

## Introduction Video

What is a poll watcher?

According to O.C.G.A. § 21-2-408

Is any person named by a political party or body, or candidate who is authorized to enter the enclosed space to observe the conduct of an election and the counting and recording of votes.

You are an important part of the Election Process!

- All poll watchers must complete training by party or candidate
- A poll watcher can
  - Report to the superintendent any infraction or irregularity observed
  - Must always wear badge while in enclosed space

As a Poll Watcher, you CANNOT

- Interfere with the election process
- Physically touch polling materials (lists, ballots, machines)
- Talk to voters
- Check elector lists
- Use photographic, electronic, or cellular devices while in enclosed space
- Campaign

Helpful Tips

- Arrive at least 15 minutes early of assigned time
- Introduce yourself to Poll Manager
- Present your designation letter
- Poll Manager will give you a place to sit
- Cell phone must be on silent and cannot be visible while inside the voter area

## What to wear

- Wear comfortable business casual and comfortable shoes
- Bring a light jacket
- Wear your Poll Watcher Badge
- Do not wear any campaign or political badges or stickers
- Bring your own food and drinks
- Bring your Poll Watcher Packet
  - Designation Letter
  - Opening and Closing Checklist
  - Incident Reports
  - Pen and notebook

## Correct Behavior and Protocols

- Be pleasant and courteous to ALL Precinct staff. They may be more willing to help you get any questions answered.
- Stay out of the way. Opening and Closing the polls is a hectic time.
- If possible, ask questions when there seems to be downtime in the polls.
- If you have a concern, express your concern in a form of a question to the manager.
- Comply with any instructions you receive from the poll worker or poll manager (until the issue is resolved otherwise). Your priority should be to maintain a positive relationship with the Poll Workers or Poll Manager. Harassment of Poll Workers will not be tolerated. The Poll Manager has the authority to request a Poll Watcher to leave or be removed. If The Poll Watcher refuses, they could be charged with interfering with the conduct of an election.

## Poll Watcher Part 2

### The Polling Place

What will you see outside the Polling Place?



No person shall solicit votes in ANY manner or by any means of method, nor shall any person distribute any campaign literature, nor shall any person solicit signature for any petition, nor shall any person, other than election officials discharging their duties, establish or set up any tables or booths on any day in which ballots are being cast

What does this mean?

1. Within 150 feet of out the outer edge of the building in which the polling place is established;
2. Within any polling place: or
3. Within 25 feet of any voter standing in line to vote at anytime

What will you see inside the Polling Place?

Equipment Set Up and Stations

- Open Poll Pad Station; Poll workers will open Poll Pads - make sure numbers are ZERO.
- Poll workers will setup and open BMDs and Printers - make sure numbers are ZERO
- Confirm Set Up of Handicap Accessible Booth with Audio Tactile Interface (ATI) –Accessible Voting Kit (these are usually in the 2-unit cabinets),
- Manager will set up and open Polling Place Scanner/tabulators and print a ZERO tape - make sure numbers are ZERO
- A Provisional Ballot Station Must be Set Up in Each Polling Place – NEW: Provisional Clerks assigned to precincts

meet the


# POLL PAD<sup>®</sup>



- 1 Power Buttn
- 2 Home Buttn
- 3 Poll Pad & Plastiç Shell
- 4 Stand Arm
- 5 Poll Pad Base
- 6 Encoder
- 7 ID Tray


# BMDs (Ballot Marking Devices)

## OPENING POLLS ON THE ICX-BMD




**1**

Insert the Poll Worker card (chip facing down) into the Card Reader located at the bottom of the ICX tablet.




**2**

Enter the Poll Worker PIN then press the **Login** button.





**3**

At the Confirmation window, check the date and time. If the date and time are both correct, press the **Confirm** button and skip to step 5. If the date and/or time are not correct, press the **Modify** button and proceed to the next step.



**4**

Press **Set date** or **Set time** as needed. Make the necessary adjustments then press the **BACK** button located at the bottom of the screen.





**5**

a) Verify that both the **AVS Controller** and the **Manual Session Activation** options are checked. If not, press each one to check them.


b) Check and that the **Public Counter** is 0. If not, press the **Reset** button.

c) Verify that the correct polling place appears just above **Open Poll** then press the **Open Poll** button.



**6**


At the Open poll confirmation window press the **Yes** button.







# Tabulators/Scanners


## OPENING THE POLL on the ICP




- 

With Lid removed plug the tabulator power cord into an outlet.
- 

Please insert Security Key to authenticate election files


Press the Security Key onto the pad and hold firmly.
- 

Please Enter Password To Unlock the Device

Enter the password then press ENTER.
- 

IS THIS THE CORRECT TIME?

