

## **Chapter 7 – Issuing Ballots – Voting Judges**

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## General Information

The information in this chapter pertains to the procedures required for issuing regular paper ballots and ballot activation cards to voters.

The local board of elections will determine which election judges will be responsible for issuing ballots and ballot activation cards to voters.

Those election judges will be trained to carry out the procedures in this chapter.

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### Election Morning Set-up

**All tasks are supervised by chief judges.**

Arrive at 6:00 a.m.

Make sure you sign the *Payroll Sheet* found in the precinct binder.

1. Assist in setting up for the election as assigned by the chief judges, including:
  - Distributing supplies;
  - Posting signs; and
  - Setting up tables.



Work together so that your polling place is ready to open by 7:00 a.m.


2. Set up the individual ballot issue tables so that each voting judge team has the following:
  - Ballots – In a Primary Election, the voting judge teams will have one pack of each ballot style (i.e. Republican, Democratic and if applicable Non-Partisan). In a General Election, there will be only one ballot style for each precinct.
  - Ballot Activation Cards

- *Ballot Opening & Closing Certificate* - There will be only one certificate per polling place.
- Privacy Sleeves
- Magnifiers
- Paper Clips
- Pens

## Prepare Ballots

1. Count the number of ballot packs for each ballot style.

- For the primary election, verify the count on the *Ballot Opening Certificate*.

State of Maryland 

**Ballot Opening Certificate**  
2018 Gubernatorial Primary

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County/City: \_\_\_\_\_ Date: \_\_\_\_\_

District/Ward/Precinct: \_\_\_\_\_

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	Verify ✓
Verify number on of blank ballot activation cards received is:	

Before the polls open, verify you received the number of ballot packs in each **ballot transfer bin** listed below. **If you cannot verify a number on this list, please alert your chief judge and notify the election office immediately.**

Ballot Transfer Bin #	Ballot Style #	Number of Ballot Packs in Transfer Bin at Opening	Verify number of ballot packs received ✓

To the best of our knowledge, the information on this form is true and correct.


**Sign when completed.**

Assisting Election Judge(s): \_\_\_\_\_

\_\_\_\_\_  
Democratic Chief Judge

\_\_\_\_\_  
Republican Chief Judge

- For the general election, verify the count in the “Opening” section of the *Ballot Opening & Closing Certificate*.

State of Maryland 

**Ballot Opening & Closing Certificate**  
**2018 Gubernatorial General**

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County/City: \_\_\_\_\_ Date: \_\_\_\_\_

District/Ward/Precinct: \_\_\_\_\_

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	Verify ✓
Verify number of blank Ballot Activation Cards received is:	

Before the polls open, verify you received the number of ballot packs in each ballot transfer bin listed below. **If you cannot verify a number on this list, please alert your chief judge and notify the election office immediately.**

Ballot Style #	Opening			Closing		
	Number of ballot packs in ballot transfer bin at opening	Number of loose ballots at opening	Verify number of ballot packs received ✓	Record any additional ballots received during the day	Record number of ballot packs at closing	Record number of loose ballots at closing

1. Record number of spoiled ballot activation cards at closing: \_\_\_\_\_

2. Record number of blank ballot activation cards at closing: \_\_\_\_\_

To the best of our knowledge, the information on this form is true and correct.

**Sign when completed.**

Assisting Election Judge(s): \_\_\_\_\_

Democratic Chief Judge: \_\_\_\_\_ Republican Chief Judge: \_\_\_\_\_

2. Available voting judges and check-in judges will tear a sufficient amount of ballots from the ballot stubs by ballot style as discussed in training.
3. Paper clip the ballots by ballot style in packs of 25.

## 7.4 Issuing Ballots – Voting Judges

4. Place ballots of each style for each team of voting judges at the ballot issuance table.

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## During Voting Hours

The voting judges' responsibilities include:

1. Verifying the voter is not a provisional voter.
2. Verifying voter authority card has been initialed by the check-in judge.
3. Initialing the voter authority cards on the "Ballot Issuing and Voting Judge" lines.
4. Using the voter authority card to issue the correct ballot style.

**VOTER AUTHORITY CARD**  
**Presidential General Election 2012**

Linc. Abraham Quincy  
Main St APT A. Anytown 12345  
DOB: 5/2/1842  
ID#: 3 Party: Republican  
DIST/PREC: 001-001-1. CONG=03: LEGIS=32: COUNCIL=001  
P/B Number: 01878  
Ballot Style: 2  
Issued: 12/16/2013 09:45:03 Issued By: ABIGAIL G  
Reason: 0

**IMPORTANT**  
If your address or other information has changed, please  
request the Voter Update Form from an election judge.

Please sign in the space below.

-----  
Voter Signature

-----  
Check-in Judge Initials

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Ballot Issuing Judge:      Voting Judge

DO NOT REMOVE THIS CARD FROM THE POLLING PLACE.  
\*\*\*\*\*

5. Placing the correct ballot style in the privacy sleeve.
6. Issuing ballot activation cards and placing the ballot activation card into the privacy sleeve.
7. Informing the voter to read instructions on the ballot or within the voting booth on how to properly mark their ballot.
8. Directing voters to the voting area.
9. Keeping the ballots secure at all times.

