

Closing the Polls Draft



Section Four

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Polls Close at 8 p.m.

At 8 p.m., make the following proclamation: “Hear ye! Hear ye! The polls of this election are now closed!” One of the Election Officials should remove the polling place sign, go to the end of the line, and follow the last voter into the polls. No one else is permitted to enter the line. **Everyone in line at 8 p.m. is allowed to vote.**

Observers

Election observers may stay to watch the closing of the polls, but are not allowed to touch any official election documents. Candidates are allowed to observe once the polls have closed and voting is complete. The door to the polling place must remain unlocked until all results are announced to the observers.

Process All Ballots

Finish processing any absentee ballots you were unable to process during the day.

Open the emergency compartment in the front of the blue ballot box (ballots in side and back compartments have been counted). If there are any official ballots in this compartment, run them through the tabulator. If there are any paper ballots in this compartment, duplicate them and run the duplicated ballots through the tabulator.

Ask every Election Official whether he or she has any absentee ballots left to be processed. Check the supply tote and absentee ballot delivery bag for unprocessed absentee ballots before you run the tabulator results tape.

Before running the results tape, triple-check that all ballots have been processed!

Results Tape

After all of the ballots have been run through the tabulator, take the “B” key and unlock the back panel of the tabulator. Turn the key to the left (counter-clockwise) one-quarter of a turn, and lift up the panel.

Confirm that the memory pack door is still sealed. Initial the chain-of-custody record on the Inspector’s Statement to verify that the tabulator door remained locked all day.

Sample Inspectors’ Statement

VOTING EQUIPMENT/BALLOT CONTAINER CHAIN-OF-CUSTODY RECORD

- The PROM pack for this polling location was locked in the tabulator, the door of which was sealed with **108901** .
Post-election verification *ABC* (initial).
 - Seal on tabulator door was intact entire day. Yes No (Explain on Incident Log)
-

Press the “print totals” key located on the lower left-hand corner of the keypad. The tabulator will ask if you are certain that you are ready to close the polls and print the totals. Check again that all ballots have been processed. Press the 0 key to close the polls. The results tape will automatically print.

Record the tabulator door seal number where indicated on the results tapes.

County Results Tape—When the tape is complete, tear it off and have 3 or 5 officials (an odd number) sign after each ward. Place the first results tape printed into the white envelope labeled “Dane County Clerk.” The first tape is an audit trail of everything that happened throughout Election Day. This is the only tape that will have red printing on it.

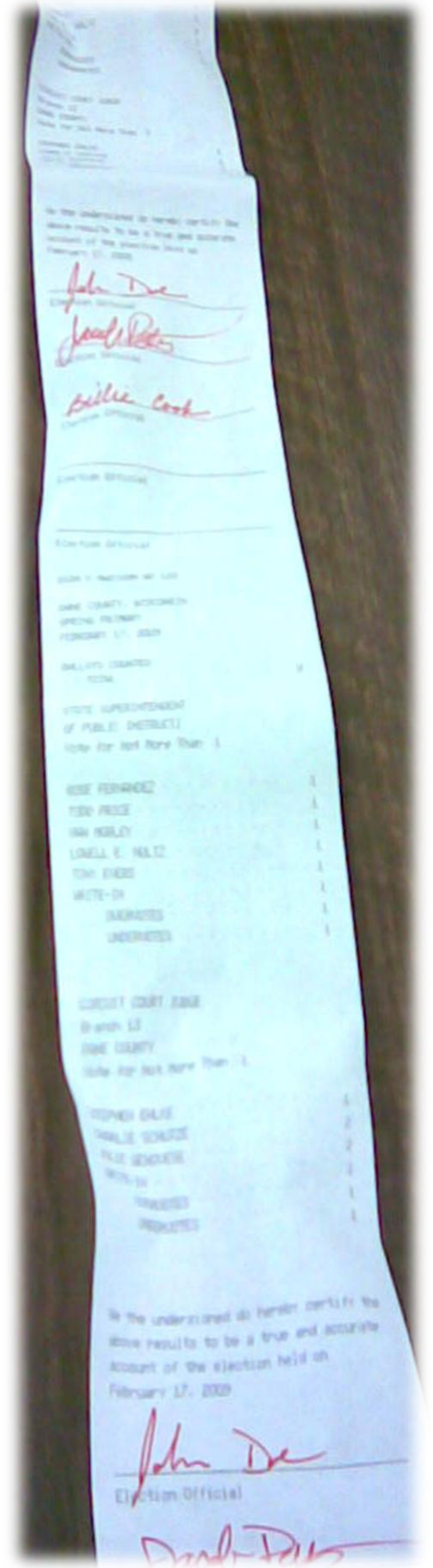
Publicly announce the results from the results tape.

