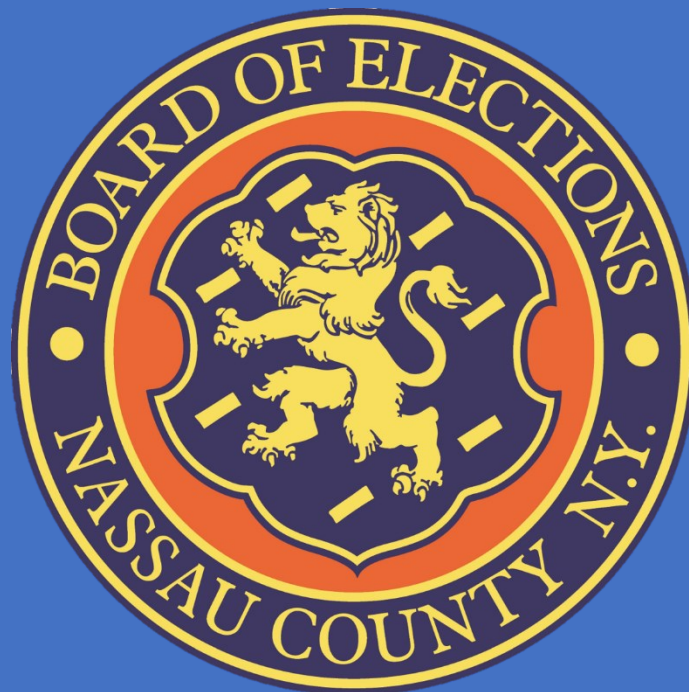


James P. Scheuerman
Democratic Commissioner

James V. Moriarty
Republican Commissioner

REFERENCE GUIDE POLL WORKER MANUAL



July 2023

A Message to Inspectors

As an Election Inspector, you play an essential part in the process that enables citizens to exercise their constitutional right to vote. The success of the election process depends to a great extent on how well you carry out your responsibilities at the polls.

What voters experience at the polls is the only part of the election system that they observe regularly. Consequently, the impression that you leave with the voters strongly influences their overall view of the election system. We trust that you, as a representative of your County Board of Elections and your political party, will strive to perform your duties in a way that gives voters confidence in the fairness and effectiveness of the system.

This Reference Guide, the County Board of Elections' training course and the other aids supplied to you describe your responsibilities in detail. We believe that the essence of your job lies in two main goals: to help qualified voters to vote; and to ensure that their votes are properly counted. You can accomplish these goals by maintaining a helpful attitude and by applying election law and procedures as you have learned them.

The work of an inspector can be complex and often tiring, but when you have done the job well, you will know that the voters of your Election District have been well served. On their behalf, and on behalf of all the county's citizens, we thank you for your service.



Commissioners of Elections

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Part 1:

Understanding

Elections

DIFFERENT TYPES OF ELECTIONS

There are many different types of Elections that take place in Nassau County. The Board of Elections is responsible for the General Election in November, the Primary Election in June, and any Special Election that takes place.

There are other elections that take place for Villages, School Districts, and Special Districts.

A Primary Election is held by a political party to determine who their candidate will be in the general election. Political party enrollment is optional but in order to vote in a primary election of a political party, a voter must enroll in that political party unless state party rules allow otherwise.

A General Election is held each November to determine which candidates will be elected to public office.

A Special Election is held as necessary to fill a vacancy in an elective public office.

VOTING PROCEDURES

There are different ways to vote in every election: election day, early voting, and absentee voting.

Election Day: Voters can go to their designated polling location. All voters will be asked to go to a specific table that represents the election district based on residence. Voters not registered at their current address will need to vote by affidavit. (see affidavit section)

Early Voting: Voters can go to any of the sites throughout Nassau County during the nine days of early voting. Early voting sites are equipped to print ballots from anywhere in the county, so there are no assigned tables.

Absentee Voting: Voters may submit an application and receive their ballot by mail. An absentee ballot application must be received by the Board of Elections at least 15 days before the election, except an application may be submitted in person at the Board of Elections office in Mineola until the day before the election. Check with the Board of Elections for that date. The ballot must be signed and sealed in the appropriate envelope when mailing it back. Also, it must be postmarked by election day. Voters can also come to the Board of Elections to fill out their applications and receive their absentee ballots. Each polling location also has an absentee ballot drop-off bin.

TRAINING OPPORTUNITIES

New York State law requires all poll workers to attend a training class each year. In-person, training is offered once a year, but there are different ways to review all roles and responsibilities.

In-Person: New and less experienced poll workers will need to attend training in person. Depending on accessibility, the training may be held on-site at the Board of Elections or off-site at a partnering location. Poll workers will be contacted by the inspector's department when it is time to register.

Early voting site managers have more detailed annual training. As a site manager, you need to have proficient knowledge of all policies and procedures that a Board of Elections employee would have.

Manual:

This manual breaks down the policy and procedure needed for a successful election. Use it as a guide at home and at the poll site. Make sure to read the proper section to learn the differences between early voting and election day.

Website, www.nassauvotes.com:

The Nassau County Board of Elections website is used to register for your annual training. A training notification letter is sent to all poll workers when the training schedule for the year is on the website.

The website also has training review videos to support all poll workers.

QUESTIONS:

For any questions about training for poll workers or site managers, please call the Board of Elections for more information at 516-571-VOTE or email us at:

For Democrats: DBOETraining@nassaucountyny.gov

For Republicans: RBOETraining@nassaucountyny.gov

DIFFERENCE BETWEEN EARLY VOTING AND ELECTION DAY

EARLY VOTING	ELECTION DAY
Site Manager and Inspectors	Coordinators, Chairpersons, Inspectors
Site Managers bring the supplies daily	Red Cart holds the supplies
DS200 is set up and closed by the Site Manager	DS200 is set up by the Inspectors and Chairpersons
Return of Canvass has 2 parts and Seals Report is separate	Return of Canvass and Seals Report are in one document
The polls are never closed!	The polls are closed at 9 pm or if there is a line, after the last voter votes
Site Managers return the equipment to the BOE	The Chairperson returns the equipment to the assigned Police Precinct
Payroll is in the white envelope	Payroll is in the front cover of the White Paperwork Binder
Orange, Green, and Blue Canvas bags go in the Blue Bin at the end of the night	Orange, Green, and Blue Canvas bags go in the Blue Supply Bag at the end of the night
Nassau voters can go to any poll site in Nassau County	Voters must go to their designated poll site
Ballots are printed on-site, specific to the voters' election district	Ballots are preprinted in a ballot pad specific to the election district
Time is different every day	Voting takes place 6am-9pm
Tables are labeled A and B	Tables are labeled by Election District

DISABILITY AWARENESS

Working with the public, we want to be respectful of a person's needs. If it is believed that a voter may need support, you can ask, "How can I be helpful?" It is best not to assume that a voter requires assistance. This honors the voter's requests without pressure or embarrassment. Accommodate the voter's needs quickly but always stay within proper guidelines. When there is doubt, call the Board of Elections.

When checking in the voter, speak directly to them. If they came in with a family member or someone to assist them, you still need voter verification to be done directly from the voter to the best of their ability. Be patient and take as much time as is necessary to ensure the person casts their vote properly.

AutoMARK (Ballot Marking Device or BMD)

"The AutoMark is a ballot marking device designed to provide privacy and accessibility to voters who are blind, vision-impaired, or have a disability or condition that would make it difficult or impossible to mark a ballot. In addition, it provides language assistance to voters who are more comfortable speaking an alternative language or who have reading difficulties. The AutoMark ballot marking device is also equipped for Sip-N-Puff and paddle devices to assist voters with hand dexterity challenges." Make certain that the voter understands that when seeking assistance, both the Democratic and the Republican poll workers must be present during the period of assistance. Should there be a problem when the ballot is ejected from the AutoMARK device, make certain that any review of the ballot is solely to assure that the marks are aligned in the ovals. Privacy and independence for the voter should always be the number one priority.

[Voting Machines ES&S AutoMARK | New York State Board of Elections \(ny.gov\)](#)

LANGUAGE ACCESS

Many sites will be staffed with a Spanish translator. This is determined by the federal government according to the US Census. Though often referred to as interpreters, in elections, we refer to them as translators because they are assisting the voter with the written instructions on the ballot and current policy and procedure without interpretation. If your location does not have a Spanish translator, you can also call the Board of Elections number for Spanish language assistance at (516) 571-1245.

Poll Workers are not permitted to act as translators. If assistance is needed, call the Board of Elections. The voter is welcome to bring someone to assist them, and the Inspectors can sign them in on the Poll Pad as "Assister to the Voter." Also, the AutoMARK (BMD) is available to translate the ballot.

DIGNITY AT THE POLLS

Nassau County strives to have a culture where all people feel they can vote with dignity. It is a diverse county though many do not see that diversity in their daily lives. Poll workers represent the Nassau County Board of Elections and are expected to abide by the same policies as county workers. That means all voters deserve to be treated equally regardless of race, ethnicity, gender, religion, sexuality, age, education level, income level, or physical, mental, or language ability.

As a poll worker, all different types of people will come to the poll site. Keep language neutral and respectful. Sometimes conversations or gestures expressing stereotypes, jokes, and assumptions about someone's identity can be harmful even if the intention was to be friendly or funny.

Being respectful applies to all people at the poll site including voters and other poll workers. Treat everyone with dignity, respect, and courtesy to ensure that all voters and workers have a positive experience while at the polls.

Basic Guidelines:

- Treat every voter like the first person you are seeing for the day.
- Listen carefully and show patience.
- Poll workers should not have political conversations nor discuss topics related to gender, race, ethnicity, sexuality, religion, or gender of a voter, poll worker, or any other person at the poll site.
- Stay focused on how to accommodate the voter.
- Keep the poll site free from distractions.

POLL WORKERS MISSION

- Every voter should be served according to the procedure.
- Privacy and independence are of the utmost importance.
- Treat each person with dignity, respect, and courtesy to ensure all voters have a positive experience while voting.
- Be neutral and calm in every situation.

Part 2 A:
Operating the
Election Day
Poll Site

Operating the Election Day Poll Site

LEGAL

The election is administered in a bipartisan manner and in accordance with the law. There must always be a Democrat and a Republican present for each task. Polls cannot be open unless at least one inspector from each party is present. If a site is not fully staffed before 6 am, call the Board of Elections.

ELECTION DAY TEAM RESPONSIBILITIES

ROVER TEAM

- The rover team is a bipartisan BOE staff team that is available in the area for technical support
- They may show up periodically to check on the site
- Poll workers must ask to see their ID
- Will be wearing county shirts

POLL SITE COORDINATORS

- Open the red supply cage at the start of the day with the code given by the BOE. This must happen first so everyone can get their supplies. Also responsible for locking up the red supply cage at the end of the night
- Set up privacy booths and make sure each booth has a pen
- Hang all signage including vote here, polling place, bill of rights, distance markers/electioneering, and disability signs
- Set up and turn on the AutoMARK before 6 am
- Ensure that the polling site is accessible to all voters, including voters with disabilities
- Sign in on the paper payroll and take the oath of office
- Assist voters who want to use the AutoMARK throughout the day
- Welcome voters, and use a street list to direct them to the right table by T/AD/ED
- Clear jams on the DS200. Work with the team to decide whether it needs to go into emergency ballot mode while a rover team is called to fix a larger problem
- At the end of the night, check the red data bag to make sure the data stick is in the front window before the chairperson takes it to be dropped off
- Last to leave the polling location

INSPECTORS

- Must have full knowledge of:
 - Voter qualifications
 - Procedures for the emergency, affidavit, and spoiled ballots. Also, court orders and challenge voters
 - How to operate the DS200 scanner
 - How to operate the poll pad
- Open and close poll pads and DS200 in a bipartisan team
- Fill in the seal's report

- Fill out the return of canvass for a full accounting of the table
- Sign in on the paper payroll and take the oath of office
- Account for ballots and pack all supplies at the end of the night, securing critical items

CHAIRPERSONS

- Performs all the same duties as the inspectors
Added responsibilities include:
 - Manage the break schedule for the table to which they are assigned
 - Make sure payroll is completed by all and signed off
 - Check that everyone signs the oath of office
 - Return supplies to the assigned police precinct or Board of Elections.
This includes the blue supply bag with the orange, green, and blue canvass bags inside, the red data bag with the stick in the window, and the chair at the lowest election district table, also takes
The yellow absentee ballot drop-off bag

TRANSLATOR

- Nonpartisan professional who is hired by the Board of Elections to translate the ballot with no discussion or interference of political matters or the voter's preference
- Assists voters who prefer another language/only assists the voter with translation
- Due to the census results, we provide someone who speaks Spanish at many sites

***Prior to appearing on Election Day, any poll worker with questions should contact training staff to confirm any procedures or request information regarding unanswered questions or confusion relating to the use of election equipment.**

DRESS CODE

Poll Workers will not be provided with a Board of Elections shirt and are permitted to wear their own clothing. There is no political attire allowed, no candidate or political party attire, no slogans, or graphics. Do not bring anything politically controversial into the polling place.

Nobody should be wearing Board of Elections shirts while working on Election Day other than Rover Teams that come to the site for technical assistance.

It is strongly recommended that closed-toe shoes are worn for safety to prevent injury around machines.

In accordance with the law, voters should remove or cover any items of clothing or accessories that represent the current contest or political parties found on the ballot.

TIME

The polls are open 6 a.m.-9 p.m. Poll workers are required to arrive at 5:15 a.m., except that translators are required to arrive at 6 a.m. If nobody at the facility is there to open by 5:25 a.m., you **MUST** call the Board of Elections at 516-571-VOTE. Polls need to be open for voting at 6 a.m. sharp. At the end of the night, every voter in line by 9:00 p.m. must be allowed to vote.

PAYROLL

All poll workers must sign the paper payroll. The payroll envelope is found in the inside front pocket of the white paperwork binder and must be returned there. If there is information missing, please be sure to fill it in. If you are not listed on the paper payroll, please write your name and other required information in the blank space.

Leaving information out of any field will hold up payroll for all.

On Election Day, the Board of Elections sometimes has a check-in on the poll pad. If it is there, please check in on the poll pad because it will inform the Board of Elections who is in and where stand-by poll workers are needed. If the poll pad does not have the list, do not panic. The paper payroll is the most important, and the way payment is processed.

