

## Chapter 5 – Chief Judges

5.1 General Information.....	5-2
5.2 Election Day Preparation.....	5-2
5.3 General Responsibilities of Chief Judges.....	5-2
5.4 Inoperable Ballot Marking Device.....	5-5
5.5 Election Judges Who Are Absent.....	5-6
5.6 Pre-Election Day Setup.....	5-6
5.6.1 Check-in Area - Pre-Election Day Setup.....	5-8
5.6.2 Ballot Issue Area - Pre-Election Day Setup.....	5-8
5.6.3 Voting Area - Pre-Election Day Setup.....	5-9
5.6.4 Provisional Voting Area- Pre-Election Day Setup.....	5-10
5.6.5 Same Day Registration Area- Pre-Election Day Setup.....	5-10
5.6.6 Other Areas - Pre-Election Day Setup.....	5-10
5.7 Election Morning Set-up.....	5-11
5.7.1 Check-in Area - Election Morning Setup.....	5-11
5.7.2 Ballot Issuance Area- Election Morning Setup.....	5-11
5.7.3 Voting Area - Election Morning Setup.....	5-12
5.7.4 Provisional Voting Area - Election Morning Setup.....	5-12
5.7.5 Same Day Registration Area-(Provisional Judges) - Election Morning Setup.....	5-13
5.7.6 Other Areas - Election Morning Setup.....	5-13
5.8 During Voting Hours Responsibilities.....	5-13
5.8.1 Check-in Area - During Election Day.....	5-13
5.8.2 Ballot Issuance Area - During Election Day.....	5-14
5.8.3 Voting Area - During Election Day.....	5-14
5.8.4 Provisional Voting Area - During Election Day.....	5-15
5.8.5 Same Day Registration Area - During Election Day.....	5-15
5.8.6 Other Areas - During Election Day.....	5-15
5.9 Mail-In Ballot Voters.....	5-16
5.10 Fleeing Voters.....	5-17
5.11 Resetting a Voter’s “Ballot Issued” Status.....	5-19
5.12 Voter Turnout Reports.....	5-24
5.13 Displaying Number of Ballots Scanned.....	5-26
5.14 Equipment Issues (Incident Report).....	5-27
5.15 After the Polls Close.....	5-27
5.15.1 Check-in Area - After the Polls Close.....	5-27
5.15.2 Ballot Issuance Area - After the Polls Close.....	5-29
5.15.3 Voting Area - After the Polls Close.....	5-29
5.15.4 Provisional Voting Area - After the Polls Close.....	5-30
5.15.5 Other Areas - After the Polls Close.....	5-31
5.16 Closing Summary Report.....	5-31
5.17 Extended Voting Hours.....	5-32

## 5.1 General Information

The security of voting materials and equipment is very important. You must follow the rules for chain of custody when picking up and returning voting materials and equipment. This includes the rules for memory sticks, compact flash cards, passcodes, forms, keys, ballot activation cards, mail-in ballot bag, provisional ballot bag(s), and blue ballot bins that contain voted paper ballots. It is also important to maintain security control over the voting equipment.



***All reports and forms MUST be completed and signed appropriately.***

**All election judges are expected to work together as a team. Make sure the polling place opens on time as required by law. Make sure the polls close properly and all rules are followed.**

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## 5.2 Election Day Preparation

Election supplies must be picked up between 7:30 am and 4:00 pm the day before election day. Further instructions about pick up will be provided at training.

Chief judges are responsible for contacting the polling place to establish a time to set up the polling place the night before election day and to establish a time of arrival on election day with the polling place point of contact. After confirming setup times with the polling place, the chief judges **MUST** work together to contact the other election judges regarding specific setup details and arrival times. All judges, especially election field support, should assist with setup the night before.

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## 5.3 General Responsibilities of Chief Judges

In addition to the *Election Judges' Manual*, a checklist is provided for election judges to follow to assist with required job duties. Please use the checklists provided.

- Manage tasks and activities in the polling place. Call the Carroll County Board of Elections for any help you may need.
- Supervise election judges.
  - Check that all election judges have arrived and are working to open the polling place on time.
  - Check that all election judges have signed the payroll sheet.

- Assign duties and break times, especially for meals. Chief judges and Election Field Support may fill in for election judges to allow for breaks.
- Make sure that all rules are followed. Rules include the ones in this manual, rules explained during training, and rules sent by the Carroll County Board of Elections.
- Make sure that the polling place operates in a peaceful, orderly manner.
- Keep an eye on the line of voters waiting to check-in and to be given ballots. Also, watch the line of voters waiting for an open voting booth or provisional ballot. Tell the Carroll County Board of Elections if lines get too long. Voters should never have to wait in line for more than 30 minutes.
- Make sure that **only** voters who are required to present ID are asked to do so.
- Make sure that the election judge who gives a ballot to a voter asks each voter:
  - “Would you prefer to mark your ballot using the ballot marking device, or by hand using a pen?”
- Make sure that the following policy regarding the use of the ballot marking device is being followed:
  - Any voter may use the ballot marking device. Do not ask why the voter wants to use it or ask for proof that the voter needs to use it.
  - If a voter wants to use the ballot marking device, offer to explain the accessibility features of the ballot marking device.
  - Make sure that at least ten (10) voters use the ballot marking device during the day. If ten (10) voters have not used the ballot marking device by 1:00 p.m., direct voters to use the ballot marking device until ten (10) voters have used it. You may not force a voter to use a method of voting that the voter does not wish to use. However, you must ensure that at least ten (10) voters use the ballot marking device during the day.

- If one method of voting has a longer wait time associated with it, an election judge may inform voters of that fact and offer voters the other method of voting. Help voters as needed.
- Answer questions and give instructions to voters, election judges, the media, and challengers and watchers. You are the connection between people in the polling place and the Carroll County Board of Elections.
- Oversee the provisional voting process. Chief judges are responsible for making sure that voters who are ineligible to vote a regular ballot are offered a provisional ballot. Chief judges are also generally responsible for supervising the provisional voting area and ensuring the security of the provisional ballot bag.
- Supervise the conduct of challengers and watchers, and record any voter identity challenges raised by a challenger or watcher. Challengers and watchers must remain in a location in the voting room determined by the chief judge, and may only observe and verify voting units and voter numbers under the accompaniment of a chief judge.
- Record any problems, issues, or unusual situations in the *Election Day Log* including:
  - Any problem or alleged problem with the scanning unit and ballot marking device, pollbooks, or other equipment.
  - Any issues that may need further investigation.
  - Issues about the behavior of challengers and watchers, election judges, media, electioneers, and voters.



***Be specific when completing the Election Day Log. Include the voting equipment number and the names of all people involved. Be sure to write the voter's complete name, voter identification number and the specific issue that occurred.***

- Report any possible issues with voting equipment to the Carroll County Board of Elections by calling Eduardo at 410-386-2955, Isaac at 410-386-2097 or Kim at 410-386-2960. The Carroll County Board of Elections may tell you to open the contingency supplies if the voting equipment is not functioning properly.
- Make sure that voters do not leave the polling place with voting equipment, voting supplies, voter authority cards, ballot activation cards, or ballots.

