

(D) FOR PURPOSES OF THIS SECTION, THE TERM "VALID IDENTIFICATION" MEANS AN UNEXPIRED GOVERNMENT-ISSUED

IDENTIFICATION, UNLESS OTHERWISE PROVIDED FOR BY LAW.

(5) That Article VII be amended by adding a section to read:

§ 15. Election audits.

The General Assembly shall by statute provide for the auditing of elections~~, including the administration of elections, certification of election machines, the accuracy of the list of registered voters, the administration of voter registration~~ and election results~~. Election audits shall be conducted~~ by the Auditor General. In years when the Auditor General stands for election to any office, an Independent Auditor shall conduct the audit. <-- <--

Section 2. (a) Upon the first passage by the General Assembly of these proposed constitutional amendments, the Secretary of the Commonwealth shall proceed immediately to comply with the advertising requirements of section 1 of Article XI of the Constitution of Pennsylvania and shall transmit the required advertisements to two newspapers in every county in which such newspapers are published in sufficient time after passage of these proposed constitutional amendments.

(b) Upon the second passage by the General Assembly of these proposed constitutional amendments, the Secretary of the Commonwealth shall proceed immediately to comply with the advertising requirements of section 1 of Article XI of the Constitution of Pennsylvania and shall transmit the required advertisements to two newspapers in every county in which such newspapers are published in sufficient time after passage of these proposed constitutional amendments. The Secretary of the Commonwealth shall:

(1) Submit the proposed constitutional amendment under section 1(1) of this resolution to the qualified electors of

this Commonwealth as a separate ballot question at the first primary, general or municipal election which meets the requirements of and is in conformance with section 1 of Article XI of the Constitution of Pennsylvania and which occurs at least three months after the proposed constitutional amendment is passed by the General Assembly.

(2) Submit the proposed constitutional amendment under section 1(2) of this resolution to the qualified electors of this Commonwealth as a separate ballot question at the first primary, general or municipal election which meets the requirements of and is in conformance with section 1 of Article XI of the Constitution of Pennsylvania and which occurs at least three months after the proposed constitutional amendment is passed by the General Assembly.

(3) Submit the proposed constitutional amendment under section 1(3) of this resolution to the qualified electors of this Commonwealth as a separate ballot question at the first primary, general or municipal election which meets the requirements of and is in conformance with section 1 of Article XI of the Constitution of Pennsylvania and which occurs at least three months after the proposed constitutional amendment is passed by the General Assembly.

(4) Submit the proposed constitutional amendment under section 1(4) of this resolution to the qualified electors of this Commonwealth as a separate ballot question at the first primary, general or municipal election which meets the requirements of and is in conformance with section 1 of Article XI of the Constitution of Pennsylvania and which occurs at least three months after the proposed constitutional amendment is passed by the General Assembly.

(5) Submit the proposed constitutional amendment under section 1(5) of this resolution to the qualified electors of this Commonwealth as a separate ballot question at the first primary, general or municipal election which meets the requirements of and is in conformance with section 1 of Article XI of the Constitution of Pennsylvania and which occurs at least three months after the proposed constitutional amendment is passed by the General Assembly.

Governor Wolf Signs Historic Election Reform Bill Including New Mail-in Voting

October 31, 2019

Bill Signing, Press Release, Voting & Elections

Harrisburg, PA – Governor Wolf made voting more convenient and secure by signing Act 77 of 2019, the most significant improvement to Pennsylvania's elections in more than 80 years. The bipartisan compromise legislation takes effect for the April 2020 primary election and makes Pennsylvania a national leader with voter-friendly election reforms.

The law creates a new option to vote by mail up to 50 days before an election and be placed on a list to permanently receive a ballot application by mail. It also provides more time to register to vote and authorizes a $90 million bond to help counties fund the purchase of new voting systems with a paper trail that strengthens the security of our elections.

"This bill makes voting more convenient and more secure for millions of Pennsylvanians and continues my commitment to modernizing our elections," said Governor Wolf. "This is the biggest change to our elections in generations and will strengthen our democracy by removing barriers to the voting booth and encouraging more people to vote. I applaud all of the legislators and stakeholders for their work with my administration and their spirit of compromise."

Increasing the opportunity to vote increases turnout. According to a U.S. Government Accountability Office report in 2016, providing more days to register to vote and no-excuse mail-in ballots increased voter participation by more than four percent. That is nearly 250,000 votes in Pennsylvania.

No excuse mail-in voting
The law creates a new option to vote by mail without providing an excuse, which is currently required for voters using absentee ballots. Pennsylvania joins 31 other states and Washington, D.C. with mail-in voting that removes barriers to elections.

50-day mail-in voting period
All voters can request and submit their mail-in or absentee ballot up to 50 days before the election, which is the longest vote-by-mail period in the country.

Permanent mail-in and absentee ballot list
Voters can request to receive applications for mail-in or absentee ballots for all primary, general and special elections held in a given year. Counties will mail applications to voters on the list by the first Monday of each February. Voters who return an application will receive ballots for each election scheduled through the next February. Pennsylvania is the 12th state to provide voters with the automatic option.

15 more days to register to vote
The deadline to register to vote is extended to 15 days from 30 days before an election. Cutting the current deadline by half enables more people to participate in elections. The new more flexible and voter friendly deadlines provide more time to register to vote than 24 other states.

Extends mail-in and absentee submission deadlines
Voters can submit mail-in and absentee ballots until 8:00 p.m. on election day. The current deadline is 5:00 p.m. on the Friday before an election, which is the most restrictive in the country. Pennsylvanians submitted 195,378 absentee ballots in 2018, but 8,162 – more than four percent – missed the deadline and were rejected. The national average is only two percent.

The changes do not impact the November 5, 2019 election.

“The bill modernizes our antiquated voting laws. Now a voter’s kitchen table can become their voting booth, and researching candidates can be done in real time,” said Senator Lisa Boscola. “SB 421 puts the political parties on the run, and gives voters more control. This law will bring polling to the people, and that is closer to a modern democracy: no excuses and no exclusions.”

“The people of Pennsylvania have sent divided government to Harrisburg and, with that, this is what governing looks like,” said Senate Majority Leader Jake Corman. “We are thankful for the governor’s willingness to work with us to enact the most historic change in how we cast votes since the election code was enacted in 1937. Compromise has given Pennsylvanians a modernized election code that preserves the integrity of the ballot box and makes it easier for voters to choose the people who represent them.”

“This bill was not written to benefit one party or the other, or any one candidate or single election,” said House Majority Leader Representative Bryan Cutler. “It was developed over a multi-year period with input of people from different backgrounds and regions of Pennsylvania. It serves to preserve the integrity of every election and lift the voice of every voter in the commonwealth.”

The law also authorizes the governor to pursue a $90 million bond to reimburse counties for 60 percent of their actual costs to replace voting systems. The new systems have enhanced security to help guard against hacking and produce an anonymous paper record so voters can verify their ballot is correctly marked when casting it. Paper records also allow officials to conduct the most accurate recounts and audits of election results.

“Voters in Pennsylvania won for this election and elections to come,” said Micah Sims, executive director, Common Cause Pennsylvania. “This package provides the infrastructure of new voting machines to produce secure elections and now we have some good reforms that will create greater engagement and participation.”

“This commitment of $90 million is crucial for counties who are continuing to work to meet requirements to purchase new, voter-verifiable paper trail elections systems by April 2020, and we thank the Administration and General Assembly for their partnership in securing this funding,” said Kathi Cozzone, CCAP president and Chester County commissioner. “Ultimately, the winners are our mutual constituents – both voters and county property taxpayers.”

In April 2018, the Department of State informed counties they must select the new voting systems by the end of 2019 and the new system must be used by voters no later than the April 2020 primary election. At least 52 counties, or 78 percent, have taken official action toward selecting a new voting system. And 46 counties, or 68 percent, plan to use their new voting system in the November 2019 election.

Earlier this year, Governor Wolf launched an option for Pennsylvanians to request absentee ballot requests online for the first time. In his first term, Pennsylvania launched online voter registration, which more than 1.5 million Pennsylvanians have used since 2015.

Pennsylvania ranks 25th for voter participation with 51 percent of the eligible population voting in the 2018 election.

RELATED MEDIA

Photos

DIRECTIVE CONCERNING ACCESS TO ELECTRONIC VOTING SYSTEMS, INCLUDING BUT NOT LIMITED TO THE IMAGING OF SOFTWARE AND MEMORY FILES, ACCESS TO RELATED INTERNAL COMPONENTS, AND THE CONSEQUENCES TO COUNTY BOARDS OF ALLOWING SUCH ACCESS

July 8, 2021

Directive 1 of 2021

The following Directive is issued July 8, 2021, by the Secretary of the Commonwealth pursuant to authority contained at Section 1105-A(a) of the Pennsylvania Election Code, 25 P.S. 3031.5(a).

1. Background. The Secretary of the Commonwealth ("Secretary") has duties pursuant to Article XI-A of the Pennsylvania Election Code, Sections 1101-A through 1122-A, to examine, evaluate and certify electronic voting systems. These reviews include verifying that the voting system conforms to federal and state law and any regulations or standards regarding confidentiality, security, accuracy, safety, reliability, usability, accessibility, durability, resiliency, and auditability. This is in addition to the Federal testing and certification undertaken by the U.S. Election Assistance Commission.

The U.S. Federal Government has played a leading role in efforts to ensure that security and resiliency of infrastructure fulfilling unique and crucial aspects in our society are identified and protected. Executive Order 13636, issued February 12, 2013, focuses on measures required for infrastructure security. In January 2017, the U.S. Department of Homeland Security designated election infrastructure as critical infrastructure under the "Government Facilities" sector, one of the 16 critical infrastructure sectors in the United States. The Pennsylvania Department of State recognized the significance of this designation while it was developing the security standards for certification of voting systems to be used in Pennsylvania elections. As a result, during the Department's examination, each voting system successfully completed penetration testing, access control testing and testing to ensure that every access point and all software and firmware are protected from tampering prior to certification by the Secretary.

2. Third-Party Access to Electronic Voting Systems. Demands have been made to allow third-party entities not directly involved with the conduct of elections to have access to electronic voting systems, specifically to review and copy the internal electronic, software, mechanical, logic, and related components of such systems. These demands have included the desire to image electronic memory spaces, to download operating systems and software, and to copy information that is internal and proprietary. Such access by third parties undermines chain of custody requirements and strict access limitations necessary to prevent both intentional and inadvertent tampering with electronic voting systems. It also jeopardizes the security and integrity of those systems and will negate the ability of electronic voting system vendors to affirmatively state that such systems continue to meet Commonwealth security standards, are validated as not posing security risks, and

are able to be certified to perform as designed by the electronic voting system vendor and as certified by both the U.S. Election Assistance Commission and the Department of State.

3. Limits on Third-Party Access to Electronic Voting Systems. The following directive is effective immediately:

a. County Boards of Elections shall not provide physical, electronic, or internal access to third parties seeking to copy and/or conduct an examination of state-certified electronic voting systems, or any components of such systems, including but not limited to: election management software and systems, tabulators, scanners, counters, automatic tabulating equipment, voting devices, servers, ballot marking devices, paper ballot or ballot card printers, portable memory media devices (thumb drives, flash drives and the like), and any other hardware, software or devices being used as part of the election management system.

b. If access described in Paragraph 3.a. occurs, those pieces of voting equipment will be considered no longer secure or reliable to use in subsequent elections. As a result, the Department of State will withdraw the certification or use authority for those pieces of the county voting system. This directive is specific to the impacted pieces of the county electronic voting system and does not impact the certification of the underlying voting system nor does it impact other pieces of a county's voting system that has not been accessed/copied by a third-party.

c. The Commonwealth of Pennsylvania will not reimburse any cost of replacement voting equipment for which certification or use authority has been withdrawn pursuant to this directive.

4. Notice. County Boards of Elections shall notify the Secretary immediately upon receipt of any written or verbal request for third-party access to an electronic voting system, or any component thereof. In addition, County Boards of Elections and voting system vendors have an affirmative duty to notify the Secretary immediately of any breach or attempted breach in the chain of custody of its voting system components.

5. Other Obligations of County Boards of Elections Regarding Third-Party Requests for Access to Election-Related Material. County Boards of Elections are advised to:

a. Review all contracts, lease agreements, or other documents evidencing agreements between vendors and the county to determine the contractual impacts of providing any such requested access.

b. Comply with federal law regarding the retention and preservation of records.

c. Protect the privacy of voters as required by the Constitution and state law.

6. Future Actions. This Directive shall remain in force until cancelled or rescinded by the Secretary of the Commonwealth, by a subsequent Directive, or by another issuance.

# # #

DAUPHIN
COUNTY

BUREAU OF REGISTRATION AND ELECTIONS

1251 SOUTH 28th STREET
HARRISBURG, PA. 17111
(717) 780-6360

TO: District Election Boards of Dauphin County

FROM: Dauphin County Bureau of Registration and Elections

On behalf of the Dauphin County Bureau of Registration and Elections, I welcome you as a representative of the election process in Dauphin County. As officers of the boards for each election district, you and your team are most important to every voter, as well as all candidates, who aspire to public office. Your positions hold a responsibility of which few will ever have first-hand knowledge; you are the ones who stand "in the arena."

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

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

The days are long and very tedious and demand considerable concentration on the part of each member of your board. However, I have no doubt that you and your team will rise to the challenge.

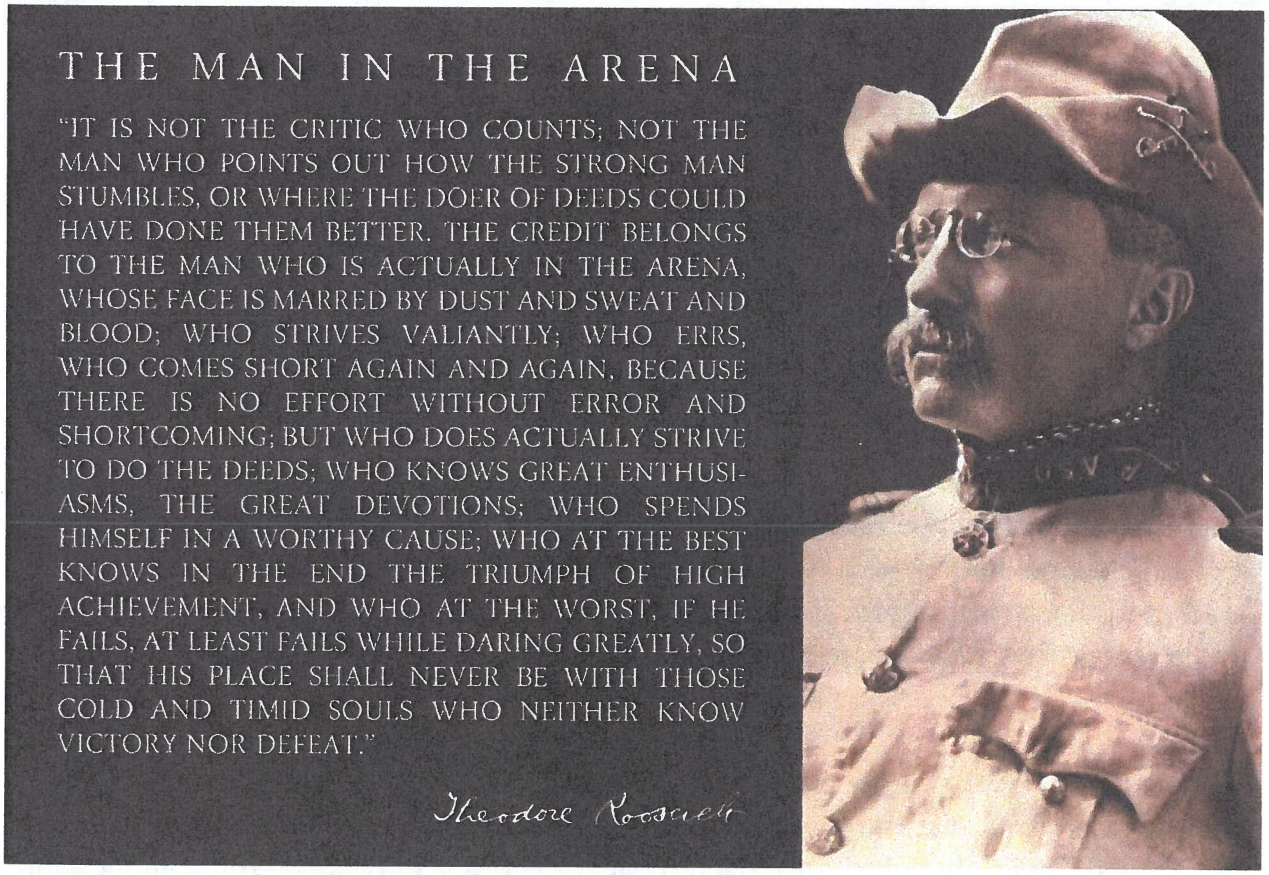
On Election Day, as well as throughout the year, I pledge the complete cooperation of my office with you. I look forward to working with all districts to do our best in conducting a successful election day to ensure that the will of the people is carried out.

ELECTION DAY: 717-727-7444

(717) 780-6360

February 10, 2022

Dedication



The above quote from President Theodore Roosevelt is most appropriate for those who have stepped forward to serve as a local election official. The political rhetoric has marginalized many people on both sides, and we are the ones left in the middle to ensure free, fair and open elections. On election day, remember that your role is to serve as a non-partisan manager of the election process; you stand on the frontline as a guardian of our freedoms and the rule of law. Do not allow off-hand comments or false accusations get to you, but do arm yourself with the knowledge that you are doing something many of your neighbors are unwilling to do: to step into the arena to spend your time on a worthy cause.

This training manual is therefore dedicated to you – the Judges, Inspectors, Clerks and Machine Operators – who stand on the front line to protect the freedoms our founders created for us and posterity.

TABLE OF CONTENTS

SPECIFIC ROLES/RESPONSIBILITIES OF DISTRICT BOARD OF ELECTION

Just as Dauphin County is a diverse community, so too are each of the District Boards of Election: while some District Boards of Election require only three poll workers, others may require as many as a dozen. District Boards of Elections consists of Judge of Election, Majority and Minority Inspector of Election, Clerks and Machine Operators.

The following duties for each of the positions are to be viewed as a **guide or suggestion**, as the division of responsibilities will vary from one Election District to another.

Judge of Election

- This is an elected position that runs every 4 years. If a vacancy occurs, the Board of Elections will appoint someone. If a vacancy exists on or during Election Day, notify the Bureau of Registration and Elections immediately.
- Paid $170, plus $20 for attending training session, plus mileage for return of election supplies (measured from the polling place to the drop-off zone).
- Must pick up election supplies before the Election.
- Contacts Inspectors and other Election workers prior to Election Day to ensure availability and finds replacements, if necessary.
- Contact the polling place prior to Election Day to secure entry on Election Day and ensures tables/chairs are set up.
- Must arrive at the polls between 6:00 AM and 6:30 AM to prepare polls for prompt 7:00 AM opening to the voters.
- In charge of the polling site on Election Day and assign duties of the day.
- Take lead in opening supply cage, setting up and closing voting systems.
- Oversee and prepare reports at the end of the day.
- Process all paperwork to be returned to Bureau or Zone that election night.
- May not go home on Election night until all paperwork, supplies and both thumb drives from each scanner are delivered to the Election Office or Zone.

Majority & Minority Inspectors

- This is an elected position that runs every 4 years. If a vacancy occurs, the Board of Elections will appoint someone, with the input of the Judge of Election.
- Paid $140 for the day, plus $20 for attending training session.
- Must arrive at the polls between 6:00 AM and 6:30 AM to assist in preparing polls for prompt 7:00 AM opening to the voters.
- Check the voters in at the poll books.
- Perform other duties as assigned by the Judge of Election.
- Help close voting system and prepare results reports at the end of the day.
- The Minority Inspector * keeps Envelope B, which holds a set of the election returns, for two years.
- May not go home until all paperwork, supplies and both thumb drives from each scanner are packaged up for Judge to deliver to Zone.

