

## **Chapter 5 – Chief Judges**

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## 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



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 5:00 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 setup 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.

## 5-2 Chief Judges

- Assign duties and break times, especially for meals. Chief judges 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 voting judges at the ballot issuance table tells each voter:
  - “You have two ways to mark your ballot – either by hand or with the electronic device. Which do you prefer?”
- 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.
- 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, electronic 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 Kim at 410-386-2960 or Eduardo at 410-386-2955 or Riley at 410-386-2975. 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.
- 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.

## 5-4 Chief Judges

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## 5.4 Inoperable Ballot Marking Device

In the event a ballot marking device becomes inoperable, the chief judges should be notified immediately. The chief judges 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 judges should inform all election 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 or replace the ballot marking device.
- The chief judge should inform the voter that they may wait for the machine to be fixed or replaced or 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 by the chief judge 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 electronic pollbooks until election morning.**

**IF THERE IS A PROBLEM THE NIGHT BEFORE ELECTION DAY, CALL KATHERINE BERRY, ELECTION DIRECTOR, AT 667-314-5015 OR ERIN PERRONE, DEPUTY 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.

## 5-6 Chief Judges

- Check that all carts, voting equipment, electronic pollbooks, provisional ballot bags, supplies and ballot transfer bins have been delivered and are 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.
  - Ballots should NOT be removed from locked transfer bins until election morning.
  - Electronic pollbooks, printers and the barcode scanner can be set up and plugged into electrical outlets by the election field support personnel or check-in judges. DO NOT CONNECT THE ELECTRONIC POLLBOOKS TO A HUB OR TO EACH OTHER. Further information will be provided at training.
  - All election day signs can be posted.
  - Check the power to the voting equipment and electronic 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, electronic pollbooks, provisional ballot bags, 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 electronic 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*

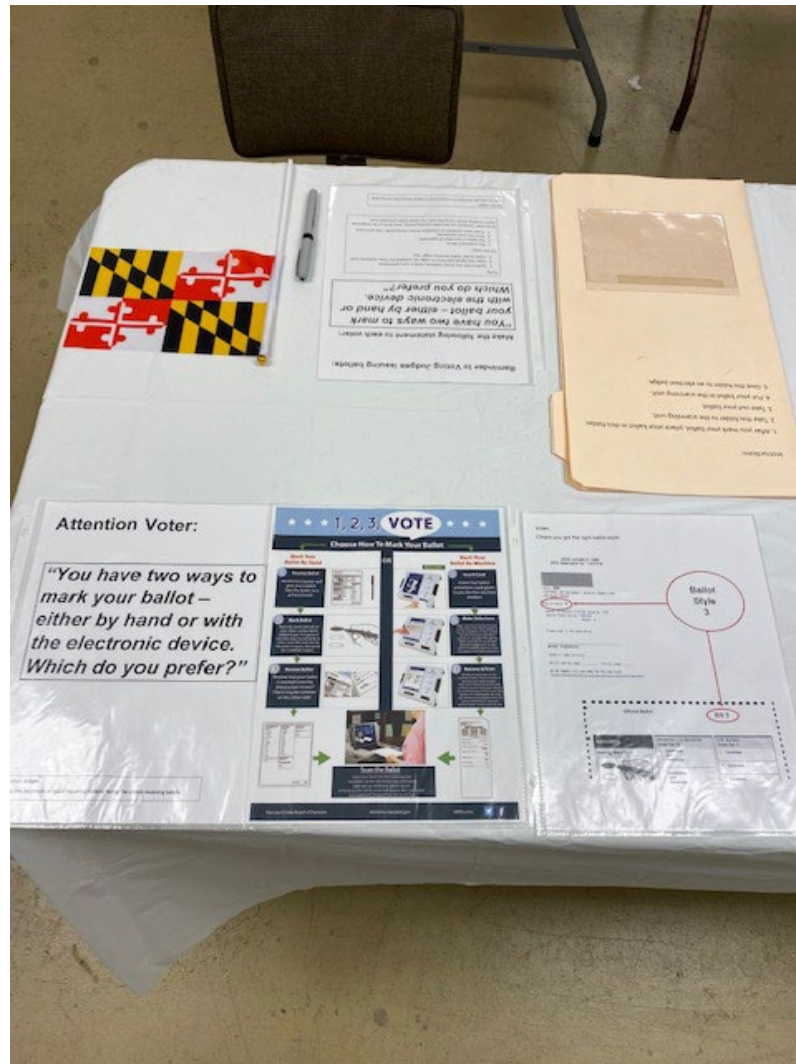
Make sure that:

