

Town of Westford
ELECTION PROCESS

November 4, 2014 State Election

Town of Westford

Election Day Management

for Wardens and Clerks

November 4, 2014 State Election

Voter registration deadline: October 15, 2014

Town of Westford
ELECTION PROCESS

November 4, 2014 State Election

Election Day Management Overview

- **Opening the Polls**
- **Setup on the tables**
- **Ballots**
- **Inactive Voters**
- **Voters who need to show ID**
- **Provisional Ballots**
- **Voting Equipment Issues**
- **AutoMARK Voter Assist Terminal**
- **Observers**
- **Closing the Polls**
- **Evacuation Guidelines**

Town of Westford
ELECTION PROCESS

November 4, 2014 State Election

Opening the Polls

- Polls must be open on time.
 - Must open no later than 7:00 am
- Must allow for public observation of the opening of the ballot box at least ½ hour before the polls open.

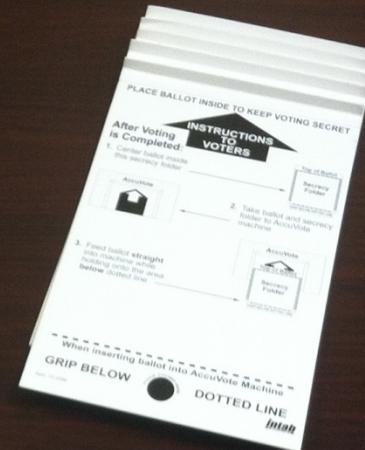
Town of Westford ELECTION PROCESS

November 4, 2014 State Election Check-in Table

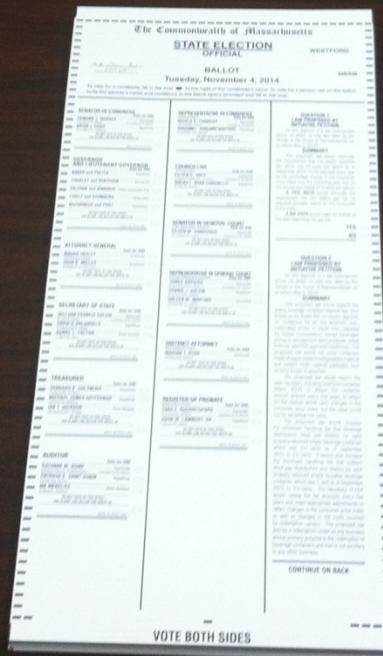
AV-20 report of absentee voters



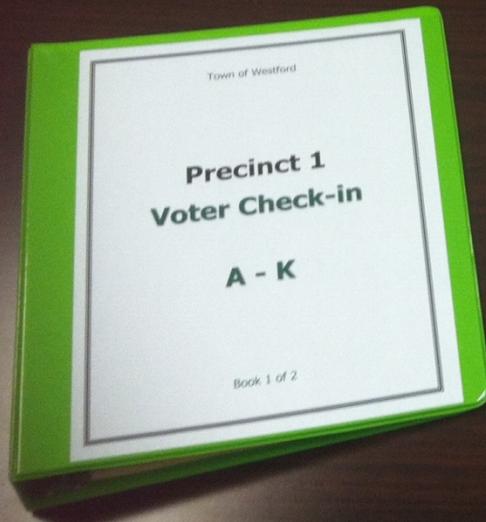
Secrecy Sleeves



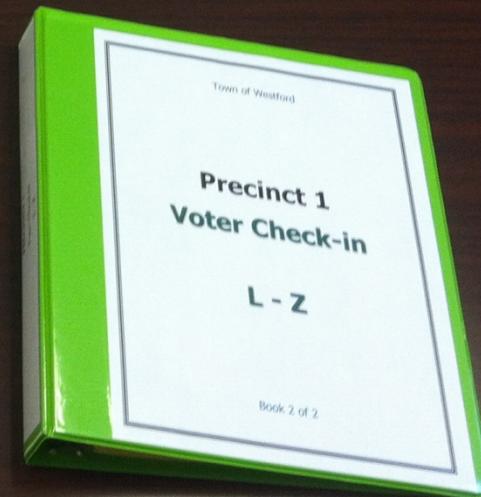
Ballots



Voter check-in book 1



Voter check-in book 2



Don't forget pencils and rulers!