2013:06:11  
05:58:00

Press YES to proceed or NO to adjust the time.
- 


ADMINISTRATIVE MENU

OPEN POLL

UTILITIES

POWER DOWN CANCEL


BALLOTS CAST: 0

Press OPEN POLL.
- 

RESULTS ARE ZERO. PLEASE SELECT AN OPTION.

STATUS ZERO


BALLOTS CAST: 0

Press ZERO.
- 

PRINTING 1 COPY OF ZERO TAPE

PLEASE WAIT...


BALLOTS CAST: 0

Verify the Zero Report when it has finished printing.
- 

WOULD YOU LIKE TO PRINT MORE COPIES OF THE ZERO TAPE?

YES NO

BALLOTS CAST: 0

Press NO to continue or YES if you need more copies.
- 

System Ready

BALLOTS CAST: 0

The tabulator is now ready to scan ballots.







## Poll Watcher's Report – Before Polls Open

- Note names of managers and staff who arrive late
- Were the oaths administered? If not, who didn't complete the oath?
- Equipment not sealed
- Counts on Tab/Scanners, BMDs, Poll Pads not ZERO
- Ballot bins on Tab/Scanners and Emergency bins are EMPTY
- Did you see the Campaign signs? Were they beyond the 150ft Warning Sign?
- Any malfunctions
- Did the polls open on time?
- Any other irregularity noted.

## You are the first line of defense for a safe and secure election

- If you see something, say something then.
- Make notes, take names, times
- If needed, step out and call your supervisor or designated person
- Be nice and polite
- Do not interfere in the opening or closing of the polls but keep a watchful eye.

## Poll Watcher Part 3

### **Election Day: The Line and Flow**

#### The Voting Line

- The voting line is an important component in all polling places. At each polling place, there should be a plan to deal with a scenario where there is a line that is well out the door. Report if there are long wait times on Election day. (Morning/Midday/Before the Polls Close).
- Is room for the voters to line up safely around the building?
- O.C.G.A. § 21-2-414(a) (3) states that there can be no campaigning within 25 feet of anyone waiting in line to vote. There is no campaigning or signs within 150 feet of the polling location. Fulton Schools do not allow campaigning or signs on school property.
- At busier polling locations where you expect a line, they should have a designated person to manage the line. This person's focus should be to prepare the voters for the check-in and voting process.
- Monitor voters in line to ensure there is no campaigning in line or wearing campaign materials. No handing out of food or water.
- Monitor wait times by finding a voter at the end of the line and timing how long it takes them to reach the Poll Pad Check-in.

#### Election Day

The public is allowed to enter the polling room and watch the procedures before the polls open and after the polls close and after all voters have cast their ballots.

After the polls open, only Poll Workers, Poll Watchers, Voters, Persons lawfully assisting voters and children under age 18 may be in the polling room.

NOT allowed in Polling Room (during voting):

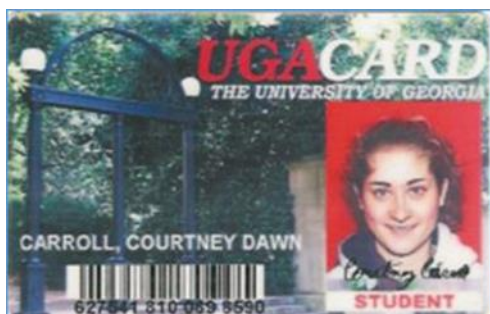
- Candidates, except to vote.
- Members of media, except to vote. Media can go as far as the Check-in desk.
- Law enforcement or emergency service personnel, except to vote, or if permitted by clerk.

## The Flow

- Voters enter the polling place: When Voter enters the polling place, ensure they are not wearing any campaign material for any candidates on the ballot that day. The voter should be greeted with a smile and directed to the appropriate station to begin the voting process. Voters have to remove campaign material or turn shirt inside out, etc.
- Identification & Poll Pad Check-in: Identification checked to find them in Poll Pad. The voter's eligibility is checked on the Poll Pad. The voter will sign the electronic voter certificate. Acceptable ID is found in O.C.G.A. § 21-2-417. If they have not voted, they are issued a voter access card (the card they insert into the BMD units) and added to the Numbered List of Voters.
- Vote on BMD: Voter is then directed to the BMD touchscreen units. They will insert the voter access card into the machine, select their candidates for each election, review their choices, and select "print ballot". Once Voter prints their ballot, the card will pop out of the machine.
- Voter casts ballot in the polling place scanner: Voter will place the printed ballot in the polling place scanner. Once a ballot is scanned into the polling place scanner, the ballot is cast.
- Voter returns Voter card to Poll Worker: Ensure Voter has completed their voting, returned their card, and received their sticker, and thanked for voting.
- Voter exits the polling place
- Provisional Ballots: If a voter, for any reason, is unable to cast a ballot at your polling station but would like to be issued a provisional ballot, they will fill out their ballot at the "Provisional Ballot Station". Ensure them that they will be notified if their ballot was counted typically within a week after the election. Any votes cast by a provisional ballot in the wrong precinct will not be counted unless it is cast after 5:00 P.M. and before the regular time for the closing of the polls on the day of the primary, election, or runoff.