- 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 electronic 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 Issue 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 electronic 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.
- 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.

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### **5.7 Election Morning Set-up**

All tasks are supervised by chief judges.

Arrive at 6:00 a.m.

Make sure you and all the election judges sign the *Payroll Sheet* found in the precinct binder.

## **5-10 Chief Judges**

1. Check the power to the voting equipment and electronic pollbooks.
2. 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 electronic 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 “Opening” section of the *Electronic Pollbook Integrity Report* has been filled out and signed.
- The *Ballot Counts Report* and the *Voter Counts Report* have been printed from each electronic pollbook. Attach these signed reports to the *Electronic Pollbook Integrity Report*.
- The *Ballot Security Certificate* has been filled out and signed.

#### *5.7.2 Ballot Issue 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 Information Opening and Closing* 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.
- 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.
- 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.

#### *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 read the *Provisional Judge’s Checklist* that includes the same day registration processes.
- The barcode scanner is setup and plugged into the electronic 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 and 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 as possible.

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## 5.8 During Voting Hours Responsibilities

### 5.8.1 Check-in Area

- Make sure that all electronic 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 Issue Area

- Make sure that the voting judges are confirming that the voter is not a provisional voter.
- Make sure every voter is being told: “You have two ways to mark your ballot – either by hand or with the electronic device. Which do you prefer?”
- 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*

- 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 has 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*

- 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.

### *5.8.5 Same Day Registration Area*

- Make sure that the 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

- 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 the voter turnout numbers to 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.

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## 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 “Cancelled VAC Envelope.”
4. Reset the voter’s “Ballot Issue Status” in the electronic pollbook. See *Section 5.10 “Resetting a Voter’s Ballot Issue Status (Chief Judge Only)”* in this chapter.
5. Write the incident in the *Election Day Log*.



These voters are permitted to check-in to vote if they return later if the voter’s “Ballot Issue Status” was reset in the electronic pollbook.

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 electronic pollbook.



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

## 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 electronic 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 electronic pollbook.
3. Tap on the row of the voter whose "Issued" field is to be changed.

Figure 2 – "Find Voters" Screen on the Electronic 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

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

Figure 3 - "Identification" Tab on the Electronic Pollbook

**Voter Record** 260

Linc Abraham Quincy Main St APT A 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

- Tap the “Remove Ballot Issued” button.

Figure 4 – “Remove Ballot Issued” Button on the Electronic Pollbook

**Voter Record** 260

Linc Abraham Quincy Main St APT A Anytown 12345

Voter Details Identification Voter History Precinct Details

Tap the "Reprint VAC" button to reprint a VAC.  
\*\*\*NOTE: IF a voter access card has been issued to the wrong voter, AND the error is caught BEFORE the ballot is cast, the Chief Judge will use the "Remove Ballot Issued" button.

Voter ID 3

Show ID

City Name Anytown

Reprint VAC **Remove Ballot Issued** Go Back

BT:??? AC:Plugged In Voted: TOT 1 11/20/2015 3:02:20 PM

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

**Figure 5 – “OK – Perform Supervisor Function” Button on the Electronic Pollbook**

Voter Record 260

Linc Abraham Quincy Main St APTA 10015

Voter Data

Tap the "Reprint VAC" button to reprint the ballot. \*\*\*NOTE: IF you are not sure, tap the "Go Back" button BEFORE the ballot is issued.