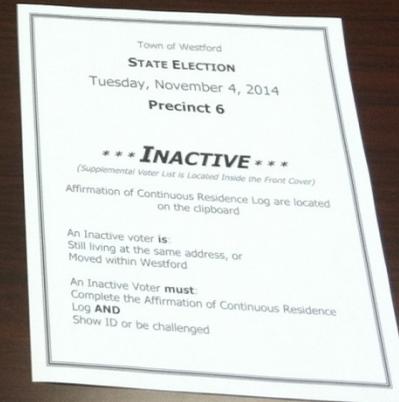
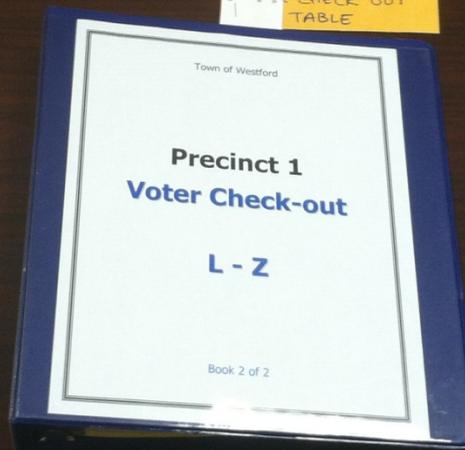
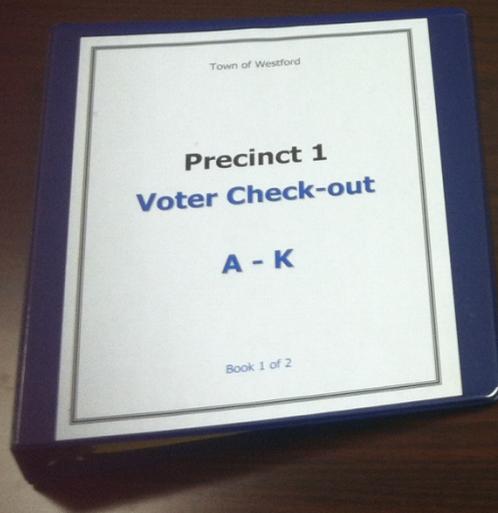
Town of Westford ELECTION PROCESS

November 4, 2014 State Election
Check Out Table

Supplemental voter slip envelope

Voter check-out books 1&2

Inactive check out list

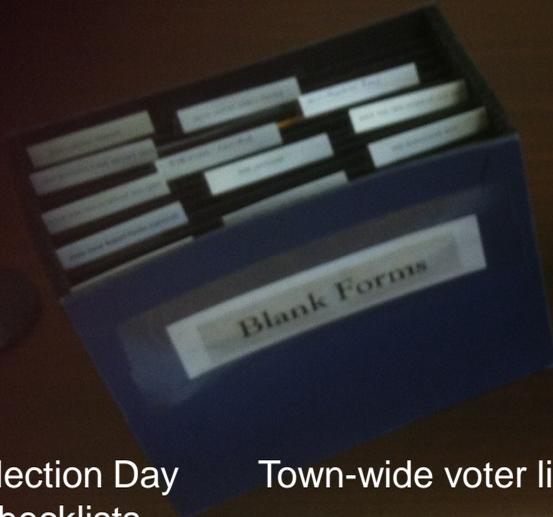


Don't forget pencils and rulers!

