

ELECTION INSPECTOR HANDBOOK



**DELAWARE COUNTY
BOARD OF ELECTIONS
3 GALLANT AVE
DELHI, NY 13753
607 832-5321**

Inspector Responsibilities

Qualifications

In each election district, the Board of Elections will appoint four election inspectors (two from each major political party) by July 15th of each year. Appointments are made from recommendations received by the chairpersons of each party. An inspector may not be a spouse, parent or child of a candidate running for office in the district in which they work. The appointment is for one year.

Oath of Office

Each inspector must sign an oath of office. If you are called to fill in for an inspector and have not already taken an oath, sign and return the oath with the supplies. You will find an inspector oath in the front pocket of the notebook.

Training and Certification

The Board of Elections conducts annual training classes for election inspectors. Instruction covers using the voting machine, important aspects of the election law, completing necessary forms and other basic duties. An exam is given during the training class, which you must pass in order to become a certified election inspector. Inspectors must attend a training session each and every year.

Compensation

Election inspectors are paid for working on Election Day and for attending the required training session. The rate of pay is set by the county legislative body. You will be paid for one training class and each Election Day you work. The pay rates are: training session \$50.00, Primary and General Election Day \$250.00.

NOTE: Inspectors are contacted to work either by their town clerk or the town party chair. If you are unable to work on Election Day, please contact us as far in advance as possible, so that we can appoint someone to work for you.

Special Ballot for Inspectors

If you are working in a different district than you are registered to vote, you may vote by special absentee ballot. Either call the Board of Elections or download the application from our website. The application can be found under the election inspector tab.

Inspectors may also vote early at the early voting site in the county.

Responsibilities

It is important that you work together to ensure a trouble free election is conducted and that proper order is maintained at your polling site. If people do not comply with your attempt to maintain order you may call your local police or the sheriff. These officials are required to help you.

Inspectors must arrive at the polls ½ hour before the polls open to prepare the polls. Your polls cannot be opened unless at least one inspector from each political party is present. If an inspector is absent, call the Board of Elections so we can find a substitute. Inspectors of different parties must work together. We are all one unit getting a job done. Remember to rotate tasks during the day. All inspectors must be able to do all the jobs required. New inspectors should work with experienced inspectors to give them any needed guidance.

Certain decisions on voting issues must be decided by a clear majority vote. At least three out of the four inspectors must agree.

Chairpersons Responsibilities

Each Board of Inspectors must appoint a chairperson for the year. If you cannot agree on a chairperson, draw names for the position. The chairperson supervises Election Day activities which include:

- ★ Ensuring that all required forms are filled out.
- ★ Assigning and rotating inspector duties.
- ★ Calling the Board of Elections with any issues.

NOTE: Please fill out the chairman card which you will find in the front pocket of the notebook.

Professionalism & Sensitivity

At all times we need to be professional and sensitive to the people around us on Election Day whether they are fellow election inspectors or voters. We need to remember why we are there to help the voter and make sure the election process is upheld.

Things to do!

Assist voters
Be aware of Special Needs
Make eye contact
help
Be Courteous
Always be bi-partisan

Things Not to do!

Gossip
Be Intrusive
Touch the voted ballot unless requesting
Talk Politics
Ignore the voter due to cell phone use

Opening the Polls

This is a general list of things to do. Refer to the blue key bag for “Open and Close” instructions for the voting machine.