Enter your supervisor password using the keypad. Then tap the OK button to proceed.

Password [ ]

OK - Perform Supervisor Function

Go Back

Reprint VAC Ballot Issued

BT:??? AC:Online Voted: DEM 0 REP 1 NON 0 TOT 1 9/27/2013 4:38:17 PM

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

**Figure 6 – “Remove Ballot Issued” Box on the Electronic Pollbook**

If a voter access card has been issued to the wrong voter, and the error is caught BEFORE the ballot is cast, check the box below and tap "Save Changes" to remove ballot issued. Ballot issued MUST NOT be changed AFTER a voter has cast a ballot. Refer to Chapter 12: Problems and Solutions for further instructions.

Name Linc, Abraham Quincy

☒ Remove Ballot Issued

Save Changes Cancel

BT:??? AC:Online Voted: DEM 0 REP 1 NON 0 TOT 1 10/16/2013 1:54:35 PM

8. Tap the “Save Changes” button.

**Figure 7 – “Save Changes” Button on the Electronic Pollbook**

The screenshot shows the Electronic Pollbook interface. At the top, there is a red warning box with the text: "If a voter access card has been issued to the wrong voter, and the error is caught BEFORE the ballot is cast, check the box below and tap 'Save Changes' to remove ballot issued. Ballot issued MUST NOT be changed AFTER a voter has cast a ballot. Refer to Chapter 12: Problems and Solutions for further instructions." Below this, the "Name" field contains "Linc, Abraham Quincy". A checkbox labeled "Remove Ballot Issued" is checked. The "Save Changes" button is circled in red. The "Cancel" button is also visible. At the bottom, there is a status bar with the text: "BT:??? AC:Online Voted: DEM 0 REP 1 NON 0 TOT 1 10/16/2013 1:54:35 PM".

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

**Figure 8 – Message Box on the Electronic Pollbook**

The screenshot shows the Electronic Pollbook interface with a message box overlay. The message box has a blue header with a question mark icon and the text: "\*\*\*\* QUESTION \*\*\*\*". The main text of the message box reads: "The voter's ballot will be cancelled. Do you want to continue?". Below the message box, the "Yes" button is circled in red. The "No" button is also visible. The background interface shows the same warning box and "Name" field as in Figure 7. The status bar at the bottom shows: "BT:??? AC:Online Voted: DEM 0 REP 1 NON 0 TOT 1 10/16/2013 1:56:34 PM".

10. A *Cancelled Ballot Confirmation Stub for Voter Authority Card* will print to confirm the cancelled ballot.

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

11. The electronic 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 9 – “Go Back” Button on the Electronic Pollbook

13. Confirm the voter’s “Issued” status is “None.”

Figure 10 – “Issued” Status is “None” on the Electronic 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 electronic pollbooks at 11:00 a.m. and 4:00 p.m. Call the Carroll County Board of Elections office at 410-386-2250 to report the number of voters checked in.

1. Tap “Return to Main.”

Figure 11 – “Return to Main” on the Electronic Pollbook

**Find Voters** 205

Ask the voter to state his or her name. Enter the first 4 letters of the voter's LAST NAME, then the first 3 letters of the FIRST NAME. A list of voters' names will appear on the screen. The list will get shorter as you add more of the voter's information.

When you see the voter's name on the list, ask the voter to state his or her MONTH AND DAY OF BIRTH then tap on that voter's row to continue.

