Appendix 1 – Extended Voting Hours

A.1 Extended Voting Hours Generally

If a court has ordered extended voting hours, the Carroll County Board of Elections will notify the chief judges. Do not open the extended hours envelope unless you have been instructed to do so by the Carroll County Board of Elections.

- All voters in line at 8:00 p.m. are not affected by the extended hours order. Those voters must be allowed to vote using the regular voting procedures.

- The Carroll County Board of Elections will call the chief judges if they are to open the extended hours envelope. The chief judges will follow the instructions for extended hours.

- **Scanning units cannot be used during extended voting hours.** When the last voter in line at 8:00 p.m. votes, **stop** using the scanning units.

   o Voters who would have voted a regular ballot, not a provisional ballot, will put their voted ballots in an extended hours envelope.

   o Voters who would have voted a provisional ballot during normal voting hours still vote a provisional ballot. Those voters will complete a provisional ballot application that is marked with an "**E**".

A.2 During Extended Voting Hours

- Allow voters to enter the polling place to vote.

- Keep all signs posted during extended voting hours.

- Continue to use the electronic pollbook to check in voters who arrive during extended voting hours.

> ⚠ All voters must be checked-in as provisional voters.

- Voters may request to use the ballot marking device during extended voting hours.

A1.2 Extended Voting Hours

- All voters in line when extended hours end must be allowed to vote. Voters arriving after extended voting hours cannot vote.

A.3 Checking-in Extended Hours Voters

- Issue a provisional ballot on the electronic pollbook using provisional reason code **10**.

  - **Change of Address:** If the voter says that his or her address has changed, give the voter a *Voter Update Form.* Tell the voter to complete the change of address section on the *Voter Update Form*.

    - If the voter signs the *Voter Update Form*, use provisional reason code **10**.

    - If the voter does not sign the *Voter Update Form*, use provisional reason code **2**.

- When the voter authority card prints, the check-in judge will write "**E**" on the voter authority card.

A.4 Issuing Regular Ballots to Voters

An election judge will:

- Get an extended hours envelope and a regular ballot or a ballot activation card.

- Write on the envelope the voter's name, birth date, and voter ID number.

- Make sure the envelope has the oath on the outside of the envelope. The voter must sign the oath. If the oath is not printed on the outside of the envelope, put a pre-printed oath label to the outside of the envelope. Follow the instructions issued by the Carroll County Board of Elections.

- Give the voter the completed extended hours envelope and regular ballot or ballot activation card.

- Get the voter's voter authority card. Make sure there is an "**E**" written on the voter authority card. Put the voter authority card in the extended hours voter authority card envelope.

- Tell the voter to:

    o Vote the regular ballot or the ballot activation card;

    o Put the voted ballot into the extended hours envelope and seal the envelope;

    o Sign the oath located on the envelope; and

    o Put the sealed extended hours envelope into the orange provisional ballot transfer bag.

- Direct the voter to a designated area to complete the ballot.

A.5 Provisional Ballot Voters

If the voter would have been required to vote a provisional ballot during regular voting hours, follow normal procedures to issue a provisional ballot on the electronic pollbook. Enter the applicable provisional reason code (codes 1 through 9 or 11 and 12). Do not use code 10 for these voters.

If the voter would have voted a provisional ballot during regular voting hours, the provisional judge will:

- Get the voter's voter authority card. Make sure there is an "**E**" written on the voter authority card. Put the voter authority card in the extended hours voter authority card envelope.

- Give the voter a provisional ballot application marked with an "**E**" and tell the voter to complete the front of the application.

- Make sure the voter signs the provisional application.

- Fill out the "Election Judge" section on the back of the provisional ballot application.

A1.4 Extended Voting Hours

- Tell the voter to:

  - Vote the regular ballot or the ballot activation card;

  - Put the voted ballot into the provisional ballot envelope; and

  - Seal the envelope.

- Give the voter a provisional ballot.

- Tell the voter where to vote the provisional ballot; and

- Tell the voter to put the sealed provisional ballot envelope into the orange provisional ballot transfer bag.

A.6 Other Duties During Extended Voting Hours

The chief judge may end the election on the scanning units if it does not interfere with extended hours voting.

If the chief judge decides to end the election on the scanning units, see *Chapter 11 – Scanning Unit* for more information.

- Totals reports with the results must be signed, grouped together, and placed in a secure location. Once extended voting hours are over, post the reports from the scanning units so that the results are visible.

- Challengers and watchers may observe the ending of the election process on the scanning units. If any observers watch the printing of the totals reports, ask the observers to respect that voters are still voting during extended hours.

Other judges may begin to pack miscellaneous supplies that are not needed during extended voting hours.

A.7 After Extended Voting Hours

- Follow the normal ending the election and closing procedures for the scanning units, ballot marking devices, and electronic pollbooks.

- All election judges perform the normal closing procedures.