GUILFORD COUNTY
BOARD OF ELECTIONS

PRECINCT OFFICIALS' HANDBOOK

For Conduct of Elections

Guilford County, North Carolina

Charlie Collicutt
Director of Elections

2026 General Election

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Dear Precinct Officials:

This handbook describes as best as possible step-by-step procedures to follow for a general election. All poll workers, including assistants, should be familiar with the contents of the handbook.

Laws that govern the voting process are complicated and can be confusing. We are trying to simplify that process as much as possible with this detailed handbook. Please review the handbook before each election and refer to it on election day.

Keep in mind that on election day you are there to serve the voters. Friendly greetings and a sincere "Thank you" as voters are handed an "I Voted" sticker will make this process a good one for all involved. As I have often said, you, as precinct officials, conduct the elections. You deal directly with the voters and your conduct most directly influences whether the voters think the election has been conducted properly and fairly.

Thank you for your faithful and dedicated service to the board of elections and the citizens of Guilford County.

Charlie Collicutt
Director of Elections

OATH FOR PRECINCT OFFICIALS

"I do solemnly affirm that I will support the Constitution of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; that I will endeavor to support, maintain and defend the Constitution of said State not inconsistent with the Constitution of the United States; that I will administer the duties of my office as chief judge/judge/election day specialist/assistant of my precinct, Guilford County, without fear or favor; that I will not in any manner request or seek to persuade or induce any voter to vote for or against any particular candidate or proposition; and that I will not keep or make any memorandum of anything occurring within a voting booth, unless I am called upon to testify in a judicial proceeding for a violation of the election laws of this State."



Position Descriptions

CHIEF JUDGE

TERM
Two-year appointment; August to August of odd-numbered years

COMMITMENT
Primary, Special, and General Elections; from 6:00 a.m. until all required election supplies are returned to the elections office

TRAINING
Instructional Meetings during week prior to elections; special training when offered

DUTIES
To conduct elections at the polls according to the instructions issued by the Guilford County Board of Elections and the North Carolina General Statutes. Election duties will include:

- Contacting person in charge of polling place
- Obtaining assistants prior to the election
- Assigning specific duties to judges and assistants with the purpose being to serve the voters quickly and efficiently
- Setting up the polling place and voting system the day before elections (Monday set-up)
- Managing the precinct on election day
- Handling provisional and challenged ballots
- Staying in contact with the coordinator
- Declaring the polls closed
- Tabulating the votes with the judges
- Signing the machine tapes and forms with the judges
- Returning required materials to the elections office on election night (canvass)

JUDGE

Two are appointed to each precinct

TERM
Two-year appointment; August to August of odd-numbered years

COMMITMENT
Primary, Special, and General Elections; from 6:00 a.m. until all required election supplies are returned to the elections office

TRAINING
Instructional Meetings during week prior to elections; special training when offered

DUTIES
To conduct elections at the polls according to the instructions issued by the Guilford County Board of Elections and the North Carolina General Statutes. Election duties will include:

- Assisting the chief judge in preparing the polling place the day before the election (Monday set-up)
- Giving oath to chief judge election morning and being ready to serve as chief judge should he/she not be able to serve on election day
- Declaring polls open at 6:30 a.m.
- Being available to work with the voting system, registration table, poll book table, ballot table, or wherever needed as determined by the chief judge
- Assisting curbside official
- Signing necessary tapes and forms
- Tabulating votes with chief judge and assisting the chief judge in closing the polls
- Breaking down the enclosure and clearing away all related materials after the election is completed
- Mailing second copy of the machine tape to the elections office election night or no later than the next day

ELECTION DAY SPECIALIST

TERM
Two-year appointment; August to August of odd-numbered years

COMMITMENT
Primary, Special, and General Elections; from 6:00 a.m. until all required election supplies are returned to the elections office

TRAINING
Instructional Meetings during week prior to elections; special training when offered

DUTIES
To conduct elections at the polls according to the instructions issued by the Guilford County Board of Elections and the North Carolina General Statutes. Election duties will include:

- Pleasantly greeting each voter that comes to the Voter Assistance Table
- Paperwork involving voters whose name and/or address is incorrect or does not appear on the registration list
- Completing Election Day Transfers (sections B and C of AtV form)
- Verifying names and addresses of new voters coming into the precinct
- Being available to work with the voting system, registration table, poll book table, ballot table, or wherever needed as determined by the chief judge

ASSISTANT

COMMITMENT
Primary, Special, and General Elections; from 6:00 a.m. until all required election supplies are returned to the elections office

DUTIES
To conduct elections at the polls according to the instructions issued by the Guilford County Board of Elections and the North Carolina General Statutes. Election duties will include:

- Assisting in miscellaneous ways as determined by the chief judge
- Serve as poll book official
- Serve as curbside official
- Give voter information and voting instruction
- Assist voters with the voting process

COORDINATOR

REQUIREMENTS:

- Registered voter in "good moral standing"
- Complete understanding of election day procedures, the voting system, and e-pollbooks (if applicable)
- Must have own reliable transportation and be available to work from noon on Monday prior to the election until all duties are finished election night.

RESPONSIBILITIES:

- Assist in training precinct officials in the legal way of conducting elections according to the instructions issued by the Guilford County Board of Elections and the North Carolina General Statutes
- To visit each polling place two or three times per election period (Monday noon until Tuesday night), or more if required, to evaluate compliance of election procedures
- To be available by cell phone (provided by elections office) from Monday noon until Tuesday night to take care of situations that might arise in their district precincts
- To help with morale, personnel, simple voting system problems or contacting technical support when needed and simplify communications between chief judges and the elections office
- To keep election day supplies in their car to be delivered immediately to precinct when needed

STUDENT ELECTION ASSISTANTS

REQUIREMENTS:

To be appointed, a student must be at least seventeen years old at the time of the primary or election, a United States citizen, and a county resident. The student:

- Must be enrolled in a secondary school (or home school)
- Have an exemplary academic record as determined by the school
- Have a recommendation from the school's principal or director
- Have parental consent

RESPONSIBILITIES:

Each student assistant works under the direct supervision of the election judges, takes the same oath as regular precinct assistants, and receives the same training and compensation as regular precinct officials. The student election assistants are permitted to conduct any job that any assistant would also be permitted to do.

GETTING READY FOR AN ELECTION

Before each election the chief judge must:

Contact judges, election day specialist (EDS) and assistants. Chief judges must verify who will be able to serve this election. The elections office will inform you of the number of assistants allowed for your precinct. **The NC Administrative Code states that relatives, by blood or marriage, cannot serve in the same precinct.**

Contact person in charge of the polling place. The chief judge must remind the contact person for the facility the date of the election and make arrangements for Monday set-up. Arrange to pick up the key or arrange for guaranteed entrance by 6:00 a.m. on election day. Get the telephone number of the custodian or person in charge of unlocking the building. You may need to get in touch with them election morning or return to the polling place after you leave the building election night. (Both situations have happened!)

Visit your polling place to determine special needs, e.g. extension cords, tables, chairs, telephone access, etc. Inform our office if you have any problems with the polling place that cannot be resolved. If you are using a facility phone, be sure you have telephone access from 6:00 a.m. until you are ready to leave the polls and that our office can call you (answering machines should be turned off). If you have picked up a phone from the elections office, check the phone by calling the office or coordinator from your polling place to be sure it works. Call the elections office from the polling enclosure area using your election day phone no later than 5:00 p.m. Friday before the election.

Check supplies in your supply bag before noon on Friday. Also check supplies in supply box. If anything is missing, call the office at 641-3820. Be sure you have all the signs you need.

Arrange a time with your judges, election day specialist, assistants and **coordinator** to get together on Monday before the election **(see Monday set-up).**



Voting system, voting booths, and supply box will be delivered to the polling place the week preceding the election. Check NO LATER THAN 5:00 P.M. FRIDAY to be sure you know where everything is stored.

INSTRUCTIONAL MEETINGS

The board of elections and the director of elections are required to instruct precinct officials before each primary and general election. **The chief judge, the judges of the election and election day specialist are REQUIRED to attend this meeting.**

You will be paid $15.00 for attending the meeting. The chief judge, judges, and election day specialist will be notified well in advance which night they are scheduled to attend.

****Chief judges will pick up their supplies and signs for the election during the day or the night of their Instructional Meeting. It will be determined prior to the election when registration lists will be picked up.****

MONDAY SET-UP

Make an appointment with facility to meet with precinct staff (including coordinator) to set up the voting enclosure

Define voting enclosure with barricade tape (see layout on next page)

Set up tables, chairs, trash cans where designated (see layout on next page and Monday Setup on pg. 10)

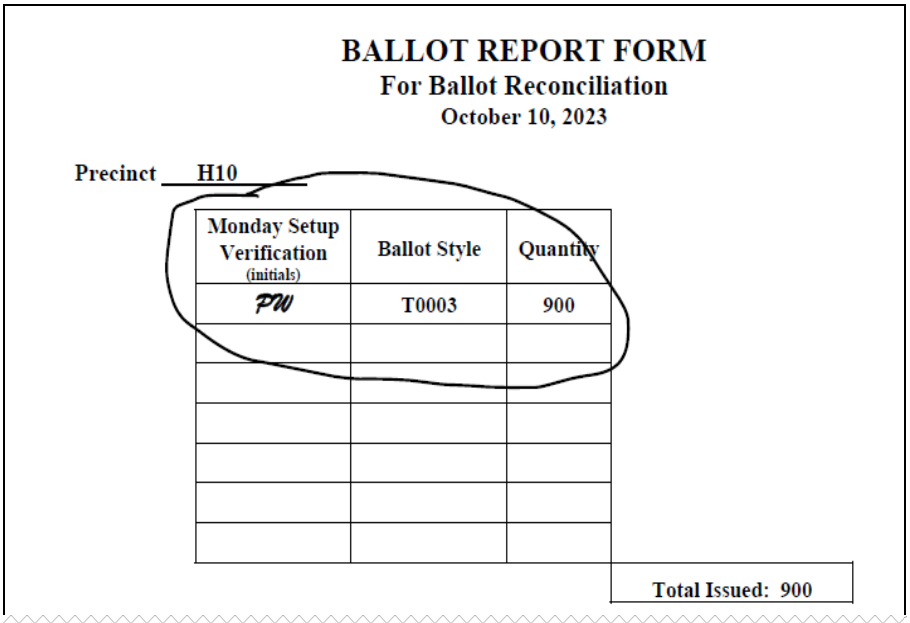
Set up and **plug in** DS200 and AutoMark and booths. Do not lift up the lid at this point

Checking DS200 and Ballots on Monday

Verify Precinct Label and Serial Number

Complete the Machine Checklist (see instructions on pg. 11-12)

Open Ballot Bin and verify that ballots are the same ballots on your Ballot Report Form – Chief Judge must document this check on the form:



BALLOT REPORT FORM
For Ballot Reconciliation
October 10, 2023

Precinct H10

Monday Setup Verification (initials)	Ballot Style	Quantity
PW	T0003	900

Total Issued: 900

Do not leave the registration list at the polling place on Monday. The chief judge should take the list home.