Clerks

- If clerks are needed, these positions are appointed: one clerk is appointed by the Judge of Election; and one appointed by the Minority Inspector.
- Paid $130 for the day, plus $20 for attending training session.
- Must arrive at the polls at time designated by Judge of Election (usually between 6:00 AM and 6:30 AM) to assist in preparing polls for prompt 7:00 AM opening to the voters.
- Perform duties as assigned by Judge of Election. In large precincts, this may include maintaining the Numbered List of Voters, one of the alphabetical groupings of the Poll Books or checking the names of voters arriving at the polls to ensure the voter is at the correct polling place.
- Verify voter is in the correct election district. If not, either notify the Judge or assist them in identifying the proper polling place.
- If polling place uses index cards to check in, clerk should ask voters to print their name on index card, or affix the proper label to an index card, for the voter to take to the worker with the Numbered List of Voters.
- Help close voting system and prepare results reports at the end of the day.
- May not go home until Judge dismisses you.

Machine Operators

- If machine operators are needed, these positions are appointed by the Judge of Election.
- Paid $130 for the day, plus $20 for attending training session.
- Must arrive at the polls at time designated by Judge of Election (usually between 6:00 AM and 6:30 AM) to assist in preparing polls for prompt 7:00 AM opening to the voters.
- Perform duties as assigned by Judge of Election. In large precincts, this work generally will be to ensure voters with ballots reach a privacy screen/booth, take their marked ballot to a scanner and then leave the polling place.
- Help close voting system and prepare results reports at the end of the day.
- May not go home until Judge dismisses you.

While the above is a general overview, the specific duties are determined based on the size of the election district and the preference of the Judge of Election, who is responsible for the effective management of the polling place.

* - Minority Inspector: There are two inspectors, a majority and minority. Officially, the Majority Inspector is the one of the two who received the highest votes at the last election of inspectors, and the minority is the second of these two elected positions. When appointed, the most recent inspector appointed is the minority inspector.

DUTIES OF ALL POLL WORKERS:

All Poll Workers will be expected to:

- Conduct the election properly, lawfully and assist voters as necessary in a courteous manner.

- Fulfill all duties assigned by the Judge of Election.

- Understand the use of the voting systems and how to process a voter.

- NOT discuss their opinions with other poll workers or voters concerning candidates, political parties or ballot issues.

- Follow the instruction of the Judge of Election. All poll workers are to assist in the set-up of the voting equipment and polling place. At least two (2) poll workers should work together to set up each voting system.

- Sign BOTH copies of the Pay Sheets; one is retained by the Judge of Election to serve as call sheet for next election and the other is to be returned to the Election Office to ensure all get paid. Provide your complete and current mailing address to ensure timely delivery of your check and **PRINT LEGIBLY! Also, make sure to check the box if you have moved since the last time working the polls.**

- Prohibit the posting or distributing of any partisan material inside the polling place. Voters may wear partisan clothing (hats and shirts), as well as stickers and buttons inside the polling place, but they may NOT campaign for candidates inside the polling place.

WHAT TO DO IN CASE OF EMERGENCY:

Although personal safety comes first, in the event of an emergency evacuation, the numbered list of voters, poll books and provisional ballots should be taken when the evacuation of a polling place due to an emergency is required. When returning, the first thing that must be done before reopening the polling place is to verify the number of votes cast on each scanner matches the numbered list of voters. Also, call the Bureau if an emergency does arise for additional support and instructions.

CALL THE BUREAU OF REGISTRATION AND ELECTIONS IF:

- A poll worker does not show up to work on Election Day.
- You need precinct voter information.
- You believe a voter may need to vote by provisional ballot.
- Missing supplies and voting equipment problems.
- When in doubt about anything – CALL!

OVERVIEW OF ELECTION BASICS

- Polls open at 7:00 a.m. and close at 8:00 p.m.

- Those permitted inside your polling place are:

    1. The District Election Board.

    2. Not more than twice as many electors waiting to vote as there are voting scanners. (Use discretion if your polling location can hold more people without impacting your ability to manage the election flow.)

    3. Voters who are in line either inside or outside of the polling place waiting to vote, shall be permitted to do so, if found qualified. The Judge of Election determines which voter is at the end of the assembled line at 8:00 PM and then directs the Constable or other poll worker to see that no other person enters the line. Anyone in line by 8:00 PM **MUST** be allowed to vote, no matter how long it takes.

    4. Duly appointed "Watchers" with properly issued certificates. (For more information, see page 26 on Watchers.)

- All partisan political activity must take place at least ten (10) feet from the entrance to the polling place. No television, radios or other electronic broadcasting devices are permitted to be operating inside the polling place. This prohibition is in place to avoid the broadcast of any political commercials inside the polling place. NOTE: non-commercial music services are not a violation of this policy.

- Campaign leaflets or other partisan materials may not be distributed inside the polls or stored there during election day. Any discarded campaign leaflets or other partisan materials should be placed in a trash receptacle, recycle bin or returned to campaign or partisan workers outside of the polling place.

- Influencing Voters – Poll Workers, Poll Watchers, Deputy Sheriffs, Constables or Police Officers are not permitted to wear any campaign badge, sign or other insignia indicating his or her preference for any candidate or issue, or attempt to influence any voter to cast his or her ballot for or against any candidate or issue.

- The Voter may wear any campaign badge, sign or other insignia indicating his or her preference for any candidate or issue. However, there is NO Loitering permitted by the voter inside the voting area, and all voters must depart the inside of the polling place upon submitting their ballot into the scanner.

- Candidates are not allowed inside the polling place between 7 a.m. and 8 p.m., <u>except</u> for the express purpose of casting their own vote.

- NO SMOKING in any of the polling places.

- **News media, including photographers or videographers, are NOT permitted inside the polling place**. No one, except your board members, Watchers and the voters are allowed inside the polling place.

- No one is permitted to take photographs or record video inside the polling place.

- Anyone using a cell phone, except the Poll Workers contacting the Bureau for official business, must step outside of the polling place to preclude their conversations as being interpreted as "attempting to influence the outcome of an election by speaking positively or negatively about a candidate, party or policy."

- Members of the Dauphin County Board of Elections, including solicitors and staff of the Bureau of Registration and Elections, are permitted inside the polling place, and will have proper identification.

- **<u>QUALIFICATIONS OF VOTERS AT PRIMARY ELECTIONS:</u>** Electors must be registered and enrolled in a qualified political party and may ONLY vote for candidates of the same party in which the electors are registered. ALL registered electors are entitled to vote on referendum questions, or any special elections, regardless of political affiliation.

- **<u>QUALIFICATIONS OF VOTERS AT NOVEMBER ELECTIONS:</u>** All voters may vote for any candidate of their choice.

INTERACTING WITH PEOPLE WITH DISABILITIES OR LANGUAGE BARRIERS

- Speak directly to the person rather than through a companion/interpreter or sign language interpreter who may be present. If you are aware of the need to have a sign language or other language interpreter at your polling place, please notify the Bureau prior to Election Day.

- If the person has a visual disability, introduce yourself and others who may be with you. When conversing in a group, remember to identify the person to whom you are speaking.

- If assistance is offered, wait until the voter accepts the offer; otherwise, the voter may be offended if it is assumed that he or she needs help.

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

- Do not lean or hang on an individual's wheelchair and, if possible, speak to someone at eye level who is in a wheelchair. Any type of assisting device is considered an individual's personal space. This applies to people with service animals (such as guide dogs). Never distract a service animal from its job without the owner's permission.

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

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

- Keeping COVID concerns in mind, please consider wearing a face shield – instead of a mask – if your role requires you to speak to voters, especially those voters who may have hearing impairments and rely on reading lips.

- Be familiar with the ClearAccess voting system, which is ONLY to be used by those with visual or mobility impairments.

GETTING READY FOR ELECTION DAY

BLUE SUPPLY BAGS

The Judge of Election must pick-up the election supplies at announced dates and times at a designated site before each primary or election. If you are unable to meet during the specified date or time, please call the office to make alternative arrangements.

Voting equipment will be delivered to your polling place beginning no later than the Monday before Election Day. The equipment is delivered in sealed cages to the polling place and put in the designated room by the facility owner/manager. If you would like to meet the delivery team to inspect and verify your equipment at the time of delivery, please contact the Bureau at 717-780-6360.

ELECTION SUPPLY CAGES

The Bureau will deliver "election supply cages" to the polling place that will contain:

- All ballots to be used on election day.
- One ClearAccess (ADA machine), which is the ballot-marking device for voters who need that assistance, in a black transport case along with all supporting equipment (headphones, touch pad, 4-foot table, printer and Braille pad). *(NOTE: Election districts that share polling places may be assigned ONE ClearAccess to share for all districts. Each of the appropriate ballot styles will be loaded on the ClearAccess.)*
- Up to three ClearCast scanners, each in its own black transport bag. *(NOTE: For election districts that share polling places, we may choose to provide you with ClearCast scanners that accept all ballot styles to reduce the number of scanners that must be set up. However, this will only be done in consultation with the respective Judges of Election.)*
- At least 10 Privacy Screens, which are the tri-fold panels to place on the tables so voters will have some privacy when marking ballots.
- Stand-up Privacy Booths, if the polling place does not have space for tables for voters to sit, which you will need to assemble. Each stand-up booth comes with four legs, table-top and privacy screen.
- Provisional Ballot Supply Bag: In this green bag labeled "PROVISIONAL" will be all of the generic provisional ballot items you will need (green "PROVISIONAL" ink stamper, green provisional privacy envelopes; large provisional envelopes, and the green provisional numbered stickers. (See pages 34-36 for photos and descriptions.)
- Blue Zipper Bag: will include extension cords (if requested) and Americans with Disabilities Act (ADA)-related signage.
- Other Items: you may also find VOTE HERE and ADA supplies (cones, etc.).

BEFORE THE POLLS OPEN

1. The Election Board is to be at the polls between 6:00 and 6:30 a.m. The Judge of Election will bring the Election Supply Bag to the polls.

2. The Minority Inspector swears in the Judge, and then the Judge swears in all other Board members. Everyone completes and signs the oath in duplicate. One copy is returned to the Bureau at the end of the night (in Envelope A), and one copy is kept by the Minority Inspector (in Envelope B) for two years.

3. From the Election Supply Bag, you will find the postings envelope with the materials that must be posted where all voters can view them. There are three sets of the postings; at least one complete set of the postings must be displayed, but please try to put up all three sets if you have room. (NOTE: If possible, please put up your postings the day before if you have access to the polling place.)

4. From the Election Supply Bag, the Judge should remove the Clear Bag (formerly Envelope I) and put the universal key on the wristband on their wrist, as this is needed to set up the ballot box. This clear bag also will hold all seals needed for the end of the night to seal the voted ballot bins (or ballot bags) that must be returned to the zone drop off; and one for the election supply cage. ***(You will have extra seals; don't worry about it as we try to give you more than you may need in case one breaks.)***

5. From the Election Supply Bag, post in a place where voters can see, but not have direct access to, the Reconciliation Statement Sheet (to keep safe as you will need this at the end of the day).

6. From the Election Supply Cage, verify all ballot totals provided (shrink-wrapped packs of 50) and verify those numbers provided in Column B on the Reconciliation Statement Sheet (if a primary, you will need to verify totals of each party ballot style). ONLY open one pack of ballots at a time to keep track of unused ballots and to make it easier to account for unused ballots at the end of the night.

7. To complete setting up ClearCast and the Ballot Box, as well as ClearAccess (ADA device), refer to one-page documents and/or manuals included in black accordion file in the Election Supply Bag.

8. Inside your Election Supply Cage, you will find the following: privacy screens to set up on tables; privacy booths (for those polling places without tables/chairs for voters): a "VOTE HERE" sign; and handicapped parking signs. Place signs

outside to help direct voters to the polling place and secure at least one parking space for voters with a handicapped sign, if it is not already clearly marked. **(NOTE: At the end of the day, please make sure all materials are returned in the cages.)**

9. Make sure all workers know their assignments for Poll Books and Numbered List of Voters.

10. If your polling place requires temporary modifications to make it ADA compliant, please assign someone to put those modifications in place prior to the poll opening and verify that the modifications have been installed correctly. Sign off on the ADA Compliance Checklist and insert it in Envelope A.

11. Once zero proof is printed from each ClearCast scanner, complete the "Certification of Examination of Voting System for Initial Zero Count" and place in Envelope C. **NOTE: When tearing off the printed receipt strips, remember to rip "up" against the interior cutter rather than pulling down on the paper, which will only pull on the tape roll instead of cutting it.**

12. **Open polls at 7:00 a.m. sharp. If you are not open by 7:00 a.m., please call the Bureau immediately!!!!!!**

PROCEDURES FOR VOTING: REGULAR VOTER

An elector, who desires to vote, shall announce his/her name to the election board. The elector will be asked to sign the poll book, and the election officer shall announce the elector's name to all other election board members.

Verify the voter is listed in the poll book by looking them up alphabetically by last name. If a last name is hyphenated, you may have to search both names as the hyphen may not have been entered into the voter record. For example, if their last name is "Brown-Smith," you may need to look under the "B" section as well as the "S" section.

As noted earlier, your poll books are in two sections:

- Section 1: this will include all registered voters in your district who have NOT applied for a mail-in or absentee ballot AND those who HAVE applied for a mail-in or absentee ballot BUT did not return the voted ballot at the time the poll books were created; and

- Section 2: this will include all registered voters in your district who applied AND returned a voted mail-in or absentee at the time the poll books were created.

NOTE: **Check both sections of the poll book, as well as the street and walking lists.** If you still are unable to find the voter, call the Bureau at 717-727-7444 for guidance on how to proceed. **DO NOT PROCESS THIS VOTER AS A REGULAR VOTER! If the voter is NOT in the book, there is a reason for it.**

Once you find the voter:

- Record the voter's name in the numbered lists of voters. (NOTE: In a primary, also record party next to each voters' name with: a D for Democratic; R for Republican; or O for all other registered voters, if there are ballot questions or special elections on the primary ballot.)

- Have the voter sign the poll book and present the voter with a paper ballot (in the primary, make sure they receive the proper party ballot: DEM for Democratic; REP for Republican; or NON for all other registered voters, if there are ballot questions or special elections on the primary ballot). The voter then proceeds to a privacy screen or booth to mark their ballot. Once the ballot is marked, the voter goes to the ballot scanner and places it in the green ballot feeder tray. *(NOTE: for those polling places in which more than one precinct is operating, make sure that you are distributing the correct precinct ballot to the correct precinct voters.)*

If the voter asks for assistance, they must sign a **"Declaration of the Need for Assistance"** to vote. Once this form is signed, the voter may have assistance from anyone they wish, except the Judge of Election, their employer or their union representative. If a voter has signed a declaration in the past, the poll book will be marked allowing them to have assistance without question. **Everyone** requiring assistance must be listed on the **"Record of Assisted Voters"** form, which also is in your supply bag. This form gets returned with your election supplies in Envelope A along with any declarations that have been filled out.

If a voter makes an error on their ballot, or if the scanner indicates that the voter "overvoted" for an office, the voter must present the spoiled ballot to the Judge of Election and request a replacement ballot. The Judge of Election will mark the first ballot "SPOILED" and place it in the "**SPOILED REGULAR BALLOT"** envelope. A voter may spoil two ballots.

Once the voter has placed their ballot into the scanner, they MUST leave the polling place.

IMPORTANT: NEVER DENY A PERSON THE RIGHT TO VOTE. IF YOU CANNOT CONTACT OUR OFFICE WITHIN A REASONABLE AMOUNT OF TIME TO VERIFY A PERSON'S ELIGIBILITY, HAVE THEM VOTE BY PROVISIONAL BALLOT.

Your Poll Book may contain the names of persons whom you know have moved or passed away from your district. However, there are strict guidelines the county election offices must follow governing the removal of these voters from the records. You may make a list of these individuals for our office to contact or search for obituaries. **DO NOT WRITE INSIDE THE SIGNATURE BLOCK OF THE POLL BOOK!!! Only voters who are signing the poll book should write inside this block.**

Also, if you find any duplicate records of a voter, please notify our office.

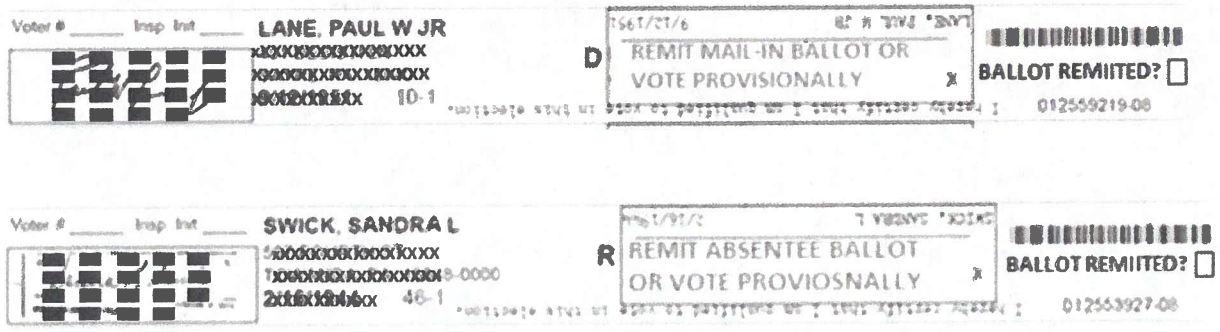
PROCEDURES FOR VOTING: MAIL-IN/ABSENTEE VOTER

Voters who applied for an absentee or mail-in ballot have until 8 p.m. on Election Day to return voted ballots to the Dauphin County Election Bureau. However, the law also allows those voters who did not return a voted ballot to come to the polling place and cast a ballot; whether that is a provisional ballot or a regular ballot depends on the following:

- If the voter does **NOT** have their ballot **and** their ballot return envelope with them, the voter may ONLY cast a provisional ballot. This voter does **NOT** sign the poll book and they are **NOT** included on the numbered list of voters; but

- If the voter does have their ballot **and** their ballot return envelope with them, they must surrender those two items to the Judge of Election, complete an "Elector's Declaration to Surrender their Mail Ballot," and be provided a regular ballot. If the voter has already sealed their ballot inside a secrecy envelope and the return envelope, you MUST ask the voter to remove the ballot so that you can make sure that they are surrendering both parts – ballot and return envelope. Do not attempt to view the voters' choices, but you must satisfy yourself that it is the actual ballot and not something else. This voter **does** sign the poll book and they **are** included on the numbered list of voters. You also will need to check the "Ballot Remitted?" box next to these voters in the poll book, and their mail-in or absentee ballot and ballot return envelope should be placed in the "**SPOILED MAIL BALLOT**" envelope wrapped up in the "Elector's Declaration" that they completed. (See page 37 for a sample of the Declaration.)

To identify these voters, below are mock-ups of the entries in "Section 1" of the poll book.



As these voters may have returned their ballots to our office, if they are unable to produce BOTH the BALLOT AND the BALLOT RETURN ENVELOPE, they may ONLY vote a **PROVISIONAL BALLOT**.

Voters who returned their issued mail-in or absentee ballots before the poll books were sent off to be printed will appear in the "Section 2" poll book and these voters should **NOT** be permitted to vote a regular ballot as they have already voted. Below is a mock-up of how that voter will appear in the poll book:

BALLOT CAST/NOT ELIGIBLE, VOTERS

PENNDOT, THREE

D MAIL-IN - BALLOT CAST/NOT ELIGIBLE

If a voter insists on voting, they should ONLY be provided a PROVISIONAL ballot.

FAILURE TO FOLLOW THESE INSTRUCTIONS IS THE SUREST WAY TO ALLOW SOMEONE TO VOTE MORE THAN ONCE!! If you are in doubt, please call the office immediately!

NOTE: You should have the REMIT ABSENTEE/MAIL-IN BALLOT OR PROVISIONAL flow chart from the Judge's black binder available for guidance during the day to remind you of the steps required.