Polling Hours

General Election - Polls are open from 6:00am to 9:00pm

Primary Election - Polls are open from 6:00am to 9:00pm

Setting up Your Polling Site

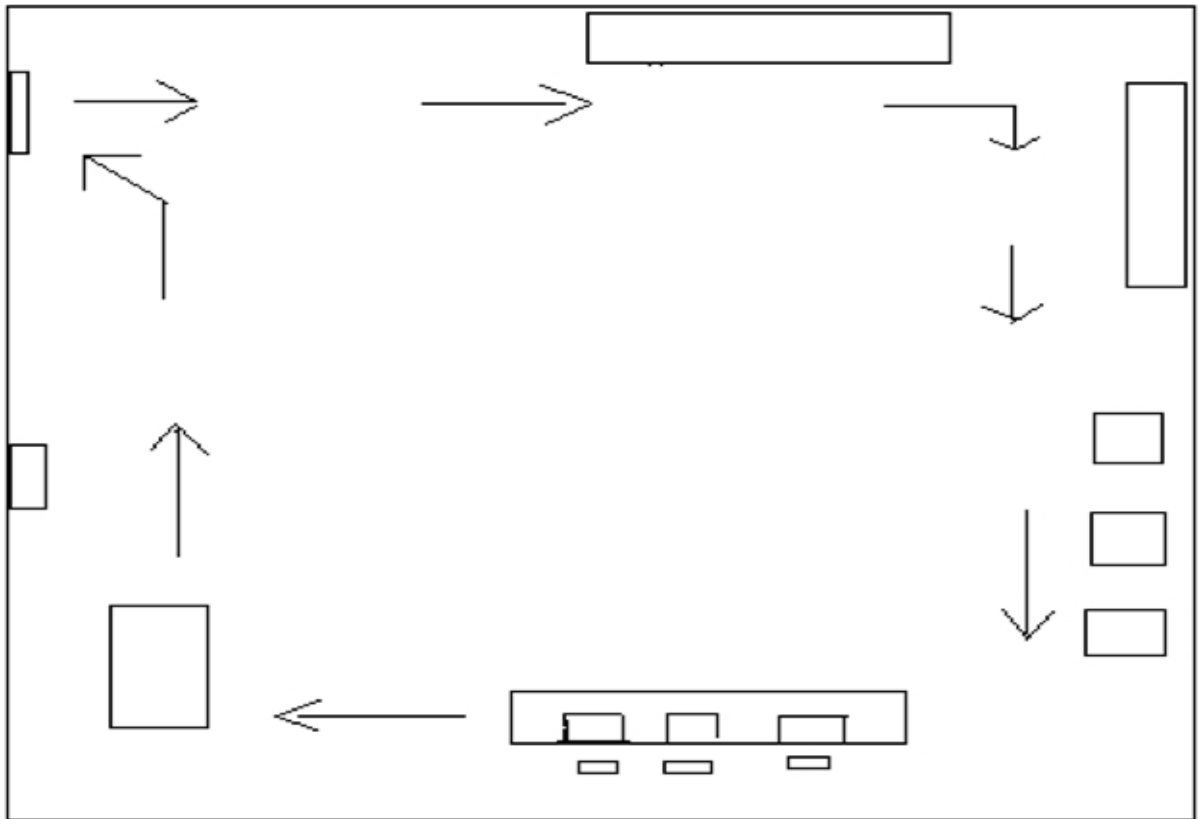
Your supplies will be at the polling place when you arrive. You should have: voting machine(s), black bag(s) key bag(s) and e-poll pad(s - one per district). You should have a pull- along tote containing ballots. If you do not have all of the items when you arrive call the Board of Elections immediately.

- ★ Set your poll site up for maximum voter privacy and good voter flow.
- ★ Be sure your voting machine is near an electrical outlet.
- ★ The TEAM will unlock and set up the machine(s).
- ★ Other inspectors will set up the inspector table.
- ★ Set up your electronic poll book and make sure it is pugged in.
- ★ Check your supplies to be sure you have received the correct ballots and other materials for your specific district.
- ★ Retrieve the official ballots from the ballot bag. You will also have blank ballots for disabled voters. Verify all ballots received on ballot transmittal form which is attached to the ballots.
- ★ Set up the voting area and privacy screens.
- ★ Display all signs and instructions.
- ★ Wear identification badges.
- ★ Complete the paperwork including the ballot transmittal form that is attached to your ballots, the employment verification form and the New York State survey that is inside the binder. The TEAM members will complete the security seal worksheet and sign the zero report.

NOTE: Check the voting areas frequently for pens & folders. If you find any electioneering paraphernalia you are to throw it away.

Room Set Up

Getting your room set up properly will lead to a much more successful day. Creating as much privacy as possible for the voter and good traffic flow are the two keys for success.



Poll Watchers

Any party committee or independent body with a candidate on the ballot may have poll watchers.

Poll watchers are present only to observe who votes.

