

Ballot Judge Instructions

November 2nd, 2021 General Election

Polls are open from 6:30 am to 7:30 pm

Before the Polls Open:

- All Precinct Election Officials must be at their precinct by 5:45am. When you arrive, please help the Voting Location Manager (VLM) bring in the supplies from their car.
- The VLM will give you the ballot bag. You will have to break the white seal to open the bag. Inside the bag you will find the following items:
 - Election Day Ballots
 - Spoiled Ballot Envelope
 - Set of Instructions
 - Ballot Bag Seal Confirmation page
 - Ballot Accounting Page on yellow paper
 - A Pink Precinct Sign IF you are in a location that contains more than one precinct
- If you are in a single precinct location and the VLM needs help setting up the scanner, please read the instructions to the VLM. The VLM will have the instructions in their binder. If you are in a multi precinct location, both VLMs will work together to set up the scanner.
- You will need to verify the serial number on the ballot bag seal. Confirm the seal number and sign the seal confirmation page, and have each precinct election official from your precinct do the same. Then, give the sheet to the Signature Judge (SJ) so that they can put it in their Signature Judge Binder. You may throw the seal away once you are finished with it.
- Next, you and your fellow workers will verify the serial numbers on the two scanner seals. The VLM will bring you the sheet to sign to confirm these numbers.
- You do **NOT** have to determine how many ballots you have before voting starts. The Board of Elections staff will have already written the number of ballots on your yellow ballot accounting page prior to the election.
- You will need to make sure instructions are posted inside of each voting privacy booth. Finally, if you are in a multi-precinct location, you will need to post your pink precinct sign on the front of the table where the Ballot Judges are sitting.

Once the Polls Open:

- When the voter checks in on the Signature Judge's iPad, a small receipt paper will print off with the voter's name, precinct, and school district. The voter will then walk over to the Ballot Judge table and give you that receipt. The receipt is also known as the authority to vote slip (ATV slip.)
- Accept the ATV slip from the voter. If you are in a multi-precinct location, look carefully at the slip and see what precinct is on it so the appropriate Ballot Judge can hand out the appropriate ballot. **IF THE VOTER GIVES YOU A SLIP AND IT DOES NOT HAVE YOUR PRECINCT ON IT, GIVE THE SLIP TO THE BALLOT JUDGE FOR THE CORRECT CORRESPONDING PRECINCT.**
- **NEVER TEAR OFF ANY BALLOTS IN ADVANCE. ALSO, LEAVE DRINKS OFF THE BALLOT TABLE SO THAT THEY DON'T SPILL ON THE BALLOTS.**
- Before you give the voter their ballot, please say the voter's name that is on the ATV slip to make sure you are giving the correct ballot to the correct voter.
- Look at the ATV slip again **very carefully, ESPECIALLY IF YOU HAVE MULTIPLE SCHOOL DISTRICTS IN YOUR PRECINCT. The name of the school district will be at the bottom of the ATV Slip, and it will also be at the bottom of the ballot.** You will then tear off the appropriate ballot.
- Write the ballot stub number on the ATV Slip. The ballot stub number is in the bottom right corner of the ballot. Then, give the ATV slip back to the voter. Make sure you tell the voter to keep the ATV slip and to give it to the Clerk once they are finished voting.
- Next, hand the voter the ballot- **make sure you give the correct ballot to the correct voter!**
- When you give the ballot to the voter there will be NO stub for you to keep. The stub will stay on the ballot until the voter is finished voting and goes up to the Clerk.
- If the voter would like one, give them a privacy sleeve for the ballot.
- Instruct the voter to read the instructions on the ballot and then to darken the ovals completely. A voter may use a black pen only to mark their ballot.
- The voter does not need to wait for a privacy booth; they can just sit at a table and vote the ballot. However, voters cannot leave the voting area with their ballot.
- Instruct the voter after they are finished voting to go up to the Clerk with the stub still on the ballot. The clerk, who will be by the scanner, will tell the voter what to do next.
- **If the voter spoils a ballot (i.e. messes it up),** then you will ask the voter for the ballot and the ATV slip back so that you can give the voter another ballot. Write SPOILED on the ballot and put the ballot in the spoiled ballot envelope. Next, obtain a new ballot and write the new ballot stub number on the voter's ATV Slip below the first stub number. **Do not cross off the first number!** Then, give the voter their new ballot and the ATV slip.
 - **Important: If you are in a multi precinct location, make sure you are accepting the ATV Slip from YOUR precinct!!!**
 - **Also, a voter may not receive more than three ballots according to Ohio Revised Code 3503.23.**

Provisional Voters:

- Occasionally a voter will need to vote provisionally. A common example of someone needing to vote provisionally would be someone whose address has changed, but who did not update their address with the Board of Elections before the voter registration deadline. The Voting Location Manager will take care of all provisional voters.
- If the voter is voting provisionally, the VLM will come to you. The VLM will give you a blue authority to vote slip. The slip will already indicate the voter's name, precinct, and school district. You will record the ballot stub number on that slip. You will then give the ballot and authority to vote slip to the VLM.

In Case of iPad Troubles:

- If there is a problem with the iPads and the iPad printers do not work, the Signature Judges will have blank authority to vote slips, just as they've had for previous elections, as a back-up.
- After the voter checks in with the SJ, the voter will give you the ATV slip. The SJ will have already written the voter's name, precinct, and school district on the slip.
- You will write the ballot stub number on the ATV slip, just like you did on the ATV slips printed off by the iPad printers. Nothing else will change. Once the iPads and iPad printers are fixed, then you will go back to using the ATV slips that print from the iPad printers.

