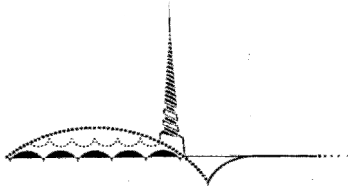


**MARIN COUNTY REGISTRAR OF VOTERS**  
**PRECINCT**  
**BOARD MEMBER**  
**INSTRUCTIONS**



REGISTRAR OF VOTERS OFFICE  
TELEPHONE ASSISTANCE FOR ELECTION OFFICERS:

499-6439 – SUPPLY & PROCEDURE QUESTIONS

499-7460 – ACCUVOTE & AUTOMARK PROBLEMS

Revised 3/16/2009

**THE POLLS ARE OPEN FROM 7:00 A.M. - 8:00 P.M.**

- A - BEFORE ELECTION DAY**
- B - ELECTION DAY – BEFORE POLLS ARE OPEN**
- C - 1. SITE SET-UP 2. ACCESSIBLE VOTING BOOTH**
- D - ELECTION DAY – WHILE POLLS ARE OPEN**
- E - 1. VOTER PROCESSING FLOW CHART**  
**2. VOTING MATRIX**
- F - 1. SPECIAL SITUATIONS**  
**2. EVACUATION PROCEDURES**
- G - ELECTION DAY – CLOSING THE POLLS**
- H - ACCOUNTING FOR VOTED BALLOTS**
- I - REPACKING YOUR SUPPLIES**
- J – AFTER THE POLLS CLOSE**

# A - BEFORE ELECTION DAY

## DEPUTY INSPECTOR DUTIES:

- \_\_\_ Pick up black supply bag at training class. Compare the contents against the inventory list contained inside the bag.
- \_\_\_ Check the ballot containers to see that the number of ballots listed on the outside label corresponds to the number of ballots on your ballot supply receipt.
- \_\_\_ Check precinct number printed on the Roster cover, label on box of ballots, and the ID tag of your black supply bag to make sure the precinct numbers match.
- \_\_\_ Compare ballot type on official ballots and sample ballots to make sure they match.
- \_\_\_ Update Roster by marking "VBM " in red pencil next to the names of voters that correspond to the names on the Vote by Mail Voter List. This is a list of VBM voters added after the Roster was printed. You will receive this list by mail by the Monday before Election Day only if there are VBM Voter's names to update in your precinct.
- \_\_\_ Attach the Supplemental Roster List to the blank page immediately after the Roster cover page. You will receive this list by mail by the Monday before Election Day only if there are additional voters registered in your precinct after the Roster was printed. If you receive the Supplemental Roster List page(s), you will also receive 2 identical supplemental street index pages. Attach each supplemental street index page to the last page of each of your street indexes.
- \_\_\_ Call your Clerks and advise them to arrive by at least 6:30 A.M., or earlier if needed.

