

Greene County Board of Elections

Precinct Election Official Training

Presented By: Jennifer Corcoran & Jordan Huber

New Terminology

“Precinct” Vs. “Polling Location”

Precinct – An assigned area (political subdivision) designated for voting purposes

Polling Location – A location provided for specific precincts at which the voters may vote

New Terminology (cont.)

VLM – Voting Location Manager

PEO – Precinct Election Official

ICX – ImageCastX (Voting Machine)

Poll Pad – Electronic sign-in station

VVPAT (Printer) – Voter-Verified Paper Audit Trail

USB Drives – Memory flash drives for machines

Encoder – Writes ballot to Voter Card

Provisional – Voter's eligibility to vote cannot be determined

ADA – Americans with Disabilities Act (**lowered machine**)

Accounting Chart – Used to record data



Opening the Polls (cont.) – First Tasks

- ❖ ARRIVE BY **5:30 A.M.**
- ❖ **Dem & Rep MUST** be at location before opening supplies
- ❖ **OATH OF OFFICE – ALL RECITE**
- ❖ **Observer - Certificate, Oath, Do's & Don'ts**
- ❖ **PAYROLL SHEET – ALL SIGN (Except Rover)**
- ❖ **Verify Location on all items –**
 - Red & Grey Bag;
 - Yellow & Black Bag (in Red Bag);
 - Clear Envelope;
 - Poll Pad Home Screens
- ❖ VLM calls Board by **6:30 A.M.** for absences

**VLMs – Cell phones
turned ON & Volume UP
for BOE contact**



Opening the Polls - Clear Envelope Contents

1. Oath of Office
2. Payroll Sheet - (*PEO Lists* sent Fri. before ED)
3. VLM Checklist – “*Master Checklist*”
4. ICX Accounting Charts (Open/Close)
5. Step-by-Step ICX Guide (Open/Close)
6. Step-by-Step Poll Pad Setup (**NEW**)
7. Paper Ballot Accounting Chart & BAG LOCK LOG (same sheet)
8. Paper Ballot Instructions (Provisional & Election Day)
9. Voter Registrations
10. Name Change Forms



Opening the Polls - Clear Envelope Contents (cont.)

11. Emergency Procedures
12. Curbside Voter Instructions
13. 17-yr.-old Voter Info Guide
14. Workers Needed Signup Sheet
15. Audio Ballot Chart
16. Supply Drop-Off List
17. Notes to the Board
18. ICX Voting Instructions
19. Voter Flowchart
20. Election Official Manual (LINK ON LAST SLIDE)



Opening the Polls (cont.) – VLM Assigns Jobs

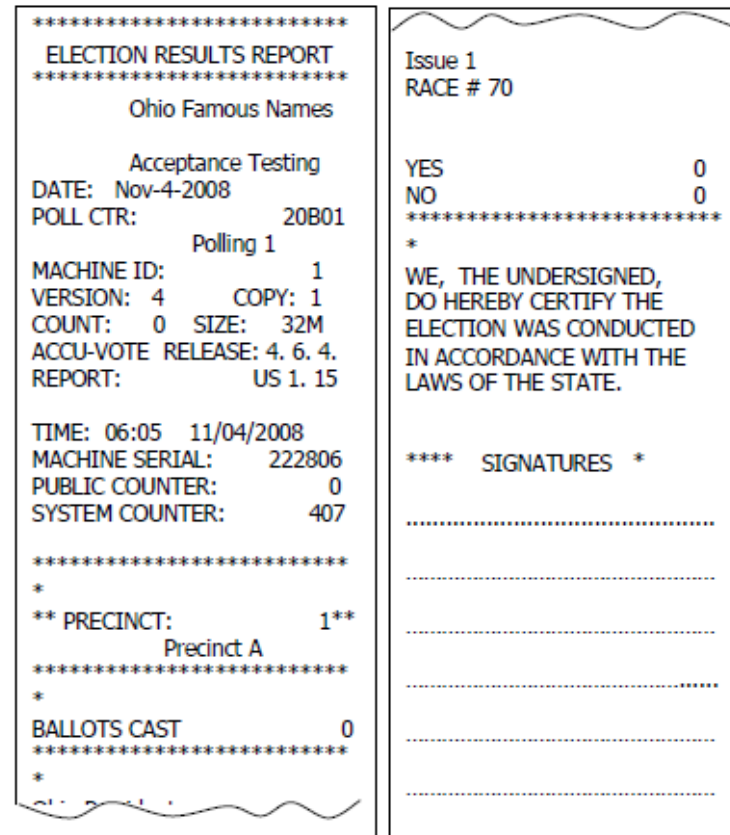
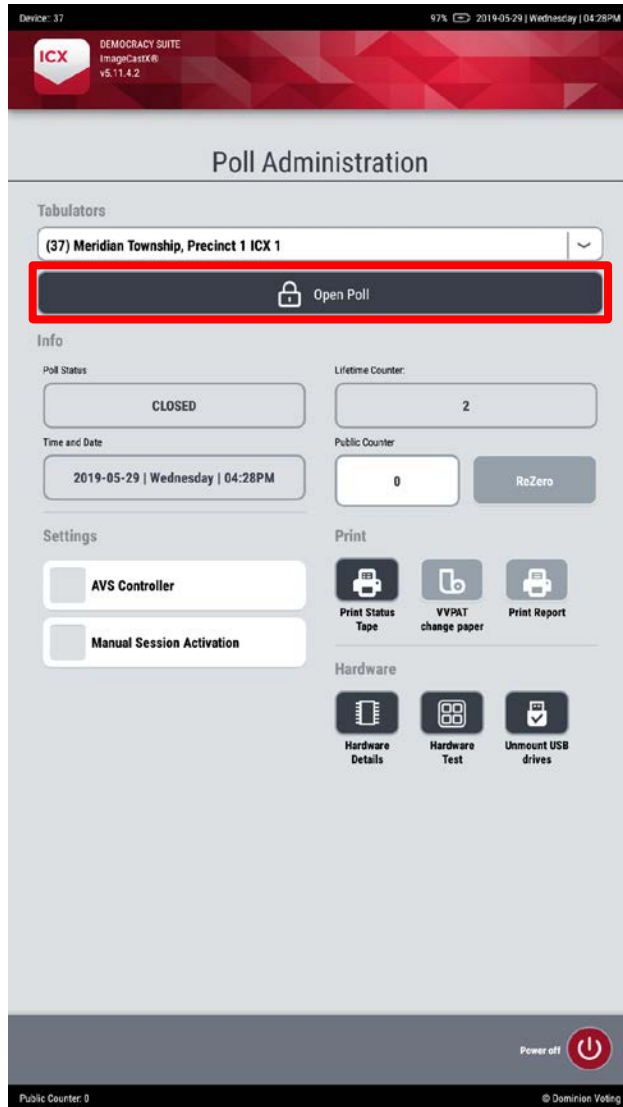
1. Paper Ballot Setup