Other Reminders:

- The Voting Location Manager is in charge of the precinct and will help you as needed. If you have any questions, you may ask the VLM, call the Board of Elections at **419-627-7601**, or ask **your Precinct Support Person**.
- Please remember to silence all cell phones and to not wear any political paraphernalia.
- If you need to take a short break, it is your responsibility to make sure whomever is filling in for you knows what needs to be done.
- You may not leave the precinct at any time, so make any necessary arrangements for your meals, whether that means packing them or having them delivered to you.

After the Polls Close:

- Your main responsibility after the polls close is to fill out the yellow ballot accounting sheet for your precinct. There are **six rows** and **two columns** on this sheet. **The first column is titled “Ballot Sheets”**- this refers to the ordinary paper ballots that you found in your ballot bag first thing in the morning. **The second column is titled “ExpressVote Cards”**- this refers to the ballot cards for the ExpressVote, which is the handicap accessible voting machine. These express vote cards are not found in your ballot bag- the Voting Location Manager will have them with the actual handicap accessible machine.
 - The first row of the ballot accounting sheet is **“Total Ballots Received,”** or how many ballots you started with. The Board of Elections Staff will have already filled in the number of regular ballots you started with, and the number of ExpressVote ballot cards you started with.
 - The second row of the ballot accounting sheet is **“Number of Ballots/Cards Cast.”** You will ask the VLM for the closing of the polls report that is generated by the scanner, and get your numbers from that. There will be a total for standard ballots cast, and a total for ExpressVote ballot cards cast. This information will be toward the top of the report.
 - The third row of the ballot accounting sheet is **“Number of Provisional Voters Ballots Cast.”** This information will **NOT** be on the closing of the polls report- you will have to ask your VLM for it. The VLM will tell you both the number of standard provisional ballots cast, and the number of provisional ballots cast using the ExpressVote.
 - The fourth row of the ballot accounting sheet is **“Number of Spoiled Ballots.”** You will have to count the number of spoiled ballots in your spoiled ballot envelope, and then put that number in the space for spoiled ballots. Make sure you do this for both regular ballots and ExpressVote ballots.
 - The fifth row of the ballot accounting sheet is **“Number of Unused Ballots.”** To get this number, you will add up the numbers on lines 2, 3, and 4, and then subtract that total from line 1. Make sure you do this for both the Ballot Sheet column AND the ExpressVote column.
 - The sixth row of the ballot accounting sheet is **“Total Lines 2, 3, 4, and 5.”** This will equal line 1. Again, make sure you do this for the Ballot Sheet column AND the ExpressVote column.

- Also, regarding the ExpressVote- we don't expect that many voters will use it. It is very possible that no one will use it at all. If that is the case, we still want you to write "zeroes" in the applicable ExpressVote spaces. Please do not leave them blank. Also, if there are any zeroes in the Ballot Sheet column, please write them there, too.
- Once you have accurately completed the top portion of the Ballot Accounting Sheet, you will fill out the certification at the bottom of the page. You will look at **row two of the ballot accounting page, "Number of Ballots/Cards Cast."** You will add the numbers in row two together, and then put that one number on the certification line. Then, you will sign the ballot accounting page, and have the other election workers from your precinct do the same. When the Ballot Accounting Page is finished, you will give it to the Signature Judge so that they can put it in the Signature Judge Binder.
- At the end of the night, voted ballots will be stored in a blue ballot bin on wheels, which is found inside the ballot box. **Because we are no longer putting the voted ballots in the ballot bag, unused ballots and the spoiled ballot envelope will be put back inside the ballot bag!**
- You may also use the ballot bag to store any extra supplies that don't fit in the supply bag. Before this bag is taken out to the VLM's car, it must be sealed with a blue seal. The VLM will have a blue seal in their clear plastic pouch.
- As you help your fellow election workers pack everything up, remember that there are two very important forms that **all** workers will need to sign. The VLM will bring you these forms. The first one is the **Verification that the Ballot Box has Been Emptied**. The second form is a sheet to **verify that the memory stick from the scanner has been taken out of the scanner and placed in the VLM's clear plastic pouch**.
- Lastly, please make sure all election workers leave the polling location at the same time.

Challenging Voters:

- On Election Day, voters may be challenged at the check-in table ONLY by a precinct election official or the voting location manager and only for the following reasons:
 - The voter is not a resident of the precinct;
 - The voter is not a resident of Ohio;
 - The voter is not a U.S. citizen;
 - The voter is not of legal voting age.
- If challenged by a precinct election official for one of the four reasons, above, the prospective voter should complete the Affidavit Oath Examination of Person Challenged (Form 10-U).
- If the voter completes the Form 10-U and a majority of the precinct election officials is able to determine that the voter is eligible to cast a ballot, the voter must be given a regular ballot.
- If the voter refuses to complete the Form 10-U, the voter must vote a provisional ballot, and the precinct election official will need to make a note on the Voting Location Manager Event Log Sheet.
- If a majority of the precinct election officials is unable to determine the person's eligibility to cast a ballot, the precinct election officials shall provide a provisional ballot to the person.
- Forms 10-U are in the Precinct Forms Envelope in the Red Signature Judge pouch.
- Please call the office prior to challenging a voter.