Town of Westford ELECTION PROCESS

November 4, 2014 State Election
Warden/Clerk Table

Blank forms binder



Completed Forms
& Clerk Log

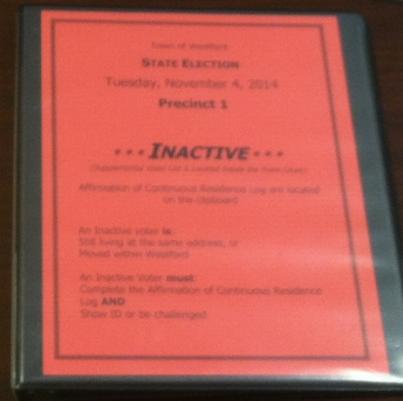
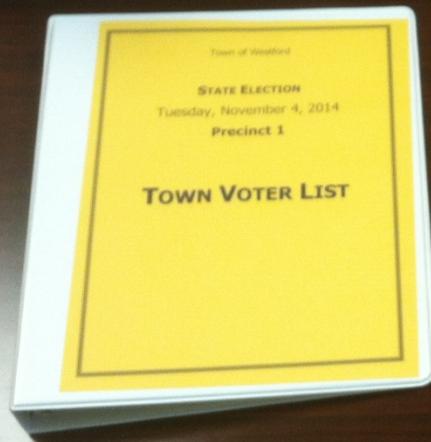


Election Day
Checklists

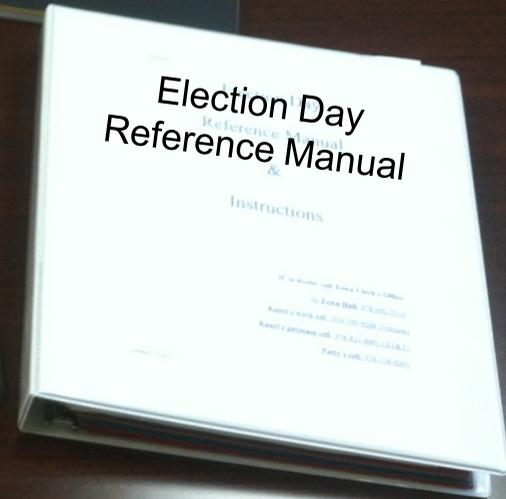
Town-wide voter list

Inactive
voter log

Provisional
Binder?



Inactive voter list &
Supplemental voter list



Town of Westford
ELECTION PROCESS

November 4, 2014 State Election

Ballots

- Make sure you have sufficient ballots at the polls – at all times
 - You will receive 1,500 regular ballots that are in groups of 50.
 - Call the office when you are down to 100 ballots.
- You must ensure that both used and unused ballots are properly stored during the voting hours.
- If the ballot box becomes impossible to use:
 - The Warden, in the presence of a majority of the election officers must open and remove the ballots from the ballot box.
 - The Warden will then place them in a container to be sealed, which is then placed securely next to the ballot box.

Town of Westford
ELECTION PROCESS

November 4, 2014 State Election

Inactive Voters

- Voters who are listed as inactive must complete the affirmation of current and continuous residence log and be asked to show ID prior to voting.
 - Will be listed on the Inactive Voter list.
 - If they don't have ID, they must still be allowed to vote, but their vote must be challenged.

Town of Westford
ELECTION PROCESS

November 4, 2014 State Election

Voters who need to show ID

- Voters who have recently registered by mail for the first time and whose information on their application could not be verified will be flagged to show identification on the voting list.
 - Will be listed with ID in the checkbox.
 - Acceptable forms of ID include a driver's license, current and valid photo ID (those issued by the Registry and other agencies), current utility bill, bank statement, government check, paycheck or other government document showing the voters name and address.
 - Acceptable ID must contain the name and address of the voter as they registered.
 - If they don't have ID, they can only vote on a provisional ballot.

Town of Westford
ELECTION PROCESS

November 4, 2014 State Election

Inactive vs. Provisional

- Inactive voters do NOT get provisional ballots.
- Inactive voters get regular ballots.
 - Inactive voters must complete the affirmation of current and continuous residence and be asked to show ID
 - If and Inactive voter does not have ID, do NOT turn them away – the ballot is CHALLENGED.

Town of Westford
ELECTION PROCESS

November 4, 2014 State Election

Provisional Ballots

- Who gets a provisional ballot?
 - Any person claiming the right to vote but whose name does not appear on the voting list.
 - Voters listed on the voting list but who need to show ID and do not have acceptable ID.
- NOT inactive voters!

