

Voting Location Manager Instruction

November 2nd, 2021 General Election

Office Phone: 419-627-7601

Week before the Election

- A week to 10 days before the election, you will receive a letter and a list of your Precinct Election Officials (PEO's). If you are not the VLM (Voting Location Manager) that is assigned to pick up supplies and return the supplies, then you will not have a **RTN w/ VLM** on your listing of PEO's and the letter will not state that.
- Please reach out to your PEO's as soon as you get your listing, the head VLM will also need to call the polling location to ensure they remember the date and time you need to be there so they have it open and ready. This includes having the equipment we drop off the day before available to you the morning of the election. (scanner & express vote) If you are, a multi precinct location the head VLM will be the one to call the location.
- There should be four names, there may be some names crossed off or have an opening depending on if we are having problems filling a position. As soon as we do get a possible opening filled, we will call you with their contact information.
- When you speak to your PEO's make sure that they can still work on the day of the election. If you have any issues please call the office.

The Day Before the Election (Monday November 1st, 2021)

IMPORTANT ONLY FOR HEAD VLM/OR ONLY VLM

- If you are the head VLM or only VLM at your single precinct polling location you will need to **PICK UP YOUR SUPPLIES AT THE BOARD OF ELECTIONS BETWEEN THE HOURS OF 10AM – 4PM!**
- To pick up the supplies you will pull in to the North end of the building where there is a circular driveway. Come in the doors and walk down the hallway where our workers will be, there will be someone to help assist you with taking supplies to your vehicle.
- When you are here, you will have to sign a chain of custody form as well as take your oath.
- **PLEASE DOUBLE CHECK YOUR SUPPLIES BEFORE YOU LEAVE THE BOARD OF ELECTIONS BUILDING THAT YOU HAVE YOUR CORRECT PRECINCT BAGS AND ELECTRONIC POLL PAD CASE(S).**
- You will also have a list of the office main phone number and your Precinct Support phone number.
- Today, Monday the day before the election you will be taking the supplies home with you including the ballot bag(s) and the green poll pad case(s). When you get home, please go through your supplies that are not sealed and make sure you have everything you need. There is a checklist in your manila envelope that has your name on it. Please do not leave the Poll Pad (green case) in your vehicle.
- The swedge for the flag is packed in the outside pouch of the supply bag. Please return it in the same place.
- **DO NOT BREAK THE SEALS ON THE POLL PAD CASE(S), BALLOT BAG(S), AND THE RED CANVAS POUCHES, WHICH ARE SEALED.**
- The VLM binder will contain your instructions for opening and closing the polls on the scanner, the express vote, as well as the instructions you will need for all provisional voters. The Voting Location Manager (VLM) binder is only to be used for reference. **PLEASE DO NOT REMOVE ANYTHING FROM THE BINDER. We are not asking you to perform anything from memory, so please refer to your binder for instructions.**
- If you think you need another copy of something please reach out to your Precinct Support Person and he/she will get you what you need.
- If you have any questions after picking up supplies, the office will be open Monday the day before the election from 8AM – 4PM.
- The office will also be open the morning of the election at 5:30AM until the close of polls.
- Tomorrow, the morning of the election you will transport these supplies with you to location.