Election: 110822-2022 GENERAL ELECTION 11/08/2022 Election Payroll Timesheet T/AD/ED # 113001 Page 2

Inspector Name/Address/Social Security #	Correction Boxes	Signature/Time In & Out	Misc Expenses
MICKERY MOUSE, Dem Insp 47 CASTLE DR APT 401 GLEN COVE NY 11542 Social Security #: 111-11-111		BASRE, ANGELINA T Time In: _____ Time Out: _____	
RICHARD LIONHEART, Rep Insp 12 CASTLE DR LEVITTOWN NY 11756 Social Security #: Not on File - Please fill in...		KILBRIDE, SANDRA A Time In: _____ Time Out: _____	
DONALD DUCTLESS, Dem Insp 13 ADAMS AVE GLEN COVE NY 11542 Social Security #: 111-11-111		MCNAUGHTON, JEAN Time In: _____ Time Out: _____	
ANDY TAYLOR, Rep Poll 11 DISNEY BLVD GLEN COVE NY 11542 Social Security #: 111-11-111		NIERL, DAVID S Time In: _____ Time Out: _____	
ADAM TWELVE, Rep Insp 14 EVE PL SEAFORD NY 11783 Social Security #: 111-11-111		TRUBESH FREITAG, JOAN M Time In: _____ Time Out: _____	

MEALS AND BREAKS

The chairperson will assign breaks to each inspector at their table. We ask that no one abandons their table without proper coverage to remain in accordance with the law. To maintain bipartisan coverage, the two poll workers of the same political party at the table are not permitted to go on break at the same time. Poll workers are entitled to one hour for lunch and one hour for dinner. The breaks cannot be taken together, and all workers must be on site an hour before the close of polls.

T/AD/ED or TOWN, ASSEMBLY DISTRICT, ELECTION DISTRICT

The T/AD/ED is the 6-digit number that represents the voting district associated with the voter's address. The Board of Elections assigns each town or city a number to code each area. Sometimes it is represented by an abbreviation followed by the numbers of the Assembly District and Election District. These numbers are used to label the tables in the polling site, and all the equipment assigned to that table will also have the same label.

Glen Cove = 1 Hempstead = 2 Long Beach = 3 North Hempstead = 4 Oyster Bay = 5

For example, 113001 is the same as the City of Glen Cove, Assembly District 13, Election District 001

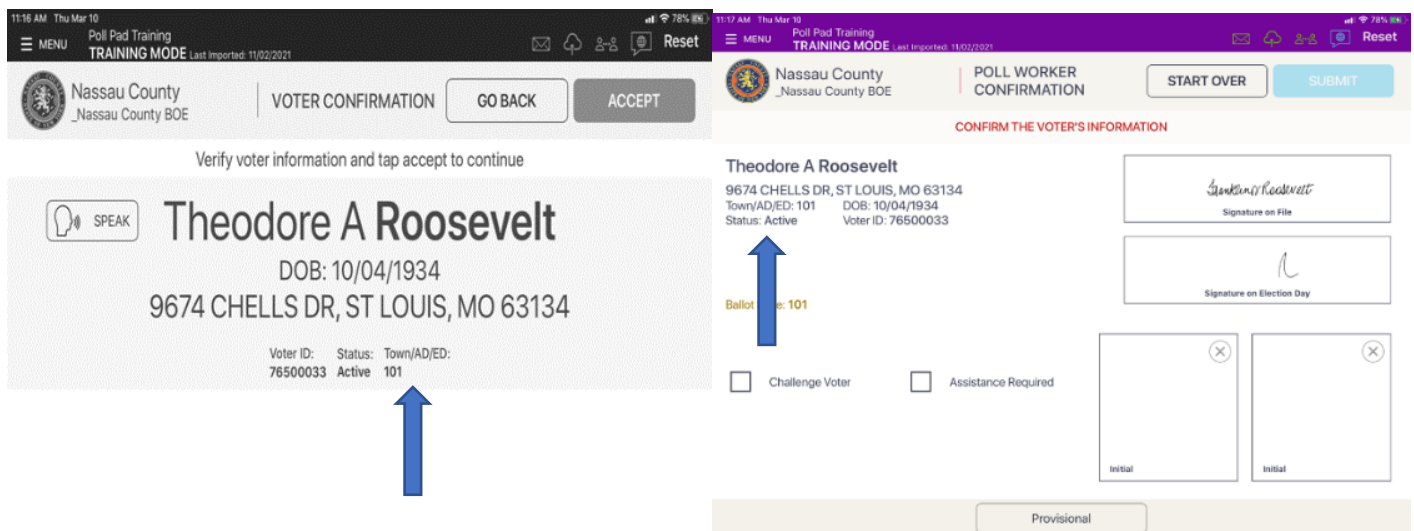
Voters can only sign in at the table with the T/AD/ED associated with their current address. This way, each voter gets a specific ballot containing the contests and representatives that directly apply to where they live. The ballot needs to be cast on the DS200 accompanying the table where the voter checked in. If someone votes by affidavit, the ballot needs to be the T/AD/ED associated with the voter's current address, and the voter must be at the linked table.

During early voting, voters can vote at any of the poll sites in Nassau County and may check in at any of the tables. The appropriate ballot will be printed once the voter checks in. The inspector should check the T/AD/ED on the ballot and ensure that the voter is receiving the proper one.

On election day, if there is a problem with the equipment that the poll workers cannot fix, a call should be made to the BOE requesting that a rover team be sent for technical support. When placing the call, know the T/AD/ED on the machine that is being reported because it will assist the BOE in getting to the site and could help identify the problem.

On the poll pad, each screen with the voter's information on it will also have the T/AD/ED listed.

See the examples: It will be a 6-digit T/AD/ED. The arrow points to the area where it will be found on the poll pad screen.



The T/AD/ED is also crucial when completing the poll worker portion of an affidavit ballot. Be sure to have the T/AD/ED written where it is indicated on the bottom of the envelope.

EQUIPMENT

- **Red Cage:** The red cage is found at the poll site and will contain all the supplies needed. There are two lock boxes and two locks. Each Coordinator will be given a code for the lock box to get the key to unlock either the blue or red lock. There will be supplies carefully labeled for every table in the poll site. Inside the cage, there will be:
 - Orange poll pad cases
 - Blue supply bags
 - Purple coordinator bag
- **DS200:** “The DS200 ballot scanner system is a portable electronic voting system that uses an optical scanner to read marked paper ballots and tally the results. This system allows for paper ballots to be immediately tabulated at your polling site. The DS200 also notifies you of any voting errors. You will be able to immediately correct these errors to ensure that your vote counts” (NYS BOE Website)
- **Poll Pad:** The Poll Pad is a tablet with an operating system specifically to provide electronic voter check-in and verification process for election officials across New York State and the US. The poll pad replaced paper poll books in 2019 and allows Inspectors to check in voters, see whether they have already received or voted a mail ballot, and direct them to their correct polling place if they are in the wrong location. Inside the case it will have:
 - two poll pads
 - two poll stand arms
 - two poll pad bases
 - two bar code scanner trays
 - two power cubes and cords
 - a few stylus’s
- **Blue Supply Bag:** This is a blue soft bag that holds the supplies for the table. It includes:
 - T/AD/ED sign for the table
 - ballot pads
 - blue spoil bag
 - spoiled stamp

- orange affidavit bag
 - affidavit envelopes
 - green emergency unscanned ballot bag
 - pencil case: name tags, pencils, pens
 - white paperwork binder
 - red data bag
- **Red Data Bag:** This is a small bag with a window, and it is highly important. Inside it will have:
- return of canvass
 - new seals
 - DS200 keys
 - the DS200 code
- **Yellow Absentee Bag:** This is a soft yellow bag that is secured in several different places and has a slot for people to drop signed, sealed absentee ballots in. There will be one yellow absentee bag per polling place, which should be left with the poll coordinators.
- **AutoMARK (BMD):** “The AutoMark is a ballot marking device designed to provide privacy and accessibility to voters who are blind, vision-impaired, or have a disability or condition that would make it difficult or impossible to mark a ballot. In addition, it provides language assistance to voters who are more comfortable speaking an alternative language or who have reading difficulties. The AutoMark ballot marking device is also equipped for Sip-N-Puff and paddle devices to assist voters with hand dexterity challenges.” (NYS BOE Website)
- **Purple Coordinators Bag:** This bag contains the supplies that each coordinator needs including:
- AutoMARK keys
 - return of canvass for the AutoMARK and yellow absentee bag
 - signs
 - pens
- **Signs:** There are several signs the coordinator needs to hang up around the poll site, inside and out. They include:
- voters Bill of Rights in English and Spanish
 - polling place marker
 - accessibility sign
 - accessibility access and handicapped parking signs
 - “Vote Here” signs
 - no electioneering/ 100-foot distance markers

Part 2 B:
Opening and
Closing the
Election Day
Poll Site

STEP BY STEP OPENING FOR INSPECTORS/CHAIRPERSONS

1) Arrive at the Poll Site at 5:15 a.m. so that it is ready for the first voter at 6 a.m. If the location is not open before 5:25 a.m., call the Board of Elections.

2) The Republican and the Democratic coordinators will have separate codes to open the lockbox located on the outside of the red cage and take out the keys to the blue and red padlocks. Blue is for the Democrats; Red is for the Republicans. If a coordinator is not there, one chairperson or inspector representing the same party must call the Board of Elections to get the code.



3) Inspectors/Chairpersons will be assigned on their hire letter to a table by T/AD/ED number. It will either be a 6-digit number such as 220008 or Hemp-20-008. Bipartisanly, get the equipment from the red cage labeled with the T/AD/ED of your table and start setting up your table. Once the cage is opened, inspectors and chairs can start to remove the equipment for the table they have been assigned to. Be sure to check that the equipment labels match the right table.



4) Each table will have several supplies that are labeled with the T/AD/ED number for your table:

a) Red Data Bag

- return of canvass
- new strap, tab, and sticker seals
- DS200 keys

b) Blue Supply Bag

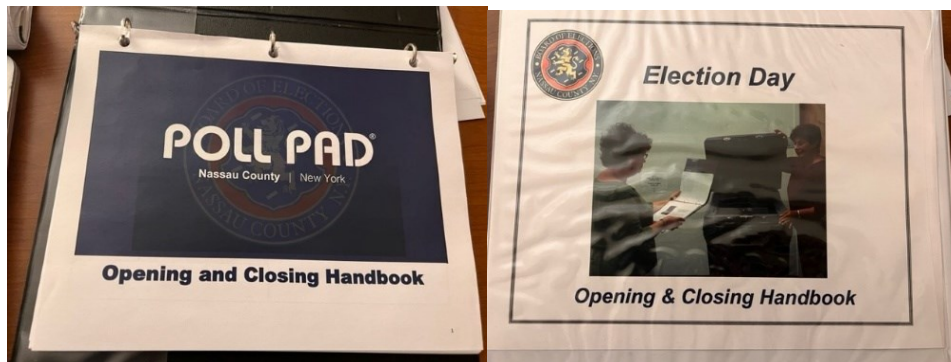
- T/AD/ED sign for the table
- ballot pads
- blue spoil bag
- spoiled stamp
- orange affidavit bag
- affidavit envelopes
- green emergency unscanned ballot bag
- pencil case: name tags, pencils, pens
- white paperwork binder:
 - paper payroll in the front sleeve
 - oath of office
 - inspector remarks
 - challenge forms

c) Poll Pads in Orange Case

- two poll pads
- two poll stand arms
- two poll pad bases
- two barcode scanner trays
- two power cubes and cords
- a few stylus

*Please note that there are no scissors provided. Poll workers may bring their own scissors to cut seals if they choose.

5) The poll pads and the DS200 each have open and close manuals in the blue supply bag. One inspector should read while the other does the actions the instructions are calling for. The most important thing is getting these machines up and running no later than 6 a.m. so the table is ready when the first voter arrives. Make sure the public count reads zero at the start of the day.



6) In most elections when the poll pads are set up, one poll pad will be plugged in, on the table, and used to check in voters, while the other is kept in the case but also turned on and plugged in. If the site gets busy and a second poll pad is needed, it is okay to pull it out of the case.

7) Start filling out the seal's report for the DS200

SEALS REPORT				Primary Election		August 23, 2022	
Seals at Poll-Opening and Poll-Closing							
RED BAG		Seal Number on bag at opening: _____					
	Seal Number Applied at BOE	At Opening, Is Seal the Same? (Circle One)		Record the Seal that you apply			
DS200: Outside Machine and Ballot Bin							
Lid Seal (front/top of DS200)		Y	N	Applied at Closing:			
Ballot Bin Door (front/bottom of DS200)		Y	N	Applied at Opening:			
				Applied at Closing:			
Blue Ballot Bin Seal		Y	N	Applied at Closing:			
Side Seal, Left (as you face machine)		Y	N	Original Seal Is Never Removed			
Side Seal, Right (as you face machine)		Y	N	Original Seal Is Never Removed			
DS200: Inside the Lid							
At closing record the seal #							
Green sticker seal		Y	N				
Red sticker seal		Y	N	Original Seal Is Never Removed			
Emergency Ballot Bin							
At closing record the seal #							
Door to Emergency Slot	None	-----					
The Bags: Record The Seals At The End Of The Night							
At closing record the seal #							
Green Bag	Slot End	Apply and record at closing.					
	Zipper End	Never Removed, Record at closing					
Blue Bag	Slot End	Apply and record at closing.					
	Zipper End	Never Removed, Record at closing					
Orange Bag	Slot End	Apply and record at closing.					
	Zipper End	Never Removed, Record at closing					
Red Bag	Zipper End	Apply and record at closing.					

SEALS CHANGE REPORT		Primary Election		August 23, 2022	
Seals Changed During The Day (other than open or close)					
Green Sticker (inside the lid): will need to be replaced if removed during the day to repair paper roll jam. Record any seals changed during the day, and indicate reason for the change.					
Seal Number	Reason				
Emergency Ballot Bin: Seal will need to be added and replaced when the emergency slot is opened and closed.					
Seal Number	Reason				
Please describe any problems with the equipment or seals and tell us if a technician visited your site and why.					