# B - ELECTION DAY – BEFORE POLLS ARE OPEN

## DEPUTY INSPECTOR DUTIES:

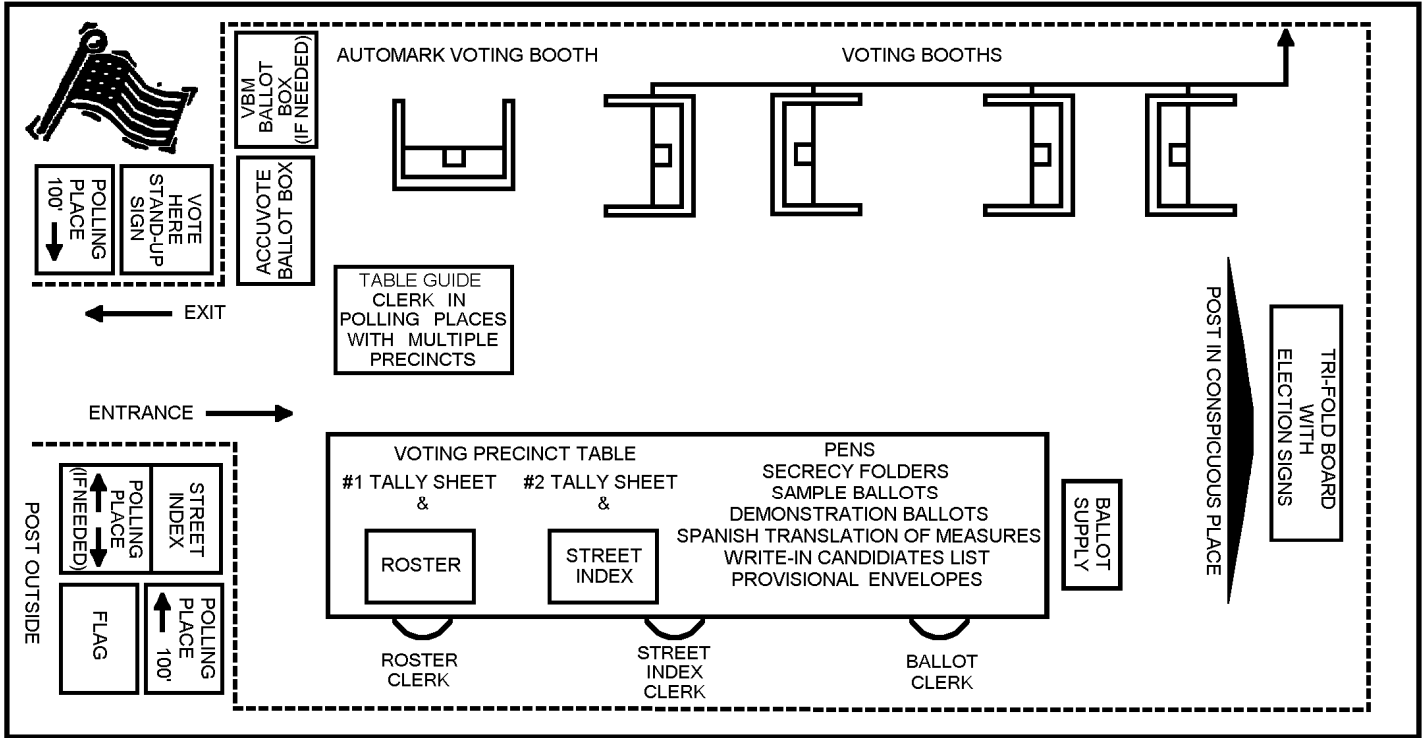
- \_\_\_ Arrive at the polling place at 6:30 A.M. or earlier.
- \_\_\_ Assist Chief Inspector in preparing polling place.
- \_\_\_ Issue name tags to all precinct board members to sign and wear.
- \_\_\_ Record the combined total number of ballots (Automark ballots & Accuvote ballots) on Line 1 of the Ballot Statement on the front cover of the Roster.
- \_\_\_ Plan a break schedule for you and your Clerks. Use the **break schedule guide** in your supply bag. (Approximately 1 - 1½ hr. meal break and 2 breaks of up to ½ hr. each. Do not schedule breaks after 5 p.m.)
- \_\_\_ Set up voting precinct table. (See page C – Recommended Polling Place Set-Up.)
- \_\_\_ Instruct the Clerks regarding their duties.

## CLERK DUTIES:

- Assist voter with sign-in.
- Maintain tally sheets.
- Update the Street Index every hour until 6 P.M.
- Hand out ballots and secrecy folders.
- Use the Polling Place Table Guide to direct voters to their correct voting table and/or Countywide Street Guide to direct voters to their correct polling place.
- Assist the Deputy Inspector with the Ballot Statement on the Roster cover.
- Assist the Chief Inspector and Deputy Inspector to set up and break down polling place.
- May also be asked by Chief Inspector to help deliver red bag and Accuvote to receiving center.