Verify Precincts & Ballots
Bipartisan Task (Dem & Rep)

1. Open Red Bag & empty ALL contents
2. Verify correct precincts on ALL ballots (Provisional, Election Day, & Parties)
3. Record total of Provisional ballots on Paper Ballot Accounting Chart
4. Record total of Election Day ballots on Paper Ballot Accounting Chart
5. Verify Yellow Provisional Bag is empty
6. Lock Red Bag and Yellow Provisional Bag
7. Record new lock numbers on Bag Lock Log

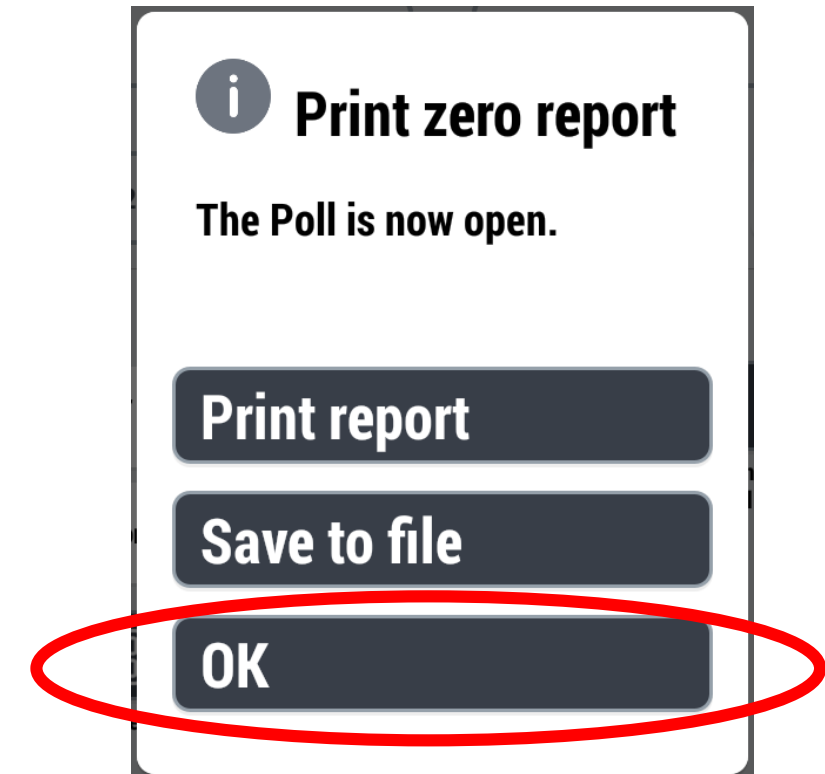
Opening the Polls – VLM Assigns Jobs (cont.)