8) Start filling out the return of canvass with the public and protective count and the count of ballot pads received at the start of the day. (See page 12 for more detail)

9) Once your table is set up and ready for your first voter, everyone should sign in. First, sign the paper payroll. The inspectors information will be printed and inside of an envelope in the front pocket of the white paperwork binder. If any information is missing, please fill it in. If a poll worker is not found on the paper payroll, they should write their name and other required information in the blank space.

Next, go into the Poll Pad, use the stylus to click home, poll workers, and scroll through the list to find the poll workers' names. If there is no list, do not panic. It is not always uploaded in time due to last minute changes. Make sure you fill out the Paper Payroll no matter what. That is the most important. The chairperson of the table should call the BOE inspectors department if anyone is missing. There are standby inspectors waiting to be called if needed.

If a table is short an inspector, borrow one from another table until the stand-by arrives. Remember, everything needs to be done bipartisan.

RETURN OF CANVASS

The return of canvass is one of the most important documents at the poll site. On the return of canvass (ROC), each box needs to be filled in carefully with the correct information.

Each table will have a ROC with a seals report as part of the document. At the end of the night, it is placed in the red data bag.

Record the public and the protective counts on the ROC. The public count is the number of times the machine was used in that election and should always start at zero. The protective count will show the number of times the machine was voted on during the life of the machine. The ROC has space for these numbers at the opening of the polls and again at the closing. If the public count does not read zero at the start of the day, call the BOE immediately.

The ROC requires the number of ballot pads delivered at the start of the day.

On the ballots, there is a number where they are pulled from the pad. That number gets recorded at the start of the day and again at closing.

The ROC has a tally sheet that is used throughout the day to keep track of the different types of activities happening. Spoiled ballots, court orders, affidavit ballots, and unscanned emergency ballots. At the end of the day, total up the number and write it in the appropriate place of the ROC.

The seal's report must reflect every strap seal, tab seal, and sticker seal that has been used throughout the day. That means the seals that were broken in the morning or anytime throughout the day and the seals that replace them. Make sure to mark each one on the seal's report and keep the used seals in the red data bag.

At the end of the night, make sure all the closing numbers are filled in and the ROC goes into the red data bag.

Numerical Check-Off List

INSTRUCTIONS: cross out one number as each ballot is placed in the appropriate Security Bag. Number is to be recorded on the Return of Canvass

Example: ~~1 2 3 4 5~~ represents 6 ballots to be returned to the Board of Elections

Party	Court Orders	Affidavit Ballots	Spoiled Ballots	Un-scanned Ballots
#Type/	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
	6 7 8 9 10	6 7 8 9 10	6 7 8 9 10	6 7 8 9 10
	11 12 13 14 15	11 12 13 14 15	11 12 13 14 15	11 12 13 14 15
	16 17 18 19 20	16 17 18 19 20	16 17 18 19 20	16 17 18 19 20
	21 22 23 24 25	21 22 23 24 25	21 22 23 24 25	21 22 23 24 25
	26 27 28 29 30	26 27 28 29 30	26 27 28 29 30	26 27 28 29 30
	31 32 33 34 35	31 32 33 34 35	31 32 33 34 35	31 32 33 34 35
	36 37 38 39 40	36 37 38 39 40	36 37 38 39 40	36 37 38 39 40

COUNTY OF NASSAU

Return Of Canvass

Primary Election August 23, 2022

Town or City: _____

Assembly District: _____ Election District: _____

Poll Location: _____

WHEN MACHINE IS OPENED

PROTECTIVE Counter Number at OPENING: _____ PUBLIC Counter Number at OPENING: _____

Number of Ballot Pads Delivered: _____
[Show number for each party. If none, write 0]

WHEN MACHINE IS CLOSED AT THE END OF THE NIGHT

DO NOT REMOVE DATA STICK FROM SCANNER UNTIL ALL TAPES HAVE PRINTED AND MACHINE POWERS OFF

PROTECTIVE Counter Number at CLOSING: _____ PUBLIC Counter Number at CLOSING: _____

Total of Court Orders Processed: _____

A. Number of Spoiled Ballots: _____

B. Number of Affidavit Ballots: _____

C. Number of Emergency Ballots: _____

D. Total A+B+C: _____

Next Sequential UNVOTED Ballot Stub Number: _____

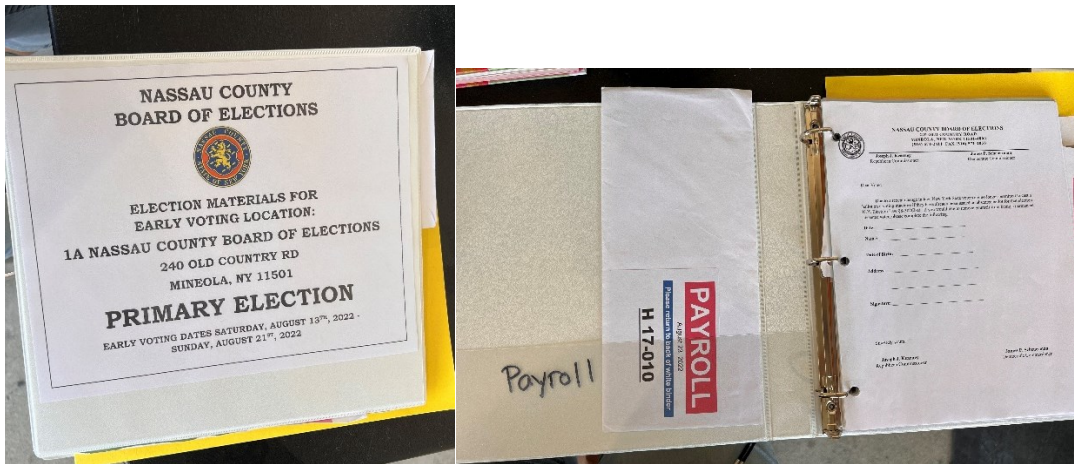
Oath at Opening and Closing of Polls

WE, THE INSPECTORS OF ELECTIONS OF THIS ELECTION DISTRICT, HEREBY CERTIFY THAT THE ABOVE AND THE FOLLOWING STATEMENTS ARE CORRECT IN EVERY PARTICULAR AND THAT DURING THE EXAMINATION, EACH MACHINE WAS LOCKED AND SEALED AGAINST OPERATION, AND THAT NO INSPECTOR OR ANOTHER PERSON TOUCHED THE INTERIOR OF ANY MACHINE OR ITS MECHANISM.

CLOSING PROCEDURE FOR INSPECTORS AND CHAIRPERSONS FOR ELECTION DAY

1. The site cannot be closed until 9pm or the last voter has voted. If at 9 pm there are still voters in line, they must be allowed to vote. Keep all tables open until the last voter finishes.
2. If there was any time during the day that the DS200 had to go into emergency mode after the last voter has left the poll site, a bipartisan team may scan the ballots from the emergency bin into the DS200. Any ballots that are too wrinkled or, for some reason will not scan should be put in the green, unscanned emergency ballot bag. Mark the number of unscanned ballots in the appropriate section on your return of canvass.
3. A good rule is, to put everything back in the same place it was found. That way, the Board of Elections will know exactly where to find important documents and supplies when returned at the end of the night.
4. Have one bipartisan team break down the poll pads and the other the DS200. All tasks must be done bipartisan Just like opening, follow the closing guide for the DS200 and poll pads found in the blue supply bag, even if there is an experienced inspector. Remember, one person reads as the other person does the action required.
5. Before closing down the DS200, make sure the closing numbers for the public and protective count are recorded on the return of canvass. The return of canvass should reflect all the ballots received throughout the day, including spoiled, emergency/unscanned ballots, affidavits, and court orders. Use the tallies on the back of the return of canvass throughout the day and use them to fill in the correct numbers at the end of the night.
6. Two copies of the results tape will print from your DS200. Have at least one Democratic inspector and one Republican inspector sign the bottom of the tape. One copy goes into your red data bag immediately, and the other is posted on the wall for a few minutes for the poll watchers to record the numbers. When they are finished, place the second tape in your red data bag.
7. When closing the DS200, do not remove the data stick from the machine until all the tapes have been printed and the machine has completely powered down. Hold down the “close the polls” button until the screen will go completely black, and then remove your finger. The data stick is then placed in the front window pocket of your red data bag. The chairperson from each table will have the coordinator double-check the red data bag to make sure the stick is in the window prior to sealing the red data bag with a tab seal. The chairperson will bring the red bag to the drop-off location listed on the red data bag as well as the blue supply bag. Make sure the keys and the return of canvass are placed in the red data bag before sealing it.
8. Bipartisanly unlock the DS200 door and remove the blue ballot bin from the bottom of your DS200. Carefully, add the remaining ballot pads on top of the scanned ballots and close the lid. Before placing it back in the DS200, lock up the blue bin with the same key used for the DS200, and add a seal. Finally, lock up the DS200 and place new seals on the outer door. Remember to record all the new seals used on the seals report and place the old ones in the red data bag.
9. Have a final look over the return of canvass. Use the tallies from the check-off list on the back of the sheet. Fill in those totals in the appropriate spaces on the front of the return of canvass. Finally, follow the return of canvass to add up the total number of ballots for the day. Also, fill in the “Next Sequential UNVOTED Ballot Stub Number.” That number can be found on the ballot pad most recently used to give out the last ballot of the day.

10. The return of canvass goes into the red data bag after it is completed.
11. Chairperson should make sure all the inspectors signed the payroll, and then the chairperson signs the Oath of office on the closing side of the section.
12. The white paperwork binder will stay in the blue supply bag and payroll should remain in the front pocket of the binder. If it is removed from that location, it will prolong the processing of payroll.



13. Blue, orange, and green canvass bags are returned to the blue supply bag, and the bag zipper is sealed with a zip tie seal. The red data bag DOES NOT go into the blue supply bag.
14. The poll pads are placed in the red cart.
15. There will not be any blue supply bags, red data bags, or yellow absentee ballot drop-off bags in the red cart because those crucial items must be returned to the Board of Elections that night. The Chairperson will take the red data bag, the blue supply bag, and the yellow absentee ballot bag to the police precinct or the Board of Elections. On the label of the red data bag or blue supply bag, it will list the place the equipment needs to be dropped. If the site is near the Board of Elections in Mineola, you may be asked to drop the items off directly. Please follow whatever is designated for that site.

STEP BY STEP OPENING FOR THE COORDINATOR

1) Arrive at the poll site at 5:15 am so that the poll site can be ready for the first voter at 6 am. If the location is not open before 5:25 am, call the Board of Elections to get in touch with the building contact.

2) There are two combination locks on the red supply cart. The Board of Elections will send a different four-digit code to each of the Democratic and Republican coordinators that will open the associated lockbox located on the side outside of the cart. The Democrat lock will have a blue dot, and the Republican lock will have a red dot.



3) Once the lockbox is opened, the coordinator uses the key inside to open the lock on the cart. If one of the coordinators is not there, the inspectors and chairs are told to call the Board of Elections to retrieve the code and get started.

Once the locks are both open, the inspectors and chairpersons will take the equipment that matches the T/AD/ED for the table assigned to them.

The coordinators are responsible for:

- The purple coordinator bag that contains all their supplies
- The yellow absentee ballot bag
- Setting up the AutoMARK and assisting voters throughout the day
- All the signage around the site
- The street list



4) First, set up the AutoMARK, Ballot Marking Device (BMD). The AutoMARK is found in the blue cart and the keys are found in the purple coordinator bag. It should be in a visible location not far from the entrance. Follow the AutoMARK opening and closing binder that is found in the purple coordinator bag. Next to the AutoMARK should be an accessibility table with a privacy sleeve on the table. This table is not to be used for anything else. It can be used for any voter that does not want to stand at the privacy booth. Instructions on how to open the table can also be found in the purple coordinator bag.

5) The poll coordinator will be responsible for making sure the yellow absentee ballot bag is set up somewhere accessible.

The yellow absentee ballot bag shares a separate return of canvass with the AutoMARK. It is found in the purple coordinator bag.

Make sure the bag is sealed properly. A yellow strap seal is used to fasten the zippers. At the end of the night, a white Strap seal is used to fasten the flap.

It is returned by the chairperson to the assigned police precinct.



There is a separate return of canvass that coordinators fill out specific to the AutoMARK and the yellow absentee ballot bin. Make sure to record all seal numbers.

POLL SITE MANAGER

EARLY VOTING FOR PRIMARY ELECTION

AUGUST 23RD, 2022

RETURN OF CANVASS

AutoMARK – Ballot Marking Device

SEALS VERIFICATION REPORT FOR AUTOMARK & ABSENTEE DROP BIN

POLL SITE NAME _____

DATE _____

Opening of Polls:

AutoMARK Opening Time _____

AutoMARK Unit # (Back of machine) _____

AutoMARK RED Sticker Seal # on Compact Flash Card Door (Front) _____

AutoMARK RED Sticker Seal # on Printer Compartment Door (Back) _____

AutoMARK Number of AutoMARK Users _____

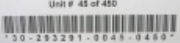
ABSENTEE Zipper Seal Applied At Opening _____

Closing of Polls:

AutoMARK Closing Time _____

ABSENTEE Seal Applied to Slot At Closing _____

Number 30
PO Number 293291
Unit # 45 of 450



7 50 - 293291 - 0045 - 0460 *

Number of Voters
Who Used the
AutoMARK
{from numerical
Check-off List on
reverse side}

WE CERTIFY THAT THE ABOVE STATEMENTS ARE CORRECT AND TRUE.

DEM _____ DEM _____

REP _____ REP _____

Poll Site Managers of Early Voting at Opening Poll Site Managers of Early Voting at Closing

6) Next, ensure that the privacy booths are set up so that voters can mark their ballots in privacy without people walking behind them. The ballot marking instructions will be found in the purple bag and will be hung in the privacy booths.



Blue: Regular standing privacy booth

Table comes out of the AutoMARK cabinet with privacy sleeve for anyone to use

7) The signs are found in the purple bag or the AutoMARK cabinet and hung around the polling site with the tape found in the blue supply bag. This includes:

- Voters Bill of Rights in English and Spanish, displayed on the wall inside the poll location
- Polling place marker, officially designates the location as a poll site, hung on the entrance door
- Accessibility sign, hung near the entrance to indicate that there is access for disabled voters inside
- Accessibility access and handicap parking signs are placed outside where voters will be notified of the best entrance or parking for disabled voters
- “Vote Here” sign is placed outside the polling location. Either a lawn sign that goes into the ground or a sandwich board will be provided
- No electioneering distance markers must be placed outside, 100 feet from the door to the poll site. If there is no obvious place to hang the sign, tape the sign to a folding chair.