10. Offer a ballot magnifier to those needing assistance with reading the ballot.
11. Verify that ballot stubs are being retained and stored in the plastic bag(s) labeled “Ballot Stubs” which can be found in the election judge supply bags.

**Detailed instructions can be found in *Chapter 13 – Marking a Ballot By Hand* and will be provided at training on the job responsibilities of the voting judges while working at the ballot issuance table.**

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### **Replacement Ballots for Spoiled Ballots**



A voting judge must offer assistance to a voter who has spoiled two ballots. Voting judges must notify a chief judge that a voter has spoiled two ballots.

A voter may request a replacement paper ballot or ballot activation card when:

- A voter wants to make changes to ballot selections after a paper ballot has been marked or a ballot activation card has been printed;
- A paper ballot or ballot activation card is damaged to the extent that a scanning unit will not accept it; or
- A ballot marking device has malfunctioned or a ballot activation card fails to work.

If a voter requests assistance with voting a ballot, a bipartisan team of election judges, or a voter designated assistant can provide assistance. A *Voter Assistance Form* must be completed.



A voter's ballot activation card may be reused on a ballot marking device that has timed out and has no ballot selections.

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## Replacing Ballots and Ballot Activation Cards

When a voter alerts a chief judge or voting judge to request a replacement paper ballot or ballot activation card:

1. A chief judge or voting judge asks for the voter's voter authority card;
2. Direct the voter to stay at the voting booth, or another area in the polling place, to spoil the ballot and wait for a replacement ballot;
3. Tell the voter to spoil the ballot as follows:
  - For regular paper ballots: Tell the voter to fill in all of the ovals for each contest (overvote all contests) and write "spoiled" on the ballot; and
  - For Ballot Activation Cards: Tell the voter to use the sharpie marker provided in your supplies to cover up all selections. Assist the voter with this, if necessary.



Printed ballot activation cards will only show the voter's selections. Therefore, all selections must be covered to protect the voter's privacy. Cover all printed barcodes appearing on the ballot activation card.



A voter may be issued no more than two replacement ballots. A voting judge must offer assistance to a voter who has spoiled two ballots. A voter who has spoiled two ballots should be encouraged to use the ballot marking device.

- State of Maryland

## County/City: \_\_\_\_\_ Date: \_\_\_\_\_

District/Ward/Precinct:

- Ex.  $IIII = 4$       ~~IIII~~ ~~IIII~~  $II = 12$

2. After the polls close, complete the totals and initial columns

TOTAL (A)TOTAL (B)Totals at Closing

Give completed form to the chief judges.

Democratic Chief Judge

Republican Chief Judge



9. Using the *Spoiled Ballot Tally Sheet*, record a tally mark in column # 2 for the ballot style # being replaced. For spoiled ballot activation cards, record tally marks in the first row. Upon election end, count tally marks and record total spoiled ballots and ballot activation cards in the bottom section of the *Spoiled Ballot Tally Sheet*.
10. Put the spoiled ballot or ballot activation card into the “Spoiled Ballot Envelope.”

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### **Replacing Damaged or Torn Ballots and Ballot Activation Cards**

When a paper ballot or ballot activation card is damaged prior to being issued to a voter to the extent that a scanning unit will not accept it, follow these steps:

1. Write “spoiled” across the face of the spoiled ballot or ballot activation card;
2. Overvote each contest; and
3. Put the spoiled ballot or ballot activation card in the “Spoiled Ballot Envelope.”

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### **Closing the Polls**

1. Count the number of remaining ballot packs and any loose ballots for each ballot style.
2. Record the total number of spoiled ballot activation cards and spoiled regular ballots.

- [illegible]

- State of Maryland

## Ballot Opening & Closing Certificate 2018 Gubernatorial General

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County/City: \_\_\_\_\_ Date: \_\_\_\_\_

District/Ward/Precinct: \_\_\_\_\_

Verify number of blank Ballot Activation Cards received is:	Verify ✓
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**Before the polls open, verify you received the number of ballot packs in each ballot transfer bin listed below. If you cannot verify a number on this list, please alert your chief judge and notify the election office immediately.**

Opening		
Ballot Style #	Number of ballot packs in ballot transfer bin at opening	Number of loose ballots at opening
		✓

Closing		
Record any additional ballots received during the day	Record number of ballot packs at closing	Record number of loose ballots at closing

  1. Record number of spoiled ballot activation cards at closing: \_\_\_\_\_
  2. Record number of blank ballot activation cards at closing: \_\_\_\_\_

To the best of our knowledge, the information on this form is true and correct.

**Sign when completed.**

Assisting Election Judge(s): \_\_\_\_\_

Democratic Chief Judge: \_\_\_\_\_
Republican Chief Judge: \_\_\_\_\_

3. Pack all other ballot supplies.
4. Assist in closing the polls according to the chief judges' instructions.