

## Chapter 12 – Ballot Marking Device

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## 12.1 Overview

Each precinct will receive at least one ballot marking device, but many will receive more than one. Chief judges are responsible for setting up all of the ballot marking devices assigned to your polling place. Under the direction of the chief judges, the voting judges may set up the ballot marking devices. Challengers and watchers may observe opening procedures.

The ballot marking device lets voters mark their ballots independently, including voters with disabilities. Make sure the following policies about the ballot marking device are followed:

- Any voter may use the ballot marking device. DO NOT ask why the voter needs or 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.
- The election judge who gives a ballot to a voter must 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 voters** use the ballot marking device during the day. If ten voters have not used the ballot marking device **by 1:00 p.m.**, direct voters to use the ballot marking device until ten 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.

There are several ways to mark a ballot activation card using the ballot marking device. The ballot marking device includes a touch screen and keypad (includes Braille). Voters may also use their own sip and puff device or rocker paddle device. Headphones will be provided to be used by voters, but voters may bring their own headphones if they prefer.

An audio ballot is available to all voters who use the ballot marking device. All accessibility features can be used with the audio ballot.

The ballot marking device also offers high-contrast and enlarged print viewing options. The accessibility features on the ballot marking device can be used in any combination to make ballot selections.

The ballot marking device is only a marking device. It **cannot record votes**. The ballot marking device acts as a pen that marks and prints the voter's selections. Then the voter's ballot activation card is put into the scanning unit. The scanning unit records the selections.



***The ballot marking device must be ready to be used by voters before the polls open. Make sure the keypad and headphones are attached and ready to be used.***

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## 12.2 Required Supplies

- Ballot marking device barrel key
- *Ballot Marking Device Integrity Report*
- New tamper tape
- Pen
- Clipboard
- ADA table
- Screen cleaners for the ballot marking devices

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## 12.3 Setup

1. Remove the ballot marking device from the transfer cart.
2. Check that the shipping tag on the ballot marking device case shows the correct polling place. If the polling place is wrong, tell the chief judge right away to contact the Carroll County Board of Elections office by calling Eduardo at 410-386-2955, Isaac at 410-386-2097 or Kim at 410-386-2960 .

**Figure 1 - Shipping Tag on the Ballot Marking Device Case**



3. Take the ballot marking device in its case to where the polling place diagram (found in the precinct binder) says it should be. The location should maximize voter privacy.
4. Remove the ballot marking device, keypad, and headphones from the case. Remove the power cord from the side pocket of the case.

**Figure 2 - Ballot Marking Device Case**



5. Hold the small circular plug of the power cord with the flat side up. Push it into the port on the back of the ballot marking device. The plug will click into place when properly connected. Plug the other end of the power cord into an electrical outlet.

## 12-4 Ballot Marking Device

**Figure 3 - Small Circular Plug in the Port of the Ballot Marking Device**

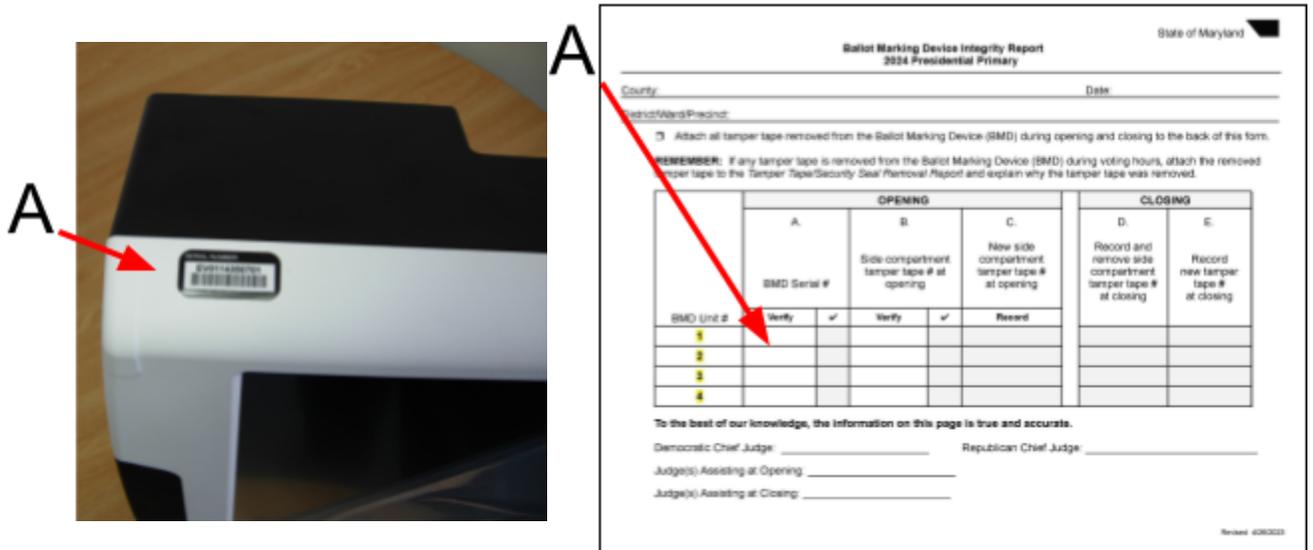


6. Hold the bottom of the stand on the back of the ballot marking device. Pull out and extend the stand. Rest the ballot marking device on the stand. Position the ballot marking device on the designated table.

