

Salem County Poll Worker Certification Class

Presented by Salem County Board of Elections





Welcome

on behalf of the Salem County Board of Elections:

Chair Dana Mulligan
Secretary John Burke
Commissioner Scott Hourigan
Commissioner David Crescenzi

Election Board members are appointed

(2 Democrats and 2 Republicans) to staggered 2 year terms by direct appointment of the Governor

Introductions

Registrars –

Shirlee Manahan & Renee Buehler

Deputy Registrars -

Jeanmaire Waddington & Peggie Kramme

Bilingual Coordinator –

Maria Blocksome

Voting Machine Technicians –

*Diana Hughes-Guzman, Reggie Bounds, Bruce Mitchell, John Sakewicz,
Ron Ewen & Lew Kelty*

Training Outline

- Lesson 1: Types of Elections
- Lesson 2: Poll Worker Conduct
- Lesson 3: Polling Place Set Up
- Lesson 4: 100ft No Electioneering Zone
- Lesson 5: Opening The Polls
- Lesson 6: Challengers and Observers
- Lesson 7: Forms & Street Lists
- Lesson 8: Processing the Voter
- Lesson 9: Provisional Ballots
- Lesson 10: Troubleshooting
- Lesson 11: Emergency Ballots
- Lesson 12: Closing the Polls

Lesson 1: Types Of Elections

- School Elections
 - *All school choices are now on November Ballot*
- Primary Election
 - *Held in June - For Republican & Democrat Parties*
 - *NJ is a Closed Primary State - 55 Day Law*
- General Election
 - *Held in November*
- Special Elections
 - *Questions, Referendums, Fill a Vacancy*

Lesson 2: Poll Worker Conduct

4 Poll Workers assigned per district - 2 Democrat & 2 Republican

Bilingual Districts will have 2 additional workers assigned – 2 Spanish/English language Poll Workers, 1 Rep & 1 Dem

- Arrive at the Polls by 5:15am, Polls open at 6am
- A Majority of Poll Workers are to be present at all times
- One Poll Worker at a time may be absent for one hour meal break
- No Poll Workers are to be absent from the polling place after 5:00 p.m.
- No food or beverages at the Poll Worker table
- Poll Workers must rotate jobs throughout the day
- Poll Workers must share responsibility equally
- Every Poll Worker has equal power
- Be fair, courteous and helpful
- Keep notes through the day to assist the office with Election Day issues
- No Voter Turned Away is the law, always call the office if you need assistance
- Do not permit a machine vote unless the Voter's name is in your Poll Book with a signature on file
- Do not initiate closing polls procedures before official close of polls at 8pm





Cell phone use is prohibited in the polling place
Photography & video are not permitted without prior
approval of the Election Board

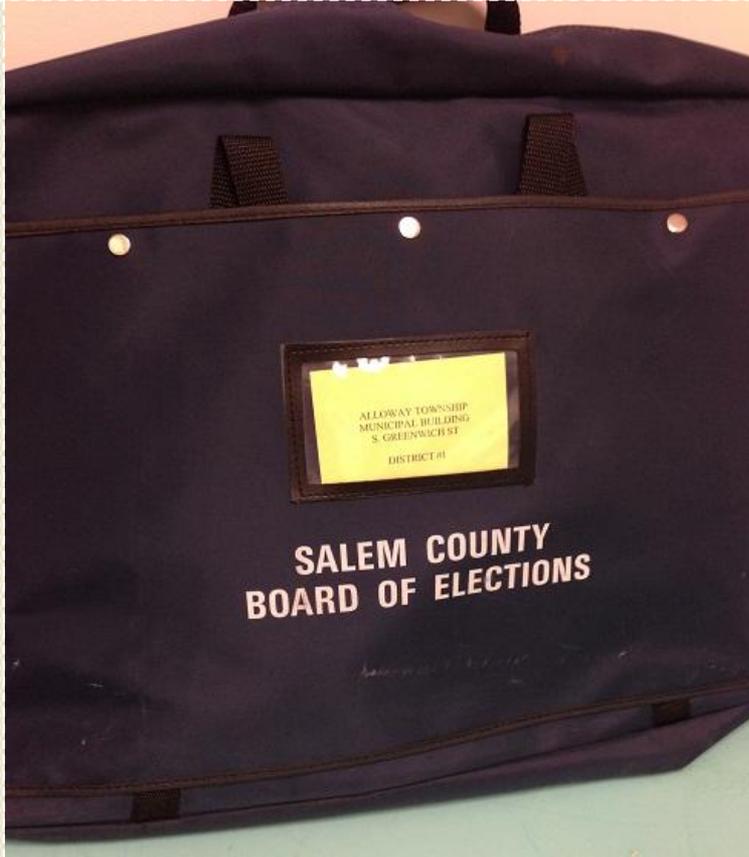
Polling Place: Cell Phones, Pictures & Video

*Poll Worker cell phone use is
permitted for official election
business. Cell phones should
be unexposed when not in use
for official election business.*

Lesson 3: Polling Place Set Up

- Arrive at 5:15am, you will need this time to set up equipment & supplies
- Do not start opening polls procedures until all scheduled workers have arrived
- You must perform the tasks as a group
- If you do not have at least 3 workers present by 5:30am contact the Election Office

Official Election Supplies



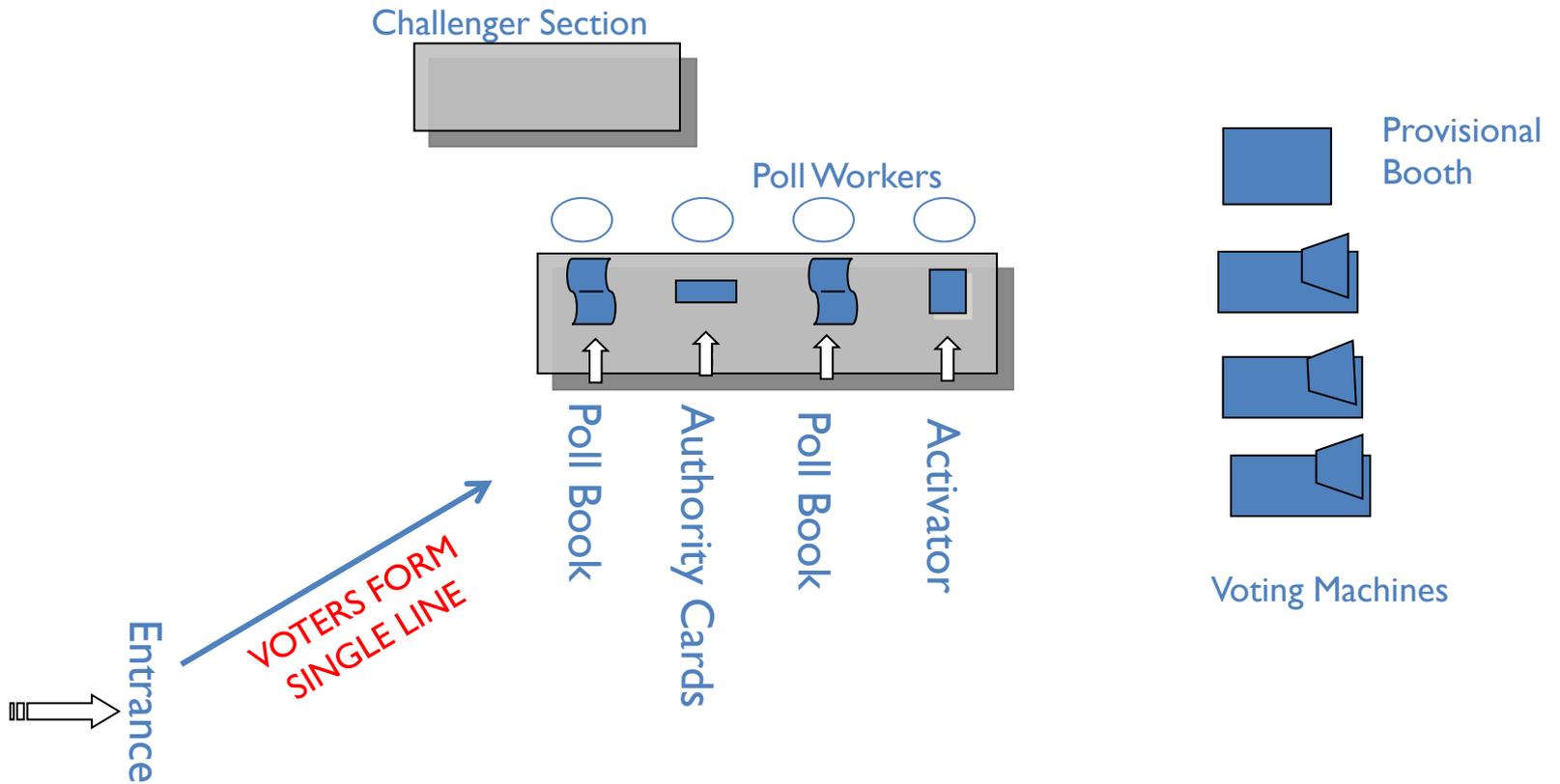
Check Bag Label



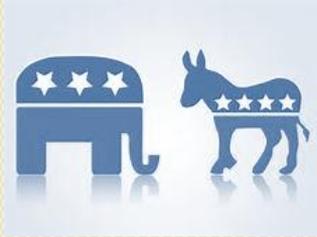
Locate Election Supplies

POLLING PLACE SET UP

EXAMPLE OF POLLING PLACE LAYOUT



Select a Judge & Inspector



Judge and Inspector must be of opposite political parties

These are statutory titles, all Poll Workers have equal power

Select Accessibility Point Person



Accessibility Point Person conducts an inspection of the polling place to ensure there are no obstacles or hazards which would affect elderly or disabled voters

Conduct the walk through several times throughout the Election Day

Select Roles

Official Election Supplies

- Locate Blue Accordion Folder
 1. The outside of blue folder will have important announcements for this election. All Poll Workers will review before opening polls.