PROVISIONAL BALLOT PROCEDURES

Provisional voters **DO NOT** deposit their ballots into the scanners. Also, **DO NOT** have provisional voters sign the poll book and **DO NOT** record provisional ballot voters on the Numbered List of Voters. Their validity of being able to vote in the county will be determined by the Bureau office to what extent their ballot is counted: either in full, in part or rejected entirely. **PROVISIONAL BALLOTS ARE NOT TO BE COUNTED AT THE POLLS! Also, if a voter requests a provisional ballot, they MUST be permitted to vote a provisional ballot – do NOT turn a voter away.**

NOTE: To reduce the weight of the blue Election Supply Bags, we now put all of the generic provisional ballot materials in a green Provisional Supply Bag located in your election cage. This includes: one green ink stamper to put "PROVISIONAL" on the top of the appropriate precinct ballot; 100 secrecy provisional envelopes; 100 provisional ballot envelopes; 100 receipt stickers; and one large precinct **Provisional Ballot Return Envelope**

At the end of the day, the large precinct **Provisional Ballot Return Envelope MUST** be returned to our office in the BLUE election supply bag that the Judge returns to the drop-off location. If you have no voted provisional ballots, you MUST still return the Provisional Ballot Return Envelope in the Judge's blue supply bag and mark it as ZERO (0) in the space provided. **IF WE DO NOT FIND A PROVISIONAL BALLOT RETURN ENVELOPE, WE WILL BE CALLING THE JUDGE TO VERIFY IF ANY PROVISIONAL BALLOTS WERE CAST.**

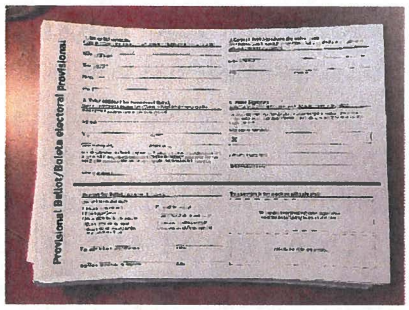
YOU ARE A PROVISIONAL VOTER IF:

1. A voter's name does not appear in the poll book;
2. A voter applied for but did not return an absentee or mail-in ballot and they did not bring their ballot and ballot return envelope to surrender to the Judge of Election;
3. A voter does not have identification or refuses to show ID, if required;
4. A voter has identification, but it is not a current address (such as a driver's license but not the address listed in the poll book);
5. A voter's signature does not match the signature in the poll book and is challenged; or
6. A voter, in a primary election, insists on voting a party other than what the poll book reads.

NOTE: You should have the REMIT ABSENTEE/MAIL-IN BALLOT OR PROVISIONAL flow chart from the Judge's black binder available for guidance during the day to remind you of the steps required.

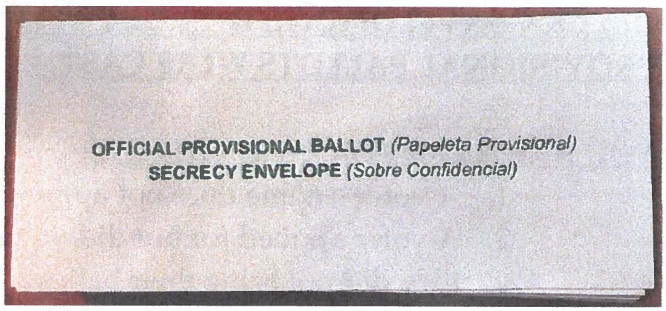
STEPS FOR PROCESSING A PROVISIONAL VOTER (Refer to pages 34-36 for larger photos):

1. The Judge of Election and the Minority Inspector witness the voter complete the provisional voter affidavit on the larger provisional envelope. These election officials will then sign the affidavit. *(NOTE: One side of the envelope is in English and the other side is in Spanish.)*



2. Along with the provisional ballot envelope, issue the voter a provisional ballot (take the appropriate precinct ballot and stamp it with the green stamp of "PROVISIONAL" from the supply bag) and a provisional secrecy envelope. Direct the voter to a place where the voting can be done using the "VOTE" privacy screens provided to each precinct, but keep them separate from the other voters to avoid having them accidentally put their provisional ballot in the scanner.

3. After voting, the voter should place the voted provisional ballot in the secrecy envelope and place that envelope in the larger provisional ballot envelope and complete ALL of the required blanks on the outside of that envelope. Everything is returned to the Judge of Election who will sign the bottom portion of the envelope; the Judge also will take an adhesive "Ballot Identification Number" label/sticker from a receipt and place it on the large provisional envelope and give the receipt to the voter.



(Further voter instructions are on that receipt, including how to determine if their vote was counted.)

4. The Judge must check the box to indicate why a voter cast a provisional ballot, and the Judge and Minority Inspector sign in the lines provided.

5. The Judge of Election will return all **VOTED** provisional ballots to the Election Office in the **Provisional Ballot Return Envelope** and place the envelope in the Judge's blue supply bag to be returned to the drop off site.

6. The Judge will count the number of voted provisional ballots at the end of the day and record that number on the front of the Provisional Ballot Return Envelope, and then sign it. **DO NOT OPEN THE PROVISIONAL BALLOTS!**

EMERGENCY BALLOT BAG

The red emergency ballot bag is **ONLY** to be used if all ClearCast scanners become unusable. **CALL THE BUREAU IMMEDIATELY if scanners go down, and if you must use the Emergency Ballot Bag!! We will dispatch a technician to attempt to get the scanner/scanners back up and running or replace it.**

Emergency voters are to be treated exactly like a voter who would use a regular ballot. For example, you should:

- Have the voter sign the poll book; and
- Record the voter's name on the Numbered List of Voters.

Once completing the two items above:

- Give the voter one ballot (NOTE: Make sure the ballot matches the voter's registration according to the Poll Book if it is a primary);
- Have the voter put his completed ballot in the RED EMERGENCY BALLOT BAG; and
- Return the Red Emergency Ballot Bag, and the Bureau of Registration and Elections will scan these ballots and add them to your election district's total votes.

After the polls close, you will have to account for the number of emergency ballots only, but you DO NOT open the emergency ballot bag.

NOTE: Unlike the old system, you ONLY need to use the emergency ballot bag if ALL scanners provided are not operational. If one scanner is operating, all voters can deposit their voted ballots into that scanner.

CHALLENGE OF VOTERS

Any qualified elector of the precinct – or a Poll Watcher – can only challenge the identity and/or residence of a person attempting to vote. If a challenge occurs when an individual shows up at the polls to vote, even if you know the voter:

1. Ask the challenged voter to show proof of identification AND residence. This will most easily be done with a current driver's license.
    - If they can prove their identity and residence to the satisfaction of the Judge of Election, allow them to vote following the normal voting procedures. A voter who has moved AFTER the voters rolls close (which is 15 days prior to any election), they have the right to vote once in their prior election district. After this time, they must change their registration by using a voter registration form or using an "Affirmation of Elector."

2. If they cannot produce proof of identity and residence to the satisfaction of the Judge of Election, the challenged voter must get another voter from the precinct to sign an affidavit (which is placed in the black binder in your Election Supply Bag) confirming the identity and residence of the person challenged.
    - If they get another voter from the precinct to sign the affidavit, allow the challenged voter to vote following the normal voting procedures.

3. If they cannot produce valid identification or another voter to sign the affidavit, allow them to cast a Provisional Ballot (see pages 17-18 for procedures)

CLOSING THE POLLS

At 8:00 p.m., the poll doors SHALL be closed. If there are any voters in line, the Judge determines which voter is "the end of the line" and then directs the Constable or another poll worker to mark or stand at the end of the line and not permit any other voters to enter the line. **Anyone that is in line at 8:00 PM *MUST* be allowed to vote.**

Once the last voter has voted and left the polling place, the Judge will begin the vote tabulating procedures. The Judge, Majority Inspector and Minority Inspector should make sure that they review and sign all required documents, as well as other workers as required, including: Reconciliation Statement Sheet, Pay Sheets, Oath Sheet and results tapes printed from each ClearCast.

Follow the instructions for closing and printing results from ClearCast.

1. One set of results and write-in tapes should be placed in Envelope C, which is then placed into Envelope A and delivered by the Judge of Election to the Bureau or Zone Drop-Off on election night. **NOTE: If this tape is NOT FOUND at the beginning of the Bureau of Registration and Elections Final Count on the Friday following the election, you WILL be called to assist in securing this tape**;
2. The next copy of the results go in the Clear Bag (formerly "Envelope I"), which is delivered by the Judge of Elections to the Bureau or Zone Drop-Off on election night. Other items to be returned in the Clear Bag are the universal key, one copy of payroll and **ALL THUMB DRIVES** from each ClearCast scanner. NOTE: Each scanner has two thumb drives, and each set of thumb drives should be placed in the inner clear envelope and then placed inside the larger Clear Bag;
3. The final copy of the results go in Envelope B, which is kept by the Minority Inspector of Election for two years (NOTE: There is no longer any need to post election results outside of the polling place.)

Using the universal key on the wristband, open the side panel door of the ClearCast scanner and remove **BOTH** thumb drives from each scanner – even if no voters used the scanner - and place it in the small clear mesh bag inside the larger Clear Bag (formerly "Envelope I") to be returned to the Election Office. **(NOTE: The Judge MUST return ALL thumb drives from all scanners assigned to your polling place, or you WILL be asked to retrieve the missing items. This may cause a delay in election night reporting!)**

Also, take the ballot bin from each ballot box (or ballot bag) and seal it shut with the seals provided in your Clear Bag (formerly "Envelope I").

WRITE-IN VOTES

Each scanner will print a complete set of write-in votes. However, you will need to press "Print Write-In Report" on the scanner screen three times to print the three copies you will need and place one set of each write-in tapes as instructed above for the results tapes. (NOTE: There is no Return Sheet anymore, but you must print three copies of the write-in tape to be placed with each set of results. ALSO, **when tearing off the print out strips, remember to gently pull "up" against the interior cutter rather than pulling down on the paper, which will only pull on the tape roll instead of cutting it.**)

RECONCILIATION STATEMENT SHEET

On the Reconciliation Statement Sheet, in the "Paper Ballots" box, we will already have printed insert the number of ballots received in your supply cages in Box E, Line #1.

To reconcile the Statement Sheet at the end of the night:

- Enter the number of voted ballots put into all scanners in Box E, Line #2 (which you can obtain from BOX A);
- Enter the number of spoiled regular ballots in Box E, Line #3 (which you can obtain from the list on the front of the SPOILED Ballot Envelope);
- Enter the number of regular ballots used by provisional voters in Box E, Line #4 (which you can obtain from the front of your PROVISIONAL BALLOT RETURN ENVELOPE, which contains all voted provisional ballots);
- Enter the number of unused ballots that you will be putting back in the supply cage in Box E, Line #5 (which you will need to hand count the unopened packs of 50 and any remaining ballots from the last pack of 50 you opened);
- Add the numbers in Box E that you entered in lines 2 through 5, and put that number in Box E, Line #6;
- Enter the number of ballots voted and inserted into the scanners by voters who used the ClearAccess (ADA) in Box E, Line #7 (which you can obtain from the tally marks from BOX B); and
- Subtract the number in Box E, Line #7 from the total in Box E, Line #6 to arrive at the total number of ballots and enter this number in Column A, line #9.

When completed, with the above, the number in Box E, Line 8 should match the total number of ballots received as pre-recorded in Box E, Line 1. If these numbers do not match explain why on the back of the Reconciliation Statement Sheet.

In Box E, Line 9, confirm that the number of ballots scanned (total from Box A) equal the total from the Numbered List of Voters in Box D. If not, explain why on the back.

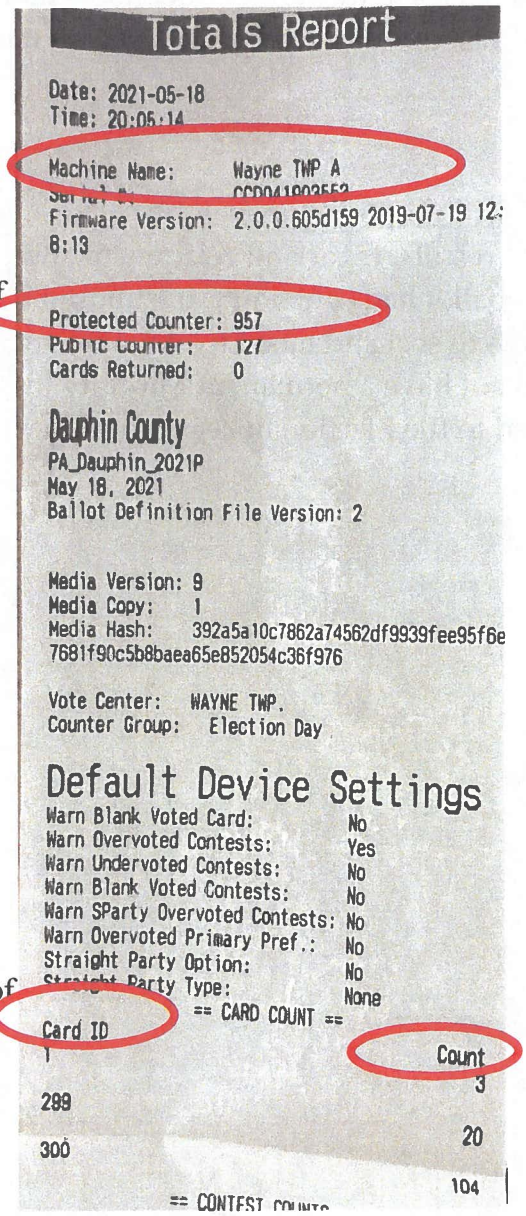
BOX A will have the place for you to enter ballot totals for each scanner. During a general, you will only need to enter the total ballots from the Public Counter for each scanner. However, in a primary, you will need to get the ballot totals by party from each scanner tape.

Machine Name: Scanner name

Public Counter: Tot. # of ballots scanned

Card ID: Code for type of ballot, i.e. Dem or REP.

Count: Number of ballots scanned for each card ID style.



Totals Report

Date: 2021-05-18
Time: 20:05:14

Machine Name: Wayne TWP A
Firmware Version: 2.0.0.605d159 2019-07-19 12:
8:13

Protected Counter: 957
Public Counter: 127
Cards Returned: 0

Dauphin County
PA_Dauphin_2021P
May 18, 2021
Ballot Definition File Version: 2

Media Version: 9
Media Copy: 1
Media Hash: 392a5a10c7862a74562df9939fee95f6e
7681f90c5b8baea65e852054c36f976

Vote Center: WAYNE TWP.
Counter Group: Election Day

Default Device Settings

Warn Blank Voted Card:	No
Warn Overvoted Contests:	Yes
Warn Undervoted Contests:	No
Warn Blank Voted Contests:	No
Warn SParty Overvoted Contests:	No
Warn Overvoted Primary Pref.:	No
Straight Party Option:	No
Straight Party Type:	None

== CARD COUNT ==

Card ID	Count
1	3
299	20
300	104

== CONTEST COUNTS

The last two items to enter on the Reconciliation Statement Sheet is to enter the final total of voters from your Numbered List of Voters in BOX D and have all poll workers sign the statement sheet using the lines or blank space noted.

Lastly, if there are any discrepancies in the number of ballots used and the total number of voters from the Numbered List of Voters, please explain on the front page of the statement sheet.

GETTING READY TO DEPART POLLS

Once you have completed the results, repack all equipment and place seals on the ClearCast transport bags, the ballot bag containing the unused ballots and, finally, each cage. The Minority Inspector is to seal and take Envelope B with him/her and keep it for two years. (NOTE: If you do not have a permanent Minority Inspector, Envelope B should be sealed and returned to the Election Bureau for storage.)

REQUIREMENTS FOR THOSE WHO MUST SHOW IDENTIFICATION

Federal and State Laws require first time voters and voters who appear to vote in an election district for the first time to provide election officials with proof of identification. Most voters have already furnished the required information to the Board of Elections, however, if the Poll Book states "ID Required," the voter must produce some form of required identification. If a voter fails to produce a form of ID, he is then offered a Provisional Ballot.

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

- PA drivers' License or ID card issued by PennDOT
- ID issued by any other Commonwealth agency
- ID issued by the U.S. Government
- U.S. Passport
- U.S. Armed Forces ID
- Student ID
- Employee ID

Approved forms of non-photo identification: (ID must include the name and current address of the elector)

- Voter Identification Card issued by the Voter Registration Office
- Non-photo ID issued by the Commonwealth
- Non-photo ID issued by the U.S. Government
- Current utility bill
- Current bank statement
- Current paycheck
- Government check

After the identification has been provided, the voter signs the poll book and is given the appropriate ballot to continue with the voting process.

There is a green "Election News" poster in your Election Supply Bag in the POSTINGS envelope that is to be posted regarding this information.

POLL WATCHERS

A Poll Watcher is a person who is appointed by either a party or a candidate to be inside the polls on Election Day. They **MUST** have a **WATCHER'S CERTIFICATE.**

Watchers have no authority to enforce any laws. Their certificate must be presented to the Judge of Election for his/her inspection.

1. Certificate must be signed in ink.
2. Only **one** Watcher is permitted in a Polling Place at any time from **each party** or **each candidate.**

They are to observe the proceedings of the board during the time the polls are open but are not to interfere with the voting process. They should have a listing of those voters registered in their district (you are not required to provide this). They may challenge a voter as to his/her eligibility to vote. Challenge forms are in your supply bag.

Watchers may inspect the poll book and the numbered list of voters at intervals when there are no voters in line to be processed and "only" when the Judge of Election gives permission and if permission is given to the Watcher, the Judge of Election shall supervise or delegate this inspection of any request.

The tables, chairs and supplies in the polling place are for the use of the election board. If there are additional tables and chairs, they may be used by Watchers. **NOTE: At NO time should Watchers sit at the same table as the election workers, AND at NO time should the Watcher be permitted to be near the scanners or near any voter in the process of voting.** Watchers must stay in the area designated by the Judge of Election and are not permitted to wander within the polling place.

If at any time a Watcher interferes with the voting process, in action or verbally, the Judge of Election has the authority to ask the Watcher to leave.

When the polls are closed and you start the process of counting ballots, Watchers are to remain away from the processing area, but still close enough to see and hear what is going on.

Watchers MAY NOT take photographs or record video; if they are using a cell phone, they must step outside of the polling place to preclude their conversations as being interpreted as "attempting to influence the outcome of an election by speaking positively or negatively about a candidate, party or policy.

THINGS TO WATCH FOR IN THE POLL BOOKS

1. **TWO SECTIONS** - Your election district Poll Books will consist of two sections:
    a. **Section 1**: voters who didn't apply for a mail-in or absentee ballot, and those who applied BUT did NOT return a voted mail-in or absentee ballot. These voters will have to surrender the ballot that was mailed to them and the ballot return envelope (the one that is self-addressed to the Dauphin County Election Office) and complete the Surrender Affidavit form to vote a regular ballot, or they will have to vote by provisional ballot; and
    b. **Section 2**: voters who applied for and returned a voted mail-in or absentee ballot. These voters may not vote, as their voted ballot already was received. However, if they insist, they may ONLY vote by provisional ballot.

2. **ID REQUIRED** - If the words "ID Required" are printed in the poll book it means that the voter must show a form of ID before he or she is permitted to vote. This is mostly true if a voter is a first-time voter or voting for the first time in a new polling place. If they do not have the proper ID, and refuse to go and get it, a Provisional Ballot **MUST** be offered to the voter.

3. **INACTIVE AFFIRMATION REQUIRED** - If "INACTIVE AFFIRMATION REQUIRED" is printed in the signature box of the poll book, the election worker should ask the voter if the information is correct. If the information is NOT correct, the voter must fill out an Affirmation of Elector form to update their registration **BEFORE** they are permitted to vote. These forms can be found in the expandable file in your Election Supply Bag, and completed forms should be returned in Envelope A.

COMPLAINTS

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

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

Potential circumstances for filing a complaint are listed below:

1. An individual believes an official has violated the provisions of Title III that require a voter to provide an approved form of identification the first time he appears to vote.
2. An individual is denied the opportunity to cast a Provisional Ballot.
3. An individual believes a State or Local election official or employee has violated the Provisional Ballot procedure.
4. An individual believes information that is required by law to be posted in the polling place is incorrect, inaccessible or missing.
5. An individual believes that the mail-in registration application form is incomplete or missing required information.

SCANNER TAPE SUMMARY:

At the end of the night, each scanner will automatically print three sets of results. The long tape with three sets of results is to be cut twice so that you end up with three tapes.

To print out the write-in results tape, you will need to press the "**Write-In Results**" button for each of the three tapes you will need. BE PATIENT and wait until each tape to completely printed before pressing the write-in button for the next result tape.

Once you have your three sets of tapes (one result tape and one write-in results tape), each set goes in the following:

- Envelope B: One set (for the Minority Inspector to retain)
- Envelope C: One set (and then Envelope C goes in Envelope A)
- Clear Bag/Envelope I: One set (so that our office can review on election night, if needed)

NOTE: As of 2020, a change in state law no longer requires a set of result tapes to be posted on the outer door of the polling place.