**Figure 4 - Setting Up the Ballot Marking Device**

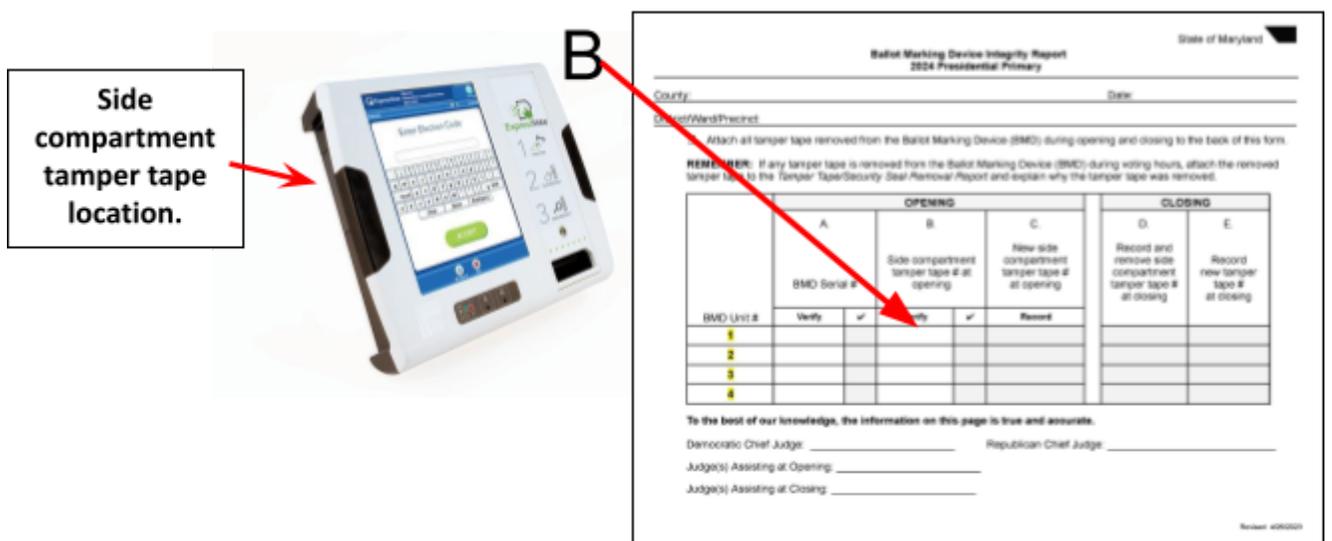


**Figure 5 - Serial Number and the Ballot Marking Device Integrity Report**



7. Check the serial number located on the top of the ballot marking device. Make sure it matches the number in column A of the *Ballot Marking Device Integrity Report*.
8. Check the tamper tape number located on the left side compartment door of the ballot marking device with column B of the *Ballot Marking Device Integrity Report*.

**Figure 6 - Side Compartment Tamper Tape and Ballot Marking Device Integrity Report**



9. Remove the tamper tape and place it on the back of the *Ballot Marking Device Integrity Report*.

## 12-6 Ballot Marking Device

10. Use the ballot marking device barrel key to unlock and open the left side compartment door.

**Figure 7 - Side Compartment Door of the Ballot Marking Device**



11. Make sure that the memory stick is installed. Tell a chief judge right away if the memory stick is not installed.

**Figure 8 - Memory Stick of the Ballot Marking Device**



12. Make sure that the **“Mode”** switch is on **“VOTER.”**

**Figure 9 - “Mode” Switch is on “Voter” of the Ballot Marking Device**



13. Make sure that the keypad is plugged in before starting the ballot marking device.

**Figure 10 - Keypad Plug of the Ballot Marking Device**

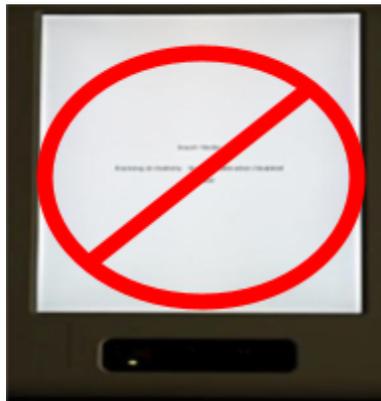


14. Flip the "Power" switch to the "On" position.

Figure 11 - "Power" Switch to the "On" Position of the Ballot Marking Device



*Do not touch the display screen while the ballot marking device is starting. The process is long, about 4 minutes. No reports will print.*



15. Position the keypad cord so it threads through the circular opening at the top of the side compartment door.

**Figure 12 - Keypad Cord at the Top of the Side Compartment Door of the Ballot Marking Device**



16. Plug the headphones into the audio port located on the front of the ballot marking device.

**Figure 13 - Headphones Plugged in to the Audio Port of the Ballot Marking Device**



17. Close and lock the side compartment door using the ballot marking device barrel key.
18. Apply new tamper tape.
19. Write the new tamper tape number in column C of the *Ballot Marking Device Integrity Report*.

**Figure 14 - New Tamper Tape Number and the Ballot Marking Device Integrity Report**



State of Maryland

**Ballot Marking Device Integrity Report**  
2024 Presidential Primary

County: \_\_\_\_\_ Date: \_\_\_\_\_

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

Attach all tamper tape removed from the Ballot Marking Device (BMD) during opening and closing to the back of this form.

**REMEMBER:** If any tamper tape is removed from the Ballot Marking Device (BMD) during voting hours, attach the removed tamper tape to the Tamper Tape/Security Seal Removal Report and explain why the tamper tape was removed.

BMD Unit #	OPENING			CLOSING	
	A	B	C	D	E
	BMD Serial #	Side compartment tamper tape # at opening	New side compartment tamper tape # at opening	Record and remove side compartment tamper tape # at closing	Record new tamper tape # at closing
	Verify	✓	Verify	✓	Record
1					
2					
3					

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

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

Judge(s) Assisting at Opening: \_\_\_\_\_

Judge(s) Assisting at Closing: \_\_\_\_\_

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20. Install the privacy screen.

