SPECIAL INSTRUCTIONS
November 3, 2026

Use this phone number for assistance: 336-641-5291

1. This **is a General Election for all registered voters**
   - **Partisan Contests**
     - Note that Judges are partisan, and many are unopposed
   - **Nonpartisan** contest is Soil and Water Conservation District Supervisor (vote for 2)
   - **Archdale Municipal Elections** for Archdale residents
   - **Three Constitutional Amendments and Sales Tax Question** for all Guilford residents,
   - **Five Bonds** for Greensboro residents only

2. **Registration Books/Pollbook labels pickup** by Chief Judge at BOE Office:
   Monday, November 2 from 9am to 6pm (please call ahead if after 5pm)
   High Point, SDRI, and JAM precincts - go to the High Point Office from 9am-3pm

3. **Monday Set-Up** – Precinct officials should follow the instructions starting on p. 9 of the Precinct Officials' Handbook. During this time, precinct officials will confirm ballot styles and quantities, set up booths and other equipment, and verify power to the voting system.

4. **Precinct Cell Phones w**ill be used to communicate throughout the day. Please make sure it is turned on. You will also receive your Observer list and surveys to report voter turnout.

5. **Voters may use cell phones** in the voting enclosure to view a sample ballot, however they must not take pictures of a ballot or communicate. If a voter is taking pictures or obviously texting/talking on the phone, please ask them to stop and refer them to the provided green sign indicating that it is illegal to photograph a ballot or communicate while in the polls.

6. **No political talk or discussions** of candidates or Parties. Poll workers must not wear any clothing or accessories that would indicate support or opposition to any candidate.

7. There are some very helpful training videos that can be found at:
   www.guilfordcountync.gov/trainingpollworker

8. **Curbside voters** – be on the lookout, check the area, or post somebody that can see your curbside voting area. Curbside ballots are now scanned into the DS200 tabulator, and not put into any type of envelope. **You must use the privacy sleeve to deliver the ballot from the car to the DS200.**
   Note: There is no separate Curbside Affidavit - it is printed on the bottom of the AtV.

   Ask curbside voters to wait while you insert their ballot into the DS200, in case they have overvoted or made unclear marks. They should be allowed to correct those issues if they so choose.

9. **Observers** – There will be Observers. Please refer to your handbook for instructions. They must be allowed to move around or change seats to observe. They may not speak to, or interfere with, voters or get too close while voters are filling out or casting their ballots. They must check in with you (list is on your cell phone) and get a name badge. **They may look at the AtVs, but not take them away**.

10. **Electioneering** is allowed outside of your designated buffer zone (max 50ft from the entrance to the polling place). Please monitor this zone for signs, flyers, and people that may get inside this zone. If problems are recurring, please call the elections office. When in doubt over placement, please call us at the office to discuss.

11. Any registered voter in the county may **challenge** a voter. If a challenge is issued, consult your handbook (pg. 37) and call the office.

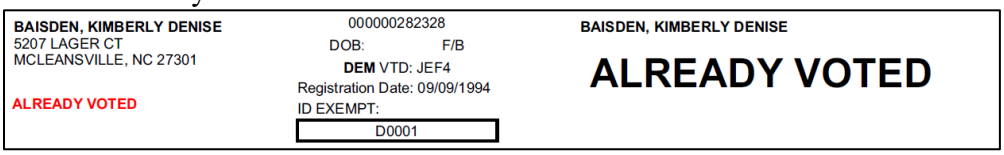
12. **Voter intimidation** issues can occur, and you must be on the lookout for this. If you experience this, please contact the elections office and do your best to help facilitate the continued voting process for voters who are impacted.

13. Your **safety** is incredibly important, and do not hesitate to reach out if you feel that your safety has been compromised. If you feel that there is an imminent threat of harm or danger to you or to the voters, you may call 911, then the elections office. If there is not an imminent threat, please call our office first. We have many different resources that we can deploy depending on the situation.

14. **Absentee voters who voted *after* the printing of the registration books** will be in your books, but they <u>will not be marked</u> as already voted. They will be on the list of absentee voters that is delivered by your coordinator, and you must mark them to make sure they cannot vote again.