ENVELOPE SUMMARY:

The Judge must return the following items to the Election Zone:

- **Clear Bag (formerly "Envelope I")**, MUST contain two thumb drives from each ClearCast scanner (even if a scanner was not used) inside the smaller clear zipper bag, the extra copy of the results tape, extra copy of the write-in results tape and one copy of the payroll sheet. ALSO, please put the universal key back in this bag.
- **Envelope C**, which *MUST* be sealed, must contain one results tape, one write-in tape, the Reconciliation Statement Sheet, Affidavit of Voter ID and Certification of Examination of machines.
- **Envelope A**, which must be sealed and must contain Envelope C, must contain one numbered list of voters, one oath of election officers, seals that were used to secure the voting equipment, Affirmations, Declaration of Assistance and Assisted Voter Log, voter registration applications and Help Wanted Sheet. Also, if you are required to sign off on an ADA Compliance Checklist, please put this sign-off form in Envelope A.
- **Provisional Voting Return Envelope** with voted provisional ballots.
- **Ballot Bins/Bags** from each of the scanners.
- **SPOILED REGULAR BALLOT**: this envelope contains regular ballots that a voter returned to the Judge for a new ballot because they made an error. The log is printed on the back of the envelope.
- **SPOILED MAIL BALLOT**: this envelope contains absentee or mail-in ballots and ballot return envelopes that were surrendered by a voter in exchange for the ability to vote a regular ballot. An "Electors Declaration" (provided in tablet form) must be completed and attached or folded around each remitted ballot.
- **Envelope B** does **NOT** come back to this office **UNLESS** you do not have a Minority Inspector, or if the Minority Inspector does not wish to keep Envelope B for the required two years. Envelope B contains one set of the numbered list of voters (yellow copy), Extra Copy 2 of the Results Tape, One Copy of the Write-In Results and One Copy of the Oath of Election Officers.

COVID-19 PRECAUTIONS

Poll workers must take precautions in relation to COVID-19 for both their own health and safety and for that of the voters.

The Dauphin County Commissioners have issued a news release to encourage voters to wear masks, to be prepared to stand in lines due to social distancing and to consider bringing their own blue/black ballpoint pens. As always, we discourage the use of pencil, as pencil can be erased.

Polling location setup should follow the social distancing and disinfecting guidelines in effect during the pandemic. The Dauphin County Commissioners have provided each polling place protection kits, which will include supplies such as masks, gloves, face shields, hand sanitizer and other cleaning sanitizers. Also, please use the blue painters' tape to mark the floor for distance markers.

When setting up the poll book check in areas, consider the following measures:

- Designate work areas for poll workers following the 6 feet rule and encourage poll workers to follow proper hand hygiene.

- Place hand sanitizer dispensers at the polling place entrance and exit for voters to use upon entering and exiting the polling place.

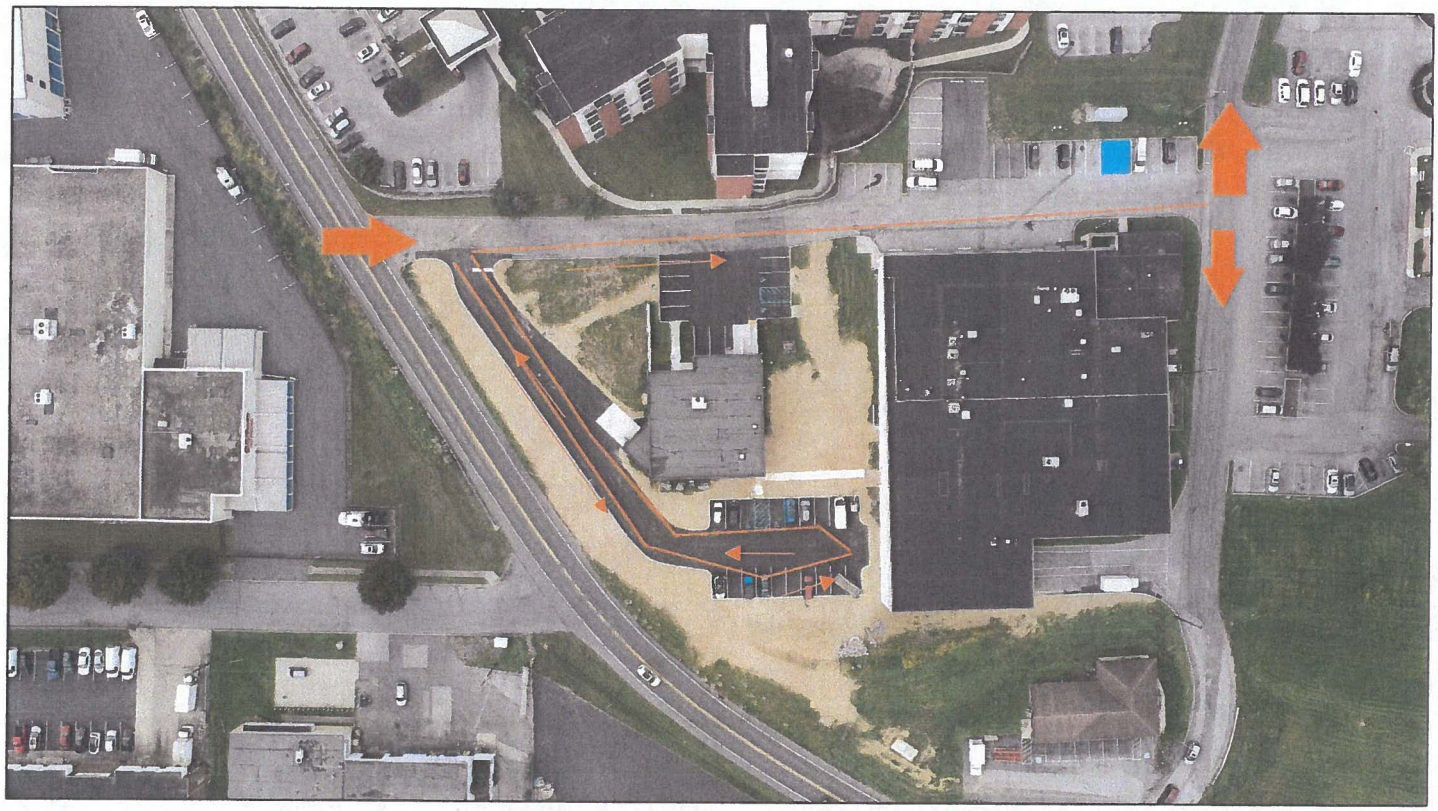
- Use election officials as "greeters" to advise voters about social distancing and hand-hygiene at the polling place.

- Voters who choose to use privacy sleeves to protect voters' privacy may use the plastic folders provided in election supplies. In between each voter's use of a privacy sleeve, wipe it off with disinfectant wipes before it is handed to another voter.

APPENDIX

List of Items

Election Supply Bag Pick-Up
1251 South 28th Street
Harrisburg, PA 17111

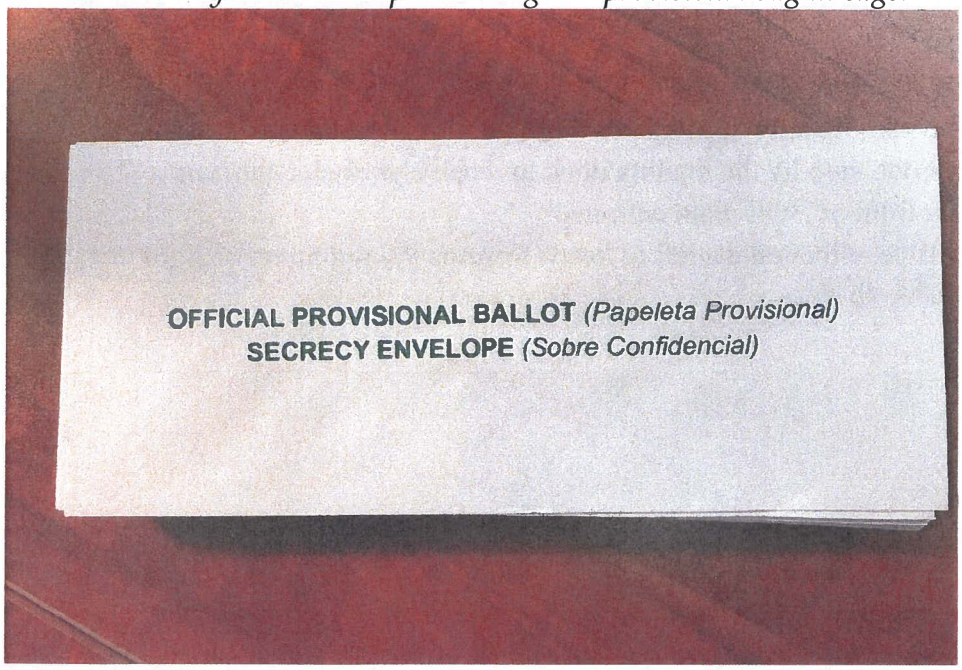


- Enter from **South 28th Street (PA-441)**
- Turn left and drive pass loading dock and turnaround in rear parking lot
- As you come back out, stop by the loading dock to receive your election bag
- Turn right towards front of BOE main entrance
- After Coroner's office, either take a left to heads towards Paxton Street or right towards South 28th Street (PA-441)

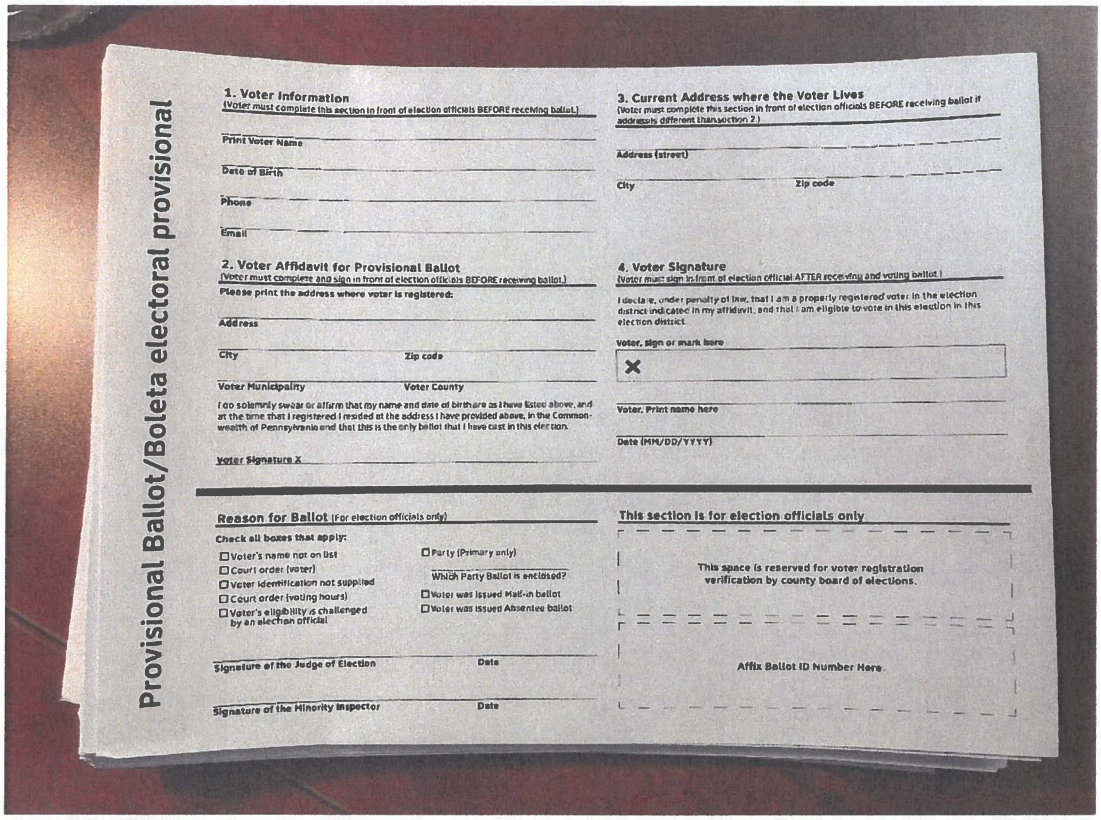
SAMPLE OF PROVISIONAL BALLOTING SUPPLIES

Below is the **PROVISIONAL** ballot green-ink stamper, which should be used to mark all ballots provided to a voter who must vote a provisional ballot. The blank ballot is to be taken from your assigned ballots, and must be stamped BEFORE you give the ballot to the voter. This will ensure that if the voter accidentally scans the ballot into one of your precinct scanners it can be identified and removed from your count.
Note: return stamp inside green provisional bag in cage.

This is the Provisional Secrecy Envelope, into which the voter must put their voted PROVISIONAL ballot.
Note: return any extra envelopes inside green provisional bag in cage.



This is the large Provisional Ballot Envelope into which the voter inserts the secrecy envelope containing their voted PROVISIONAL ballot.
Note: return any extra blank envelopes inside green provisional bag in cage.



Provisional Ballot/Boleta electoral provisional

1. Voter Information
(Voter must complete this section in front of election officials BEFORE receiving ballot.)
Print Voter Name
Date of Birth
Phone
Email

2. Voter Affidavit for Provisional Ballot
(Voter must complete and sign in front of election officials BEFORE receiving ballot.)
Please print the address where voter is registered:
Address
City Zip code
Voter Municipality Voter County
I do solemnly swear or affirm that my name and date of birthare as I have listed above, and at the time that I registered I resided at the address I have provided above, in the Commonwealth of Pennsylvania and that this is the only ballot that I have cast in this election.
Voter Signature X

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

4. Voter Signature
(Voter must sign in front of election official AFTER receiving and voting ballot.)
I declare, under penalty of law, that I am a properly registered voter in the election district indicated in my affidavit, and that I am eligible to vote in this election in this election district.
Voter, sign or mark here
X
Voter, Print name here
Date (MM/DD/YYYY)

Reason for Ballot (For election officials only)
Check all boxes that apply:
☐ Voter's name not on list
☐ Court order (voter)
☐ Voter identification not supplied
☐ Court order (voting hours)
☐ Voter's eligibility is challenged by an election official
☐ Party (Primary only)
Which Party Ballot is entitled?
☐ Voter was issued Mail-in ballot
☐ Voter was issued Absentee ballot
Signature of the Judge of Election Date
Signature of the Minority Inspector Date

This section is for election officials only
This space is reserved for voter registration verification by county board of elections.
Affix Ballot ID Number Here.

Notice that there are several areas in which the voter must complete information, as well as two spaces for the voter to sign. Also, there are spaces for the Judge of Election and Minority Inspector to sign, and certain information that the Judge of Election must complete before affixing the provisional ballot sticker on the lower right-hand corner.

This is the provisional ballot sticker.
Note: return any extra stickers inside green provisional bag in cage.

PROVISIONAL BALLOT RECEIPT
The unique information on this receipt is the only way to determine the status of your provisional ballot.
To determine the status of your provisional ballot, please follow the instructions below at least seven days after Election Day:
1. Call 1-877-VOTES-PA (1-877-868-3772) or visit the Pennsylvania Department of State Website at www.hava.state.pa.us.
2. Follow the instructions to determine if your ballot was counted, partially counted or not counted.
To file a complaint regarding a violation of Title III of the Help America Vote Act of 2002 please ask the Judge of Election for the complaint form at your polling place, or call 1-877-VOTES-PA (1-877-868-3772), or visit www.hava.state.pa.us.
2210849

At the end of the election, this is the large Provisional Voting Return Envelope. You are to place ALL voted provisional ballots in this envelope and place in your Blue Election Supply Bag that you return to your drop-off zone.

Note: return with Blue Election Supply Bag

DAUPHIN COUNTY ELECTIONS

PROVISIONAL VOTING---RETURN ENVELOPE

ENCLOSE VOTED PROVISIONAL ENVELOPES HEREIN

#1 FOR THE JUDGE OF ELECTION

1. Total of all voted Provisional Ballots in this envelope..... No._____

(If you have no provisionals please mark accordingly)

2. Individual who delivered the Provisional Ballots to the Elections Board

Print _____

(Individual's Full Name)

I, hereby swear, in accordance with the Pennsylvania Election Code, that the information provided in this section is accurate and complete.

Signed_____

(Judge of Election)

#2 FOR THE MINORITY INSPECTOR

Signed_____

(Minority Inspector)

City
Boro of
Twp.

LABEL

SEAL SECURELY AND DELIVER IN YOUR BLUE BAG TO COUNTY BOARD OF ELECTIONS WITH OTHER RETURNS.

IF YOU HAD NO VOTED PROVISIONAL BALLOTS PLEASE RETURN EMPTY ENVELOPE IN YOUR BLUE BAG AND MARK ZERO ON LINE PROVIDED.

Elector's Declaration to Surrender Their Mail Ballot

For the Voter:

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

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

_____
(Today's Date)

_____
(Printed Name of Elector)

_____
(Signature of Elector)

_____
(Address of Elector)

For Election Officials Only:

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

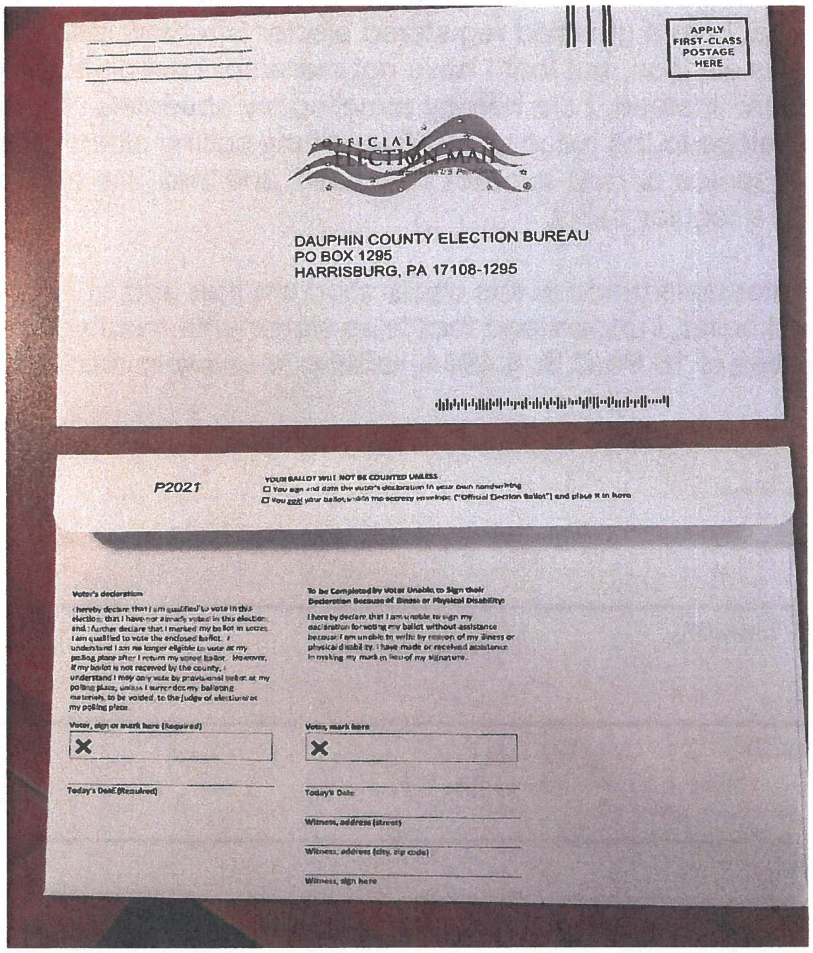
_____
(Printed Name of Judge of Elections)

_____
(Judge of Elections Signature)

_____
(Municipality and Election District)

Instructions after completion: This form should be folded around the voter's surrendered balloting material and returned in the **SURRENDERED MAIL BALLOT** envelope. Do not forget to check the "**BALLOT REMITTED?**" option next to the voter's name in the poll book.

Sample of Ballot Return Envelope



The code (P2021) on the back flap of the envelope translates to "Primary 2021." That is done so that you know that the ballot and ballot envelope that the voter is attempting to remit is the CURRENT set and not an envelope from a prior election. So the November election for 2021 will be "G2021," and the primary for 2022 will be "P2022" and so on.

If the voter does NOT have both parts – ballot and ballot return envelope – they must vote a provisional ballot. If they DO have both parts, they must complete the **Elector's Declaration to Surrender Their Mail Ballot** (see page 37), which the Judge will either staple to the ballot and ballot return envelope or simply fold the Declaration around the two items.

Once this is taken care of, be sure to have the voter sign the poll book, have their name entered on the numbered list of voters and provide them with a regular ballot to vote and place into scanner.