If TOO MANY voters are found, enter the voter's Middle Initial, DOB, & Zip Code. If NO VOTERS are found, check the spelling or tap the "Search State" button. If you don't see the voter's last name in

**Find by Name** | **Find by Address** | **Find by ID**

Last Name:  First Name:  Middle Init.:

Zip Code:  Birth MMDD:

1 2 3 4 5 6 7 8 9 0 .  
Q W E R T Y U I O P -  
A S D F G H J K L ' backspace  
Z X C V B N M space clear

☐ Search Precinct/EV Count  
☐ Search State

Clear ALL

**Return to Main**

BT: ??? AC: Online Voted: DEM 0 REP 0 NON 0 TOT 0 10/29/2013 10:37:14 AM

2. Tap the “Manage System” tab.

Figure 12 – “Manage System” Tab on the Electronic Pollbook

**ExpressPoll** 130

**Main Screen**

**Manage Polls** | **Issue Ballots** | **Precinct Details** | **Manage System** | **Status**

System ID: 111111 IP Address: 192.168.0.100 ROM Version: N/A CardWriter vers: 1.1.6.0 Software Version: 3.3.0.0a129  
DHCP: 6.1.7601 Pre-Release

**Card Check** | **System Setup** | **Reports** | **Updates and Lists**

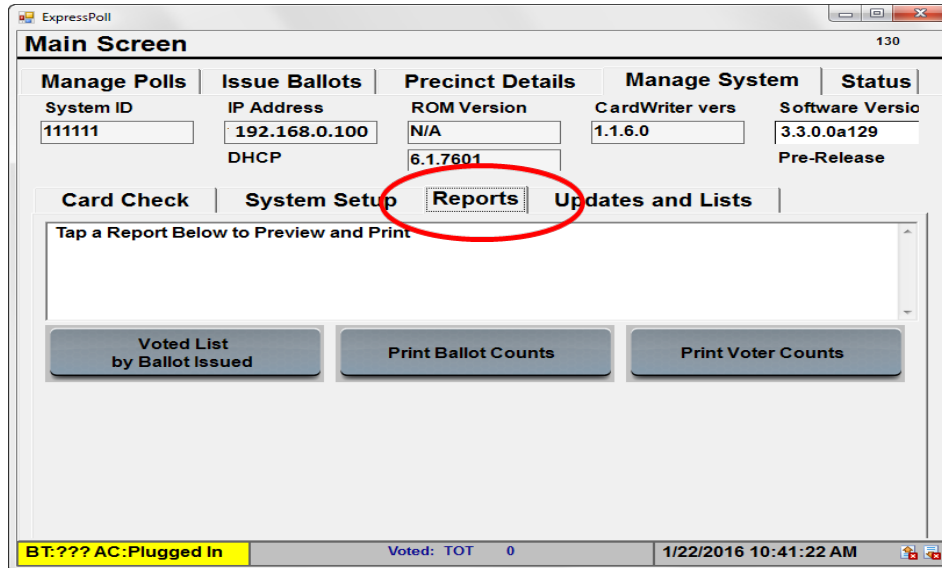
Tap a Report Below to Preview and Print

Voted List by Ballot Issued | Print Ballot Counts | Print Voter Counts

BT: ??? AC: Plugged In Voted: TOT 0 1/22/2016 10:41:22 AM

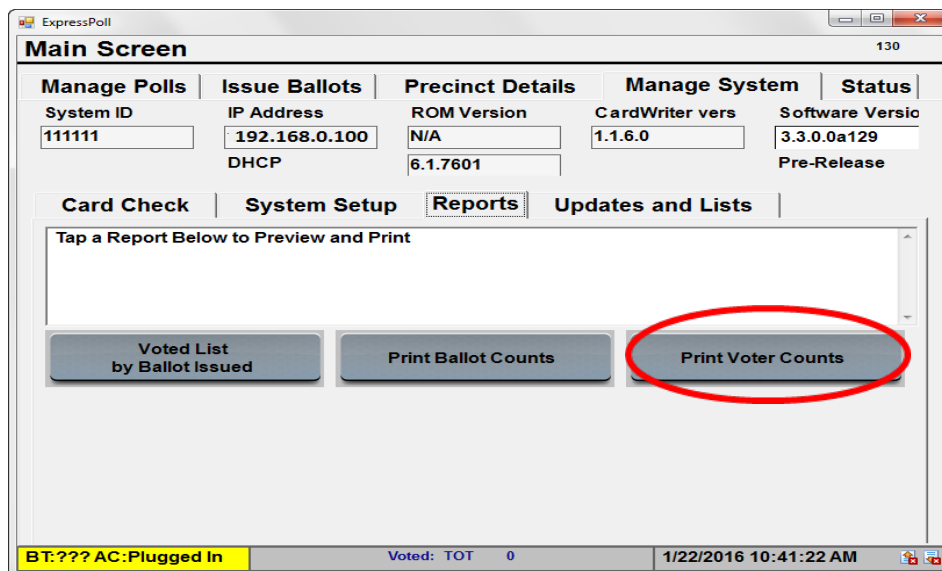
3. Tap the “Reports” tab in the middle of the screen.