15. **Voter Check-In** – Please **select the correct voter** using the information on the label. We often find issues with father/sons, husbands/wives, or voters with similar names getting incorrectly selected. The voter must state *out loud* their name and where they live. Then they must **present Photo ID.**

16. **Absentee and Early voters** - Those who voted an absentee ballot or voted early prior to our printing the registration lists are already marked as follows:

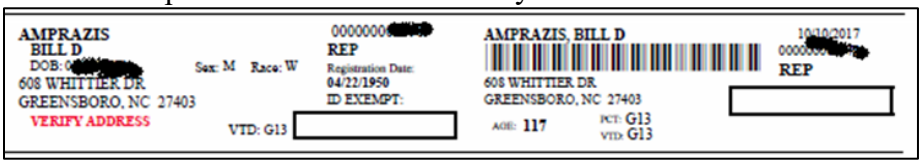


<u>Do not let voters marked as ALREADY VOTED vote on the DS200</u>. If they insist, use a provisional ballot.

17. **Residency Deadline –** the 30-day residency deadline for this election is Sunday, October 4, 2026.

18. **Unreported moves should not vote a provisional ballot.** Follow the instructions on p. 28. Call the old precinct to verify their registration status and mark a T in the book. <u>If you cannot reach the old precinct quickly or there is any confusion over the process or status, call the office immediately.</u>

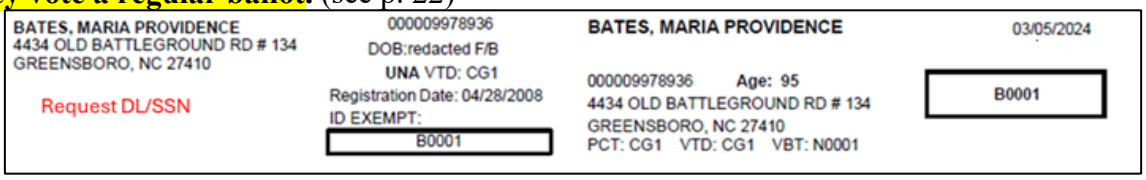
19. Voters marked with **"VERIFY ADDRESS**," as seen below must complete Section B of the AtV and either transfer to the new precinct or confirm that they still live at the current address (see p. 20, point 5).



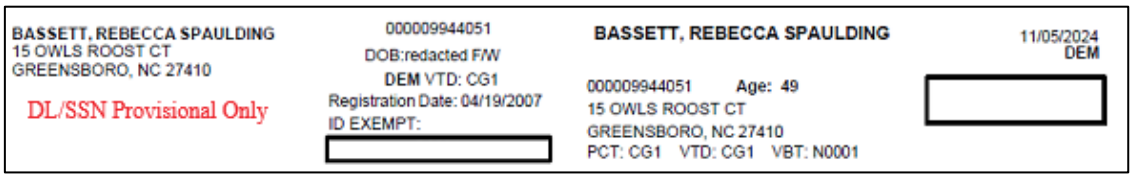
20. Voters marked with **"ID REQUIRED,"** as seen below must show HAVA ID, in addition to the Photo ID. This requirement can be satisfied with the Photo ID in some instances (see p. 20, point 6 and page 22).



21. Voters marked "**Request DL/SSN,"** as seen below must be requested to provide these numbers on the provided form and given the proper Notice. **Whether or not they provide this requested information, they vote a regular ballot.** (see p. 22)



22. Voters marked **"DL/SSN Provisional Only,"** as seen below **must vote a Provisional Ballot**. (see p. 22)
    a. The voter must provide a DL, last four of SSN, or indicate that they do not have one of these numbers on their Provisional Application
    b. You must provide the voter with the "Notice to DL/SSN Provisional Voters" document
    c. You must check and document a HAVA ID for these voters