Town of Westford
ELECTION PROCESS

November 4, 2014 State Election

Determining the voter is Provisional

- A provisional ballot gives a person who believes themselves to be a voter the opportunity to cast a ballot. It then gives the Town Clerk the opportunity to verify the eligibility of the person before counting the ballot.
- If the voter's name doesn't appear on the list ask the voter if they have moved since the last time they voted.
 - If yes and they moved within Westford and is listed on the town-wide voter list in another precinct, then direct them to that precinct to vote.
 - If yes and they moved from another community in the state, they may be eligible to vote there. (6 month rule)
- If not on the town-wide voter list and their address is in your precinct, you may let them vote provisionally.

Town of Westford
ELECTION PROCESS

November 4, 2014 State Election

Provisional voting process

- From the RED binder, take the top packet that contains
 - Provisional Affirmation Form
 - Provisional Ballot
 - Provisional Ballot Envelope
 - Information Sheet
- Hand the voter the Provisional Affirmation Form
- Make sure it is complete! Check ID. No ID is OK for this – just make a note on the affirmation form.
- Hand the voter the provisional ballot and envelope and direct them to place the ballot in the envelope and hand it back to you after voting.
- Hand the voter the information sheet once you get the ballot/envelope back
- Place the envelope in the RED provisional pouch.
- Place the Affirmation in the completed forms binder
- Complete the provisional roster in the red binder for tracking purposes.

Town of Westford
ELECTION PROCESS

November 4, 2014 State Election

Processing Absentee Ballots at the Polls

- Absentee ballots are delivered to the polls during the day from the Town Clerk's Office.
 - Voters must return ballots to the Town Clerk's Office, not the polls.
- Whenever time permits, process those ballots going to the check-in/check-out tables with the ballot sealed inside the envelope until you are ready to cast the ballot.
 - The absentee ballots are to be fed into the AccuVote machine and
 - The absentee ballot envelopes go into the ballot transfer case

Town of Westford
ELECTION PROCESS

November 4, 2014 State Election

Processing UOCAVA Absentee Ballots at the Polls

- Absentee ballots that were mailed to Specially Qualified Overseas and Military voters (UOCAVA) and returned by mail will go to the polls to be processed on Election Day with all other absentees.
- These voters will be listed on the **Supplemental Voter List**
 - Located inside the front cover of the Inactive Voter List
 - You will need to check them in on the list and then take the supplemental slip that corresponds to the voters name to the check out table.

Town of Westford
ELECTION PROCESS

November 4, 2014 State Election

Voting Equipment Issues

- If there is a malfunction, voters must still be allowed to vote and all ballots cast during this time must go in the side compartment.

Town of Westford
ELECTION PROCESS

November 4, 2014 State Election

Voting Equipment Issues

- **NEW PROCESSING RULES:** Any ballots put into the side compartment while the tabulator is not working must be hand counted after the close of polls.
 - This applies to any ballots that are in the side compartment, even over votes.
- You cannot re-feed ballots through a new machine or with a new memory card.

Town of Westford ELECTION PROCESS

November 4, 2014 State Election

Automark Voter Assist Terminal

Allows voters to cast a verified ballot without assistance

Audio Function

- Voter hears list of candidates through headphones
- Synthesized voice enables voter control of speech speed and volume
- Choices may be repeated easily
- Selections are read back to voter at end of session, ensuring proper selection was made.

