



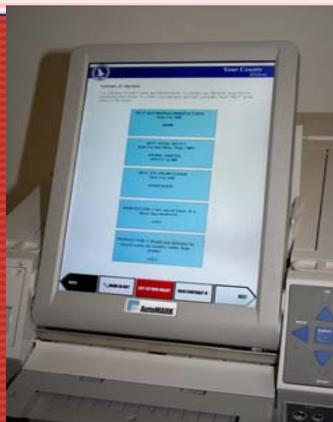
Election Day Procedures

The Office of the Secretary of State

AutoMARK™

Optical Scan Ballot

M-100



BEST AUTOMOBILE MANUFACTURER Vote For ONE	BEST VOCAL ARTIST Vote For Not More Than TWO
<input type="radio"/> BMW	<input type="radio"/> FRANK SINATRA
<input type="radio"/> MERCEDES	<input type="radio"/> ELVIS
<input type="radio"/> GENERAL MOTORS	<input type="radio"/> PATSY CLINE
<input type="radio"/> HONDA	<input type="radio"/> JANIS JOPLIN
<input type="radio"/> FERRARI	<input type="radio"/> BUDDY HOLLY
<input type="radio"/> JAGUAR	<input type="radio"/> BARRY WHITE
<input type="radio"/> FORD	<input type="radio"/> BILLIE HOLIDAY
<input type="radio"/> VOLVO	<input type="radio"/> STEVIE RAY VAUGHAN
<input type="radio"/> Write-in	<input type="radio"/> "MAMA" CASS ELLIOT



Opening the Polls

All (5) five poll workers
must arrive at 5:30 a.m.

PLEASE NOTE:

If an appointed poll worker fails to appear
at the polling place by 5:45 a.m., call the
county clerk's office.

Receiving Members Oath

Before beginning to work, all poll workers are to take the receiving members oath.



OATH OF RECEIVING BOARD MEMBERS

FOR THE _____ ELECTION, HELD _____, _____ In Precinct _____
State of West Virginia, _____ County

**POLL CLERKS;
ENTER NAME
& PARTY
HERE**

I, _____, a qualified and registered voter of the county affiliated with the _____ Party, do solemnly swear that I will faithfully and honestly discharge my duties as POLL CLERK (continue oath below)

I, _____, a qualified and registered voter of the county affiliated with the _____ Party, do solemnly swear that I will faithfully and honestly discharge my duties as POLL CLERK (continue oath below)

[Note: 7-Member boards are used only in presidential election years in large precincts.]

**AND TWO
ADDITIONAL
CLERKS FOR
7-MEMBER
BOARD.
USE THESE
LINES**

I, _____, a qualified and registered voter of the county affiliated with the _____ Party, do solemnly swear that I will faithfully and honestly discharge my duties as POLL CLERK (continue oath below)

I, _____, a qualified and registered voter of the county affiliated with the _____ Party, do solemnly swear that I will faithfully and honestly discharge my duties as POLL CLERK (continue oath below)

**ELECTION COMMISSIONERS;
ENTER NAME
& PARTY
HERE**

I, _____, a qualified and registered voter of the county affiliated with the _____ Party, do solemnly swear that I will faithfully and honestly discharge my duties as ELECTION COMMISSIONER (continue oath below)

I, _____, a qualified and registered voter of the county affiliated with the _____ Party, do solemnly swear that I will faithfully and honestly discharge my duties as ELECTION COMMISSIONER (continue oath below)

OATH

of the receiving board according to the requirements of law in this election; that I will not knowingly permit any person to vote an unchallenged ballot who is not a resident of the precinct and a properly registered voter qualified to vote the ballot provided; that I will not challenge a ballot without just cause; that I will not cause any unnecessary delay in voting; that I will not disclose to any person how any voter has voted, nor how any ballot has been folded, marked, printed or stamped; that I do not have any agreement, understanding or arrangement that I will receive any money, position or other benefit for service in the election apart from my official pay; that I do not have any agreement, understanding or arrangement that I will perform any act for the benefit of any candidate in the election; and that I have nothing wagered or bet on the result of this election.

**EACH
ELECTION
OFFICIAL
SIGN ON**

_____ Poll Clerk _____ Poll Clerk

Election Day

1. Already at the polls:
 - A.** Precinct cart-with M100, Automark, voting booths and other election supplies
2. Supply person will arrive with the following:
 - A.** Canvass bag-with ballots and other supplies
 - B.** Suit case-with computerized pollbook and key for the M100 and Automark



Duties Before Polls Open

Clerks

1. Open black suit case:

(contents)

- A. Computerized poll book
- B. Key for the M100 and the Automark

2. Open Canvass Bag (keep seal)

(contents)

- A. Ballots
- B. Misc. Items (paper, hole punch, tape, code book etc.)