## What is ID?

- A Georgia driver's license which was properly issued by the appropriate state agency;
- A valid Georgia voter identification card or other valid identification card issued by a branch, department, agency, or entity of the State of Georgia, any other state, or the US authorized by law to issue personal identification, provided that such identification card contains a photograph of the voter;
- A valid out of state driver's license can be accepted, but it must NOT be expired.
- A valid US passport;
- A valid employee identification card containing a photograph of the voter and issued by any branch, department, agency, or entity of the US government, this state or any county, municipality, board, authority, or other entity of this state;
- A valid US military identification card, provided that such identification card contains a photograph of the voter; or
- A valid tribal identification card containing a photograph of the voter.
- State of Georgia University System photo ID. (private schools are not accepted)



## What is an IDR Voter?

If the voter is listed on the Poll Pad as an IDR voter, they have registered to vote by mail or online and must present additional forms of identification. These forms of ID must list the name and address of the voter

- Utility Bill
- Bank Statement
- Government Check
- Paycheck
- Government document
- Previous listed photo IDs

## Voter Certificates

- All voters must complete the Voter's Certificate. The voter will provide a valid ID at the Poll Pad station to conduct a search for locate the voter's record
- The voter certificate is completed electronically on the Poll Pad
- The voter will confirm their name, date of birth and address
- The voter will select the party ballot of their choice, if a primary, and review and sign the oath
- If the voter has a physical disability, which prohibits the voter from being able to write and/or sign his or her name, the poll officer should assist the voter
- If the voter requests assistance, the Assistant box on the Poll Pad should be checked and the information entered.
- The poll worker will initial when confirming the completion of the certificate by the voter and that they have issued the ballot to the voter with the encoding of the voter card

What if a name cannot be found on the Poll Pad?

The clerk will check the “Supplemental List”.

Supplemental List: These are voters who registered on time but didn’t make it onto the Poll Pad.

- If they are on the list, the Manager will create a voter card for them on the BMD and they are listed on the supplemental report and marked off on the supplemental list. They will also complete a voter certificate which is kept by the Manager and reported with all the other information.
- If they are not on the list, and the voter believes that he/she has timely registered to vote but whose name does not appear on electors list. The Manager may call the Election call center to verify the registration. They may be issued a provisional ballot (code PR).

### Voters with Absentee Ballots

Voters marked as Absentee Issued have requested an Absentee Ballot by Mail or voted in person during Advanced in Person Voting. On the search results page, absentee will be listed on the voter information line. O.C.G.A. § 21-2-388

If a voter requested a ballot by mail and has the ballot to surrender:

- The Poll Worker should confirm that the ballot is contained in the envelope and mark cancelled (some tear the ballots) on the envelope. The Manager will put in an envelope. This ballot should be returned on Election Night to the county office to the Registrar
- Remove the Absentee status from the record.
- Continue through the voter certificate process with the voter and encode a voter card.

If a voter requested a ballot by mail and does not have the ballot with them at the polls:

- The ballot could be at their home, in the mail on the way to the voter or on the way back to the county office. If the ballot has not been received back by the county office, the issued ballot can be cancelled so the voter can vote in person.
- Confirm with the county office or Absentee Clerk if the ballot has been received back or not.
- Ballot received back and is considered “cast”. Inform voter that their ballot has been received and their vote has been cast for the current election.
- If they have concerns, provide them with the name and phone number of the person at the county office that can assist them.

If the Ballot not received back at the county office:

- Voter to complete affidavit provided by the county office to cancel their Absentee by Mail ballot.
- Remove the Absentee status from the record.
- Continue through the voter certificate process with the voter and encode a voter card.

If the voter claims they did not request an Absentee by Mail ballot, provide the voter with the name and phone number of a contact person at the county office to assist them with the issue.

Remember

- Do not get in the way or interfere with the operations of the poll or the voting procedure.
- Take notes
- Ask questions of the poll manager if you see an irregularity
- Do not talk with the voters!

