

Chapter 8 – Voting Judges

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8.1 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.

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

1. Help set up for the election as asked by the chief judges, including:
 - Passing out supplies
 - Posting signs
 - Setting up tables



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

8.2 Voting Judge Supplies

- *Ballot Information Opening & Closing Certificate*
- Screen cleaners for the ballot marking devices
- “Form Line Here” sign
- “I Voted” stickers
- “Future Voter” stickers (to be given to children under 18 years old)
- Pens for voting booths
- Pens for election judges
- Envelopes for voter authority cards accounting
- Paper clips
- Rubber fingers
- *Certificate of Participation* forms
- *Election Day Log* sheets
- Envelope for completed *Voter Assistance* forms
- Ballot magnifiers

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8.3 During Voting Hours

Tell the chief judge right away about any problems.

8.3.1 At the voting booths:

- Make sure the voter has a privacy sleeve.
- Make sure the voter is not a provisional voter.
- Direct the voter to a voting booth or a ballot marking device to mark the ballot.
- Answer voters' questions. Help voters in any way that is allowed if they ask.
- Tell a chief judge if a voter needs assistance.
- Tell the voter how to mark his or her selections on a regular paper ballot.
- Protect the voter's privacy and the secrecy of the ballot:
 - **Do not** look at or ask to see the voter's marked ballot.
 - Stand to the side of the voting booth when helping a voter.
- Direct a voter to the scanning unit to cast the ballot.
- Ask the voter if they have reviewed their ballot.
- Clean up any campaign materials, trash, graffiti, or other items left by voters anywhere in the voting area.

8.3.2 At the ballot marking device:

- When a ballot marking device is not being used, make sure it is charging.
- Offer to read the *2022 Elections - Instructions for Voters Using the Ballot Marking Device* to voters using the ballot marking device.

Figure 1 - Instructions for Voters Using the Ballot Marking Device

State of Maryland

2022 Elections – Instructions for Voters Using the Ballot Marking Device

Before a voter starts making selections on the screen, tell the voter:

1. If there are more than 7 candidates in a contest, touch "More" below the list of candidates to see the rest of the candidates' names.

2. If you want to go back to the other candidates' names, touch "More" at the top of the screen.

3. You cannot go to the next contest until you have seen all of the candidates' names.

4. If you want to vote for a person whose name is not listed on the ballot, refer to the instructions on how to write-in a candidate in a general election only.

5. There are 2 ways to change your selection before printing your ballot.

In a contest where you can vote for just 1 person, touch the box with your new choice. It will be highlighted, and a green checkmark will appear. Your previous choice will be unchecked.

In a contest where you can vote for more than 1 person, touch the box of the choice you no longer want. The checkmark will disappear. Touch the box with your new choice. It will be highlighted, and a green checkmark will appear.

6. Review your choices carefully on the summary screen.

7. These instructions are also printed. Show the voter where the printed instructions are.

8. If you need help, please raise your hand.

Before a voter starts using the audio component of the ballot marking device, tell the voter:

1. You must listen to all the candidates' names before you can go to the next contest.

2. Follow the audio instructions on how to change your selection before printing your ballot.

3. Listen carefully when your choices are reviewed.

4. If you need help, please raise your hand.

- Tell voters how to use the ballot marking device to mark their ballot.
- Protect voter's privacy and the secrecy of the ballot. **Do not** look at or ask to see the screen on the ballot marking device when a voter is voting.
- Ask the voter if they have reviewed their ballot.
- Direct voters to the scanning unit to cast their ballots.
- Make sure that tamper tapes and seals are present and intact.
- Clean up any campaign materials, trash, graffiti, or other items left by voters anywhere in the voting area.

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- Keep the touchscreen of the ballot marking device clean. Use the cloth provided to wipe the screen every so often.

8.3.3 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 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 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 5.11 – Resetting a Voter's "Ballot Issued" Status*. 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 began filling 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*.

8.3.4 At the scanning unit:

- Ask the voter for the voter authority card.
- Make sure the voter is not a provisional voter. A provisional voter authority card will say “PROVISIONAL BALLOT” at the top. It will also say “DO NOT ISSUE REGULAR BALLOT” above the ballot style. If the voter is a provisional voter, DO NOT allow the voter to approach the scanning unit. Tell the chief judge right away.

Figure 2 - Provisional Voter Authority Card

VOTER AUTHORITY CARD
Presidential General Training 2016

PROVISIONAL BALLOT

Reason Code: 9

SMITH, JOHN
417 E Baltimore St. Baltimore 21202
DOB: 10/14/1980
ID#: 3806f23b-0ff9-4a8e-80ef-b83cf15e40e6
Registered Party: **Democrat**
Assigned Dist/Prec: 004-001.CONG=07; LEGIS=46; COUNCIL=011

EPB Number: 054955

Ballot Issued Dist/Prec: 001-001.CONG=07; LEGIS=44B; COUNCIL=001

DO NOT ISSUE REGULAR BALLOT
Provisional Ballot Style: 2

Issued: 08/31/2016 14:48:16 Issued By: JUDGE NAME
Issuing Consolidation: 04EV01

Please sign in the space below.

Voter Signature

Check-in Judge Initials: _____

Provisional Judge Initials: _____

- Tell the voter to hold onto the privacy sleeve until the ballot is put into the scanning unit.
- Tell the voter that the privacy sleeve may be used as a “shield” while putting the ballot into the scanning unit.
- Tell voters how to insert and cast their ballot into the scanning unit. You can say: “Put your ballot into the scanning unit and wait for the ‘Thank you for voting’ message to appear. If you have any trouble, raise your hand, and I will be here to help.”
- Protect the voter’s privacy and the secrecy of the ballot:
 - **Do not** look at or ask to see the voter’s marked ballot.
 - **Do not** touch a voter’s ballot unless the voter asks for help.
 - **Stand away from the scanning unit.** Only come close to the voter if the voter asks for help.



Never leave the scanning unit unattended. A voting judge assigned to the scanning unit must stay near the scanning unit until:

- **The voting judge is relieved by a chief judge; or**
- **A chief judge replaces the voting judge with another voting judge.**

- Help the chief judges with spoiled ballots. Instructions are found in *Chapter 7 – Issuing Ballots*.

- The voting judges are expected to rotate at 9:00 a.m., 11:00 a.m., 2:00 p.m., 4:00 p.m. and 6:00 p.m. Additional details will be provided during training.
- Before the voting judges at the scanning unit rotate to their new assignment, they must count the voter authority cards they collected during their shift at the scanning unit. Once the envelope is counted and the totals are recorded, give the envelope to a chief judge to be secured. The envelopes can be found on the back of the scanning unit.

8.4 Closing the Polls

- Compare the total number of voter authority cards to the public count on the scanning unit. Tell the chief judge right away if the totals do not match.
- Count the number of voter authority cards. Tell the final number to the chief judges for the *Closing Summary Report*.
- Give the voter authority card envelopes to the chief judges to return to the Carroll County Board of Elections office. **DO NOT PUT ENVELOPES IN THE SCANNING UNIT OR THE TRANSFER CART.**
- Help pack the voting equipment.
- Pack up any other supplies.
- Do anything else the chief judges ask of you to help with closing the polls.
- Make sure you signed the *Payroll Sheet* found in the precinct binder.