8) The coordinator will sign in on the paper payroll and/or the poll pad at the table with the lowest election district. You will find the poll worker's information printed on a piece of paper inside an envelope on the inside cover of the white paperwork binder. If your name is not there, please fill it in or fill in any missing information.

Next, go into the poll pad, use the stylus to click home, poll workers, and scroll through the list to find your name. If there is no list, do not panic. The list may not have been uploaded. In any event, make sure to fill out the paper payroll no matter what. That is the most important. The poll pad is for check-in and if there is anyone missing, the chairperson for your table should call the Board of Elections.



8) Coordinators will find the street list in the purple coordinator bag and are responsible for sending voters to the T/AD/ED table representing their election district.

If the voter does not appear, direct them to any table so the inspector can look them up in the poll pad and direct them to their proper poll site. **Do not sit with a poll pad at the door because you may accidentally check in a voter and prohibit them from voting.**

OTHER DUTIES OF THE COORDINATOR THROUGHOUT THE DAY

The coordinators are responsible for clearing all jams on the DS200 and AutoMARK.

Keep in mind that voting may never stop and as a team, determine whether the DS200 should go into emergency mode. If the jam cannot be cleared quickly or there is some other technical problem with the machines, call the Board of Elections for a rover team to tend to the issue. Coordinator's also need to keep a log of each ballot jam. It is found in the purple coordinator bag. Find the ballot jam section in the manual to review procedures.

 GENERAL ELECTION NOVEMBER 8, 2022 

DS200 Ballot Jams

Polling Location: _____

Election District	Error Code	Ballot Counted (Circle One)	Jam Successfully Cleared? (If no, call BOE)	Print DEM Name	DEM Initials	Print REP Name	REP Initials
		Yes or No	Yes or No				
		Yes or No	Yes or No				
		Yes or No	Yes or No				
		Yes or No	Yes or No				
		Yes or No	Yes or No				
		Yes or No	Yes or No				
		Yes or No	Yes or No				
		Yes or No	Yes or No				
		Yes or No	Yes or No				
		Yes or No	Yes or No				
		Yes or No	Yes or No				
		Yes or No	Yes or No				
		Yes or No	Yes or No				
		Yes or No	Yes or No				
		Yes or No	Yes or No				
		Yes or No	Yes or No				

CLOSING PROCEDURE FOR COORDINATORS FOR ELECTION DAY

- 1) Legally, the site cannot be closed until 9 pm or the last voter has voted. Keep in mind, if at 9 pm there are still voters in line, they must be allowed to vote. When the last person in line finishes, you may close the machines.
- 2) Make sure the AutoMARK return of canvass is filled out completely, including the seals for the yellow absentee bag. When complete, place it back in the purple bag with the jam log.
- 3) Follow the open and close binder to shut down the AutoMARK. One person reads the other person does the actions.
- 4) Break down the accessibility table and privacy shield and place them in the back of the blue AutoMARK tank.
- 5) The AutoMARK keys go back in the purple coordinator bag once it is secured.
- 6) Take down all the signs placed outside and inside the polling location and place them back in the purple bag.
- 7) The poll coordinator ensures the poll pads from each table end up back in the red cage. Same for the purple coordinator bags.
- 8) Do not put the following items in the red cage:
 - Red data bag including the DATA STICK, DS200 keys, the inspectors' return of canvass
 - Blue supply bag including the white paperwork binder and the orange, blue, and green canvas bags
 - The yellow absentee drop-off (taken by the chairperson from the lowest ED)
- 9) The poll coordinator checks to ensure the cage does not have any of those items and looks at the red data bag to ensure the data stick from the DS200 is in the window before the chairperson leaves.

Part 3:
Policy and
Procedure to
Serve Voters

Policy and Procedure to Serve Voters

VOTER CHECK-IN & VERIFICATION

All inspectors should be consistent in performing the following five-step procedure when a voter comes to the table to vote. By following a uniform approach, we ensure that all voters are treated fairly, and the same procedure is followed to help voters claim their identity and be able to vote correctly.

During the election, you will be stationed at a table with a counterpart. The five-step check-in process must be done bipartisanly.

Once a voter approaches your table ready to vote, you can begin the five-step check-in process:

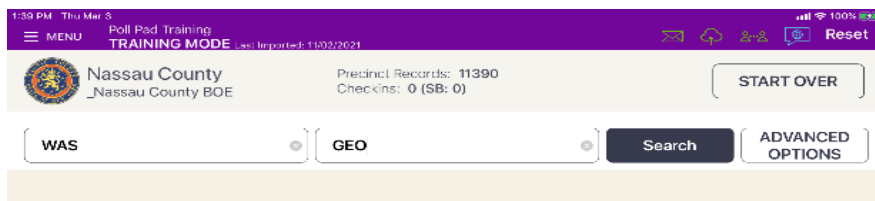
- Step 1: Greet the voter
- Step 2: Search the poll pad
- Step 3: Verify the voter's identity
- Step 4: Voter signs the poll pad
- Step 5: Direct the voter and issue the ballot

Step 1 – Greet the Voter

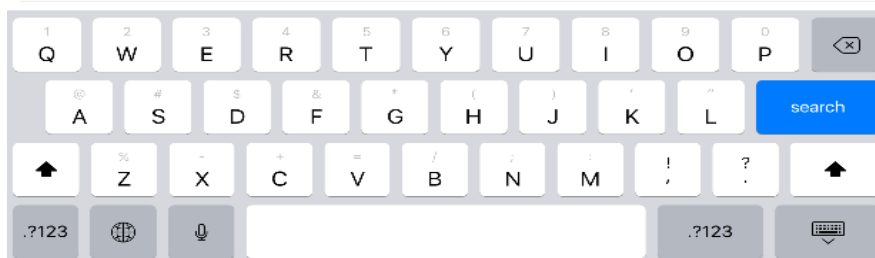
- Even though poll workers work long hours, it is essential to make all voters feel the same as the first voter of the day. Be sure to display an attitude that reflects the seamless and enjoyable voting experience we strive to provide every voter. Keep in mind, though only one inspector will ask the questions, the inspector from the other party must be there. All aspects of the election are bipartisan under New York State Election Law.

Step 2 – Search the Poll Pad

- Next, search for the voter on the poll pad.
- Ask the person to provide **the first three letters of their last name and the first three letters of their first name**. This is the best way to find the name quickly and accurately.



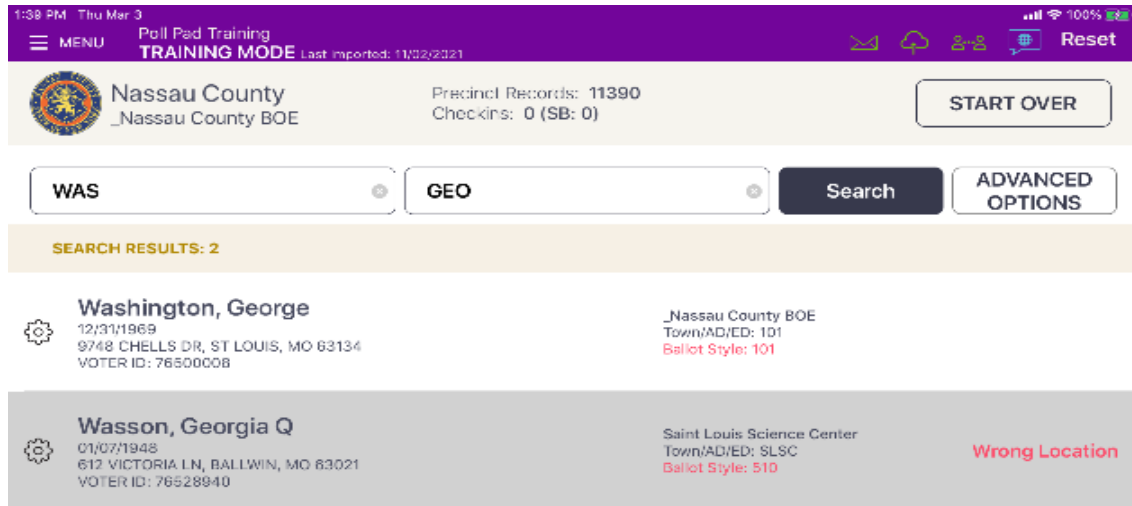
The screenshot shows the Poll Pad Training interface. At the top, it displays 'Poll Pad Training' and 'TRAINING MODE' with a 'Reset' button. Below this, it shows 'Nassau County' and 'Nassau County BOE' with a 'START OVER' button. The search fields are labeled 'WAS' and 'GEO', with a 'Search' button and an 'ADVANCED OPTIONS' button.



- The first field on the left is for the first three letters of the last name and the second field on the right is for the first three letters of the first name. Be careful not to reverse them or the voter's name will not appear. If the names are entered in the wrong field, clear it by clicking on the X on the right side of the field and begin again.

After plugging the information into the correct fields, tap on the search button.

- Results for the search will appear on the screen. At this time, ask the voter for their full name. Find their name in your search results and tap on it.



Step 3 – Verify the Voter’s Identity

Always verify voters’ information when they come to vote

- As an inspector one of the key responsibilities is to make sure the voter is the same person being checked in on the poll pad.

Be sure to *ASK* the voter for the answers *and DO NOT* provide them with the answers.

Question 1: Voter’s name

- “What is your first and last name?”
 - Have them tell their full name. It is possible a voter may have changed their name since they last came to vote. There could have been a change in marital status, gender identity, or other various reasons people legally change their name.
 - If there was a name change, but it does not come up on the poll pad, the voter can still vote on the machine if all other information is correct. Be sure to note the name change in the inspector remarks document in the white paperwork binder and then allow them to vote on the machine.

INSPECTOR REMARKS

TOWN: _____ AD: _____ ED: _____ ELECTION DATE: _____

*VOTER'S NAME _____ *DATE OF BIRTH (IF KNOWN): ____/____/____ *VOTER ID #: _____
CHOOSE ALL THAT APPLY PER VOTER AND PUT IN ALL *REQUIRED INFORMATION

MOVED
ONLY FOR VOTERS MOVING OUT OF NASSAU COUNTY - ALL OTHERS MUST FILL OUT AFFIDAVIT.

*WHO PROVIDED INFORMATION & RELATIONSHIP: _____

ADDRESS: _____ CITY, STATE ZIP CODE: _____

DECEASED
 RELATIONSHIP TO DECEASED: _____ SIGNATURE: _____

DATE OF BIRTH: _____ DATE OF DEATH: _____

OTHER (INCLUDING NAME CHANGE, DATE OF BIRTH CORRECTION OR MISC.):
 *NEW NAME (PRINTED): _____ *NEW SIGNATURE: _____

DATE OF BIRTH CORRECTION: ____/____/____ MISC.: _____

*REP INSP. SIGNATURE: _____ *DEM INSP. SIGNATURE: _____

TOWN: _____ AD: _____ ED: _____ ELECTION DATE: _____

*VOTER'S NAME _____ *DATE OF BIRTH (IF KNOWN): ____/____/____ *VOTER ID #: _____
CHOOSE ALL THAT APPLY PER VOTER AND PUT IN ALL *REQUIRED INFORMATION

MOVED
ONLY FOR VOTERS MOVING OUT OF NASSAU COUNTY - ALL OTHERS MUST FILL OUT AFFIDAVIT.

*WHO PROVIDED INFORMATION & RELATIONSHIP: _____

ADDRESS: _____ CITY, STATE ZIP CODE: _____

DECEASED
 RELATIONSHIP TO DECEASED: _____ SIGNATURE: _____

DATE OF BIRTH: _____ DATE OF DEATH: _____

OTHER (INCLUDING NAME CHANGE, DATE OF BIRTH CORRECTION OR MISC.):
 *NEW NAME (PRINTED): _____ *NEW SIGNATURE: _____

DATE OF BIRTH CORRECTION: ____/____/____ MISC.: _____

REP INSP. SIGNATURE: _____ *DEM INSP. SIGNATURE: _____

- Remember, if a voter presents their ID to show their name or because they think they are supposed to, inform them that as per election law, identification is not required.
- If it is difficult understanding what the voter is saying, they can write their name down on a piece of paper so you can accurately continue your search.

Question 2: Voter's Address

“What is your address?”

- Voters are supposed to be voting at the address where they currently live. This allows them to vote for the candidates that will represent the area where they reside.
- If a voter moved to a new address within Nassau County, they would vote by affidavit. If the voter's new address is not in that election district, the voter must be directed to the correct polling place and election district for their new address. The poll pad will not flag this kind of affidavit voter. Do not have the voter sign-in on the poll pad in this case. For further information on how to fill out the affidavit envelope, see the affidavit section.

Note: Do not ask for the voter's birth date. It is okay to call the Board of Elections if assistance is needed. The only exceptions:

- More than one voter with the same or similar name comes up.
- If there is a need for an advanced search, start with name, address, and if nothing comes up, ask the voter if they would be comfortable giving their date of birth.

Voter Verification final steps

- After the voter verbally confirms the answers to the three key questions, have the voter visually verify the information themselves one last time by having them read the information on the poll pad screen.
- Swivel the poll pad so that the screen is facing the voter and their information is facing them. Ask the voter if all the information on the screen is correct.
If it is, ask them to hit accept.
- This gives the inspectors **AND** the voters assurance that they did all they could to confirm the voter's identity.

Step 4 –Voter Signs the Poll Pad

- Once the inspector and the voter have verified that their information is correct, the voter can now sign the poll pad. After the voter hits accept on the screen that showed their information, a page with a line to sign will come up.
- Give the voter a stylus to sign the screen and be sure they use the soft side. Tilt the poll pad flat if the voter has a hard time signing the screen facing them.
- After they sign, turn the poll pad back around and hit “Submit” if they have not done so already.
- Both the Democratic and Republican inspector initial the boxes on the bottom of the screen. Do not under any circumstances sign for the other inspector. To have the utmost accountability each inspector must complete the entire check-in process together.