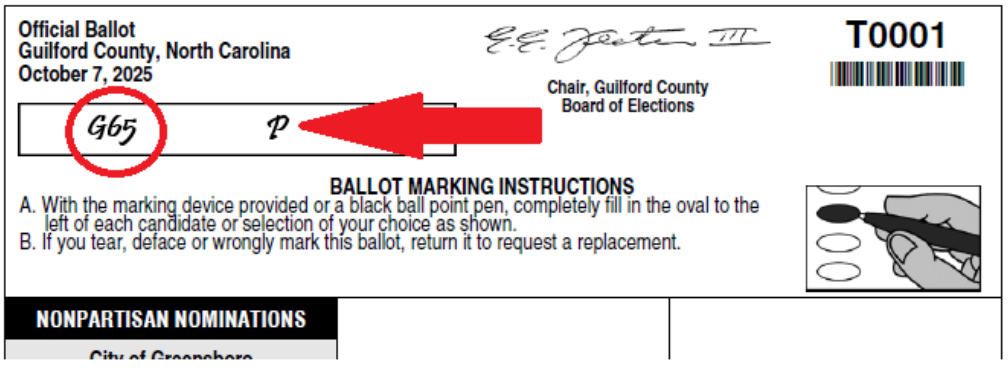


23. **Provisional Voters: these voters must vote a Provisional ballot.**
    - ***Voters voting out-of-precinct (who would not go to their correct precinct)**
    - **Voters not in the pollbook, after confirmation with elections office**
    - **Voters that dispute or have questions about their party, election districts, or residency**
    - **"ID Required" voters that do not have HAVA ID**
    - **Voters with no Photo ID, or whose ID's were denied by unanimous vote of officials**
    - **DL/SSN Provisional Only voters – on label**

When in doubt about the eligibility of a voter, please have the voter vote a provisional ballot – not a ballot that will go into the DS200.

> *Voters in their old precinct should be strongly encouraged to vote in the proper precinct for their residence address (their residence more than 30 days prior to the election). If they will not go to the correct precinct, they may vote at their old precinct and their provisional ballot will be counted only for those contests on which they would be eligible to vote.

You must mark these ballots with a "P" and precinct *before* giving it to the voter.



DO NOT LET A PROVISIONAL BALLOT GET INSERTED INTO THE DS200!

24. Do not accept an **Absentee By-Mail ballot** from a voter. The voter must call the elections office for instructions. If you take possession of the ballot, it will not count.

25. Please fill out the Voter Assistance Log *only* for a person assisting who is ***all*** of these:
Inside the enclosure, not voting, not a poll worker, not a minor or dependent

THE VOTING SYSTEM AND PROCESS:

26. Some contests offer the voter the ability to vote for more than one candidate for certain offices. Voters may do this, but they may also **undervote** those contests if they choose.

27. **Write-Ins** are allowed only for the Soil and Water Contest.

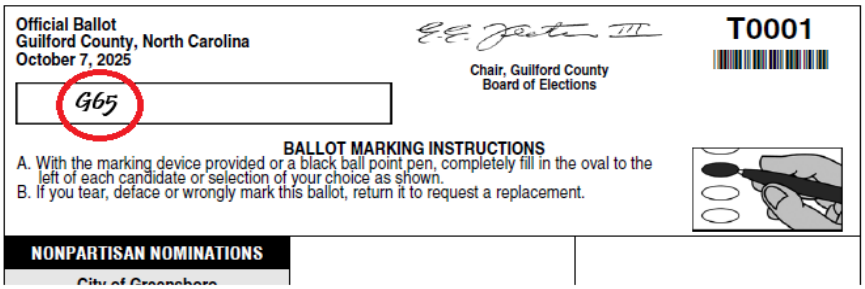
28. Many precincts have **Split Precincts** and have more than one ballot style – be careful when doing inventory and distributing ballots.

29. **Monday Set-Up** – Precinct officials should follow the instructions starting on p. 9 of the Precinct Officials' Handbook. Please confirm:
    - You have the DS200 for your precinct
    - The ballots on the **Ballot Report Form** are in the ballot bin – confirm and check these off on the form
    - Check seals on the Machine Checklist
    - Plug in the DS200, confirm power – leave plugged in if possible
    - Set up booths, if possible

