

Chapter 7 – Issuing Ballots

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7.1 General Information

This chapter explains the proper way to issue regular paper ballots and ballot activation cards to voters. Voting judges will be responsible for issuing ballots and ballot activation cards to voters. Those voting judges will be trained to follow the procedures in this chapter.

7.2 Important Changes for the 2024 Presidential Elections

For the 2024 Presidential Elections, the statement read to each voter has been changed. You will now ask the voter one question.

- Any voter can use the ballot marking device. The voting judge who gives a ballot to a voter will ask each voter:

“Would you prefer to mark your ballot using the ballot marking device, or by hand using a pen?”

- Make sure that at least ten (10) voters use the ballot marking device during the day. If 10 voters have not used the ballot marking device (BMD) 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.

7.3 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. Help set up for the election as assigned by the chief judges, including:
 - Pass out supplies
 - Post signs
 - Set up tables



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

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2. Set up the ballot issuance tables so that ballot issuance judges have the following:
 - Ballots - DO NOT SET OUT THE BALLOTS UNTIL ELECTION MORNING
 - Ballot Activation Cards
 - *Ballot Security Certificate*
 - *Sign with statement to say to each voter*
 - *Privacy Sleeves*
 - *Magnifiers*
 - *Pens*
 - *Maryland flag*

7.4 Prepare Ballots

Before the polls open on election day:

1. The ballots provided to the polling place can be found in the blue ballot transfer bins. Complete the “Opening” section on the *Ballot Security Certificate*. Verify the seal number for each bin by writing your initials in the “Judges Initials” column.

Figure 1 – “Opening” Section of the *Ballot Security Certificate*

State of Maryland

**Ballot Security Certificate
2024 Presidential Primary**

County: Carroll Date: May 14, 2024

District/Ward/Precinct: **1 – 1 NORTHWEST M. S.**

OPENING

Before the polls open: Verify the seal on ballot bins(s) storing unused ballots and ballot activation cards by initialing to confirm where indicated in table below. If a seal number cannot be verified or the lock shows evidence of tampering, please alert your chief judges and notify the election office immediately.

Ballot Bin #	Ballot Bin Seal #	Judges Initials
1		

- The number of ballot packs that will be provided to the polling place at opening has been pre-filled on the *Ballot Security Certificate* by the Carroll County Board of Elections. Throughout the day, record the number of additional ballot packs delivered to the polling place in the “Number of Packs Sent by Elections Office” column. Also, fill out the “During the Day” section of the form if additional ballot packs are delivered to the polling place. A staff person from the Carroll County Board of Elections office will help you fill out that section.

Figure 2 – “During the Day” Section of the *Ballot Security Certificate*

Ballot Style #	Number of Packs Sent by Elections Office	Total Number of Packs at Opening	Judges Initials
Ballot Activation Cards (BACs)			
BS			
BS			
NON			

DURING THE DAY: Record the seal number for any additional ballots received after opening.

Time Received	Ballot Seal #	Ballot Style	Number of Packs Received	Judges Initials

- Remove and open one package of ballots per ballot style. **Only open one** package for each ballot style at a time.
- Put the opened ballots on a table either behind your ballot issuance area or on the table where you sit. This will depend on the size of your polling place and the number of ballot styles required at your polling place. The chief judge will have more details.
- Pass out the ballots among each ballot station.

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7.5 During Voting Hours

The ballot issue judges must:

1. Make sure the voter is not a provisional voter.
2. Make sure the voter authority card has been initialed by the check-in judge.
3. Make sure the voter signed the voter authority card before issuing a ballot.
4. Ask each voter:

“Would you prefer to mark your ballot using the ballot marking device, or by hand using a pen?”

5. Write your initials on each voter’s voter authority card.
 - If a voter was unable to sign their VAC, the voter would have been instructed to mark the signature line with an ‘X’ or the check-in judge will have written on the VAC that the voter was unable to sign the VAC.
6. Use the voter authority card to issue the correct ballot style.