Poll Watcher Rights

The Poll watcher may:

- ★ Be present at the polls from 15 minutes before opening and may stay until the results are announced after the polls are closed.
- ★ Before any voter casts his/her vote, a watcher may challenge voters whom they believe are not qualified to vote. Challenge envelopes are in the back of your binder.
- ★ Sit at close proximity to the inspector's table but not at the inspectors table.
- ★ Ask the board of inspectors to repeat a voter's name as he/she signs in.
- ★ Make and keep a list of who has voted.
- ★ Notify the board of inspectors that they have observed an individual electioneering.

★ Poll Watcher Limitations

- ★ *The poll watcher may **not**:*
- ★ Assist or interfere in the conduct of the election, including handling any of the official documents. This is strictly prohibited.
- ★ Greet the voters.
- ★ Electioneer in any manner.
- ★ Accompany a voter to the voting booth or machine.
- ★ Protest a vote ruling from a challenge.
- ★ Be a candidate in the election district in which they would serve.

All poll watchers must have a certificate issued by the political party, candidate, or independent body which they represent. The certificates must be given to the inspectors and returned to the Board of Elections with the other supplies/paperwork.

Always treat the poll watcher with respect. They are allowed to be there!

Candidates

Candidates may also arrive at the polls 15 minutes before the polls open to witness the machine set up. They may also be present at the close of polls to observe the canvass. Other than at the opening and closing of the poll site a candidate may only be in the polling site to vote. They may not hang out and visit with inspectors or other voters. This would be electioneering.

Electioneering

No one may electioneer within 100 feet from the entrance of the polling site. You need to place a distance marker outside your poll site.

Electioneering includes soliciting votes or distributing, wearing, or carrying political literature showing a candidate or party's name that appears on the ballot. If you find any electioneering material in the polling site, you are to remove it right away. Check the voting booths for electioneering material periodically.

If a person is electioneering and will not stop at your request, call us right away.

Election Day Procedures

Verify Voter Qualifications

Two inspectors, one from each party should work jointly verifying voter's registration:

- ★ Greet the voter.
- ★ Say the voters name loud enough so the poll watchers can hear.
- ★ Find voters name in the electronic poll book.
- ★ Have the voter sign the electronic poll book.
- ★ Hand the voter a ballot and a privacy sleeve.
- ★ Tell the voter when they are done marking the ballot to insert the ballot in the tabulator.
- ★ Help the voter only if they request help.

Spoiled Ballot

If a voter makes an error filling out the ballot they may return the ballot and receive a new one. A voter may receive up to three (3) ballots. Voters must return the ballot to you before they may receive another one. Write spoiled across the front and/or back of the ballot. Place the spoiled ballot in the "Spoiled Ballot Envelope". It is very important that they receive their ballot(s) from the correct voting district.

Voter is in Poll Book - New Address in Your District

Verify they are still in the correct district. You may need to call the Board of Elections. The Street Guide in the back of your binder will also be helpful for this. Write their new address on the information report. Voter may sign the electronic poll book and be allowed to vote once it is established they are in the correct district.

Voter is Not in the Poll Book

Always call us to see why they may not be on the electronic poll book. If they do belong in your district but are not on the electronic poll book, provide the voter with an affidavit ballot. If the voter is not in your district, provide the voter with correct district and poll site. Use the street finder. Do not hesitate to call the Board of Elections for help.

*** There is a whole chapter with electronic poll book instructions.

Voter with a Name Change

If a voter has changed his/her name since last voting they can still vote. Verify the voter's residence. Have the voter sign his/her name on the electronic poll book. Enter the voters name, address and registration number on the information report.

Voter Who Needs to Provide ID

If a voter has not given us their ID information it will be flagged in the electronic poll book. If the poll pad shows a flag "ID Required", the voter must provide you with the ID before they may vote on the machine. Record the ID number and source of ID on the information report.

If a voter is required to show ID and does not provide you with ID, provide that voter with an affidavit ballot.

Forms of Identification Accepted:

A current and valid photo ID with the voter's name and picture.

driver's license

student ID

passport

military ID

non-drivers ID

pistol permit

government ID

pilot's license

or a copy of a current utility bill, bank statement, paycheck or government check.

Voter Who Needs Assistance

A voter may require assistance filling out their ballot due to physical disability, poor eyesight or may be unable to read or write. The voter may get help from anyone he chooses except their employer or union agent. If a voter has no one to help them, one inspector from each party may help the voter. The voters name and who provided assistance should be recorded on the information report.

If a voter cannot sign their name or make a mark the inspector is to write "Unable to Sign" in the signature box. Make a notation information report.