MONDAY SET-UP

Check to make sure the following supplies are at the appropriate table:

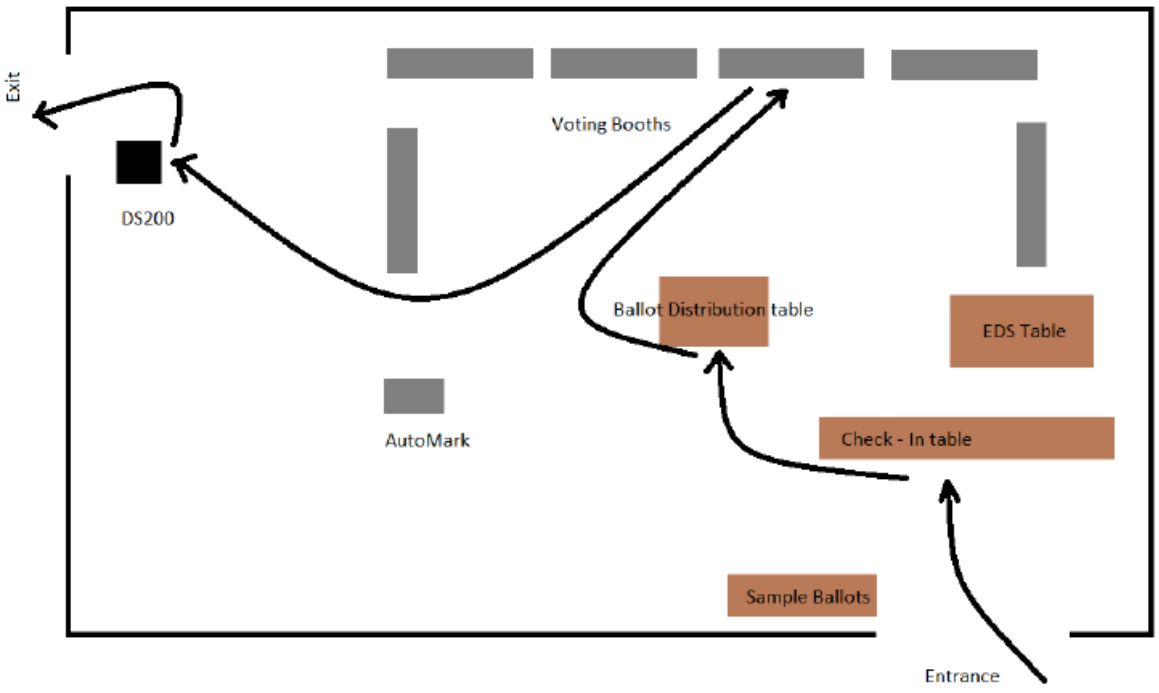
Information Table
Sample ballots
Poll worker sign-up sheet
Voter registration forms
Comments/suggestions pad
Pens

Registration Table
Registration list
AtV forms (blank)
Pens for completing forms
Deceased notification forms
"You Certify" sign
Help Referral Forms
Photo ID documents/Guides
Light Yellow "Request SSN/NCDL" forms
Laminated guide for Label notations

Poll Book Official's Table
Metal AtV Prong Fasteners
Pen for numbering AtV forms
Collection box for AtV forms
Blue nylon bag (small) for AtV's **BALLOTS**

Voter Assistance (EDS) Table
AtV forms (blank)
Allocation book/precinct location list
Pens for completing forms
Telephone
List of ballot styles
e-pollbook

Chief Judge Supply Table
Blue Canvas Supply bag (large)
Green bag with Provisional Supplies
Notebook (or Black Binder)
Miscellaneous supplies bag
Special instructions (pink)
Red bag



COMPLETING THE MACHINE CHECKLIST

Precinct: G01 **November 5, 2024 Machine Checklist - ATTENTION CHIEF JUDGE**

Return this form in your forms carrying case. List the Serial Number and all seal numbers (If there are discrepancies between the seal numbers on a machine, contact the office immediately at 641-3836. If another machine is delivered to you during the day, do not forget to list that machine. If you need to break seals, that's okay – just use the extra spaces to document them.

DS200	Top Lid (2 red pull-tab seals)				Master Result USB Door (1 blue *tape* seal – only removed on election night)	
Serial Number	Seal # Applied at Warehouse	Monday –Seal # Delivered	Tuesday - Seal # Election Morning (break to begin voting)	New Seal # Election Night	Seal # Applied at Warehouse	Tuesday – Seal # Election Morning
50484744	145878	145878	145878	178757	25478789	25478789

Side of Bin (1 red pull-tab seal on side – never remove this seal)				
Seal # Applied at Warehouse	Monday –Seal # Delivered	Tuesday - Seal # Election Morning	Seal # Election Night	
145471	145471	145471	1178574	

Ballot Bin Door (1 red pull-tab seal - Check ballots on Monday, check that bin is empty and ready on Tuesday Morning)					Emergency Bin (1 red pull-tab seal – only removed if used)	
Seal # Applied at Warehouse	Monday –Seal # Delivered (break to check ballots)	Monday – New Seal # applied by Precinct Officials	Tuesday - Seal # Election Morning (break to begin voting)	New Seal # Election Night	Seal # Applied at Warehouse	Tuesday – Seal # Election Morning
1458412	1458412	1468874	1468874	185252	54879898	54879898

AutoMark	Case (1 blue *tape* seal –remove this seal at Monday Setup)			
Serial Number	Seal # Applied at Warehouse	Monday –Seal # Delivered		
4875289	1547878	1547878		

Voting System Technician Initials: MMS Chief Judge Signature: Chief Judge Signature

See next page for description of security seal placement

Seals on DS200 and AutoMark:

All Seals will be applied and documented by warehouse staff.

The Red Pull-Tite Tab Seals on the front of the lid need to be documented, but not unsealed until election morning.

The Red Pull-Tite Tab Seal on the lower Ballot Box Bin needs to be unsealed, ballots verified, and resealed (please document new seal), and unsealed again on election morning.

The Red Pull-Tite Tab Seal on the side of the bin needs to be documented, but never unsealed.

The Red Pull-Tite Tab Seal on the upper emergency bin needs to be documented, but only unsealed if the emergency bin needs to be used.

The Blue Tape Security Seal on the Master USB door needs to be documented, but not unsealed until closing the polls.

The Blue Tape Security Seal on the AutoMark needs to be documented, but never unsealed.

If any of these seal numbers are different, call the office immediately.

SUPPLY LIST

Check your supplies before noon on Friday, the weekend before the election. Please call the office immediately at 336-641-3820 or 336-641-7731 if anything is missing.

To be picked up at your Instructional Meeting

RED BAG – pink zip bag for Master USB stick, green zip tab seal for election night

GREEN BAG – Provisional/Challenge Supplies/Documents for Voters at Check-In

Provisional Voting Instructions (white 1/2 sheet)
Provisional Voter Instructions (green for pin label)
Provisional Applications
Provisional Pollbook
Provisional White Envelopes with Sleeve
Provisional Pin Labels
Official election seal
Provisional brown container envelope
Acknowledgement Notice
Photo ID Exception Forms
Notice To Dl/SSN Provisional Voters (Pink/Salmon Colored Sheets)

BLUE NYLON BAG – to return completed Authorization to Vote (AtV) forms. Unused AtV forms are to be returned in the supply box.

CELL PHONE

MISCELLANEOUS SUPPLY BAG

ID BADGES (in plastic bags in Blue Canvas supply bag)

NOTEBOOK CONTENTS (see pg. 16 for more details):

Envelope for Comments and Suggestions
Envelope for Second Results Tape
Envelope for completed pay/tax forms
Blue Tape security seals (zipper pouch)
Red Pull-Tite Tab Seals (zipper pouch)
Key to supply box (zipper pouch) - 1
Keys to voting equipment (zipper pouch) - 4
Metal AtV prong fasteners (zipper pouch)
Machine checklist
Ballot report form (with Red Ballot Box Seals)
Notice to Voters with Unvalidated DL/SSN (light yellow)
Notice to No ID voters (grey HAVA Doc)
Special instructions (pink)
Polling Place Locator
Supply list
End-of-Election day checklist
Challenged voter log
Challenge "sworn voter oath"
Challenge Envelope for ballots
Observer Information
Assistance Log (New)
Poll worker sign-up sheet
Voting Systems Incident Report
Incident Reports
Spoiled Ballot Log & Envelope
"Please Recycle" sign
Electronic Devices sign
Deceased Voter Forms
Pay Forms (blank)

SUPPLY LIST (continued)

To be delivered to the polling place

Ballots

DS200 tabulator

Voting Booths

AutoMark

PPE Supplies

Supply Box

Unused Authorization to Vote (AtV) forms
Barricade Tape
Tape for covering floor cords
Comments and Suggestions pads
Clipboards (2)
I Voted Stickers
Extension cord
Power Strip
Voter Registration forms (for information table)
Aprons
Laminated instructions for DS200 and Automark Voting System

Sample Ballots

Red Allocation Book



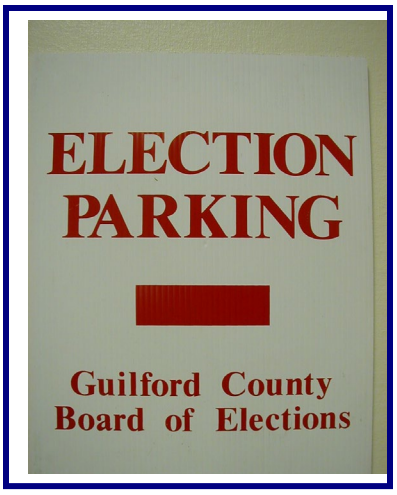
Time and Date for Pick Up of Registration List (labels) will be announced at your Instructional Meeting.

PRECINCT SIGNS (examples)













THE NOTEBOOK

In Front Pocket

- Envelope for Comments and Suggestions
- Envelope for Second Results Tape
- Pay Form Container Envelope
- Completed Voter Reg. Forms
- Completed Deceased Voter Forms

Zipper Pouch

- Blue Tape Security seals
- Red Pull-Tite Tab Seals
- Keys (supply box-1, voting systems-4)
- Metal AtV prong fasteners

Machine Checklist

Ballot Report Form

Information

- Special instructions (pink)
- HAVA Doc/Notice to No ID voters (grey)
- Polling Place Locator
- Supply list
- End-of-Election day checklist
- Observer Information
- Voter Assistance Log
- Notice to Voters with Unvalidated DL/SSN (light yellow)

Challenge

- Challenged voter log
- Challenge "sworn voter oath"
- Voter Challenge Envelope

Other

- Poll Worker Sign-up sheets
- Incident Reports (voting systems and other)
- Spanish Voting Instructions
- "Please Recycle" sign
- Electronic Devices sign
- "You Certify" sign
- Spoiled Ballot Log/Envelope

Pay/Tax Forms

Back Pocket

- Blank Deceased Voter forms (to return in front pocket)

ELECTION DAY PREPARATION

The chief judge, judges, election day specialist and assistants must arrive by 6:00 a.m. on the day of the election

Chief judge should be sure to turn on their elections cell phone and leave it on all day. If screen is blank, the phone is off!

⇒ In order to begin voting, the DS200 needs to be turned on **and plugged into an outlet. First:**

- Open Ballot Bin, remove ballots, and make sure lid to Blue Bin is open
- Unseal and unlock the top lid
- Lift the screen
- After power up, you will enter the Election Password which will be provided at the Instructional Meeting.
- Set up AutoMark and power on by lifting the screen and turning the key to "on"
- Record all seal numbers on the machine checklist

⇒ Display **VOTE HERE** signs at entrance to polling place. Place **ENTRANCE, EXIT**, **PARKING** and **HANDICAP** signs where necessary (see p.15).

⇒ Mark off 50 feet from polling place entrance and place **NO CAMPAIGNING** sign beyond which all campaign materials, signs and campaigners must remain during the day. Remove any signs that may have been placed within the 50 feet. Check buffer area throughout the day to ensure that all signs are removed.

⇒ All officials complete and sign pay forms (Notebook).

⇒ The chief judge should administer oath to all poll workers. A judge administers the oath to the chief judge.

⇒ The chief judge should review the duties and instructions with all poll workers

⇒ Synchronize your watches with the clock at the polling place or Cell Phone for the correct time for opening and closing the polls

⇒ **At 6:30 a.m., one judge, at the chief judge's request, announces that the polls are open and states the hour at which they will be closed**

⇒ Those who voted early, prior to the printing of the registration list are already marked as voted. When the final absentee list (early and by-mail voters) is delivered election morning,

mark the additional names on your registration list according to the instructions that accompany the list. Then post one copy of the absentee list in a conspicuous place.

⇒ **At 7:30 p.m. the chief judge declares the polls closed**. Anyone who is qualified to vote and is waiting in line when the polls close must be permitted to vote. When the polls close, the chief judge or another precinct official chosen by the chief judge should go to the end of the line to determine who was last in line at the moment of closing. Give each voter in line a blank AtV form. Post someone at the end of the line so that they can inform anyone coming in that they are too late. Only voters with a blank AtV form will be permitted to vote after the polls close.

FOR YOUR INFORMATION

- State law requires that the chief judge, judges, election day specialist and assistants remain together (continuous presence) at the polling place from 6:00 a.m. until all the votes are counted. The purpose of this rule is to prevent election fraud and to have the burden of work shared equally. Precinct officials may not leave for meals or to run errands; arrangements should have been made in advance for those matters.