**Figure 13 – “Reports” Tab on the Electronic Pollbook**



4. Tap “Print Voter Counts.”

**Figure 14 – “Print Voter Counts” Button on the Electronic Pollbook**



5. Remember to call the Carroll County Board of Elections office 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.

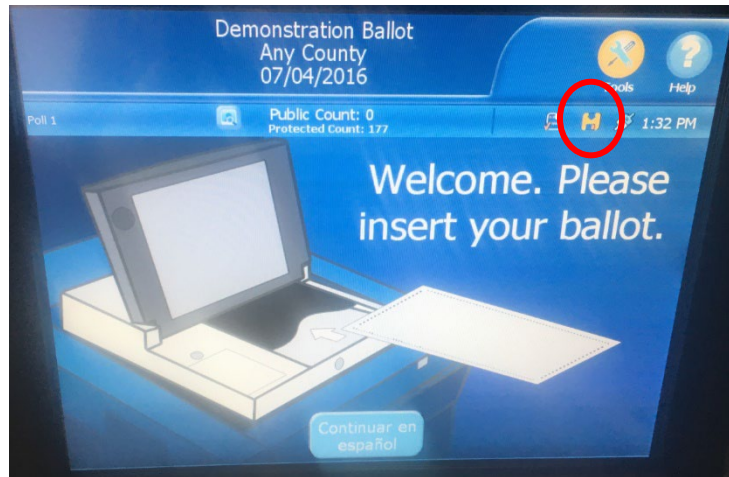


## 5.13 Displaying Number of Ballots Scanned

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.

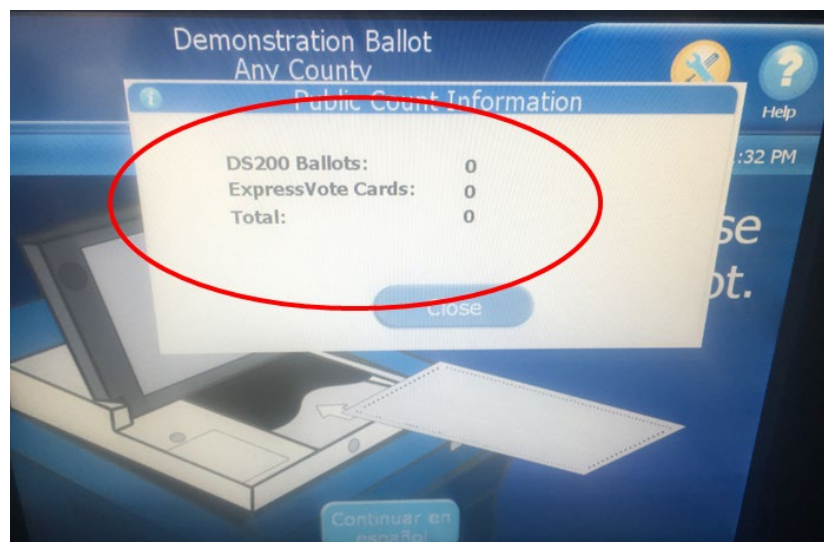
1. Touch the magnifying icon next to the Public Count on the scanning unit.