Duties Before Polls Open

Clerks

Remove ballots from wrapper and write ballot numbers on the statement of ballots used. Complete step #1 on the statement of ballots used. Subtract the lowest ballot number from the highest and then add (1).

This will give the number of ballots that can be used throughout the day.

Duties Before Polls Open

Clerks

Take the official early/absentee list and flag all voters that appear on the list.

If a voter that appears on the list comes to the polls to vote, that voter must vote a provisional ballot.

Supplies on Poll Clerk's Table

- ✓ Computerized Poll Book
- ✓ Absentee and Early Voter List
- ✓ Assisted Voters Form and Envelope
- ✓ Affidavit and Envelope
- ✓ Provisional Ballot Envelopes
- ✓ Statement of Ballots Used and Envelope
- ✓ Spoiled Ballot Envelope
- ✓ Election Official Oath
- ✓ Optical Scan Ballots
- ✓ Secrecy Sleeves

Duties Before Polls Open

Commissioners

Placement of precinct cart and voting booths

- Remove voting booths from precinct cart.
- Arrange the voting booths to give the voter as much privacy as possible when voting on Automark or when voter is depositing their ballot in the M100.
- Place an instruction card to voters in each voting booth giving instructions on over voting, write-ins and obtaining new ballot in place of one that is accidentally spoiled.

300 feet No Electioneering Sign

Utilize 100 foot string provided in precinct kit to measure the no electioneering area

Mark a 300 foot
No-electioneering
area around the
precinct.



Placement of Handicap Sign

Designate the parking space closest to the entrance of the polling place with a handicap parking sign.



Space should be 96 in width for handicap van.

Placement of Polling Place Signs

Hang precinct signs on the outside door to the entrance of the polling place. Place signs with voter instructions, sample ballots and “Know Your Voting Rights” in a highly visible area.



Preparing the M100 Ballot Box for Use

- Insert the scanner key and turn it to the **OPEN/CLOSE POLL** position. It will take approximately two minutes for the scanner to load the election definition from the card into its operating system. The scanner will display "**S-MODE**" in the upper left corner of the LCD screen and the message
- "**ELECTION CARD INSERTED – OPEN POLLS NOW?**"
- Press **YES**. The message, "**PLEASE TURN KEY/SWITCH TO VOTE**" appears.

Preparing the M100 Ballot Box for Use

- Turn the scanner key to the **VOTE** position. After initializing, the scanner automatically prints an Initial State Report plus any other reports it was programmed to print. This may include a report showing no votes on the scanner for each of the races and/or questions, as well as a certification message.
- Review the Initial State Report for accuracy. Ensure the date and time are current. Ensure the election information is correct (jurisdiction name, polling place, number of precincts, etc.). If any information is incorrect, call your County Clerk.
- With the scanner in the **VOTE** mode, remove the scanner key and secure it in a safe place. Close the Key Access Panel.

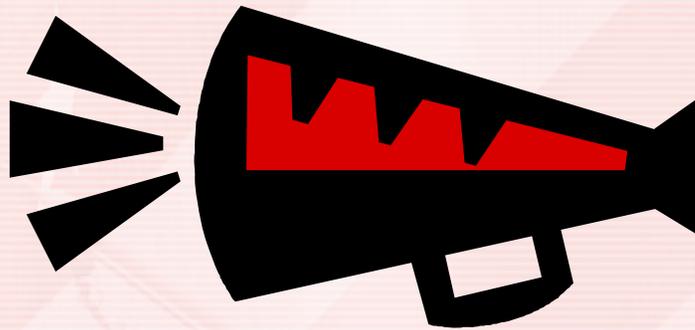
Preparing the Automark for Use

1. Pull out the tray with the Automark, moving the latches toward the outer edge to open the lid.
2. Lift the lid flap and rotate it back until it rest on top of lid.
3. Lift the entire lid away from you into a vertical position. The touch screen monitor under the lid is now visible.
4. Lift the touch screen monitor toward you into a vertical position. Adjust the angle for viewing comfort.
5. Pull up the ballot feed tray, then pull it toward you and lower it into position.
6. Turn key to TEST and wait until screen appears. Turn key back to ON position.
7. Plug the headphones into the appropriate headphone jack in the front of the terminal.