Step Five – Direct the Voter and Issue the Ballot (for a standard check in)

- Once the voter has signed the poll pad:
For Early Voting: tap submit, and the ballot will automatically print from the poll print tower. If this does not happen, please call over the site manager for assistance.
For Election Day: Get the ballot with the T/AD/ED of the voter's current address from the ballot pad.
- Double-check that the ballot has the correct T/AD/ED on it.
- Direct the voter to the privacy booths and remind them that they need to fill in the ovals fully and return to the same table to cast the ballot in the DS200.

EMERGENCY MODE

If a jam cannot get fixed on-site, contact the Board of Elections and a rover team will be sent out to fix the problem. In the meanwhile, the DS200 must go into emergency mode. The same ballot is used but will go into a slot in the DS200 instead of getting scanned into the scanner.

A bipartisan team will remove the seal and open the emergency bin door with the silver key.

Pull the silver flap down and re-lock the door.

Take a new strap seal from the red data bag and close the bin door.

Make sure to record the seal numbers of the old seal and the new seal on the seals report and be sure to place the old seals in the red data bag.

Have the voter place their completed ballot in the slot of the emergency bin. Do not fold the ballot.

Once the DS200 is repaired, remove the seal and open the bin door. Lift the silver flap to prevent and further ballots from going in the emergency bin. Be sure to lock and seal the bin and record all seals on the seals report.

Do not scan the emergency ballots while voting is still going on. After the close of polls, a bipartisan team will re-open the bin and scan the emergency ballots.

If any of the ballots do not scan easily, place them in the green unscanned emergency ballot bag and mark them on the return of canvass. This includes blanks, double votes, overvotes, or any ballot with an extraneous mark. If any message appears on the screen not allowing the ballot to be cast easily, it should go in the green unscanned emergency bag.

The unscanned emergency ballots in the green canvas bag will be hand counted back at the Board of Elections.

Please keep in mind: if a DS200 is forced to go into emergency ballot mode the ballots are not to be marked or placed in affidavit envelopes. Simply put them in the emergency slot or the green unscanned emergency bag.



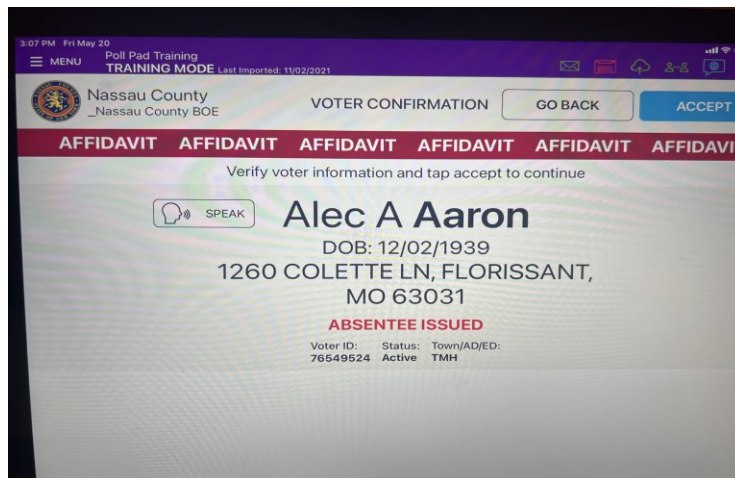
Emergency Door on DS200

AFFIDAVITS and COURT ORDERS

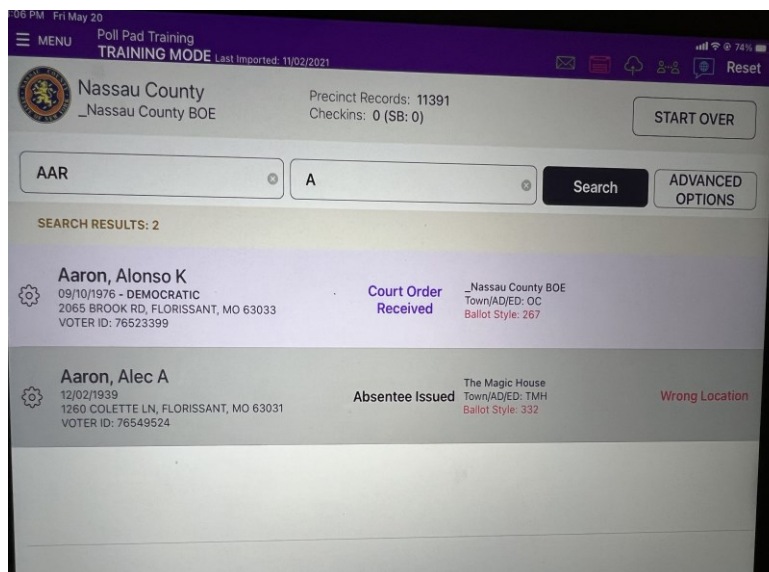
There are a few reasons why a voter would have to vote by affidavit or court order.

- The voter was not found in the poll pad
- The voter has recently moved within Nassau County and the address in the poll pad is different
- If the poll pad says, “ID required” and the voter cannot present the proper identification requested
- If the voter is actively registered elsewhere in New York State and has recently moved into Nassau County
- If the voter has changed their name and is not comfortable with it being noted on Inspector Remarks
- The voter’s registration is marked as inactive
- There is no signature on file for the voter
- The voter’s record is marked as already voted, and the voter states they did not vote
- If a voter was issued an absentee ballot (can only vote by affidavit)

In some cases, the poll pad will flag an affidavit voter with a red banner across the top, labeled affidavit. In this case, make sure to check the voter in. For example, it will look like this:



If the voter was issued an absentee ballot, it will be flagged in the poll pad as well.



Once it is determined that the voter cannot vote on the machine. Give them the notice to explain their options. The inspector must first check the box that applies to the voter.

Affidavit and Court Order Voting Instructions
Election Law Section 8-302-3a & 8-303

Why am I getting this notice?

<input type="checkbox"/> We have no record of your registration. Complete sections A through D on the affidavit envelope.	<input type="checkbox"/> You are an inactive voter because you have moved within your city or county and did not report this change. Remember to write your new address on the back of the affidavit envelope.
<input type="checkbox"/> You did not present ID today. You must provide acceptable ID to your Board of Elections.	<input type="checkbox"/> The poll book does not correctly reflect your party enrollment.
<input type="checkbox"/> Our records show that you have already voted in this election.	<input type="checkbox"/> Our records show that you have been issued an absentee ballot. You can only vote by affidavit ballot today.

What are my options to vote today?
If you received this form because you have been issued an absentee ballot, you can only vote by affidavit ballot. All other voters who received this form can vote by affidavit ballot or by court order.

What is affidavit voting?
Affidavit voting is a secure way to vote when there is some issue with you voting a regular ballot. This process allows you to cast a ballot today.

How to vote an affidavit ballot

1. Take your Affidavit Privacy Sleeve to the Privacy Booth or Ballot Marking Device.
2. Mark your ballot.
3. Seal your voted ballot inside the Affidavit Ballot Envelope. Remember to sign in section D.
4. Return your sealed Affidavit Ballot Envelope to the poll worker.

What happens to my affidavit ballot after I vote? Your voted affidavit ballot goes to the Board of Elections. They will check their records and determine whether you are eligible to vote. If the Board finds that you are eligible to vote, your ballot will be counted before the election is made final.

Why am I an inactive voter?
You might be an inactive voter because the board believes that you no longer live at your registration address. When you cast an affidavit ballot, you will be restored to active status and your ballot will be counted.

What is court order voting?
If you don't want to vote using an affidavit ballot, you can apply for a court order directing the Election Inspectors to allow you to vote using a regular ballot. To apply to vote by court order, you must contact your County Board at the number at the bottom of this notice.

What happens next?
After you vote, you may contact your local board of elections using the information below to determine whether the vote was counted, and if the vote was not counted, the reason that the vote was not counted.

Nassau County Board of Elections
516-571-VOTE (8683) | 240 Old Country Road, 5th Floor, Mineola, NY 11501 | WWW.NASSAU.VOTE

COURT ORDER

- A court order is when a voter goes before a judge and pleads their case as to why they feel they should be granted the right to vote on the machine.
- The inspectors will inform the voter of the options and give them the notice. If the voter wants to vote by court order, they will call the Board of Elections for further instructions.
- The judge will decide whether the voter meets the criteria to vote. If yes, the voter will receive a document stating their right to vote on the machine and go back to the poll site.
- The voter will provide it to the inspector. Make sure to fully read the court order and check that it is signed by a judge.

- The voter must sign the court order in front of the inspectors; even if they already signed it, they sign it again.
- When that is complete, go back into the poll pad and search for the voter.
- Once their name is up, With the stylus, tap 'vote by court order box', read the screen, and recheck the court order. After you have verified the document, tap 'court order verified' and proceed with processing the voter as usual.
- If the voter is not in the poll pad is becomes crucial to ensure they signed the court order a second time because that document provides the Board of Elections with the voting history.
- Keep the signed court order in the back of the white binder.
- Unless the court order specifies otherwise, the voter is permitted to cast their ballot on the DS200.

ORDER

SIGNATURE OF VOTER: Alonsok Aaron
 ****(TO BE SIGNED AT POLLING PLACE)****

SUPREME COURT - STATE OF NEW YORK
 COUNTY OF NASSAU

PRESENT: HON. Judge Sample Name

THE PEOPLE OF THE STATE OF NEW YORK
 on relation of Alonsok Aaron
 address: 123 Main St, Mineola, NY
 PETITIONER

-against-
 THE BOARD OF INSPECTORS OF ELECTION OF
 TOWN/CITY NORTH HEMPSTEAD

ASSEMBLY DISTRICT NUMBER 16
 ELECTION DISTRICT NUMBER 042

The Hon. Judge Sample Name, Justice of the Supreme Court, having reviewed the issues presented in the petition of the above-named person, directs the Board of Elections of the County of Nassau, upon service of a certified copy of this order, to permit to cast his/her early voting ballot for the General Election on November 2, 2021 on the Voting Machine located at the Board of Elections.

DATED: October 30, 2021

ENTER,
 S/
 HON. Judge Sample Name

STATE OF NEW YORK)
 COUNTY OF NASSAU) ss:
 I, Clerk, hereby certify that I have this day compared the original order signed by the Court this day, and that the said copy is a true transcript of the original and of the whole said original.

Dated: October 30,
Mineola, New York, 2021.

BY: [Signature]
 COURT CLERK

ELECTION/2021 EARLY VOTING ORDER REV 10-13-21

AFFIDAVIT

Affidavit ballots are returned inside an affidavit ballot oath envelope and researched at the Board of Elections. Voting by affidavit requires the voter to complete all the information on the affidavit envelope. It must be filled out correctly by the voter and checked by the bipartisan inspectors. The signature on the envelope will serve as an oath, swearing all the information they have provided is true.

FOR ELECTION DAY AFFIDAVIT BALLOTS

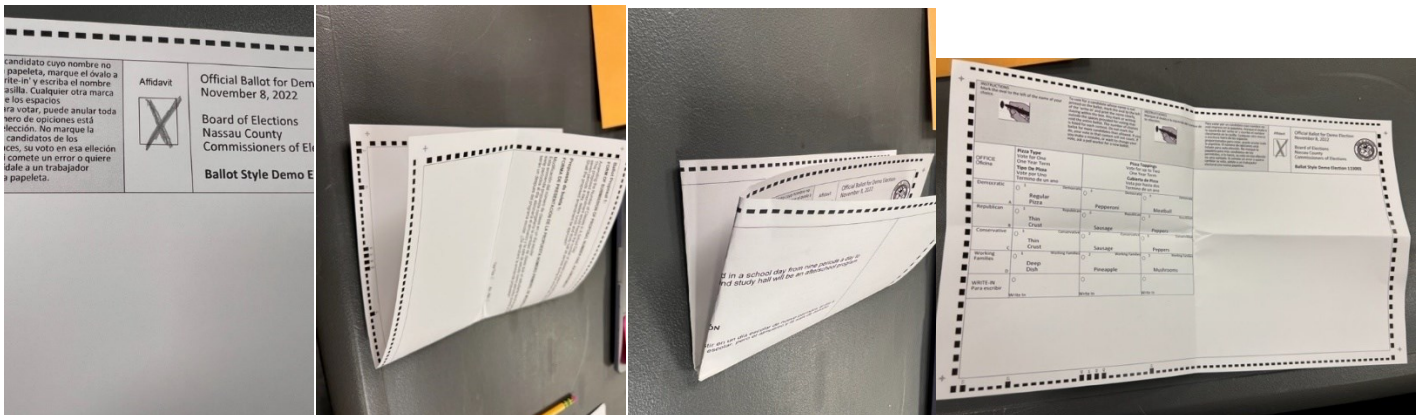
- Affidavit Ballots must come from the voter's T/AD/ED ballot pad.
- Make sure the voter is in the proper polling location and at the proper table for their current address.

FOR EARLY VOTING AFFIDAVIT BALLOTS

- If the affidavit is flagged in the poll pad, follow the regular steps to check the voter in and print the ballot.
- If the voter is not in the poll pad or lives at a new address, the site manager will need the T/AD/ED associated with the voter's address and manually print the ballot.

NEXT STEPS

- Once the ballot is ready, put an X in the Affidavit box and fold the ballot in four. Do not make any other marks or writings on the ballot.
- We put the X in the Affidavit box so that the DS200 will reject this ballot if the voter attempts to scan it.
- Fold the ballot in half and then in half again.



Give the voter the affidavit envelope and their ballot and direct them to the privacy boot

Instruct them to fill out all the information on the envelope, place the ballot inside, and seal it.

The voter should seal it without tape or stickers. It is okay to use a glue stick.

When the voter returns to the table, it is the inspector's role to check that the information is filled out properly by performing a 6-point check.

An affidavit should have the following information:

1. Full name
2. Signature
3. Date of birth, including the year of birth
4. Full street address including house number and town. It cannot be a P.O. Box or a business address.
5. Citizenship
6. If it is in a Primary, there must be a party chosen appropriate to the Primary.

After checking that the correct information is there, the inspectors must fill out three areas on the bottom of the affidavit envelope:

- T/AD/ED
- Rep and Dem inspectors' initials
- If it is a Primary: write the party of the ballot inside the envelope



Once the inspectors have finished checking over the envelope, have the voter place the sealed envelope in the orange affidavit ballot bag. Remember to account for the Affidavit Ballot on Return of Canvass to keep track of a total for the end of the night.