OFFICIAL ELECTION SUPPLIES

Pay Voucher

2. Sign Pay Voucher

November 6, 2012
Alloway
District 1
General Election

PAY VOUCHER

Read, sign and complete this form and return to your Municipal Clerk today.

Rules of Board Worker Etiquette & Voter Assistance Procedures

- ❖ Treat each voter with courtesy, dignity and respect.
- ❖ Advise an illiterate, physically disabled or blind voter that they have a right to assistance. The person assisting may enter into the voting booth with the voter upon completion of the **Disability Certificate**.
- ❖ Be polite, considerate, understanding of everyone.

In the Poll Book

- ❖ If "Mail-In" or a red "M-I" is stamped next to the voter's name, I will **not** let the voter vote in the voting machine. I will inform the voter that they must vote the Mail-In ballot or if the voter believes an error has been made, I will call the Board of Elections office.
- ❖ If "ID Required" is stamped next to the voter's name, I will follow the proper procedures.
- ❖ If I cannot find a person's name in the poll book but they informed us they are a registered voter, I will call the Board of Elections office and follow their instructions.
- ❖ If the voting machine breaks down, I will call the Board of Elections office immediately and will wait for their instructions.

I have read and will comply with the above and all the directions in the training manuals.

Judge _____ Address _____
(Print Name)

Signature _____ Cert. Exp. Date _____ Party _____

Inspector _____ Address _____
(Print Name)

Signature _____ Cert. Exp. Date _____ Party _____

Member _____ Address _____
(Print Name)

Signature _____ Cert. Exp. Date _____ Party _____

Member _____ Address _____
(Print Name)

Signature _____ Cert. Exp. Date _____ Party _____

3. Sign Assigned Voting Machine Form

District Board Workers
must check voting machine numbers before the polls open and
then **ALL District Board Workers are to initial check list**
before allowing any voters to vote on the machines.

November 6th 2012 General Election
ALLOWAY TOWNSHIP
DISTRICT 1

Assigned voting machine: 5700 ___ ___ ___ ___
5701 ___ ___ ___ ___
5702 ___ ___ ___ ___
D.B.W. initials

*****PLACE COMPLETED FORM IN BLUE ACCORDION FOLDER

Assigned voting machines.doc

1. Each machine is labeled with a number
2. Match the number on each voting machine with the assigned voting machine numbers on this form.
3. All Poll Workers will initial
4. Do not open a machine if the number does not match, call the office immediately

Assigned Voting Machine Form

1. Clear Transfer Bag
2. Retain all Broken Seals

1. Locate Seal Cutter
2. Never TWIST a seal off, always use cutter



4. Pull Clear Transfer Bag

Official Election Supplies

Clear Transfer Bag

Accordion Folder

5. Prepare to Open the Polls Checklist

Pittsgrove District 5

Checklist: Prepare to Open the Polls
Report to the polling place at 5:00am - Polls open at 6:00am

Inspector: please initial next to each task when completed by poll workers

1. Search a "Judge" and "Recorder". Must be of correct political parties.	2. Select "Accessibility Point- Person". Conduct a walkthrough for obstacles & hazards. If there are barriers to the polling site call the election office immediately.
3. Check your polling place layout. Make sure the poll worker tables and voting machines are positioned properly. See example form set up found in examiner guide book. Challenge area is set positioned in line of voting process.	4. Check Blue Election Day Supply bag. Check the bag label to verify it is the correct district supply bag. Check the Orange and Green (provisional and emergency) bags. Do not open seals and necessary for voting, verify the correct municipality & district number are on the outer label. If they do not match STOP and call the office.
5. Locate the Assigned Voting Machine Pairs. Match the assigned machine numbers on the form to the number on the voting machines. If they do not match STOP and call the office.	6. Locate the Easy-Step-by-Step Open/Close Instructions. Follow the tasks as a group to open the voting machines & set up the activator. The open/close tasks must be done as a group.
7. Determine the official clock.	8. Display the American Flag at the entrance.
9. Determine the "No Discriminating" boundary zone. Print the outside entrance a 120ft zone. Review the 120ft zone through the day, report issues to the election board office.	10. Post Sample Ballots and Signs. A sample bag with additional signs & forms in Spanish is included if you have a bilingual district in your town. Post all signs.
11. Set up the provisional voting booth.	12. Locate the Poll Books & Authority cards, verify the municipality & district number on front cover. If they do not match STOP and call the office.
13. Locate the Street Lists. Keep these available to poll workers and voters, they are used for assisting voters in locating their polling district. Post at least one copy for public.	14. Sign payroll voucher. Municipal clerk will collect these and return with supplies to office.
15. Review accordion folder forms & election guide for important updates. Keep accordion folder on table, accessible to all poll workers.	16. At exactly 6:00am the Judge publicly announces: "The polls are open"

6. Easy Step by Step (2 copies)

Easy Step-By-Step Instructions
Election Morning – Opening the Polls

ALL FOUR WORKERS complete steps as a group, one reads, the others do the tasks

- Remove the unit covers and you will find the power cord in the covers. Once the cords are removed stack the covers. Plug the first machine in and daisy chain the other machine to the first, etc., then plug the cord into the power strip. Be sure the power strip is turned on and all plugs are secure, including the wall outlet.
- Open the Privacy Panels and raise the voting screens to the center position on all units.
- At the back of all units lift the "POWER ON/OFF" switch cover. **DO NOT** touch the black seal until the end of the day. Turn the "POWER ON/OFF" switch to the "ON" position and close the power cover.
- Once the machine is powered up, "Ready to Open Official Election Polls" will be on the screen. At this point if you see a yellow strip at the bottom of the screen, this indicates the machine is operating on battery and not electrical power. Check all plugs are secure as indicated in step 1.
- Next to the "POWER ON/OFF" cover locate the "POLLS OPEN/CLOSED" cover, this cover is sealed with a green seal, cut the seal (cutters are located in clear transfer bag) and lift the cover (place cut seal and cutters in clear transfer bag). You will then see the "POLLS OPEN/CLOSED" switch.
- Turn the switch to the "OPEN" position and immediately close and reseal the cover with the red seal from your clear transfer bag.
- The "Official Zero Proof Report" will automatically start to print. When the report is finished printing, remove the report from the printer. All District Board Workers need to verify all candidates and questions have a zero next to them, and then sign the bottom of the report. Once the report is signed place it in the clear transfer bag.
- Check all machines and make sure the screen reads "To Begin Voting Insert Voter Card into Slot Below". This message may take a few minutes to appear, when this message appears, the machines are ready for the first voter.
- Remove Card Activator, AC adapter, the supply of Voting Cards, and the basket from its case. Plug the AC adapter into a wall outlet, and into the side of the Card Activator. Turn the power switch (on the back of the activator) to the "ON" position. The card activator will run through a short self-test, once this is complete the display will read "Please Insert Voter Card". The activator is now ready for the first voter.
- Once all machines and the activator are ready, set up the "voting booth" for Provisional Ballot Voting.

REMEMBER: PLEASE DO NOT TEST ANY MACHINES

Touch Screen Voting Machine



Voter Card Activator



Voting Machine Set Up

Remove cover and connect power cords

Open privacy panel and raise the screen to the center 45

At the back of the unit lift POWER ON/OFF cover, turn to the ON position

Wait for screen to say “READY TO OPEN OFFICIAL ELECTION POLLS”

At the back of the unit break the green seal, lift “POLLS OPEN/CLOSED” cover. Switch to the “OPEN” position and immediately reseal cover using RED SEAL located in clear transfer bag

The official “ZERO PROOF REPORT” will print. Check that ALL candidates and questions have a ZERO count, all Poll Workers will sign the report

When screen shows “To begin voting insert voter card into slot below” you are ready for the first voter



Check each voting machine in the morning and recheck at regular intervals through the day
Look for a yellow line on bottom of voting machine screen



This indicates that the voting machine is on internal BATTERY POWER

Machines will shut down if power supply is not corrected

Plug in to wall and side of unit

Locate the power switch on the rear, turn to the “On” position

Activator will run a short self test

You are ready to process first voter card when screen shows:
“Please Insert Voter Card”



You are now ready to process the first voter



DO NOT TEST ANY MACHINE

Official Election Supplies

- Red Bag - Poll Books & Authority cards
- Dark Green Bag – Signs & Sample Ballots
- Burgundy Bag – Spanish Supplies *(only in bilingual districts)*
- Orange Bag – Provisional Ballot Bag
- Green Bag – Emergency Ballot Bag



**Display The American Flag At
the Polling Place Entrance**

Lesson 4: No Electioneering Zone

- Determine the 100-foot zone from the outside entrance to the polling place
- This is now the official “No Electioneering” boundary zone
- Any complaint of electioneering must be addressed immediately by the Poll Workers
- The matter should also be reported to the office, either by phone call or a written note

Exit Polling & Electioneering

- Exit Polling is allowed with a proper permit & Badge issued by the Salem County Board of Elections. This is not electioneering.
- Poll Workers should not allow any exit polling or other activity engaging voters within the 100ft zone **without this written authorization.**
- Always display a courteous and informative manner, but firm in your duty to the integrity of the election.