The Day of Election, Before the Polls Open

- All PEO's must report to the polling location by 5:45AM Election Day!
- If any PEO is missing, please call the Board of Elections office immediately!
- The voting area will need set up. Any poll worker can do this while you get the equipment set up. Signature Judge tables should be placed near entrance for voters to check in, Ballot Judge next, then next to the scanner will be the Clerk table. You can set up your area behind or near the Signature Judge. Tables for the voters should be placed in the center of the room.
- Get out the Signature Judge Book (black binder in the red canvas pouch) and give the oath to all PEO's. All PEO's must sign, this is mandatory. There is one black binder for every location.
- ***NEW*** We have now placed the Absentee List in the blue Clerk supply bag so they do not need to come to you in the morning to retrieve this list for it to be posted.
- Take out of the supply bag(s) your orange provisional pouch(s) and the VLM binder(s) these are for you.
- Give the canvas supply bag(s) and the green poll pad case(s) to the Signature Judge immediately so they can set up. The Signature Judge is responsible for setting up the electronic poll pad, using the poll pad and packing up the poll pad.
- If the poll pad or printer is not working on Election Day, the Signature Judge must call office **IMMEDIATELY! *ONLY*** if the office says to open the manila folder, which has the security tape on it, may the Signature Judge use the paper poll book. The Signature Judges are trained on this.
- You will also have another canvas bag with the cardboard privacy booths, extra paper rolls for the scanner, privacy sleeves and an extension cord(s) (if ones was used in the past). **THESE ITEMS NEED TO BE PUT BACK INTO THIS CANVAS BAG AT THE END OF THE NIGHT. THIS BAG DOES NOT NEED TO BE SEALED.**
- Signature Judge and the Clerk are responsible for setting up the and taking down the two-sided totem and for the posting the sample ballot and anything else that needs posted found in the Manila VLM folder. They should not be adding or removing anything that is not permitted by us.
- The pink poster (GUN SIGN) if you do not have one in your manila folder, then you do not get one, the other VLM in your location will be posting it. **PLEASE REMEMBER TO TAKE THIS SIGN DOWN AT THE END OF THE NIGHT, AND PUT BACK IN YOUR MANILA FOLDER!**
- Please set up the location, keep in mind social distancing. You are our eyes at each location so please set us as you see fit to keep the flow steady during voting times.
- **Voters may get in any line to check in**, all of the ballot judges may sit together, same with signature judge's, VLM's and Clerks.
- If you are a single precinct location, the first person at the table is the Signature Judge when the voter walks in. Then the VLM, then ballot judge.
- The scanner must be next to an electrical outlet and the Clerk sits next to the scanner. The Clerk is not to take the ballot from the voter unless the voter asks for assistance. The Clerk is only allowed to take the stub and the Authority to Vote slip.
- If you are in a multi-precinct location there will be multiple clerks, they should rotate doing the clerk job. When the other(s) are not doing the clerk job then please assign that person to help others or clean the areas.
- The voter's privacy booths should be set up away from the PEO tables.
- You will need to place the two small flags outside the polling place at approximately 100 feet.
- Place the larger flag and the VOTE HERE sign by the entrance to the precinct.
- You will have all of your supplies in this clear plastic pouch. This pouch contains
 - ✓ Keys
 - ✓ Seals
 - ✓ Scissors
- Keep these keys with you at all times. If it is a multi-precinct, each VLM will have their own set of keys in the plastic pouch.
- You will use these keys throughout the day and the seals are for the end of the day after polls close.

- You will be returning all of the keys, all reports from scanner (opening and closing), and memory stick from scanner, Blue Sheet in the clear plastic pouch. This blue sheet tells you which color seals is to be used for what.

Setting up the scanner/express vote

- This is top priority in the AM as it must be set up by 6:30 ready for voters!
- **IT IS YOUR RESPONSIBILITY TO OPEN UP THE SCANNER IN THE MORNING AND TO CLOSE IT DOWN AFTER THE POLLS CLOSE.**
- Please turn to the directions to open up the scanner in your VLM binder, you will use this on election day to open and close the scanner. You may recruit another VLM or Poll worker to help and read the directions to you.
- **Do not ever open the front of the Ballot Box after the polls have been open. If a ballot jams of the machine starts to beep, open the auxiliary bin for the voters to put their ballot in there and call your precinct support person to come to your location. You may not ever scan a ballot again or open the ballot box!!!**
- The scanner will print a beginning report called a configuration report then it will print out the report called the opening of the poll report. Leave these two reports attached to each other. Please review this report with the other PEO's. All of the totals should be zeros. All of the PEO's must sign this report and you put this report in your clear plastic pouch. Every polling location will have 12 lines to sign. Some locations have only 4 PEO's, some have 8 and then some will have 12.
- Everyone must sign the sheet in the Signature Judge Book (the black binder) that says Verification that the Scanner Seals to be Confirmed before Polls Open.
- After setting up the scanner if you hear beeping that means it is not plugged in. Simply plug the cord into an outlet so it does not use up the battery.
- Express vote can be set up after scanner but must be set up for the day. At the end of the day please put it back in the case. You may follow instructions in VLM binder to power up and power down this Express Vote. Please put this on a table off to the side for the privacy of the voter. When a voter wants to use the Express Vote the VLM must get the large white envelope out of the bottom of the Express Vote bag and get out a blank ballot card. The VLM will then need to look at the voters Authority to Vote slip just as a Ballot Judge would to determine correct ballot. Please leave the Express vote in its bag at the end of the night next to the scanner.
- Please keep a tally of how many provisional Express vote users you have had throughout the day. You will need to let your ballot judge know how many you have had at the end of the night for their reporting.