## 5-4 Chief Judges

- Check the power supply and the charging status of all voting equipment throughout the day.
- Make sure that tamper tape is properly attached to the voting equipment, transfer bins, and carts. Make sure the tamper tape is not voided.
- Make sure that all rules and procedures for polling place security and voting equipment security are followed. See *Chapter 2 – Security Rules and Awareness* for more information.
- **Make sure that no voting equipment is taken away from the polling place without permission from the Carroll County Board of Elections.** This includes machines that have been shut down.
- **Make sure that all election day forms are properly filled out and signed.**

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#### 5.4 Inoperable Ballot Marking Device

In the event a ballot marking device becomes inoperable, the chief judge should be notified immediately. The chief judge must immediately report the issue to the Carroll County Board of Elections so that the machine can be repaired on-site or replaced. The chief judge should inform all judges that the machine is inoperable and provide an estimate of when it will be fixed or replaced. **The chief judge should also record the instance in the *Election Day Log*.**

If a polling place has ***one ballot marking device*** and that ballot marking device becomes inoperable, and a voter needs to use the ballot marking device during this time:

- Immediately notify the chief judge. **The chief judge should also record the instance in the *Election Day Log*.**
- Inform the voter that the ballot marking device is inoperable and that it is in the process of being fixed (or replaced). The voter should be told how long it is estimated it will take to repair/replace the ballot marking device.
- The chief judge should inform the voter that they may wait for the machine to be fixed or replaced. The voter is allowed to leave the polling place and come back later. Upon their return, they will be directed to the front of the line to mark their ballot.
- If the voter chooses to leave the polling place and come back, the chief judge should reset the voter's "ballot issued" status as provided in section

5.10 - *Fleeing Voters*. The voter will be reissued another voter authority card when they return to the polling place.

- The voter should be given a ‘Return Pass’ card before they leave. The voter should be informed they should bring this card with them when they return. The voter will still be able to vote without this card if they forget to bring it back.
- Once the voter returns, an election judge should escort the voter to the front of the line at the check-in area to be issued another voter authority card and then escorted directly to the front of the line to mark their ballot.
- If the voter had begun to fill out their ballot prior to the machine becoming inoperable, the chief judge should spoil the ballot in accordance with section 7.5.2-*Replacing Ballots and Ballot Activation Cards*.

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## 5.5 Election Judges Who Are Absent

If an election judge does not arrive at the polling place by the time set by the Carroll County Board of Elections, notify the office IMMEDIATELY by calling Jen at 410-386-2959 or Olivia at 410-386-2961. The Carroll County Board of Elections will send a replacement election judge as soon as possible. The Carroll County Board of Elections may instruct you to choose a replacement election judge in accordance with State law.



***Election judges must continue to set up the polling place and open the polls on time, even if only one political party is represented among the election judges.***

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## 5.6 Pre-Election Day Setup



***Chief judges have authorized access to the polling place the night before election day. Some tasks listed below may be done the night before election day. Never open the voting equipment or run opening reports from the scanning units or pollbooks until election morning.***

**IF THERE IS A PROBLEM THE NIGHT BEFORE ELECTION DAY, CALL ERIN PERRONE, ELECTION DIRECTOR, AT 410-386-2081. ALL SUPPLIES AND VOTING EQUIPMENT WERE VERIFIED PRIOR TO DELIVERY.**

1. Review the diagram for your polling place. Be sure that the polling place is properly set up. The polling place layout is located in the precinct binder.
  - Plan for lines of voters at check-in tables and lines of voters waiting for voting equipment.
  - Plan for line management, challengers and watchers, electioneers and media.
  - Check the locations of the doors, accessible entrances and electrical outlets.
  - Check that all carts, voting equipment, pollbooks, provisional ballot bag, mail-in ballot bag, supplies and ballot transfer bins have been delivered and properly sealed. Check for damage, make a note of anything you find on the *Election Day Log*, and immediately report it to the Carroll County Board of Elections.
  - Set up your tables, voting booths, and equipment for maximum voter privacy.
  - All election day signs can be posted.
  - Check the power to the voting equipment and pollbooks.
2. Check that the polling place entrance, including the accessible entrance, will be open for:
  - Election judges to set up the polling place either the night before and to enter on election morning.
  - Voters when voting hours begin. Make sure doors will remain open until closing time.
3. Check that all supplies have been delivered and that the supplies are in good working order. If there is a problem on election morning, call the Carroll County Board of Elections office at 410-386-2250.
4. If not done the night before, check that all carts, voting equipment, pollbooks, provisional ballot bag, mail-in ballot bag, and ballot transfer bins have been delivered and are properly sealed.
5. Check for damage. Make note of anything you find in the *Election Day Log*, and report it to the Carroll County Board of Elections right away.

### **5.6.1 Check-in Area - Pre-Election Day Setup**

Make sure that:

- Check-in judges have received and read the *Check-in Judge's Checklist*.
- The pollbooks, printers and hubs are set up.
- All power cords and cables are plugged in. All cords and cables are properly secured or out of the way.
- Check-in and ballot table supplies are set up.

### **5.6.2 Ballot Issue Area - Pre-Election Day Setup**

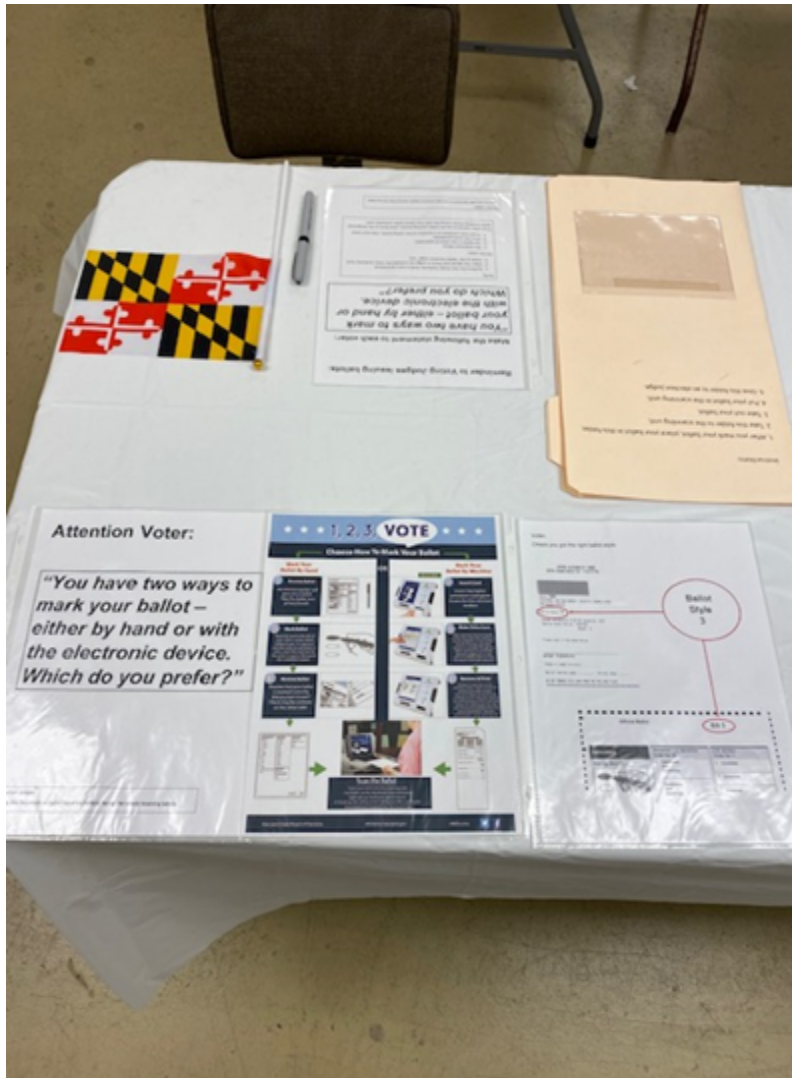
Make sure that:

- Voting judges have received and read the *Voting Judge's Checklist*.
- Tables have been set up.
  - Each table for the voting judge should have:
    - § Maryland flag
    - § Pens
    - § Sign stating “Reminder to Voting Judges issuing ballots: Make the following statement to each voter: You have two ways to mark your ballot – either by hand or with the electronic device. Which do you prefer?”
    - § Privacy sleeves
  - Each table for the voter should have:
    - § Sign stating “Attention Voter: You have two ways to mark your ballot – either by hand or with the device. Which do you prefer?”
    - § “1,2,3 Vote” flier
    - § Sign stating “Voter: Check you got the right ballot style.”