2. Open ICX Machines



**Dem & Rep MUST sign
Zero Report on EACH machine**

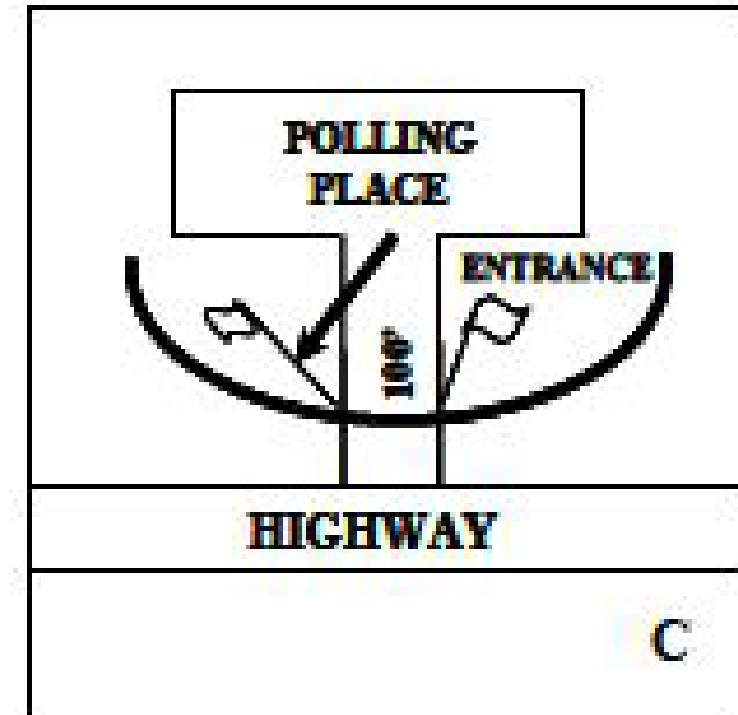
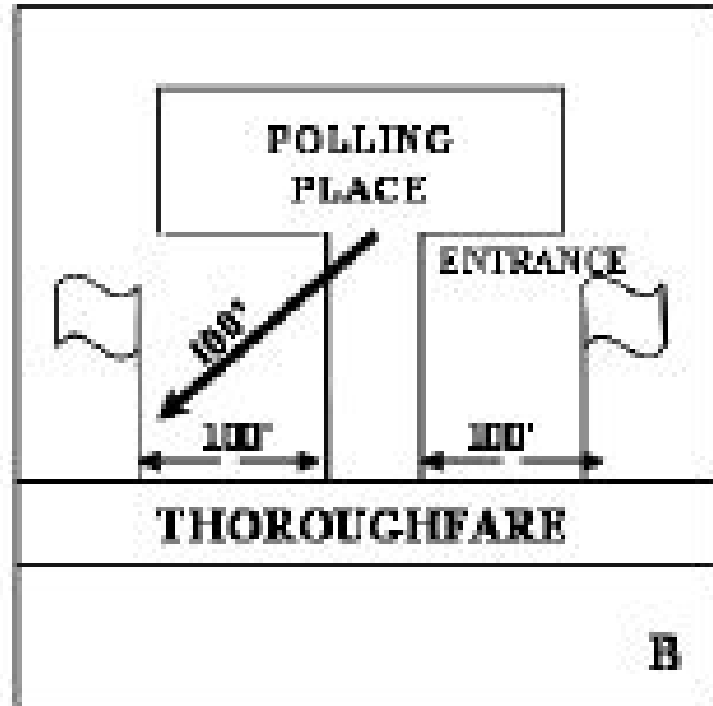
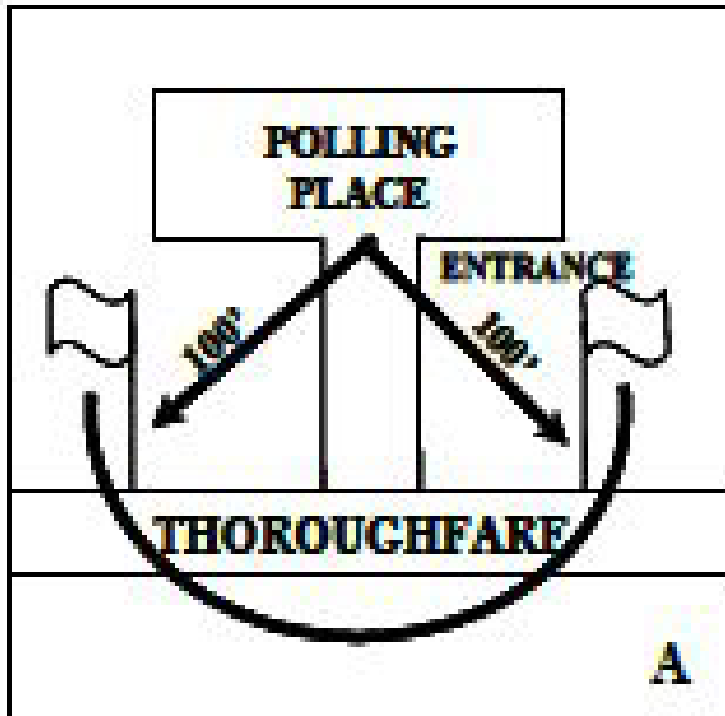
**Run Zero Report
VLM & Opposite Party**



Opening the Polls – VLM Assigns Jobs (cont.)