Making selections

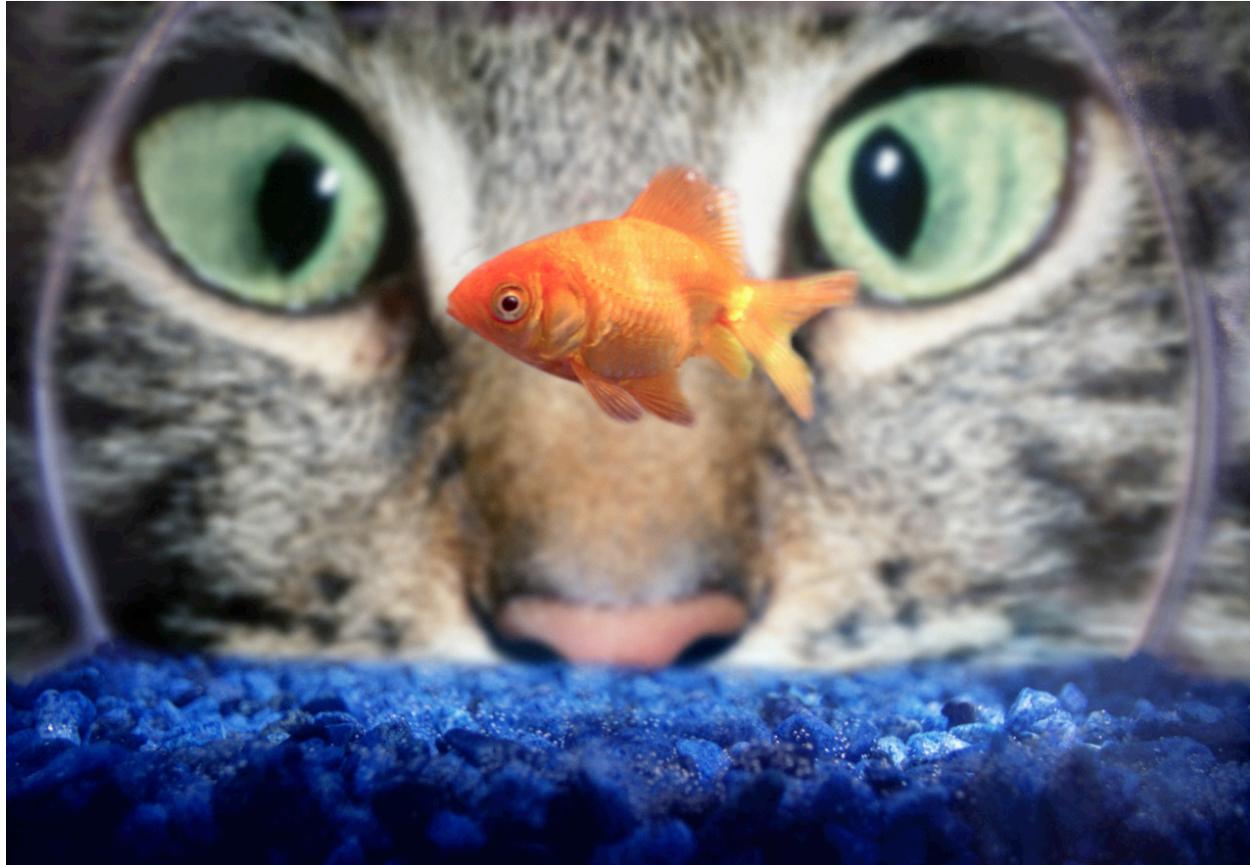
- Touch screen
- Key pads with braille labels
- Sip & puff device attachment

Summary Verification Process

Ensures that no races are accidentally under-voted, over-voted, or left blank, providing an opportunity to adjust selections before voters cast their ballots.



Town of Westford
ELECTION PROCESS
November 4, 2014 State Election
OBSERVERS



Town of Westford ELECTION PROCESS

November 4, 2014 State Election

OBSERVERS

- ❑ Observers must be allowed in the polling location, outside the guardrail (6' from polling area), unless they are disorderly or obstruct the access of voters for all elections and primaries.
- ❑ They do NOT need to provide advance notice that they will be present on election day.
- ❑ Each polling place must have a space available for observers (but you don't have to provide tables or chairs).

- ❑ **What they can do:**
 - ✓ Ask to view the ballot box ½ hr before polls open;
 - ✓ Keep notes including marked voting lists;
 - ✓ Listen as the poll workers announce the names of the voters (which must be loud enough for them to hear);
 - ✓ Challenge a voter's ballot for any legal cause;
 - ✓ Address the Warden with a question.