- Remain nonpartisan while working at the polls. Do not discuss politics or issues. Do not wear campaign T-shirts, buttons or jewelry.

- Conversation should be at a minimum while voters are in the voting booth – no political discussion at any time. No radios, newspapers or televisions are allowed in the voting enclosure.

- After voting, all voters must leave the voting enclosure immediately. Socializing should be done outside this area.

REGISTRATION LIST AND AUTHORIZATION TO VOTE FORMS (POLL BOOK)

The **registration list** contains the list of eligible voters in your precinct. Authorization to Vote (AtV) forms will be in boxes inside of the supply box. AtV forms for voters who have voted will become your "poll book".

The registration list will include a label on the right hand side. This label will contain the voter's name, ID number, address, age (birth date will be on the left side), and the voter's ballot style number.

The chief judge designates a **registration official** and a **poll book official** who will be responsible for the registration lists and completed (voted) AtV forms.

1. The registration official greets the voter and **asks them for their name** (NC state law requires that the voter state aloud this information). Locate voter's name in the registration list. If the voter's name cannot be readily located in the registration list, ask questions such as:
   - Could you have registered under another name?
   - Could you please carefully spell your name?
   - Is the name perhaps a hyphenated one? If so, check both names.
   - Are you sure you are in the correct precinct?

New Photo ID Requirement!

Ask the voter to produce their Photo ID, determine if it is a permitted kind of ID, and then determine if there is a Reasonable Resemblance to the photo and that the name is Substantially Equivalent. Please see further instructions on **pg. 22** and please use your **Photo ID/Check in Supplemental Handbook** for more detailed instructions.

2. **Ask the voter where they live**. The voter must state their residential address out loud.

If the Photo ID requirements are satisfied, then proceed:

3. If the voter's name and address are correct and they have shown proper Photo ID:
   a. The registration official removes the voter's label from the registration list and places the label where indicated on Part A of an Authorization to Vote (AtV) form
   b. The voter signs the AtV form (Part A), verifying that the address and other information are correct
   c. The registration official initials the AtV form (Part A) and gives it to the voter
   d. The voter then presents the completed AtV form to the precinct official at the ballot table, who hands the voter the appropriate ballot based on the label on their AtV
   e. The poll book official periodically gathers the AtV forms and numbers them sequentially, putting them face up on the new metal fastener. Continue to put AtV's on the fastener until there is just enough room to effectively fold down the prongs to fasten the entire bundle. (The ATV form numbered #1 will be on the bottom and final AtV will be on the top.)

4. If the address given is different from the registration list, the registration official:
    a. Removes the label and places it on an AtV form. Do not initial and do not let the voter sign Part A of the AtV form.
    b. Sends the voter to the Voter Assistance Table with the AtV form. The EDS will determine if the voter is an ELECTION DAY TRANSFER (see p. 25-27) or an UNREPORTED MOVE (see p. 28-29).

5. Below some voters' names you will see "VERIFY ADDRESS". The registration official will ask the voter if he/she still lives at the address of record or if they have moved.
    a. If the voter has moved from the address of record, follow step #3.
    b. If the voter still lives at the address of record, have the voter complete Part B of the AtV form to verify their information at the Voter Assistance Table. The EDS will record the voter's missing ballot # (from the non-label portion of the registration list) on the label on the AtV.

6. Below some voters' names you may also see "ID REQUIRED" **(this is not the Photo ID requirement)** Before voting this person must present to the registration official one of the following **HAVA Documents**:
    a. A current and valid photo identification
    b. Documentation that shows the name and address of the voter: a current utility bill, bank statement, government check, paycheck or other government document

When HAVA ID is presented, remove the label from the registration list and place it on an AtV form. The voter signs the form (Part A) and the official initials the form. The registration official checks the box on the AtV form, to the right of the label, the type of ID shown.

If a "ID REQUIRED" voter does not show identification, they must vote a provisional ballot. Send the voter to the chief judge.

7. If a voter appears at the polling place and their name is not on the registration list, the voter should be sent to the EDS.

If the voter's name is misspelled or has changed, or the birth date is incorrect, the registration official will instruct the voter to make the correction on the AtV form (Part B) and have the voter sign this portion of the form.

DO NOT make any corrections on the registration list.

OOPS! I PEELED OFF THE WRONG LABEL!!

If a label is peeled off in error from the registration list and you discover the error after you place the incorrect label on an AtV form -- place that AtV form at the page in the registration list from which the label was taken. Remove the correct label and place it on another AtV form.

If the label from the registration list becomes disfigured to the point of being unusable, transfer the account # and ballot # from the spoiled label to the spaces indicated on another AtV form.

Voters that have an "ID Required" or "Verify Address" status will not have a ballot style. You must hand enter this on the label after receiving the necessary information or ID. The EDS should use the red Allocation book or epollbook or call the office to determine the ballot style

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Voter Registration List by Pre
11/05/2024 General

BASHAM, STEPHEN CURTIS
3704 COTSWOLD TER # 3-D
GREENSBORO, NC 27410

VERIFY ADDRESS

000010013829
DOB:redacted M/W
REP VTD: CG1
Registration Date: 11/17/2008
ID EXEMPT:

BASHAM, 11/05/2024
REP

000010013829 **Age: 57**
3704 COTSWOLD TER # 3-D
GREENSBORO, NC 27410
PCT: CG1 VTD: CG1

BASSETT, REBECCA SPAULDING
15 OWLS ROOST CT
GREENSBORO, NC 27410

000009944051
DOB:redacted F/W
DEM VTD: CG1
Registration Date: 04/19/2007
ID EXEMPT:
B0001

BASSETT, REBECCA SPAULDING 11/05/2024
DEM

000009944051 **Age: 49**
15 OWLS ROOST CT
GREENSBORO, NC 27410
PCT: CG1 VTD: CG1 VBT: N0001
B0001

BASSETT, SCOTT MATTHEW
15 OWLS ROOST CT
GREENSBORO, NC 27410

000000459835
DOB:redacted M/W
REP VTD: CG1
Registration Date: 09/07/2001
ID EXEMPT:
B0015

BASSETT, SCOTT MATTHEW 03/05/2024
RE

000000459835 **Age: 49**
15 OWLS ROOST CT
GREENSBORO, NC 27410
PCT: CG1 VTD: CG1 VBT: N0001
B0015

BATES, DONNA GOHMANN
6101 THISTLE TRCE
GREENSBORO, NC 27410

ALREADY VOTED

000000011427
DOB:redacted F/W
DEM VTD: CG1
Registration Date: 02/17/1976
ID EXEMPT:

BATES, DONNA GOHMANN

ALREADY VOTED
ABSENTEE

BATES, MARIA PROVIDENCE
4434 OLD BATTLEGROUND RD # 134
GREENSBORO, NC 27410

0000099789
DOB:redacted
UNA VTD: C
Registration Date: 04
ID EXEMPT:
B0001

AtV Form

Guilford County, North Carolina – Authorization To Vote Form (v.092022) **Ballot Style** _____ **ATV #** _____

FRAUDULENTLY OR FALSELY COMPLETING THIS FORM IS A CLASS I FELONY UNDER CHAPTER 163 OF THE NC GENERAL STATUTES.

A Voter's Certification of Voting Qualifications

Place Pollbook Label Here
OR
VRN # _____ Election Date: _____
Name: _____
Address: _____
City State Zip: _____

If voter's label indicates **"ID Required"**, check the type of current ID shown:
☐ Photo ID ☐ Government Check
☐ Bank Statement ☐ Paycheck
☐ Utility Bill ☐ Other Government Doc

I certify that: ☑ I am a registered voter in this county and I shall have resided at the address noted above for **30 days** immediately prior to this election. ☑ I am a United States Citizen. ☑ I am at least 18 years of age, or will be by the date of the general election. ☑ I understand that it is a felony to vote more than one time in an election. ☑ I am not in jail or prison for a felony conviction.
☐ *For partisan primary elections ONLY:* If I am registered Unaffiliated, I will receive the following ballot: _____

X _____ _____
Signature of Voter **Official's Initials**

B **Update Voter** (Use this section to verify or change a voter's name and address in the registration records.)

New Name _____ Former Name _____
New Residence Address _____ Former Address _____
New Mailing Address _____ Former Mailing Address _____

Have you lived here more than 30 days? ☐Yes ☐No Daytime Phone _____
If no, date moved: ____/____/____ X _____
Signature of Voter

C **Election Day Transfer** (Use this section to send voter from an old polling place to a new polling place after moving.)

This person is hereby authorized to vote in his/her precinct after executing this form.
Old Precinct # _____ New Polling Place Name: _____
New Precinct # _____ New Polling Place Address: _____
Party Affiliation on Record: _____ X _____
Signature of Precinct Official

D **Curbside Affidavit** (Affidavit of person voting outside voting place or enclosure.)

STATE OF NORTH CAROLINA, COUNTY OF GUILFORD
I, do solemnly swear (or affirm) that I am a registered voter in _____ precinct. That because of age or physical disability, I am unable to enter the voting place to vote in person without physical assistance. That I desire to vote outside the voting place or enclosure. **I understand that a false statement as to my condition will be in violation of North Carolina law.**

Date_____ Voter Address_____

21 X _____ X _____
Signature of Voter Signature of Precinct Official

Throughout the day, note the number of AtVs and compare with the total voted on the public count on the DS200. The numbers should match.

THE LAST ATV FORM MUST BE SIGNED BY THE CHIEF JUDGE AND BOTH JUDGES

Photo ID

Please see the **Photo ID Supplemental Handbook** for the acceptable Photo ID's, further discussion of Reasonable Resemblance and Substantial Equivalence, and more information on procedures for Photo ID implementation.

The following is a brief discussion on the processes for initial Photo-ID check-in.

After locating the voter in the registration book (or e-pollbook if applicable), and verifying where the voter lives, ask:

"May I please see your Photo ID?"

- First confirm that the type of Photo ID presented is one of the permissible ID's.
- If expiration date is required for that type of ID, check the expiration date.
- Confirm that the picture on the ID and the name are of the voter presenting to vote.
- When confirming the identification of the voter, please use the following standards:
    - Picture – Reasonable Resemblance
    - Name – Substantial Equivalence (***not*** exact or identical), in the light most favorable to the voter.
- On the ID presented, the ***address does not matter*****.** You may only refer to the picture, name, and expiration date (if required) on a permissible Photo ID.

Once confirmed this is completed, have them sign the AtV and the official initial the AtV, and send them to the Ballot Table.

If the check-in official does not find reasonable resemblance or substantial name equivalence, please fill out a Help Station Referral Form and contact the Chief Judge. Further instructions are found in the **Photo ID Supplemental Handbook.** Please use this for all procedures.

Label Notations

You may see the following on a voters label: Verify Address, ID Required, DL/SSN Provisional Only, or Request DL/SSN.

Verify Address: See page 20, item 5
ID Required: See page 20, item 6, give grey "Notice to No ID Voters"
DL/SSN Provisional Only: See instructions on page 30. This voter must vote a provisional ballot, be given the Pink/Salmon "Notice to DL/SSN Provisional Voters", and show a HAVA ID
Request DL/SSN: You must provide this voter with the Light Yellow "Notice to Voters With Unvalidated DL/SSN", and request that they fill out the Light Yellow form to provided an updated DL/SSN. This is not mandatory for the voter, but you must ask. They must vote a regular ballot no matter if they update the information or not. There is a script in the laminated guide provided with your pollbooks.