City Results Tape—Press the “print totals” key again to generate a tape for the City Clerk. When the tape is complete, tear it off and have 3 or 5 officials (an odd number) sign it after each ward. Put the second printed results tape into the large white envelope labeled “Madison City Clerk.”

School District Results Tapes—If there were school district candidates or referenda or any school district other than the Madison Metropolitan School District on your ballots, press “Print Totals” to run an additional results tape for that school district. Place the additional results tape in the envelope labeled “Madison City Clerk.” Three, five, or seven Election Officials sign the tape after each ward. The Clerk’s Office will give this results tape to the school district for their Board of Canvass.

Results Tapes for Observers—You may print additional results tapes if election observers request copies, but be sure to print the required tapes for the County, City, and School District(s) first.

Sign results tapes after every ward, even the wards with no voters!



Compare Voter Slip Numbers

The last voter slip number issued should be the same as the total number of ballots cast. If these numbers do not match, explain the difference on the Incident Log. Your numbers will be off if someone left the polling place with a ballot, two voter slips stuck together, or you issued the same voter slip number to two different voters.

Document the last voter slip number on each corresponding poll list. Three, five, or seven Election Officials should sign each poll list.

Sample Poll List Certification

We certify that the attached list contains all the names of persons voting at the election held on February 16th, 2010, and that it contains all the information about the electors required by law. We further certify that this is true, correct and complete.

Total Number of Voters Printed on the Poll List: 1824

Record last voter slip number issued for this ward.

Last Voter Number: _____

Page Number of Last Voter: _____

Record number of absentee ballots counted for this ward.

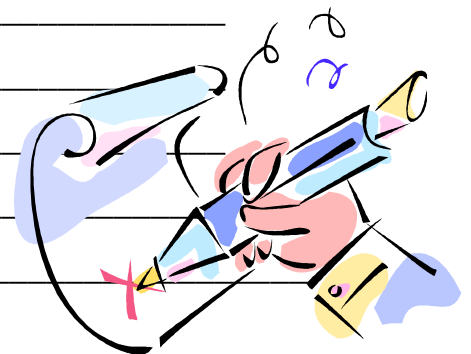
Number of Absentee Electors: _____

Record poll list page number containing last elector to vote in this ward. If elector was a new registrant, write "Supplemental."

Election Inspector Signatures:

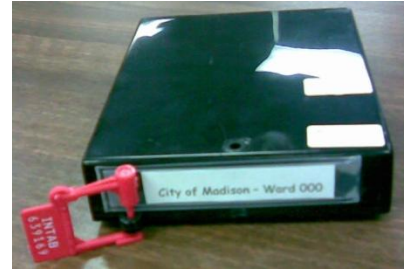
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

An odd number of Election Officials (3, 5, or 7) must sign each poll list.



Remove PROM Pack, Leaving Seal in Tact_____

Unplug the tabulator. Break the seal on the memory pack door and open the door. **Do not break the seal on the PROM pack itself.**



Again, do not remove the seal from the PROM pack! This seal proves that nobody has tampered with the election results!



To remove the PROM pack, lift the black handle, slide it to the right, and let it drop into the slot. Slide the memory pack out of the machine. Lift the handle and slide it back to the left so the door will close.