Please note:

Poll workers, including site managers, are not responsible to let the voter know whether the affidavit will be counted at the Board of Elections. Simply let the voter know it will be researched back at the Board of Elections, and if there is any reason it will not be valid, the voter will receive a letter informing them. Even if, for some reason, the affidavit cannot be accepted once researched, it will be used as a registration update, and the voter will get a letter as to why it was not counted.

If the voter is voting affidavit because they are coming from another place in the state, it helps to make sure the section stating “Voting information that has changed” is filled in because it will be easier for the Board of Elections to find them in the system. It is not required but it is helpful.

If a voter writes in a birth date that is under the age of 18 it will be accepted if they are 18 on election day.

Make sure the voter is in the proper location for their current address. Their vote may not be counted if they are in the wrong polling location. If the voter refuses to leave the poll site, let them vote by affidavit and inform them it will be researched back at the Board of Elections.

Never allow an affidavit voter to scan their ballot on the DS200. It must be returned in a sealed and completed affidavit envelope.

ABSENTEE BALLOT ISSUED PROCEDURE

THE BASICS

Absentee ballots can be applied for any time during the calendar year. For a specific election, applications must be received 15 days prior to Election Day, except that an application may be delivered in person to the Board of Elections office in Mineola until the day before election day. As of 2022, New York State is implementing a new system to count absentee ballots within four days that they are received. This way results will be ready quicker instead of having to wait for weeks after the election.

The image shows a 'New York State Absentee Ballot Application' form. It includes sections for: 1. Reason for requesting an absentee ballot (e.g., absence from county, temporary illness, permanent disability, etc.). 2. Election type (Primary, General, or Special). 3. Voter information (Name, Date of Birth, County, Address). 4. Delivery method (In person, Mail, or Special Election). 5. Signature and date of the applicant. 6. Signature and date of the witness. A large 'SAMPLE' watermark is overlaid on the form.

HOW IT AFFECTS VOTING AT THE POLLS

In June 2022, a new law went into effect that New York State voters are not permitted to cast a ballot on a voting machine if they have already been issued an absentee ballot for that election. Voters who have already been issued an absentee ballot can still vote in person using an affidavit ballot. Election officials will verify whether the voter's absentee ballot has been received. If the voter's absentee ballot has already been counted, the affidavit ballot will not be counted. If the voter's absentee ballot has not been counted, the affidavit ballot will be counted.

VOTERS ISSUED AN ABSENTEE BALLOT


The poll pad will indicate that an absentee ballot has been issued. The only way to vote at the polls is to vote by affidavit. All affidavits are researched back at the Board of Elections.

REMOVAL OF PERMANENT STATUS

For many reasons, a voter may have applied for an absentee ballot at some point in recent years. It is possible that it was marked in the system as a permanent absentee voter. If "permanent illness or physical disability" is selected on the absentee ballot application, then the voter would be sent an absentee ballot for all future elections that they are eligible to vote if. If the voter informs you that they do not wish to continue receiving absentee ballots, have them fill out the *Notice to Remove Permanent Status* that will be found in the white binder. The voter should fill out all the information and make sure to date and sign the order. This voter is still not permitted to cast a ballot on the voting machine at the current election, but may vote by affidavit ballot. Their permanent absentee ballot status will be removed for future elections.

The process goes as follows:

- 1) A voter comes to the poll site and says they keep getting absentee ballots that they do not want or you see they are marked as “Absentee Issued” in the poll pad.
- 2) The bipartisan inspectors would explain the process to them (to vote affidavit if they didn’t already return the ballot.)
- 3) The bipartisan inspectors would then ask the voter “At this time, would you like to stop receiving absentee ballots?”
- 4) If the voter says yes, the notice for permanent absentee voters will be in the white binder, have them fill it out, sign it, and the inspectors put it back in the white binder.
- 5) The voter will be notified by mail once their permanent status has been changed.



NASSAU COUNTY BOARD OF ELECTIONS
240 OLD COUNTRY ROAD
MINEOLA, NEW YORK 11501-4800
(516) 571-2411 FAX (516) 571-2058

Joseph J. Kearney
Republican Commissioner

James P. Scheuerman
Democratic Commissioner

Dear Voter:

Due to a recent change in law, New York State voters are no longer permitted to cast a ballot on a voting machine if they have already been issued an absentee ballot for that election. N.Y. Election Law §8-302(2-a). If you would like to remove yourself from being a permanent absentee voter, please complete the following.

Date: _____

Name: _____

Date of Birth: _____

Address: _____

Signature: _____

Sincerely yours,

Joseph J. Kearney
Republican Commissioner

James P. Scheuerman
Democratic Commissioner

SPOILED BALLOT

If a mistake is made while the Voter is filling out the ballot, they have a maximum of three ballots they may receive. In other words, the voter may receive up to two replacement ballots upon return of the previous ballot. The unusable ballot must be spoiled properly to proceed. Ballots can only be replaced once the spoiled ballot is returned.

If a voter needs to spoil their ballot:

- 1) I voter will stamp their ballot with the spoiled stamp. The stamp is kept in the blue supply bag.
- 2) Once it is stamped, the voter will slide it into the blue spoiled bag.
- 3) The inspector will then give the voter the new ballot and mark everything on the back of the return of canvass.

Staff Error

- A ballot may also need to be spoiled if there is a staff error. If something caused the need to spoil a ballot that was caused by the poll worker or the equipment, it does not count against the voter.
- The bipartisan poll worker team can stamp the spoiled ballot and place it in the blue spoiled bag.
- Make sure that the return of canvass is marked.

FLED BALLOT

If a ballot has been abandoned in the privacy booth, floor, or any other place in the polling location, except for at a voting machine, it is considered fled and must be spoiled. In the event that a fled ballot is found, follow these steps.

- Look for the T/AD/ED on the Ballot and return to the table that matches the number.
- A bipartisan team stamps the Ballot Spoiled and places it in the Blue Spoiled Bag.
- Make sure to mark the Return of Canvass.
- If a Ballot is found on the top or in the scanner of the DS200 it is not considered abandoned. It may be scanned by a bipartisan team into the DS200.
- When scanning, if any message comes up on the screen the ballot must be ejected and placed in the green unscanned ballot bag. If voter intent is unclear it needs to be analyzed by the Board of Elections.
- Make sure to mark the return of canvass.

If a ballot has been abandoned at a voting machine without being cast, then it should be placed in the emergency bin. At the close of polls, this ballot should be scanned with other ballots in the emergency bin.

ASSISTING A VOTER

Frequently, a voter will bring someone with them to assist them in voting. If the assistant is under the age of eighteen (18), they must check in on the poll pad.

While checking in the voter, they must be able to verify their own identity, not the assister. It is okay if the voter is unable to sign their name, but they must make some kind of mark on the poll pad where it requires a signature. It does not need to be more than a dot, a line, or an X.

The assister may help the voter in the privacy booth, with the BMD, and when utilizing the DS200. On the screen where the inspectors place their initials, the inspector will tap the box on the poll pad that says “assist voter” and enter the person’s name and address at the top of the screen. The assister will read the oath and sign their name. The inspectors continue and check the voter in as usual.

If the voter asks the poll workers for assistance there are a few options:

LANGUAGE ACCESS:

- 1) If the voter needs language assistance many sites will have a Spanish speaking translator. The translator will read the ballot to the voter and may interpret the conversation between the inspectors and the voter. Translators are hired professionals and serve as nonpartisan representatives. In most Nassau County locations, we serve the Spanish-speaking community as a result of the data provided by the United States census information and requirements.
- 2) If there is no translator and a voter needs language assistance, the voter can be directed to the AutoMARK that will translate the ballot onto the screen. The AutoMARK will also read the ballot into the headphones if needed. The coordinator can assist the voter in using the AutoMARK.
- 3) If there is no translator and the voter does not want to use the AutoMARK, call the Spanish hotline at the Board of Elections at (516) 571-1245. This number is located on the contact card and on the side of every privacy booth.
- 4) If one inspector speaks the language but a bipartisan counterpart does not, please do not translate for the voter.

DIFFERENTLY ABLED:

- 1) If a voter comes in and needs assistance because of a disability, the coordinator can assist the voter on the AutoMARK BMD. Accessibility features include:
 - a) Touch screen with a zoom and contrast feature
 - b) Language translation (Spanish)
 - c) Keypad marked with braille
 - d) Sip-n-puff and paddle devices for hand dexterity challenges
 - e) Audio ballot feature with headphones in English or Spanish
- 2) When poll workers assist a voter, both a Republican and Democratic inspector or coordinator must be present. Poll workers may stand near the privacy booth to answer any questions the voter may have but be mindful to not be on top of the person.

- 3) Do not handle the ballot unless the voter specifically gives permission and done bipartisanly. At no time should a poll worker be examining the voter's marks on the ballot.
- 4) If a voter asks for further instructions to enter their ballot into the DS200 scanner, a bipartisan team may provide instruction.

If the voter chooses, bipartisan poll workers can assist the voter with marking the ballot and not use the AutoMARK.

While the AutoMARK is designed for voters with disabilities to independently mark their ballot, it may be used by any voter that wishes to use it. In particular, many voters like using the AutoMARK because the print is larger on the screen than the paper ballot. Not sure if this should be put here or in another place.

IDENTIFICATION REQUIREMENTS

If a voter did not complete the information on their registration form, they may come up in the poll pad as “Identification Required.” It is the **ONLY** time asking for identification is acceptable at the poll site. The poll pad will be asking for it, so it will be clear if it is needed. **If the voter has photo identification with their name and photo, it is acceptable. Acceptable forms of identification are the following:**

These do not need to have an expiration date, but if it does, it cannot be expired. It also does not require the voter’s address.

- NY or Out-of-State driver’s license
- Passports
- Student identification card
- Credit card bill
- Photo debit or credit card
- Pilot’s license
- Discount cards issued to senior citizens or persons with disabilities by a public authority
- Employee or volunteer identification card
- Non-driver identification card
- Military or military-dependent identification card
- Pistol or firearm permit
- Access-A-Ride cards
- Health club identification card

These need to have the voter’s name and correct address:

- Utility bill
- Bank statement
- Government check or any other government document
- Paychecks include a pay stub or any document or statement provided to an employee proving income
- Voter registration card
- Electronic Benefit Transition Card (EBT)
- Public housing lease or rent statements
- Correspondence or bills from a federal, state, or local government
- Hunting, fishing, or trapping license
- Unemployment document
- Interim driver’s license or learner’s permit
- Tuition statement or bill from a public college
- Public housing identification card
- Government homeless shelter or transitional housing identification card
- Discharge certificates, pardons or other official documents issued in connection with the resolution of an insurance statement
- Tribal identification card
- I.R.S statement or a document provided to a taxpayer evidencing income or eligibility for a tax deduction or tax credit
- Social security administration benefits statement
- Insurance cards issued pursuant to government-administered or subsidized health insurance program

If the voter is unable to present one of the above forms of identification, they are only permitted to vote by affidavit. Voters may leave and come back with the proper identification; however, if that happens, do not hold up the line. When the voter returns to the table, start from the beginning.

OTHERS FOUND IN THE POLL SITE

Any visitor to the polling site must have proper authorization to be there. There are a few different types of visitors that may be seen at the site. If a person that enters a polling site is not a voter there to vote and does not have authorization, then they must leave.

POLL WATCHERS

Poll watchers are NOT hired by the Board of Elections. They are appointed by the leaders of the political parties or candidates. They come to poll sites to watch the process and gather information to report to campaigns or the political party they represent. They are only there to observe the process and not interfere with the electoral process.

Poll watchers must have a poll watchers certificate to be permitted at a poll site. The certificate is not accepted electronically and must be a printed signed copy. Showing it on their phone is not permitted. Inspectors can look at the certificate but do not need to keep it or hang it on the wall.

Poll watchers can observe the opening and closing of the machines. They can be at the polling location before and after it is open for voting. They cannot interfere or participate in setup, only watch.

Poll watchers can be present throughout the day.

Poll watchers can take note of both the public and protective counts on the DS200's as long as the machine is clear of voters.

Poll watchers can ask the inspectors to keep a list of voters that have signed in to vote at their table. Inspectors are in no way obligated to do so because it is not a responsibility given to them by the Board of Elections. A poll worker may keep a list provided that it does not interfere with the performance of their duties. If a list is kept, there must be two lists kept so that it is available to each party. The poll watcher must provide you with the paper, carbon paper, pen, etc. if you choose to keep this list. This is a courtesy and should not interfere with the process of checking in voters.

Poll watchers can gather voting results at the end of the night as they are read aloud by the inspectors after the close of polls.

Poll watchers are not permitted to stand behind the table, behind the privacy booth, or too close to any voter. They are permitted to see the Poll Pad screen from a safe distance.

CHALLENGE A VOTER'S IDENTITY

Poll watchers are permitted to challenge a voter's identity if they have a viable reason to do so. Poll workers or any registered voter in the election district can also challenge a voter.

If a challenge takes place, the paperwork is kept in the white paperwork binder. Walk the voter through each of the questions and have them take the oath. If the voter agrees to the oath, they can vote on the machine, but the Inspector will record the process in the poll pad and on the challenge form.

The inspectors should check the box on the poll pad that marks "challenge." A list of options will come up of why the voter was challenged. Click the appropriate response.

If the voter refuses to take the oath, they can vote by affidavit or obtain a court order.