- ❑ **What they can't do:**



- ✗ Request the names and addresses of voters from the poll workers or voters directly;
- ✗ Interfere with the check-in process in any way;
- ✗ Talk on cell phones;
- ✗ Take pictures of voters that would compromise the voting process in any way;
- ✗ Audiorecord the check-in process;
- ✗ Use public power sources

Reference Election Division memo October 25, 2012

Town of Westford
ELECTION PROCESS

November 4, 2014 State Election

Exit Polling

- Exit polling is allowed.
 - Persons conducting exit polls cannot be within the polling place itself and cannot interfere with the voting process.
 - Edison Research has indicated they will be conducting exit polls.
 - UMASS has also indicated they will be conducting exit polls at certain precincts.

Town of Westford
ELECTION PROCESS

November 4, 2014 State Election

Electioneering

- Enforced by the Police Officer.

Cars parked with signs



Sign holders

150' perimeter

~~Campaign buttons~~

~~Campaign signs~~

~~Candidates greeting voters~~

~~Collecting signatures~~

~~Campaign literature~~

Voting Entrance

Town of Westford
ELECTION PROCESS

November 4, 2014 State Election

Closing the Polls

- Time: the polls must close at 8:00 pm.
- The public must be allowed to watch the closing and counting process.
 - During the process, the observers must be allowed within the polling place but must stand outside the “guardrail” or polling area.

Town of Westford
ELECTION PROCESS

November 4, 2014 State Election

Closing the Polls

- Only Election Officers may take part in the actual process of counting and sealing the voting materials.
- The Clerk must record the final register number on the ballot box
- A count must be made of the voters on both the check-in and check-out lists, and the voting lists must thereafter be sealed in an envelope.
- Provisional ballot envelopes must be numbered and stored in the red provisional ballot pouch that goes into the supply case.

Town of Westford
ELECTION PROCESS

November 4, 2014 State Election

Closing the Polls: Counting the Ballots

- Non machine-counted ballots (completely tallied by hand):
 - One poll worker reads and the other records on a tally sheet.
 - Only red pens or pencils should be used.
- Machine-counted ballots: The Warden prints the tape from the machine and reads the tape totals.
 - Print two copies following the Accuvote closing instructions: one to post at the entrance and one to give to a Registrar or Town Clerk's Office staff for the final tally.
- Poll workers must look through ALL ballots in the ballot box.
 - Those ballots in the side compartment (ballots not counted by the machine) must be hand-counted.
 - Make sure the ballot box is completely empty of ballots as they can get hung up in the mechanism inside the box.

Town of Westford
ELECTION PROCESS

November 4, 2014 State Election

Closing the Polls: Counting Write-ins

- Voters at the State Election may vote for candidates whose names are not printed on the ballot by write-in or stickers.
 - This most commonly arises for the offices where no candidate is printed on the ballot.

Town of Westford
ELECTION PROCESS

November 4, 2014 State Election

Standard for Counting Write-ins

- A write-in vote is counted if the counter can tell with reasonable certainty for whom the vote is intended. No “X” or voter indicator is needed.
- The vote must include the name and should include the address, but the vote is counted if the intent of the voter can be determined, even if the address is omitted.

Town of Westford
ELECTION PROCESS

November 4, 2014 State Election

Returning Materials to Town Hall

- All materials should be returned to town hall from each polling place
 - This includes both used and unused ballots, voting lists, clerks record books, provisional ballots and any other records of the election.
- All materials must be sealed (separately) **AT THE POLLING PLACE.**

Town of Westford
ELECTION PROCESS
November 4, 2014 State Election
There's a lot to pack up!