DO NOT SET OUT THE BALLOTS! You cannot distribute ballots until election morning.



**Figure 1 - Picture of Ballot Issuance Area**  
**DO NOT SET OUT THE BALLOTS UNTIL ELECTION MORNING**



### **5.6.3 Voting Area - Pre-Election Day Setup**

Make sure that:

- Voting judges have received and read the *Voting Judge's Checklist*.
- All voting equipment and voting booths are set up.
- The ballot marking devices are set up. Headphones and keypad are ready to use.
- All compartments on the scanning unit and ballot marking device are locked. Tamper tape or seals have been applied as required.
- All power cords are plugged in properly.

- All voting equipment supplies are checked and set up.

#### **5.6.4 Provisional Voting Area- Pre-Election Day Setup**

Make sure that:

- The provisional judge has received and read the *Provisional Judge's Checklist*.
- All provisional supplies have been checked.

#### **5.6.5 Same Day Registration Area- Pre-Election Day Setup**

Make sure that:

- The same day registration judges have received and read the *Same Day Registration Judge's Checklist*.
- The barcode scanner is setup and plugged into the pollbook used for same day registration.
- Same Day Registration supplies are set up.

#### **5.6.6 Other Areas - Pre-Election Day Setup**

Make sure that:

- All election day signs have been posted.
- The "No Electioneering Zone" has been marked using an aerial map. The aerial map can be found inside the precinct binder.
- Accessible parking spaces are marked and open to voters.
- Any other items sent to improve accessibility have been set up.
- There are no obstacles or hazards inside the polling place that could cause injury.
  - Tape down floor mats, rugs, and power cords securely or move them out of the way; and
  - Keep floors dry.

---

## 5.7 Election Morning Set-up

Arrive at 6:00 a.m.

All tasks are supervised by chief judges:

- Make sure you and all the election judges sign the *Payroll Sheet* found in the precinct binder.
- Check the power to the voting equipment and the pollbooks.
- Check that the polling place entrance, including the accessible entrance, is open for:
  - Election judges that arrive at the polling place on election morning.
  - Voters when voting hours begin. Make sure doors will remain open until closing time.

### 5.7.1 Check-in Area - Election Morning Setup

Make sure that:

- Check-in judges have received and read the *Check-in Judge's Checklist*.
- The pollbooks and printers are set up.
- All power cords and cables are plugged in. All cords and cables are properly secured or out of the way.
- The *Ballot Counts Report* and the *Voter Counts Report* have been printed from each pollbook. Attach these signed reports to the *Pollbook Integrity Report*.
- The "Opening" section of the *Pollbook Integrity Report* has been filled out and **signed**.

### 5.7.2 Ballot Issuance Area- Election Morning Setup

A separate ballot issuing area will be used in the polling place. A voting judge will be responsible for issuing a ballot AFTER the voter is checked in by the check-in judges.

After the check-in judge and the voter signs the voter authority card at the check-in table, the check-in judge will direct the voter to the ballot issuance area to get a regular ballot or a ballot activation card. A voting judge issuing a regular ballot or a ballot activation card will follow the procedures in *Chapter 7- Issuing Ballots*.

Make sure that:

- The correct numbers of ballots, ballot styles, and ballot activation cards have been delivered using the *Ballot Security Certificate* report.
- The *Ballot Security Certificate* has been filled out and **signed**.
- Ballot issuance supplies have been set up.

### **5.7.3 Voting Area - Election Morning Setup**

Make sure that:

- Voting judges have received and read the *Voting Judge's Checklist*.
- All voting equipment and voting booths are set up.
- All voting equipment supplies are checked and set up.
- Opening procedures are completed.
- A *Configuration Report* and two *Zero Reports* have printed from each scanning unit. This process should be completed by a bipartisan team of chief judges.
  - Separate the Zero Reports at the signature section.
  - Sign both reports.
  - Attach the first Zero Report (with the Configuration Report still attached) to the *Scanning Unit Opening Integrity Report*.
  - Post the second Zero Report where the public can see it.
- The ballot marking device is set up and turned on. The ballot marking device is ready to use. Headphones and keypad are ready to use.
- All compartments on the scanning unit and ballot marking device are locked. Tamper tape or seals have been applied as required.
- All power cords are plugged in properly.

### **5.7.4 Provisional Voting Area - Election Morning Setup**

Make sure that:

- The provisional judge has received and read the *Provisional Judge's Checklist*.

- All provisional supplies have been checked and put into the appropriate place for quick but secure access.
- The opening section of the *Provisional Opening & Closing Certificate* has been filled out.

### **5.7.5 Same Day Registration Area-(Provisional Judges) - Election Morning Setup**

Make sure that:

- The provisional judges have received and read the *Provisional Judge’s Checklist* that includes same day registration processes.
- The barcode scanner is set up and plugged into the pollbook used for same day registration.
- All same day registration supplies have been checked.

### **5.7.6 Other Areas - Election Morning Setup**

Make sure that:

- All election day signs have been posted.
- The “No Electioneering Zone” has been marked.
- Handicap parking spaces are marked and open to voters.
- Any other items sent to improve accessibility have been set up.
- There are no obstacles or hazards inside the polling place that could cause injury.
  - Tape down floor mats, rugs, and power cords securely or move them out of the way; and
  - Keep floors as dry as possible.

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## **5.8 During Voting Hours Responsibilities**

### **5.8.1 Check-in Area - During Election Day**

- Make sure that all pollbooks are synchronizing and charging.
- Make sure that check-in judges are efficiently processing voters.
- Help voters qualified for a provisional ballot as needed.
- Make sure that challengers and watchers have a signed *Challenger and Watcher Certificate*. See the *Instructions and Information for Challengers*,

*Watchers and Other Election Observers* for more information located in the precinct binder.

- Follow the proper steps with challenged voters. Fill out the *Affidavit for Challenger and Challenged Voter* as needed. See *Chapter 4 - People and Activities in the Polling Place* for more information.
- Make sure that check-in judges are completing the *Voter Update Form* and *Voter Assistance Form* as necessary.
- Complete the “During Voting Hours” section of the *Electronic Pollbook Integrity Report* as necessary.
- Help voters when you are asked.
- Make sure that all voters in line at 8:00 p.m. when the polls close are allowed to check-in.

#### **5.8.2 Ballot Issuance Area - During Election Day**

- Make sure that the voting judges are confirming that the voter is not a provisional voter.
- Make sure every voter is being asked: “*Would you prefer to mark your ballot using the ballot marking device, or by hand using a pen?*”
- Make sure the elections judges are initialing the voter authority cards.
- Make sure there are sufficient ballots at the ballot issuance area.
- Make sure that the election judges are issuing the correct ballot style to voters.

#### **5.8.3 Voting Area - During Election Day**

- Make sure that all voting equipment is plugged-in and charging.
- Make sure that all tamper tape and security seals are properly applied. Make sure the tamper tape and seals are not voided or damaged.
- Make sure that the number of voter authority cards that have been collected matches the public count indicated on the scanning unit.
- As directed by the Carroll County Board of Elections, regularly check the “Public Count” on the scanning unit. Make sure the ballot transfer bin located inside the scanning unit does not get too full.

- Make sure that all voters in line when the polls are scheduled to close are allowed to vote.