Time to VOTE

At 6:30 a.m., a poll commissioner steps outside the voting precinct and announces.....



“The time is 6:30 and the polls are open.”

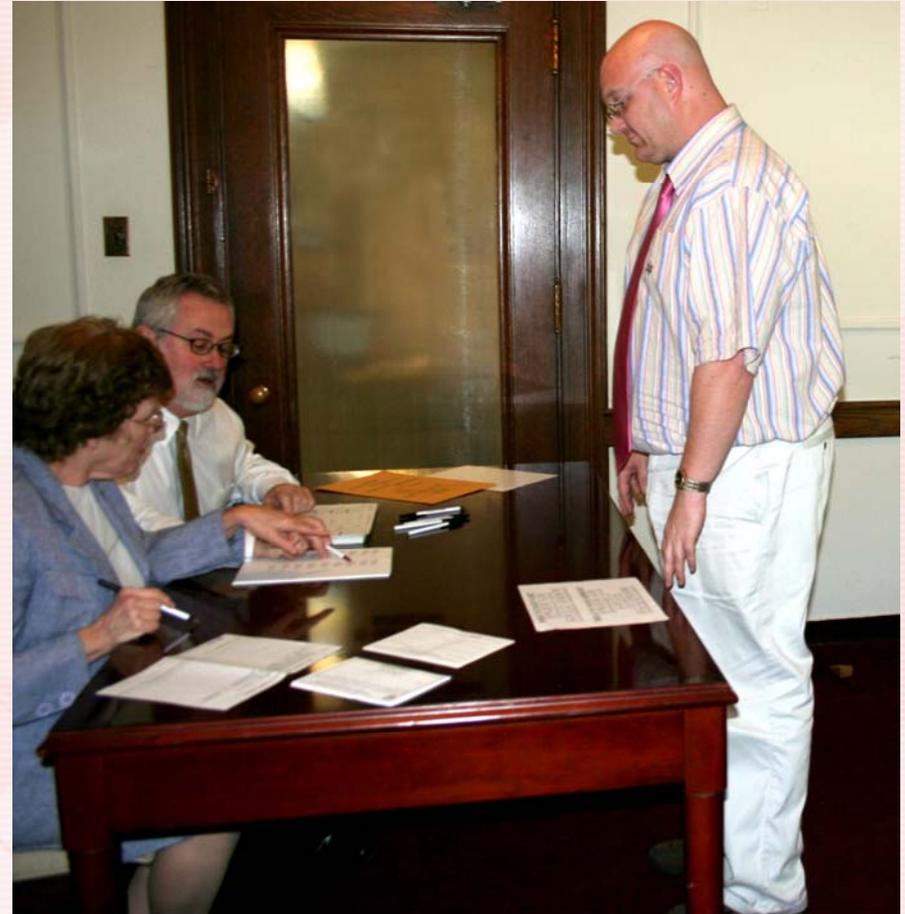
How to Process a Voter...

- Voter approaches registration table after looking at sample ballot.
- Voter states name and address to the poll clerks. The name is found in the computerized poll book.



How to Process a Voter...

- Poll clerk checks name. If a voter is on either the absentee or early voted list, they must vote a *provisional ballot*.



How to Process a Voter...

- If a voter has changed his/her name and/or address, have the voter update information on the computerized poll book .
- Make sure the voter completes all the required information. This information will be used to update the voter's registration record after the election.

How to Process a Voter Who Has Moved Out of the Precinct

If the voter has moved out of the precinct:

The poll clerk must give the voter an opportunity to determine the correct precinct by encouraging the voter to contact the county clerk's office. However, if the voter still wishes to vote, she/he will be required to cast a provisional ballot.

How to Process a Voter Who Has Never Provided Identification

If a voter registered by mail without identification he/she will need to provide one of the following forms of ID:

- A current and valid photo identification;
- Copy of a current utility bill;
- Bank statement;
- Government check; or
- Paycheck or other government document.

Processing the Voter-Optical Scan

- When the voter is ready to receive a ballot, the poll clerk takes the lowest numbered ballot, then signs the ballot and records the ballot number on the poll book and the poll slip. The clerk then hands the voter the ballot, poll slip and privacy sleeve.
- The voter is directed to an available AutoMARK™ or voting booth.