**Figure 15 - Privacy Screen around the Ballot Marking Device**



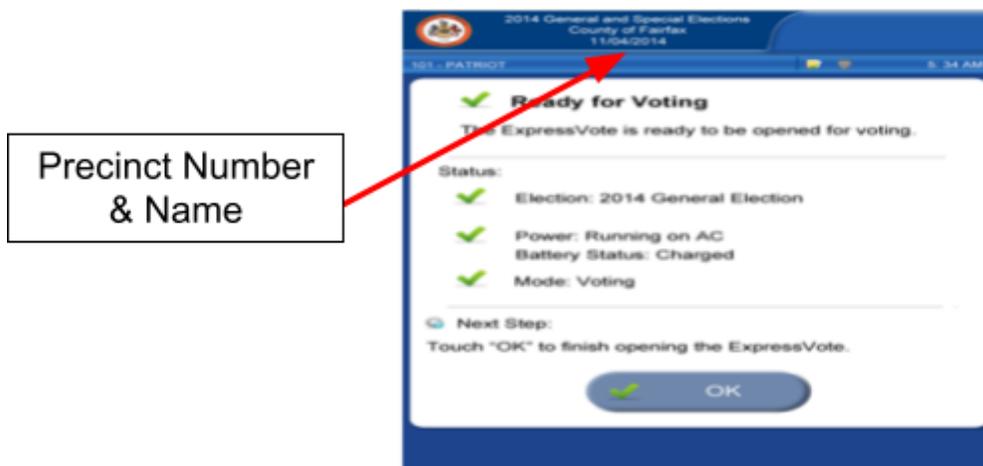
21. Get a chief judge to enter the election code and touch “Accept.”

**Figure 16 - Election Code on the Ballot Marking Device**



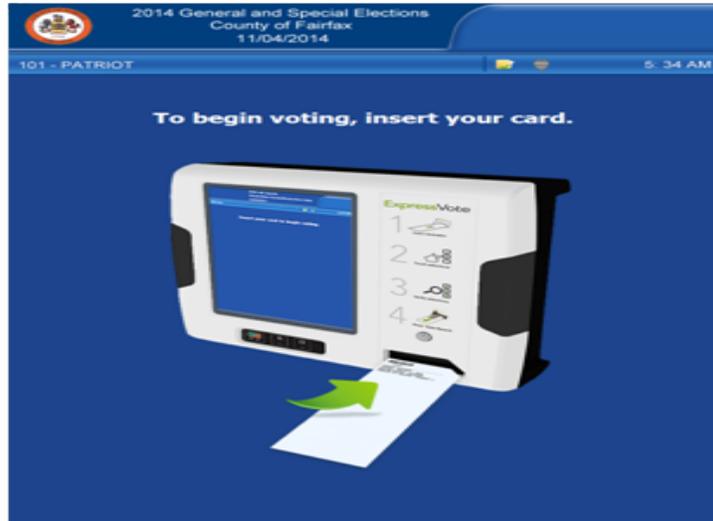
22. Make sure that the precinct number and name displayed on the screen are correct. Make sure the unit is receiving power. Touch “OK.” If the precinct number and name are not correct, the chief judge will contact the Carroll County Board of Elections right away.

**Figure 17 - Checking the Precinct Number & Name on the Ballot Marking Device**



23. When the ballot marking device is ready to accept ballot activation cards, the following screen appears. Check that the election, county, date and time are correct at the top of the screen.

**Figure 18 - "To begin voting, insert your card" Screen of the Ballot Marking Device**



24. Return the case to the transfer cart. Return the key and *Ballot Marking Device Integrity Report* to a chief judge.
25. Repeat the steps above for all other ballot marking devices delivered to your precinct or early voting center.

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## 12.4 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 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*.** Should the voter wish to **make a complaint**, the voter must be given Carroll County Board of Elections by emailing [ccboe@carrollcountymd.gov](mailto:ccboe@carrollcountymd.gov) or calling 410-386-2081. Business cards with the Election Directors' information can be found in the chief judge binder. They may also be provided with the email and phone number for the State Board of Elections.

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 5.10. 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 LBE 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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## 12.5 Prepare the Voter for Voting

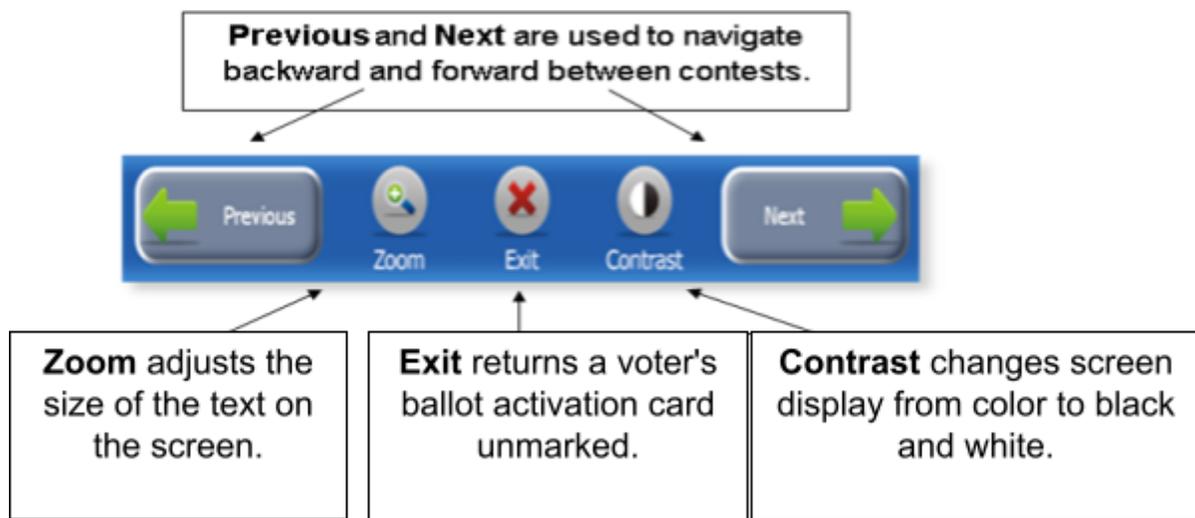
Voters who choose to use the ballot marking device will be issued a ballot activation card instead of a regular paper ballot. A voter will get the ballot activation card and a privacy sleeve from a voting judge at the ballot issuance table. The voter authority card will be placed in the clear pouch on the front of the privacy sleeve.