Town of Westford ELECTION PROCESS

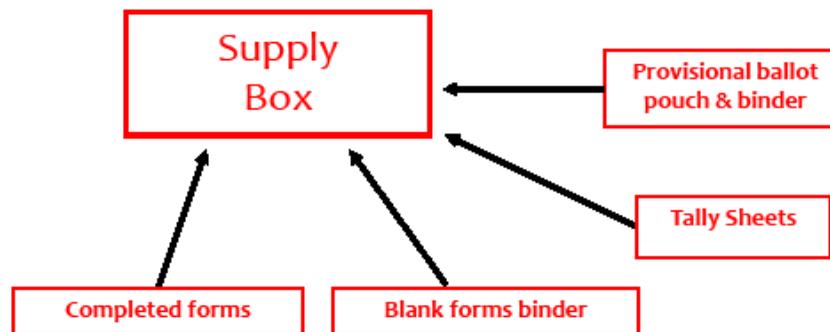
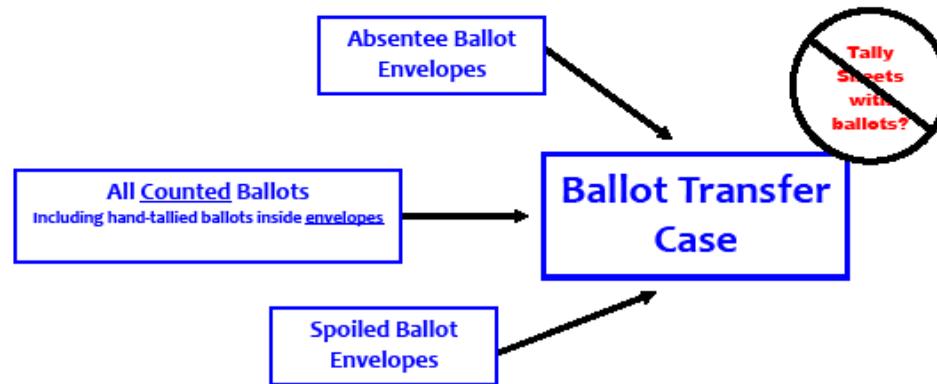
November 4, 2014 State Election

Packing up neatly will help everything fit in the right place!



Packing it UP

It is important to know what goes where as some material must be sealed.



Town of Westford
ELECTION PROCESS

November 4, 2014 State Election

Administrative Details

The TEAM MEETING: Keep it simple!



- **Evacuation Procedures**
 - Assign tasks so everyone knows what to do
- **Updates**
 - Changes to ballot handling – side compartment ballots must be hand-counted
- **Instructions**
 - Located in the Manual
 - Must be distributed
 - Make sure everyone understands what to do and watch what they are doing to be sure.
- **Timesheets must be signed**
- **BREAKS**
 - Make sure that everyone gets a break
 - Don't hesitate to fill in while someone is on break