# C - 1. SITE SET-UP - RECOMMENDED VOTING ROOM SET-UP

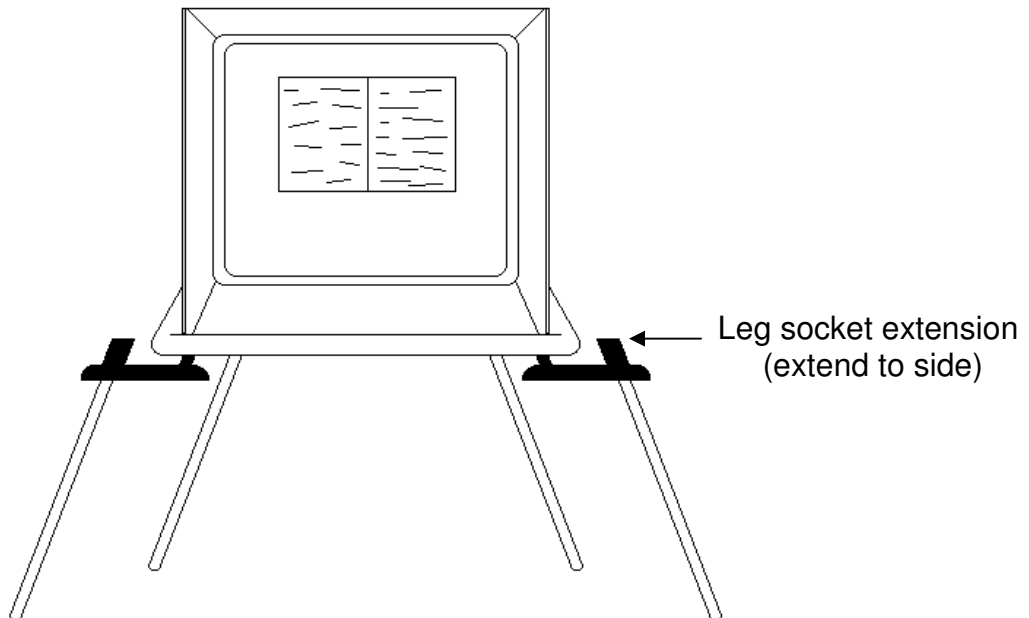
PLACE VOTING BOOTHS SO THAT VOTERS HAVE MAXIMUM PRIVACY WHILE VOTING.



KEEP THE BALLOT SUPPLY BEHIND THE VOTING PRECINCT TABLES IN POLLING PLACES WITH MULTIPLE VOTING PRECINCTS SO THAT BALLOTS WILL NOT BE MIXED BETWEEN VOTING PRECINCTS.

## 2. ACCESSIBLE VOTING BOOTH - FOR VOTERS WITH DISABILITIES

The accessible voting booth is to be used as the booth for voters with disabilities, elderly voters, and also as one of the regular voting booths. The leg socket extensions place the legs far enough apart to easily accommodate a wheelchair.



### DISASSEMBLY / REPACKING INSTRUCTIONS:

Remove black leg socket extensions and store with legs in case before closing.

# D - ELECTION DAY – WHILE POLLS ARE OPEN

## DEPUTY INSPECTOR DUTIES:

- \_\_\_ Issue ballots – Do not tear off more than 1 ballot at a time from ballot pad.
- \_\_\_ Issue provisional ballots.
- \_\_\_ Assist the Clerks in processing the voters.
- \_\_\_ Assist the Chief Inspector as needed.
- \_\_\_ If one of the precinct board members is not there by 7:00 A.M., appoint a voter to substitute and fill out the Filled Vacancies Certificate on the inside back cover of the Roster or phone the Elections office to request a replacement.