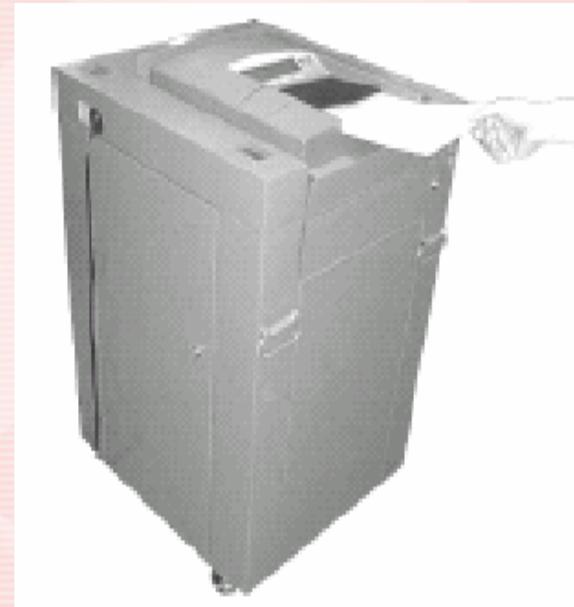


How to Process a Voter: Poll Commissioners' Duties

One poll commissioner should be keeping track of time. If there are voters waiting, do not allow a voter to exceed the time limit to vote. Generally, voters are allowed 5 minutes. Voters with disabilities are allowed 15 minutes. Don't forget to check the ***AutoMARK™*** and voting booths for campaign literature and other items left behind.

Scanning Ballots

- Scan ballots by inserting them into the ballot entry slot. The ballot count on the display increases whenever the scanner successfully scans a ballot.
- If there are no issues with the ballot (over- or under- voting, etc.), the ballot will automatically be deposited into the ballot box.
- If there are concerns with the ballot, the voter has the option to press ACCEPT, which deposits the ballot into the ballot box or RETURN, which returns the ballot to the voter. A returned ballot will be spoiled and a new ballot will be issued to take to a voting booth.
- Once the ballot has been successfully scanned, a poll commissioner then strings the ballot stub and poll slip.



Election Day Ballot Exception Handling

- During election day, voters may encounter messages when processing their ballot. The following situations represent some common ballot exceptions where the poll worker may be called upon to provide assistance.

Blank Ballots

1. The M100 precinct tabulator can be coded to detect and notify the voter when it encounters a blank ballot. An audio alert will sound and the display will indicate that a blank ballot was detected. The M100 will offer the voter two choices: **Accept** or **Return**.
2. If it is the voter's intent to cast a blank ballot, they may choose to select **Accept**. The ballot will be counted as a ballot cast. However, an *under-vote* (*No-Vote*) will be registered for each race and issue on the ballot.
3. If it was not the voter's intent to cast a blank ballot, he/she may choose to select **Return**. The ballot will be spoiled and a new ballot will be issued to take to a voting booth.

Over-Voted Ballots

- The M100 precinct tabulator is coded to detect and notify the voter when it encounters an over-voted race or issue on the ballot. An over-vote is when more than the allowed number of selections in a race or issue has been marked. An audio alert will sound and the display will indicate that an over-vote was detected and offer the voter two choices: **Accept** or **Return**.
- If the voter selects **Accept**, the ballot will be counted. All properly marked races and issues will receive the appropriate votes, and the over-voted races and issues will receive an over-vote. The individual candidates or issue choices in an over-voted race will not receive any votes.
- If the voter selects **Return**, the ballot will be returned uncounted, and the voter will return to the clerks table and have that ballot spoiled and receive a new one.

System Messages and Errors

- If a ballot is unable to be processed due to damage, extraneous marks or a hardware problem, an audio alert will sound and the ballot will automatically be returned to the voter. The ballot will not be counted and no votes will be cast.
- If the problem is a ballot issue, that ballot may be spoiled, and a new one issued to the voter.
- If the display indicates a system message, it may be necessary to contact your County Clerk to assist in the interpretation of the message and correction of the issue.

Why Vote a Provisional Ballot?

Reasons

- ✓ Voter is on absentee voters list;
- ✓ Voter is not in the computerized poll book;
- ✓ Signature of the voter does not match signature in the computerized poll book;
- ✓ Voter asked for assistance and does not need assistance;
- ✓ The poll worker is not working in his/her home precinct;
- ✓ The voter's registration (under special notice) asks for ID and the voter has no proof of identification.