## Poll Watcher Part 4

### **Closing the Polls**

#### Poll Watcher's Report

- Voters are not able to vote for some reason
- Insufficient number of workers and/or equipment
- Long Lines (track wait times by finding a voter at the end of the line and time how long it takes them to check-in)
- Equipment malfunctions
- Power outages
- Periodic counts on Tabulators/Scanners, BMD's or Poll Pads.
- Provisional ballot reasons
- Check outside report if there are campaign signs, campaigning and line warming within 150 ft. of polling location
- Disruptive Poll Watchers or groups that may intimidate voters
- Any other irregularities

#### Declaring the Poll closed

At 7:00 PM, the Poll Manager publicly declares, "The poll is closed." Any voters in line at 7:00 PM must be allowed to vote. Position a Poll Officer at the end of the line to ensure that anyone arriving after 7:00 PM is NOT allowed to vote. Poll hours could be extended upon court order.

- All duties must be performed in full view of the public. Potential voters may watch but are not allowed to enter the enclosed space or interfere when preparations for opening the polls are in progress.
- At no time are the doors to the polling place to be locked to exclude any member of the public from viewing the pre-election preparation, conduct of the election, or the closeout procedures.
  - One Poll Official reads the instructions
  - One Poll Official follows the instructions as read to them
  - One Poll Official records the necessary information on the forms



### Closing – the Poll Pads


- Poll Worker will close the polls on the poll pads and record the numbers of voters that voted off each poll pad.
- Once Summary report and Poll Pad Recap Sheet are filled out, the Poll Pads will be packed and sealed.

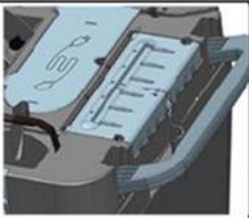

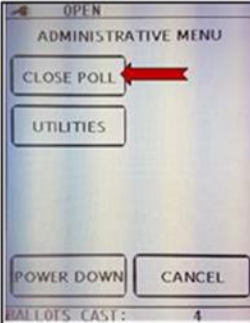



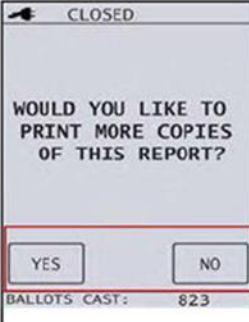



### Closing – The BMDs

- Poll Worker will record the numbers of voters that voted off each BMD on the Ballot Recap Sheet.
- Then they will close the polls on each BMD.
- They will power down the BMDs, printers and UPS.
- Equipment will be sealed and seal numbers will be recorded on the Touchscreen Security Form.

## Closing the Scanner/Tabulators

# CLOSING THE POLL ICP



 <p><b>1</b> Check the Auxiliary Compartment of the ballot box and scan the ballots if any.</p>	 <p><b>2</b> Press the Security Key onto iButton reader on the ICP.</p>	 <p><b>3</b> Press <b>CLOSE POLL</b>.</p>	 <p><b>4</b> Enter the password then press <b>ENTER</b>.</p>	 <p><b>5</b> Press <b>YES</b> to proceed.</p>
 <p><b>6</b> Three copies of the Results Tape will now print.</p>	 <p><b>7</b> Press <b>NO</b> to continue or <b>YES</b> if you need more copies.</p>	 <p><b>8</b> Press <b>POWER DOWN</b>.</p>	 <p><b>9</b> Press <b>YES</b> to proceed.</p>	 <p><b>10</b> When the tabulator is fully powered down, unplug the tabulator power cord. Remove Memory card(s) and replace and lock lid on Ballot Box</p>

## Closing the Polls- Posting on the Door

At the close of polls, the following must be posted on the door:

- One set of tapes from the Polling Place Scanner(s).
- Yellow copy of the Provisional Ballot Recap Sheet

## Closing

- Once the Tabulator/Scanners, Poll Pads and BMD's are closed, Compact Flash Cards will be removed from the Tabulator/Scanners and the Ballots will be emptied from the Tabulators/Scanners.
- Two Poll Workers will be designated as "Runners". They will take the Compact Flash Cards and Ballots to the Check-in Center.
- Managers and remaining Poll Workers will pack and clean the precinct.

## Poll Watchers Report—Polls Closed

- Final counts on Tabulators/Scanners, BMD's or Poll Pads.
- Take a picture of final Tabulators/Scanners tape
- Memory cards are removed from Tabulators/Scanners and secured in transport bag.
- Ballots are removed from bins and secured in transport bags.
- Two Designated Poll Workers (Runners) leave the polling place in the same car with the ballots and memory cards.
- Equipment is closed and sealed
- Any other irregularities