Only use official election supplies

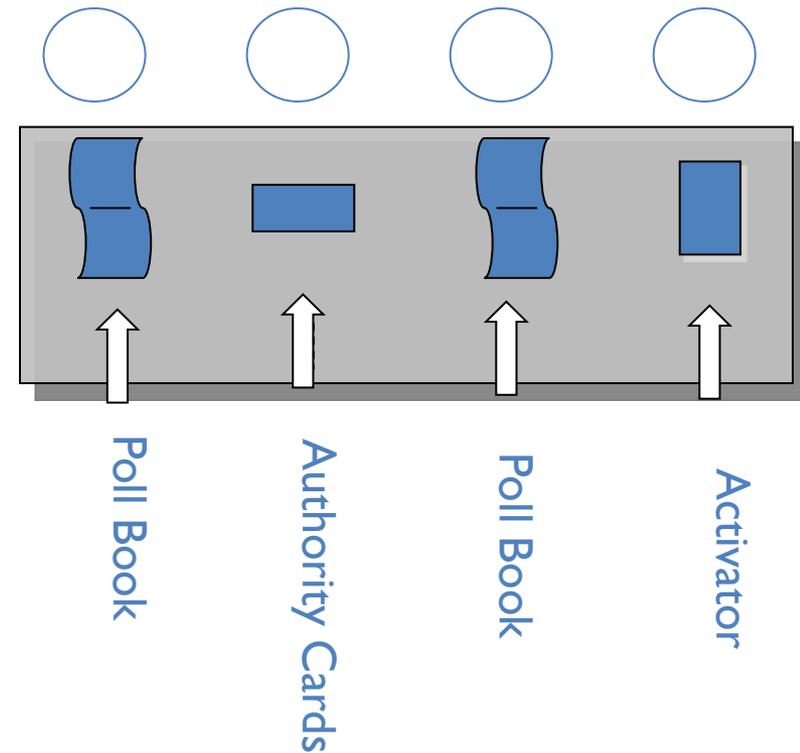
Be courteous and prompt in your duty



What is Electioneering?

Lesson 5: Opening the Polls

- **Dark Green Bag & Burgundy Bag**
 - Post Sample Ballots & Signs
 - Post all Spanish signs
- **Red Bag**
 - Set up Poll Books and Authority Cards
 - Review & verify municipality and district are correct on front cover



Checklist for Opening the Polls



ACCORDION FOLDER

Important Forms and
Official Election Guide



Provisional Ballot Bag – Orange



Emergency Ballot Bag – Green



Provisional and Emergency Bags

Lesson 6: Challengers & Observers

Challengers are present at the polling place for two reasons:

1. **Observe the process of the election**
2. **Challenge an individual's right to vote if a reasonable belief exists that the individual does not possess voter qualifications or possess' a disqualification**

Observers are present to observe the process of the election.

Challengers and Observers may NOT engage voters, touch election supplies/equipment or interfere in the election process.

Challengers may NOT approach the voting machine through the day to examine counters.

Challenges and questions must be directed to Poll Workers.

Permit to Challenge

Challenger Badge

SALEM COUNTY BOARD OF ELECTIONS



GENERAL ELECTION DAY CHALLENGER CERTIFICATE
(Permit to Agent or Challenger-NJSA 19:7-3)

MUNICIPALITY:
DISTRICT:

NAME OF CHALLENGER:
ADDRESS:

APPOINTING AUTHORITY:

PARTY: **REPUBLICAN**

DATE OF ELECTION: **NOVEMBER 5, 2013**
DATE ISSUED: **OCTOBER 29, 2013**

THE ABOVE NAMED INDIVIDUAL HAS BEEN DULY APPOINTED, IN ACCORDANCE WITH TITLE 19 TO ACT AS A CHALLENGER IN THE MUNICIPALITY NAMED IN THE COUNTY OF SALEM, STATE OF NEW JERSEY.

In witness whereof, the Chairperson and Secretary of the Board of Elections of the County of Salem have duly signed and sealed this document.


Chairperson Michael Facemyer


Secretary John Burke



Challengers



CHALLENGER AFFIDAVIT

Each sitting challenger must present their permit to poll workers and complete the affidavit. Keep the white copy of the affidavit and return with official election supplies

Affidavit For Challenger

AFF-1

For Anyone Who is in Possession of a Challenge Slip and Badge authorized by the Salem County Board of Elections

Challengers must:

1. be a registered voter in Salem County
2. challenge only in the district they have been appointed to
3. clearly display badge provided by the Board of Elections and
4. turn challenger authorization over to the district board worker.

Challengers may:

1. challenge any voter
2. ask questions to determine voter's right to vote
3. be present in polling place during election hours
4. be present at close of polls.

Challengers cannot:

1. disrupt the election process
2. harass the voters or district board workers
3. campaign in any fashion.

Title 19, Chapter 7 - Challengers

I, _____, acting as the challenger do hereby agree to abide
(print name)

by the rules set forth for a challenger. _____
(signature of challenger)

District Board Worker's Signature (witness)

Municipality _____ District _____ Date _____

White - Board Office Copy

Canary - Challenger's Copy

District Board Workers have power as Challengers

Candidates on the Official Ballot have power as Challengers

Candidates have power as Challengers without a badge or Certificate of Appointment

Candidates acting as Challengers do not complete the Affidavit for Challenger Form

Candidates must stay in the designated Challenger area

Candidates must follow all **CHALLENGER RULES OF CONDUCT**

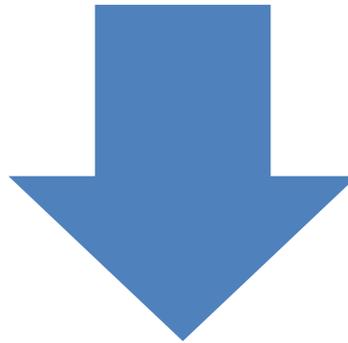
Number of Challengers permitted in a Voting District

Unless permission is given by the District Board, not more than one representative for each candidate, party or public question may challenge at a time. If permission is granted for more than one challenger per each candidate, party or public question to be present at any one time, it must be given to all candidates, both parties or both sides of a public question. (19:7-6.1)

LESSON 7: STREET LISTS:



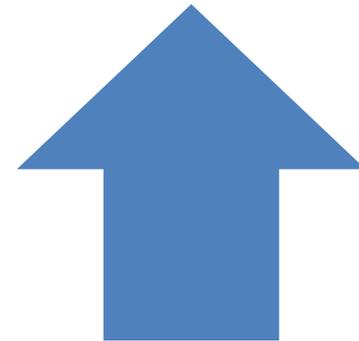
LESSON 8 PROCESSING THE VOTER:



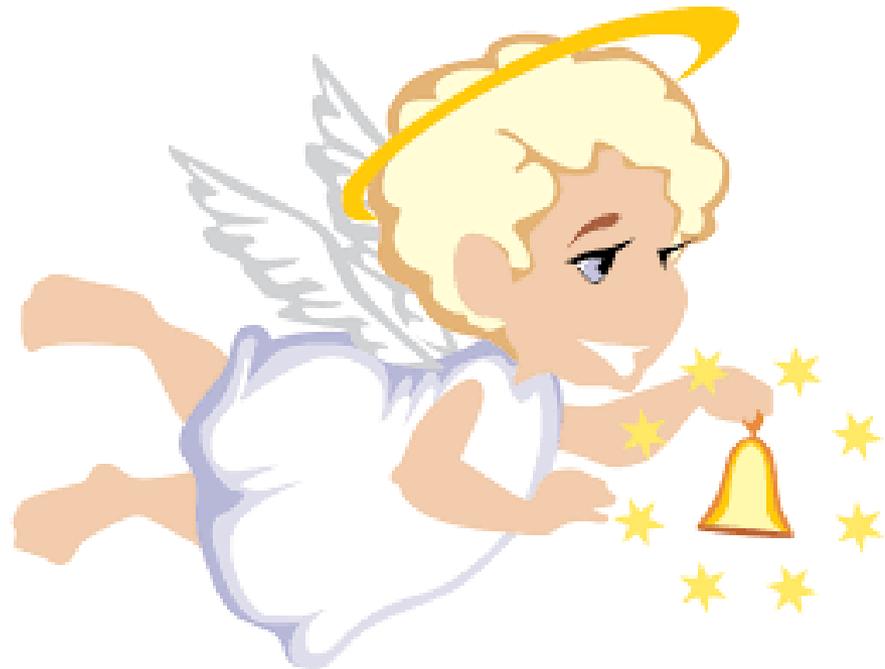
Form a single
line

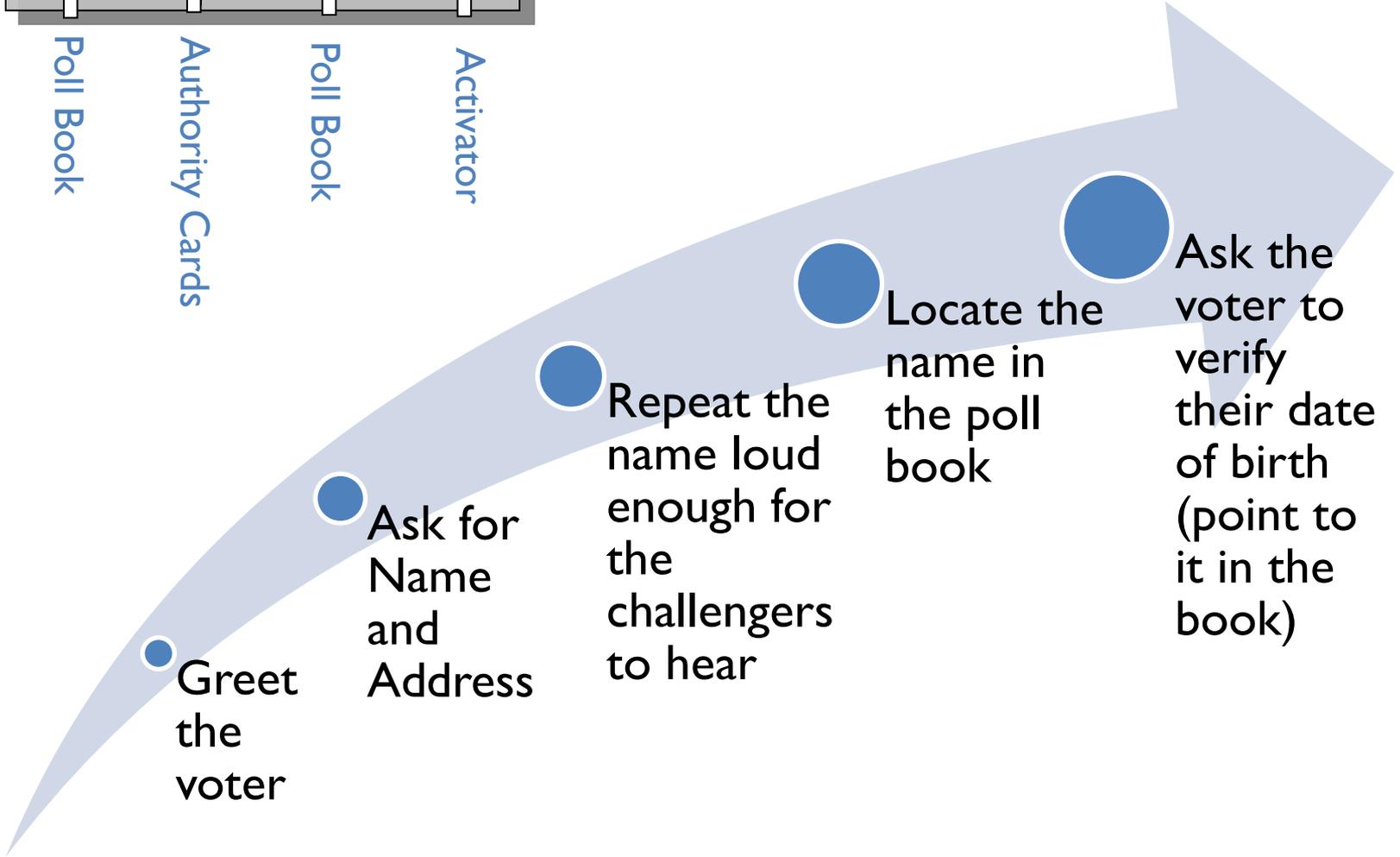
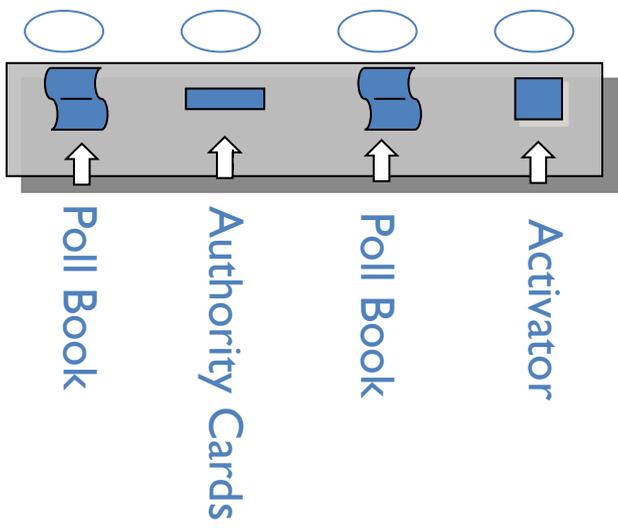


Work at a pace
that enables all
workers to view
the process and
do the
necessary tasks



PERFECT VOTER





CERTIFIED BY THE SALEM COUNTY BOARD OF ELECTIONS
VOTER REGISTRATION REGISTRATION
POLL BOOK FOR: PENNS GROVE, 03
06/03/2008 STATE-PRIMARY ELECTION

Verify voter's
date of birth

RES, MARIA, A
ROVE, NJ 08069

DOB

Voter# 150280198

X

Signature or Mark



Auth No: _____
Sig Comp By: _____

Challenge Yes: ___ No: ___
Challenge Result: _____

-500, PENNS GROVE, NJ 08069

DOB

Voter# 111010361

AFFIRM ADDRESS

X

Signature or Mark



Auth No: _____
Sig Comp By: _____

Challenge Yes: ___ No: ___
Challenge Result: _____

Unit# C2-500, PENNS GROVE, NJ 08069

DOB

Voter# 111061048

ID REQUIRED

X

Signature or Mark



Auth No: _____
Sig Comp By: _____

ID Provided Yes: ___ No: ___
Challenge Yes: ___ No: ___
Challenge Result: _____

Voter# 111013882

DEM

Voter# 111013883

X

Signature or Mark



Auth No: _____
Sig Comp By: _____

Challenge Yes: ___ No: ___
Challenge Result: _____



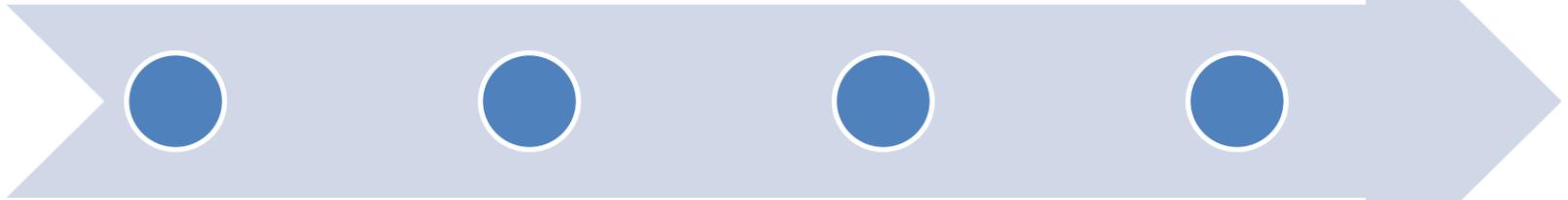
Auth No: _____
Sig Comp By: _____

Challenge Yes: ___ No: ___
Challenge Result: _____

In a Primary ONLY:
Voters must declare a
party if the space is blank.
Poll Worker MUST write **DEM** or **REP**
in the blank space

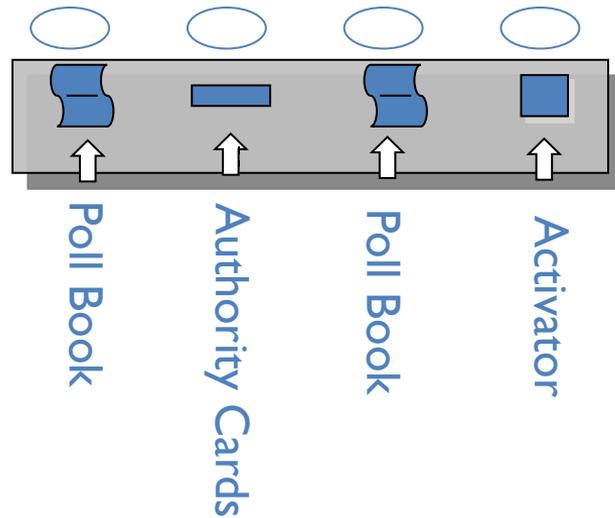
Ask the voter to sign in the signature box next to the original scanned signature

If they match, put your initials in the space provided



Compare the signatures

The voter is now eligible to vote on the machine



CERTIFIED ELECTORAL SALEM COUNTY BOARD OF ELECTIONS

REGISTRATION REGISTRATION

FOR PENNS GROVE, 03
06/03/2007 PRIMARY ELECTION

ERNA, MARIA, A
2 W [REDACTED], NJ 08069

[Handwritten signature]

DOB [REDACTED] Voter# 150280198

X
Signature or Mark



Auth No: _____
Sig Comp By: _____

Challenge Yes: _____ No: _____
Challenge Result: _____

ICKMAN, KEN [REDACTED], P

[Handwritten signature]
date 5/18/07

Compare signature of voter with signature in poll book. If both signatures match Poll Worker initials here and puts the Authority Card # in space provided.

00 SMITH AVE, Unit# C2-500, PENNS GROVE, NJ 08069

[Handwritten signature]

DOB [REDACTED] Voter# 111061048

ID REQUIRED
X
Signature or Mark



Auth No: _____
Sig Comp By: _____
ID Provided Yes: _____ No: _____
Challenge Yes: _____ No: _____
Challenge Result: _____

00 SMITH AVE, PENNS GROVE, NJ 08069

[Handwritten signature]

DOB [REDACTED] Voter# 111013882

DEM

X
Signature or Mark



Auth No: _____
Sig Comp By: _____
Challenge Yes: _____ No: _____
Challenge Result: _____

00 SMITH AVE, PENNS GROVE, NJ 08069

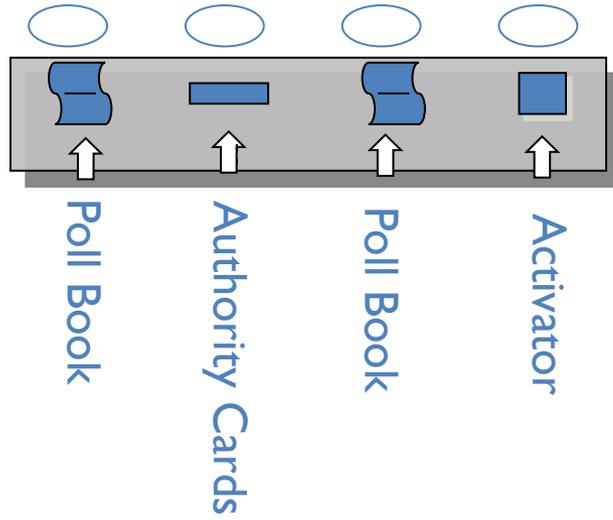
[Handwritten signature]

DOB [REDACTED] Voter# 111013883

X
Signature or Mark



Auth No: _____
Sig Comp By: _____
Challenge Yes: _____ No: _____
Challenge Result: _____



Ask the voter to sign an authority card

Record the authority card number in the poll book

Give stub to voter

Instruct voter to proceed to the next poll worker on the activator



**Activator poll worker checks to see if a voting machine is available.
Advise all poll workers to hold the line until a machine is available.
When a machine is available proceed to the next step.**