How to Process a Voter Who is Voting a Provisional Ballot-Optical Scan

- If a voter is casting a provisional ballot, the voter will be given a provisional ballot tracking form with a tracking number.
- The voter uses this form to determine if the ballot was counted.

IMPORTANT INSTRUCTIONS ON TRACKING THE STATUS OF YOUR PROVISIONAL BALLOT

VOTER: Since there has been a question about your eligibility to vote in this election, you have been required to vote a provisional ballot. Your ballot will not be opened on election night. The canvassing board will review the information associated with the ballot at the canvass and will determine whether or not your vote can be counted. You may learn how your provisional ballot was handled by contacting the following representatives:

_____, County Clerk of _____ County, WV

_____, WV _____

Phone: _____ Fax: _____ Email: _____

West Virginia Secretary of State
Building 1, Suite 157-K
Charleston, West Virginia 25305
Toll Free 1-866-SOS-VOTE

PB-7A

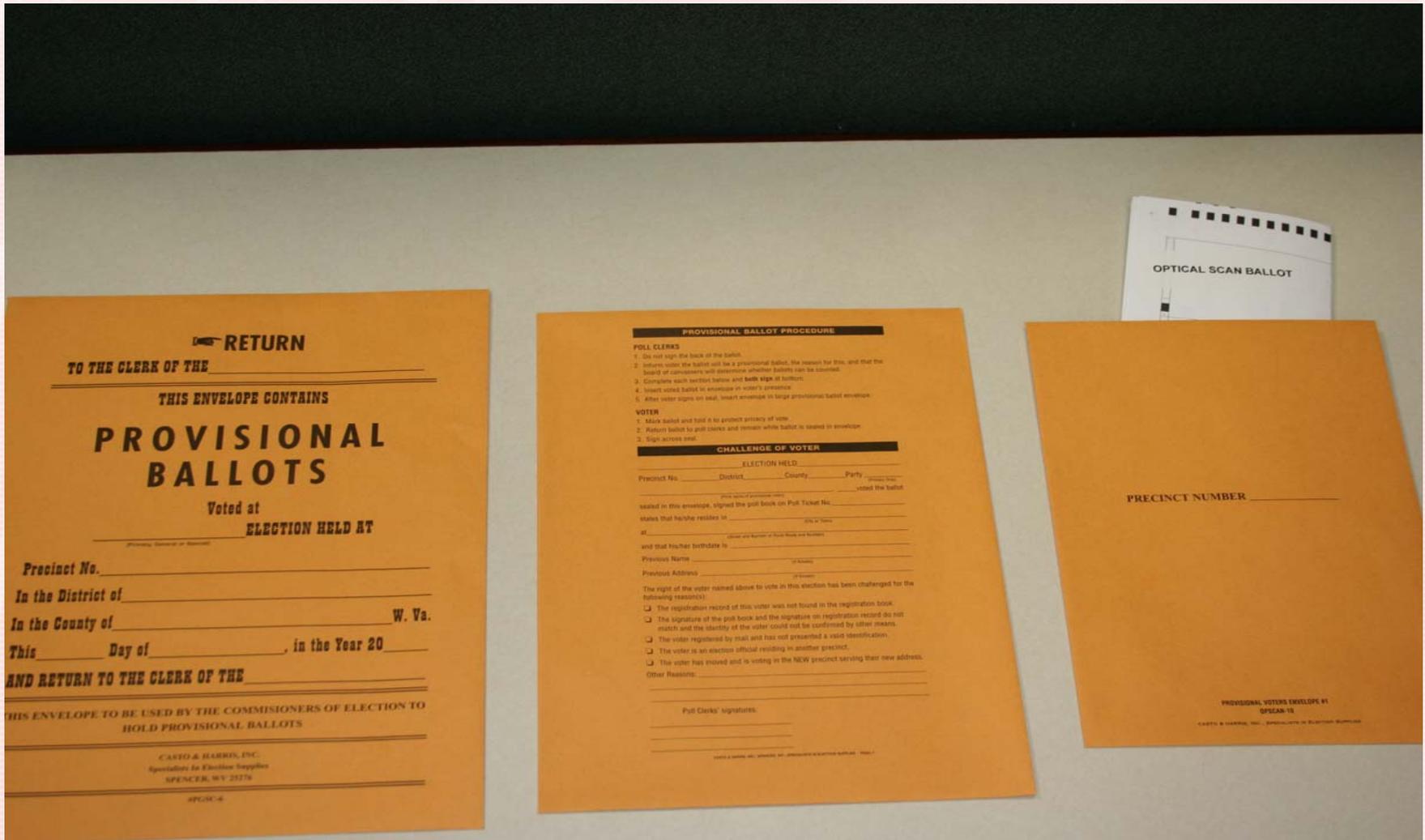
How to Process a Voter Who is Voting a Provisional Ballot

- Never sign the back of a provisional ballot. Signing the back of the ballot means the ballot can be counted election night. Provisional ballots are considered at canvass.