### REMIND BOARD MEMBERS OF THE FOLLOWING RULES:

- Anyone may watch all operations of the precinct board, including the opening and closing process, but may not interfere with voting or the opening and closing procedures.
- Only one person is allowed in a voting booth except assisted voters (see page 8 of What To do If flip guide – Voters Who Request Assistance Voting).
- Anyone may look at the Roster when not in use by the voters.
- Allow voters a maximum of ten minutes time in a voting booth if voters are waiting.
- Keep three precinct board members present at all times. Have all members present from 5:00 P.M until closing time.
- Keep conversation at a minimum while voters are voting. No political discussion at any time.
- No newspapers, radios, televisions or campaign literature in the polling place.
- No campaigning or petition signing within 100 feet of the polls.
- No exit polling within 25 feet of the polls.
- No food or drinks on the voting precinct table.
- No children at the voting precinct table.

# E - VOTER PROCESSING FLOW CHART

**AT THE DOOR:** IF MORE THAN ONE PRECINCT AT A POLLING PLACE, STATION A CLERK AT DOOR WITH POLLING PLACE TABLE GUIDE TO DIRECT VOTERS TO THE CORRECT PRECINCT TABLE.

## AT THE VOTING PRECINCT TABLE

### 1 - roster Clerk

- Ask voter's name & address and find name in Roster.
- Turn roster so voter can see name right side up and ask voter to sign next to his or her name in the roster.

**\* Provisional Voters sign ONLY pink provisional log.**

- Cross off one tally number on #1 tally sheet for each voter who signs the Roster.

**Do not cross off a tally number for provisional voters.**

- Mark an "X" in box to left of name of each voter who signs the Roster.

**Do not mark An X for Provisional Voters.**

### 2 - street index clerk

- Cross off one tally number on #2 tally sheet for each voter who signs the Roster

**Do not cross off a tally number for provisional voters.**

**\*On Street Index, line through the name of each voter who signs in the Roster and each voter who signs on Provisional log.**

### 3 - ballot clerk

- Use green demonstration ballot to show new voters how to mark the ballot.

- Show how to use secrecy folder.

Issue ballot and provisional envelope to provisional voters, and direct to voting booth.

- Remove ballot from ballot pad.

Do not remove more than 1 ballot at a time.

Remove voter stub from ballot and give to voter with ballot, marking pen and secrecy folder.

**AT THE BALLOT BOX:** Voter or poll worker inserts ballot into Accuvote scanner on ballot box.

Voter goes to voting booth.



## 2. VOTING MATRIX

SITUATIONS:	VOTER SIGNS:		TALLY NUMBER:		VOTED BALLOT TO:		
	Roster	Provisional Log	Yes	No	Accuvote	Ballot Box Side Slot	Envelope A
Regular Voter	X		X		X		
Provisional Voter		X		X		X	
VBM voter dropping off ballot				X		X	
Surrendered VBM ballot	X		X		X		X (surrendered ballot)
Spoiled ballot				X			X
Automark voter	X		X			X (in envelope)	