Place the PROM pack in the bubble bag found in the blue ballot box, and then in the small red security bag found in your blue supply tote.

Carefully put the cord inside the back of the tabulator. Be sure the cord is under the latch. Lock the back panel with the red “A” key. Leave the tabulator on top of the blue ballot box.

Remove Flashcard from AutoMark_____

Take your small gold key from the supply box, insert it in the AutoMark, and turn it to the “off” position. Remove key.

Use the small silver key, with its red side facing right, to open the front access door. Remove the memory card. **Place the memory card in security bag with the PROM pack,** and then lock the front access door. Return keys to supply box.





Seal Red Security Bag _____

Completely zip the red bag closed. Snap the black plastic zipper handle in place, so it lies flat. Take tamper-proof seal from your small supply box and slide seal into the black plastic zipper handle. If the seal breaks, you will find a spare seal in your supply box; just be sure to document the new seal number on your Incident Log.



Two Election Officials Deliver Results to County Clerk _____

The Chief Inspector will designate two Election Officials to deliver the Dane County Elections bag to the County Clerk.

If any provisional votes were cast, the same two Election Officials will deliver the provisional ballots and the provisional ballot reporting form to the City Clerk's Office. The County Clerk's Office and the City Clerk's Office are directly across the hallway from each other on the first floor of the City-County Building, 210 Martin Luther King Jr Blvd.

Document the chain-of-custody of this delivery on the Inspectors' Statement:

After the closing of the polls, the AutoMark memory card was removed from the AutoMark and PROM Pack was removed from the tabulator. Both were sealed in the PROM Pack bag with seal number 612045 and hand-delivered to the County Clerk's Office by Election Officials Bob Henry and Bertha Stricker at 8:34 p.m. **(Never remove the seal from the PROM Pack itself).**

Complete Voter Statistics Section of Inspectors' Statement _____

Document the following on the Voter Statistics section of your Inspectors' Statement:

- Last voter slip number assigned, even for wards with no voters.
- Number of ballots counted by tabulator (found toward top of results tape).
- Number of absentee ballots counted (do not include rejected ballots). Count absentee certificate envelopes in the Used Absentee Certificate Envelope to come up with this number.
- Number of provisional ballots issued for which the voter did not return to the polling place with his or her missing information.
- Number of ballots hand counted, if any.

The next section can be completed by looking at the rejected absentee ballot certificates, or by checking your Incident Log. This section asks for the number of rejected absentee ballots, and the reasons for rejection.

If the last voter slip number assigned does not match the number of ballots counted by the tabulator, record the discrepancy in the Voter Statistics section, and explain the discrepancy in the attached Incident Log.

VOTER STATISTICS TO BE COMPLETED BY ELECTION INSPECTORS AND VERIFIED BY CHIEF INSPECTOR:

Total number of voters, absentee and in-person (# last voter slip given out). Don't include Provisionals.

Ward 1 **580** Ward 148 **0** Ward 150 **0**

optical scan ballots counted by tabulator (# on results tape) **580** ← Should equal # of voters!

Number of absentee voters included above **112** Number of provisional ballots **1**

Number of ballots hand counted, if applicable **0**

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If the number of ballots cast is not equal to the number of voter slips given out, specify below:

More voter slips were given out than ballots were counted. Number of excess slips given: _____

More ballots were counted than voter slips were given out. Number of excess ballots: _____

☆☆☆☆☆☆☆☆ **Any discrepancy must be documented in the attached Incident Log.** ☆☆☆☆☆☆☆☆☆

Number of Rejected (not counted) Absentees **3**

Indicate the number rejected for each reason below:

No Voter Signature **1** No Witness Signature **2** Unsealed Certificate Envelope **0**

Voter Not Registered at Current Address **0** No Original Request **0**

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Tally Write-In Votes

Use the write-in tally sheets, found in the front of your Election Day binder, to record any write-in votes. Two separate, identical sheets must be completed for each ward. The yellow sheet is returned to the City Clerk's Office. The white sheet is returned to the County Clerk's Office.