Town of Westford
ELECTION PROCESS

November 4, 2014 State Election

EVACUATION OF POLLING PLACE

POLICE OFFICER
Incident Commander

INFORM TOWN CLERK EVACUATION IN PROGRESS
ASSIST WITH VOTERS EXITING POLLS
ASSIST WARDEN AS REQUIRED

CLERK

COLLECT BALLOTS FROM VOTERS WHO ARE CHECKED IN AND PLACE IN SPOILED BALLOT ENVELOPE

TO WRITE NAMES OF VOTERS THAT BALLOTS WERE COLLECTED FROM ON SPOILED ENVELOPE



WARDEN with INSPECTOR

ALL UNUSED BALLOTS, SPOILED BALLOTS ENVELOPE IN TRANSFER CASE, AND SEAL IT

UNPLUG AND REMOVE ENTIRE VOTING MACHINE AND BALLOT BOX

CHECKERS

CHECKERS AT IN TABLE MUST TAKE BOOKS WITH THEM
TAKE PENCILS AND RULER

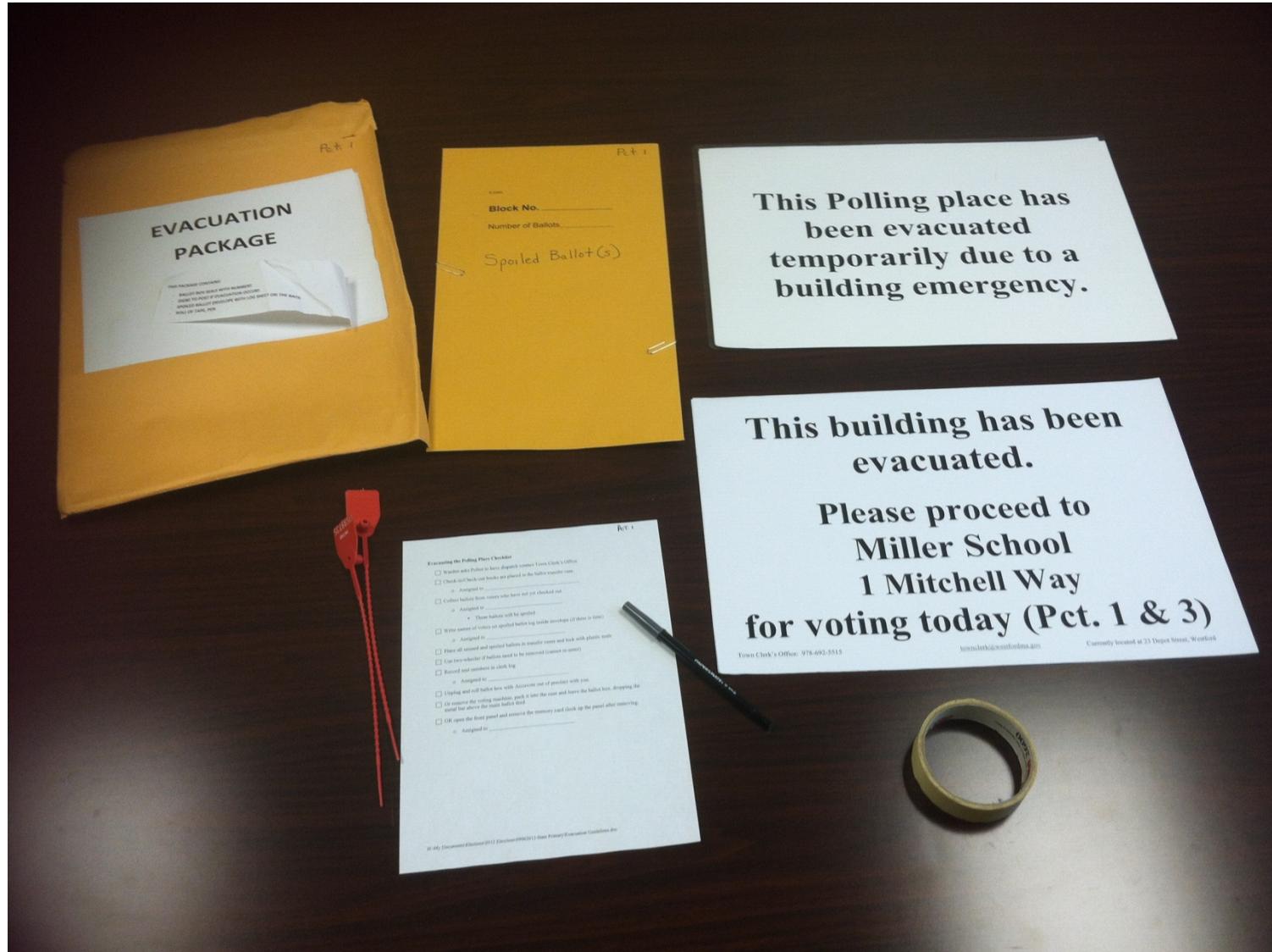
CHECKERS AT OUT TABLE MUST TAKE BOOKS WITH THEM ALONG WITH THE INACTIVE BOOK

For permanent evacuation, proceed to alternate polling location.
SAFETY IS ALWAYS FIRST

Town of Westford ELECTION PROCESS

November 4, 2014 State Election

In the unlikely event of an evacuation, you will find these helpful resources in the Evacuation Package.





**Thank you for serving the Town
of Westford as an Election
Officer!**