Poll worker takes card from voter and strings the authority card

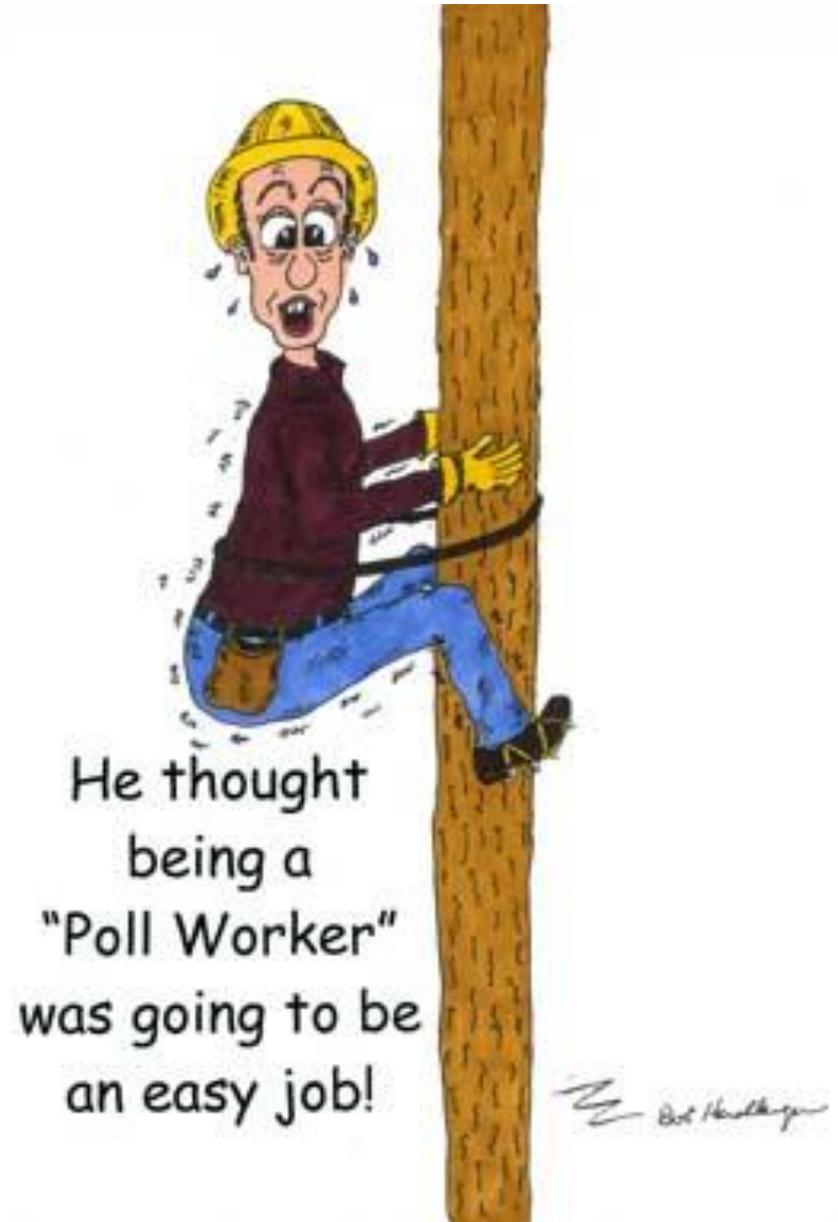
Poll worker activates a voter card, instructs voter to proceed to available
voting machine

Explain to the voter that if they require assistance do not leave the machine,
call out to you before casting ballot

Tell voter to return voter card to you when voting process is complete

When card is returned, place it in the bottom of the supply of card pack

Review of Non-Perfect Voter Scenarios



Determining Voter Eligibility

Machine VS Paper Ballot Voting

Machine Voters

- Perfect Voter
- Former resident moved less than 30 days who completes form
- Name change



Paper Ballot (provisional)Voters

- Mail-In Ballot Voter
- Voter who resides in Salem County who has moved and now lives in new district
- You suspect voter is trying to use voter card twice
- "Lost Voter" who refuses to go to correct district

If the signature box has “**MAIL IN**” or a red letters “**M-I**”:

The voter has applied for a Mail-In Ballot

The voter **CANNOT** vote on a machine

If the voter states they did not vote/receive/apply for OR lost /destroyed the Mail-In Ballot the Poll Worker must offer them a
Provisional Ballot



**DO NOT ACCEPT MAIL-IN BALLOTS FROM VOTERS AT THE
POLLING PLACE.**

**THE VOTER OR AUTHORIZED MESSENGER MUST DELIVER THE
BALLOT TO THE COUNTY BOARD OF ELECTIONS
OFFICE IN PERSON PRIOR TO 8:00 P.M. ELECTION DAY**

CERTIFIED BY THE SALEM COUNTY BOARD OF ELECTIONS

VOTER REGISTRATION REGISTRATION

POLK FOR: MANNINGTON, 01
DATE-PRIMARY ELECTION

If the signature box has
"MAIL IN"
or a red letters "M-I":
The voter has applied for a Mail-
In Ballot.
This voter **CANNOT** vote on a
machine.



IAL
20 P
NAT
TEL
GAL
30 O

Voter# 111009862

X
Signature

MAIL IN



Auth No: _____
Sig Comp By: _____

Challenge Yes: ___ No: ___
Challenge Result: _____

DOB

DEM

X
Signature

M-I



Auth No: _____
Sig Comp By: _____

Challenge Yes: ___ No: ___
Challenge Result: _____

08079
GENERAL

DOB

Voter# 111010185

X
Signature or Mark



Auth No: _____
Sig Comp By: _____

Challenge Yes: ___ No: ___
Challenge Result: _____

6 TIDE MILL RD, MANNINGTON, NJ 08079
Signature / Mark Date 03/27/08

DOB

Voter# 150008494

X
Signature or Mark



Auth No: _____
Sig Comp By: _____

Challenge Yes: ___ No: ___
Challenge Result: _____

6 TIDE MILL RD, MANNINGTON, NJ 08079

DOB

Voter# 111009777

REP

X
Signature or Mark



Auth No: _____
Sig Comp By: _____

Challenge Yes: ___ No: ___
Challenge Result: _____

When AFFIRM ADDRESS is printed in the voter signature box the poll worker must ask the voter to affirm the address listed in the poll book.

DOB	Voter# 111010361	<input type="checkbox"/>
AFFIRM ADDRESS		
<hr/>		
Signature or Mark		

AFFIRM ADDRESS

IF THE VOTER ADDRESS HAS NOT CHANGED

Voter signs Affirmation of Residency form, Poll Worker signs and returns **completed** form to Election Board in blue supply bag.
Voter votes on the machine.

This yellow form is found in the Blue Accordion Folder located in your blue bag of election supplies

**AFFIRMATION OF RESIDENCY
RESIDING AT SAME ADDRESS**

“AFFIRM ADDRESS” – If this phrase appears near the voter’s name and the voter’s address has not changed: Voter must sign this form and poll book before voting.

I, _____, being duly sworn, affirm that I am a
Name of voter

registered voter, residing at _____
Address

in the County of Salem, Municipality _____. I further affirm that
I have not changed my residence. Mailing address if different from residence:

Street or P O Box	Postal City/Town	Zip Code
-------------------	------------------	----------

Voters Signature

Sworn and subscribed to before the District Board this _____ day of _____ 200__

_____ Signature of District Board Worker	_____ Signature of District Board Worker
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English (Spanish form see other side)

IF THE VOTER MOVED BUT STILL RESIDES IN THE SAME DISTRICT

Voter completes voter registration form, Poll Worker returns completed form to Election Board in **WHITE NOTES ENVELOPE**.
Voter votes on the machine.



New Jersey Voter Registration Application

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Please print clearly in ink. All information is required unless marked optional.

						FOR OFFICIAL USE ONLY	
1 Check boxes that apply: <input type="checkbox"/> New Registration <input type="checkbox"/> Name Change <input type="checkbox"/> Address Change <input type="checkbox"/> Signature Update <input type="checkbox"/> Political Party Affiliation or Non-affiliation Change						Clerk	
2 Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No (If No, DO NOT complete this form)				Will you be 18 years of age by the next election? <input type="checkbox"/> Yes <input type="checkbox"/> No (If No, DO NOT complete this form)		Registration #	
3 Last Name		First Name	Middle Name or Initial	Suffix (Jr., Sr., III)		Office Time Stamp	
4 Date of Birth Month Day Year				5 NJ Driver's License Number or MVC Non-driver ID Number			
				If you DO NOT have a NJ Driver's License or MVC Non-Driver ID, provide the last 4 digits of your Social Security Number.			
6 Home Address (DO NOT use PO Box) Apt. Municipality County State Zip Code							
7 Mailing Address if different from above Apt. Municipality County State Zip Code							
8 Last Address Registered to Vote (DO NOT use PO Box) Apt. Municipality County State Zip Code <input type="checkbox"/> by mail <input type="checkbox"/> in person							
9 Former Name if Making Name Change						Day Phone Number (Optional)	
10 Do you wish to declare a political party affiliation? <input type="checkbox"/> Yes, the party name is _____ <input type="checkbox"/> No, I do not wish to be affiliated with any political party.							
11 Gender <input type="checkbox"/> Female <input type="checkbox"/> Male		Declaration - I swear or affirm that: <input type="checkbox"/> I am a U.S. Citizen <input type="checkbox"/> I live at the above address <input type="checkbox"/> I will be at least 18 years old on or before the next election		<input type="checkbox"/> I will have resided in the State and county at least 30 days before the next election <input type="checkbox"/> I am not on parole, probation or serving a sentence due to a conviction for an indictable offense under any federal or state laws		<input type="checkbox"/> I understand that any false or fraudulent registration may subject me to a fine of up to \$15,000, imprisonment up to 5 years, or both pursuant to R.S. 19:34-1	
Signature: Sign or mark and date on lines below				If applicant is unable to complete this form, print the name and address of individual who completed this form.			
X _____				Name _____ Date _____			
Date _____				Address _____			

Important Instructions for sections 5, 6 and 10

- 5) Registrants who are submitting this form by mail and are registering to vote for the first time: If you do not have any of the information required by section 5, or the information you provide cannot be verified, you will be asked to provide a COPY of a current and valid photo ID, or a document with your name and current address on it to avoid having to provide identification at the polling place.
Note: ID Numbers are Confidential and will not be released by any governmental agency. Any person who uses such numbers illegally shall be subject to criminal penalties.
- 6) If you are homeless, you may complete section 6 by providing a contact point or the location where you spend most of your time.
- 10) You may declare a political affiliation or you may declare to be unaffiliated, regardless of any prior party affiliation. Completing section 10 is OPTIONAL and will not affect the acceptance of your voter registration application.