During the Day

- **Everything needs to be open and up and running by 6:30AM!!!**
- ****NEW**** we will be providing an election worker sign in sheet that we will place in the VLM manila Folder. This form will have every PEO's name that is working in your polling location and they will need to sign by their name to prove that they worked that day for payroll purposes. Please return in the VLM manila folder.
- **Remember you are the person in charge of the precinct, you will take care of any and all situations that might arise at your precinct on Election Day. You may call your Precinct Support person or us if you need something.**
- Periodically you will need to walk outside of location to see if anyone is distributing literature inside the flag area.
- If people are talking on cell phones in voting area, you need to let them know not to talk while voting.
- Throughout the day, if you are not assisting provisional voters, please walk over to the signature judge tables and ballot judge to see if they need any assistance.
- Please check your manila folder for the Janitors slip (ORANGE) that you will need to fill out and signed. If you do not have a janitor's slip, you do not need one. The Precinct Support person will be by to pick up this slip during Election Day.
- If you have a voter that needs assistance and does not want to use the Express Vote, then a PEO of the opposite political affiliation that yours and you will assist that voter.

- This includes curbside voting. The signature judge has the packet and instructions for curbside voting and are instructed on how to proceed. You will need to assist them with this process as we are expecting a higher turnout for curbside voting.

Provisional Voters

- Your primary job throughout the day will be taking care of Provisional voters.
- Please flip to the Provisional section in your VLM binder to go over. These are step by step instructions on how to take care of a provisional voter. Please follow these and there will be no mistakes.
- You will need to look up each voters address and make sure that the voter is supposed to be in your precinct.
- Remember the provisional voter must live in the precinct where he/she is voting. You need to check your street listing that can be found in your manila folder. If you think the voter needs to vote a provisional, you must complete the pink sheet first which is attached to the 12-B envelope (yellow). Then call the office, and we will tell you how to proceed.
- The provisional pouch (bright orange) is your supply bag for all provisional voters.
- Leave the supplies in your orange pouch throughout the day, then at the end of the day when you are packing up make sure all supplies are in orange pouch and are sealed.
- Please leave your orange supply bag next to your binder so you can make sure that each provisional voter you do correctly and is in your precinct.
- Please make sure that you write on your pink sheet that is attached to your provisional envelope the **appropriate precinct** that the office staff tells you when you call. **That will ensure that the voter is voting the correct ballot given to them from the ballot judge.**
- If you are in a polling location with multiple precincts, you will also have a small manila folder in the provisional pouch that has security tape on it. If a voter is instructed to go to another polling location to vote and the voter refuses to do so, then call the office and we will instruct you on how to proceed with this envelope.
- If the voter has moved but still in your precinct, then that voter does **NOT** need to vote a provisional ballot, but please have them fill out a registration. The signature judge would check them in as normal.
- If the voter does not live in your precinct, you **MUST** call the office and we will tell you where that voter will go to vote. The Signature Judge may also look up the voter in the poll pad and print a receipt to give to the voter which will tell the voter where to go and vote. If the signature judge does this, please make sure that the voters address has been verified as to what is in the poll pad. They have been trained on how to do this process.
- **IF YOU THINK, THE VOTER NEEDS TO VOTE A PROVISIONAL BALLOT YOU MUST CALL THE OFFICE AFTER YOU FILL OUT THE PINK SHEET! THIS IS MANDATORY!**
- Also friendly reminder, we have noticed in the past that the 12-B envelope has been not completely filled out by the voter due to the pink sheet being on top of the 12-B. Please make sure that when you give this to the voter to fill out you flip the pink sheet over and hand it to them so it gets completed and can be counted.
- All provisional ballots are stored in the auxiliary bin in the ballot box throughout the day.
- ****NEW**** this year is we have stapled the registration that needs to be given to each provisional voter to the yellow 12-B envelope so the voter gets a packet that they need to fill out. Once completed you may keep the registration attached to the envelope and store in the auxiliary bin.
- Anyone who is in line at 7:30 PM to vote must be able to vote.
- You will then lock that envelope in the auxiliary bin with your provisional ballots for the entire day.