## 12-14 Ballot Marking Device

A voting judge will:

- Ask the voter for his or her voter authority card.
- Make sure that the voter authority card has been signed by the voter and initialed by the check-in judge. Or, if the voter was unable to sign the voter authority card or mark an 'x' in the signature area, make sure the label stating: "This voter is qualified to vote but is unable to sign his or her name" was put on the voter authority card.
- Initial the voter authority card.
- Put the voter authority card in the clear pouch on the front of the privacy sleeve.
- Put the ballot activation card inside the privacy sleeve.
- Direct the voter to the voting judge who is monitoring the ballot marking devices.
- The voting judge will select the correct ballot style and tell the voter how to use the ballot marking device. Make sure to visually and verbally confirm that the correct ballot style has been selected.
- Show the voter how to increase the text size and how to change the contrast. Read the '*Instructions for Voters using the Ballot Marking Device*' to every voter. Explain the audio option.

### 12.5.1 Screen Display Options





***The “More” button will appear on the touchscreen when an additional page of contest choices is available to the voter. Voters must touch the “More” button to access the additional page. Voting judges are to instruct voters about the “More” button before the voter begins using the ballot marking device.***



***The ballot marking device will display a warning message after 5 minutes of inactivity.***

### ***12.5.2 Using the Audio Headset and Keypad***

**Figure 19 - Keypad of the Ballot Marking Device**



The keypad is secured on the side of the ballot marking device and the headphones are plugged into the audio port located on the front of the ballot marking device.

- Show the voter how to adjust the volume.
- Give the headphones to the voter and tell the voter to put on the headphones.
- Assist the voter if you are asked.



***Once the ballot activation card is identified, the ballot marking device immediately begins playing the voting instructions and provides an overview of the keypad functions.***

### 12.5.3 Audio Instructions

The audio instructions include:

1. Press **Screen (diamond shape)** to turn the touchscreen display off.
2. Use **Tempo (horizontal oval shape)** on the right side of the keyboard to speed up or slow down the audio.
3. Use **Volume (horizontal rectangle shape)** on the right side of the keypad to adjust the volume of the audio.
4. Use **Down Arrow** on the keypad to scroll through available language options. Press **Select (square shape)** to select desired language and to begin voting.
5. Press **Right Arrow** to proceed to the first contest. The ballot marking device provides an audio reading of contest information, including name, number of permitted selections, and number of candidates or choices.
6. Press **Down Arrow** to scroll through candidates or choices, which are read to the voter as they scroll.
7. Press **Select (square shape)** to make a selection after the selection has been read.
8. To change a selection in a “vote for one” contest, press **Down Arrow** or **Up Arrow** to scroll through selections. Press **Select (square shape)** to make a new selection. The new selection replaces the previous one. A voter cannot **overvote** in a “vote for one” contest.
9. To change a selection in a “vote for more than one” contest, press **Down Arrow** or **Up Arrow** to scroll through selections. Press **Select (square shape)** to remove previous selection. Press **Down Arrow** or **Up Arrow** to scroll through selections. Press **Select (square shape)** to make a new selection.  
  
If the voter attempts to **overvote** in a “vote for more than one” contest, the voter will be alerted that they must remove one of their selections and make a new selection, as described above.
10. To select a write-in (general elections only), press **Down Arrow** to navigate to the write-in option. Press **Select (square shape)**. The ballot

marking device will begin playing write-in instructions and provides an overview on keyboard functions. Press **Down Arrow** or **Up Arrow** to scroll through letters. Press **Select (square shape)** to choose a letter. When finished, press **Right Arrow**. The ballot marking device returns to contest and repeats the write-in selection.

11. If a voter **undervotes** a contest, the ballot marking device will alert the voter that they may select more choices in the contest or confirm that they wish to vote for fewer choices than allowed. The voter is instructed to use the **left arrow** to make an additional selection or use the **right arrow** to select fewer choices than allowed.
12. After the voter is finished making their selection, the voter is instructed "this is a summary of your selections." The voter can use the **up arrow** and **down arrow** to scroll through the selections. For each selection, the question and selection is summarized to the voter.

When a contest is undervoted, the voter is instructed that the "contested is not fully voted." The voter is instructed to use the **right arrow** to accept the current selection. The voter is instructed they may use the **left arrow** to go back to the undervoted contest.

If the voter returns to the undervoted contest, they can choose to make an additional selection or accept the undervoted contest. If the voter accepts the undervoted contest, they are alerted that the contest is undervoted. The ballot marking device returns to the "Summary of Selections" and provides a summary of the selections to the voter.

13. To change a selection when a voter is read the "Summary of Selections", the voter is instructed that they can press the **left arrow**. After changes are made, the voter is instructed to press the **right arrow**. The ballot marking device returns to the "Summary of Selections" and summarizes the voter's selections. When the voter is finished reviewing the selections, touch the **square key** to continue to print the card.

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## 12.6 Activating the Ballot Marking Device

The ballot marking device display will read "To begin voting, insert your card."