3. Arrange Neutral Zone

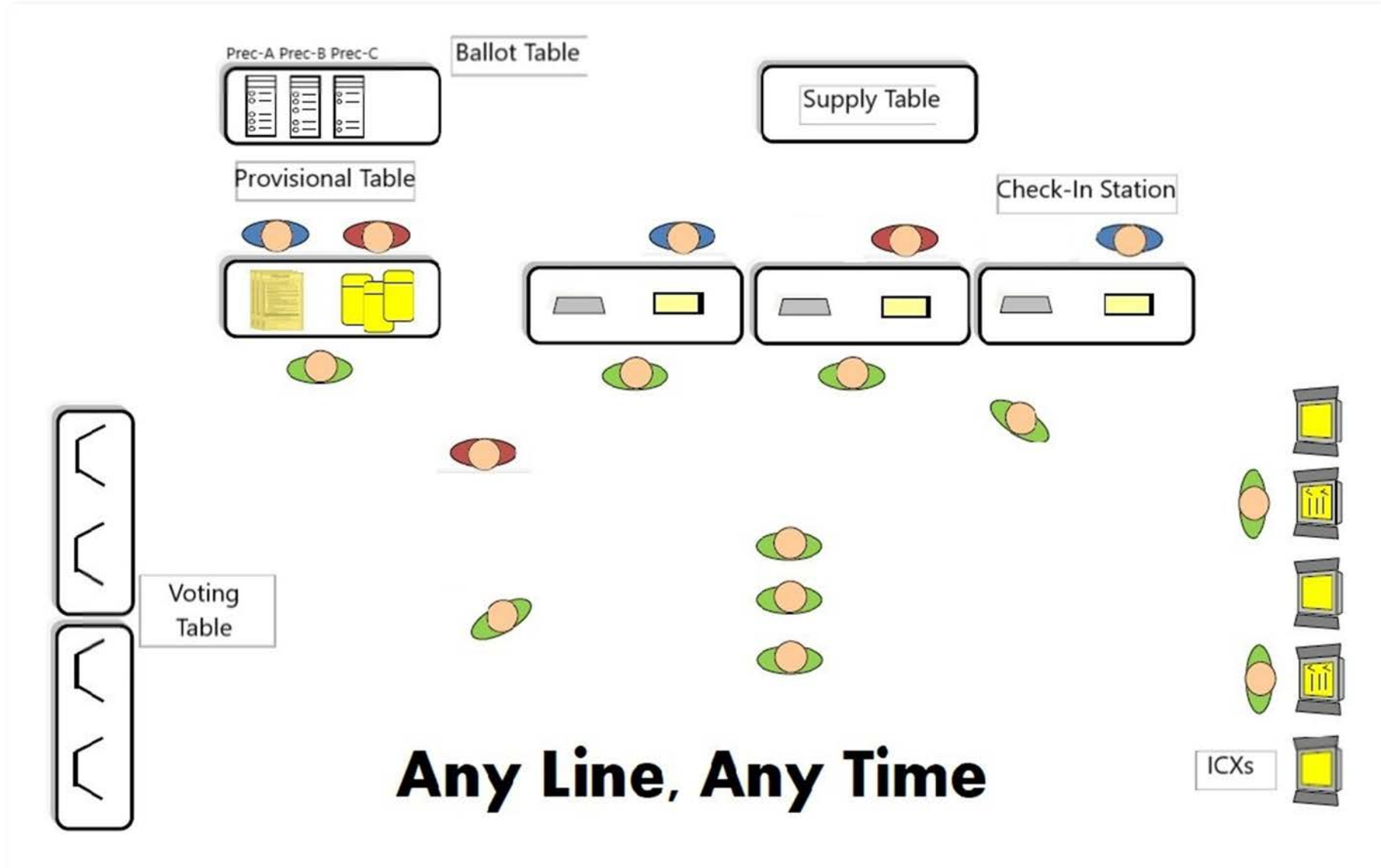
Post flags, signs, and mandatory postings
(Use **BLUE TAPE** for Mandatory Postings)



Opening the Polls – VLM Assigns Jobs (cont.)

4. Arrange Polling Location

Set up 5 – 7 Tables



Opening the Polls – VLM Assigns Jobs (cont.)