Figure 3 – “Ballot Style” on a Voter Authority Card

VOTER AUTHORITY CARD
2018 Gubernatorial Training

FARLEY, [REDACTED]
8007 [REDACTED]
DOB: [REDACTED]
ID#: 1500148
Party: DEM
DIST/PREC: 001-003, CONG=2; LEGIS=12; COUNCIL=002
EPB Number: 033472

Ballot Style: 3

Issued: 01/18/2018 14:25:30 Issued By: TEST
Issuing Consolidation: 14001003
Reason: 0

Please sign in the space below.

Voter Signature

Check-in Judge Initials: _____

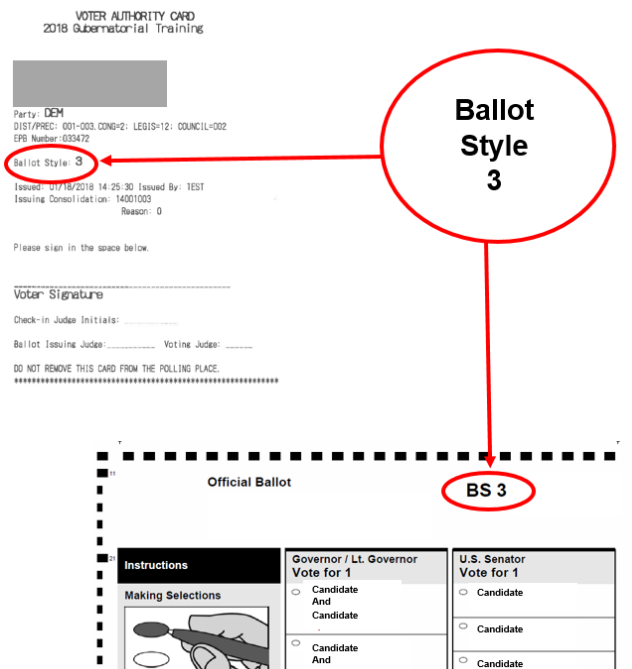
Ballot Issuing Judge: _____ Voting Judge: _____

DO NOT REMOVE THIS CARD FROM THE POLLING PLACE.

7. Give a regular paper ballot or a ballot activation card to the voter.

- When you give a regular paper ballot to a voter, show the voter:
 - The ballot style printed on the voter authority card.
 - The ballot style printed on the regular paper ballot to make sure it is the correct ballot style.
 - Both sides of the ballot and all pages of the ballot, if needed.

Figure 4 - Confirming a Voter's Ballot Style



8. Put the ballot in the privacy sleeve after the voter checks the ballot style given is correct.
9. Send voters to the voting area.
10. Keep the ballots secure at all times.
 - When you give the ballot activation card to a voter, send the voter to the election judge stationed at the ballot marking device. The election judge at the ballot marking device will verify that the correct ballot style is chosen on the ballot marking device.

7.5.1 Replacement Ballots for Spoiled Ballots

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

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- A voter wants to make changes to the ballot after the paper ballot has been marked or after a ballot activation card has been printed.



If a voter has already spoiled two ballots, a voting judge must offer to help the voter fill out the third replacement ballot.

- A paper ballot or ballot activation card gets damaged and would not be accepted by the scanning unit.
- A ballot marking device stops working or a ballot activation card does not work.



A voter's ballot activation card may be used again on a ballot marking device that has timed out if it has no ballot selections.

Voters may ask for help to vote a ballot. The voter can choose a helper or ask an election judge to help. If the voter needs an election judge to help, two judges from different political parties must help the voter together. An election judge must never attempt to influence the voter to vote for or against any particular candidate or ballot issue. Whoever helps the voter must fill out a *Voter Assistance Form*.

7.5.2 Replacing Ballots and Ballot Activation Cards

When a voter asks for a replacement paper ballot or ballot activation card, a chief judge or voting judge will:

1. Ask for the voter's voter authority card.
2. Tell the voter to wait at the voting booth.
3. Give the voter a black marker and tell the voter to spoil the ballot as follows:
 - For a regular paper ballot: Tell the voter to fill in **all of the ovals** for each contest. (This is called "overvoting" all contests). Tell the voter to write "spoiled" on the ballot.
 - For a ballot activation card: Tell the voter to use the marking pen to **cover up all selections and printed barcodes**. You can help the voter with this if the voter asks for help.