# F - 1. SPECIAL SITUATIONS

SITUATION:	PROCEDURES:
WRITE-IN CANDIDATES:	Keep list of qualified write-in candidates, if any, on the voting precinct table.
DECEASED VOTERS:	Print voter's name and address and write, "Deceased," and the name and address of the voter/verifier on the Notes page of the Roster.
VOTERS WITH MISSPELLED NAME:	Print correct spelling of voter's name and write, "Name Misspelled," and the name and address of the voter/verifier on the Notes page of the Roster.
VOTERS WITH DUPLICATE NAMES IN ROSTER:	Print correct and incorrect spelling of name and correct address and write, "Duplicate" on the Notes page of Roster.
VOTERS WITH NAME CHANGE:	Ask voter to fill out a Voter Registration form (see page 9B of What To Do If flip guide – Name Change).
VOTERS WHO MOVED:	If you know a voter has moved away to another city or state, write his/her name and address on the Notes page of the Roster.
VOTER ON SUPPLEMENTAL ROSTER PAGE:	Have voter sign next to his or her name on the Supplemental Active Voter Roster List.
VOTER IS NOT ON ROSTER PAGES OR SUPPLEMENTAL ROSTER PAGE(S):	Offer voter a provisional ballot (see page 5 of What To Do If flip guide – Voter's Name Not on Roster).
IF VOTER SIGNS ROSTER BUT DOES NOT VOTE:	<p>Write next to name in Roster And on Ballot – "DID NOT VOTE BALLOT" and put Ballot in side auxiliary slot of ballot box.</p> <p>Record voter information on the Certificate of Roster Exceptions page, located on the inside back cover of Roster.</p>
IF THE VOTER LEAVES WITH THE BALLOT:	Write voter's name on Certificate of Roster Exceptions page. If you do not remember the voter's name, note that a voter left with his/her ballot.
OTHER CIRCUMSTANCES WHERE THE VOTER MAY BE LISTED IN THE CERTIFICATE OF ROSTER EXCEPTIONS:	<ul style="list-style-type: none"> <li>• Provisional voter who does not sign Log of Provisional Voters or signs next to name on Roster.</li> <li>• Vote By Mail Voter who dropped off voted ballot but signed the Roster in error.</li> <li>• Provisional voter who puts ballot into scanner.</li> </ul>

NOTE: FOR OTHER SPECIAL SITUATIONS SEE "WHAT TO DO IF" FLIP GUIDE.

## 2. EVACUATION PROCEDURES

### EMERGENCY EVACUATION PROCEDURES AT POLLS

#### **In all emergencies after an evacuation is ordered:**

- Evacuate everyone in the polling place. Use cell phone to notify Registrar of Voters.
- Do not use elevators, unless authorized to do so by police or fire personnel. Elevators can fail during a fire or a major earthquake.
- If the situation is life threatening, call 911.
- Always ask someone with a disability how you can help before attempting any rescue technique or giving assistance. Ask how he or she can be best assisted or moved and whether there are any special considerations or items that need to come with the person.

#### **Responses to Emergencies for persons with disabilities:**

##### **Blindness or Visual Impairment**

- Offer to lead persons with vision impairments out of the building to safety
- Give verbal instructions about the safest route or direction using compass directions, estimated distances, and directional terms.
- Do not grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.
- Give other verbal instructions or information (e.g., elevators cannot be used).

##### **Deafness or Hearing Loss**

- Get the attention of a person with a hearing disability by touch or eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
- Offer visual instructions to advise of the safest route or direction by pointing toward exits or evacuation maps.

##### **Mobility Impairment**

- It may be necessary to clear the exit route of debris (if possible) so that the person with a disability can move out or to a safer area.
- If people with mobility impairments cannot exit, they should move to a safer area, for example:
  - most stairwells
  - an office with the door closed, which is a good distance from the hazard (and away from falling debris in the case of earthquakes).
- Notify police or fire personnel immediately about any people remaining in the building and their locations.
- Police or fire personnel will decide whether people are safe where they are and will evacuate them as necessary.
- If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them immediately. If possible, evacuate mobility aids (crutches, wheelchairs, walkers) with the person.

# G - ELECTION DAY – CLOSING THE POLLS

## DEPUTY INSPECTOR DUTIES:

\_\_\_ ASSIGN CLERKS TO:

- Repack voting booths, take in flag, outside copy of Street Index, posters and signs.
- Assist Chief Inspector with removing all ballots from the ballot box and accounting for them.

\_\_\_ Complete the Ballot Statement on the front cover of Roster (see chart on reverse side of section H of this flip guide – Procedures for Completing the Ballot Statement on the front cover of Roster.

\_\_\_ Count the number of voters on each page of the Roster and put number in box at top right side of each page.