The ballot marking device will begin playing the audio instructions when a ballot activation card is inserted. When a voter chooses to use the audio

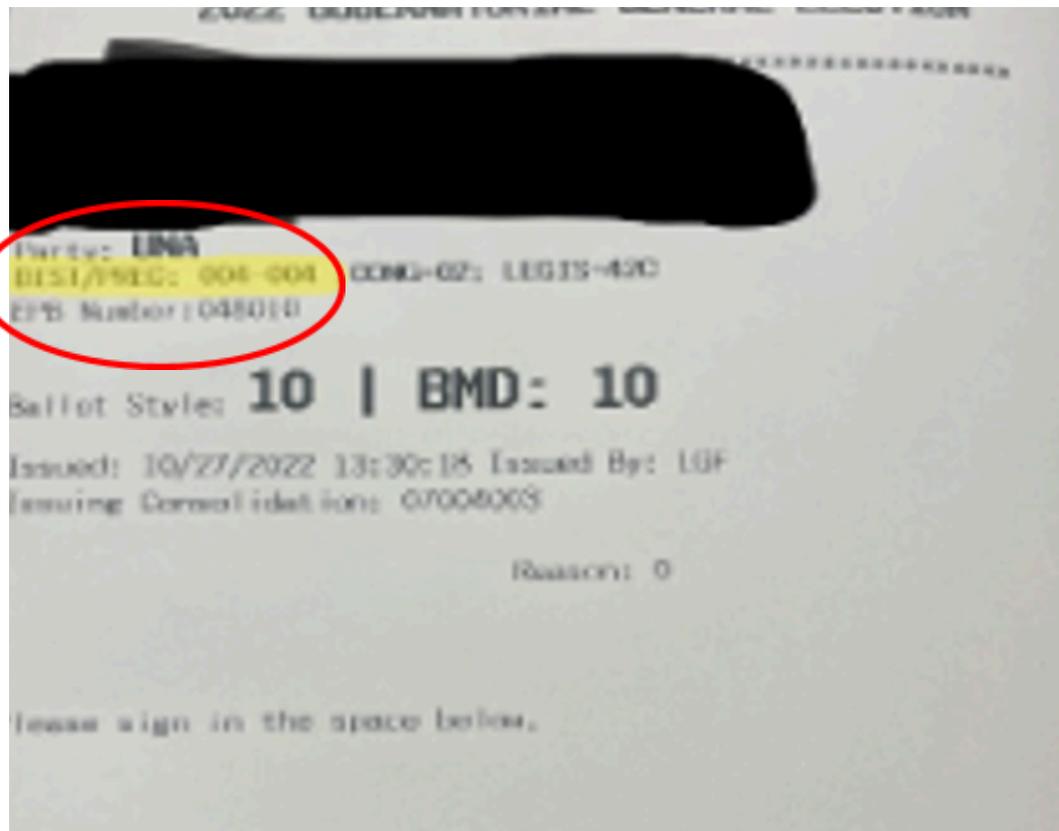
ballot, make sure the voter has the headphones on and the volume is loud enough prior to inserting the ballot activation card.

1. Tell the voter to insert the ballot activation card into the slot with the slanted corner of the card to the top right.

**Figure 20 - Slanted Corner of the Card to the Top Right of the Ballot Marking Device**



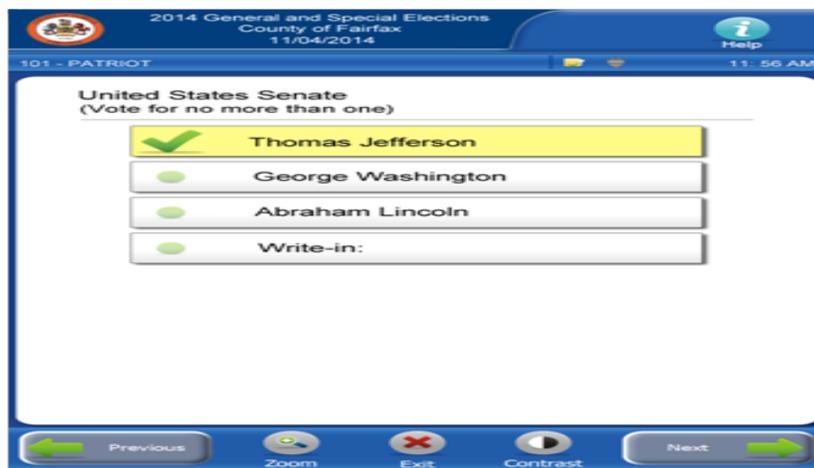
2. For consolidated precincts, the screen will display a list of precincts. Select the precinct number indicated on the voter authority card.



3. The screen will display a selection menu of ballot styles.

4. Use the ballot style number printed on the voter authority card to select the correct ballot style for the voter. Touch the correct ballot style number on the touch screen display.
5. Put the voter authority card back into the clear pouch on the privacy sleeve.
6. Stand to the side of the ballot marking device to ensure voter privacy while giving instructions to the voter.
7. Tell the voter to select a candidate or contest choice by touching the oval or anywhere on the line. Once selected, the selection turns yellow and a green check mark appears next to the candidate or contest choice.

**Figure 22 - Candidate or Choice Selection on the Ballot Marking Device**



- o To change a selection in a “vote for one” contest, touch the oval or anywhere on the line of the new selection. The selection turns yellow, and a green check mark appears next to the candidate or contest choice.
  - o To change a selection in a “vote for more than one” contest, remove the previous selection by touching the green checkmark or anywhere on the line of the previous selection. To make a new selection, touch the oval or anywhere on the line of the new selection. The selection turns yellow, and a green check mark appears next to the candidate or contest choice.
8. Touch “Previous” or “Next” to navigate backward and forward between contests.