5. Open Poll Pads

P. I. E. Method

1. **Printer, iPad, & Encoder Numbers MUST MATCH!**
2. **Plug in Printer** and turn on
3. **Attach arm stand to iPad and set on base**
4. **Turn on iPad** and Open Application
5. **Verify Polling Location on App Home Screen**
6. **Plug in Encoder**
7. **Verify Printer and Encoder icons (top left) are GREEN**

Opening the Polls (cont.) – Important Info

Polling Location Voter Lists

Used by the public to check on voting status in Greene County

Printed 3 times for Election Day:

6:30 A.M. – Printed by BOE + **Absentees List**

11:00 A.M. – Printed from 1 Poll Pad

4:00 P.M. – Printed from 1 Poll Pad

How to Print

MENU – Summary Reports –
Check-Ins – Configure –
Voter Status: Voted – PRINT

Miscellaneous Info

No Campaigning

Dress Code

Food & Drinks

Media

Exit Polling

Lunch & Small Breaks

Opening the Polls – Important Info (cont.)

Bipartisan Team Needed

- ICX Opening, Closing, & Paper Changes
- ICX Accounting Charts
- Issuing Paper Ballots
- Supply Drop-Off
- Voter Assistance (Curbside or ICX)
- ANY Ballot-Related Task

**VLM ANNOUNCES POLLS
OPEN AT 6:30 A.M. SHARP**

**POLLS ARE NOW OPENED
FOR VOTERS**

Remains **Locked** throughout Election Day

- Yellow Provisional Bag
- Red Ballot Bag
- ICX Memory Door

During Election Day – ID Types

Acceptable IDs

- Photo ID
- Military ID
- Original or Copy of Documents:
 1. Current Utility Bill
 2. Current Bank Statement
 3. Current Government Check
 4. Current Paycheck
 5. Other Government Document (excluding BOE)

vs.

UNACCEPTABLE IDS

Non-OH License/State ID

Work/School Photo ID

Passport

Insurance Card

Social Security Card

Birth Certificate

College Letter (Update)

During Election Day (cont.) – ID Requirements

PHOTO ID:

1) Ohio License or OH State ID

Check Photo;

Verify First name;

Verify Last name;

Verify Non-Expired Date

2) Military ID

Check Photo;

Verify First name;

Verify Last name;

Verify Non-Expired Date

Current Address (optional)

Document MUST include:

1. First name;

2. Last name;

3. Current address; AND

4. Must be issued within 12 mos.

Search by Date of Birth (optional)

During Election Day (cont.) – Poll Book Check-in

1. Greet the Voter & Ask for their Name.
2. Locate name in Poll Book - Name Matches, continue.
3. Ask the voter for their address.
4. Look at address next to name. If address matches, continue.
5. Look for colored banner - process as directed.
6. Click on Voter & Ask Voter for ID.
7. Verify Name, Photo (if app.), Address (if app.), Expiration/Issue Date (if. app.)

During Election Day (cont.) – Poll Book Check-in

8. Ask voter to confirm their Name & Address on Poll Book, then sign Poll Pad.
9. Ask voter to select Political Party Choice (Primary Election Only).
(DO NOT COMMENT ON OR REFER TO VOTER'S POLITICAL CHOICE.)
8. Encode Voter Card.
9. Verify **Green Confirmation Screen** after encoding and Listen for Chime.
10. Give Auth.-to-Vote Slip to voter with Voter Card.

During Election Day (cont.) – Poll Book Examples

Poll Pad Examples:

Confirmation: *“Is it correct?”*

Absentee: Auto-Provisional

Provisional: Auto-Provisional

17-year old Voter: Auto-Paper (NO ICX)

Voted: **DOES NOT VOTE AGAIN!**

Wrong Poll Place: Address Lookup, Direct Voter to Right Poll

Regular Voter: **Encode Voter Card**

During Election Day (cont.) – Curbside Voters

- ❖ Dem & Rep process voter at vehicle
- ❖ Take Poll Pad with you outside
- ❖ Sign in regularly, but issue PAPER only: (Provisional or Election Day)
- ❖ Check Curbside box on Poll Pad after voter signs Poll Pad
- ❖ Return to Poll Place to retrieve: Ballot, Envelope, Clipboard, Magnifier, & Pen
 - Election Day – Blue Envelope
 - Provisional – Yellow Envelope
- ❖ Disabled Voters Requiring Assistance – 12-C Disabled Envelope
- ❖ Return ballot to appropriate bag

During Election Day (cont.) – Paper Ballots

ELECTION DAY BALLOTS

Poll Pad Info Correct? – Yes

Valid ID Provided? – Yes

Able to vote on machine? – Yes

Requested Paper instead of ICX

PROVISIONAL BALLOTS

Poll Pad Info Correct? – No

Valid ID Provided? – No

Moved recently? – Yes

Absentee Sent? – Yes

Demands to Vote? – Yes

ANY reason on top of Yellow Envelope

During Election Day (cont.) – Provisional vs. Regular

Regular Voter - Different Name, Same Address

Name Change Form (10-L)

Legal Proof (Marriage License/Court Order)

Regular Voter - Different Name & Moved within Precinct

Name Change Form (10-L) & Registration Form

Legal Proof (Marriage License/Court Order)

Regular Voter - Same Name & Moved within Precinct

Registration Form

PROV – Moved to different Prec.