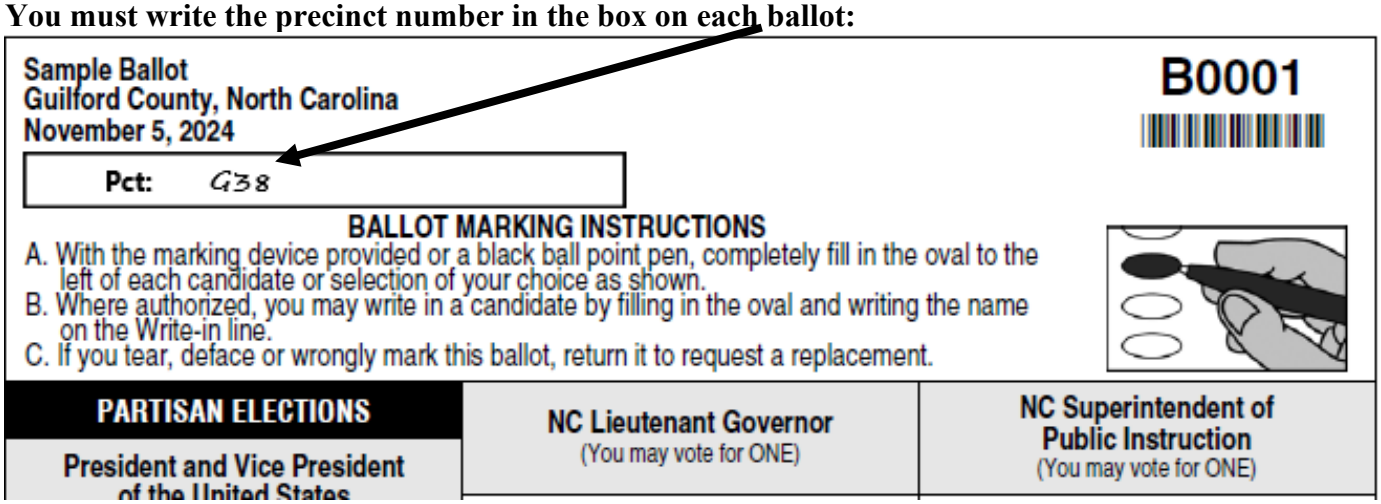
A laminated, color coded, guide has been provided for these notations. Please use it to make sure the voters are processed correctly.

Voting the Paper Ballot

After the voter has completed the AtV, they proceed to the Ballot Distribution Table

- At the Ballot Distribution Table, the precinct official takes the AtV from the voter
- The precinct official checks the label for the ballot style
- The precinct official pulls the correct ballot based on the voters assigned ballot style
- The precinct official writes down the precinct on top of the ballot (may be done in advance)

You must write the precinct number in the box on each ballot:



- The voter proceeds to the voting booth

Voting on the DS200 after filling out ballot

- The voter inserts their ballot into the DS200, it will say "Your Ballot Has Been Cast"
- Voters that **Overvote** will receive a message to either cast or have their ballot returned. They may make this selection on the DS200 screen
- If they have their ballot returned, they must spoil it and begin with a new ballot
- After depositing the ballot, the voter is done!

Spoiling a Ballot

- Sometimes the DS200 will reject a ballot because the ballot is unreadable. It will need to be "spoiled."
- If a ballot is to be "spoiled," or cannot be used due to an overvote, damage, or wrong style assigned, write "SPOILED" on the ballot and place in the brown spoiled ballot envelope
- Log the voters name, VRN, ballot style, and number of ballots spoiled by this voter
- This envelope/log is in the Notebook
- They may spoil 3 ballots (not including a ballot you may have issued in error)

Reminders about the Ballot

Some precincts have multiple ballot styles. Please choose correctly at the ballot table. For those precincts with multiple styles, you must pick the correct ballot style. A barcode scanner for the AtV label and ballot barcode will be provided.

There is **no Straight Party option** in North Carolina.

There are no Write-In's for partisan contests this year. There are Write-In's for the Soil and Water contest.

There multiple referenda on the ballot. All voters will get three Constitutional Amendments and a ¼ cent Sales Tax Referenda. Voters within the Municipality of Greensboro will have five bonds on their ballot.

The order of candidates was chosen randomly by the State Board of Elections, before the primary elections. For this year, the order is D through C, in regular alphabetical order:

DEFGHIJKLMNOPQRSTUVWXYZABC

PROCEDURES FOR ELECTION DAY TRANSFERS

Procedures at the Old Precinct

- The registration official will remove the voter's label and place it where indicated on a blank AtV form. Do not initial and do not let the voter sign Part A of the form. (If the registration list indicates "REQUEST ID" by the voter's name, ask to see ID and indicate what type of ID was shown to the right of the label.)

- Send the voter to the EDS with the AtV form.

- At the EDS the voter will be asked to fill out Part B of the AtV form with the voter's new address and updated information.

- The EDS will look up the voter's **new** address in the red Allocation book, or e-pollbook, and complete Part C of the AtV form, including the new precinct, name and address of the new polling place, and official's signature.

- The EDS should mark through the ballot style # printed on the label.

- The EDS should direct the voter to go to the new polling place so that the voter's proper ballot will be assigned to them. The EDS should ask the voter if they know how to get to the new polling place and, if needed, write directions on the back of the AtV form using description in the Precinct Locator/Phone list.

- Instruct the voter to go directly to the EDS and present AtV form to the EDS.

- The AtV form is NOT signed until the voter is in his/her proper polling location and is prepared to vote.

- Place a "T" (for transfer) on the registration list by the voter's name

30 day residency deadline:
For November 3 General Election – October 4, 2026

Completing the AtV for a Transfer Voter

Guilford County, North Carolina – Authorization To Vote Form (v.102020) Ballot Style _____ ATV # _____

FRAUDULENTLY OR FALSELY COMPLETING THIS FORM IS A CLASS I FELONY UNDER CHAPTER 163 OF THE NC GENERAL STATUTES.

A Voter Certification of Voting Qualifications

[redacted]
220 N CEDAR ST # B
GREENSBORO, NC 27401

11/03/2020
[redacted]
UNA
AGE: 38
PCT: G11

If voter's label indicates "ID Required", check the type of current ID shown:

☐ Photo ID ☐ Government Check
☐ Bank Statement ☐ Paycheck
☐ Utility Bill ☐ Other Government Doc

I certify that: ☑ I am a registered voter in this county and I shall have resided at the address noted above for **30 days** immediately prior to this election. ☑ I am a United States Citizen. ☑ I am at least 18 years of age, or will be by the date of the general election. ☑ I understand that it is a felony to vote more than one time in an election. ☑ I am not in jail or prison for a felony conviction.

☐ *For partisan primary elections ONLY:* If I am registered Unaffiliated, I will receive the following ballot: _____

X *Signature of Voter* _____ *CC*
Signature of Voter Official's Initials

B **Update Voter** (Use this section to verify or change a voter's name and address in the registration records.)

New Name _____ Former Name _____

New Residence Address *123 New Address Dr, Greensboro NC* Former Address *220 N Cedar St # B*

New Mailing Address _____ Former Mailing Address _____

Have you lived here more than 30 days? ☒Yes ☐No Daytime Phone _____

If no, date moved: ____/____/____

X *Voter Signature* *11/03/20*
Signature of Voter Date

C **Election Day Transfer** (Use this section to send voter from an old polling place to a new polling place after moving.)

This person is hereby authorized to vote in his/her precinct after executing this form.

Old Precinct # *G11* New Polling Place Name: *Swann Middle School*

New Precinct # *G01* New Polling Place Address: *811 Cypress St, Greensboro*

Party Affiliation on Record: *DE*

X *signature of precinct official*
Signature of Precinct Official Date

D **Curbside Affidavit** (Affidavit of person voting outside voting place or enclosure.)

STATE OF NORTH CAROLINA, COUNTY OF GUILFORD

I, do solemnly swear (or affirm) that I am a registered voter in _____ precinct. That because of age or physical disability I am unable to enter the voting place to vote in person without physical assistance. That I desire to vote outside the voting place or enclosure. I understand that a false statement as to my condition will be in violation of North Carolina law.

Date _____ Voter Address _____

X _____ _____
Signature of Voter Signature of Precinct Official

Procedures at the New Precinct

The voter enters the new precinct and presents the AtV form to the Election Day Specialist (EDS).

The EDS will use the red Allocation book, or e-pollbook, to verify the voter is in the proper precinct based on the new information given. EDS will write in the correct ballot style on the AtV.

The voter will then be asked to sign the AtV form (Part A). The EDS will initial Part A and send the voter to the ballot distribution table where the voter will be allowed to vote a regular ballot.

Do not forget to ask for Photo ID!

PROCEDURES FOR UNREPORTED MOVES

If a voter appears at the NEW precinct without going to the old precinct (e.g. "I moved into this area from another precinct and my neighbor told me this is where I should vote"), the procedures that must be followed are:

- The voter's name will not be on your registration list. Send the voter to the Voter Assistance Table.

- At the Voter Assistance Table the voter will be asked to fill out Part B of the AtV form with the voter's new address and updated information with their signature.

- The EDS or chief judge should determine if the voter is registered, obtain the voter's account # by calling the old precinct, the e-pollbook, or calling the elections office (do not get the account # from the voter ID card) and confirm that they have not voted in this election by calling the old precinct. (Alternatively, the EDS or chief judge may call the elections office to determine the registration status of a voter not on the registration list.)

- The EDS will ask the voter when he/she moved and determine if the new address is in the precinct, using the red Allocation book or e-pollbook. The EDS should also determine the precinct of the voter's previous address.

If the voter moved more than 30 days* ago, proceed with the next steps, and see next page for an example:

- The EDS should complete Part C (Election Day Transfer). Write the voter's account # and correct ballot style # if available in the space provided in Part A.

- The EDS should initial and have the voter sign Part A before sending the voter to the ballot distribution table to receive their ballot.

- **Do not forget to ask for Photo ID!**

- The EDS should attempt to call the old precinct to place a "T" on the line beside the voter's name on the registration list (not on the label). Please confirm this before a voter is permitted to vote.

- If a voter comes into your precinct without an AtV and is not in the proper precinct, look up the person's address in the Allocation book or e-pollbook. Write on a note pad where they should be and send them to the proper precinct (see note below).

- Do not send a voter back to the old precinct to get their label.

Note: If the move took place 30 days or less* before the election, the voter must vote in the old (original) precinct and file an address change for the next election.

! 30 day residency deadline:
For November 3 General Election – October 4, 2026

COMPLETING THE ATV FOR AN UNREPORTED MOVE

Guilford County, North Carolina – Authorization To Vote Form (v.102020) Ballot Style _____ ATV # _____

FRAUDULENTLY OR FALSELY COMPLETING THIS FORM IS A CLASS I FELONY UNDER CHAPTER 163 OF THE NC GENERAL STATUTES.

A Voter Certification of Voting Qualifications

Place Label Here or

VRN # 4658933 Election Date: 11/03/20

Name: Voter Name

Address: 123 New Address Dr, Greensboro NC

City: _____ State: _____ Zip: 27410

If voter's label indicates "ID Required", check the type of current ID shown:

☐ Photo ID ☐ Government Check
☐ Bank Statement ☐ Paycheck
☐ Utility Bill ☐ Other Government Doc

I certify that: ☑ I am a registered voter in this county and I shall have resided at the address noted above for **30 days** immediately prior to this election. ☑ I am a United States Citizen. ☑ I am at least 18 years of age, or will be by the date of the general election. ☑ I understand that it is a felony to vote more than one time in an election. ☑ I am not in jail or prison for a felony conviction.

☐ *For partisan primary elections ONLY:* If I am registered Unaffiliated, I will receive the following ballot: _____

X _____ _____
Signature of Voter Official's Initials

B **Update Voter** (Use this section to verify or change a voter's name and address in the registration records.)

New Name _____ Former Name _____

New Residence Address 123 New Address Dr, Greensboro NC Former Address 220 N Cedar St # B

New Mailing Address _____ Former Mailing Address _____

Have you lived here more than 30 days? ☑ Yes ☐ No Daytime Phone _____

If no, date moved: ____ / ____ / ____

X Voter Signature 11/03/20
Signature of Voter Date

C **Election Day Transfer** (Use this section to send voter from an old polling place to a new polling place after moving.)

This person is hereby authorized to vote in his/her precinct after executing this form.

Old Precinct # G11 New Polling Place Name: Swann Middle School

New Precinct # G01 New Polling Place Address: 811 Cypress St, Greensboro

Party Affiliation on Record: DE

X signature of precinct official
Signature of Precinct Official Date

D **Curbside Affidavit** (Affidavit of person voting outside voting place or enclosure.)

STATE OF NORTH CAROLINA, COUNTY OF GUILFORD

I, do solemnly swear (or affirm) that I am a registered voter in _____ precinct. That because of age or physical disability I am unable to enter the voting place to vote in person without physical assistance. That I desire to vote outside the voting place or enclosure. I understand that a false statement as to my condition will be in violation of North Carolina law.