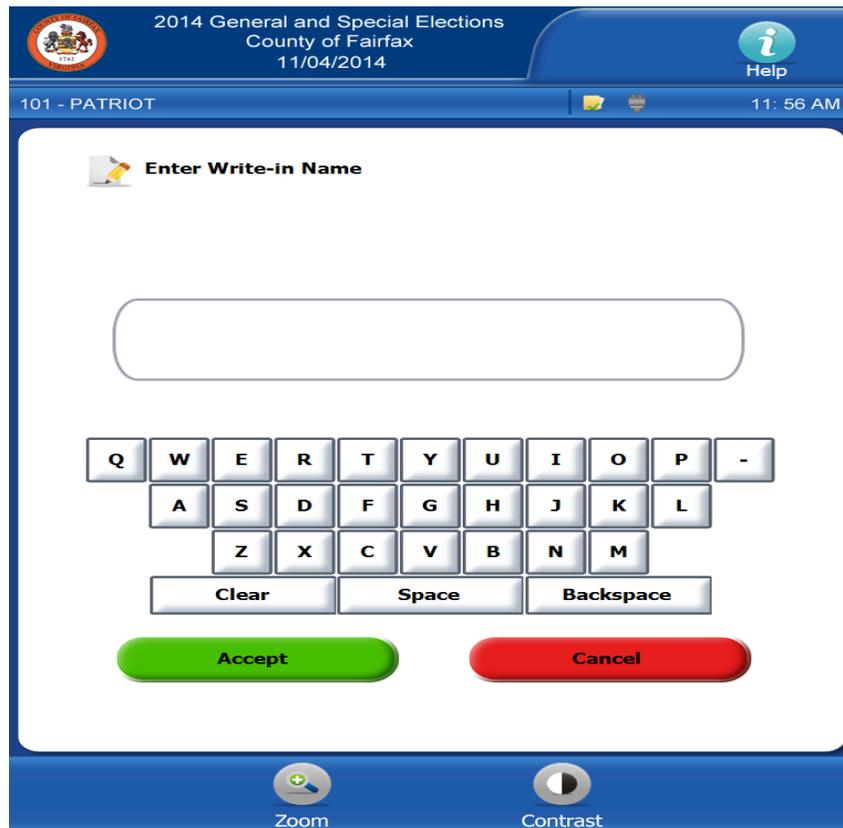


*The "More" button will appear on the touchscreen when an additional page of contest choices is available to the voter. Voters must touch the "More" button to access the additional page. Voting judges are to instruct voters about the "More" button before the voter begins using the ballot marking device.*

## 12.7 Write-In Votes (General Election Only)

To select a write-in candidate, touch "Write-In." The screen displays a keyboard. Enter the write-in name using the keyboard and then touch "Accept."

Figure 23 - "Enter Write-In Name" Screen of the Ballot Marking Device



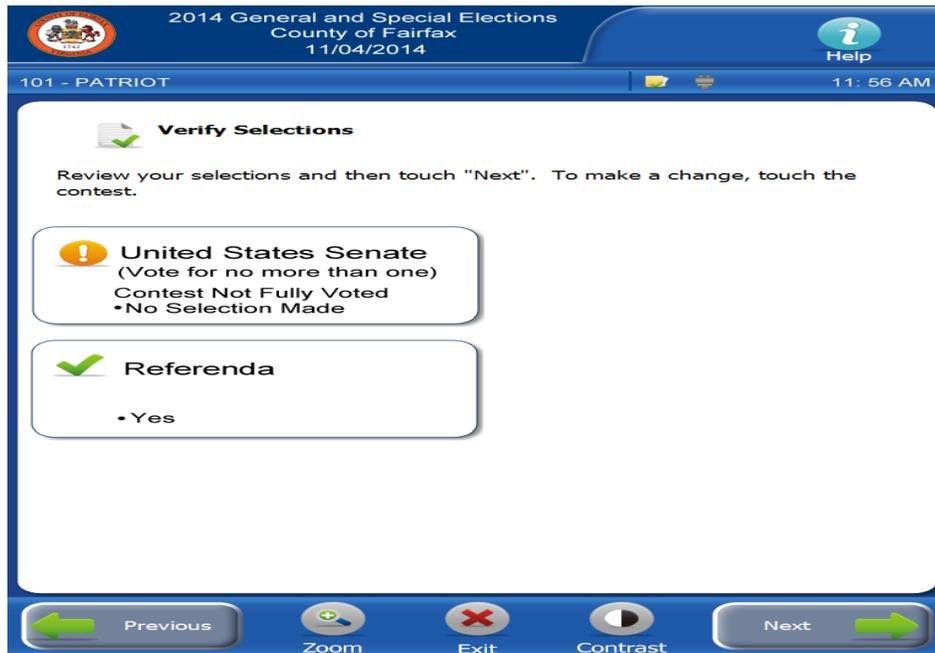
To clear a write-in, touch the green checkmark or anywhere on the line of the write-in selection. The screen displays a keyboard. Touch "Clear" and then touch "Accept."

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## 12.8 Summary of Selections

After the voter is finished making his or her selections, a "Summary of Selections" screen displays. Undervoted contests are marked with an orange exclamation point. All other contests are marked with a green checkmark.