#### **5.8.4 Provisional Voting Area - During Election Day**

- Make sure that provisional judges are following the correct procedures.
- Regularly check the supply of provisional ballot applications. Tell the Carroll County Board of Elections right away when the supply of applications gets low. If you notice the supply of applications are being used quickly, tell the Carroll County Board of Elections right away.
- Check-in judges will direct ALL provisional voters to a provisional judge.
- Make sure that the orange provisional ballot bag is not full. Tell the Carroll County Board of Elections as early as possible if it looks like you may need another provisional ballot bag.
- Make sure that the orange provisional ballot bag stays locked and is in a secure location.
- If voting hours are extended by a court order, this will be communicated to you by the Carroll County Board of Elections. All voters who vote during the extended hours must vote by provisional ballot. Provisional ballots cast during extended hours must be kept separate from all other cast provisional ballots.

#### **5.8.5 Same Day Registration Area - During Election Day**

- Make sure that provisional judges are following the correct procedures.
- Regularly check the supply of same day registration applications and other supplies. Tell the Carroll County Board of Elections right away when the supply of applications gets low. If you notice the supply of applications are being used quickly, tell the Carroll County Board of Elections right away.

#### **5.8.6 Other Areas - During Election Day**

- Make sure that the accessible parking and the path from the parking lot are clearly marked and do not have any obstacles throughout the day.
- Make sure that the accessible entrance is unlocked. Make sure the path to the voting room is clearly marked throughout the day.
- Check on the line of voters waiting to vote. Use the line management strategies listed in *Chapter 1 – General Information*.

- Post and call in voter turnout numbers as you are instructed by the Carroll County Board of Elections at 11:00 am and 4:00 pm at 410-386-2250 to report your totals. For instructions, refer to *Section 5.12 - Voter Turnout Reports* in this chapter.
- Check on activity outside in the “No Electioneering Zone.”
- Complete the *Election Day Log* as needed.

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## 5.9 Mail-In Ballot Voters


Voters are now allowed to take their voted mail-in ballot to an early voting center or polling place. Voted mail-in ballots will have their own “mail-in ballot bag” (similar to the provisional ballot bag). The mail-in ballot bag will be taken back to the Carroll County Board of Elections at the end of voting hours following a chain of custody process. A chief judge will instruct voters to put all mail-in ballots in their possession into the mail-in ballot bag. Encourage voters to put their mail-in ballot in a ballot drop box if there is a box available.

On Tuesday morning, before the polls open:

1. Get the mail-in ballot bag key to unlock and unzip the bottom of the yellow mail-in ballot bag.
2. Make sure the bag is empty.
3. Zip the bag shut and lock the bag.
4. Put tamper tape over the lock.
5. Put a checkmark to verify that the bag is empty and record the tamper tape number on the “Opening” section of the *Mail-in Ballot Bag Opening & Closing Certificate*.



**Figure 2 - "Opening" Section of the Mail-in Ballot Bag Opening & Closing Certificate**

State of Maryland 

**Mail-In Ballot Bag Opening & Closing Certificate**  
2024 Presidential Primary

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County/City: Carroll Date: May 14, 2024

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

**OPENING**

		Verify
1.	Check yellow Mail-In ballot bag is empty.	✓
2.	Record Seal Number Placed on the Lock at Opening: _____	

**DURING THE DAY**

Keep a tally of voted mail-in ballots collected:

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**CLOSING**

		Record
1.	Total number of Mail-In voters on Mail-In Voter Sign-In Sheet	

DO NOT REMOVE SEAL FROM THE MORNING

### 5.10 Fleeing Voters



***If a voter who was issued a ballot has walked away without casting the ballot, election judges should attempt to find the voter so he or she can finish casting the ballot.***

When a ballot or ballot activation card and the voter authority card are found, a chief judge must spoil the ballot in the presence of an election judge from a different party. Spoil the ballot as follows:

- For regular paper ballots: Fill in all of the ovals for each contest (overvote all contests) and write "spoiled" on the ballot.
- For ballot activation cards: Use a marking pen to cover up all selections and write "spoiled" on the ballot activation card.



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

1. Put the ballot in the "Spoiled Ballot Envelope."
2. Spoil the voter authority card by writing "fleeing voter" across the voter authority card.
3. Put the voter authority card in the "Canceled VAC Envelope."
4. Reset the voter's "Ballot Issue Status" in the pollbook. See *Section 5.11 "Resetting a Voter's Ballot Issue Status (Chief Judge Only)"* in this chapter.



**These voters are permitted to check-in to vote if they return later if the voter's "Ballot Issue Status" was reset in the pollbook.**

5. Write the incident in the *Election Day Log*.

If the voter's voter authority card is **not found**, a chief judge must spoil the ballot in the presence of an election judge from a different party. Spoil the ballot as follows:

- For regular paper ballots: Fill in all of the ovals for each contest (overvote all contests) and write "spoiled" on the ballot.
- For ballot activation cards: Use a marking pen to cover up all selections and write "spoiled" on the ballot activation card.

1. Put the ballot in the "Spoiled Ballot Envelope."
2. Record the incident in the *Election Day Log*.
3. Do **not** reset the voter's "Ballot Issue Status" in the pollbook.



**If these voters return to vote, the "Ballot Issue Status" in the pollbook will indicate that a ballot has already been issued to the voter. These voters may only be issued a provisional ballot.**

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## 5.11 Resetting a Voter’s “Ballot Issued” Status

**Only the chief judge can reset a voter’s “Ballot Issued” status.** When the “Ballot Issued” status is reset, the voter will be able to check in again to vote, if the voter returns.

In all cases, it must be confirmed by the election judges that the voter did not cast their previously issued ballot.



***A voter who claims that the ballot was not cast, and it cannot be confirmed that the ballot was not cast, must be issued a provisional ballot.***

You can reset the “Ballot Issued” status for the following voters:

- Voters who were accidentally checked-in under another voter’s name (“misidentified voters”).
- Voters who tell election judges that they must leave the polling place before marking or casting their ballot. If this voter returns later in the day, the voter may be checked-in to vote.

To reset the voter’s “Ballot Issued” status in the pollbook, perform the following steps:

1. Get the ballot or ballot activation card from the voter. If the ballot has not been spoiled, help the voter spoil the ballot.
2. Use the information on the voter authority card to search for the voter’s name in the pollbook.
3. Tap on the row of the voter whose “Issued” field is to be changed.

Figure 3 – “Find Voters” Screen on the Pollbook

Name	Address	County	DOB	Status	Issued	Party
Linc Abraham Quincy	Main St APT A Anytown 12345	Anne Arundel	05/02 /1842	Active	REG Issued	REP

1 voters found.

Find by Name | Find by Address | Find by ID

Last Name: LINC | First Name: | Middle Init: | Zip Code: | Birth MMDD: |

Search Precinct/EV Count | Search State (add mi) | Clear ALL | Return to Main

BT:?? AC:Plugged In | Voted: TOT 2 | 11/19/2015 3:25:30 PM

4. On the “Voter Record” screen, confirm that this is the voter whose “Issued” field must be changed. Then tap on the “Identification” tab.

Figure 4 - "Identification" Tab on the Pollbook

Voter Record

Linc Abraham Quincy | Main STAPTA Anytown 12345

Voter Details | **Identification** | Voter History | Precinct Details

This voter has already been issued a ballot.  
1) If this is the correct voter and the ballot was NOT cast, a Chief Judge may "Re-Issue" another card.  
2) If the voter was mis-identified and the ballot was NOT cast, a Chief Judge may "Remove Ballot Issued" under the "Identification" Tab.  
NOTE: If the previous ballot issued WAS cast, this voter may vote by Provisional Ballot only.