The write-in tally sheets must be signed by three Election Officials, even if there were no votes in a ward.

Open the side compartment of the blue ballot box. This is where the tabulator deposits any ballots on which the voter marked the write-in arrow. If you have more than one ward voting at your polling place, you will need to divide up these ballots by ward. Use tally marks to record write-in votes on the write-in tally sheets. Tally only the write-in votes. All other votes on the ballot have already been counted.

Fan through the ballots in the back compartment of the blue ballot box. Look for write-in votes for which the voter neglected to mark the write-in arrow. Tally these write-in votes on the write-in tally sheets. If you had to empty a full ballot box earlier in the day, fan through those ballots for write-in votes, too. You should have at least as many write-in votes as listed on the results tape.

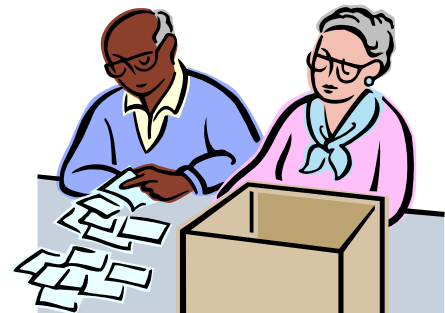
Guidelines for the Write-In Tally

Voter wrote-in "Mickey Mouse."

- ✓ Enter "Mickey Mouse" on write-in tally sheet.

Voter wrote-in "None of the Above."

- ✓ Voter wrote a statement, making this a defective write-in. On write-in tally sheet, tally the number of defective write-ins for this office where the voter wrote a statement.



Write-in arrow is connected, but write-in is blank.

- ✓ This is a defective write-in. On write-in tally sheet, tally the number of defective, blank write-ins for this office.

Write-in is already on the ballot

Voter completed write-in arrow and wrote the name of a candidate already on the ballot for that office. Voter did not complete arrow next to candidate's name.

- ✓ On write-in tally sheet, enter the candidate's name and record a vote. The vote will be added to the candidate's total vote tally at the Board of Canvassers.

Secure Ballots

Once you have completed the tally of write-in votes, place the following items in the plastic ballot bag(s) provided in your blue supply tote:

- Voted ballots
- Used voter slip numbers
- Discarded Ballot Envelope
- Original Ballots that have been Duplicated
- Broken seal from tabulator door

Seal the bag with the tamper-proof tape provided on the bag. Record the bag serial number on the Inspectors' Statement. An odd number of election officials (3, 5, or 7) must sign the ballot container certificate.

Complete on the second page of the Inspector's Statement:

Ballots were sealed in ballot bag(s) with the following serial numbers:

Serial number for each ballot bag: **0261495**, _____, _____, _____.

Return Items to Ballot Box

Place the following items in the side compartment of the blue ballot box:

- Unused ballots
- Secrecy sleeves
- Gold paper clip holder
- Pen containers (2 plastic)
- Voter slip container (plastic)

Place sealed ballot bags in the back compartment of the blue ballot box, along with any City of Madison extension cords and clipboards.

Close and lock all three compartments of the ballot box.

Signatures

Three, five, or seven Election Officials sign the bottom of the Inspectors' Statement, the certificate on the large white envelope for absentee ballot envelopes, and the certificate on the large brown envelope for rejected absentees.

Are all signatures in place?

An odd number of Election Officials must sign:

- First page of every poll list.
- Results tapes after every ward.
- Inspectors' Statement.
- Large white envelope containing opened absentee ballot envelopes.
- Large brown envelope containing rejected absentee ballots.
- Write-in tally sheets for every ward.



Return AutoMark to its Box

Unplug headphones and return them to the AutoMark carrying case storage compartment.

Lift under front of ballot feed tray and fold it inward.

Open lid and fold the touch screen monitor back into the recessed area. Lower the lid flap over the ballot feed tray. Move the lid latches inward to secure the lid.