**Figure 24 - Summary of Selections Screen of the Ballot Marking Device**



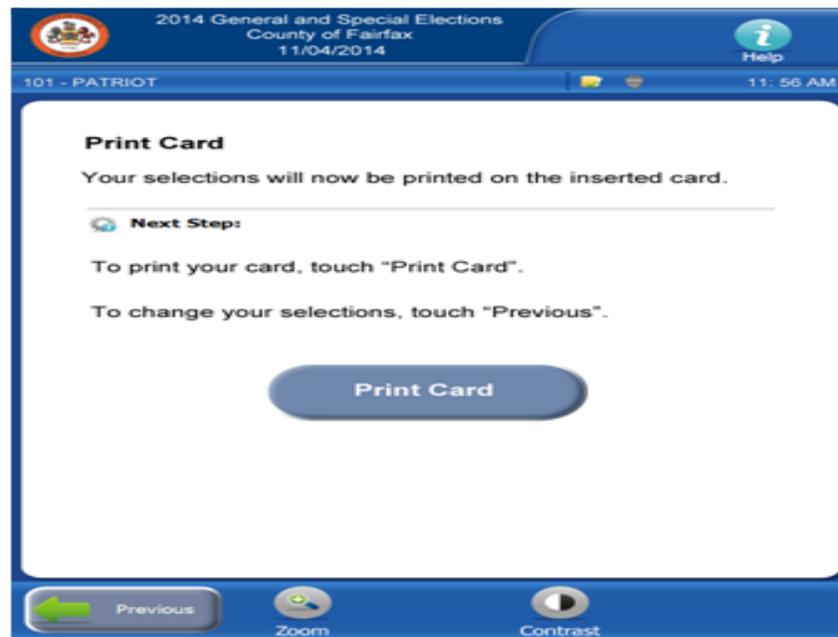
To change a selection when a voter is on the "Summary of Selections" screen, the voter can touch the contest he or she wants to change. That contest will show on the screen. After changes are made, touch "Next." The ballot marking device returns to the "Summary of Selections" screen. When the voter is finished reviewing the selections, touch "Next" to continue to the "Print Card" screen.

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## 12.9 Printing the Ballot Activation Card Ballot

1. To print the ballot activation card ballot, touch "Print Card." The ballot activation card ejects from the ballot marking device showing the selections made by the voter.

Figure 25 - "Print Card" Screen of the Ballot Marking Device



2. Tell the voter to put the printed ballot activation card ballot into the privacy sleeve. Make every effort to avoid seeing the voter's selections printed on the ballot activation card.
3. Direct or walk with the voter to the scanning unit to cast the ballot activation card.
4. Tell the voter to give the voter authority card to the voting judge at the scanning unit. If the voter needs help putting the ballot activation card in the scanning unit, tell the voter to ask the voting judge for help.

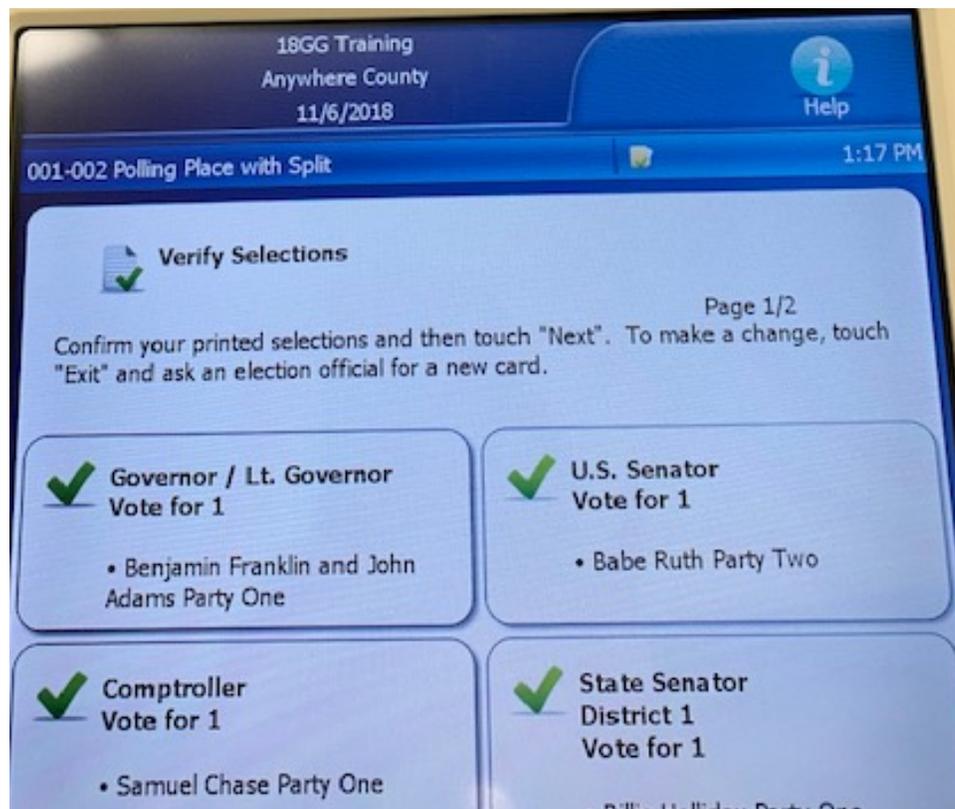
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## 12.10 Checking a Marked Ballot Activation Card Ballot

The ballot marking device allows a voter to put the marked ballot activation card ballot back into the input slot to confirm the voter's selections. This is for confirmation purposes only. No changes can be made. The voter will only be able to view or hear the summary of his or her selections. If the voter wishes to make a change, the ballot must be spoiled and the voter must ask for a new ballot. See "Replacing Ballots and Ballot Activation Cards" in *Chapter 7 – Issuing Ballots*.

1. Tell the voter to put the ballot activation card ballot into the input slot with the slanted corner of the card to the right.
2. The screen will show instructions on how to review the selections.