Precinct: 001-001-1 | DOB: 05/02/1842 | Status: Active

Registered name: | Party: Republican | REG Issued: REG Issued

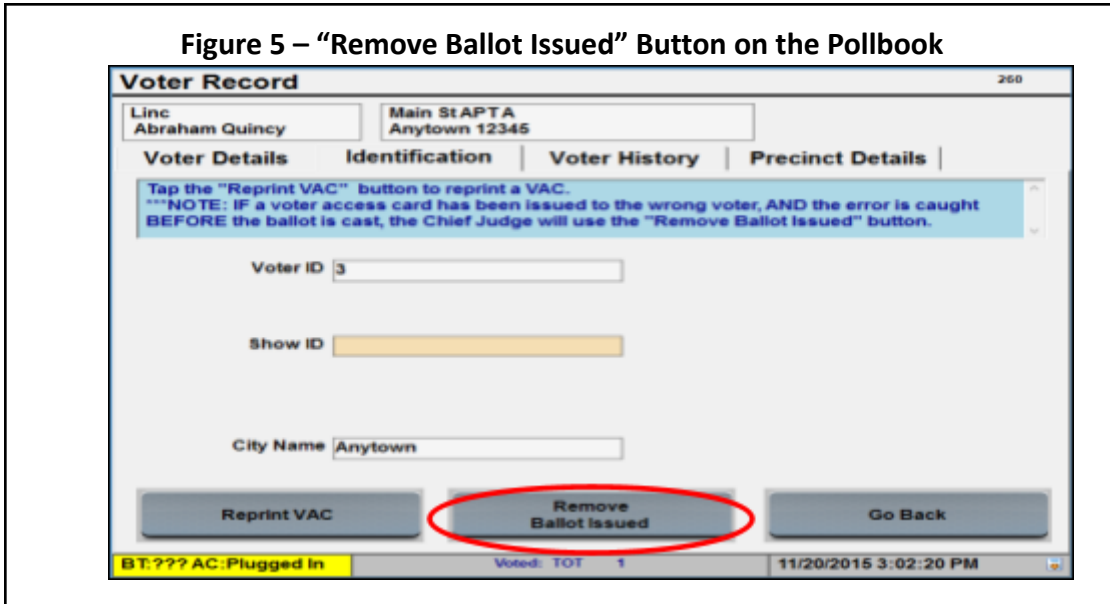
ID Required: | Comments: CONG=03; LEGIS=32; COUNCIL=001

Re-Issue Standard Ballot | Issue Provisional Ballot | Go Back

BT:?? AC:Plugged In | Voted: TOT 1 | 11/20/2015 11:00:30 AM

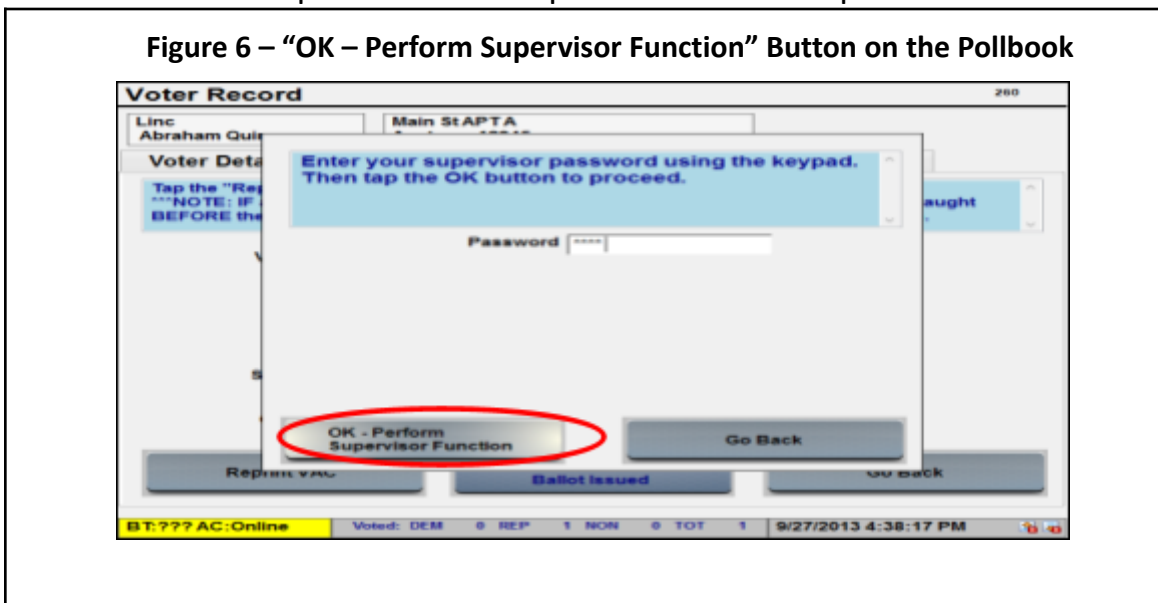
5. Tap the “Remove Ballot Issued” button.

Figure 5 – “Remove Ballot Issued” Button on the Pollbook



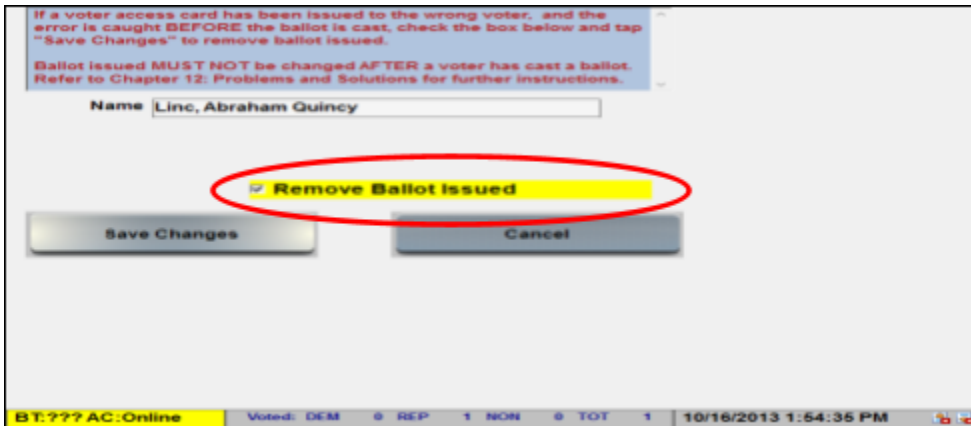
6. Enter the password and Tap “OK – Perform Supervisor Function.”

Figure 6 – “OK – Perform Supervisor Function” Button on the Pollbook



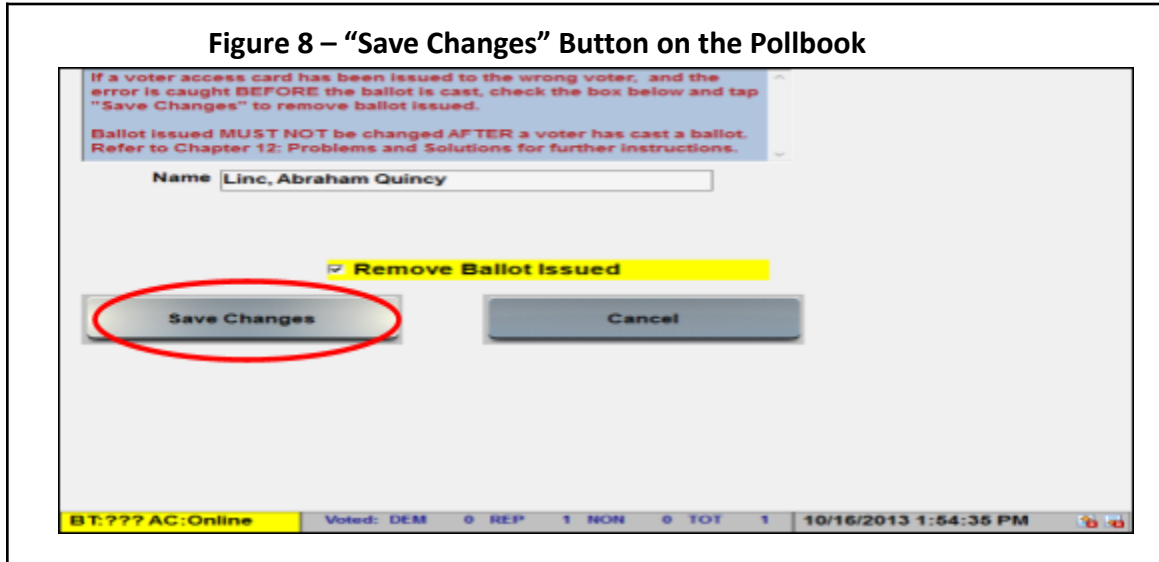
7. Tap the “Remove Ballot Issued” box in the middle of the screen. Make sure that there is a check in the box.