Court Orders

If there is a court order to keep your polling location open past 7:30PM, you will need to know who the last person in line is at 7:30PM. Then make sure of the following:

- Voters who were already in line at 7: 30PM get to vote a regular ballot.
- All voters who arrive between 7:30PM and the court ordered closing **MUST** vote a provisional ballot.

- These provisional ballots must be kept separate than the ones throughout the day in case the court decision later is overturned. What you can do to keep separate since they all must be placed in the auxiliary bin is write on the 12-B (yellow envelope) "After Close of Polls by Order of the Court".
- All provisional envelopes are returned in the orange provisional pouch and sealed.
- The sheet on the front of the provisional pouch is the breakdown for the provisional ballots cast in your precinct. Please complete this form and place back in the window on the pouch.

Media at the Polls

- If anyone from the media comes to your precinct, please call the office A.S.A.P. The media is allowed to be in the precinct, but are not allowed to disrupt the voting process or to jeopardize the secrecy of any ballot.

Observers

- If a person comes into your precinct and says they are an observer, that person must have the Certificate of Appointment of Observers at Precincts on Election Day (Form 215-B). A copy of this form for reference is in the VLM Binder.
- This certificate must be verified by the VLM and the observer must be given the oath when they get there.
- The oath is found in the Signature Judge binder (black binder).
- You must call office to verify that this person is recognized as an observer.

After the Polls Close @ 7:30PM and all voters are done voting

- Please remind your PEO's that all of the supplies should be returned in the same way that they were received in the morning, for example: Signature Judge should put their supplies back in their red pouch, the Clerk should return everything in the Blue Pouch, etc.
- You will have canvas bags, use both for supplies and the unvoted ballots. All of these canvas bags must be secured with the blue seals at the end of the night.
- The canvas bag for the privacy booths and sleeves does not need to be sealed.
- You may begin the process of shutting down the scanner.
- Open the Auxiliary bin in the ballot box (where you have been placing provisional ballots), check to make sure there are not any voted ballots that need to be put through the scanner. This would have only happened if your scanner was not working throughout the day and you were told to open your auxiliary bin for the voters. **(THIS DOES NOT INCLUDE THE PROVISIONAL BALLOTS SEALED IN THE YELLOW ENVELOPES) Place the provisional ballots in the provisional pouch and seal it.**
- Leave all of your unused provisional supplies in the orange pouch.
- Remember to fill out tally sheet on the front of your supply pouch, the last thing you will do with that pouch is seal it.
- You will need to follow your instructions in your VLM binder INSTRUCTIONS FOR CLOSING THE POLLS (scanner), and the EXPRESS VOTE.
- Please again have someone read these instructions while you do this so you do the process correctly. **This process must be done before you take any ballots out of the front of the ballot box in the blue bin.**
- The scanner will automatically print two identical Closing of the Polls report. Everyone must sign both of these reports. Every polling location will have enough lines for the all poll workers to sign just like the Opening of the Polls report. You may not utilize all of the lines depending on the size of your polling location.
- One report MUST be taped to the inside of the entrance door or window of the polling location for citizens to view from standing on the outside of the building. The other report that is signed is given to the Ballot Judge(s) so the can finish the Ballot Accounting page, once completed this closing of the report goes in to the Clear Plastic Pouch.
- Once complete take the Memory stick out of the front of the Access Compartment and put in the Clear Plastic pouch IMMEDIATELY!