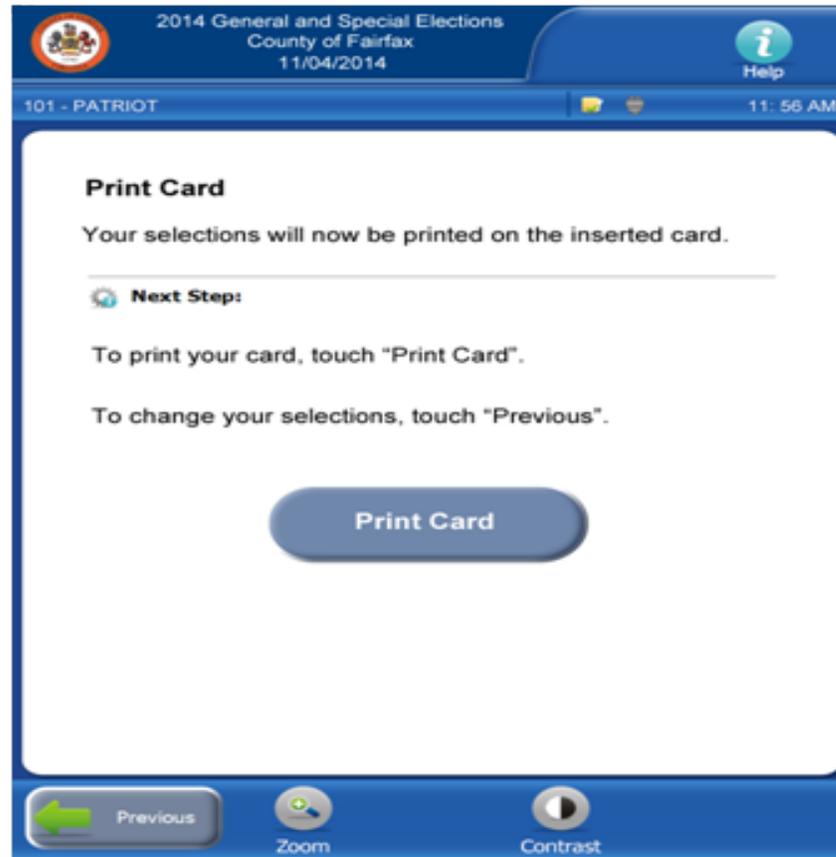
**Figure 26 - "Verify Selections" Screen of the Ballot Marking Device**



3. Touch "Next" to access the "Summary of Selections" screen.

4. Review the selections. When finished, touch "Next" again. Then touch "Print Card" to eject the ballot activation card ballot. The printed ballot activation card ballot ejects from the input slot.

Figure 27 - "Print Card" Screen of the Ballot Marking Device



## 12.11 Closing the Ballot Marking Device

1. Remove the privacy screen.

Figure 28 - Removed Privacy Screens of the Ballot Marking Device



2. Write down the left side compartment tamper tape number in column D of the closing section of the *Ballot Marking Device Integrity Report*.

Figure 29 - Tamper Tape Number and Ballot Marking Device Integrity Report

**D**

**D**

	OPENING			CLOSING	
	A	B	C	D	E
	BMD Serial #	Side compartment tamper tape # at opening	Side compartment tamper tape # at opening	Record and remove side compartment tamper tape # at closing	Record new tamper tape # at closing
BMD Unit #		Verify	Verify	Record	
		✓	✓		

3. Remove the tamper tape from the side compartment. Attach it to the back of the *Ballot Marking Device Integrity Report*.
4. Use the ballot marking device barrel key to unlock and open the side compartment door.

**Figure 30 - Opened Side Compartment Door of the Ballot Marking Device**



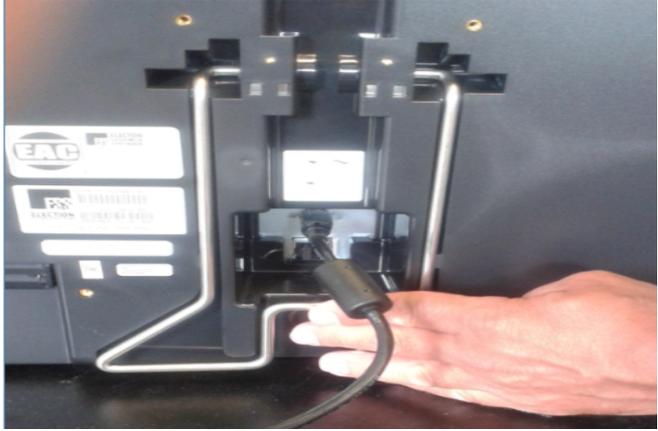
5. Flip the **“Power”** switch to the **“Off”** position.

**Figure 31 - "Power" Switch to the "Off" Position of the Ballot Marking Device**



6. Close and lock the side compartment. Apply new tamper tape and write down the number in column E of the *Ballot Marking Device Integrity Report*.

**Figure 32 - Side Compartment and Ballot Marking Device Integrity Report**

**E**

**E**

**Ballot Marking Device Integrity Report**  
2024 Presidential Primary

State of Maryland

County: \_\_\_\_\_ Date: \_\_\_\_\_

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

Attach all tamper tape removed from the Ballot Marking Device (BMD) during opening and closing to the back of this form.

**REMEMBER:** If any tamper tape is removed from the Ballot Marking Device (BMD) during voting hours, attach the removed tamper tape to the Tamper Tape/Security Check/Review Report and explain why the tamper tape was removed.

BMD Unit #	OPENING					CLOSING	
	A		B		C	D	E
	BMD Serial #		Side compartment tamper tape # at opening		Side compartment tamper tape # at opening	Record and remove side compartment tamper tape # at closing	Record new tamper tape # at closing
	Verify	✓	Verify	✓	Record		
1							
2							
3							
4							

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

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

Judge(s) Assisting at Opening: \_\_\_\_\_

Judge(s) Assisting at Closing: \_\_\_\_\_

Revised 4/2023

7. Close the stand on the back of the ballot marking device. It will snap into place.

**Figure 33 - Stand on the Back of the Ballot Marking Device**



8. Remove the power cord from the back of the ballot marking device by sliding the sheath on the plug back while gently pulling the plug out.

**Figure 34 - Power Cord on the Back of the Ballot Marking Device**



9. Pack up the ballot marking device. Place the keypad and headphones back into the carrying case. Return the power cord to the carrying case side pocket.

**Figure 35 - Carrying Case of the Ballot Marking Device**



10. Return the ballot marking device to the transfer cart. Sign the *Ballot Marking Device Integrity Report* and give it to a chief judge.
11. Repeat these steps for any additional ballot marking devices assigned to your polling place or early voting center.