Date _____ Voter Address _____

X _____ _____
Signature of Voter Signature of Precinct Official

! 30 day residency deadline:
For November 3 General Election – October 4, 2026

PROCEDURES FOR PROVISIONAL BALLOTS

Reasons for voting a provisional ballot:

- Voter claims to have registered, but no record is found on election day
- Voter was registered, but has been "previously removed" from active file*
- Voter is registered but assignment to a voting district/municipality is questioned
- Voter appears after 7:30 p.m. and poll closing has been extended due to a lawful order
- ID issues (HAVA ID or Photo ID Requirement)
- **Listed as "DL/SSN Provisional Only" **this is a new procedure**
- "Put out a Fire"

Any voters in the above categories should be sent to the chief judge. The chief judge should call the elections office for voter registration information. If it is determined that the person is at the proper polling place, they will be instructed to allow the voter to vote a "provisional ballot" according to the following procedures:

- If the provisional is for a reason other than ID, you must ask for ID just like any other voter.

- Only if the voter is a **"DL/SSN Provisional Only" voter,** give them the Notice for DL/SSN Provisional Voters (Pink/Salmon Color). Make sure you are not inadvertently doing this for a "Request DL/SSN" voter – they don't need a provisional ballot.

- Voter completes and signs the Provisional Voting Application (found in the **green bag**). **Check to be certain voter completes all the information properly before the voter leaves.**

- Chief judge fills in Pollbook Number, VRN, and precinct information at the top of the application.

- Place the application in the **plastic sleeve** attached to the envelope.

- Find the PIN labels in the green bag.

- On the **Provisional Poll Book** (green bag), next to the voter's provisional # (P-1, P-2, etc.), write the voters name, address, and ballot style #. Place the PIN label marked "POLL BOOK" where indicated.

- Chief judge places the PIN label marked "ENVELOPE"on the back of the envelope where indicated.

- Voter signs their name on the poll book, even though there is no column for this.

- Give voter an official paper ballot with instructions along with the completed provisional ballot envelope. **Mark the ballot with a P.**

- Voter marks the ballot, folds it in half and seals it in the completed provisional ballot envelope. (Give the voter privacy while he/she votes.)

- Attach the third pin label marked "INSTRUCTION SHEET" to the bottom of the green "Provisional Voter Instructions" sheet and give the sheet to the voter. This sheet contains information for the voter to find out after the election whether their ballot is counted by calling a number or checking a web site.

- Chief Judge fills out the information on the back of the envelope.

- The provisional ballot envelope (with ballot sealed inside and application in the plastic sleeve) is then placed in the **brown provisional envelope** (green bag) marked "Provisional Ballots" and placed in **red bag**. DO NOT secure the **brown provisional envelope** with the Official Election Seal until the end of the day.

- After the polls close, the chief judge and judges sign the Provisional Poll Book in the space directly below the last voter's name and return it in the **brown provisional container envelope.**

- Secure the **brown provisional envelope** (containing all voted ballots and Provisional Poll Book) with the Official Election Seal (properly labeled and signed) and place it in the **red bag** to be brought in with the returns by the chief judge on election night.

- If you have no provisional voters, do not seal the **brown provisional container envelope.** Mark it "0", place the signed Provisional Poll Book inside, paper clip the blank seal on the outside and return in the red bag.

***A "previously removed" voter will not be on your registration list**

  - Using the Allocation book, make sure the voter is in the correct precinct.

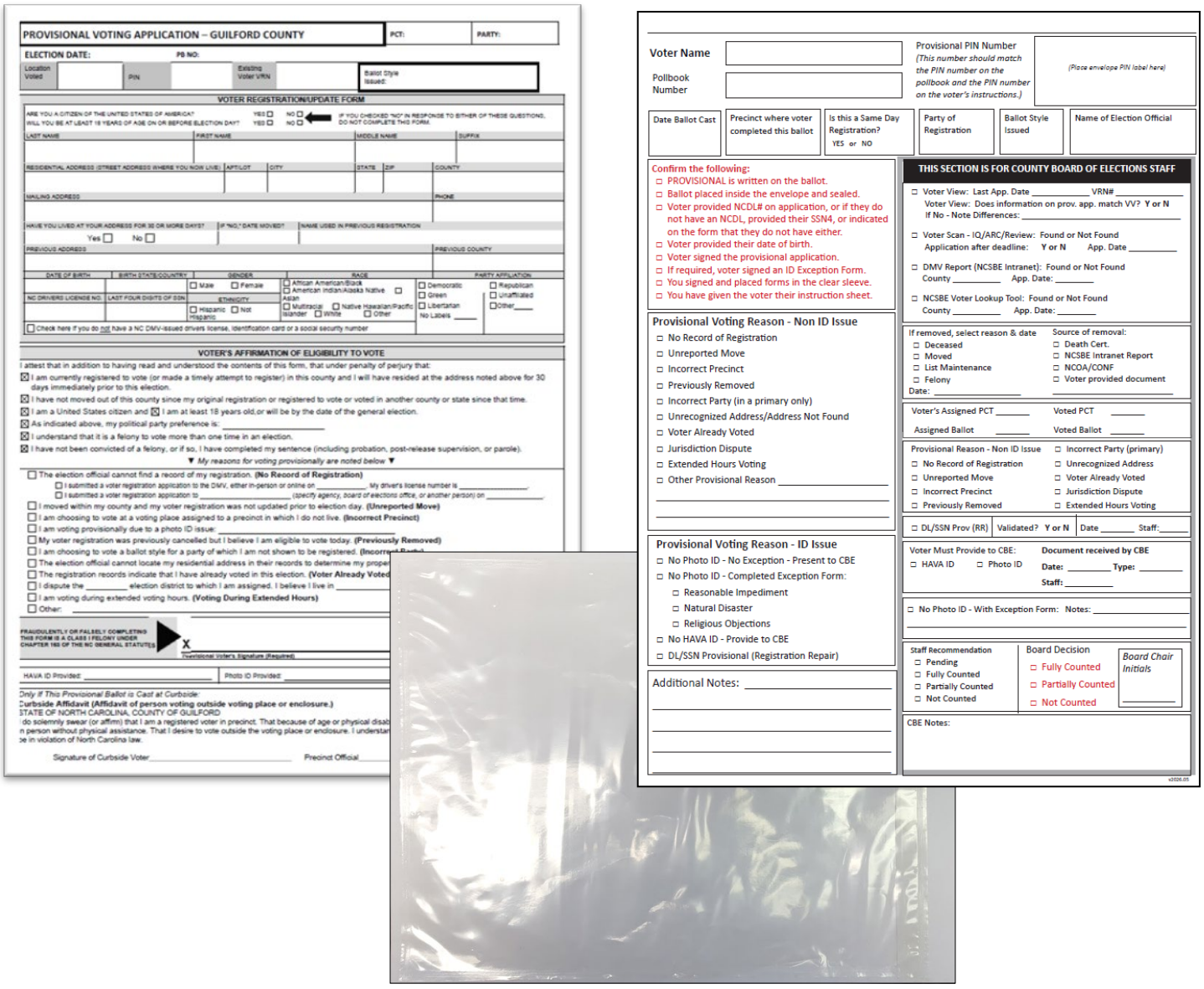
  - Call the elections office to verify their registration. If their record falls into this category, you will be instructed to allow the voter to vote a provisional ballot.

  - Follow the instructions for provisional ballots.

  - Ask for the voter's account # when you call the elections office and record the number on the Provisional Ballot Affirmation (Section 1 of the provisional ballot envelope).

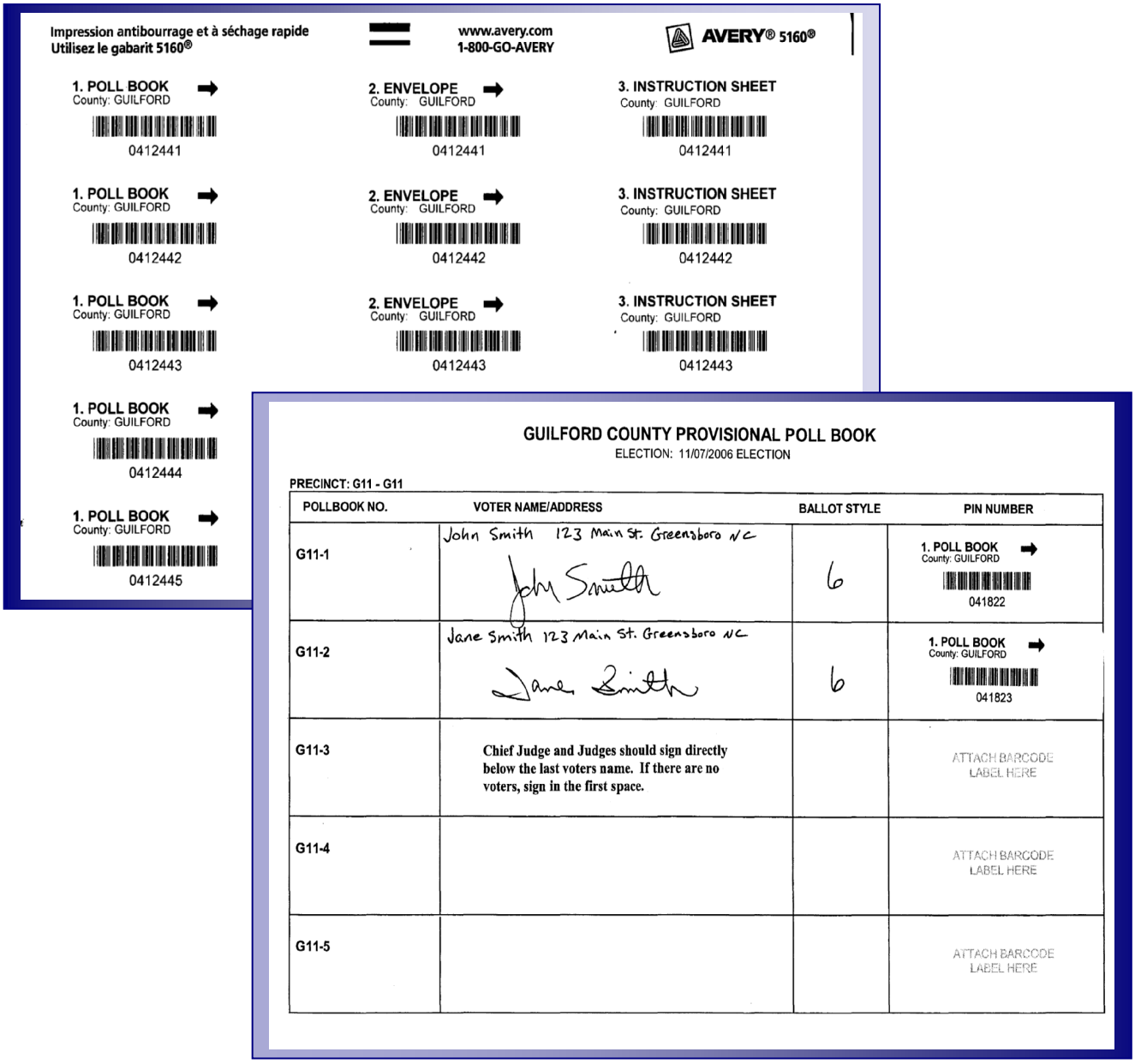
  - The voter will check the box for "previously removed" as their reason for voting a provisional ballot.

Illustrations of Provisional Application and Envelope



After the voter completes the application, place it in the plastic sleeve that is attached to the envelope – DO NOT SEAL
Place ballot in the envelope and seal.
Precinct official must fill out the back of the envelope.