- Then everyone must sign the sheet in the signature judge binder (black binder) that says Verification that the Memory Stick is in the Clear Plastic Pouch.
- Now you may unlock the front of the Front Ballot Box Compartment with the key on the red ring, and fold down both side of the Blue Ballot Bin. Easiest to move this bin with the black handle. **ALL OF THE VOTED BALLOTS SHOULD BE IN THE BLUE BALLOT BIN!**
- ****Please do not place the orange provisional bags or clear pouch in the blue ballot bin****
- Double check the inside of the Ballot Box compartment and make sure there are not any loose ballots that didn't go in to the blue ballot bin. If there are any loose ballots, you and someone of opposite, party may place in the blue ballot bin. Make sure everyone sees that the Blue ballot bin is empty and does not have any loose ballots and the Sheet Verification That The Ballot Box Has Been Checked is signed by all. (in the Signature Judge Black Binder)
- Line up the flaps of the Blue Bin so they interlock with each other, press firmly down. Lock both ends of the Blue Bin with the key on the red ring. YOU must secure the Bin with the Yellow Seal. You are to do this immediately after pulling it out to ensure that nothing has been tampered with.
- When the Signature Judge has finished putting away the pull pad in the green case, YOU MUST secure the case with the green seal.
- Take your keys, the MEMORY STICK from the scanner, zero total report (opening polls report) and the Closing of the Polls report. Make sure all of this is in the Clear Pouch! Also the blue sheet that is in the pouch please read and make sure you have done everything it says, then sign it and place it back in the Clear Pouch.
- Remember, you must post the other Closing of the Polls report on the glass door/window for citizens or media to view from exterior of building.
- You must secure the Clear Plastic Key Pouch with the RED numbered seal after you have put everything in this pouch. This is to ensure that nothing has been tampered with once it left the precinct.

THINGS TO REMEMBER

- **Do not put the Orange Provisional Pouch(s), Clear Plastic Pouch and the Chain of Custody form in any bag!! You will need to hand these things to the person helping unloading your vehicle at the Board of Elections!! You will not be able to leave our office until we have these things in our possession. You may have the ride back person keep them on their lap to make things easier and you can get home quicker.**

Things Left at the Polling Location

- ✓ Scanner
- ✓ Canvas Privacy Booths
- ✓ The Express Vote

Things to be Returned to the Board of Elections

- ✓ **BLUE BALLOT BIN**
- ✓ **CLEAR POUCH w/ MEMORY STICK**
- ✓ **ORANGE PROVISIONAL BAG**
- ✓ **CHAIN OF CUSTODY**
- ✓ **Canvas Bag with the cardboard privacy booths, privacy sleeves, and the extension cord (if one was packed in the bag) this bag is not to be sealed.**
- ✓ **Supply Bags (including Signature Judge Red Pouches, Clerk Blue Pouch, any unvoted ballots, etc.) this bag IS sealed.**
- ✓ **Return of all flags, Swedge, Vote Here Sign**
- ✓ **Poll pad (green case), SEALED**
- ✓ **The two sided totem with postings**
- ✓ **Everything that was posted**
- ✓ **Extra PPE supplies**

Election night when you are returning these supplies you will drive to the north end of the building where you picked up the supplies on Monday. **DO NOT GET OUT OF YOUR CAR.** A worker will come to you and ask for the Clear Plastic Pouch, the Chain of Custody Form, and the Orange Provisional Pouch(s). The worker will make sure that the memory stick is in your Clear Plastic Pouch.

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; or
- ~~In Partisan Primary Election Only:~~

~~If a precinct election official has personal knowledge that the voter is not affiliated with or a member of the political party whose ballot he or she has requested, the precinct election official may challenge the voter and ask the voter to complete the Statement of Person Challenged as to Party Affiliation (Form 10-X).~~

~~Personal knowledge requires more than just a notation of party affiliation in a board record such as a poll book.~~
~~You must not rely on information contained in the poll book to challenge an elector's party affiliation.~~

~~Such challenges will be rare, and a voter is required to complete Form 10-X only if he or she is challenged.~~

~~If the challenged voter completes the Statement of Person Challenged as to Party Affiliation (Form 10-X), then the voter's choice of ballot is added in the Poll Book by marking the appropriate political party whose ballot was requested by the voter. The voter is then given a regular ballot or appropriate ballot permission slip or device for the political party ballot of his or her choice.~~

~~If the challenged voter refuses to complete the Statement of Person Challenged as to Party Affiliation (Form 10-X), then the voter is then given the provisional ballot for the voter's choice of political party.~~

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 are 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 & 10-X are in the Precinct Forms Envelope in the Red Signature Judge Pouch.
 - **PLEASE CALL THE OFFICE PRIOR TO CHALLENGING A VOTER**