PROV - Invalid, Expired, or No ID

PROV - Demands to Vote (12-D)

PROV - Name not Found in Poll Pad

PROV - Color Code: **Provisional** & **Absentee**

During Election Day (cont.) – Provisional vs. Regular

REASON FOR PROV BALLOT HERE

Pct _____

Stub _____

Form No. 12-B Prescribed by the Secretary of State (08-17)

Provisional Ballot Affirmation

print clearly

R.C. 3503.16; 3505.18; .181; .182; .183.

Full Name
Required

1

First _____ Middle _____
Last _____ Suffix _____

Date of Birth
Required

2

Date of Birth *(Do not write today's date here)* _____

Current Ohio Address
Required

3

Street Address *(No P.O. Boxes)* _____ County _____
City/Village _____ ZIP _____

Former Address

Not Required

If you do not provide your former address it will not cause your ballot to be rejected.

4

If you do not complete this step, it will not cause your ballot to be rejected.

Have you moved without updating your voter registration? Yes No

Street Address *(No P.O. Boxes)* _____

City/Village _____ State _____ ZIP _____

Identification
Required

Do **ONE** of the following:

• Write your full Ohio driver's license or state identification card number, or

• Write the last four digits of your Social Security number, or

• Check the box next to the form of identification you showed to the precinct election official.

5

If you do not provide identification at this time, you must go to the board of elections on or before the 7th day after this election to provide a qualifying form of identification.

Your Ohio driver's license number or state identification card number *(2 letters followed by 6 numbers)* _____

Last four digits of your Social Security number _____

Military identification Card _____

Current (within the last 12 months) utility bill, bank statement, government check, paycheck or other government document, other than a notice of voter registration mailed by a board of elections, that contains your name and current address.

Photo identification that was issued by the United States government or the State of Ohio, that contains your name and current address (or your former address if the identification is an Ohio driver's license or state identification card), and that has an expiration date that has not passed.

Be sure to check for signature at end of envelope! ↓↓↓↓

During Election Day (cont.) – Provisional vs. Regular

PROVISIONAL STUBS

STAYS STAPLED TOGETHER

Stub B Consecutive Number- **000011** X00501 **PROV**

VOID VOID VOID
VOID VOID VOID

IMPORTANT - DO NOT DETACH STUB

Stub A Consecutive Number- **000011** X00501 **PROV**

STAYS ATTACHED TO BALLOT



9 PROPOSED TAX LEVY (RENEWAL)	14 PROPOSED CHARTER AMENDMENTS
Greene County Park District	City of Beavercreek
A majority affirmative vote is necessary for passage	A majority affirmative vote is necessary for passage