Need More Information? Check boxes below if you would like to receive more information about:

- | | | |
|---|---|--|
| <input type="checkbox"/> absentee voting | <input type="checkbox"/> polling place accessibility | <input type="checkbox"/> available election materials in this alternative language |
| <input type="checkbox"/> becoming a poll worker | <input type="checkbox"/> voting if you have a disability, including visual impairment | |

For further information, visit www.NJ.Elections.org or call toll-free 1-877-NJ.VOTER (1-877-659-6837)

This form is found in the Blue Accordion Folder located in your blue bag of election supplies

IF THE VOTER MOVED BUT STILL RESIDES IN SALEM COUNTY

Advise voter the law states they must
vote where they live.

Ask the voter for the new address.

Look up the proper voting district in
your master street list – or contact
the office for countywide master list

Direct the voter to the proper polling
location.

Voter proceeds to the new voting district polling location
Voter will vote a Provisional Ballot at that location.

Poll workers may call the Board of Elections for assistance with
proper location.

Do not send the voter away without giving them clear
instructions on where to vote.

Poll workers should provide the voter with the phone number for
the Board of Elections in case they have any further questions.

**IF THE VOTER MOVED OUT OF SALEM COUNTY –
THEY MAY NOT VOTE IN SALEM COUNTY. EXCEPTION:**

The voter moved less than 30 days before the election they must complete Affidavit of Residency form, Poll Worker signs and returns **completed** form to Election Board in **WHITE NOTES ENVELOPE**.
Voter votes on the machine for this election.

Voter must register and vote in the County or State where they live.

*This white form
is found in the
Blue
Accordion
Folder located
in your blue
bag of election
supplies*

**AFFIDAVIT OF RESIDENCY
OUTSIDE OF COUNTY**

To be completed if the voter indicates that He or She has moved outside of
*****Salem County** less than **30 days** before the Election.***

I, _____, being duly sworn, affirm that I am a
Name of voter
registered voter from my former residence of _____
Address
in the County of Salem, Municipality _____. I further affirm that my currant
residence is _____
New Address
In the County of _____ and that I moved less than 30 days before this election.

Voters Signature

Sworn and subscribed to before the District Board this _____ day of _____ 200_

Signature of District Board Worker

Signature of District Board Worker

English (Spanish on other side)

When ID REQUIRED is printed in the voter signature box the poll worker must politely inform the voter of the following law regarding voter ID in New Jersey:

”Because you did not provide verifiable ID at the time of registration, you must present ID before you vote for the first time”

DOB	Voter# 111061048	<input type="checkbox"/>
ID REQUIRED		
<hr/>		
Signature or Mark		

Poll workers check the election binder for a complete list of acceptable forms of ID.

If the voter does not provide acceptable ID:

Check NO in the box provided

Issue a provisional ballot

Advise voter they have 48 hours to provide the ID in person at the Board of Elections office

ID REQUIRED

NAME CHANGE

If a registered voter's name is changed due to marriage, divorce or court order, the voter must first complete a **registration form**. These forms are found in the Blue Accordion folder with election supplies.

Once the form has been completed and returned to the district board worker

THIS VOTER MAY VOTE ON THE MACHINE

The voter should sign the poll book signature box twice, **first with the old name and again with the new name**.

The Poll Worker must return the form in the large white NOTES envelope with your supplies. The Board of Elections will make the change.

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New Jersey Voter Registration Application

Please print clearly in ink. All information is required unless marked optional.

1 Check boxes that apply: <input type="checkbox"/> New Registration <input type="checkbox"/> Name Change		<input type="checkbox"/> Address Change <input type="checkbox"/> Signature Update		<input type="checkbox"/> Political Party Affiliation or Non-affiliation Change		FOR OFFICIAL USE ONLY	
2 Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If No, DO NOT complete this form)</i>		Will you be 18 years of age by the next election? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If No, DO NOT complete this form)</i>		Clerk			
3 Last Name		First Name	Middle Name or Initial	Suffix (Jr., Sr., III)	Registration #		
4 Date of Birth		Month	Day	Year	Office Time Stamp		
5 NJ Driver's License Number or MVC Non-driver ID Number		If you DO NOT have a NJ Driver's License or MVC Non-Driver ID, provide the last 4 digits of your Social Security Number		I swear or affirm that I DO NOT have a NJ Driver's License, MVC Non-driver ID or a Social Security Number.*		<input type="checkbox"/> by mail <input type="checkbox"/> in person	
6 Home Address (DO NOT use PO Box)		Apt.	Municipality	County	State		Zip Code
7 Mailing Address if different from above		Apt.	Municipality	County	State		Zip Code
8 Last Address Registered to Vote (DO NOT use PO Box)		Apt.	Municipality	County	State		Zip Code
9 Former Name if Making Name Change			Day Phone Number (Optional)				
10 Do you wish to declare a political party affiliation? <input type="checkbox"/> Yes, the party name is _____ (Optional) <input type="checkbox"/> No, I do not wish to be affiliated with any political party.							
11 Gender <input type="checkbox"/> Female <input type="checkbox"/> Male		Declaration - I swear or affirm that: <input type="checkbox"/> I am a U.S. Citizen <input type="checkbox"/> I live at the above address <input type="checkbox"/> I will be at least 18 years old on or before the next election		<input type="checkbox"/> I will have resided in the State and county at least 30 days before the next election <input type="checkbox"/> I am not on parole, probation or serving a sentence due to a conviction for an indictable offense under any federal or state laws		<input type="checkbox"/> I understand that any false or fraudulent registration may subject me to a fine of up to \$15,000, imprisonment up to 5 years, or both pursuant to R.S. 19:34-1	
Signature: Sign or mark and date on lines below			If applicant is unable to complete this form, print the name and address of individual who completed this form.				
X _____ Date _____			Name _____ Date _____ Address _____				

Important Instructions for sections 5, 6 and 10

5) Registrants who are submitting this form by mail and are registering to vote for the first time: If you do not have any of the information required by section 5, or the information you provide cannot be verified, you will be asked to provide a COPY of a current and valid photo ID, or a document with your name and current address on it to avoid having to provide identification at the polling place.

Note: ID Numbers are Confidential and will not be released by any governmental agency. Any person who uses such numbers illegally shall be subject to criminal penalties.

6) If you are homeless, you may complete section 6 by providing a contact point or the location where you spend most of your time.

10) You may declare a political affiliation or you may declare to be unaffiliated, regardless of any prior party affiliation. Completing section 10 is OPTIONAL and will not affect the acceptance of your voter registration application.

Need More Information? Check boxes below if you would like to receive more information about:

absentee voting polling place accessibility alternate election materials in the alternative language?

becoming a poll worker voting if you have a disability including visual impairment

For further information visit www.NJElections.org or call toll-free 1-877-NJVOTER (1-877-658-6837)

If the voter's signature is missing from the Poll Book:

CERTIFIED BY THE SALEM COUNTY BOARD OF ELECTIONS
VOTER REGISTRATION REGISTRATION

PC
06/0

This voter **CANNOT** vote on machine, Poll Worker must issue the voter a Provisional Ballot

STOP

[REDACTED] NJ 08079

NAME OF APPLICANT
[REDACTED]

RESIDENTIAL ADDRESS AND SIGNATURE
[REDACTED]

[REDACTED] NJ 08079

[REDACTED]

[REDACTED] NJ 08079

GARDNER, CHELSEA
[REDACTED] NJ 08079

[REDACTED]

[REDACTED] NJ 08079

[REDACTED]

DOB [REDACTED] Voter# 111010185

X
Signature or Mark

DOB [REDACTED] Voter# 150008494

X
Signature or Mark

DOB [REDACTED] Voter# 111009777 REP

X
Signature or Mark

Auth No: _____
Sig Comp By: _____

Challenge Yes: ___ No: ___
Challenge Result: _____

[Barcode]

Auth No: _____
Sig Comp By: _____

Challenge Yes: ___ No: ___
Challenge Result: _____

[Barcode]

Auth No: _____
Sig Comp By: _____

Challenge Yes: ___ No: ___
Challenge Result: _____

[Barcode]

Auth No: _____
Sig Comp By: _____

Challenge Yes: ___ No: ___
Challenge Result: _____

Challenged Voter

Reasons for a Challenge:

- Under 18 years of age
- Not a US citizen
- Not living in county for thirty (30) days
- Serving a sentence or on parole or probation because of conviction for any indictable offense

(N.J.S.A.19:15-20, 19:4-1)

DECIDING THE CHALLENGE (19:15-24, 19:16-6)

The decision to allow a voter to vote is made by a majority vote of the District Board on the question:

”Shall a ballot be given to this person by the board?”

In case of a tie, the voter is allowed to vote.

If a District Board Worker does not agree with a decision and wishes to file a protest, a C-2 form must be filled out.

Every challenge and determination of the District Board is recorded on forms provided by the Commission of Registration.

Voters Entitled to Assistance

Important Facts About Voters with Disabilities

Voters with disabilities have rights under the Help America Vote Act (HAVA) and the Americans with Disabilities Act (ADA) to be treated in a non-discriminatory way and to receive reasonable accommodations in voting.

Examples:

- To vote independently and privately.
- To have their polling place be physically accessible and free of barriers.
- To have access to an accessible voting booth.
- To receive assistance/support from a person of their choice or a poll worker.
- To be accompanied by a service animal.
- To be treated with respect and courteously.

You may not ask a voter what the nature of their disability is! People with disabilities have various abilities and capabilities. Avoid making generalizations or assumptions about their level of functioning.

General Guidelines When Working with a Voter with a Disability

- Be respectful.
- Just ask.
- Communicate with the person.
- Respect the person's privacy.
- Don't feel pressured.

Other helpful tips:

Always ask if the person would like any assistance, accept the idea that they may decline.

Do not touch/move a person's mobility device.

Look and speak to the person not their companion.

Do not pity or tell them they are inspirational.

Treat them the same as any other voter!

Voters Entitled to Assistance

A voter may be assisted in the voting booth if he or she certifies that he or she requires assistance to vote due to blindness, disability, illiteracy, or the inability to read or write the language.

