

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. The Carroll County Board of Elections will decide which election judges will be responsible for issuing ballots and ballot activation cards to voters. Those election judges will be trained to follow the procedures in this chapter.

7.2 Important Changes for the 2022 Gubernatorial Elections

For the *2022 Gubernatorial* Elections, there are some important changes to the voting process.

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

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

- Set up the individual ballot issue tables so that each ballot issuance judge has the following:
 - Ballots
 - Ballot Activation Cards
 - Sign with statement to say to each voter
 - Privacy Sleeves
 - Magnifiers
 - Pens

7.4 Prepare Ballots

1. The ballots provided to the polling place can be found in the blue ballot transfer bins. Complete “Table 1 – Blue Ballot Transfer Bin Seal Numbers” on the *Ballot Information Opening and Closing Certificate*. Verify the seal number for each bin by putting a checkmark in the verify column.

Figure 1 - Ballot Information Opening and Closing Certificate

State of Maryland 

**Ballot Information Opening/Closing
2022 Gubernatorial Primary**

County/City: _____ Date: _____

District/Precinct: _____ Polling Location: _____

BEFORE THE POLLS OPEN: BALLOT INFORMATION ONLY

In Table 1 below, verify the seal number on each blue ballot transfer bin that contains the unvoted ballots.

Table 1 – Blue Ballot Transfer Bin Seal Numbers

Bin #	Seal Number	Verify ✓

In Table 2 below, the ballot style and quantity data is for information purposes only. **NO**

- The number of ballot packs that will be provided to the polling place at opening has been pre-filled on the *Ballot Information Opening and Closing Certificate* by the Carroll County Board of Elections. Throughout the day, record the number of additional ballots delivered to the polling place in the “Added Ballots After Opening” column. Make sure the *Ballot Security Opening and Closing Certificate* is completed and signed.

Figure 2 - Ballot Information Opening and Closing Certificate

State of Maryland

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Table 1 – Blue Ballot Transfer Bin Seal Numbers

Bin #	Seal Number	Verify ✓

In Table 2 below, the ballot style and quantity data is for information purposes only. **NO** verification of ballot styles and quantities is necessary. Monitor ballot quantities throughout the day. **Call the Carroll County Board of Elections staff** if ballot quantities start to get low. Record in “Added Ballots...” column any additional ballots provided after opening. Make sure Ballot Security Opening/Closing Certificate is completed and signed.

Table 2 – Ballot Style and Quantity Data

Ballot Style #	Number of Ballot Packs at Opening	Total Number of Ballots at Opening	Added Ballots After Opening
Ballot Activation Cards	Pre-Populated Data	Pre-Populated Data	
Pre-Populated Data			
Ballot Totals	A.	B.	C. (Add Up at Closing)
		Election Judge Initials	
		Election Judge Initials	

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- 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. Tell each voter:

“You have 2 ways to mark your ballot – either by hand or with the electronic device. Which do you prefer?”

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 applied the label stating that the voter was unable to sign the VAC.
6. Use the voter authority card to issue the correct ballot style.

Figure 2 – “Ballot Style” on a Voter Authority Card

VOTER AUTHORITY CARD
2018 Gubernatorial Training

DOB: [REDACTED]
ID#: [REDACTED]
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

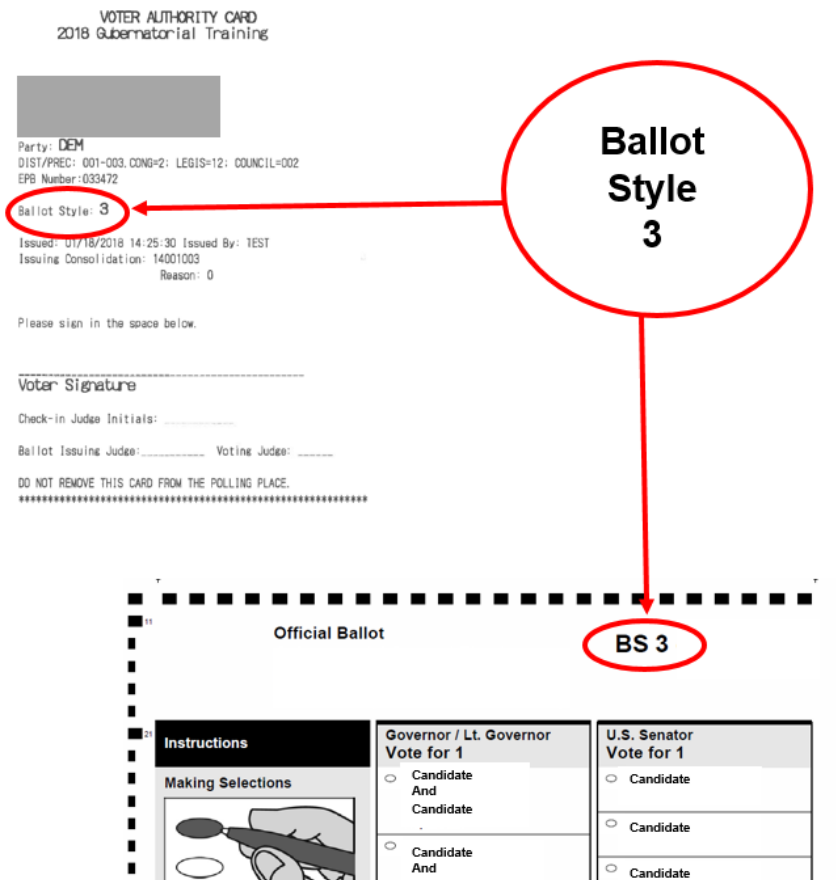
Check-in Judge Initials: _____

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 3 - 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.

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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:

- 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.



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.**

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.
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.

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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 Information Opening and Closing Certificate*, add the totals in columns B and C (B+C) and record that total in box (D) to get the grand total of unused ballots received. Initial below column C. **Provide the recorded Grand Total (D) to the chief judges. They will use that total to complete the required *Closing Summary Report*.**

Figure 5 - Ballot Information Opening and Closing Certificate

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		Election Judge Initials	

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

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