30. **Tuesday Morning** – Follow instructions on pg. 17 and on large instruction sheet to power up and prepare DS200
    i. Remove ballots from bin and take to ballot distribution table
    ii. Make sure lid flaps on Blue Bin are open
    iii. Lock bin doors and prepare for voting
    iv. With DS200 plugged in, open the lid and lift the screen. You will need to use the **election code** you have been provided at the Instructional Meeting
    v. Open the polls and print zero tape (**Observers may watch, look at the tape, and take pictures**)
    vi. Set up AutoMark, make sure it is securely plugged in to power
    vii. Turn key from Off to On (machine will take a few minutes to power up)

31. At **Ballot Distribution Table**, choose the ballot that matches the ballot style on the label.
    a. There may be multiple ballot styles for your precinct, choose the correct one
    b. Write your precinct number on the top of the ballot – inside the box under the election date
    c. Instruct the voter to go to a booth and mark their ballot with their choices

Write your precinct (before giving it to the voter) on top of the ballot.



32. The voter must **feed their ballot into the DS200**. Most voters' ballots will feed in seconds, but there can be some issues:
    - Overvotes – voter will be "queried." Can cast their ballot or have it returned, spoiled, and get a new ballot
    - Unreadable Marks (may be ✓'s or **X**'s, please advise to fill in properly – spoil and reissue if necessary)
    - Jams – can be cleared, and message on screen will tell whether the vote was counted or not

33. **Blank Ballots** – While at the ballot table, please instruct voters to *fill out their ballot* at a booth before going to the DS200. Voters will see a message and be asked if this is their intention.

34. **Spoiled Ballots –** please follow the procedures on pg. 23, and issue a new ballot

35. **Emergency Bin** – Only use this in an emergency, such as a dead battery in DS200 during a power outage or a jam that you cannot clear. Once the issue is resolved, during a quiet moment, or after the voters are gone, please scan the ballots using a bi-partisan team. Make sure you check this bin at the end of the night to ensure that all ballots get scanned and returned to the elections office.

END OF NIGHT

36. **Closing Polls** – **<u>Any person may watch this process without interference – only steps "a" through "e" below</u>**. They may look at (and photograph if requested) one of the result tapes while you finish up, and then they must leave. This applies to the public and/or Observers.
    a. Open the Master USB Door, (sometimes called the media door), hold the "Close Polls" button down for 3 seconds
    b. Menu will give option to "not close" or "close," and you should choose to Close Polls
    c. DS200 will begin to close and both copies of results will print
    d. Wait for the DS200 to completely power down. Screen will go dark and illuminated Close Polls and Power button will then go dark. After full power down, remove the Master USB stick, place in pink bubble bag, and return in Red Bag
    e. Remove voted ballots (check emergency bin too!)
        i. place in cardboard ballot return box
        ii. **<u>write your precinct on the box</u>**
        iii. **<u>seal and document seal number on Ballot Report Form</u>**
        iv. return ballots with supplies



37. **Two results tapes** will print. <u>The Chief Judge returns one signed copy and the write-in report</u> in the red bag. One Judge must mail the second signed copy of the results tape in the provided envelope. <u>Members of the public may view and take pictures of one of these tapes *after* 7:30.</u>

38. **Red Bag** – Return this with your Master USB, results tape (with zero tape), Provisional Ballots, and Challenged Ballots. Seal it with the included green pull-tite tab seal.

39. To **close the Automark**, simply turn the key to "Off," unplug, and put back in its case.

40. **Ballot Report Form** – this document must be completed and signed. It is the reconciliation of the ballots we have provided. Document the seal number placed on the cardboard ballot return box or envelope. It will remain in the black binder.
See pg. 49 of the handbook for more details on this procedure.

41. The **executed AtV forms** must be returned in the blue bag election night. Do not leave them at the polling place.

42. **Unused Ballots** – after taking inventory for the Ballot Report Form, place them inside the DS200 Ballot Bin, lock the bin, and then apply the final blue seals. Do not forget to take the *voted* ballots back to the elections office!

43. **Let your Coordinator know your status** at 7:30 p.m (or shortly after) and let them know when you leave the polls to report your results.

44. **Keep your telephone on** and where someone can hear it at all times!

45. After results are tabulated and voted ballots have been packed, the Chief Judge, or a Judge requested by the Chief Judge, must bring election results and supplies to the following location:

Old County Courthouse, 301 W. Market St., Greensboro - <u>underground parking</u>, enter from Market St. side