Poll worker must complete the Disability Certificate for Assistance Form.

If a voter is unable to sign, they need only make a mark. The poll worker should write “THIS IS THE VOTER’S MARK” near the voter’s mark.

Voter may choose to have their own assistor come to the polls with them, they may select a poll worker, or two poll workers (of opposite party) may assist.

Poll workers should be aware of proper etiquette: if a disabled voter brings an assistor they should address the voter directly rather than the assistor.

The person or persons providing assistance to the voter cannot reveal the name of any person for whom the voter voted or anything which took place while the voter was assisted.

Assistance Forms

The certificate must include the name of the assistor and the reason for the assistance.
Poll worker returns the completed form with election supplies.

*This white form
with a blue
cover sheer is
found in the
Blue
Accordion
Folder located
in your blue
bag of election
supplies*

SALEM COUNTY BOARD OF ELECTIONS
DISABILITY CERTIFICATE FOR ASSISTANCE (19:50-3)

Township of _____ District No. _____

I do solemnly swear that due to:

(____) Blindness (____) Physical Disability (____) Illiterate/inability to understand the language

I require assistance to vote in the _____ Election to be held on _____.

(Print Voter's Name) _____
(Signature of voter)

Signature of District Board Workers assisting _____

Name and address of person chosen by voter for assistance.

_____ (Name)	_____ (Signature of assistant)
_____ (Address – No., St. & P O Box No.)	_____ (District Board Workers Signature)
_____ (Town, State & Zip Code)	_____ (District Board Workers Signature)

The voter has a choice of two district board members (one from each Party) or a person of their choosing to assist them in voting.

*English (Spanish
form see other side)*

COMPLAINT FORMS



If a voter has a problem and wishes to file a complaint, he or she **MUST** be provided with a “Voter’s Complaint Form” and a postage-paid envelope. These materials can be found among the election supplies.

New Jersey Election Law Title 19: you are tasked with keeping the polls **safe, secure and orderly.**

Do not hesitate to contact the Election Board office with a question.

Document any issues on Election Day. Record on the notepad provided in your supplies. Return the notes to the office in the large white NOTES envelope found in the supplies.



Lesson 9: Provisional Ballots

What Is A Provisional Ballot?

Provisional ballots are paper ballots that are used at the polling place on election day under the following circumstances:

1. **If your registration information is missing** or is incomplete in the poll book.
2. **You moved from your registered address to another in the same county** and did not notify your local election officials.
3. **You did not provide the required identification** information on your registration form or you're a first time registrant by mail in New Jersey and your identification numbers could not be verified and you did not show ID to the poll workers in the polling place. For your provisional ballot to count, you have until the close of business on the second day after the election to provide your county commissioner of registration with the required ID information. You will be given instructions at your polling place on where to bring the ID.
4. **There is a marking in the poll book that you applied for a Vote by Mail ballot**, but you did not apply for one, you applied for one but did not receive it, or you received it but did not return it.

Sample of Provisional Ballot Affirmation Statement

Box 1

- DBW places an 'X' indicating the reason for issuing the ballot.

Voter Proceeds to Provisional Booth

- Completes boxes 2-12.
- Ballot is voted and sealed in envelope.

Voter Returns Ballot Envelope

- DBW checks Affidavit for completion. Voter must sign the form.

End Process

- Voter or DBW places in ORANGE ballot bag. Do not detach affidavit from sealed ballot envelope.



New Jersey Provisional Ballot Affirmation Statement

1. Reason for Provisional Ballot (Check one) <input type="checkbox"/> Moved within the county after registering without notifying election office <input type="checkbox"/> Registration information missing from poll book <input type="checkbox"/> Did not show required ID <input type="checkbox"/> Poll book indicates you are a Mail-in Ballot voter, but did not apply for, receive, or return such ballot		FOR OFFICIAL USE ONLY Municipality/Ward/District
2. I am a US Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No	3. I am 18 or older <input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Current Name Last _____ First _____ M.I. _____ Suffix _____ <i>If your name was changed after registering to vote, provide your former name</i> Former Name _____ Signature of Former Name _____		
5. Current Home Address _____ Municipality _____ County _____ Zip Code _____ Mailing Address, if different from above: _____		
6. Please Fill Out Only if You Moved within the County after Registering Without Notifying Election Office Previous Home Address _____ Municipality _____ County _____ Zip Code _____		
7. Date of Birth Month <input type="checkbox"/> <input type="checkbox"/> Day <input type="checkbox"/> <input type="checkbox"/> Year <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	8. Gender Female <input type="checkbox"/> Male <input type="checkbox"/>	
9. Telephone Number (Optional) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> NJ Driver's License (DL#) or MVC Non-Driver (ID#) Number <input type="checkbox"/> <input type="checkbox"/> If No DL# or ID#, last four digits of your Social Security Number (SSN#) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
10. <input type="checkbox"/> I affirm that I do not have a DL#/ID# or SSN#		
11. Political Party _____ <i>Required for primary election only; Optional for all other elections.</i>		
12. Voter Declaration - I swear or affirm that I am a U.S. citizen, live at the address above, am at least 18 years of age at the time of the election, have been a resident of the State and county at least 30 days before the election, am not on parole, probation or serving a sentence due to the conviction for an indictable offense under any Federal or State Laws. I UNDERSTAND THAT ANY FALSE OR FRAUDULENT REGISTRATION MAY SUBJECT ME TO A FINE OF UP TO \$15,000, IMPRISONMENT UP TO FIVE YEARS, OR BOTH PURSUANT TO R.S. 19:34-1.		
X _____ Signature of Voter		_____ Date
Name of person providing assistance _____		(B-09)

DO NOT DETACH

When a Poll Worker is ready to issue a Provisional Ballot proceed TO THE ORANGE BAG in your election supplies:

DBW places an “X” in the proper box at the top of the Provisional Ballot Affirmation Statement showing the reason for issuing the Provisional Ballot.



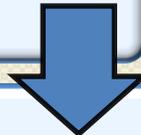
DBW gives the voter the Provisional Ballot w/envelope and directs the voter to the Provisional Voting Booth.



Voter completes the Provisional Ballot Affirmation Statement on the envelope. Voter votes the ballot, then places it inside the envelope, sealing it shut. The Provisional Ballot Affirmation Statement remains attached outside the envelope.



When the voter returns the envelope, the DBW must verify the Provisional Ballot Affirmation Statement is properly completed and CHECK FOR VOTER SIGNATURE on the Provisional Ballot Affirmation Statement. Make sure that it remains attached to the outer envelope.



The voter or the DBW then places the sealed envelope, which is properly completed, with the Provisional Ballot Affirmation Statement attached, into the ORANGE Provisional Ballot Bag.

The ORANGE bag must remain in full view. At the close of the polls, the POLL WORKERS must complete the inventory log which is located on the outside of the ORANGE bag. THEN SEAL AND RETURN THE ORANGE BAG WITH ALL OTHER ELECTION MATERIALS.

Sample of Provisional Ballot Inventory Sheet

TO BE PLACED IN OUTER SEE-THRU POCKET MOUNTED ON THE BACK OF THE ORANGE PROVISIONAL BAG. FILL IN AND PLACE IN BAG IF PROVISIONAL BALLOTS ISSUED, FOR COUNTING CENTER TO VERIFY HOW MANY PROVISIONAL BALLOTS WERE USED IN THE ELECTION. IF PROVISIONAL BALLOTS ARE ISSUED, SEAL THIS BAG WITH WHITE SEAL INSIDE THE BAG BEFORE RETURNING IT TO THE COUNTING CENTER.

PROVISIONAL BALLOT INVENTORY SHEET

ELECTION DATE: 11/2/09 TYPE OF ELECTION: General
(School, General, or Special)

MUNICIPALITY: Cornwall Point ELECTION WARD/DISTRICT: 2

A District Board Worker should inform all members of the board whenever a provisional ballot is issued, and note on this form if a voter fails to return the ballot. Provisional ballots, both the blank and those voted, should be kept in the security of a District Board Worker at all times.

We, the undersigned, certify that:

- # 5 Provisional ballots were voted during the day.
- # 0 Provisional ballots were spoiled/voided.
- # 20 Blank provisional ballots are returned in this bag at the closing of the polls.
- # 0 Additional provisional ballots were provided by an election office during the day (if applicable).
- # 0 Provisional ballots were not returned by the voter.

Signature of _____
Signature of _____

REMARKS: _____

(Revised 3-08, hds)

Found in clear outer pocket of **ORANGE PROVISIONAL BAG**, form must be completed by DBW at the close of polls.
Return form to clear outer pocket after completing.

