

Chapter 8 – Voting Judges

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Election Morning Set-up

All tasks are supervised by chief judges.

Arrive by 6:00 a.m.

Make sure you sign the *Payroll Sheet*.

Help set up for the election as asked by the chief judges, including:

- Setting up equipment
- Passing out supplies
- Posting signs
- Setting up tables



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

Voting Judge Supplies

- *Ballot Security 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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During Voting Hours

- Assist and direct voters with the ballot marking device, voting booths and scanners.
- Always keep areas clear of trash and campaign material.
- Remind voters to use the privacy sleeve and to review their ballot.
- Give a provisional judge a ballot for provisional voters. If a provisional voter is at the ballot issuance area, send the provisional voter back to the provisional judge for processing. Provisional voters should never make it to the ballot issuance area.
- Tell the chief judge right away about any problems.

At the voting booths

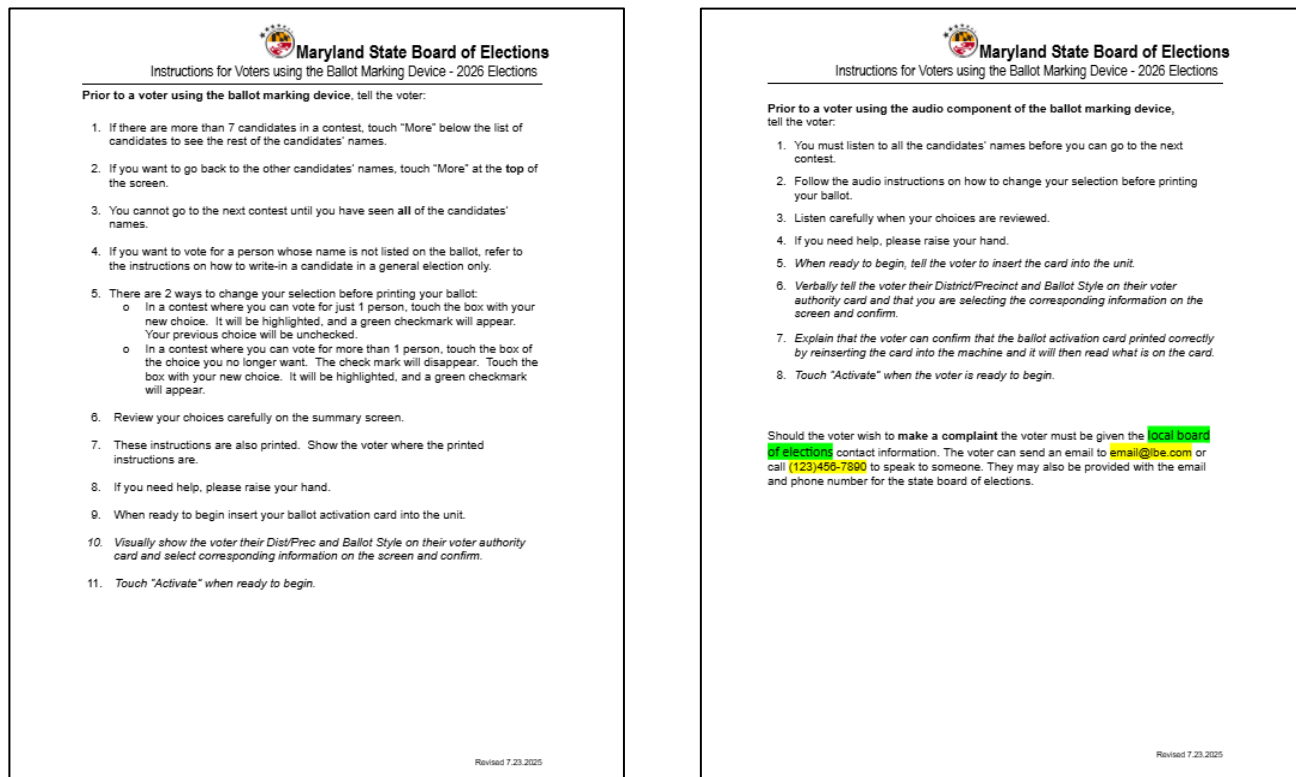
- Make sure the voter is not a provisional voter.
- Make sure the voter has a privacy sleeve.
- Direct the voter to a voting booth or a ballot marking device to mark the ballot.
- Answer voters' questions. Help voters in any way that is allowed if they ask. Instruct the voter about how to physically mark their selections on a regular paper ballot or how to use the ballot marking device. DO NOT advise or instruct voters on who to vote for.
- Tell a chief judge if the voter needs assistance.
- Show the voter the instructions inside the voting booth that explains how to mark the 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.

- Remove any trash, campaign materials, or other items left by the voter anywhere in the voting area.

At the ballot marking device

- Offer to read the *2026 Elections - Instructions for Voters Using the Ballot Marking Device* to voters using the ballot marking device.

**Figure - Instructions for Voters Using
the Ballot Marking Device**



- 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.
- When a ballot marking device is not being used:
 - Make sure it is charging.
 - Keep the touchscreens of the ballot marking devices clean. Use the cloth provided to wipe the screens periodically.
 - Make sure that tamper tapes and seals are present and intact.

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At the scanning unit

- Ask the voter for the voter authority card.
- Make sure the voter authority card has been signed by the voter and initialed by the check-in judge and the ballot issuance judge. If the check-in judge or the ballot issuance judge did not initial, allow the voter to proceed with scanning their ballot and put their voter authority card in the appropriate envelope. Alert a chief judge right away to remind the judges to initial the voter authority card. **DO NOT** send the voter back to a check-in judge or ballot issuance judge to get initials.
- 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 - Provisional Voter Authority Card

VOTER AUTHORITY CARD
Presidential General Training 2016

PROVISIONAL BALLOT
Reason Code: 9

[Redacted]

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 11:48:18 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 they put the ballot 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.



- Place the voter authority card in the appropriate envelope so the voter authority cards can be counted and the number compared to the Public Count on the scanning unit.



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.

- Manage spoiled ballots. 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.

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- The envelopes for the voter authority cards can be found on the back of the scanning unit.
- Before the voting judges at the scanning unit rotate to their new assignment, write the Public Count on the envelope that corresponds to your shift. Then, write that same Public Count number on the envelope that corresponds to the next shift.
- Count the voter authority cards collected during your shift at the scanning unit. Write the number of voter authority cards on the envelope for that shift.
- 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.
- Give the envelope to a chief judge to be secured.

Inoperable Ballot Marking Device

In the event a ballot marking device becomes inoperable, the election field support or the chief judges should be notified immediately. The election field support or 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 election field support or chief judge should also record the instance in the *Election Day Log*.**

Closing the Polls

When it is time to close the polls:

- Write the Public Count on the envelope that corresponds to your shift.
- Count the voter authority cards collected during your shift at the scanning unit. Write the number of voter authority cards on the envelope for that shift.
- 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.
- 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 UNITY OR THE TRANSPORTATION 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 sign the *Payroll Sheet* found in the precinct binder.