No One May Sign for a Voter: not a spouse, child or even a power of attorney.

Primary Elections

Only voters enrolled in the party having a primary may vote. It is of vital importance that you carefully check each voter's party. They must sign the electronic poll book and given the correct ballot for their party.

There are four parties in New York State - Democratic, Republican, Conservative, and Working Families. Each party has a color. The abbreviation for each party as it appears on your electronic poll book and on your voter list. Primary tally sheets will be color coordinated.

Party	Abbreviation	Color
Democratic	DEM	Green
Republican	REP	Cherry
Conservative	CON	Granite
Working Families	WOR	Tan

A voter listed with BLK is a BLANK and may not vote in a primary election as a rule.

****** ANY PROBLEM WITH A VOTER'S PARTY ENROLLMENT******

Regardless of what a voter may say, it is NEVER up to the inspectors to decide on a voter's party. Call the Board of Elections to determine the voter's status.

A voter may always do an affidavit ballot if there is confusion over their party.

Be sure that the voter has the correct ballot for their party.

Ballots

As an inspector you need to be familiar with various ballots. Each ballot has a specific purpose.

- ★ Official ballots - used by qualified voters.
- ★ Affidavit ballots - a ballot that is used by a voter whose poll record is missing, claims to be enrolled in a political party other than the one indicated and other special circumstances.
- ★ Emergency ballots - official ballots to be used when the machine breaks down.
- ★ Write-in ballots - official ballots containing a write-in vote cast by a voter.
- ★ Abandoned Ballots - Still sitting on or in the voting machine.
- ★ Spoiled Ballots - either the voter made an error or they left the ballot lying around the poll site other than in the machine.
- ★ Absentee Ballots - used by a voter who is absent from the county, confined by illness/disability or in jail.

Official Ballots

Official ballots are in booklets that the inspector will tear out and hand to the voter. It is the inspector's responsibility to make sure the voter has the correct ballot for his district and party. The ballot ID is located on the bottom right-hand side of the ballot. Only one book of ballots is to be kept on the inspector table. The rest should be in the extra ballot tote they came in or they can be stacked near you until you need them. Be sure they are not somewhere that the voters can get to them.

Affidavit Ballots

Affidavit ballots are the same as the official ballots. Affidavit ballots are sealed in an envelope and never opened or counted by the inspectors. The Board of Elections must do research to determine if the voter is eligible to vote.

Before giving the voter an affidavit ballot, call the Board of Elections. If you are unable to get through to us, you will need to determine if they are in the correct polling place. There is a map and a street listing in the back of the binder. Use these tools to determine what election district the voter belongs in. Make sure the voter is in the correct polling site. The affidavit ballot will not be counted if it is cast in the wrong poll site.

****NEVER TURN A VOTER AWAY.** Always offer the voter an affidavit ballot.

Emergency Ballots

Emergency ballots are also the same as the official ballots. They are used if the voting machine breaks down. The inspector will open the emergency slot door on the voting machine and the voter will place their ballot into the emergency slot. They are counted by the Board of Elections unless you are otherwise directed by the Board of Elections.

Write-In Ballots

Write-in ballots are official ballots containing a write-in vote. A blank row after the other candidates that says "Write-In" on the ballot. When a voter places a ballot containing a write-in vote into the tabulator, all votes are recorded. It just cannot read the name written. The machine will tell you how many write-ins were cast on the close poll report but it will not give what was written. The ballot goes into a special compartment in the machine. Leave the write-in ballots in that compartment. The Board of Elections will tabulate and record the write-in votes.

Abandoned Ballots

Any ballot that has been rejected by the machine and the voter leaves without trying to reinsert it. If the ballot is still sitting at the machine a bipartisan team of inspectors must insert the ballot into the machine. If it will not accept the ballot put the ballot into the emergency slot to be counted by the Board of Elections. Note that on the information report.

Spoiled Ballots

If a ballot is left anywhere other than at the voting machine, either partially or completely filled out, it is a spoiled ballot. It is also a spoiled ballot if a voter makes an error on a ballot and wishes to receive a new ballot. The inspectors will write "spoiled" on the front and back of the ballot and put into the spoiled ballot envelope.