Sample of Properly Completed Affirmation

When a voter is asked to complete an affirmation, they must complete the top portion, Section A, Section B (if applicable) and Section C. The Judge must also sign and then place the form into Envelope A.

AFFIRMATION OF ELECTOR

Dauphin County Board of Election

(To be completed by an elector if they have changed their address or name and failed to notify the Bureau of Registration and Elections, or when registration records incorrectly indicate that an elector has changed address.)

City, Borough or Township Middletown **Ward** 1st **Precinct** 2nd

In Primary Elections Indicate Political Party

Circle one: Republican (Democrat) Other (Specify) _____

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

"HIGHLIGHTED" SECTION MUST BE FILLED OUT

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

- ☑ I still reside in the same county and in the area covered by this polling place and wish to vote here.
- ☐ I still reside in the same county but in an area covered by a different polling place and wish to vote at this polling place for the last time.
- ☐ I now reside in a different county and wish to vote here for the last time. Please cancel my registration in this county. (To register to vote at your new address, you should contact your local voter registration office.)
- ☐ I have not voted in another polling place today.

My Previous Residence Address:	**My New Residence Address:**
PRINT NAME: Jane Smith	PRINT NAME:
STREET: 123 Main St.	STREET:
CITY, STATE, ZIP: Middletown, PA 17057	CITY, STATE, ZIP:
DOB: 7/4/1976	
DRIVER'S LICENSE OR LAST (4) OF SOCIAL SECURITY #: 1234	

B. If you have not changed your address please check the following box.
☑ I have not changed my residence and wish to remain registered to vote in this county.

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

Jane Smith	Jane Smith	5/18/21
Print Name	Signature of Elector	Today's Date

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

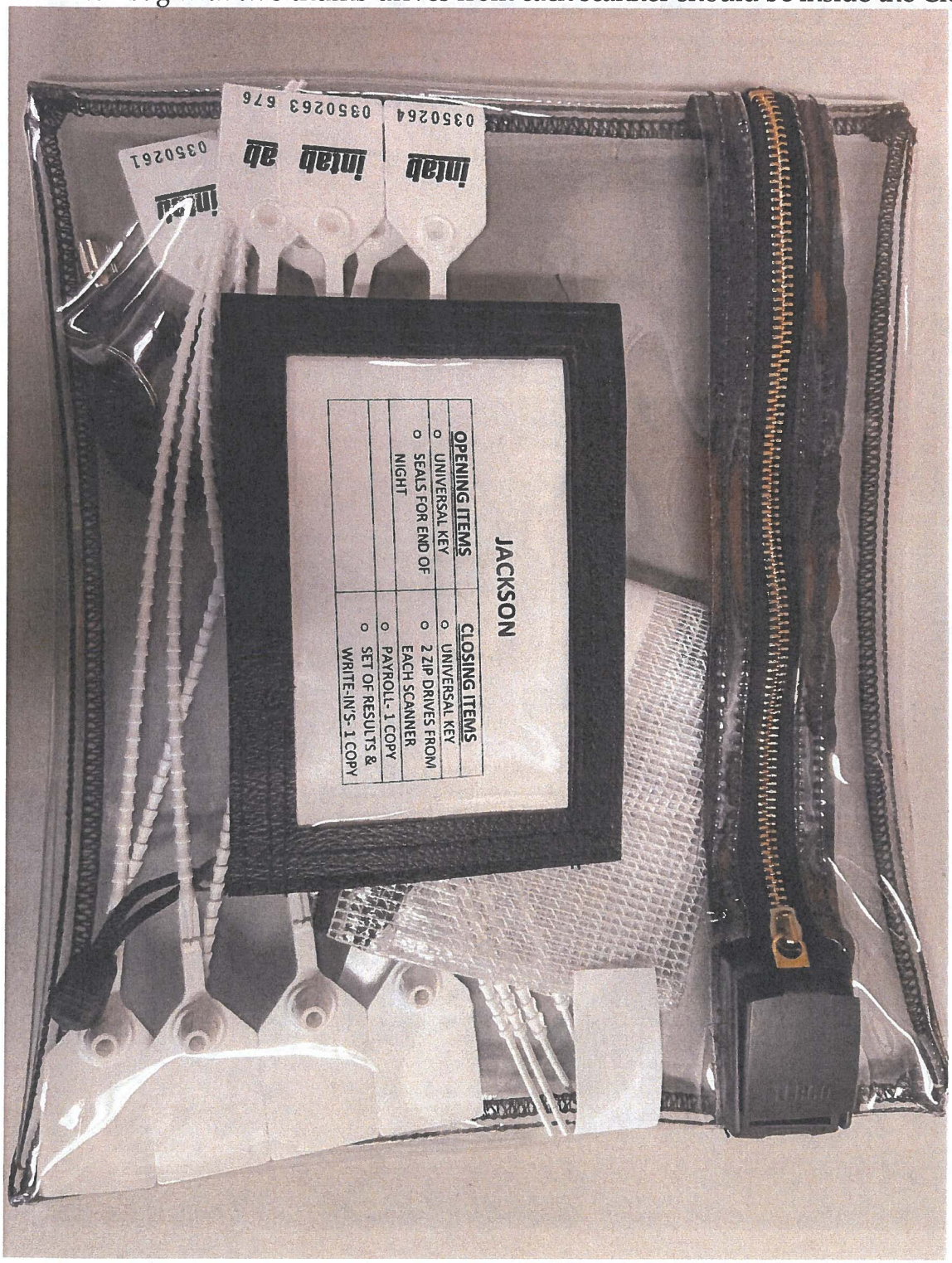
Judge of Election
Signature of Election Official

PLACE THIS FORM IN THE LARGE "A" ENVELOPE

ENVELOPES TO BE RETURNED

CLEAR BAG:

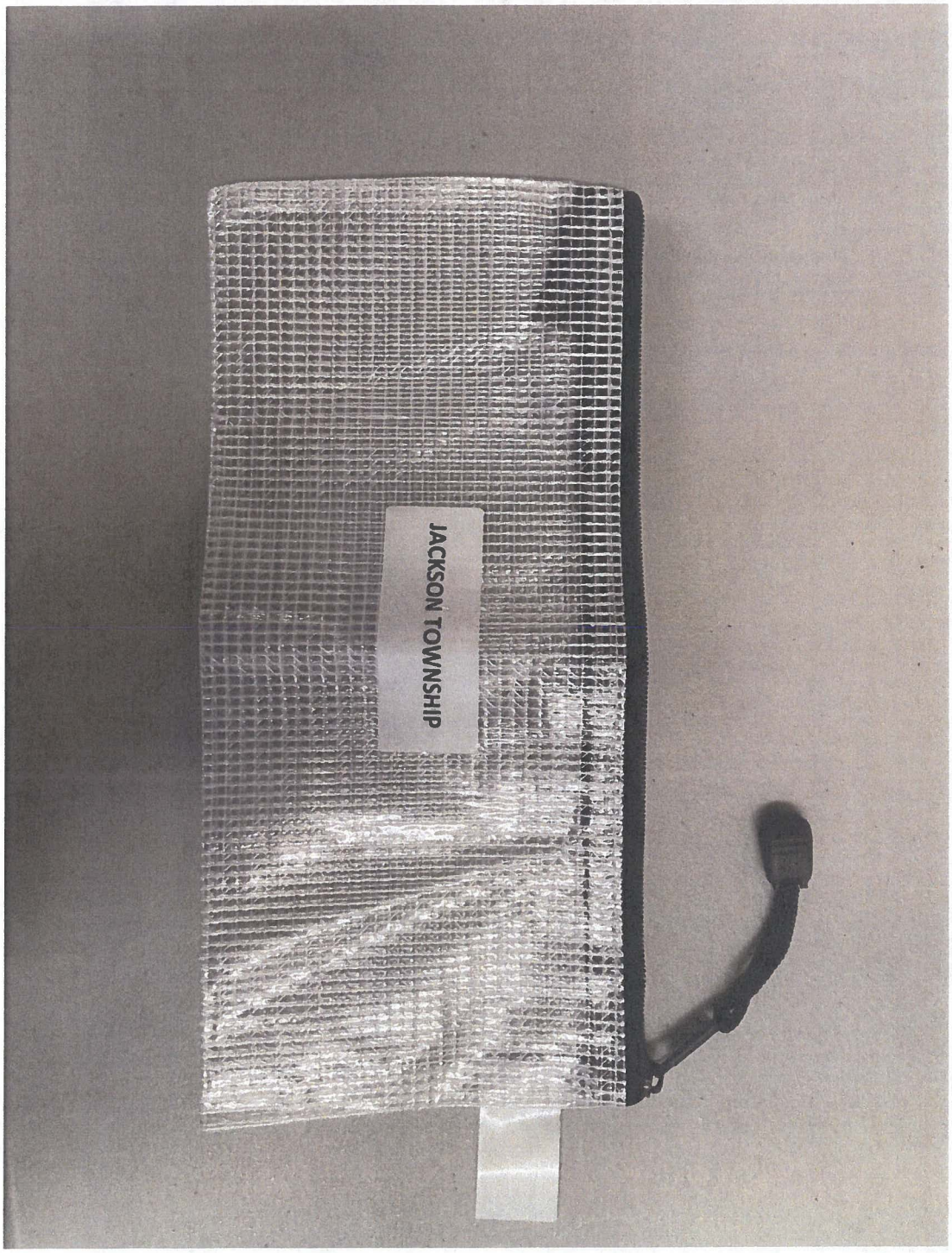
WHERE TO FIND: You will find this in the Judge's Blue Election Bag
WHERE TO RETURN: You should return this in the Judge's Blue Election Bag (NOTE: The mesh bag with two thumb drives from each scanner should be inside the Clear Bag)



MESH BAG:

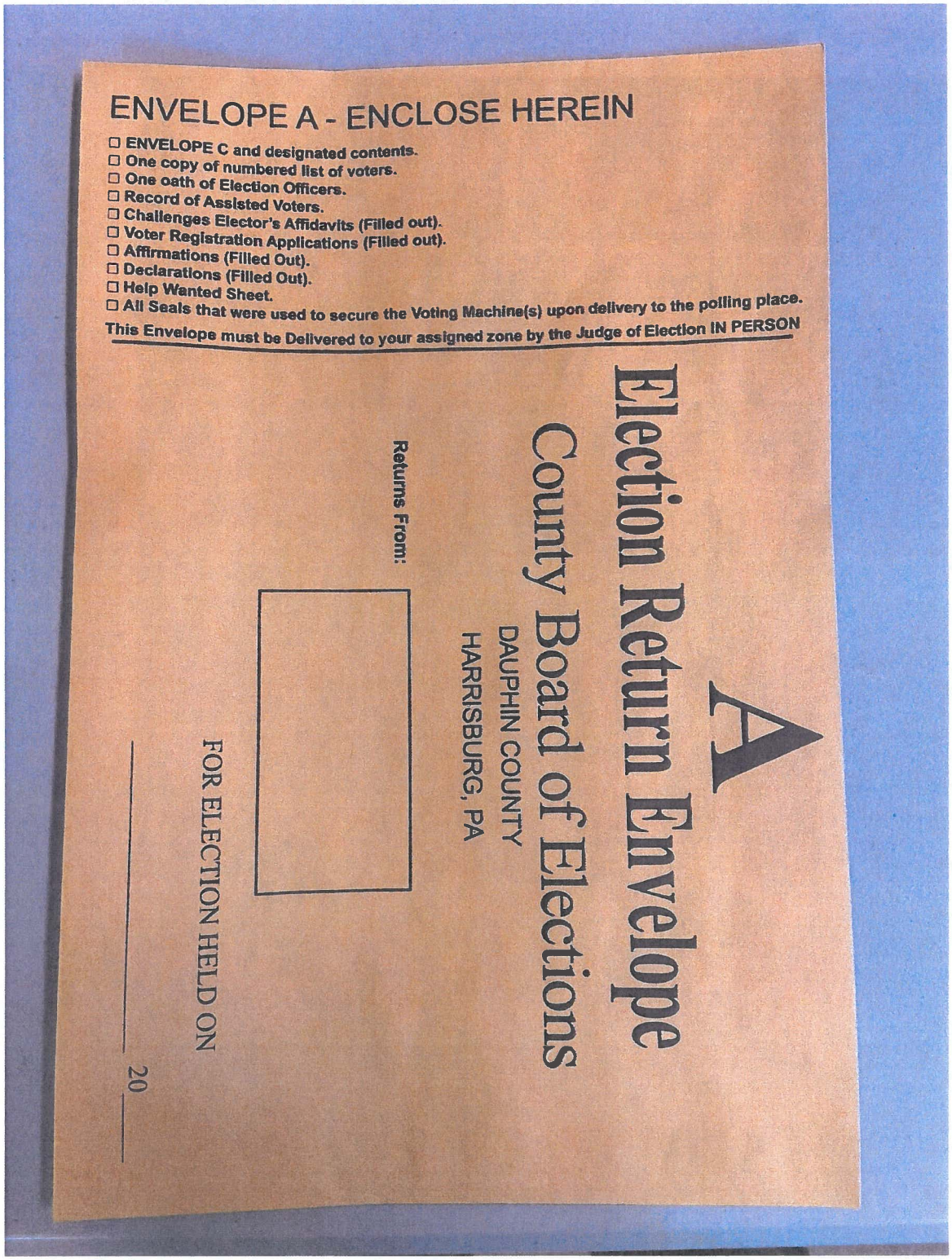
WHERE TO FIND: You will find this in the Clear Bag (see page 44) inside the Judge's Blue Election Bag

WHERE TO RETURN: You should place the two thumb drives from each scanner inside this Mesh Bag and put it inside the Clear Bag and then inside the Judge's Blue Election Bag.



ENVELOPE A

WHERE TO FIND: You will find this in the Judge's Blue Election Bag
WHERE TO RETURN: You should return this in the Judge's Blue Election Bag at the end of the Night (NOTE: Envelope C should be placed in side Envelope A)



ENVELOPE A - ENCLOSE HEREIN

- ☐ ENVELOPE C and designated contents.
- ☐ One copy of numbered list of voters.
- ☐ One oath of Election Officers.
- ☐ Record of Assisted Voters.
- ☐ Challenges Elector's Affidavits (Filled out).
- ☐ Voter Registration Applications (Filled out).
- ☐ Affirmations (Filled Out).
- ☐ Declarations (Filled Out).
- ☐ Help Wanted Sheet.
- ☐ All Seals that were used to secure the Voting Machine(s) upon delivery to the polling place.

This Envelope must be Delivered to your assigned zone by the Judge of Election IN PERSON

A

Election Return Envelope

County Board of Elections

DAUPHIN COUNTY
HARRISBURG, PA

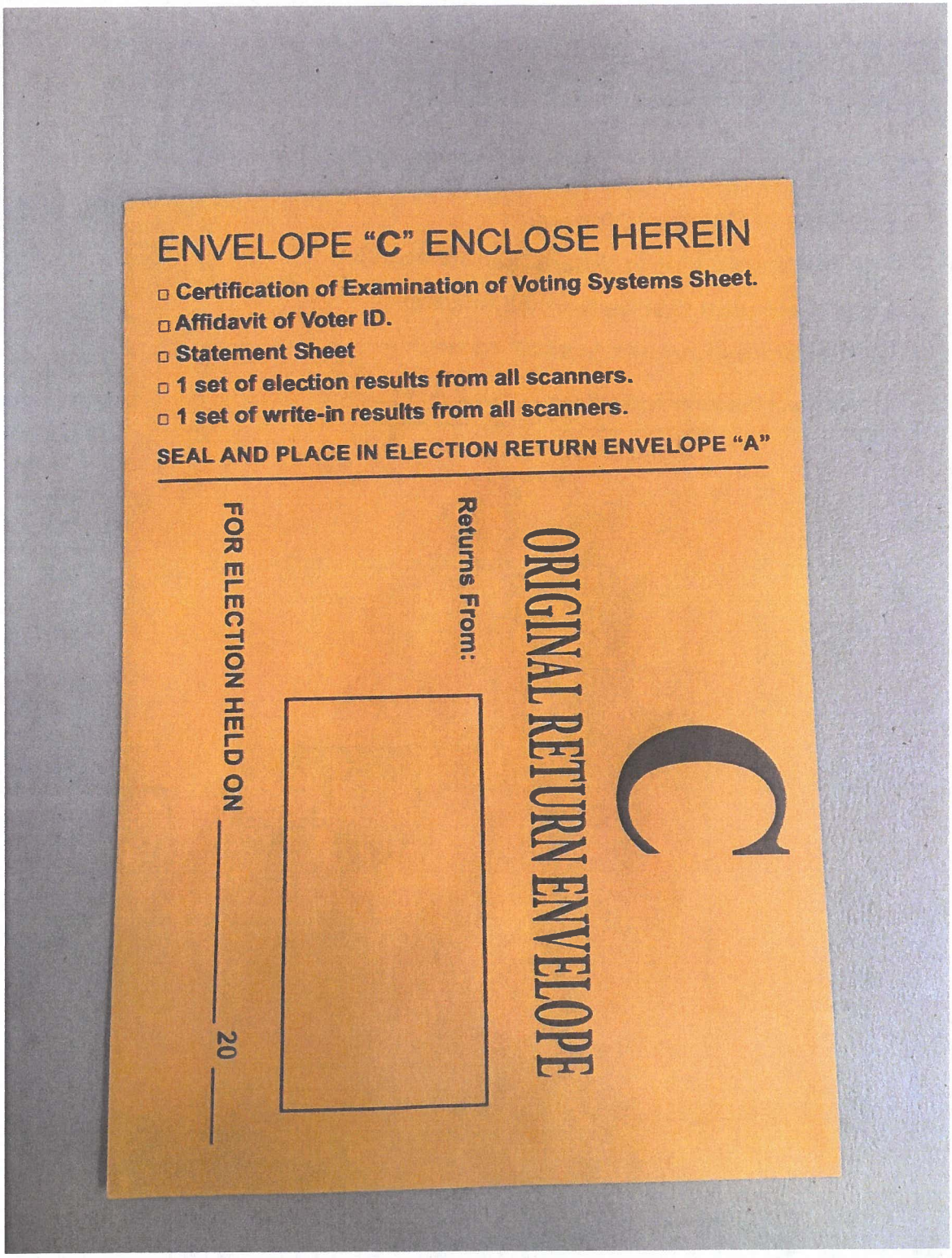
Returns From:

FOR ELECTION HELD ON

_____ 20____

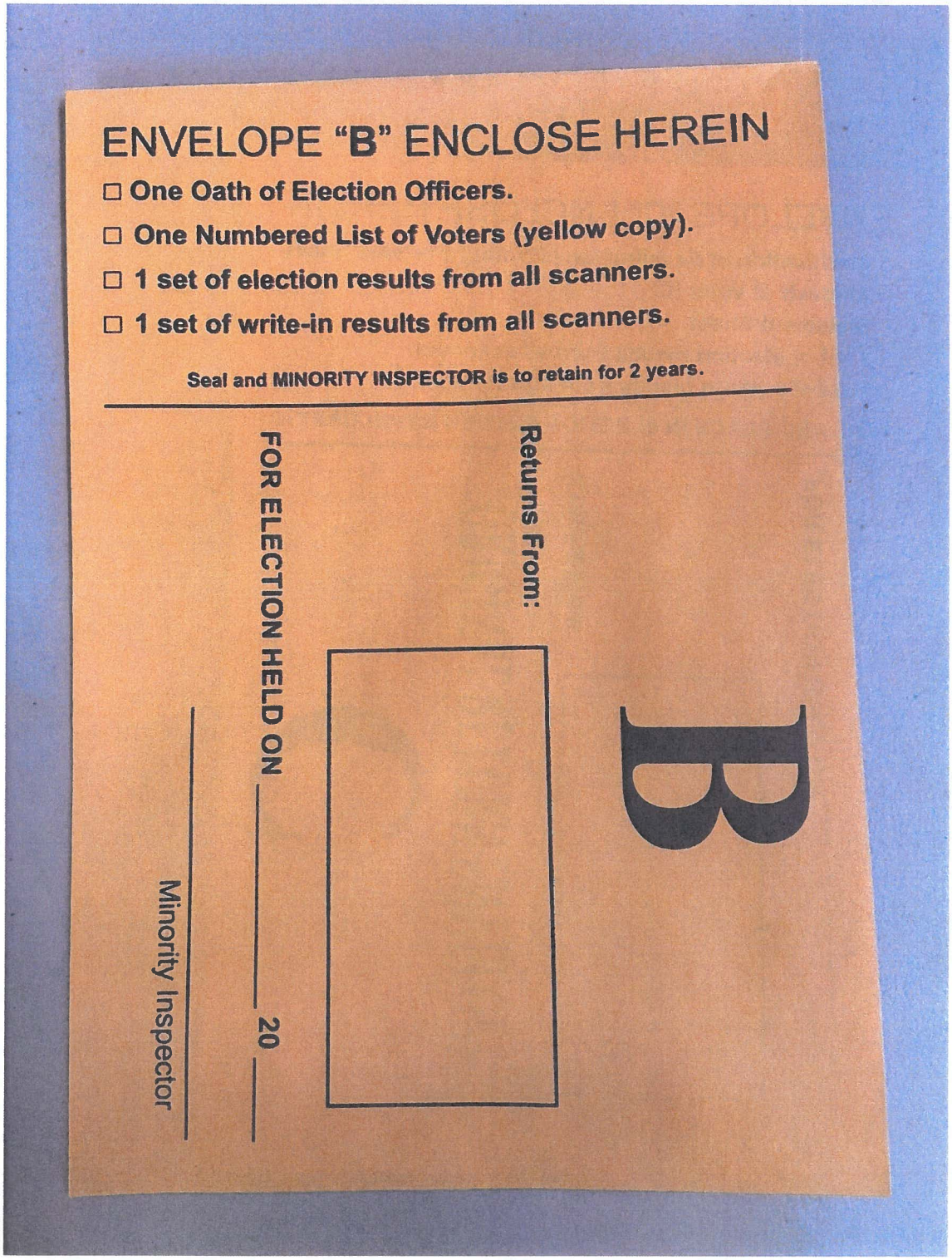
Envelope C

WHERE TO FIND: You will find this in the Judge's Blue Election Bag
WHERE TO RETURN: You should place this inside Envelope A and return this in the Judge's Blue Election Bag at the end of the Night