# H - ACCOUNTING FOR VOTED BALLOTS

## DEPUTY INSPECTOR DUTIES:

Work with the Chief Inspector to record the number of the different types of voted ballots on the Master Roster-Index Ballot Statement:

## PROCEDURES FOR COMPLETING THE BALLOT STATEMENT:

On Ballot Statement:	To Write:	Where to put Supplies:
Line 1	Write total of Accuvote and Automark ballots received. Get number from ballot container labels.	(During the day, keep 1 ballot pad for each party on voting precinct table and keep remaining ballots behind voting precinct table.)
Line 2	Write total of unused Accuvote and Automark ballots.	Place unused Accuvote ballots in original cardboard box(es) or plastic bag. Place unused Automark ballots in original plastic bag. ➡ Put into black bag
Line 3	Write number of spoiled ballots in Envelope A	Envelope A ➡ Put into black bag
Line 4a	Write number of voted Automark ballots for your precinct	Envelope C ➡ Put into red bag
Line 4b	Write number of <b>voted uncounted</b> Accuvote ballots for your precinct	Envelope C ➡ Put into red bag
Line 5	Write number of voted provisional ballots for your precinct	Envelope C ➡ Put into red bag
Line 6	Write number of voted ballots cast from Accuvote tape. (Chief Inspector will give you your precinct's total count of ballots cast.)	Put voted ballots into their original cardboard boxes ➡ Put into red bag
Line 7	Add Lines 2 through Line 6	N/A
Line 8	Write total number of voters from your tally sheet. If you did not keep up the tally sheet, then count number of voters who signed the Master Roster. Do not include count of signatures on the pink Log of Provisional Voters.	N/A

# I - REPACKING YOUR SUPPLIES

## DEPUTY INSPECTOR DUTIES:

\_\_\_\_\_ After completing the Ballot Statement, sign the Roster on the pages where signatures are required, and place Roster, tally sheets, Street Indexes, and completed registration forms in Envelope B. Seal envelope and place in Chief Inspector's red supply bag.

### \_\_\_\_\_ **PLACE THE FOLLOWING IN THE DEPUTY INSPECTOR'S BLACK SUPPLY BAG:**

- Envelope A containing: spoiled ballots, surrendered VBM ballots with VBM envelope, VBM Ballots returned without VBM envelopes, and VBM envelopes returned without VBM ballots.
- Unused ballots (sealed inside original containers or in a plastic bag if original containers are unavailable).
- Supplies from precinct table (marking pens, rulers, forms, sample ballots and state pamphlets, training manuals, Election Officer Digest, stationery kits) – see laminated closing instructions for where to pack these items.

### \_\_\_\_\_ **REPACK BLACK BALLOT BOX WITH ALL ITEMS ORIGINALLY DELIVERED IN CONTAINER PLUS POLLING PLACE MODIFICATION SUPPLY BAG WITH BINDER:**

- Flag, extension cords, tape, signs, secrecy folders, demonstration ballots, street guide, and all unused stickers, registration forms, and provisional envelopes.)