Absentee Ballots

You may accept absentee ballots at the polling site. You are to put any absentee ballots you receive into the Absentee Ballot Envelope that is provided. If a voter's name appears in the poll pad indicating that they have been issued an absentee ballot they are NOT allowed to vote on the voting machine at an early voting site or on Election Day. They may vote by affidavit ballot.

Affidavit Ballots

All the supplies necessary for giving the voter an affidavit ballot are in the affidavit ballot supply folder.

Affidavit ballot supply folder contains:

- ★ Check list (for inspector to follow).
- ★ Notice to Voter (given to the voter).
- ★ Affidavit ballot envelopes (to put the ballot in and to be completed by voter and the inspector).
- ★ Affidavit report form for the inspector to write the names on.

The Voter must:

Complete the affidavit envelope and include:

- ◆ Residence address (98 Main St) AND the mailing address if different (PO Box 100).
- ◆ Their signature and date the envelope.
- ◆ Place their marked ballot inside the envelope and seal it.

The Voter must be in the correct election district and polling site.

The Inspector must:

- ◆ Enter the town & election district on each affidavit envelope.
- ◆ Check the envelope to be sure that the voter has filled in all of the information.
- ◆ Enter name and address on the affidavit report form that is in the clear affidavit folder.
- ◆ Do NOT put it back in the clear affidavit folder. Put it in the black bag.
- ◆ Make sure it comes back to the Board of Elections at the end of election night with the black bags.
- ◆

*****DO NOT OPEN OR COUNT THE AFFIDAVIT BALLOTS
RETURN THEM IN THE BLACK BAG ON ELECTION NIGHT**

Court Orders

If a voter's name is not in the poll pad and after the Board of Elections has said they were not a valid voter and they insist on voting on the machine, they may obtain a court order. You must call the Board of Elections (607-832-5321) for instructions and the judge's name and location.

If a person brings a court order to you, they must be allowed to vote on the machine. Court orders must be signed by the judge.

The voter must also sign the top of the court order.

Enter the voters name on the information report.

Court orders must be returned with your supplies to the Board of Elections.

Emergency Ballots

Emergency ballots are official ballots given to voters when the voting machine breaks down. The Board of Elections Office will count the Emergency Ballots unless you are directed otherwise.

Emergency Ballot Procedures

- ★ Call the Board of Elections for permission to use emergency ballots.
- ★ Have the voter sign the electronic poll book.
- ★ Give the voter a ballot and a privacy sleeve.
- ★ Unlock the emergency ballot door on the voting machine and let the voter insert the ballot into the slot when they are ready to cast their vote.

If you are directed to count the Emergency Ballots

- ★ At the close of the polls remove the emergency ballots from the machine, separate by districts and count each office. Use a sample ballot to record the totals. If you have two voting machines you must keep the ballots separate per machine.
- ★ Place the ballots inside the large "Emergency Ballot Envelope" designated for your election district and put back inside the emergency ballot container in the voting machine.
- ★ Put the sample ballot containing the emergency ballot count and the Emergency Ballot Envelope containing the emergency ballots inside the black bag. They need to be back at the Board of Elections on Election Night.

Closing the Polls

This is a general list of things to do. Refer to the blue key bag for “Open and Close” instructions for the voting machine.

Polls close at 9pm for every election. Any qualified voter waiting in line to vote must be allowed to do so. Doors to the polling site should be locked at 9pm.

Once the polls have closed, only authorized individuals may remain in the site. Authorized individuals are those with a poll watchers certificate, candidates, and individuals with a letter from the Board of Elections.

- ★ The TEAM will close the polls on the machine using the close polls instructions.
- ★ Pack up the electronic poll book.
- ★ Examine the close polls tape. The TEAM must sign the tape.
- ★ Announce the election results.
- ★ Fill out the polls closed section of the ballot transmittal form and return with the ballots.
- ★ Be sure you have signed the information report and any paper work from your district. Put your town and district on ALL paperwork.
- ★ Pack up all supplies. Do not throw away any ballots, empty ballot booklets or stubs. They must all be returned to the Board of Elections.
- ★ The TEAM will complete the Security Seal Worksheet and sign the Election Result Tape.
- ★ ****Take the **Memory Card** out of the machine and place into the key bag!!
- ★ Return your Key Bag and the Black Bag to the Deputy Sheriff or Board of Elections staff.