Figure 7 – “Remove Ballot Issued” Box on the Pollbook



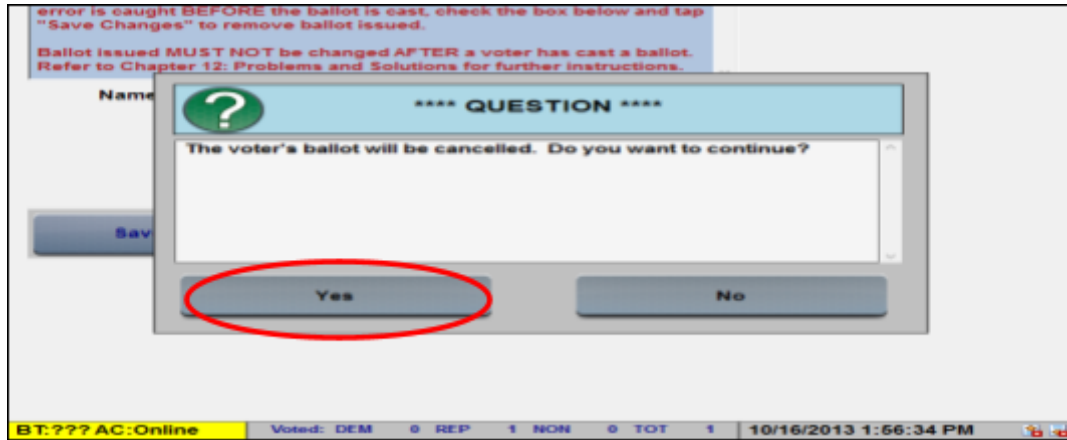
8. Tap the “Save Changes” button.

Figure 8 – “Save Changes” Button on the Pollbook



9. Tap “Yes” when the message box appears.

Figure 9 – Message Box on the Pollbook



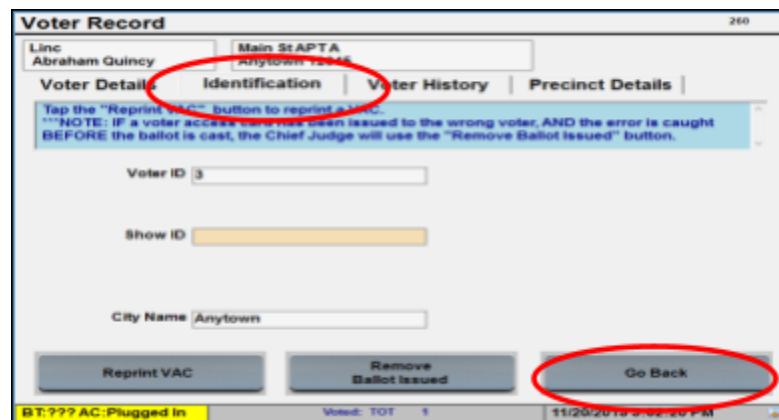
10. A Canceled Ballot Confirmation Stub for Voter Authority Card will print to confirm the canceled ballot.

- Put your initials on the confirmation stub and attach it to the canceled voter authority card.
- Put the canceled voter authority card in the “Canceled VAC Envelope.”

11. The pollbook will return to the “Identification” tab on the “Voter Record” screen.

12. Tap the “Go Back” button to return to the “Find Voters” screen.

Figure 10 – “Go Back” Button on the Pollbook



13. Confirm the voter's "Issued" status is "None."

Figure 11 – "Issued" Status is "None" on the Pollbook



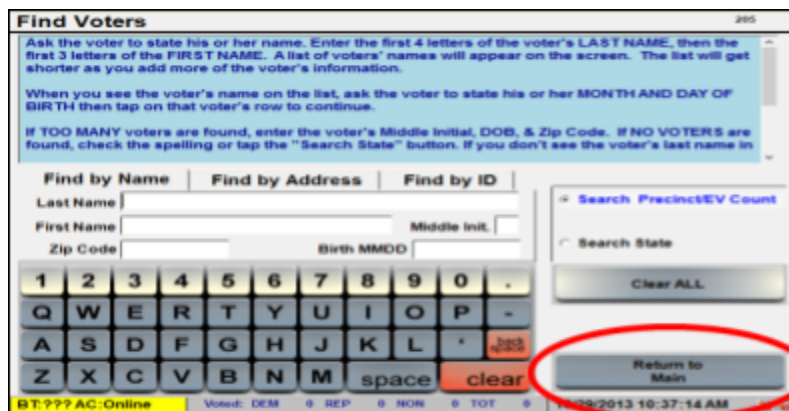
- Continue with the check-in process.
- Write down what happened in the *Election Day Log*.

## 5.12 Voter Turnout Reports

The *Voter Counts Report* must be printed from one of the pollbooks at 11:00 a.m. and 4:00 p.m. Call the Carroll County Board of Elections at 410-386-2250 to report the number of voters checked in.

1. Tap "Return to Main."

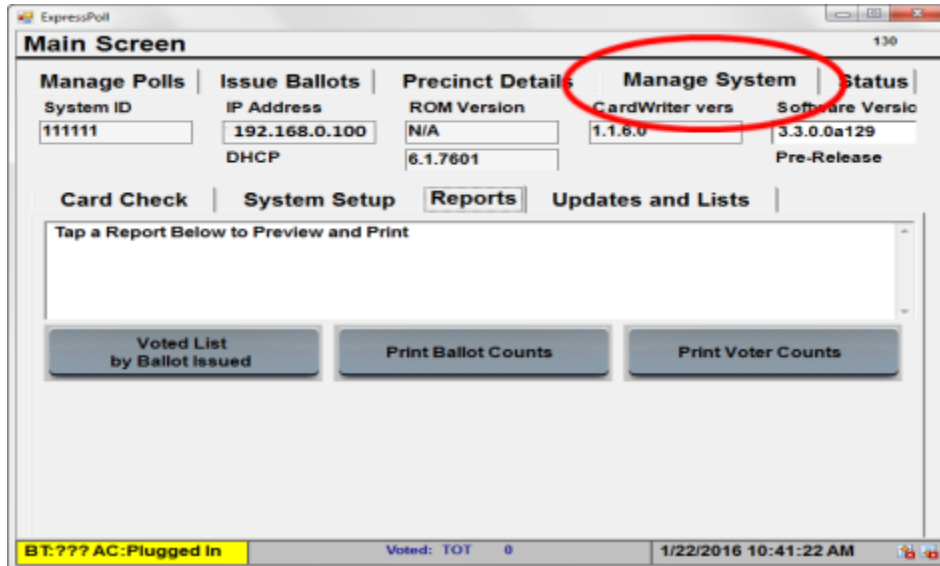
Figure 12 – "Return to Main" on the Pollbook