Printed ballot activation cards will only show the voter's selections. So, all selections and barcodes must be covered to protect the voter's privacy.

4. Draw a line through the first ballot judge's initials on the voter authority card and re-initial the voter authority card.
5. Make sure that the voter has written "spoiled" across the face of the spoiled paper ballot or spoiled ballot activation card. Make sure that the voter's original selections are not visible.
6. Direct the voter to put the spoiled paper ballot or spoiled ballot activation card into the spoiled ballot envelope.



A voter can only be given two replacement ballots. If a voter has already spoiled two ballots, a voting judge must offer to help the voter. You must also tell a chief judge. Encourage the voter to use the ballot marking device.

7. Give the replacement paper ballot or ballot activation card and the voter authority card to the voter.
8. If a voter is using a ballot marking device, a chief judge or voting judge should check the voter's voter authority card to select the correct ballot style. Touch the correct ballot style number on the touch screen display.



For voters using a ballot marking device in combined precincts, a chief judge or voting judge should check the voter's voter authority card to choose the correct District and Precinct and ballot style for that voter. Touch the correct District and Precinct and ballot style number on the touch screen display.

9. Use the *Spoiled Ballot Tally Sheet* to keep track of spoiled ballot activation cards and regular ballots.
 - Tally the number of spoiled ballot activation cards in the first row.
 - Write the ballot style numbers in the left column.
 - Tally the number of spoiled ballots for each ballot style.
 - Count the tally marks when the polls close.
 - Write the total number of spoiled ballots and ballot activation cards in the bottom section of the *Spoiled Ballot Tally Sheet*.

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Figure 5 - Spoiled Ballot Tally Sheet

State of Maryland

**Spoiled Ballot Tally Sheet
2024 Presidential Primary**

County: _____ Date: _____

District/Ward/Precinct: _____

- Use tally marks to keep track of the number of spoiled ballot activation cards (BACs) and spoiled ballots throughout the day.
Ex. IIII = 4 JH JH JH = 12
- After the polls close, complete the totals and initial columns

Tally Marks for Spoiled Ballot Activation Cards (BACs)	Total Number of Spoiled BACs
TOTAL (A)	

Ballot Style #	Tally Marks for Spoiled Ballots	Total Number of Spoiled Ballots
TOTAL (B)		

		Totals at Closing
Total Spoiled Ballot Activation Cards (BACs)	Total (A)	
Total Spoiled Ballots	Total (B)	
Grand Total (A+B)		

Give completed form to the chief judges.

Democratic Chief Judge

Republican Chief Judge

10. Tell the voter to put the spoiled ballot or spoiled ballot activation card into the “Spoiled Ballot Envelope.”

7.5.3 Replacing Damaged or Torn Ballots and Ballot Activation Cards

When a paper ballot or ballot activation card is so damaged that a scanning unit will not accept it, the voter must follow these steps:

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

7.6 Closing the Polls

1. On the *Ballot Security Certificate*, put all the unused ballots in the bottom of the scanning units. Put the unused ballots in the bottom of scanning unit 1 first, then go to scanning unit 2 if necessary.
2. Record the seal number in the “Seal #” column of the *Ballot Security Certificate*.
3. Write your initials in the “Judge Initials” column of the *Ballot Security Certificate*.
4. Ask the chief judges to sign the bottom of the form.
5. Put the completed form in the precinct binder for the chief judges to return to the Carroll County Board of Elections office at the end of election night.

Figure 6 - “Closing” Section of the *Ballot Security Certificate*

CLOSING

After the polls close: All unvoted ballots and ballot activation cards are to be sealed in the bottom of the scanning units (main ballot box) once the voted ballots are removed and the blue ballot bin is sealed at the time of poll closing. Write the seal number for each scanning unit below.

Scanning Unit #	Seal #	Judges Initials
1		
2		

To the best of our knowledge, the information on this page is true and accurate.

Democratic Chief Judge: _____ Republican Chief Judge: _____

6. Pack up any other ballot supplies.
7. Do anything else the chief judges ask you to do to help close the polls.