Envelope B

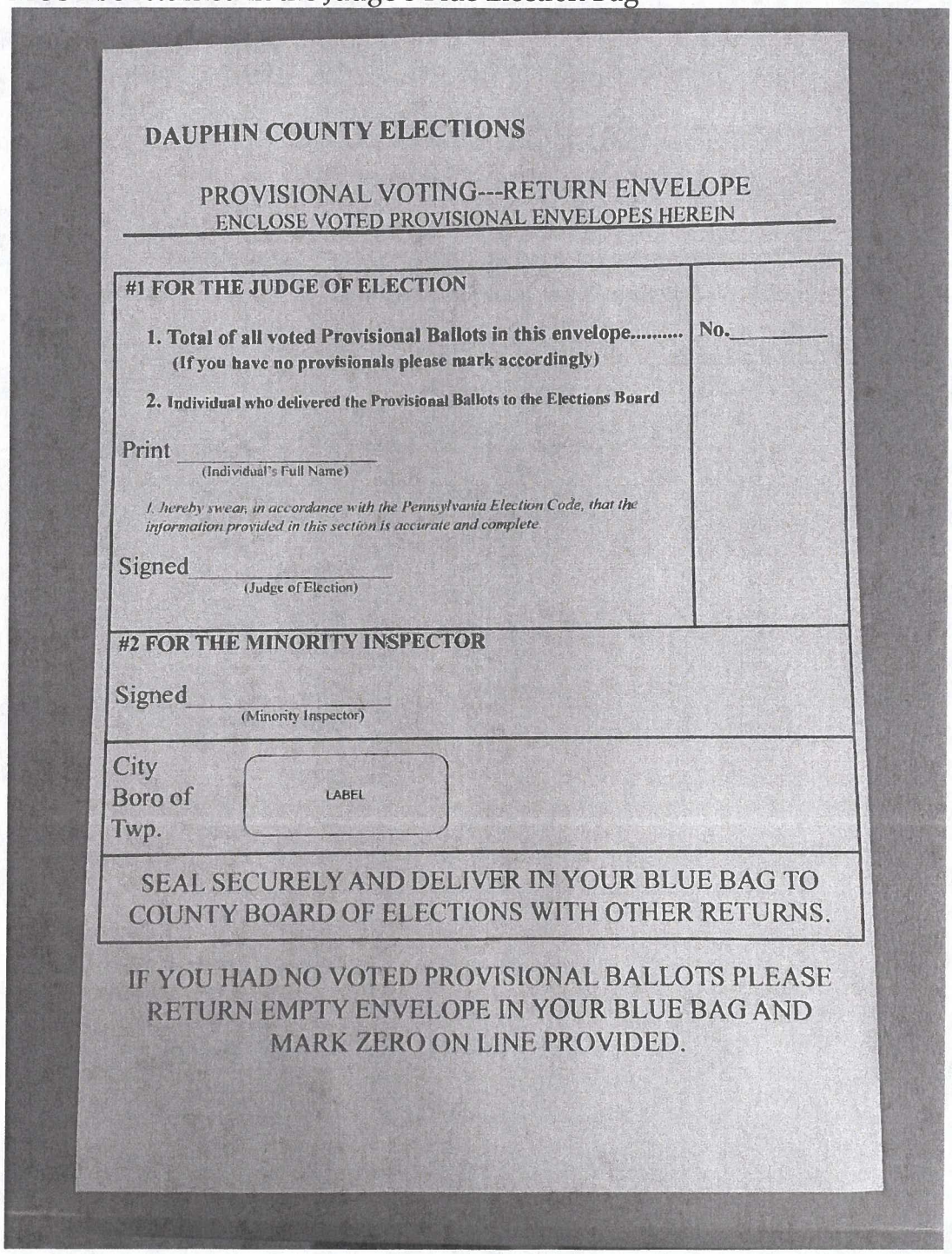
WHERE TO FIND: You will find this in the Judge's Blue Election Bag
WHERE TO RETURN: This should go home with the Minority Inspector; if you do not have a permanent Minority Inspector you should return this in the Judge's Blue Election Bag at the end of the Night



PROVISIONAL RETURN ENVELOPE

WHERE TO FIND: You will find this in the green PROVISIONAL bag in the Election Supply Cage

WHERE TO RETURN: This should be placed in the Judge's Blue Election Bag at the end of the Night; if you have no voted provisional ballots inside, mark the front zero, but it MUST be returned in the Judge's Blue Election Bag



DAUPHIN COUNTY ELECTIONS

PROVISIONAL VOTING---RETURN ENVELOPE
ENCLOSE VOTED PROVISIONAL ENVELOPES HEREIN

#1 FOR THE JUDGE OF ELECTION

1. Total of all voted Provisional Ballots in this envelope..... No._____
(If you have no provisionals please mark accordingly)

2. Individual who delivered the Provisional Ballots to the Elections Board

Print _____
(Individual's Full Name)

I, hereby swear, in accordance with the Pennsylvania Election Code, that the information provided in this section is accurate and complete.

Signed _____
(Judge of Election)

#2 FOR THE MINORITY INSPECTOR

Signed _____
(Minority Inspector)

City
Boro of
Twp.

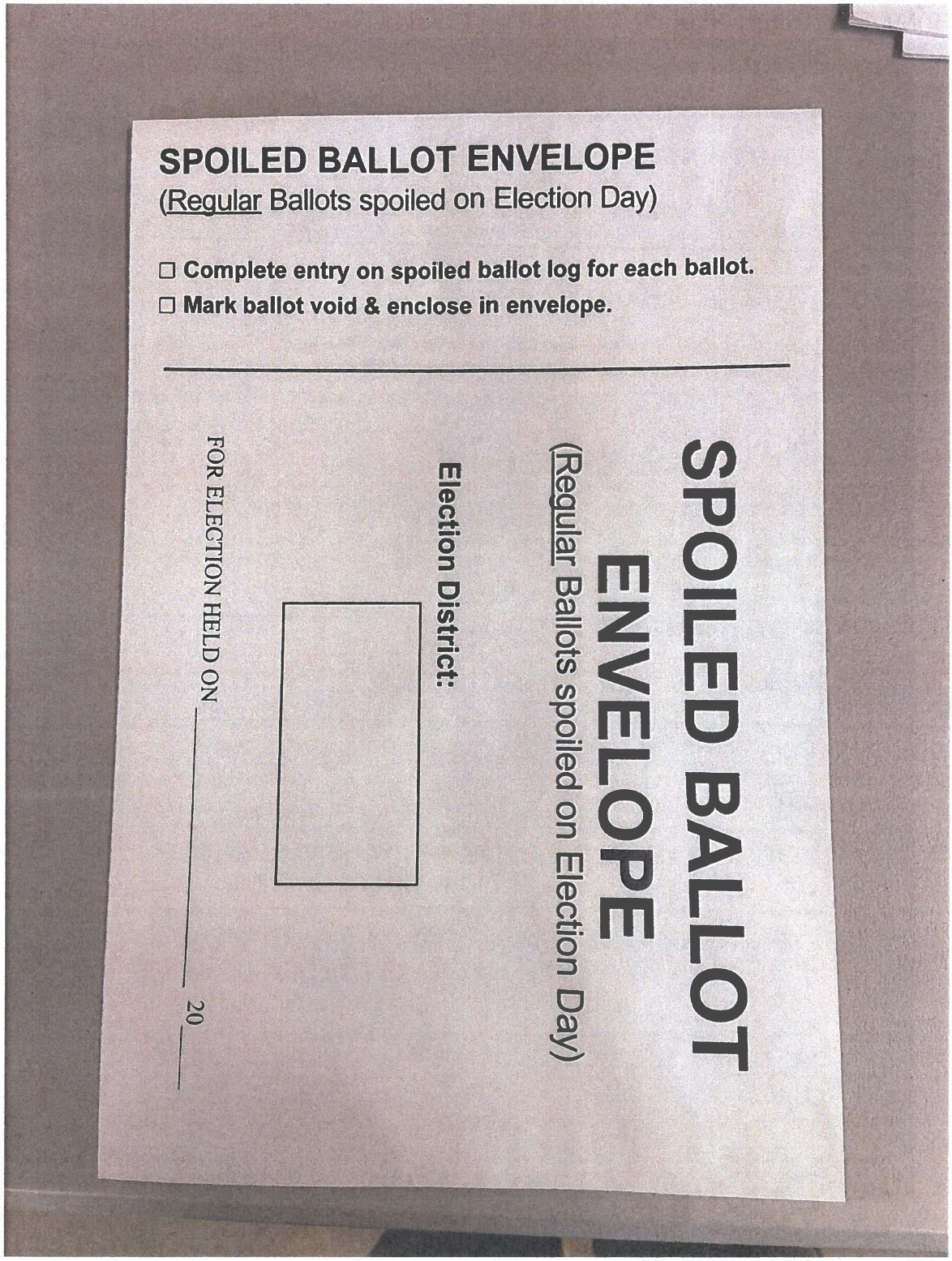
LABEL

SEAL SECURELY AND DELIVER IN YOUR BLUE BAG TO COUNTY BOARD OF ELECTIONS WITH OTHER RETURNS.

IF YOU HAD NO VOTED PROVISIONAL BALLOTS PLEASE RETURN EMPTY ENVELOPE IN YOUR BLUE BAG AND MARK ZERO ON LINE PROVIDED.

SPOILED BALLOT ENVELOPE (Front)

WHERE TO FIND: You will find this in the Judge's Blue Election Bag
WHERE TO RETURN: You should return this in the Judge's Blue Election Bag at the end of the Night (NOTE: Only place ballots marked in error by voters)



SPOILED BALLOT ENVELOPE
(Regular Ballots spoiled on Election Day)

☐ **Complete entry on spoiled ballot log for each ballot.**
☐ **Mark ballot void & enclose in envelope.**

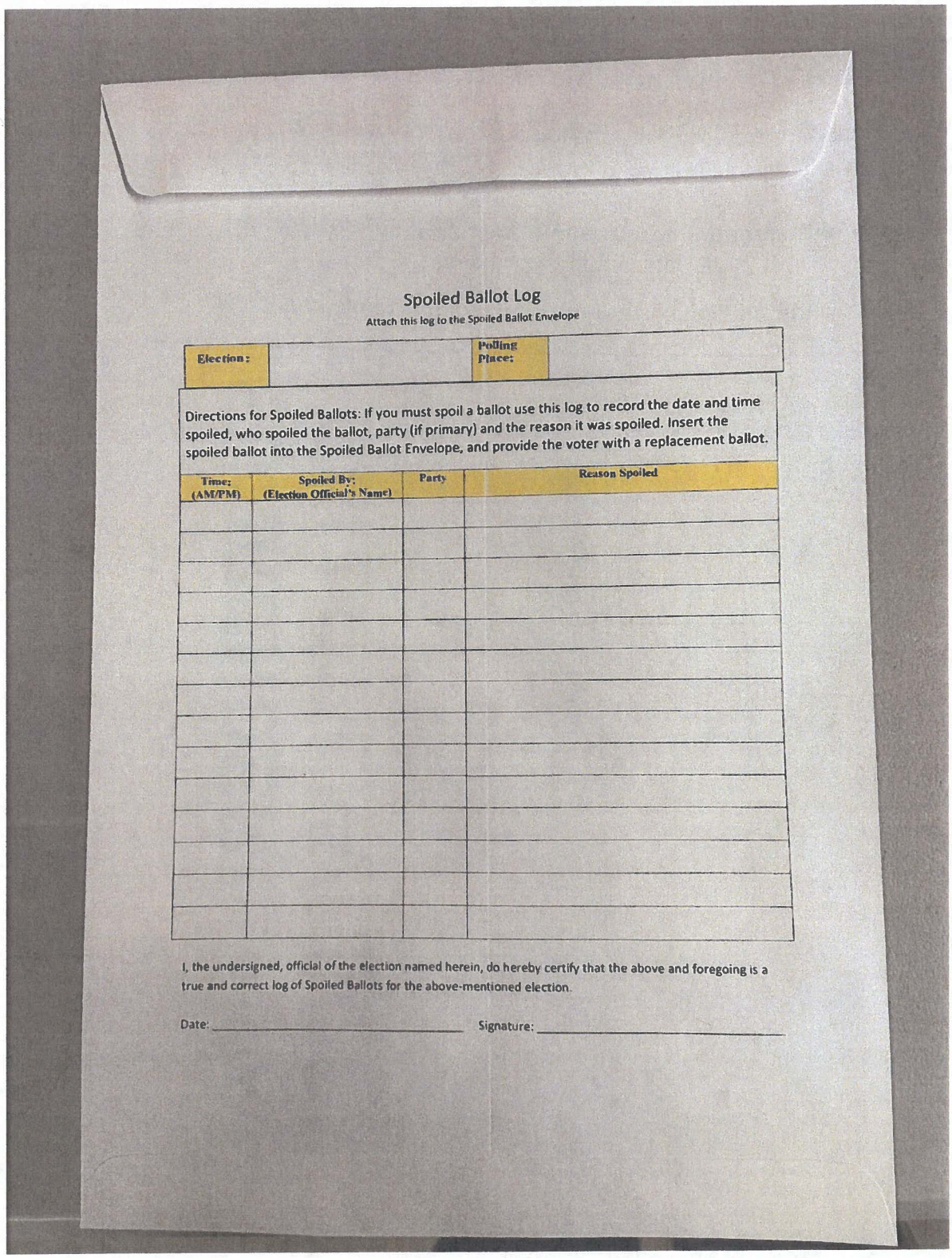
SPOILED BALLOT ENVELOPE
(Regular Ballots spoiled on Election Day)

Election District:

FOR ELECTION HELD ON _____ 20____

SPOILED BALLOT ENVELOPE (Back)

This is the back of the Spoiled Ballot Envelope, on which the Judge should maintain the log of how many ballot were marked spoiled and placed inside.



Spoiled Ballot Log

Attach this log to the Spoiled Ballot Envelope

Election:		Polling Place:	

Directions for Spoiled Ballots: If you must spoil a ballot use this log to record the date and time spoiled, who spoiled the ballot, party (if primary) and the reason it was spoiled. Insert the spoiled ballot into the Spoiled Ballot Envelope, and provide the voter with a replacement ballot.

Time: (AM/PM)	Spoiled By: (Election Official's Name)	Party	Reason Spoiled

I, the undersigned, official of the election named herein, do hereby certify that the above and foregoing is a true and correct log of Spoiled Ballots for the above-mentioned election.

Date: _____ Signature: _____

SURRENDERED MAIL BALLOT ENVELOPE

WHERE TO FIND: You will find this in the Judge's Blue Election Bag
WHERE TO RETURN: You should return this in the Judge's Blue Election Bag at the end of the Night (NOTE: Only place mailed ballots, ballot return envelopes and Declarations signed by the voter surrendering the ballot and envelope in here.)

SURRENDERED MAIL BALLOT ENVELOPE
(Absentee/Mail-In Ballots surrendered by Voters):

☐ **Elector's Declaration to Surrender their mail ballot** filled out & attached to each ballot.

☐ **"Ballot Remitted?"** box checked beside voter's name in poll book.

SURRENDERED MAIL BALLOT ENVELOPE
(Absentee/Mail-In Ballots surrendered by Voters):

Election District:

FOR ELECTION HELD ON _____ 20____

TEAR-OFF CHECKLISTS

POLL WORKER CHECK LIST

PRIOR TO ELECTION DAY

- ☐ At least 2 months prior to the election, contact your poll workers to ensure they are working the election and fill in any gaps as needed. Contact the Election Bureau about any Judge and Inspector vacancies – these are filled in coordination with the Election Bureau.
- ☐ Attend trainings provided by the Election Bureau and coordinate with your poll workers to attend training.
- ☐ Contact polling place to ensure access for set up at least day before and access on election day.
- ☐ Pick up Judges Blue Bag Saturday before election and check to ensure you have all your materials.

DAY BEFORE POLLS OPEN

- ☐ In coordination with the polling place, set up all equipment and materials that you can prior to the day of election:
  - Set up check in area, tables, voting screens & voting booths (*Remember to take a picture of the election cage so you know how to put everything back*)
  - Set up scanner bases (if applicable) but DO NOT set up the scanner or Clear Access ADA Ballot Marking Device.
  - Contact the Election Bureau if you are missing any supplies.
- ☐ Post the materials from the postings envelope:
  - 3 Sample ballots
  - 3 Plain English (if a question is on the ballot)
  - Voter ID Poster
  - Notice of Prohibitions and Penalties (Blue)
  - Instructions (Canary Yellow)
  - Provisional Ballot Procedures (Green)

If You Have Any Questions, Please Call the Election Bureau:
Normal Main Line: (717) 780-6360
Election Day Only Hotline: (717) 727-7444

BEFORE POLLS OPEN

- ☐ Minority Inspector will swear in the Judge of Election
- ☐ Judge of Election will swear in all other poll workers. Place 1 copy of signed oath in Envelope A and 1 copy in Envelope B
- ☐ Judge of Election removes seals and place in Envelope A to return to the Election Bureau
- ☐ Open scanners and follow instructions to open polls. (Passcode is in the front of black binder. When opening the polls, be sure to have poll worker selected on the top of the screen.)
- ☐ After tapes print from scanners, put in Envelope C. If tapes did not print, complete the Certification of Examination of Voting Systems Sheet and place in Envelope C.
- ☐ Open and set up Clear Access ADA Ballot Marking Device (this Must be set up even if voters never use it).
- ☐ If applicable, set up temporary ADA measures and sign compliance checklist.
- ☐ If you are not ready to open by 7:00 a.m., call the Election Bureau immediately.

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DURING VOTING HOURS

- ☐ If an Elector comes to your polling place to vote and you **do not have him/her in your poll book**, follow these steps:
  - Check Section 2 book to see if they submitted a voted Absentee/Mail-In Ballot
  - Check the Walking List in case there is an alternative name at the voter's address
  - Check the Street List to see if they are eligible (must be Republican or Democratic if Primary)
  - If you have your laptop and thumb drive, look up voter on County Registration File if they are registered in a different district.
  - Call the Election Bureau for further directions and if a provisional ballot is necessary.
- ☐ If voter **applied for Absentee/Mail-In Ballot** (see flow chart):
  - If voter has Return Envelop AND Ballot, have voter see Judge of Elections to surrender their balloting materials, they must sign and write their address on the Declaration upon surrendering the unvoted Absentee/Mail-In Ballot and the Judge of Election must sign it and put the documents in the Surrendered Mail Ballot Envelope. Inspector will check off box in poll box that the voter surrendered their envelope and ballot and that voter will vote normally.
  - If voter does not have BOTH the Envelope and Ballot, the Judge of sElections will process that voter a provisional ballot.
- ☐ If voter **returned Absentee/Mail-In Ballot** and is record in Section 2 Poll Book, that voter may not vote normally. They can only vote provisionally.
- ☐ **Provisional Ballots:** Follow the Provisional Ballot instructions beginning on page 16 of your training manual to process a provisional voter. Call the Election Bureau with any questions.
- ☐ **Watchers** will carry a Watcher's Certificate signed and sealed by the County Board of Elections. (During voting hours, only one watcher for each candidate, or party, or political body can remain in the polling place at any one time. After the polls close, and during the canvassing of votes, all watchers may be in the polling place.)
- ☐ Inspect and remove any **campaign material** within the polling place. (Periodic inspections should be made throughout the day). NO POLITICAL ACTIVITY within the polling place.
- ☐ Check voting booths after a voter leaves to ensure nothing is left behind.
- ☐ Verify hourly that public counter on scanners equals numbered list of voters.