Illustrations of Provisional Pin Labels and Provisional Poll Book



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AVERY® 5160®

1. POLL BOOK	2. ENVELOPE	3. INSTRUCTION SHEET
County: GUILFORD	County: GUILFORD	County: GUILFORD
0412441	0412441	0412441
0412442	0412442	0412442
0412443	0412443	0412443
0412444		
0412445		

GUILFORD COUNTY PROVISIONAL POLL BOOK

ELECTION: 11/07/2006 ELECTION

PRECINCT: G11 - G11

POLLBOOK NO.	VOTER NAME/ADDRESS	BALLOT STYLE	PIN NUMBER
G11-1	John Smith 123 Main St. Greensboro NC	6	1. POLL BOOK County: GUILFORD 041822
G11-2	Jane Smith 123 Main St. Greensboro NC	6	1. POLL BOOK County: GUILFORD 041823
G11-3	Chief Judge and Judges should sign directly below the last voters name. If there are no voters, sign in the first space.		ATTACH BARCODE LABEL HERE
G11-4			ATTACH BARCODE LABEL HERE
G11-5			ATTACH BARCODE LABEL HERE

- **Write the voters name and address in the appropriate space**
- **Have the voter sign in the same space (even though there is no designated space)**
- **Attach the appropriate pin label to the poll book**
- **Write the correct ballot style**

PROCEDURES FOR CURBSIDE VOTING

Election officials can assist voters who cannot enter the voting place because of age, physical disability or physical barriers encountered at the polling place. Curbside voting is allowed during the entire time the polls are open.

Step 1

When curbside assistance is needed, the curbside official obtains the voter's name and address to look up in the registration list

The voter still must present Photo ID like any other voter

Step 2

A judge checks the registration list for the voter's name and address. If both are correct the registration official applies their label (from the registration list) to an Authorization to Vote (AtV) form. If the address is different, the voter should be processed through the Election Day Specialist.

Step 3

The curbside official takes the AtV form (which now has the curbside affidavit on the bottom), curbside instructions, and a paper ballot to the curbside voter. The voter signs the AtV form (Part A) and the official initials (Part A). The voter also signs the Curbside Affidavit on the bottom of the AtV (Part D). After instructing the voter on the use of the paper ballot, give the voter privacy while he/she is voting.

Step 4

The voter puts the ballot into a privacy sleeve and hands it to the official.

Step 5

The official goes into the polls and puts the ballot into the DS200 scanner. If there is an issue with the ballot, please go back and alert the voter. If they have driven off, cast the ballot.

Step 6

The curbside official places the completed AtV form at the poll book official's table.

If the person accompanying a curbside voter to your precinct is a registered voter in your precinct – he/she is also allowed to vote curbside if they also sign the affidavit at the bottom of the AtV. Follow the same procedures outlined above. You may process the curbside voter and the person accompanying the voter at the same time.

EXAMPLE OF CURBSIDE AFFIDAVIT

Guilford County, North Carolina – Authorization To Vote Form (v.102020) Ballot Style _____ ATV # _____

FRAUDULENTLY OR FALSELY COMPLETING THIS FORM IS A CLASS I FELONY UNDER CHAPTER 163 OF THE NC GENERAL STATUTES.

A **Voter Certification of Voting Qualifications**

Place Label Here or

VRN # _____ Election Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

If voter's label indicates "**ID Required**", check the type of current ID shown:

☐ Photo ID ☐ Government Check
☐ Bank Statement ☐ Paycheck
☐ Utility Bill ☐ Other Government Doc

I certify that: ☑ I am a registered voter in this county and I shall have resided at the address noted above for **30 days** immediately prior to this election. ☑ I am a United States Citizen. ☑ I am at least 18 years of age, or will be by the date of the general election. ☑ I understand that it is a felony to vote more than one time in an election. ☑ I am not in jail or prison for a felony conviction.

☐ *For partisan primary elections ONLY:* If I am registered Unaffiliated, I will receive the following ballot: _____

X _____ _____
Signature of Voter **Official's Initials**

B **Update Voter** (Use this section to verify or change a voter's name and address in the registration records.)

New Name _____ Former Name _____

New Residence Address _____ Former Address _____

New Mailing Address _____ Former Mailing Address _____

Have you lived here more than 30 days? ☐Yes ☐No Daytime Phone _____

If no, date moved: _____ / _____ / _____

X _____
Signature of Voter Date

C **Election Day Transfer** (Use this section to send voter from an old polling place to a new polling place after moving.)

This person is hereby authorized to vote in his/her precinct after executing this form.

Old Precinct # _____ New Polling Place Name: _____

New Precinct # _____ New Polling Place Address: _____

Party Affiliation on Record: _____

X _____
Signature of Precinct Official Date

D **Curbside Affidavit** (Affidavit of person voting outside voting place or enclosure.)

STATE OF NORTH CAROLINA, COUNTY OF GUILFORD

I, do solemnly swear (or affirm) that I am a registered voter in _____ precinct. That because of age or physical disability I am unable to enter the voting place to vote in person without physical assistance. That I desire to vote outside the voting place or enclosure. **I understand that a false statement as to my condition will be in violation of North Carolina law.**

Date _____ Voter Address _____

X _____ _____
Signature of Voter Signature of Precinct Official

PROCEDURES FOR NOTIFICATION OF DECEASED VOTER BY NEAR RELATIVE

If a voter asks that the name of a deceased relative be removed from the registration list, follow these procedures:

- First, determine if the voter is a near relative of the deceased: ***spouse, parent, child, sibling, grandparent or grandchild***
- If so, the registration official should remove the deceased voter's label from the registration list and place the label on a Notification of Deceased Voter by Near Relative form (found in the Notebook)
- Give the form to the near relative to sign and circle their relationship to the deceased
- Place completed form to the inside front pocket of the Notebook.

Do not write "deceased" on the registration list. North Carolina elections law states that only a near relative of the deceased can have a name removed and it must be in writing.

NOTIFICATION OF DECEASED VOTER BY NEAR RELATIVE

Please remove the following voter from your records:

Place label from registration list in this space

Signature of Near Relative _____

Relationship of Near Relative (circle one): spouse, parent, child, sibling, grandparent, grandchild

PROCEDURES FOR CHALLENGES

To make a challenge on election day, a challenger must be a registered voter of Guilford County. The grounds for challenge on election day are that the challenged person is not qualified to register, that they do not live in the district they intend to vote in, or that they have already voted in that election. A challenge may be made during the entire time the polls are open.

The Notice of Challenge/Application (envelope) For a Challenged Ballot, a copy of the Sworn Voter Oath, and the Log of Challenged Voters is in the Notebook.

1. The precinct officials should determine first that the challenger is a registered voter of Guilford County

2. The person making the challenge will fill out a Notice of Challenge form (Section 1) listing the reason(s) for the challenge and sign the oath. After making the challenge, the person must leave the voting enclosure

3. The chief judge fills out the "sworn to and subscribed before me" section at the bottom left hand corner of the form

4. The chief judge and judges will hold a "hearing" as soon as possible (before the polls close) and decide, by majority vote, whether the challenged person is qualified. Proceed as follows:

    a. Begin the hearing by explaining to the prospective voter the qualifications for registering and voting

    b. Question the person regarding qualifications

    c. If necessary, witnesses other than the voter may be heard. Any witness should be put under oath by the chief judge.

    d. The last step is for the chief judge to give the Sworn Voter Oath to the voter. (If voter refuses to take the oath, the challenge should be sustained.)

    e. If the precinct officials determine that the challenged person is qualified and he or she takes the oath, they permit the person to vote

    f. On the registration list and Authorization to Vote (AtV) form opposite the name, the word "sworn" is written

Procedures when a challenge is sustained

1. If the precinct officials uphold the challenge and find that the voter is not qualified, he or she may still attempt to vote

2. The voter should fill out Section 2 and 3 on the back of the white envelope

3. When the voter presents the information to the precinct officials, they should enter a "C" on the registration list, record the appropriate sequential challenged ballot # (ex. C1, C2, C3) and write the voter's name on the Log of Challenged Voters

4. At the top of the white envelope, the chief judge should write the challenged ballot # and the precinct #

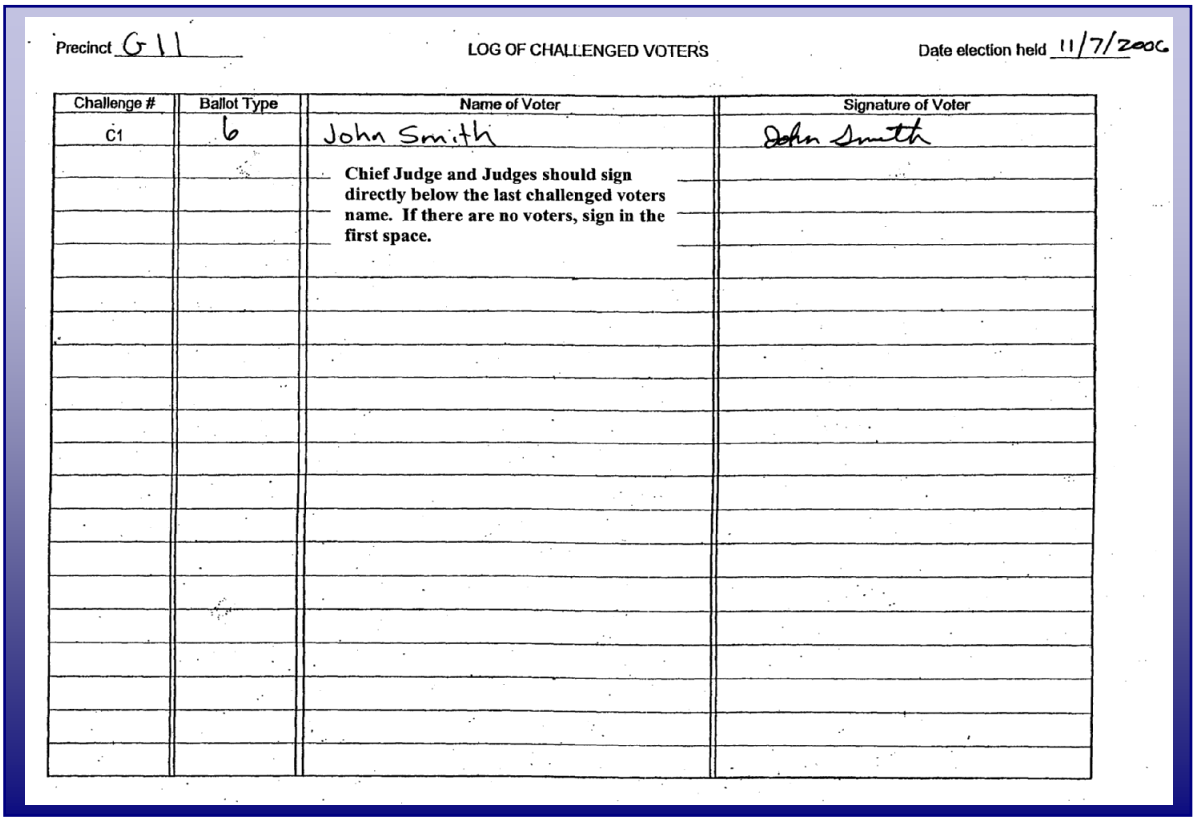
5. The chief judge should give the voter a paper ballot with instructions (green bag) and the completed challenged ballot envelope

6. The voter marks the ballot, folds it in half and seals it in the envelope

7. The chief judge places the envelope in the red bag to be returned election night

8. The chief judge and judges should sign the log after the last voter's name. (The log should be signed even if it is blank.)

Completing the Log of Challenged Voters



Precinct G11 LOG OF CHALLENGED VOTERS Date election held 11/7/2006

Challenge #	Ballot Type	Name of Voter	Signature of Voter
C1	6	John Smith	John Smith
		Chief Judge and Judges should sign directly below the last challenged voters name. If there are no voters, sign in the first space.	