ELECTION DAY STUBS

STAYS STAPLED TOGETHER

Stub B Consecutive Number- **000011** X00501 **ED**

VOID VOID VOID
VOID VOID VOID

IMPORTANT - ~~DO NOT DETACH STUB~~

Stub A Consecutive Number- **000011** X00501 **ED**

REMOVE AND PLACE IN WHITE ENVELOPE

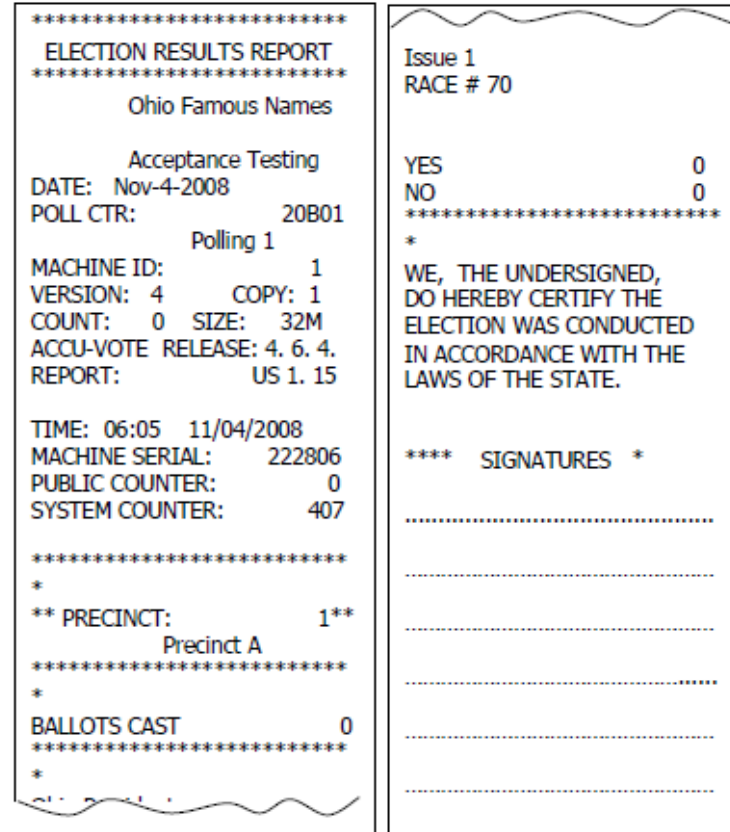
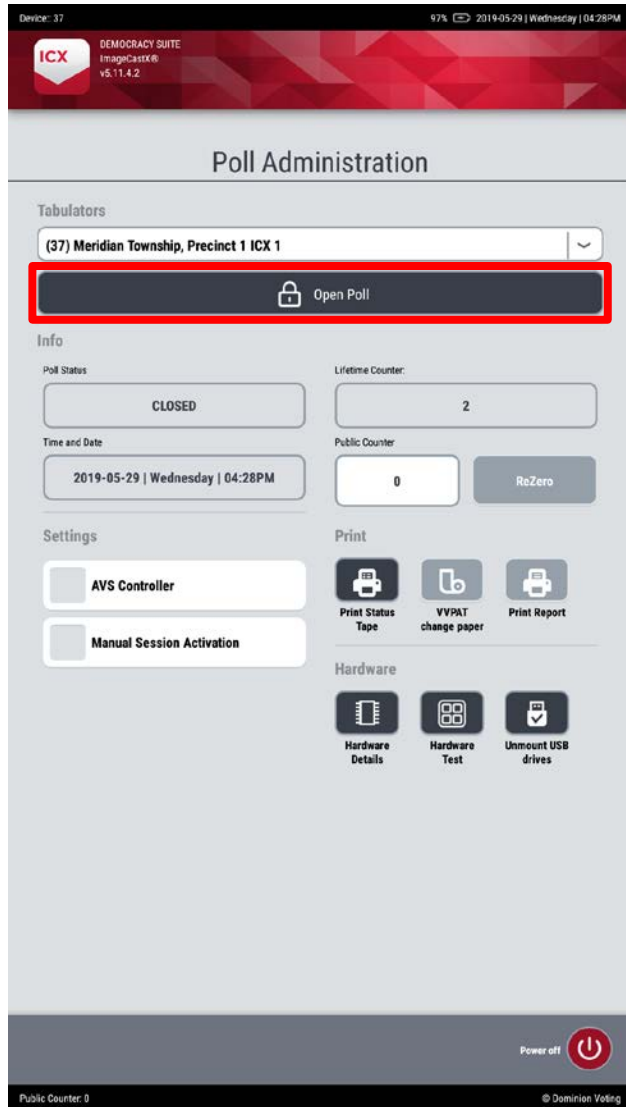


9 PROPOSED TAX LEVY (RENEWAL)	14 PROPOSED CHARTER AMENDMENTS
Greene County Park District	City of Beavercreek
A majority affirmative vote is necessary for passage	A majority affirmative vote is necessary for passage

Closing the Polls – Important Info

- ❖ 7:30 P.M. – **VLM declares POLLS ARE CLOSED**
- ❖ Any voter in line may vote – Busy elections: PEO marks end of line
- ❖ ALL voters must leave the location **BEFORE** closing begins
- ❖ **DO NOT** tell voters to leave. Wait until they are processed & finish voting.
- ❖ **EVERYONE** must stay for Closing Procedures