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ELECTION DAY DIGEST

REVISED
08/2020

William
Penn
Printing
Company

This Digest has been prepared to assist election officials in the administration of their duties. Ideally, it should be studied prior to the election and then referred to as needed on election day.

The Pennsylvania Election Code is lengthy and technical. This Digest was compiled from that code and is intended to present a brief description of the procedures to be followed.

We have referenced all our sections in this publication to the Pamphlet Laws of Pennsylvania and Purdon's Title 25.

References to Paper Ballot(s) may refer to Optically Read Ballots or Emergency Ballots.

References to Voting Machine(s) will refer to Direct Recording Electronic Voting Machines.

ACTs 12 and 77 as amended effect absentee and provisional voting.

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CONTENTS

WHEN ELECTIONS ARE HELD

1. The General Election is held in even-numbered years on the first Tuesday after the first Monday of November.

2. The Municipal Election is held in odd-numbered years on the first Tuesday after the first Monday of November.

3. The Primary Election in each even-numbered year is called the General Primary and is held on the third Tuesday of May, except in Presidential years when it is held on the fourth Tuesday of April.

4. The Primary Election in each odd-numbered year is called the Municipal Primary and is held on the third Tuesday of May.

5. Justices of the Supreme Court, Judges of Superior and Commonwealth Courts, Judges of the Court of Common Pleas, Judges of Community Courts (if established), Magisterial District Judges, constables and all county, municipal, school district and election district officers are elected only at a Municipal Election.

Electors for President and Vice President of the United States, United States Senators, Representatives in Congress, the Governor and Lieutenant Governor, Auditor General, State Treasurer, Attorney General and Senators and Representatives in the General Assembly are elected only at a General Election.

The polls are open at all primaries and elections between the hours of 7 A.M. and 8 P.M., prevailing time.

Const. Art. 7, §§2 and 3.
25 P.S. as amended, §§2751, 2752, 2753, 2754 and 3045.
1937, P.L. 1333 as amended, §§601, 602, 603, 604 and 1205.

ELECTION OFFICERS

All primaries and elections shall be conducted in each election district by a district election board consisting of a judge of election, a majority inspector of election and a minority inspector of election, assisted by clerks and machine inspectors in certain cases, as hereinafter provided. The judge and inspectors of election of each election district shall be elected by the electors thereof at the municipal election, and shall hold office for a term of four years from the first Monday of January next succeeding their election. Each elector may vote for one person as judge and for one person as inspector, and the person receiving the highest number of votes for judge shall be declared elected judge of election, the person receiving the highest number of votes for inspector shall be elected majority inspector of election, and the person receiving the second highest number of votes for inspector shall be declared elected minority inspector of election.

In paper ballot districts each inspector shall appoint one clerk to serve at the election.

In voting-machine districts one clerk shall be appointed by the minority inspector to serve at the election. In addition thereto, in each district in which more than one voting machine is used, the county board of elections shall appoint a voting machine inspector for each additional machine to be used in such district.

Const. Art. 7, §§6 and 11.
25 P.S. as amended, §§2671 and 2674.

Qualifications of Election Officers

Election officers shall be qualified registered electors of the district in which they are elected or appointed. No person shall be qualified to serve as a election officer who shall hold, or shall, within two months, have held, any office, appointment or employment in or under the Government of the United States or of this state, or of any city, or county, or poor district, of any municipal board, commission or trust in any city, save only magisterial district judges, notaries public and persons in the militia service of the State; nor shall any election officer be eligible to any civil office to be voted for at a primary or election at which he/she shall serve, except that of an election officer.

A person is not disqualified from serving on the Election Board by reason of the fact that he/she holds a party office, or is a candidate for a party office.

Const. Art. 7. §12.
25 P.S. as amended, §2672.
1937, P.L. 1333 as amended, §402.
1978, P.L. 202

Filling Vacancies on the Election Board

Vacancies on election boards occurring on election day shall be filled as follows:

1. If any judge shall not appear at the polling place by 7 o'clock A.M., the majority inspector shall appoint a judge who is qualified to act.

2. If any majority inspector shall not appear at said hour, the judge of election shall appoint as majority inspector a person who is qualified to act.

3. If any minority inspector shall not appear at said hour, the person who received the second highest vote for judge at the preceding municipal election shall serve as minority inspector, if available and if qualified. If such person is not available or not qualified, the electors of the district then present shall, under the supervision of the judge, elect one of their number who is qualified to fill said vacancy.
4. If any clerk shall not appear at said hour, the inspector who appointed said clerk shall appoint a qualified person to fill said vacancy.
5. If the machine inspector shall not appear at said hour, the judge of election shall notify the county board of elections, who shall immediately appoint a qualified person to fill the vacancy.
6. If, for any reason, any vacancy shall not have been filled by 7:30 A.M., the qualified electors of the district then present shall elect a qualified person or persons to fill such vacancies.

If the election board cannot be organized promptly as above stated on the morning of the primary or election, due to the absence of some of the election officers, and the electors of the district have reliable information that such election officer or officers will not be present to perform their duties on that day, the vacancy should be filled promptly at 7 o'clock either by appointment, as herein above described, or by holding a "curb-stone election". It is important that the board be ready to receive votes at 7 o'clock, and the board should be organized at that time or as soon after as possible.

Any person elected or appointed at the polling place to fill a vacancy on the day of the election shall serve only for that election. He/she does not serve for the unexpired term of the previously elected officer whose vacancy he/she is filling.

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25 P.S. §3048(b).

1937, P.L.1333, §1208(b).

Organizing the Board

The judges, inspectors, clerks of election and machine inspectors, together with the overseers, if any, shall meet in the respective places appointed for holding the election in each election district at least thirty minutes before the hour for opening the polls on the day of each primary and election. They shall thereupon in the presence of each other take and subscribe in duplicate to the oaths required. The seals of the packages furnished by the county board of elections shall be publicly broken and the said packages shall be opened by the judge of election.

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25 P.S. §§3044 and 3048(a).

1937, P.L 1333, §§1204 and 1208(a)

Work Assignments

The judge of election shall assign the duties of the election board.

In paper ballot districts he/she shall designate one of the inspectors to take charge of the poll books and to make the required entries therein. The other inspector shall have charge of the receipt and deposit of ballots in the ballot box, the judge or one of the clerks shall issue the ballots to electors after they are found entitled to vote, and the other clerk shall have charge of the voters' certificates and shall file them as they are received and approved.

In districts in which voting machines are used, the judge of election shall designate one of the inspectors of election to have custody of the poll books and to make the entries therein. The other inspector or clerk shall have charge of the voters' certificates, and the judge shall have special charge of the operation of the voting machine. However, the judge may make other arrangements for the division of the duties imposed on the election board, so long as each election officer and clerk is assigned some specific duty to perform. If more than one voting machine is used, the judge shall assign one machine inspector to have charge of the operation of each machine. The judge shall assign two members of the election board or clerks to keep two numbered lists of voters during the progress of the voting.

Any election officer, clerk or machine inspector may be assigned by the judge of election to assist another officer, clerk or machine inspector in the performance of his/her duties, or to perform them for him/her during his/her temporary absence or disability.

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25 P.S. §3048(c) and (d).

1937, P.L. 1333, §1208(c) and (d).

Checking the Voting Machine

The judge should make sure that the correct voting machine has been delivered to his/her polling place and:

1. Set up and position the Voting Machines in the polling place.

2. On the back of the voting machine you will locate the power cord. Unwrap the power cord and plug it into a power source (wall socket or extension). If using multiple units with only one power source you can "daisy chain" units by plugging the power cord into the rear of the next unit's power bar. Plug the last unit into the power source (wall socket or extension).

3. Cut the seal(s), print the zero tape(s), and have the Election Board sign where designated.

25 P.S. as amended, §3049(b).
1937, P.L. 1333 as amended, §1209(b).

Opening the Polls

In paper ballot districts the election officers shall after taking the oath, open the ballot boxes, which have been furnished to them and burn and totally destroy all the ballots and other papers which they may find therein before the opening of the polls. Whenever during any emergency, it becomes necessary to save waste paper on account of a shortage thereof, the Governor of the Commonwealth may, by proclamation, suspend the foregoing provisions relating to the destruction of ballots and papers, and in that case, the election board shall set the ballots and other papers aside and they shall be collected and disposed of by such means and in such manner as may be determined by the county board of election.

When the polling place is opened the ballot box shall be securely locked and shall not be opened until the close of the polls.

The election officers shall publicly open the packages containing the ballots and supplies. If there is any shortage the county board of elections should be notified immediately. The cards of instruction and notices of penalties shall be immediately posted in each voting compartment, and not less than three such cards and notices of penalties, and not less than five specimen ballots (at primaries, five of each party) shall be immediately posted in or about the voting room outside the enclosed space and such cards of instruction, notices of penalties, and specimen ballots shall be given to any elector at his/her request so long as there are any on hand.

In voting machine districts, at the opening of the polls the seals of the package furnished by the county board shall be publicly broken and the said package shall be opened by the judge of election.

Not less than three cards of instruction, notices of penalties, and not less than two diagrams of the face of the machine shall be immediately posted in or about the voting room outside the enclosed space and such cards and notices of penalties shall be given to any elector at his/her request so long as there are any on hand.

25 P.S. §3049(a) and (b).
1937, P.L. 1333, §1209(a) and (b).

Polling Place Regulations

It shall be the duty of the judge of election to keep order in the voting room and limit the number of electors therein; and to enforce the following regulations:

1. Until the polls are closed no person shall be allowed in the polling place outside of the enclosed space at any primary or election except the watchers, voters not exceeding ten at any one time, who are awaiting their turn to vote and peace officers when necessary for the preservation of the peace.

2. No elector shall be allowed to occupy a voting compartment or voting machine booth already occupied by another, except when giving assistance as permitted by law.

3. No elector except an election officer, clerk, machine inspector or overseer shall be allowed to re-enter the enclosed space after he/she has once left it, except to give assistance as provided by law.

4. No person when within the polling place shall electioneer or solicit votes for any political party, political body or candidate, nor shall any written or printed matter be posted up within the said room, except as required by law.

5. All persons except election officers, clerks, machine inspectors, overseers, watchers, persons in the course of voting, persons lawfully giving assistance to voters, and peace and police officers, when permitted by law, must remain at least ten (10) feet distant from the polling place during the progress of the voting.

6. When the hour for closing the polls shall arrive, all qualified electors who have already qualified, and are inside the enclosed space, shall be permitted to vote; and, in addition thereto, all those qualified electors who are in the polling place outside the enclosed space waiting to vote and all those voters who are in line either inside or-outside of the polling place waiting to vote, shall be permitted to do so, if found qualified.

7. Not more than twice as many electors waiting to vote as there are voting compartments or voting machines in use in the district, shall be admitted within the enclosed place at any one time. This does not include persons who are rendering assistance.

8. No elector shall remain in a voting compartment or voting machine booth an unreasonable length of time, and in no event for more than three minutes, and if he/she shall refuse to leave after said period he/she shall be removed by the election officers, provided; however, that they may grant him/her a longer time if other electors are not waiting to vote.

9. Secrecy in voting must be maintained at all times.

10. An elector may permit his/her minor child or children to accompany him/her into the polling place and may permit one such minor child to accompany him/her into the voting compartment or voting machine.

The judge of election may call upon any constable, deputy constable, police officer or other peace officer to aid him/her in the performance of his/her duties.

Const. Art. 7, §4.

25 P.S. as amended, §§3054, 3057, 3060, 3531.1

1937, P.L.1333 as amended, §§1214, 1217, 1220, 1831.1

Manner of Applying to Vote

1. An elector who desires to vote and who appears in the polling place for the first time shall present to an election officer one of the following forms of photo identification:

- PA driver's license or ID card issued by PennDOT
- U.S. Passport
- ID issued by any other Commonwealth agency
- U.S. Armed Forces ID
- ID issued by the U.S. Government
- Student ID
- Employee ID

or one of the following forms of non-photo identification:(ID must include the name and address of the elector)

- Voter's identification card issued by the voter registration commission
- Firearm permit
- Current utility bill
- Current bank statement
- Non-photo ID issued by the Commonwealth
- Current paycheck

- Non-photo ID issued by the U.S. Government
- Government check

The Election officer shall examine the identification presented by the elector. If the elector is unable to produce identification or the elector's identification is challenged by the judge of elections, the elector shall be permitted to cast a provisional ballot. Provisional balloting is covered on page 13 in this book.

2. All electors, even those who show identification who desire to vote, shall announce his/her name distinctly and audibly to the election board and sign the poll book. Such election officer shall thereupon announce the elector's name so that it may be heard by all members of the election board and by all watchers present in the polling place.

3. The officer compares the elector's signature with his/her digitized signature in the poll book. All electors shall sign in blue, black or blue-black ink with a fountain pen or ball point pen.

4. If the signature appears to be genuine, the officer initials the poll book and the elector is then permitted to vote.

5. If the signature does not appear to be genuine, the elector should be challenged as to identity, and before being permitted to vote, he/she must produce evidence and make a supporting affidavit attesting his/her identity.

6. After the elector is found qualified, the officers having charge of the numbered lists of voters enter the name of the voter, and at primaries a letter or abbreviation designating the party in whose primary the elector votes.

7. The district board of election shall sign an Affidavit, after the polls close, swearing under oath that he/she examined the required identification presented by the voters beside whose names in the poll book the election officer has affixed his/her initials. Only those election officers who actually examined voter identification during Election Day are required to sign the Affidavit.

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25 P.S. §3050.

1937, P.L.1333, §1210.

Procedure for Voting

In paper ballot districts, no elector shall be allowed to enter the enclosed space until found entitled to vote. In districts which use **optically** read paper ballots to register votes the following procedures will be used:

When the elector has been admitted, a ballot shall be handed him/her. He/she shall mark his/her ballot only in black lead pencil, indelible pencil or blue, black or blue-black ink in fountain pen or ball point pen, using the same pencil or pen for all markings he/she places on the ballot. At primary elections, the voter shall vote for the candidates of his/her choice for nomination by making a sense mark in the oval or square opposite the name of the candidate. At all other elections, the voter shall vote for the candidates according to the number of persons to be voted for by him/her for each office. Any voter who spoils his/her ballot may return it and secure another. The word "spoiled" shall be written across the face of the ballot, and it shall be placed in the envelope marked "Spoiled Ballots". Following the completion of his/her vote, the voter shall leave the voting booth and proceed to the ballot box.

A voter may at any primary or election, vote for any person for any office, for which office his/her name does not appear upon the ballot. The use of stickers and paste-on labels for write-in candidates is prohibited. Write in names must be either written or stamped.

In voting machine districts, no elector shall be allowed to enter the enclosed space until he/she shall be found entitled to vote.

Where voting machines are used, the election officers may instruct each elector before he/she enters the voting machine booth regarding the operation of the machine and shall give the elector opportunity, personally, to operate a model.

In election districts using full-scale models listing the actual ballot labels for the primary or election as the case may be, any elector who desires a demonstration on such full-size model shall have the right to select any registered elector who is legally entitled to be inside the polling place to give such elector a demonstration.

At primaries only those persons registered and enrolled in one of the established political parties are entitled to vote for candidates. However, any registered voter, regardless of party enrollment, is entitled to vote on any special question to be voted on at any primary election. The election officer or clerk selects the party affiliation of the voter and then admits the voter to the machine.

As soon as the elector has completed voting for candidates and on the various questions submitted, he/she shall operate the recording mechanism and forthwith leave the booth.

At the polling place on the day of election, each voter who desires shall be instructed in the operation of the voting device before he/she enters the voting booth. If any voter shall ask for additional instructions concerning the manner of voting after entering the voting booth, any election officer may give him/her audible instructions without entering such booth.

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25 P.S. as amended, §§3031.12, 3054, 3055, 3056 and 3059.
1937, P.L. 1333 as amended §§1112-A, 1214, 1215, 1216 and 1219

NOTE

If a voter returns his/her absentee ballot material to their polling place to be voided, they are permitted to vote in a normal manner.

Provisional Ballot Voting Procedure

At all elections an individual who claims to be properly registered and eligible to vote at the election district but whose name does not appear on the district register and whose registration cannot be determined by the inspectors of election or the county election board shall be permitted to cast a provisional ballot. Individuals who are voting for the first time at the election district shall be required to produce identification,
(See CARD OF INSTRUCTIONS AND PENALTIES - HELP AMERICA VOTE ACT & PA ACT 2002-150 REGULATIONS)
and if unable to do so shall be permitted to cast a provisional ballot. An individual presenting a judicial order to vote shall be permitted to cast a provisional ballot. If a voter requests but does not return their mail-in or absentee ballot by the deadline, or does not return their unvoted absentee material to their precinct on election day, they may vote by provisional ballot at their polling place

Prior to voting the provisional ballot, the elector shall be required to sign an affidavit stating the following: I do solemnly swear or affirm that my name is _____ , that my date of birth is _____, and at the time that I registered I resided at _____ in the municipality of _____ in _____ County of the Commonwealth of Pennsylvania and that this is the only ballot that I cast in this election.
Signature of Voter/Elector
Current Address
Check the Reason for Casting the Provisional Ballot
Signed by Judge of Elections and minority inspector

After the provisional ballot has been cast the individual shall place it in a secrecy envelope. The individual shall place the secrecy envelope in the provisional ballot envelope and shall place his/her signature on the front of the provisional ballot envelope. All provisional ballots shall remain sealed in their provisional ballot envelopes for return to the county board of elections.

Instructions for Voting a Provisional Ballot

For an individual whom the Judge of Election has determined may vote at the election district only by provisional ballot, the Judge of Election shall adhere to the following procedure:

1. The Judge of Election and the Minority Inspector must witness the individual complete the Provisional Voter Affidavit on the BACK of the Provisional Ballot Affidavit Envelope BEFORE the ballot is completed.

2. The Judge of Election and the Minority Inspector must sign the Provisional Voter Affidavit portion of the envelope BEFORE the ballot is completed.

3. In districts using Paper Ballots
The Judge of Election shall provide the individual with a packet containing the following:
a.) One (1) Provisional Ballot.
b.) One (1) Provisional Ballot Secrecy Envelope.
c.) The Provisional Ballot Affidavit Envelope.
d.) One (1) black lead pencil, indelible pencil or blue, black or blue-black ink fountain pen or ball point pen.

4. The individual should be directed to an accessible area within the polling place where he/she may complete the ballot in private.

5. The individual must place the completed Provisional Ballot in the Secrecy Envelope provided and place the Secrecy Envelope in the Provisional Ballot Affidavit Envelope.

6. AFTER sealing the ballot and Secrecy Envelope in the Provisional Ballot Affidavit Envelope, the individual must sign the front of the Provisional Ballot Affidavit Envelope on the line provided. In doing so, the individual confirms that he/she claims to be properly registered and eligible to vote at the election district where he/she has appeared to vote.

7. The individual must return the completed materials to the Judge of Election.

8. The Judge of Election will affix the Ballot Identification Number to the Provisional Ballot Envelope in the space provided and give the receipt with the corresponding number to the individual.

9. The Judge of Election will inform the individual of the toll free number and Internet website where the individual can learn whether their Provisional Ballot was counted or not counted and if the ballot was not counted, the reason the ballot was not counted. (This information will also be on the Ballot Identification Number receipt the individual will receive.)