PROCEDURES FOR USING ALLOCATION BOOK

ODD / EVEN	STREET#	DIR	STREET NAME	TYP	CITY	PCT	MUNI	MUNI DIST	CONG	SEN	HOUSE	CO COMM	SCH
E	5100 - 5416		AMBERHILL	DR	GREENSBORO	**G27**	GR	G03	06	26	059	CC5	007
O	5100 - 5425		AMBERHILL	DR	GREENSBORO	**G27**	GR	G03	06	26	059	CC5	007
E	400 - 499		AMBERLY	DR	JAMESTOWN	**H06**	HI	H02	06	27	061	CC1	001
O	400 - 499		AMBERLY	DR	JAMESTOWN	**H06**	HI	H02	06	27	061	CC1	001
E	100 - 100		AMBERWOOD	DR	JAMESTOWN	**FR1**			06	27	062	CC6	005
E	200 - 210		AMBERWOOD	DR	JAMESTOWN	**FR1**			06	27	062	CC6	005
O	200 - 215		AMBERWOOD	DR	JAMESTOWN	**FR1**			06	27	062	CC6	005
O	300 - 517		AMBLER	RD	GIBSONVILLE	**GIB**	GIB		06	27	059	CC4	004
E	300 - 522		AMBLER	RD	GIBSONVILLE	**GIB**	GIB		06	27	059	CC4	004
E	1700 - 1711		AMBLESIDE	CT	GREENSBORO	**G66**	GR	G05	06	27	062	CC6	005
O	1700 - 1711		AMBLESIDE	CT	GREENSBORO	**G66**	GR	G05	06	27	062	CC6	005
E	300 - 499		AMBLING	RD	MCLEANSVILLE	**JEF1**			06	27	059	CC4	004
O	300 - 499		AMBLING	RD	MCLEANSVILLE	**JEF1**			06	27	059	CC4	004

O/E (odd/even) column. The determines which side of the street a particular address is on. An odd/even range is listed for every street segment (residential addresses only).

Street #. Lists the voter's actual house number. Verify that you are looking at the "O" row for odd numbers and "E" row for even numbers.

Direction column. Displays the direction for streets with "E", "W", "N" or "S" in their name.

Street name. Alpha listing for all streets in the county. When looking for highway, look under N for NC highways or U for US highways. When looking for the address of a numbered street, look in the front of the allocation book.

Street type. When verifying a voter's address, confirm that the number range and the street type match. If a discrepancy exists, call the Elections Office to confirm the voter's correct precinct.

Precinct column. The column is in bold. This column determines what precinct the specific address is in.

Muni column. This is the municipality in which the street segment exists. Voters are sometimes confused because their post office city does not agree with their voting district.

District columns. These columns state which districts an address is in. These only apply to districts that are applicable to the current election. These will only need to be referred to if your precinct has multiple ballot styles.

OBSERVERS / RUNNERS

Please note the following information provided by the State Board of Elections. You have been provided with this documentation in your Notebook.

NORTH CAROLINA
STATE BOARD OF ELECTIONS

OBSERVING THE ELECTION INSIDE (appointed by political party)

Members of the public may not enter a voting site to observe the election. Only observers appointed in advance by a political party may be inside. In general, observers are permitted to move around the voting place and observe the voting process. Observers are not permitted to interfere with the privacy of any voter or the conduct of the election, or to violate any other election law. Each county party may assign site-specific observers and at-large observers for the county. No more than 3 observers from the same party may be in the voting place at the same time. Site-specific observers may be relieved after serving no less than four hours. At-large observers (statewide and countywide) may be relieved at any time throughout the day. Observers who engage in misconduct are subject to removal from the voting place.

Observers may:

- Take notes in the voting place, including on an electronic device (but video or audio recording in the voting place is prohibited)
- Listen to non-private conversations between a voter and election official that take place in the voting place (see FAQ 8)
- Move about the voting place, including the designated area for curbside voting, with some limitations (see FAQ 8)
- Leave and reenter the voting enclosure
- Communicate via phone outside of the voting enclosure
- Witness opening and closing procedures at the voting place
- Take photographs inside the voting place BEFORE voting begins and AFTER voting has concluded, if it does not impair any election official in the opening and closing procedures or compromise the security of ballots, election equipment, or election results. Observers may not photograph security features of the voting system, including passwords entered into the tabulator or the Election Qualification Code (EQC) on tabulator tapes, or record video or audio of opening or closing procedures

Observers may NOT:

- Interfere with the privacy of the voter
- Look at, photograph, videotape, or otherwise record the image of any voter's marked ballot
- Attempt to see how a voter voted or, if an observer somehow learns how a voter voted, reveal that information
- Photograph, videotape, or otherwise record the image of any voter within the voting enclosure, except with the permission of both the voter and the chief judge
- Impede the access of any voter to the voting place
- Interfere with a voter at any point inside the voting enclosure, including questioning voters inside the voting place
- Harass voters, voter assistants, election officials, or other observers
- Intimidate voters
- Interfere with the conduct of the election
- Assault, intimidate, or attempt to intimidate a chief judge, judge, or other election official
- Inhibit or interfere with any election official in the performance of his or her duties, including interfering with the transport of sealed ballot boxes, election equipment, or election results to the county board of elections
- Interfere with the performance of any duty imposed by law on election officials (duties related to voters include determining a voter's qualifications at check-in, instructing voters on voting procedures, assisting provisional voters, deciding whether a voter bears a reasonable resemblance to their photo ID, and counting ballots)
- Engage in electioneering including wearing campaign paraphernalia
- Make or receive phone calls while in the voting place
- Retain a voter's signature, full or partial Social Security number, date of birth, the identity of the public agency at which the registrant registered, any email address submitted for the voter's registration, or driver's license number
- Provide false information to voters about the voting process
- Knowingly swear falsely on a voter challenge form
- Remove official ballots, paper records or copies of individually voted ballots, or any other device or item whose removal from the voting enclosure could permit compromise of the integrity of either the machine count or the paper record

RUNNERS (appointed by political party)

Runners are appointed in advance by a political party to collect lists of people who have voted at the voting site specified intervals (generally 10am, 2pm, 4pm). The runner must identify themselves to the chief judge and immediately leave the voting enclosure after receiving the list of voters. G.S. 163-45.1. Observers are also entitled to obtain a list of the individuals who have voted.

OUTSIDE MONITORS

Anyone has the right to watch or monitor the election outside the voting place. This activity must remain outside the buffer zone, which typically extends 50 feet from the entrance of the voting place and is clearly marked. Outside monitors must stay within the area designated for election-related activity, if provided. Outside monitors may not disrupt voting, intimidate voters, or otherwise impede access to the polls. On-site elections officials have the duty to ensure a safe and orderly voting site where voters are not obstructed. These officials are authorized to remove anyone who is disruptive. G.S. 163-48.

OBSERVERS / RUNNERS (continued)

Frequently Asked Questions About Observers

1. A countywide observer arrives at the voting site at 8am and leaves at 9am, when they are replaced by a different countywide observer. Is this allowed?
   Yes. There is no minimum amount of time a countywide or statewide observer may serve before being replaced.

2. How will election officials and voters know that there is an observer on-stie?
   Observers will check in with the chief judge on arrival at the voting site and the chief judge will confirm the identity of the observer. Observers are required to wear an identification tag to indicate their role at the voting site.

3. When may a site-specific observer be replaced?
   A site-specific observer, whether on Election Day or at an early voting site, may be replaced after serving for at least four hours. For example, if the observer arrives at 6:30 a.m., the observer may be replaced by another site-specific observer at 10:30 a.m. This assumes that there are two site-specific observers from that party serving. If there is only one site-specific observer serving, a second site-specific observer may arrive and serve at the same time.

4. An observer continually leaves and returns to the voting place. Is this allowed?
   In general, yes. An observer is allowed to leave and reenter the voting enclosure. However, if the observer's activity interferes with the conduct of the election or otherwise constitutes prohibited conduct, the observer is subject to removal.

5. What should county boards of elections do if an observer refuses to comply with this guide?
   If possible, the chief judge must first give the observer a written or oral warning. It is preferable that the warning be in writing to document the warning. The warning shall include the time and nature of the offense, and if possible, the observer should be provided a reasonable opportunity to correct the behavior. If the observer does not correct their behavior and the chief judge determines the observer should be removed, and the chief judge must immediately notify the director of the county board of elections. The director of the county board of elections must immediately notify the appointing authority so that a replacement observer can be appointed.

6. Are observers permitted to board a bus that contains curbside voters?
   Observers may observe the voting process from outside the vehicle provided they respect the privacy of the voter, including not standing so close that they may observe how the voter marks their ballot. The county board of elections cannot authorize observers to board a vehicle.

7. Are immediate family members of candidates allowed to be observers?
   Yes. A candidate who appears on the ballot may not serve as an observer, but a family member of the candidate may serve as an observer.

8. Where is an observer allowed to be in the voting place?
   In general, observers are permitted to move around the voting place. However, observers are not permitted to interfere with the privacy of any voter or the conduct of the election, or to violate any other election law. Observers may not stand so close to a voting booth or tabulator that they can see how a voter voted. Depending on the setup of a given voting place, there are certain areas that may be completely off-limits, such as in a small voting place where all the voting booths are located close together.
   - To protect the privacy of the voter, an election official may not allow an observer to listen to a voter (1) discussing how they will vote their ballot (with an election official or an authorized voter assistant), or (2) sharing personal information with an election official that the law makes confidential (e.g., birth date, Social Security number, driver's license number, confidential address for confidential voters).
   - State law requires county boards to provide a space in the voting place for private discussion with voters concerning irregular situations. Election officials should exercise their discretion to prevent observers from listening to conversations with voters concerning sensitive personal matters (e.g., discussions of impairments or disabilities, registration while applying for public assistance, domestic issues and restraining orders, etc.).

9. What constitutes voter intimidation?
   Voter intimidation is conduct that would make the voter reasonably fearful, threatened, or coerced during the voting process. It is a crime under state and federal law. Voter intimidation can include threats of violence, bodily harm, economic harm, legal action, dissemination of personal information, and surveillance. Voter intimidation includes an attempt to intimidate a voter that is not completed or is not successful. Whether an action constitutes voter intimidation depends on the circumstances. In determining whether a person's conduct is voter intimidation, the election official should ask themselves whether the specific circumstances confronting the voter would make the voter reasonably fearful, threatened, or coerced during the voting process, considering those circumstances from the voter's point of view.

10. Who may receive voter assistance?
    Any voter is entitled to assistance entering/exiting the voting booth and filling out a ballot. Any voter may receive such assistance from a near relative. A near relative is a spouse, parent, grandparent, sibling, child, grandchild, mother- or father-in-law, son- or daughter-in-law, stepparent, or stepchild. Voters who need assistance due to disability, blindness, or illiteracy (including lack of English proficiency) may receive assistance from anyone the voter chooses, except the voter's employer or agent of the voter's union.

    Assistants may not influence the voter's selections, take notes on anything occurring in the voting booth, or reveal how the person voted. There is no limit on the number of voters an assistant may assist. Anyone entering the polling place to assist a voter will complete a voter assistant log.

v. 2024.01

ELECTIONEERING

Electioneering is any person or group seeking to influence a voter's choice in an election by:

- Distributing campaign literature by hand or voice
- Displaying signs
- Wearing T-shirts, hats, pins, buttons while loitering or congregating

PROHIBITED!
Electioneering within 50 feet of the entrance to the building

Precinct officials:

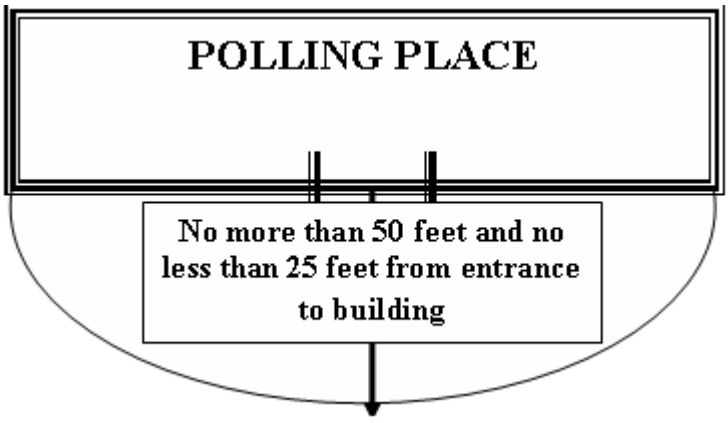
- Ensure that electioneering is not occurring within the specified boundaries
- Check the voting machines for campaign literature left behind by voters
- Do not display newspapers, play radios or watch television while in the presence of voters
- Refrain from wearing any political preference or party allegiance items

Voters:

The following are **NOT** considered examples of electioneering when worn or carried while *in line to vote or while in the act of voting*:

- Campaign hats
- Campaign pins
- Campaign T-shirts
- Campaign literature

REMEMBER!
The voter has the right to freedom of expression under the First Amendment



VOTER ASSISTANCE

Who is entitled to voter assistance?