How to Process a Voter Who is Voting a Provisional Ballot

- Processing a provisional ballot includes the use of three ballot envelopes
 - ✓ Envelope #1 details why voter cast a provisional ballot.
 - ✓ After voter is finished, place ballot into envelope #2.
 - ✓ All provisional ballot envelopes are to be placed into envelope #3 and returned to county clerk's office at the end of the day.

How to Process a Voter Who is Voting a Provisional Ballot- Optical Scan Ballot



How to Process Assisted Voters

- The Federal Voting Rights Act provides that any voter who requires assistance to vote by reason of advanced age, blindness, disability or inability to read or write, may be given assistance by a person of that voter's choice.
- The person who does assist **cannot** be the agent or officer of the voter's past or present labor union, or a present or former employer or agent of the employer.
- If the voter does not have anyone of his/her choice, two poll commissioners, of opposite political parties, may assist.

How to Process Assisted Voters

- If the voter's disability is due to blindness, a physician certifies this condition in writing and this certification is filed at the Voters' Registration Office, the assistant does not sign the voter assistance form.
- If a voter does not appear to need assistance but requests it, a provisional ballot must be issued.

How to Process Assisted Voters

- The poll clerk accompanies the voter to the AutoMARK™.
- The poll clerk assists the voter in getting acclimated to the **AutoMARK™**. This may include assisting the voter in putting on the headset, help to insert ballot or finding the braille buttons located on the right hand side of the of the AutoMARK™.
- The voter is left to vote privately.

Spoiled Ballot

If a voter indicates the ballot is spoiled, defaced, not signed by two poll clerks or that she/he has voted incorrectly, the poll clerk shall write "spoiled" across the front of the ballot, place the ballot in the spoiled ballot envelope, and issue the voter another signed ballot. Do **not** issue a new poll slip. Put a line through the spoiled ballot number on the poll slip and write in new ballot number.

Closing the Polls

Promptly at 7:30 p.m., a poll commissioner steps outside and announces that the polls are closed.



Closing the Precinct

- ✓ If any voters are waiting in line, two poll commissioners from opposite political parties begin at the END of the line and proceed forward to distribute waiting voter permits.
- ✓ These permits are to be signed by the voter in the presence of the two (2) poll commissioners.
- ✓ After the last voter with the waiting voters permit votes his/her ballot, no more ballots can be cast or received.

Closing the Precinct

- After all voters have voted, you are ready to balance out your “Statement of Ballots Used”.

NOTE: The first step was completed before opening the polls.

- The strung poll slips are placed in an envelope marked “ballot stubs”. These envelopes will be returned to the County Clerk’s office along with the remainder of the precinct supplies.

Final Procedures

Envelopes Returned to Clerk

Make certain the following envelopes are signed and sealed properly:

- ✓ Provisional Ballot Reason Envelope
- ✓ Delivery of Election Supplies Certification seal
- ✓ Statement of Ballots Used

Taking Down Polling Place Signs

- Handicapped parking sign
- 300 foot signs
- Sample ballots
- Instructions to voters
- Flags
- Know Your Voting Rights

Place these items in the container designated by your County Clerk.

County Field Workers

- County field workers will arrive to remove ballots and PCMCIA card. All workers will sign and seal the plastic container.
- Cover and lock the precinct cart. All poll workers will sign a form, placing one copy inside pocket of precinct cart and one copy in canvass bag.

Special Messenger

- If the “Special Messenger” has not arrived to pick up the precinct cart by the time the “County Field Worker” has removed the ballots and the PCMCIA card and all duties are completed, the supply person and escort will return to voter registration office with the voted ballots and all the other election supplies. The remaining election officials will wait for the special messengers to pick up the precinct cart.

Escorts

- The escort must accompany the supply person in the same car to return the precinct supplies.
- The escort and supply person must be of opposite political parties.
- The escort will be paid extra for this duty.

Thank You

From the Secretary of State's Office and your County Clerk.



To review this presentation go to www.WVvotes.com