2. Tap the "Manage System" tab.

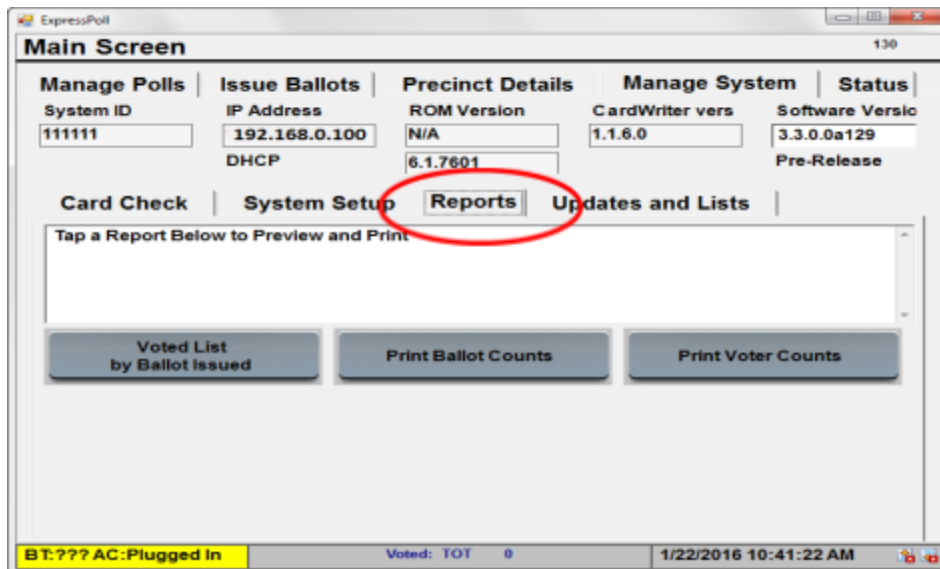


Figure 13 – “Manage System” Tab on the Pollbook



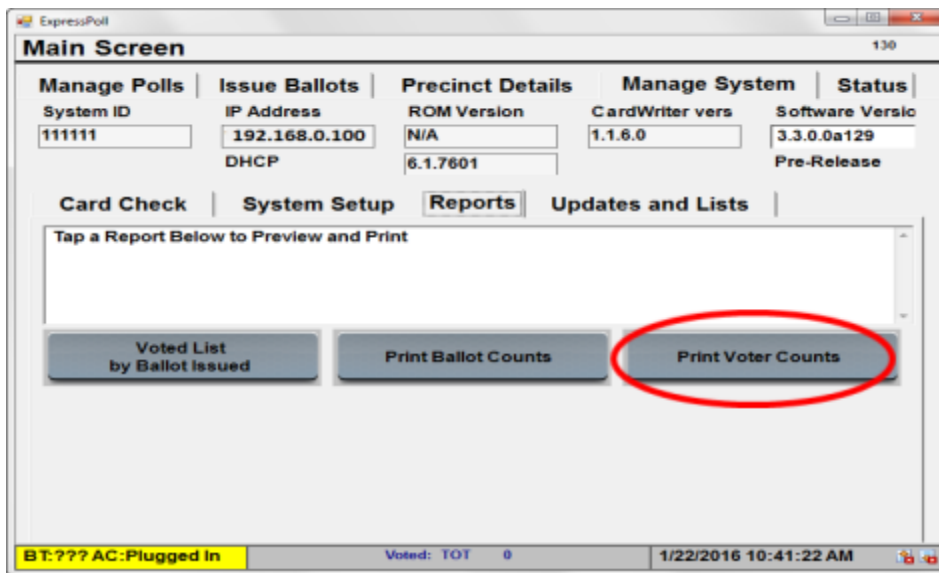
3. Tap the “Reports” tab in the middle of the screen.

Figure 14 – “Reports” Tab on the Pollbook



4. Tap “Print Voter Counts.”

Figure 15 – “Print Voter Counts” Button on the Pollbook



5. Remember to call the Carroll County Board of Elections at 410-386-2250 to report the number of voters who have checked in.
6. Post the report in the polling place for public viewing.

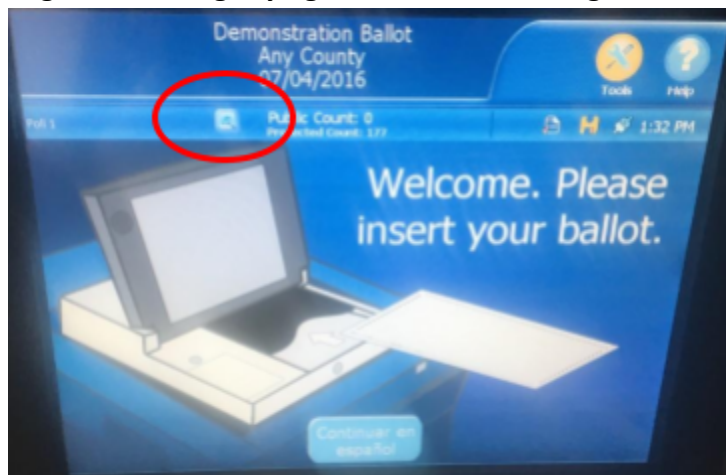
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### 5.13 Displaying Number of Ballots Scanned

A chief judge may display how many regular paper ballots or ballot activation card ballots have been scanned by the scanning unit. Do this during a time when no one is using the scanning unit.

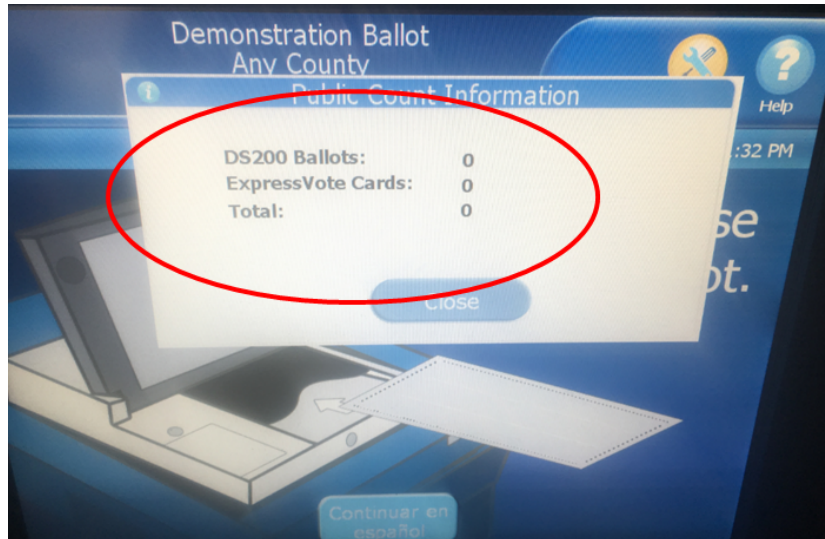
1. Touch the magnifying icon next to the Public Count on the scanning unit.

Figure 16 – Magnifying Icon on the Scanning Unit



2. The “Public Count Information” box appears and shows the number of DS200 Ballots (regular paper ballots) and the number of ExpressVote Cards (ballot activation card ballots) that were scanned by the scanning unit.

**Figure 17 – “Public Count Information” Box on the Scanning Unit**



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## 5.14 Equipment Issues (Incident Report)

If any voting equipment, pollbook, or any other equipment has a problem, tell the election field support personnel, if necessary, or call Eduardo at 410-386-2955, or Isaac at 410-386-2097, or Kim at 410-386-2960.

The election field support personnel will use an *Incident Report Form* to write down all the information about the problem. Both chief judges must sign the *Incident Report Form*. Also, chief judges must write down a description of all problems in the *Election Day Log*. The original *Incident Report Form* is returned to the Carroll County Board of Elections.