- All voters who *request* assistance

How does the voter obtain assistance?

- Voter must *request* assistance
- *Precinct officials must not suggest that a voter needs assistance*
- Voter must designate from whom he or she would like assistance

Who may assist a voter <u>who is not disabled</u>?

- Near relatives may assist all voters

Spouse	Grandchild
Parent	Mother-in-law
Child	Father-in-law
Brother	Daughter-in-law
Sister	Son-in-law
Grandparent	Stepparent or stepchild

Who may assist a voter <u>who is blind, disabled, or illiterate (which includes inability to understand English)</u>?

- Anybody that they request, except somebody on the list below

Who <u>MAY NOT</u> assist voters?

- Voter's employer
- Agent of the voter's employer
- Officer or agent of the voter's union
- Anyone by telephone

VOTER ASSISTANCE LOG

New Procedure – this must be filled out by *some* people providing assistance to a voter inside the voting place. Please read the statement on the log, which specifies who must/must not sign.

VOTER ASSISTANT LOG (G.S. § 163-166.8)

The undersigned individuals in _____ County entered the voting place to provide assistance to a voter and did not vote or assisted a curbside voter and did not vote. This log shall not include observers, runners, or minor children under the age of 18 who are in the care of a voter, or a person providing transportation to the curbside voter but not assisting the voter in the act of voting.

No.	Print your name (Must be printed legibly)	Address	City	ZIP code	Time Entered	Signature
1						
2						
3						
4						

ASSISTING DISABLED AND ELDERLY VOTERS ON ELECTION DAY

A Guide for Poll Workers

Equal Treatment for all Voters

This information is provided to assist election officials and poll workers with suggestions for making voting easier for everyone. Listed below are suggestions for common courtesies at the polling place.

Common Courtesies and Guidelines

- Be considerate of the extra time it might take for a person who has a disability or is elderly to get things done, and give unhurried attention to a person who has difficulty speaking. Make chairs available for people who have difficulty standing.

- Speak directly to the person who has a disability rather than to a companion who may be with them

- Speak calmly, slowly and directly to a person with a hearing problem. Your facial expressions, gestures and body movements help in understanding. Don't shout or speak in the person's ear. If full understanding is doubtful, write a note to the person with a hearing problem.

- Before pushing someone in a wheelchair, ask if you may do so and how you should proceed

- Greet a person who is visually impaired by letting the person know who and where you are. Provide a guiding device such as a ruler or card for signing forms. When offering walking assistance, allow the person to take your arm and tell him or her if you are approaching steps or inclines.

- Be aware that dogs that assist people with disabilities should be admitted into all buildings. Such dogs are highly trained and need no special care other than that provided by the owner.

- Be aware that federal law allows voters with disabilities to be accompanied and to receive assistance by another person during the voting process

Remember that all voters deserve courteous attention in exercising their right as citizens to vote

ACCIDENTS AND EMERGENCIES AT THE POLLS



Accident or Medical Emergency



If you have need for emergency assistance such as ambulance, law enforcement or fire department, contact those agencies directly by dialing "**911**". Immediately after taking care of the accident or emergency, call the precinct coordinator. The precinct coordinator will contact the elections office.

If you have a problem or incident that is not an emergency and you need assistance, call the precinct coordinator.

Physical Threat or Disturbance

If anyone is unruly, abusive, or in any way threatens the safety of precinct officials, voters or the orderly conduct of the election, call "**911**" and then report the matter immediately to your coordinator.







Bomb Threat, Fire or Flood

Leave the building as instructed. Personal safety always comes first. If you are able to remove any supplies when you leave the building without jeopardizing your safety, take the supplies in the following order of necessity:

- DS200
- Voted ballots (use the blue box inside the bin)
- Unvoted Ballots
- Authorization to Vote (AtV) forms of voters who have voted
- Registration lists

Note: If you are unable to take any of the supplies out of the building and voters arrive to vote, take their names, addresses and phone numbers where they may be reached during Election Day. Precinct officials and voters will be notified of an alternative polling place as soon as possible.

Contact the elections office as soon as possible. In the event the polling place needs to be moved to another location, the precinct coordinator will assist with the move.

ELECTION DAY MEDIA

- Members of the media have a First Amendment right to report on matters of public interest, including elections
- Members of the media must identify themselves to the chief judge
- Members of the media must conduct media polls and interviews at least 50 feet from the entrance of the polling place
- Precinct officials may state the number of persons who have voted. No opinions should be given.
- Members of the media may take a panoramic photograph or video of the voting place but are not permitted to use a zoom lens that could show the individual voter in the process of voting
- Members of the media should be positioned so that they will not interfere, obstruct or disrupt the voting process. They are not allowed inside the enclosure unless they are there to vote as a registered voter of the precinct.
- Members of the media should be treated with respect

No television sets or radios are allowed in the polling place during voting hours.

KIDS VOTING

There is no more Kids Voting in Guilford County at this time.

CLOSING THE POLLS AND PRINTING RESULTS

Polls cannot be closed until the official closing time of 7:30 p.m.

If voters are still in line at 7:30 p.m.:

- Continue allowing voters to cast ballots – there is no special process to this.

To close the polls on DS200 after the last voter has voted:

- Open the Master USB door.
- Press and hold the "Close Polls" button for 3 seconds.
- Select "Close Polls" on the screen.
- Results tapes (2) will print.
- When prompted, select "Turn Off"
- When machine is powered down, the screen will go completely dark with no images.
- Remove Master USB, place in pink bubble bag, and return in Red Bag.

To close the polls on AutoMark after the last voter has voted:

- Turn the key to "off" position.
- Close lid put in case

After you have completed the Ballot Report Form, place all voted ballots into brown cardboard box(es), seal each with a large Red Ballot Box Seal (document this on the Ballot report form), and return with Red Bag and your other supplies to elections office.

Write your precinct on the ends of the box!!!



AFTER THE POLLS CLOSE

The chief judge, judges, election day specialist and assistants have certain duties to complete before leaving the polling place after an election

CHIEF JUDGE, JUDGES and ELECTION DAY SPECIALIST
Close voting system according to instructions on previous page

Place completed (voted a ballot) AtV forms in **blue nylon bag**

Complete and/or **sign**

- Provisional Poll Book and Log of Challenged Voters (Notebook)
- Last Authorization to Vote (AtV) form to the right of the label
- All forms
    - ✓ Machine Checklist (Notebook)
    - ✓ Pay forms (Notebook)
    - ✓ Ballot report form (Notebook)
    - ✓ Check for signatures on curbside affidavit, provisional, and challenge envelopes
    - ✓ Red Bag Inventory Tag/Lock Red Bag with Green Pull-Tite Seal

Return forms to the appropriate places

All supplies that came out of **supply box** should be returned to the box

The chief judge returns **red bag,** **blue canvas supply bag**, and **voted ballots** to the elections office immediately.

Ballots: *Voted* ballots must be returned in the Brown cardboard boxes, sealed with the large Red Ballot Box Seal

Unused ballots must be placed in the blue box, locked inside the DS200's ballot bin to remain at the site.

On the way to the office, the chief judge should keep cell phone on front seat of car, turned on, in case elections office needs to contact him/her. Call your Coordinator right when you leave!

Judges are responsible for the polling place after the chief judge has left with the results

One judge **mails** in the second results envelope (Notebook) election night on the next day

ASSISTANTS
After the chief judge and judges have completed closing and tabulating the results on the machines, the assistants may proceed to close and put away the voting booths and DS200 and straighten up the polling place. Leave the polling place as neat and clean as possible.

Completing the Ballot Report Form

BALLOT REPORT FORM
For Ballot Reconciliation
October 10, 2023

Precinct H10

Monday Setup Verification (initials)	Ballot Style	Quantity
PW	T0003	900

Total Issued: 900

1. **Public Count from DS200** 237
2. **Provisional Ballots voted** 6
3. **Challenged Ballots voted** 0
4. **Spoiled Ballots** 7
5. **TOTAL BALLOTS USED** (*add lines 1-4*) 250
6. **Unused Ballots** 650
7. **Reconciliation – add line 5 and 6 (should equal Total Issued):** 900

Please affix the 3" x 9" red security seal on the voted ballot return box and document the unique seal number below: **Voted Ballot Box Seal Number** E611901

SIGNED Pollworker Signature Chief Judge **CHIEF JUDGE**

SIGNED Pollworker Signature Judge **JUDGE**

SIGNED Pollworker Signature Judge **JUDGE**



END-OF-ELECTION DAY CHECKLIST

Chief Judge and Judges must sign:
Last Authorization to Vote (AtV) form
Results tapes – both copies
Completed Ballot Report form (If no ballots used, enter "0's")
Provisional Poll Book and Log of Challenged Voters (sign even if blank)
Brown provisional envelope with Official Election Seal (unless there are no provisional voters)
Spoiled Ballot Log/Envelope (leave alone if none)
Machine Checklist – signed by chief judge only
Call your Coordinator when you leave

Supplies to be returned on Election Night by Chief Judge
Red bag with required items inside (keep separate from other supplies and ready to hand over to elections staff)
Telephone
Voted Ballots in Brown Cardboard Box(es) – with large RED SEAL affixed and the number documented on Ballot Report Form
Large Blue canvas supply bag



To be returned in the RED BAG
Pink zip bag **with Master USB inside**
Signed Machine Results Tape (one copy) *
Zero tape
Brown Provisional Envelope with Voted Ballots (if any) and signed Provisional Pollbook
White envelope with voted Challenge Ballots (if any)
***One copy of the master results tape must be mailed in the Second Results Return Envelope** – (envelope located in front pocket of notebook)
You must seal the red bag with the included green zip tab seal

Completed forms to be returned in Black Notebook
Machine checklist
Ballot Report form
Spoiled ballots (in brown envelope with log)
Completed voter registration forms
Yellow copy of Poll worker sign-up sheet
Deceased Voter forms
Challenge Log
Any "Request DL/SSN" forms or letters brought in by the voter

To be returned in large BLUE CANVAS SUPPLY BAG-
The notebook and its contents
Blue nylon bag containing completed (voted) AtV's
Green bag containing all unused Provisional materials
Pay forms and Tax forms in their brown container envelope
Registration lists

Miscellaneous supplies bag

Supply Box

Return in supply box only the items sent to you in the box (refer to box label)
Do not place any items from supply bag or Notebook in the supply box
Return Red Allocation book in the supply box
Return unused AtV's in the supply box

After the election, the supply box will be picked up and delivered to the warehouse by county employees.

Make sure box is locked and return the key to the Notebook.

The chief judge returns the large Blue Canvas supply bag to the elections office.

Things to remain at the Polling Place

Unused ballots (secured in Blue Box inside the locked DS200 ballot bin)
DS200
AutoMark
Voting Booths
Supply Box
E-Pollbook, put in Green Box

NOTE: Remove from the property all voting signs to remain with Chief Judge until next election.

If you are asked by polling site, remove campaign signs, if possible. Leave them stacked on the ground.

CANVASS – ELECTION NIGHT

Supplies are returned to the Old Courthouse on West Market Street. Turn in the driveway (there will be a sign) just before the Courthouse. Go underground where someone will record your precinct number, the time you arrived and take your supplies. You will not have to get out of your car unless there is a problem.



The chief judge brings in the supplies **as soon as possible**:

- ➔ **Red Bag** (results)
  - ✓Master USB in pink zip bag
  - ✓One copy of results tape (copy with write-ins, if this is a general election)
  - ✓Voted provisional/challenged ballots/curbside ballots (even if 0)
  - ✓Zero tape
- ➔ **Ballots in Brown Cardboard Box(es) sealed with the large Red Ballot Box Seal**
- ➔ Blue Canvas Supply bag
- ➔ Phone



DS200, booths, AutoMark, and *unused* ballots remain at the polling place.

AFTER ELECTION DAY

Precinct officials may be asked to come to the elections office to complete or sign forms or reconcile books. All problems must be resolved prior to the official canvass which occurs at 11:00 a.m. the 10th day after the election.

In the event of an election protest involving allegations of improprieties at a polling place, the affected precinct officials may be called to testify, under oath, regarding the allegations.

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