**Figure 15 – 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 16 – "Public Count Information" Box on the Scanning Unit**



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## 5.14 Equipment Issues (Incident Report)

If any voting equipment, electronic pollbook, or any other equipment has a problem, tell the election field support personnel, if necessary, or call the Kim at 410-386-2955 or Eduardo at 410-386-2960 or Riley at 410-386-2975.

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

Make sure that:

- The final *Ballot Counts Report* and the *Voter Counts Report* has been printed from each electronic pollbook and attached to the *Electronic Pollbook Integrity Report*.
- Make sure **ALL** the compact flash cards (CF cards) have been removed from the electronic 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 electronic 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 Issue Area***

Make sure that:

- The judges have totaled the number of:
  - Unused ballots
  - Spoiled ballots
  - Spoiled ballot activation cards
- Recorded the unused ballot totals on the *Ballot Information Closing Certificate*.

- 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 unit is too full, put the ballots loosely in the transfer cart.

### 5.15.3 Voting Area

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***

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**

Make sure that:

- All signs have been taken down and packed.
- “No Electioneering Zone” signs/tape 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 as 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.

**Figure 19 – Closing Summary Report**

State of Maryland

Closing Summary Report – 2022 Gubernatorial Primary

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

District/Ward/Precinct: \_\_\_\_\_ Polling Location: \_\_\_\_\_

**BALLOTS RECEIVED** from Ballot Information Form

1. Total Ballots Received <i>(Ballot Information Total (D))</i>	
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**BALLOTS ISSUED** from Electronic Pollbook Counts Report

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

**BALLOTS CAST**

5. Regular Ballots Cast <i>From public count on Scanning Unit Closing Integrity Report (column C)</i>	
6. Provisional Ballots Cast <i>From Provisional Opening and Closing Certificate (Total (B))</i>	
7. Total Ballots Cast (5+6)	

**SPOILED BALLOTS**

8. Total Spoiled Ballots and Ballot Activation Cards <i>From Spoiled Ballot Tally Sheet (Grand Total)</i>	
9. Total Spoiled Provisional Ballots <i>From Provisional Ballot Opening &amp; Closing Certificate</i>	
10. Total Spoiled Ballots (8+9)	

**TOTAL BALLOTS USED and UNUSED**

11. Total Ballots Used (7+10)	12. Total Ballots Unused (1 – 11)
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**VOTER AUTHORITY CARDS (VACs)**

13. Total VACs from Scanning Unit(s) <i>From Scanning Unit Closing Integrity Report (column K or L)</i>	
14. Total Provisional VACs <i>From Provisional Ballot Opening &amp; Closing Certificate</i>	
15. Total VACs (13+14)	

**CANCELLED VOTER AUTHORITY CARDS (VACs)**

16. Total Cancelled VACs <i>From Cancelled VAC Envelope</i>	
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To the best of our knowledge, the information on this page is true and accurate.

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

Revised 11/23/2021

### 5.16.1 Required Supplies to Return Election Night

As a bipartisan team of two, chief judges **MUST** return the following to the Carroll County Board of Elections office:

- Voted ballots in secured ballot transfer bins.
- Orange provisional bag that contains voted provisional ballots.
- Provisional expandable file folder.
- Yellow mail-in ballot bag.
- Envelopes that contain the voter authority cards (VACs) from the scanning units.
- Precinct binder that contains keys, passwords and completed election forms.
- Pollbooks and printers.

Election field support personnel MUST return the following to the Carroll County Board of Elections office:

- Black zipper pouch that contains the compact flash cards (CF cards) from the pollbooks. Place the seal found inside of the pouch **through the zipper and then the metal ring across from the zipper to secure the pouch.**
- Purple zipper pouch that contains the memory sticks from the scanning unit(s). Place the seal found inside of the pouch **through the zipper and then the metal ring across from the zipper to secure the pouch.** Be sure to include in the pouch the zero and totals reports.
- Completed reports, supplies and all other items as instructed by the Carroll County Board of Elections.

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### 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.**