Closing the Polls (cont.) – ICX Closing Procedures



Dem & Rep MUST sign 1st Report

Post 2nd Reports to outside door

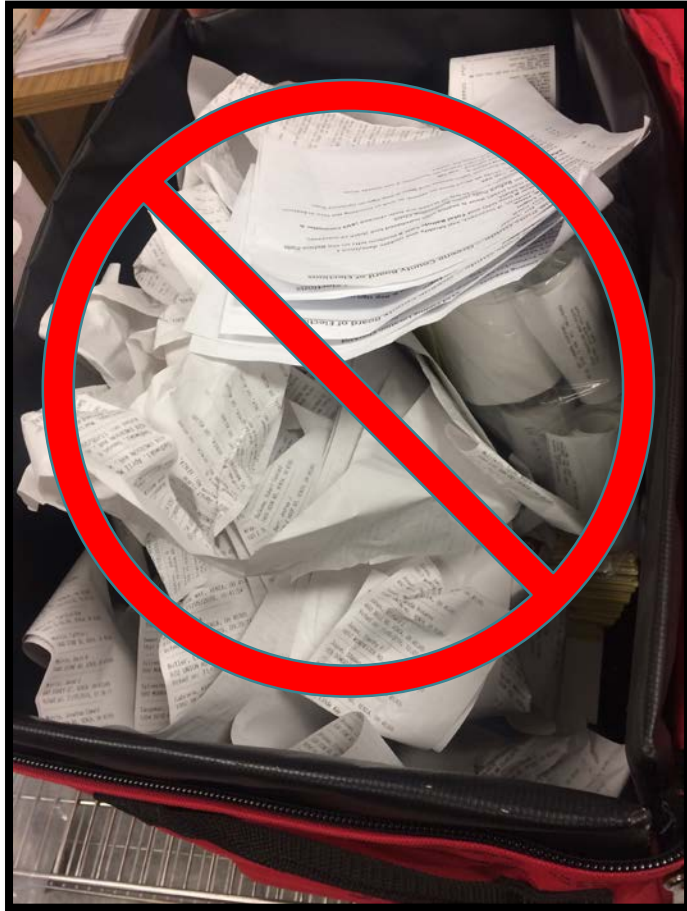
Dem & Rep runs 2 Reports

Closing the Polls (cont.) – Poll Pad Packing

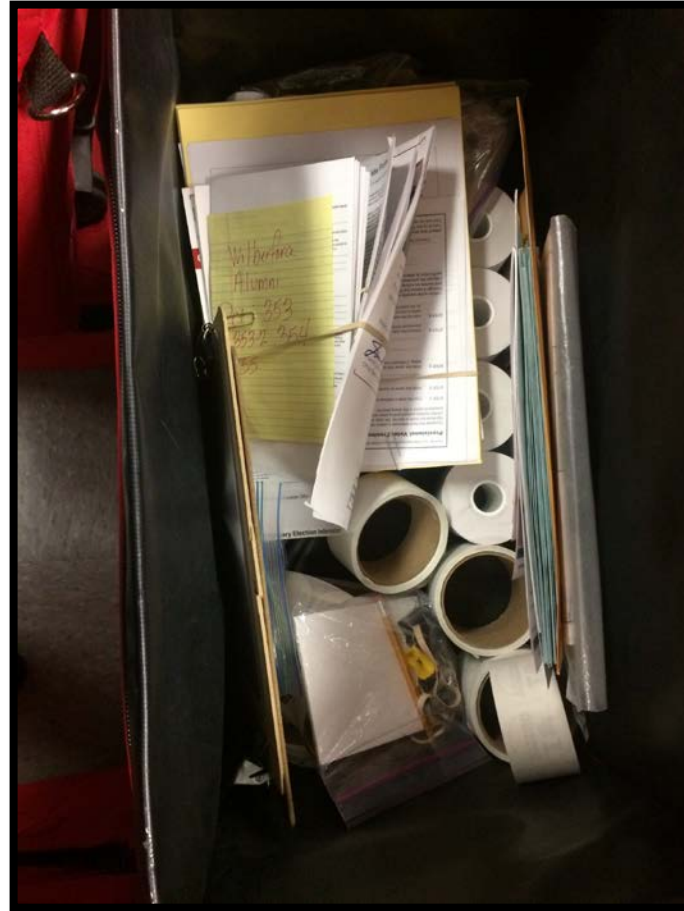
1. Disconnect Encoder, Printer, and all cords from Poll Pad
2. Shutdown Poll Pads and Pack in Grey Case
3. Return all accessories to Greene Cases in designated placeholders
4. Stack Green Cases on top of each other and Ratchet Strap together
5. Double check all Poll Pads are in Grey Bag and lock it with new lock
6. Record lock number on Bag Lock Log

Closing the Polls (cont.) – Red Bag Packing

Refer to Supply Drop-off List



VS.



Organization is Key!

- 1. Count ED Ballots & Record.**
- 2. Count Prov. Ballots & Record.**
- 3. Seal ED Ballots in White Bag.**
- 4. Seal Prov. Ballots in Yellow Bag.**
- 5. Record Seal numbers on Bag Lock Log.**

ALL VOTED BALLOTS WILL BE IN YELLOW AND WHITE BAGS.

Closing the Polls (cont.) – Final Notes

- ❖ **DO NOT POST the Write-In List, only provide upon request.
(Ask voter to return list once finished voting)**
- ❖ ***PEOs cannot advise, instruct, or educate voters on candidates or issues.
(No campaigning.)***
- ❖ **17-year-old voters vote by PAPER ONLY & sealed in “17-year-old”
blue envelope.**
- ❖ **Election Official Lists will be sent BY EMAIL on Friday before Election Day.**
- ❖ **Confirm ALL USB drives are collected from EACH ICX machine.**
- ❖ **Green Poll Pad Cases, Maroon Bag, & ICX Machines ALL STAY @ LOCATION.**

Web Links, Sources, & References

Secretary of State's Precinct Election Official Manual:

<https://www.sos.state.oh.us/globalassets/elections/eoresources/peo-training/peotrainingmanual.pdf>

Secretary of State's Polling Location Resources:

<https://www.sos.state.oh.us/elections/elections-officials/elections-officials-resources/polling-location-resources/>

Greene Co. Board of Elections - Recruiter Lines

Jennifer: 937-562-6185

Jordan: 937-562-6187