The Carroll County Board of Elections may tell you to open the contingency supplies if the voting equipment is not functioning properly.

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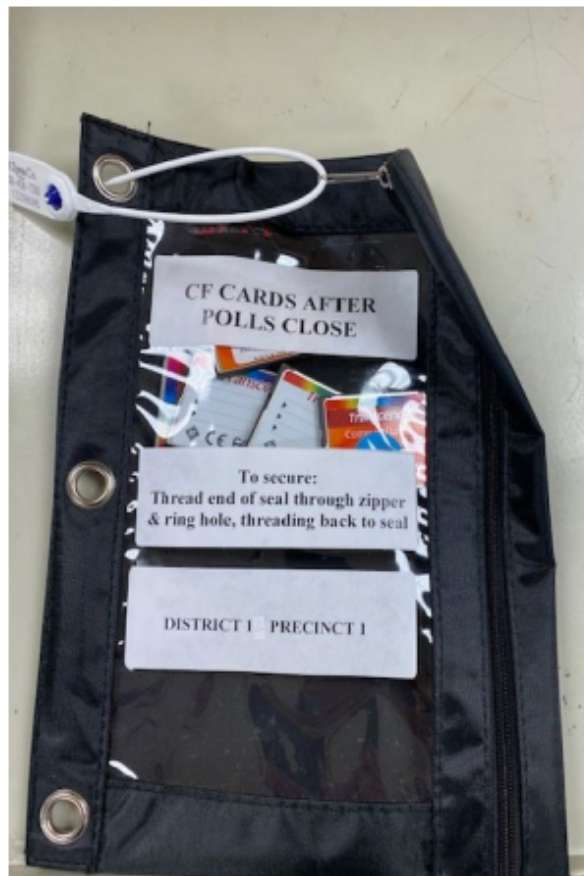
## 5.15 After the Polls Close

### 5.15.1 Check-in Area - After the Polls Close

Make sure that:

- The final *Ballot Counts Report* and the *Voter Counts Report* has been printed from each pollbook and attached to the *Pollbook Integrity Report*.
- The “Closing” section of the *Pollbook Integrity Report* has been filled out.
- Make sure ALL the compact flash cards (CF cards) have been removed from the pollbooks and put into the black zipper pouch found in the precinct binder. Be sure to place the seal found in the zipper pouch through the zipper and then through the metal ring across from the zipper to secure the pouch. The pouch will be hand delivered by the designated personnel to the Carroll County Board of Elections office.

**Figure 17 – Sealing the Black Zipper Pouch for CF Cards**



- All pollbooks and printers are shut down and packed.
- All power cords and cables have been packed.
- All other check-in supplies have been packed.

### **5.15.2 Ballot Issuance Area - After the Polls Close**

Make sure that:

- The judges have totaled the number of:
  - Spoiled ballots
  - Spoiled ballot activation cards
- The unvoted ballot packs and unvoted loose ballots will be returned in the main ballot compartment of the scanning unit. If the ballot compartment of the scanning units is too full, put the ballots loosely in the transfer cart.

### **5.15.3 Voting Area - After the Polls Close**

Make sure that:

- Both chief judges work together to end the election on each scanning unit. Follow the instructions in *Chapter 11 - Scanning Unit*.
- All voter authority cards have been counted.
- No ballots were left inside the emergency bin on each scanning unit. If there are ballots inside the emergency bin, follow the instructions in *Chapter 11 – Scanning Unit*.
- Two *Totals Reports* have been printed from each scanning unit.
  - Separate and sign the *Totals Reports*;
  - Attach the first copy of the *Totals Report* to the *Scanning Unit Closing Integrity Report*; and
  - Post the second *Totals Report* with the *Zero Report* for public viewing.
- Each scanning unit is powered off correctly and the display screen goes dark. See *Chapter 11 – Scanning Unit*.
- The memory stick(s) have been removed from each scanning unit and placed in the purple zipper pouch found in the precinct binder. Follow the instructions in *Chapter 11 - Scanning Unit*. Be sure to place the seal found in the zipper pouch through the zipper and then through the metal ring across from the zipper to secure the pouch. The pouch will be hand delivered by the designated personnel to the Carroll County Board of Elections office.

**Figure 18 – Sealing the Purple Zipper Pouch for Memory Sticks**



- The ballot transfer bin is removed from the ballot box and is closed and sealed according to the instructions in *Chapter 11 -Scanning Unit*.
- All compartments on the scanning unit and ballot marking device are locked. New tamper tapes and seals are put on as required.
- All voting equipment is closed, sealed, and packed.
- The *Scanning Unit Closing Integrity Report* is filled out.
- The “Closing” section of the *Ballot Marking Device Integrity Report* is filled out.
- All power cords are packed.
- All other voting equipment supplies are packed.

#### **5.15.4 Provisional Voting Area - After the Polls Close**

Make sure that:

- The orange provisional ballot bag is locked and sealed.

- All provisional voter authority cards are counted.
- All provisional supplies have been packed.
- The “Closing” section of the *Provisional Opening & Closing Certificate* has been filled out and signed.

#### **5.15.5 Other Areas - After the Polls Close**

Make sure that:

- All signs have been taken down and packed.
- “No Electioneering Zone” signs, tape, and aerial map have been taken down and packed.
- Any other items sent to the polling place have been packed (traffic cones, ramps, accessibility equipment, entrance signs, etc.).
- The polling place has been left in a clean condition. All materials that will be picked up later have been placed in a secure location instructed by the Carroll County Board of Elections.

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### **5.16 Closing Summary Report**

Complete and sign the *Closing Summary Report*. Transfer the information from other reports as indicated on the *Closing Summary Report*. This report as well as all reports related to ballots have been designated as election critical documents requiring post-election, auditing. Make sure they are completed with signatures.

STATE OF MARYLAND

Closing Summary Report  
2024 Presidential Primary

County: \_\_\_\_\_ Date: May 14, 2024

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

**BALLOTS ISSUED** from Pollbook Counts Report

1. Regular Ballots Issued- <i>Net regular issued</i>	
2. Provisional Ballots Issued- <i>Net provisional issued</i>	
3. Total Ballots Issued (1+2)	

**BALLOTS CAST**

4. Regular Ballots Cast- <i>Scanning Unit Closing Integrity Report (C)</i>	
5. Provisional Ballots Cast- <i>Provisional Opening and Closing Certificate (B)</i>	
6. Total Ballots Cast (4+5)	

**SPOILED BALLOTS**

7. Spoiled Ballots & Ballot Activation Cards- <i>Spoiled Ballot Tally Sheet (Grand Total)</i>	
8. Provisional Spoiled Ballots- <i>Provisional Ballot Tally Sheet (B)</i>	
9. Total Spoiled Ballots (7+8)	

**TOTAL BALLOTS USED**

10. Total Ballots Used (6+9)	
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**VOTER AUTHORITY CARDS (VACs)**

11. Total VACs from Scanning Unit(s)- <i>Scanning Unit Closing Integrity Report (A)</i>	
12. Total Provisional VACs- <i>Provisional Ballot Opening &amp; Closing Certificate</i>	
13. Total Ballots Issued (11+12)	

**CANCELLED VOTER AUTHORITY CARDS (VACs)**

14. Total Cancelled VACs- <i>Cancelled VAC Envelope</i>	
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To the best of our knowledge, the information on this form is true and correct.

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

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

### 5.17 Extended Voting Hours

The Carroll County Board of Elections will tell you if an order is issued that extends voting hours. The Carroll County Board of Elections will tell you when to open the *Extended Voting Hours* envelope.



***Do NOT open the sealed Extended Voting Hours envelope unless instructed by the Carroll County Board of Elections. See Appendix 1 – Extended Voting Hours for more information.***