Lesson 10: Troubleshooting Tips

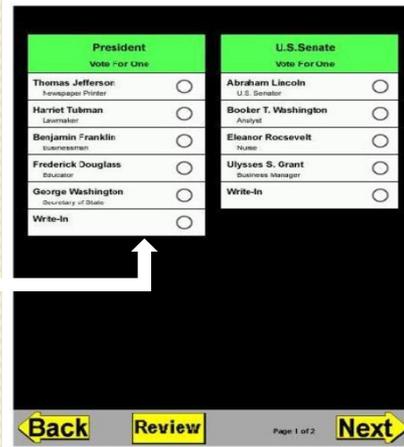
- Casting a Write-In Vote on the voting machine
- Calibration
- If the voter signs the wrong signature box
- If a voter calls out for assistance on the voting machine
- Card stuck in the machine
- Wrong party ballot
- Voter pushed cast ballot before problem solved
- Poll worker should never touch the ballot screen
- A machine printer problem
- How to proceed with close of a machine if problem exist

**ALWAYS CALL
THE OFFICE IF
YOU HAVE A
TECHNICAL
ISSUE.
NEVER CONTACT
TECHS DIRECTLY.
POLL WORKERS
MUST REPORT
ELECTION DAY
OCCURRENCES
TO THE OFFICE.**

HOW TO CAST A WRITE IN VOTE

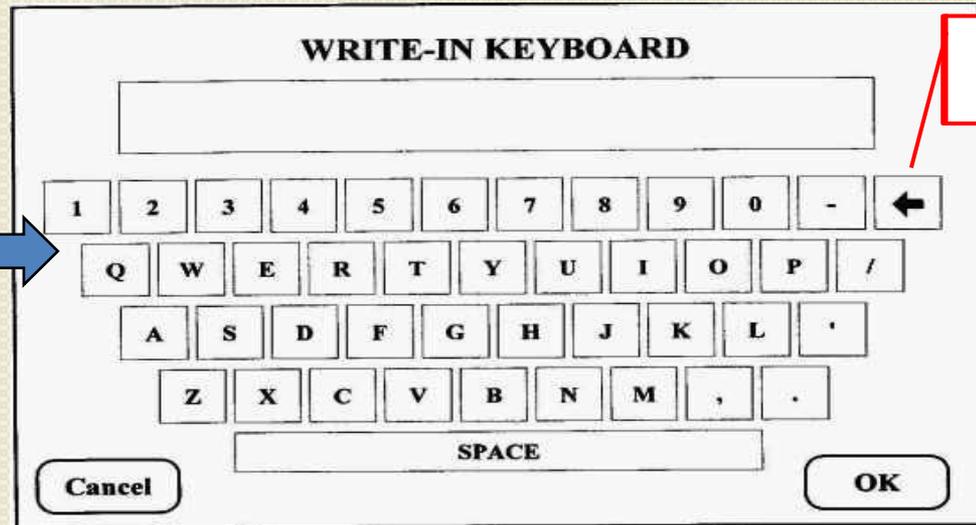
Trouble Shooting

Step 1
Press the
‘Write-In’
button



*An on-screen
keyboard appears*

Step 2
Type the name by
pressing buttons on
the keyboard.



Backspace
button is
here

Step 3
When you are finished,
press the OK button.

After pressing OK,
automatically returned to
the ballot.

To cancel the Write-In,
simply press the checkmark,
the checkmark will
disappear and a new choice
can be made.

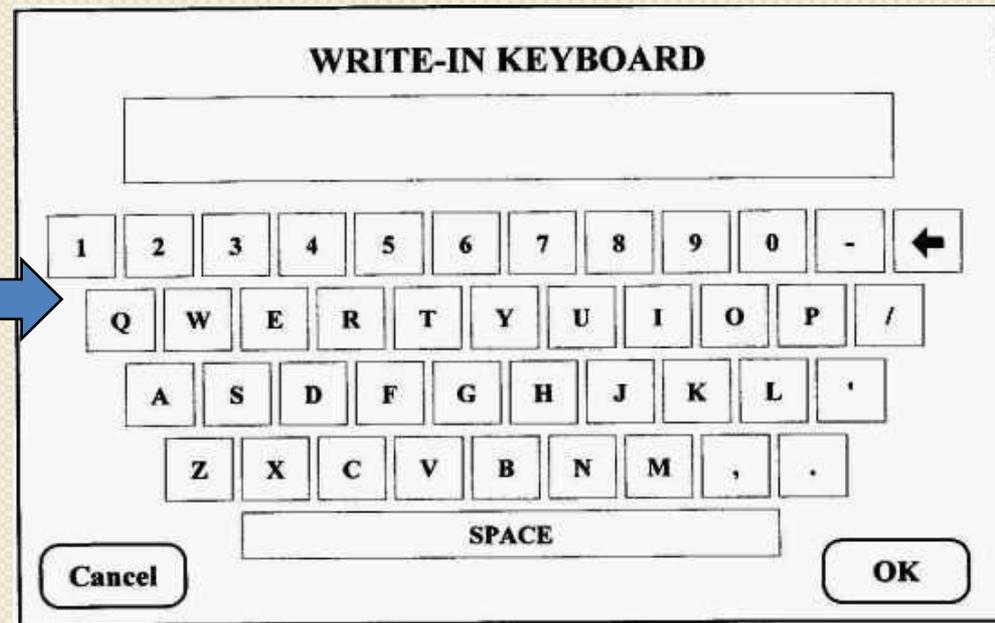
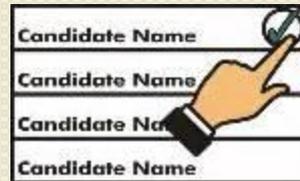
President Vote For One		U.S. Senate Vote For One	
Thomas Jefferson Newspaper Printer	<input type="radio"/>	Abraham Lincoln U.S. Senator	<input type="radio"/>
Harriet Tubman Lawmaker	<input type="radio"/>	Booker T. Washington Analyst	<input type="radio"/>
Benjamin Franklin businessman	<input type="radio"/>	Eleanor Roosevelt Nurse	<input type="radio"/>
Frederick Douglass Educator	<input type="radio"/>	Ulysses S. Grant Business Manager	<input type="radio"/>
George Washington Secretary of State	<input type="radio"/>	Write-In	<input type="radio"/>
Write-In	<input checked="" type="radio"/>		

Navigation: Back, Review, Next

Page 1 of 2

CALIBRATION

Trouble Shooting



VOTER REQUESTS ASSISTANCE DURING VOTING

Trouble Shooting



The poll worker on the activator should always have eyes on who is using the machines and be aware if someone needs assistance.

If a voter calls out indicating that they need help, get up from the table and approach the voter, assist with the problem.

CARD DOES NOT EJECT – STUCK IN MACHINE



Trouble Shooting

Once a voter card is activated properly it may only be voted **ONCE** and then expires.

If a voter calls out and reports the card is stuck in the slot poll workers **MUST** follow this procedure precisely:

1. Reach to the back of the voting machine, press and hold the yellow button. Release when you hear a beep, card will eject.
2. Bring the card to the activator, put card into slot and press the **STATUS** button:
3. The screen will indicate the time the card was last voted.
4. If the screen indicates **VOTED** and time is within a few minutes – the voter has already voted on the card. The voter may have inadvertently reinserted it into the voting machine after voting was complete. The voter may not vote again, do not activate another card.
5. If the screen indicates **VOTED** and time indicated is long past a few minutes the voter had the card, then the card was not activated properly, reactivate a new card and allow the voter to vote.
6. If the screen indicates **ACTIVATED**, it may be a bad card. Activate a new card and place this one in the bad activation card envelope.

WRONG PARTY BALLOT ON SCREEN

Trouble Shooting

If a voter calls out indicating that they do not have the proper party ballot, go to the machine and release the card using the yellow button.

You may only activate a card for the party printed in the poll book. NO EXCEPTIONS, New Jersey is a Closed Primary state. If the voter wants to vote a party other than the one listed they must vote provisional and contact the office. They may NOT vote on the machine for a different party.

DO NOT PRESS CAST BALLOT BUTTON TO EJECT CARD, EVEN IF NO SELECTIONS ARE MADE THAT IS A VOTE AND ANOTHER CARD MAY NOT BE ACTIVATED FOR THAT VOTER.

1. Check the voters party in the poll book for the proper party to activate.
2. Follow the procedure for checking the card status in the activator.
3. Activate the card again with the proper party.



Voter pushed cast ballot before reporting problem

Trouble Shooting

ONCE CAST BALLOT HAS BEEN PRESSED BY THE VOTER THAT IS A VOTE AND ANOTHER CARD MAY NOT BE ACTIVATED FOR THAT VOTER.

Always check the card in the activator for the status verification of the time of the vote as double check system.



Poll Worker should never touch live ballot screen

Trouble Shooting



To Begin Voting, Insert
Voter Card Into Slot Below

Para Comenzar a Votar,
Introducir la Tarjeta de
Votación en la Ranura.



Poll Workers may never touch the screen. You may only instruct the voter when requested.

Printer – problem printing tapes

Trouble Shooting

Make sure you press the feed button forward before you start printing.

If the printer is jammed do not touch the inside of the machine, call the office and we will dispatch a machine Tech to assist.



Procedure for closing down a voting machine during voting hours if a problem occurs

Trouble Shooting

Never close a machine during voting hours.

If you are waiting for a tech who has been dispatched to your location, just lower the screen to prevent anyone from using it until the techs arrive.

Always make a record if this happens and report it to the office.



Lesson 11: Emergency Ballots

The Emergency Ballot bag is located in your blue bag of election supplies. It is a GREEN sealed bag.

THE GREEN EMERGENCY BALLOT BAG MUST REMAIN SEALED.



DO NOT BREAK THE SEAL ON THE EMERGENCY BALLOT BAG UNLESS DIRECTED BY THE BOARD OF ELECTIONS STAFF OR MUNICIPAL CLERK.

ONLY THE BOARD OF ELECTIONS CAN DECLARE AN "EMERGENCY" . IN THE EVENT OF AN EMERGENCY DECLARATION, THE BOARD OF ELECTIONS WILL AUTHORIZE THIS SEAL TO BE OPENED BY POLLING PLACE ELECTION OFFICIALS. ONCE OPENED THE BAG MUST REMAIN IN FULL VIEW OF ALL POLL WORKERS UNTIL CLOSE OF POLLS.

Lesson 12: Closing the Polls

- Follow precise step by step closing instructions
- Do not begin any closing procedure until the last voter in line at the close of the polls has been processed and voted
- Neatness counts
- Blue tote transport:
 - The Municipal Clerk will pick up
 - Poll workers may deliver the tote to the Clerk in a team of 2 poll workers who must be of opposite party

Until the Tote is in the Clerk's custody it MUST remain in the custody of at least 2 poll workers, who are of opposite political parties.

Review & Questions

Congratulations!



You are now certified as a Salem County Poll Worker. This certification will expire in 2 years when you will need to take this class again

- You will receive a certificate of completion in the mail shortly
- If you are selected to work, your election assignment notification will come in the mail about 2-3 weeks prior to election, please respond promptly
- Election pay is \$200 for a Primary or General election
- poll workers are paid after the election: not before 20 but not after 30 days and are paid through the town worked
- You are welcome to repeat this class anytime for a refresher and to have the most up to date election procedures, visit our website for class schedules:
www.salemcountynj.gov/departments/election-board