10. The Judge of Election will verify the individual has not cast an Absentee Ballot for that election district.

11. An individual voting a provisional ballot does not sign the district register.

Return of Voted Provisional Ballots and Ballot Materials

All Provisional Ballot Materials MUST be returned to the County Board of Elections using the following process:

1. The Provisional Voting - Return Envelope and Provisional Voting - Materials Envelope should be completed by the Judge of Election and Minority Inspector.

2. Sealed Provisional Ballot Affidavit Envelopes MUST be separated into three groups and placed into the Provisional Voting - Return Envelope. The three groups are:

a) Provisional Ballot Affidavit Envelopes completed as a result of a Federal or State court order or those completed as a result of any order extending the time established for closing the polls by State law in effect ten (10) days before an election.

b)Provisional Ballot Affidavit Envelopes completed as a result of a voter not showing an approved form of Photo ID.

c) All other completed Provisional Ballot Affidavit Envelopes.

3. The Provisional Voting - Return Envelope should be sealed.

4. The remaining Provisional Balloting materials should be placed in the Provisional Voting - Materials Envelope and sealed.

5. The Provisional Voting - Return Envelope and the Provisional Voting - Materials Envelope shall be returned to the county board of elections separately from the other election return materials.

Counting Provisional Ballots

Voted Provisional Ballot Affidavit Envelopes are not to be opened or counted at the polling place. All Provisional Ballot Affidavit Envelopes are to remain sealed until opened by officials or employees at the County Board of Elections, which will determine the validity of each Provisional Ballot.

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25 P.S. §3050

1937 P.L. 1333 §1210

Challenge of Voters

A person is not entitled to vote at any primary or election unless his/her registration card appears in the district register. Any election officer, qualified elector, over-seer or watcher has the right to challenge an elector for the following reasons:

1. As to his/her identity.
2. As to his/her continued residence in the election district.
3. As to any alleged violation of the law pertaining to the signing of the voter's certificate.
4. As to any alleged violation of the law prohibiting bribery at elections.

This challenge does not in itself prevent the individual from voting, but the following steps must be taken before he/she is permitted to vote:

1. Anyone so challenged must be put under oath by the judge.

2. The challenged voter then must produce one qualified voter of the district who shall make affidavit as to his/her identity or residence in the district.

3. The proper challenge and or bribery form must be signed by said voter.

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25 P.S. §§951-36. 3050 (d) and 3051.

1937 P.L. 1333 §§1210 (d) and 1211.

1955, P.L. 62. §36-e.

Assistance in Voting

Section 904 of the Pennsylvania Voter Registration Act provides that if an elector is unable to see or mark the ballot or operate the voting machine or to enter the voting compartment or voting machine booth without assistance, the elector may receive assistance if they complete a declaration at the polling place. Therefore, electors requiring assistance in the polling place are no longer required to have such fact recorded on their registration card in advance of the election.

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

In every case of assistance the judge of election shall forthwith enter in writing on the Record of Assisted Voters:

1. The voter's name.

2. A statement of the facts which entitle him/her to assistance.

3. The name of the person furnishing the assistance.

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

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25 P.S. §3058.

1937. P.L. 1333 as amended §1218.

Federal Voting Rights Act of 1965. Title II, Section 208 as amended.

Overseers

On petition for cause of five or more duly registered electors of any election district, it is the duty of the Court of Common Pleas to appoint two electors of the said district each of a different political party, as overseers of election to supervise the proceedings and to make report of same to the Court.

Overseers shall be sworn or affirmed by the judge of elections to the faithful discharge of their duties, and they must sign the oath in duplicate.

1. They shall have the right to be present inside the enclosed space during the entire proceedings, including the counting of votes and making out of returns.

2. They may keep a list of voters.

3. They may challenge any voter and interrogate him/her and his/her witnesses under oath on his right to vote.

4. Whenever the members of the election board differ in opinion and the overseers are agreed, the overseers decide the question.

5. Overseers are required to sign the election returns of the district, or to write thereon the reasons for refusal to sign, and should immediately report to the Court any fraud of which they have knowledge.

Any person interfering with the carrying out of the lawful performance of the duties of the overseers is subject to the penalties provided by law.

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25 P.S. §2685.

1937, P.L. 1333, §415.

Constables

The constable of each borough, township or ward, or his/her deputy, shall be present at the polling place in each election district of such borough, township or ward, at each primary and election during the continuance thereof, and while the votes are being counted for the purpose of preserving the peace.

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25 P.S. as amended, §3047.

1937, P.L. 1333 as amended, §1207.

Police Officers

No police officer in commission, whether in uniform or in citizen's clothes, shall be within one hundred (100) feet of a polling place during the conduct of any primary or election unless in the exercise of his/her privilege of voting, or for the purpose of serving warrants, or unless called upon to preserve the peace.

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25 P.S. as amended, §3047.

1937, P.L. 1333 as amended, §1207.

Watchers

Each candidate at a primary or election may appoint two watchers for each election district where that candidate is on the ballot. Each political party and political body which has nominated candidates may appoint three watchers at any general, municipal or special election for each election district where a candidate of such party or body is on the ballot.

Each watcher so appointed must be a qualified registered elector of the county in which the election district for which the watcher was appointed is located. Each watcher so appointed shall be authorized to serve in the election district for which the watcher was appointed, and, when the watcher is not serving in the district for which the watcher was appointed, in any other election district in the county in which the watcher is a qualified registered elector. Only one watcher for each candidate at primaries, or for each party or political body at general, municipal or special elections, shall be present in the polling place at any one time. Watchers have the right to be present in the polling place from the time that the election officers meet before the opening of the polls, until the counting of votes is completed and the poll book and voting checklist have been locked and sealed. During those intervals when voters are not present in the polling place the judge of elections shall permit watchers, upon request, to inspect the voting check list or the two numbered lists of voters.

After the close of the polls and while the ballots are being counted or voting machine canvassed, all the watchers shall be permitted to be in the polling place outside the enclosed space.

25 P.S. as amended, §2687.

1937, P. L. 1333 as amended, §417.

Closing the Polls

The judge of election must close the polling place promptly at 8 o'clock P.M. Prevailing Time. All persons standing in line at the time the polls close must be permitted to vote.

After the polls are closed the only persons permitted in the polling place while the votes are being counted are the following: judge of election, inspectors, clerks, overseers, watchers, candidates and peace officers. Watchers and peace officers must remain outside the enclosed space unless it is necessary to enter to preserve the peace. *(Refer to County Board of Elections)

25 P.S. as amended, §§3045, 3060 and 3061.

1937, P.L. 1333 as amended, §§1205, 1220 and 1221.

Processing Absentee Ballots

Absentee and mail-in ballots must now be counted centrally at the county board of election's office, rather than distributed to polling places and counted there. Canvassing can begin no earlier than close of polls on the day of the election and must begin no later than the third day following the election. The canvass shall continue through the eighth day following the election.

Counting the Vote - Emergency Paper Ballots

In the case Emergency Ballots are used, before the ballot box is opened, announce the number of ballots issued to electors, as shown by the stubs, the number of ballots spoiled and returned by voters and canceled and enter same on the general return sheets. Then compare the number of electors voting as shown by the stubs, with the number of names marked as voting in the poll book, voting check list and numbered lists of voters, announce the result and enter the number who have voted on the general return sheets. If there are differences they should be reconciled or noted on the general return sheets.

The poll book, the voting check list, the numbered lists of voters and the stubs of all ballots and the rejected voter's certificates shall be placed in separate packages or containers and sealed before the ballot box is opened.

Open the ballot box and remove the ballots and at primaries, separate the same according to the party to which they belong. The ballots shall then be counted one by one, and a record made of the total number, and at primaries of the total number cast for each party.

The majority inspector and clerks shall keep account of same in ink on the triplicate tally papers. All three being made at the same time. (At Primary, three of each party.)

After the tally papers are completed and the vote counted, certify to the number of votes cast for each person upon the three general return sheets. Also the total number of ballots received from the county board, the number of ballots cast, the number of ballots declared void, the number of ballots spoiled and canceled and any blank ballots cast shall be certified.

25 P.S. as amended, §§3061 and 3062.

1937, P.L. 1333 as amended, §§1221 and 1222.

Manner of Counting Ballots

1. No ballot which is so marked as to be capable of identification shall be counted.

2. Any ballot that is marked in blue, black or blue-black ink in fountain pen or ball point pen or black lead pencil or indelible pencil shall be valid and counted, provided that all markings on the ballot are made by the same pen or pencil.

3. Any ballot marked with other than an "X" or a "√" in the spaces provided for that purpose shall be void and not counted; provided, however, that no vote recorded thereon, shall be declared void because the cross (X) mark or the check (√) mark thereon is irregular in form.

4. Any erasure or mutilation in the vote in any office block shall render void the vote for any candidates in said block, but shall not invalidate the votes cast on the remainder of the ballot, if otherwise properly marked.

5. Any ballot indicating a vote for any person whose name is not printed on the ballot, by writing or stamping, shall be counted as a vote for such person, if placed in the proper space or spaces provided for that purpose, whether or not an "X" or "√" is placed after the name of such person, provided; however, that if such writing or stamping is placed over the name of a candidate printed on the ballot, it shall render the entire vote in said office block void.

6. If an elector shall mark his/her ballot for more persons for any office than there are candidates to be voted for such office, or if, for any reason, it may be impossible to determine his/her choice of any office, his/her ballot shall not be counted for such office, but the ballot shall be counted for all offices for which it is properly marked.

8. Ballots not marked, or improperly or defectively marked, so that the whole ballot is void, shall be set aside and shall be preserved with the other ballots.

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25 P.S. as amended. §§3063 and 3064.

1937. P.L.1333 as amended. §§1223 and 1224.

Counting the Vote - Voting Machine - DRE

As soon as the polls are closed, and the last voter has voted, the election officers shall immediately proceed to get the results from each machine. After printing the results tapes, close the doors of the machines and seal them. Record the seal number(s) on the General Return of Votes Cast.

The election officers shall then compare the number as shown by the public counter on the results tape, with the number of names written in the numbered lists of voters, the district register and voting check list, which shall then be placed in separate packages, containers or envelopes and sealed.

The results tapes printed from the DRE Voting Machine will include the total votes cast for each candidate, write-in candidates, the serial number of each machine, the public counter number and the protective counter number for each machine.

The Judge of Election and the Minority Inspector shall then, under the scrutiny of the Election Officers, proceed to enter this information and other required information on the General Returns of Votes Cast. They will then sign all the Results Tapes (4) and the General Return of Votes Cast.

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25 P.S. as amended, §§3066 and 3067

1937, P.L. 1333 as amended, §§1226 and 1227.

Counting the Vote - Optical Scanner

As soon as the polls are closed, and the last voter has voted, the election officers shall immediately proceed to get the results from the machine. After printing the results tapes, close the doors of the machines and seal them. Record the seal number(s) on the General Return of Votes Cast.

The election officers shall then compare the number as shown by the public counter on the results tape, with the number of names written in the numbered lists of voters, the poll book and voting check list, which shall then be placed in separate packages, containers or envelopes and sealed.

The results tapes printed from the scanner will include the total votes cast for each candidate, the serial number of the machine, the public counter number and the protective counter number for each machine. Votes cast for write-in candidates will be counted as directed by your County Board of Elections.

The Judge of Election and the Minority Inspector shall then, under the scrutiny of the Election Officers, proceed to enter this information and other required information on the General Returns of Votes Cast. They will then sign all the Results Tapes (4) and the General Return of Votes Cast.

25 P.S. as amended, §§3066 and 3067

1937, P.L. 1333 as amended, §§1226 and 1227.

Disposition of Returns - Paper Ballot Districts

After all returns and forms have been completed the Election Board must then insert all forms in the envelopes provided. In addition to this you must also:

1. Post outside the polling place the following paper:
   One (1) General Return Sheet or Specimen Ballot with votes recorded and election officers signatures.
2. The minority inspector shall retain in his possession:
   One (1) Complete Set of Tally Papers, one (1) Numbered List of Voters (sealed), and one (1) Set of Election Officer's Oaths.
3. The Poll Book and Voters Check List shall be locked and sealed and returned by the judge to the Registration Commission.
4. The ballot box shall be locked and sealed and contain:
   a. All ballots cast, as counted and canvassed including those declared void during the counting of the votes, as well as blank ballots deposited by the voters.
   b. One (1) Tally Paper; at primaries, one (1) Tally Paper for each party.

   c. One (1) Numbered List of Voters
   d. One (1) Oaths of Election Officers
5. The judge and minority inspector shall deliver the ballot box and key, return envelopes and other materials to the County Board of Elections.

25 P.S. §3065

1937, P.L. 1333 §1225

Disposition of Returns - Electronic Voting Districts - Optical

After all returns and forms have been completed the Election Board must then insert all forms in the envelopes provided. In addition to this you must also:

1. Post outside the polling place One (1) copy of the Results Tape, One (1) copy of Write-In Tally Sheet. In primary elections One (1) copy each party.
2. The Minority Inspector shall retain One (1) copy of the Results Tape, One (1) copy General Returns of Votes Cast, (1) copy Oaths of Election Officers and (1) Numbered List of Voters.
3. The Poll Book and Voters Check List shall be locked and sealed and returned by the judge to the Registration Commission.
4. The ballot box shall be locked and sealed and contain:
   (a) All ballots.
   (b) One (1) copy of General Returns of Votes Cast.
   (c) One (1) copy of Write-In Tally Sheet.
5. The judge and minority inspector shall deliver the ballot box and key, return envelopes and other materials to the County Board of Elections.

25 P.S. as amended §3031.16

1937, P.L. 1333 as amended, §1116-A.

Disposition of Returns - Voting Machine Districts - Dre

After all returns and forms have been completed the Election Board must then insert all such forms in the envelopes provided. In addition to this you must also:

1. Post outside the polling places the following papers:
   a. One (1) Copy of the Results Tape, including write-ins
   b. One (1) Copy of the Zero Tape.
   c. One (1) Copy of the General Returns of Votes Cast.
2. The minority inspector shall retain the following:
   a. One (1) Results Tape.
   b. One (1) Numbered List of Voters
   c. One (1) Oath of Election Officers
   d. One (1) Copy of the General Returns of Votes Cast.
3. The Poll Book and Voters Check List shall be locked and sealed and returned to the Registration Commission.
4. The judge of election shall deliver return envelopes and other materials to the County Board of Elections.

25 P.S. as amended, §§3065 and 3068.

1937, P.L. 1333 as amended, §§1225 and 1228

Post Election Procedures

Provides that minority inspectors in districts where paper ballots are used must retain one numbered list of voters (sealed) and one set of oaths of election officers. Requires that records maintained by the minority inspector be preserved for one year. Requires all envelopes, supplies (including uncast provisional ballots), and returns, including all provisional ballots, to be returned to the county board of elections by 2:00 AM on the day following the election. In election districts using optically read paper ballots and DRE machines, this delivery is the responsibility of the Judge of Elections.

Penalties

It is a violation for any member of the Election Board to:

1. Permit election officers to act without being sworn.
2. Make false entries in Documents.
3. Drive away watchers, attorneys, candidates or overseers.
4. Tamper with voting machines.
5. Permit unregistered electors to vote.
6. Permit unlawful assistance.
7. Pry into ballots before any ballot is deposited in the ballot box.
8. Willfully neglect or refuse to perform his/her duty.

It is a violation for any person to:

1. Refuse to permit members of the election board to perform their duties.
2. Have unlawful possession of ballots or counterfeit ballots.
3. Tamper with voting machines.
4. Destroy, deface or remove notices, etc.
5. Commit an assault and battery of any elector.
6. Give or receive unlawful assistance in voting.
7. Vote or attempt to vote knowing that he/she does not possess all the qualifications.
8. Directly or indirectly give, or promise or offer to give any gift or reward in money, ...with the intent to vote for or against any candidate or question.

The above is only a partial list of the violations of the Election Code.

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25 P.S. as amended, §§3501 thru 3553.

1937, P.L.1333 as amended, §§1801 thru 1853.

Computation of Votes and Canvassing of Returns

Each county board of elections shall arrange for the computation and canvassing of returns of votes cast at each primary election at its office or at some other convenient public place at the county seat with adequate accommodations for the watchers and attorneys authorized by law to be present.

The public computation and canvass shall begin at 9:00 A.M. on the Friday following the primary, municipal or general election and shall continue from day to day until completed.

Mail-in and absentee ballots must now be counted centrally at the county board of election's office, rather than distributed to polling places and counted there. Canvassing may begin no earlier than the close of the polls on Election Day and no later than the third day after Election Day and must be completed no later than the eighth day after the election.

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25 P.S. as amended, §3154.

1937, P.L.1333 as amended, §1404.

TITLE III COMPLAINTS

(a) Title III of the Help America Vote Act of 2002 establishes a procedure for the review of complaints. A complaint form is available at the polling place. This form shall require the signature of the complainant, an affidavit and notarization and the attachment of any supporting documentation.

(b) Where a complaint pertains to a local or county employee or official, the following procedure shall apply:

(1) The Department of State shall provide the county board of elections with a copy of the complaint within three business days of receipt.

(2) The county board of elections shall have twenty days to either reach an agreement with the complainant or file a written response to the complaint.

(3) The Department of State shall provide the complainant with a copy of the response and an opportunity for an informal hearing.

(4) Where an informal hearing is requested, the county board of elections shall be given notice and the opportunity to participate.

(5) The Department of State shall issue a final determination and remedial plan, if necessary, no later than ninety days after the filing of the complaint. If the Department of State fails to issue the determination within ninety days, it shall provide alternative dispute resolution for the disposition of the complaint. The alternative process shall be completed within sixty days of its commencement.

(c) Where a complaint pertains to the Department of State the following procedure shall apply:

(1) The Department of State shall forward the complaint to the Office of General Counsel within three business days of receipt.

(2) The Department of State shall have twenty days to either reach an agreement with the complainant or file a written response to the complaint.

(3) The Office of General Counsel shall provide the complainant with a copy of the response and an opportunity for an informal hearing.

(4) Where an informal hearing is requested, the Department of State shall be given notice and an opportunity to participate.

(5) The Office of General Counsel shall issue a final determination and remedial plan if necessary no later than ninety days after the filing of the complaint. If the Office of General Counsel fails to issue the determination within ninety days, it shall provide alternative dispute resolution for the disposition of the complaint. The alternative process shall be completed within sixty days of its commencement.

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25 P.S. §3046.2

1937, P.L. 1333 §1206.2

Election Day Notes

CLOSING THE POLLS

- ☐ Close doors to polls at 8:00 p.m. All voters in line at that time, if found qualified, must be permitted to vote. If there's a line, assign a poll worker to stand at the end of the line.
- ☐ After all voters have voted, close the polls on the scanners (follow instructions provided).
- ☐ While the scanner will automatically print 3 copies of results, you must manually print 3 copies of write-ins from the scanners:
  - 1 copy of results & write-ins plus your zero tape goes into Envelope C
  - 1 copy goes into Envelope B
  - 1 copy goes into your Clear Zippered Bag with the 2 USB sticks for each scanner
- ☐ Put in the Clear Zippered Bag:
  - Universal Scanner Key
  - Payroll
  - Set of results & write-ins
  - Two USB sticks per scanner in mesh bag
  - Unused Seals
- ☐ Put the following in the Blue Judge's Bag:
  - Clear Zippered Bag (w/ 2 USB sticks per scanner in mesh bag)
  - Envelope A (which contains Envelope C)
  - Provisional Return Envelopes (even if there are Zero)
  - Spoiled Ballot Envelope
  - Surrendered Mail Ballot Envelope
  - All other election supplies that don't go in cage
- ☐ Back in Cage – Seal cage when finished
  - Scanners in black travel bag & scanner bases (but not gray bins)
  - Clear Access ADA Ballot Marking Device in black travel bag
  - Unused Ballots
  - Unused Provisional Supplies in green bag (voted Provisionals go in envelope in Blue Judges Bag)
  - Privacy Screens & Stand-Up Booths if provided
  - ADA supplies such as cones (put next to cage if they don't fit)
- ☐ Minority Inspector takes home Envelope B (if there is no permanent Minority Inspector return in Blue Judges Bag)
- ☐ Judge brings to Election Night Collection Site:
  - Judges Blue Supply Bag with everything in it (especially USB sticks & Prov. Envelope)
  - Sealed Ballot Bins or bags from each scanner
  - Sealed Red Emergency Ballot Bag (if used)

If You Have Any Questions, Please Call the Election Bureau:
Normal Main Line: (717) 780-6360
Election Day Only Hotline: (717) 727-7444

To Do:

- Contact poll workers
- Contact polling place - 2nd City