(See Affidavit, Court Order, or Challenge Section for more information)

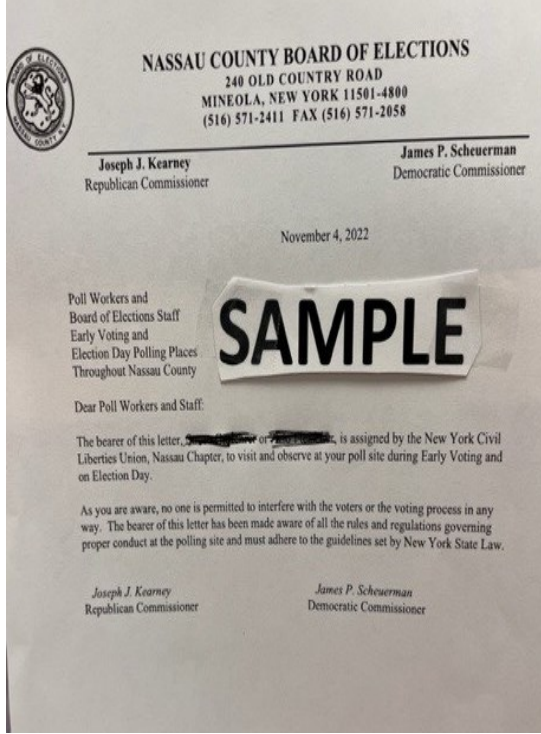
MEDIA

Media are permitted with a current access letter from the Board of Elections. They are only allowed to film inside a location if the letter specifically states that. At no time may anyone film or photograph a ballot. Those with permission to film must keep a safe distance to preserve voter privacy. The media may want to conduct an exit poll. See exit polling below.

HAVA REPRESENTATIVE: HAVA stands for Help America Vote Act. HAVA programs exist to improve the voting process for people with a range of disabilities. All poll sites must be compliant with accessibility for voters with disabilities. Someone from a variety of different organizations may come to the poll site to observe that those procedures are being followed. They must present an access letter from the Board of Elections.

OTHER GROUPS: Sometimes, if a poll site is in a school, there may be a group that wants to hold a bake sale or something of that nature. Those groups would need an access letter from the Board of Election and cannot interfere with voters in any way or have any electioneering.

Sample of a poll watcher certificate and an access letter

<p>Poll Watcher's Certificate</p> <p>To The Board of Elections in the City of New York:</p> <p>Pursuant to provisions of Section 8-500 of the Election Law of the State of New York, the undersigned hereby appoints:</p> <p>SAMPLE Name of Individual (Print)</p> <p>To act as Watcher on their behalf, at the Primary, General or Special Election to be held on _____ (date) in the _____ Election District, _____ Assembly District, Borough or County of _____, City of New York.</p> <p>_____ Signature of Candidate, Chairperson of Political Committee or Independent Body</p>	 <p>NASSAU COUNTY BOARD OF ELECTIONS 240 OLD COUNTRY ROAD MINEOLA, NEW YORK 11501-4800 (516) 571-2411 FAX (516) 571-2058</p> <p>Joseph J. Kearney Republican Commissioner</p> <p>James P. Scheuerman Democratic Commissioner</p> <p>November 4, 2022</p> <p>Poll Workers and Board of Elections Staff Early Voting and Election Day Polling Places Throughout Nassau County</p> <p>SAMPLE</p> <p>Dear Poll Workers and Staff:</p> <p>The bearer of this letter, _____ or _____ is assigned by the New York Civil Liberties Union, Nassau Chapter, to visit and observe at your poll site during Early Voting and on Election Day.</p> <p>As you are aware, no one is permitted to interfere with the voters or the voting process in any way. The bearer of this letter has been made aware of all the rules and regulations governing proper conduct at the polling site and must adhere to the guidelines set by New York State Law.</p> <p>Joseph J. Kearney Republican Commissioner</p> <p>James P. Scheuerman Democratic Commissioner</p>
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ELECTIONEERING

Election law states that no electioneering may occur within the polling place or within a 100 foot radius from the entrances. Coordinators are responsible for placing the signage outside the building marking the 100-foot line.

A violation of New York's prohibition on electioneering banners, buttons, posters, and placards typically must contain the name of a candidate, political party, independent body, or direct reference to a ballot proposal on the ballot which contextually seeks votes.

The following are strictly prohibited within the 100-foot marker:

- Soliciting voters
- Disturbing literature or other campaign-related materials
- Wearing any clothing or accessories related to any current contest
- Holding any literature, posters, banners, or other campaign-related signage

EXIT POLLING

A media network may come to conduct an exit poll, but there are guidelines that need to be observed. As previously stated, all media must have an access letter from the Board of Elections to be present at a site.

- The exit poll cannot be conducted in the polling location or inside the room where the voting machines are housed.
- It must be conducted outside the poll site.
- It may be conducted in writing within a 100-foot radius but cannot impede or block the passageway of voters.
- It may be conducted in writing or verbally if more than 100 feet away from the entrance to the polling place.
- The organization may only speak to voters who have already cast their ballot and leaving the site.

CHALLENGE VOTERS PROCEDURE

A voter may be challenged by an inspector, a poll watcher, or any other qualified voter in a polling location. This means the person does not believe that the voter is who they say they are. The person that challenges must believe that:

- 1) The person voting does not reside at their registered address.
- 2) The person is not qualified to vote in that election district or for that election.

When a challenge has been made, the inspectors must follow the procedure on the challenge form, giving the accused voter an opportunity to take an oath that says they are who they say they are.

In the white binder, you will find challenge reports. Fill it out as the instructions explain.

Make sure to explain the reason for the challenge.

Ask the voter to take the oath listed on the sheet. If they swear the oath on their identity, the voter will be marked in the poll pad as a challenged voter and then processed as usual to vote on the machine.

If the voter refuses to take the oath, they always have the option of voting by affidavit or court order. The inspector's job is to give them the notice and explain their options.

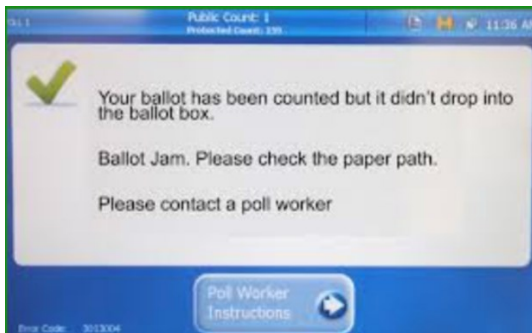
DS200 JAMS FOR COORDINATORS

Moving the ballot through the DS200 is mechanical, so there will occasionally be jams. This happens when ballots are wrinkled, damp, or for reasons we are unsure. The poll coordinator is responsible for clearing the jam whenever possible. The Board of Elections will send a Rover Team to help with the problem if it cannot be fixed.

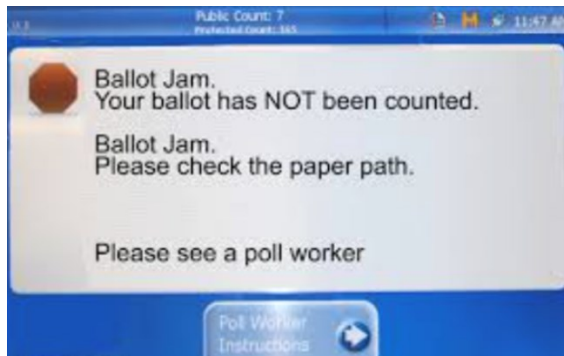
Voting never stops, so if the DS200 gets jammed, immediately go into emergency mode.

Counted or Not Counted

The first thing that must be determined during a jam is whether the ballot was counted or not. The machine will tell you. Read the screen of the DS200 before trying to unjam anything.



Screen One tells you that the ballot has been counted but did not drop into the ballot box. That means the problem occurred after the machine scanned and tabulated it.



Screen 2 shows that the ballot has not been counted. The problem occurred before the machine could scan or tabulate the ballot. Before working on a machine, note the jam on the coordinator's return of canvass.

HOW TO UNJAM THE MACHINE

- Borrow the DS200 keys from the Chairperson or Inspector at the table.
- Stand in front of the machine, facing the screen, and the key is in the right corner.
- Use the flat silver key to unlock the lock.
- Lower the low front (known as the Retention Flap because it holds the scanner in place.)
- Using two hands, gently slide the scanner forward. Be careful not to go too far because a wire in the back connects it.
- Be aware of the little feet under the scanner so they do not break.
- Once the scanner is pulled forward, the jammed ballot should be behind it.
- Using two hands, slowly ease the ballot loose.
- If it was counted, slide it into the bin.

- If it was not counted, slowly pull it forward and out of the machine.
- If the ballot was not there when the scanner slid forward, call the Board of Elections to send a rover team.
- Next: Raise the retention flap and relock the top.
- Come out of emergency mode, but do not scan the ballots until the night's end.
- Return the key to the chairperson or Inspector that gave it to you.
- If the ballot that caused the jam was not counted, it should be bipartisanly scanned.
- If the voter is present and wants a new ballot, the person should go to the table they checked in and asked to spoil the ballot.
- If the voter is not present, but the ballot has enough damage to believe it will not make it through another scan, bipartisanly put it in the green unscanned emergency bag and mark it on the return of canvass.

Part 4 A:
Operating the
Early Voting
Poll Site

Operating Early Voting Poll Site

EARLY VOTING TEAM RESPONSIBILITIES

BOE STAFF

- Board of Elections staff is always a phone call away if your site manager is unable to help with something.
- Site managers will have a direct link to Board of Elections staff all day for technical assistance or voter look-up.
- If a BOE employee comes to your site, please respect their authority when resolving the issue they came to fix.

Early Voting Site Managers:

- Oversee the early voting site
- Seasonal employee of the Board of Elections
- Go through an extensive training program to learn policy and procedure
- Sets up the poll site and will delegate responsibilities to the inspectors
- Bring the supplies and equipment back and forth from the Board of Elections
- Responsible for the DS200, AutoMARK, yellow absentee drop-off bag, and print tower
- Set breaks for the inspectors
- Complete a site manager return of canvass combining the inspector return of canvasses
- Fill out the supply list

Early Voting Inspectors:

**Please note there are no coordinators or chairpersons during early voting*

- Sign in on the paper payroll
- Must have full knowledge of:
 - voter qualifications
 - procedures for the emergency, affidavit, and spoiled ballots. Also, court orders and challenge voters
 - operate the DS200 Scanner
 - operate the poll pad
- Opening and closing poll pads in a bipartisan team
- Fill out the inspector's return of canvass daily for a full accounting of the table
- Assist with the seals report
- Account for ballots and assist the site manager in packing all supplies at the end of the night, securing critical items
- Site manager may delegate other activities such as placing signs or opening/closing the AutoMARK (if you have experience as an Election Day coordinator.)

DRESS CODE

Poll workers will wear their own clothing, but site managers will be wearing shirts from the BOE.

There is no political attire allowed, no candidate representation, no slogans, or graphics. Do not bring anything controversial into the polling place.

It is strongly recommended that closed-toe shoes are worn for safety to prevent injury around machines.

In accordance with the law, voters should remove or cover any items of clothing or accessories that represent the current contest found on the ballot.

TIME

Early voting inspectors arrive 45 minutes prior to the start of the day. Site managers will arrive earlier.

Hours will be determined and posted before each election. Polls need to be open at the designated time. Do not check anyone in before that time. At the end of the night, every voter in line before the closing time must be allowed to vote.

All inspectors are required to stay approximately 15 minutes after the polls close to help with the closing procedure.

MEALS AND BREAKS

Site Managers are responsible for setting the breaks for the inspectors at the poll site. The length of a break depends on the hours the poll site is open.

HOURS POLLS ARE OPEN	BREAK 1	BREAK 2	BREAK 3
11 to 13	15 minutes	1 hour	30 minutes
8-10	15 minutes	1 hour	
6-7	45 minutes	15 minutes	

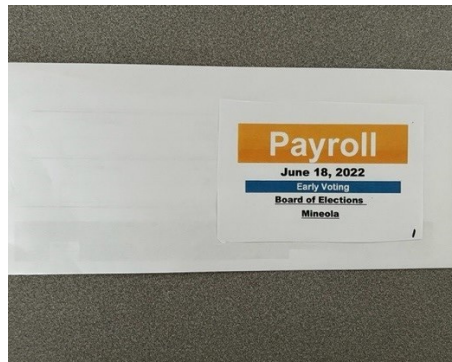
Payroll

All poll workers must sign and fill out all the information on the paper payroll. Do not leave out any field, or it will hold up payroll for all. Most likely, there will not be a sign-in on the poll pad for Early Voting. Check with the site manager for any questions.

Early Voting site managers are paid hourly as seasonal employees of the Nassau County Board of Elections. Please speak to HR to understand the pay period and how any potential overtime is configured. Do not sign the paper payroll at the site. The program coordinators will manage the Site Manager's time.

Site Managers are responsible for having the Early Voting inspectors sign the paper payroll that will be found in the White Envelopes for the site. Make sure everyone fills in all information, or it will hold up payroll for everyone.

Inspector Name, Address/ Social Security	Name	Signature/Time In/Out
THING 1 123 MAINS ST EAST MEADOW, NY 11554 Social Security #: 123-45-6789	Dem Inspector	Time In: _____ Time Out: _____
THING 2 123 ELM ST FLORAL PARK, NY 11010 Social Security #:	Dem Inspector	Time In: _____ Time Out: _____
THING 3 123 MAINS ST GARDEN CITY, NY 11530 Social Security #: 444-45-2244	Dem Inspector	Time In: _____ Time Out: _____
THING 4 50 POND ST MANHATTAN, NY 11501 Social Security #: 222-45-9999	Rep Inspector	Time In: _____ Time Out: _____



Early Voting Equipment

- DS200
- Poll pad
- Poll print tower
- Poll print
- Blue supply bag
- Red data bag
- Yellow absentee bag
- AutoMARK
- Rover bag
- Signs

Part 4 B:
Opening and
Closing the
Early Voting
Poll Site

Step by Step Opening Procedure for Early Voting Inspectors

1. On the first day, Site Managers will arrive an hour and half early to set up the poll site:
 - a. Privacy booths
 - b. Tables and chairs
 - c. AutoMARK
 - d. Ds200
 - e. Yellow absentee ballot drop-off
 - f. Poll print tower
 - g. Signs
2. After the first day, these things will likely be able to remain set up. There is the rare occasion that the location may need the space after the polls have closed or may ask you to switch rooms. Call the Board of Elections if there are any questions.
3. The inspectors arrive 45 minutes before the start of the day.
4. The tables are labeled A and B. Make sure all the equipment matches:
 - a) The blue hard bin
 - b) The poll pad
 - c) The poll print
 - d) The DS200
 - e) One blue supply bag
 - f) The orange, blue, and green canvas bags
 - g) The red data bag
 - h) The white paperwork binder
5. Inspectors set up the poll pads and the rest of the table.
Start with one poll pad on the table and the other one, turned on and plugged in, in the case.