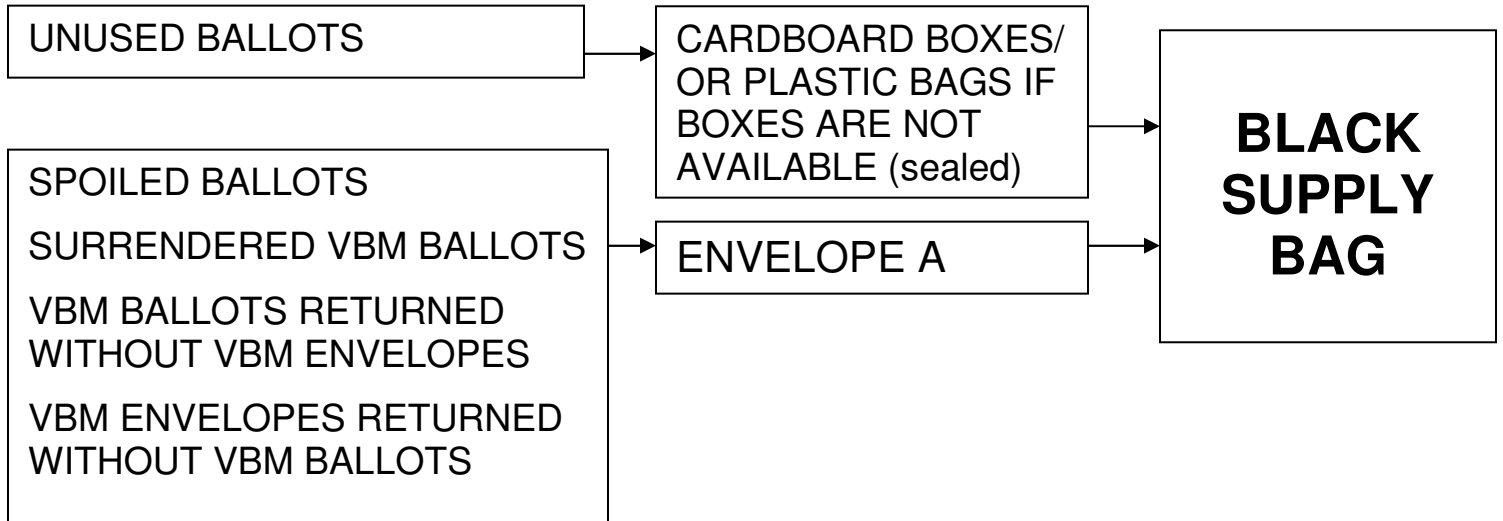
MAKE A FINAL CHECK THAT ALL VOTING BOOTHS ARE PROPERLY STORED, BLACK DEPUTY SUPPLY BAG AND BLACK BALLOT BOX ARE PACKED AND THE POLLING PLACE IS IN GOOD CONDITION.

# J – AFTER THE POLLS CLOSE

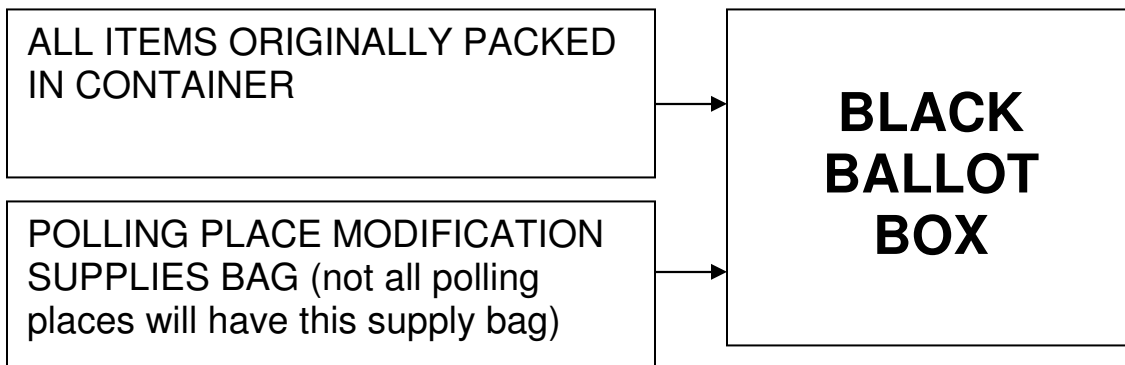
DIAGRAM - WHERE TO PLACE BALLOTS, ROSTER & ELECTION MATERIALS AFTER THE POLLS CLOSE

DEPUTY INSPECTOR DUTIES:

## PACKING THE BLACK BAG: See laminated closing guide



## PACKING THE BALLOT BOX: See laminated closing guide



**BLACK BAG, BALLOT BOX, AUTOMARK MACHINE, VOTING BOOTHS, TRI-FOLD SIGN BOARD & “VOTE HERE” STAND UP SIGN WILL REMAIN AT POLLING PLACE FOR NEXT DAY PICK UP BY MOVERS.**