Please note: Throughout the day, a message may appear on the poll pad screen from the Board of Elections. If both poll pads are not plugged in, the Board of Elections is likely to send a message. Keep in mind the poll pads communicate with the BOE, but they are not connected to the internet.

Get your white paperwork binder ready and situate your canvas bags, notices, spoiled stamp, "I Voted" stickers, and pens.

Hang the A or B letter on the table and the DS200.

6. Please do not open or close the DS200 without the site manager. The procedure is different from Election Day, and for security reasons, we ask the site managers to take the lead during Early Voting. They will have different open and close paperwork than what is done on Election Day.
7. The Early Voting seals report is separate from the return of canvass and stays in the white paperwork binder for the duration of the nine days of early voting. Be sure the numbers are updated daily. Site managers or inspectors may record any seals that come off and all seals that are put on. This includes seals on the DS200, red, blue,

9. The AutoMARK must be up and running before the polls are open. The site manager may delegate this responsibility to someone who knows how to open and close it. Remember, the AutoMARK and the accessibility table need to be in a place that is easy to get to. Anyone can use the table or the AutoMARK.
10. Site managers will make sure the yellow absentee ballot drop-off bag is accessible for any voter that is dropping of an absentee ballot. The bag zippers are to remain sealed and recorded on the AutoMARK return of canvass.



11. All the signs must be hung up around the polling site and outside. The site manager may delegate this as well. They are found in the blue supply bag.

This includes:

- Voters' Bill of Rights in English and Spanish, displayed on the wall.
- Polling place marker officially designates the location as a poll site, hung on the entrance door.
- Accessibility sign, hung on near the entrance to indicate that there is access for disabled voters inside.
- Accessibility access and handicap parking signs are placed outside where voters will be notified of the best entrance or parking for disabled voters.
- "Vote Here" sign is placed outside the polling location. Either a lawn sign that goes into the ground or a sandwich board will be provided.
- No electioneering distance markers must be 100 feet outside the Poll Site. If there is no obvious place to hang the sign, tape the sign to a folding chair that can be used for the duration of voting.
- Early Voting poster with locations and times.

12. Site managers will be setting up the poll print tower making sure the poll pad, poll print, and the printer are all connected and ready to print.



13. The site manager will put one ream of paper in the printer at a time. Each piece of paper is considered a live ballot even if they were not printed on. Please under no circumstance take a piece of paper out of the printer to use for anything else. Every piece must be accounted for at the end of the night. Also, do not take the paper from table A to use it for table B. Each table has its own supply.
14. Once the table is set up and ready for your first voter, everyone should sign the paper payroll. The payroll is kept with the site manager in their white paperwork envelope. All information is needed, including your social security number and signature.

Next, go into the poll pad, and use the stylus to click the menu in the top left corner. A circle of icons will pop up. Tap on the poll workers icon. Scroll through the list to find your name. **If there is no list, do not panic.** Sometimes they are uploaded, and in other elections, they are not.

If your table is short an inspector, have the site manager call the Board of Elections inspectors department for a standby though Early Voting sites are usually staffed with two extra inspectors.
15. Most important, the site needs to be open at the start time. If, for some reason, the team is behind, make sure at least one table is up and running and ready to receive voters.
16. The site managers determine the break schedule for all inspectors. The amount of time allotted will be determined by the hours the polls are open. Nobody is permitted to combine breaks for one long break. No breaks will be scheduled during the last hour of the day. All tables must be up and running through the day until the close of the polls.
17. When in doubt, call the Board of Elections as listed on the phone list. If there are any immediate problems with machines or the polling location, be sure to call the BOE right away so that a team can be sent out to assist.
18. Inspectors are now ready to check in voters.

*Please keep in mind there is no scissor provided by the Board of Elections, so bring a personalized scissor if it will help to remove seals.

*****See Part 3 for all Policies and Procedures*****

Step by Step Closing Procedure for Early Voting Inspector

1. The 9 days of early voting will have different hours of operation depending on the day. Do not break down the tables or any of the equipment until the designated time the site closes. It is really tempting when it is quiet to begin closing, but we must make sure we are fully operating until the end.
2. If voters are standing in line at the time the polls closed, they can vote. At closing time, if all the voters in line are inside the building, close the door to signify voting hours are over. If there is an available inspector, have them stand at the end of the line to keep other voters from joining after closing. If there is no available inspector, notify the last person in line that the line ends with them. Please remind latecomers that Early Voting lasts for 9 days and inform them of the remaining days and times the polls are open. Remember that they also have the option of going to their designated poll site on Election Day from 6 a.m. to 9 p.m.
3. All inspectors need to:
 - a) Close down their poll pads.
 - b) Update the return of canvass with the closing numbers for the Public and Protective count from the DS200.
 - c) Record the number of affidavits, spoiled ballots, emergency, and unused ballot paper on the inspector's return of canvass at the end of each night.
 - d) Keep the inspector's return of canvass in the white paperwork binder.
4. Either a site manager or an inspector can record the seal numbers on the seal's report. The seal's report stays in the white paperwork binder that will be returned on the last day. However, it must be updated daily to ensure safety and accountability.
5. The site manager may ask inspectors to count how many pieces of paper are in the printer and put the number on the return of canvass in the space for "unused ballot paper." Each table is given several reams of paper and they should not be combined with another table's paper.
6. The DS200 will be closed down by the site managers because Early Voting has different procedures. The polls are never closed. Not even on the final day.
7. Site managers will seal the slip for the yellow absentee ballot drop-off bag and record the seal on the AutoMARK return of canvass.
8. Once the DS200s are powered down for the night, the blue hard bins are removed from the machines. Be sure to seal and record the number of the door.

The following items should be stacked inside the blue bin:

- Scanned ballots on the bottom
- The blue spoiled bag, the orange affidavit bag, and the green emergency ballot bag
- The unused ballot paper is placed on top. Make sure to take it out of the printer and returned unused wrapped paper.

Lock and seal the bin by the front handle and record the seal on the seal's report. The site managers will bring the bins back to the Board of Elections.

9. Throughout the day, inspectors may notice supplies are missing or running low. Inform the site managers so they can update the supply list and get the missing items from the Board of Elections in a timely manner.
10. Sign out on the payroll form. Inspectors are only entitled to work the hours that were assigned by the Board of Elections. You arrive 45 minutes early and stay 15 minutes after to help the site managers get everything closed. Do not take pictures of the payroll.
11. Site Managers will return to the Board of Elections with:
 - 2 Blue hard bins with the voted ballots, orange, green, and blue canvass bags, and unused ballot paper
 - 2 Red data bags with the data sticks from each DS200, DS200 keys, and AutoMARK keys
 - 1 Site envelope including payroll, site manager return of canvass, and supply list
 - 2 Poll pad cases
 - 2 Poll print cases
 - 1 Yellow absentee ballot drop-off bag

Part 5
Election
Glossary

Election Glossary

Absentee Ballot

A paper ballot that permits a qualified voter to vote in any election without having to go to the poll site. The ballots are obtained by application. Also referred to as a Mail-In vote. If an absentee is issued, a voter cannot vote on the machine but is permitted to vote by affidavit ballot.

Affidavit Ballot

A form of voting that is used when for various reasons, a voter is prohibited from casting a vote on the machine. The ballot must be given to a voter at the poll site and placed in a special affidavit envelope to be researched back at the Board of Elections. *See the affidavit ballot section for more details.*

AutoMARK

A ballot marking device designed to provide privacy and accessibility to voters who are blind, vision-impaired, or have a disability that would make it difficult/impossible to mark a ballot. In addition, it provides language assistance to voters who are more comfortable speaking an alternative language. Any voter who wishes to use the AutoMARK may do so. Special apparatus is included to enhance accessibility, such as headphones, Sip-N-Puff, and paddle devices. A ballot marked by an AutoMARK machine must still be scanned into the DS200 to be counted.

Bipartisan

One inspector from each political party represented at the polls, i.e., one representing the Republican Party and one representing the Democratic Party. This is a legal requirement of NYS Election Law.

Bipartisan Lock

To get in the red supply cage, Democratic and Republican combinations are required to open the key box. The key is then used for the appropriate padlock. The blue dot is for the Democrat, the red dot is for the Republican.

Blue Spoiled Ballot Bag

Dark blue canvas bag with a slot to store spoiled ballots.

Board of Inspectors

All inspectors are assigned to an individual table that represents an Election District. There are three inspectors and one chairperson assigned to work at each election district. These four workers are the Board of Inspectors.

Certification for Inspectors

Each poll worker must be trained annually and pass an exam to be approved by the Board of Elections to work at a polling site.

Chairperson

An Election Day worker that has all the responsibilities of an inspector plus additional responsibilities to oversee the table assigned to them. *See the Roles and Responsibilities list for more details.* One Chairperson per table may be a Democrat or Republican.

Court Order

An order signed by a Supreme Court judge on Election Day or during Early Voting that allows a voter to vote by absentee ballot, affidavit ballot, or on the scanner at the voter's polling location.

Challenge

A voter's qualifications can be challenged at the polling site by an Inspector, a poll watcher, or any registered voter who is properly voting in that election district.

Rover Team

A bipartisan team of Board of Elections staff is assigned to provide technical assistance at the polls and troubleshoot any onsite problem that cannot be resolved by the poll workers.

Double Votes

When a voter fills in more than one oval for a candidate because they were cross endorsed by more than one party. If the ballot is cast that way, one vote will count on the highest party line that the voter selected.

DS200

A portable electronic voting system that uses a scanner to read marked paper ballots and tally the results.

Election District

Election districts are the basic political subdivision for purposes of registration and voting. At an Election Day Polling Site, a table will represent a specific district.

Electioneering

Attempting to influence voters by word or action. This is illegal inside or within 100 feet of a polling site.

Emergency Ballot

When a machine cannot be fixed in a timely manner, procedures for emergency mode voting must be followed. This allows voters to still cast their vote by putting their ballot through a slot leading to an emergency bin for the ballots.

Fled Ballot

A ballot abandoned in the polling location. Must be returned to the election district (ED) from which it came from. If it is touching a machine, it must go in the green emergency bag. If it is found in a privacy booth or elsewhere, it is to be stamped as "spoiled" and placed in the blue spoiled bag.

Green Unscanned Emergency Ballot Bag

Green canvas bag with a slot to store unscanned ballots that were removed from the emergency bin.

Golden Day

Any Nassau County resident who is not registered to vote may register and vote by affidavit ballot on the first day of early voting. Whereas in the past, an affidavit ballot submitted by a person who was not registered to vote could not be counted, now one submitted on the first day of early voting can be counted if the affidavit contains the required information and the person is otherwise qualified.

Inactive List

Voters who do not have an active status for various reasons. The voter can receive a notice and vote by affidavit ballot or see the Supreme Court judge to receive a court order.

Inspector

Works at polling locations on an election day, ensuring all eligible voters are given the opportunity to vote with dignity. *See Roles and Responsibilities for more details.*

In-State-Transfers

A voter is actively registered in another NYS county and has moved to Nassau County. These voters can transfer into Nassau County up until Election Day. A voter that claims they are registered elsewhere in NYS can vote by affidavit, and it will be researched back at the Board of Elections. If the affidavit is correct, the voter will be registered in Nassau County moving forward.

Inspectors Remarks

To record any information that was obtained on the day of the election by voters about potential changes to voter rolls.

Oath of Office

To be completed by poll workers that they will abide by all policies and procedures of the Nassau County Board of Elections.

Orange Affidavit Bag

Orange canvas bag with a slot to store voted ballots sealed in affidavit envelopes.

Over Vote

When a voter chooses a greater number of candidates than is allotted for. i.e., The voter is supposed to pick two candidates in a particular race, but the voter chooses three.

Phone list card

A card containing a list of numbers for poll workers to call and report specific issues to the Board of Elections during the election.

Poll Coordinator

Oversees the equipment, welcomes voters, and operates the AutoMARK ballot marking device. Will also troubleshoot machine issues so that the chairpersons and inspectors can continue to carry out the election. *See Roles and Responsibilities for more details.*

Poll Pad

An electronic version of the poll book containing all voters eligible in the election. Also, allows the inspector access to look up correct polling sites.

Poll Watcher

An individual appointed by a political party or individual candidate to observe a particular election district during an election. The person must present a completed watcher's certificate signed by the party's Chairperson or a Candidate. *See the Poll Watcher section for more details.*

Poll Site

The location where voting takes place. Each voter is assigned a specific place to go vote along that tends to their election district. On Election Day, the location may contain one or more election districts that are represented by different tables. On Early Voting, voters can go to one of the 27 sites anywhere in Nassau County.

100 foot Marker

A sign is placed 100 feet from the entrance of the polling location to alert the public of the legal limits for solicitation. It is illegal to perform any form of electioneering inside the polling place or within the 100 feet of the entrance.

Propositions

Proposals that are decided directly by the popular vote of an election.

Protective Count

Total votes on a voting machine from the time of first use.

Public Count

Total number of votes on a voting machine for the current election. Before the opening of polls on the first day of early voting and on election day, the machine should say zero.

Red Data Bag

A small bag that holds important materials. During early voting, it holds the data stick and keys. During election day, it holds the keys, the seals, the DS200 code, and the return of canvass.

Red Cage or Red Cart

Contains Election Day supplies and poll pads, secured with bipartisan locks.

Return of Canvass

This form is to be completed by inspectors at the beginning and end of the day. It also should be updated throughout the day. Used to record the public and protective count and seal numbers. Also, keeps track of the spoiled, affidavit, and unscanned ballots totals. The return of canvass during early voting is different though the same information is recorded daily at the start and end of the day. The site managers will have their own return of canvass to document the site totals at the end of the day.

Seals

Sticker, tab, and strap seals are used to secure the machines and bags. Seal numbers are to be recorded on the seal's report whenever a seal is broken, and a new one is used to replace it.

Spoiled Ballot

A ballot that cannot be cast. It must be physically stamped with a spoiled stamp by the voter and placed in the blue spoiled bag.

Undervote

Occurs when no vote is cast for a single choice election. Also, it is considered an undervote when less votes are cast than the voter is allotted in a race. i.e., if a race asks a voter to select three and the voter only selects two.

Write-In Vote

Permits the voter to cast a vote for a person not listed on the ballot.