Unplug the power cord from the wall outlet. Remove the power cord from the AutoMark and place it in the AutoMark case.



Remove the ink cartridge from the back of the AutoMark and place it in the plastic bag stored in the AutoMark case.

Two Election Officials should return the AutoMark to its case. Place the AutoMark privacy shield on top of the AutoMark. Close and latch AutoMark case.

Finish Packing Election Materials

Voting booths—Remove legs from bottom of each voting booth. Pull ends of legs apart from each other so each leg folds in half. Tuck legs in booth, as shown. Fold privacy shields and place in booth. Close case and latch.



Signage—Remove Election Day signage and return it to the signage folder. Bring flag standard into the polling site, if you have not done so already. Return signage folder to your blue supply tote.

Blue Supply Tote—Return the following items to the blue supply tote:

- Completed Registration Forms in accordion folder (**Do not seal with ballots!**)
- Election Day Binder
- Election Official Guide binder
- Plastic supply box and its contents
- Chain of Custody Certificate(s) for Absentee Ballots
- Unused Voter Slip Numbers
- Absentee Ballot Certificate Envelopes, placed in large white envelope that has been signed by 3 officials
- Rejected Absentee Ballots, placed in brown envelope that has been signed by 3 officials
- Cell Phone (turned off)
- Registration Table accordion folder and its contents
- Poll Book accordion folder and its contents
- Greeter Table accordion folder and its contents
- Provisional Voter Table accordion folder and its contents



The contents of the accordion folders are color-coded with a sticker on the back.

Voted ballots have been locked in the blue ballot box, and are not returned to the Clerk's Office in the blue supply tote.

Complete Payroll Sheet

Each Election Official should record his or her hours on the payroll sheet. To help speed up the payroll process, double-check the following:

- Election Official names are legible.
- Election Officials have indicated **AM** and **PM** for both starting and ending times.
- Nobody has used military time.
- Hours are rounded to the nearest $\frac{1}{4}$ hour.
- Election Officials to be paid by the Clerk's Office have checked "Clerk."
- Election Officials paid by their employer for working at the polls (often state, county, and city employees) have checked "Employer."
- High School students working at the polls have checked "High School."
- Election Officials volunteering their time have checked "No Pay."

The Chief Inspector lists any no-show Election Officials on the back of the payroll sheet. After reviewing the time sheet for accuracy, the Chief Inspector signs off on the payroll sheet.

Triple-Check End-of-Day Paperwork

Have you completed every highlighted item on the Inspectors' Statement? Refer to the lilac Canvassers' Report in the front of your Election Day binder. Are the items listed on the report complete for this election?

Call Clerk's Office at 9 p.m.

If you are still closing the polling place at 9 p.m. and are unlikely to finish in the next few minutes, call the Clerk's Office at 266-4220. Additional help may be available.



Items Hand-Delivered in Clerk's Office

Place the following items in the red absentee delivery bag. The Chief Inspector hand-delivers these items to the Clerk's Office:

- City of Madison Envelope
 - ✓ **Second** Results Tape **signed by 3 officials after each ward**
 - ✓ Inspectors' Statement **signed by 3 officials**
 - ✓ Poll List for New Registration/Change of Address – yellow copy
 - ✓ Write-In Tally Sheet(s) – yellow copy
- Dane County Envelope
 - ✓ **First** Results Tape **signed by 3 officials after each ward**
 - ✓ Poll List for New Registration/Change of Address – white copy
 - ✓ Write-In Tally Sheet(s) – white copy
- Payroll Sheets
- Poll Lists (2 for each ward), first page completed and signed.

Hand-Count Tally Procedures

If your polling place runs out of official ballots and our ballot printer is unable to print more ballots, you will need to hand count the paper ballots at the end of the night. This is to be done by three Election Officials.

Blue tally sheets can be found toward the back of your Election Day binder, under the tab labeled "Emergency." Complete one tally sheet for the City, and a matching tally sheet for the County.

Complete the blanks at the top of the tally sheet. Only use the "name of party" blank in a Partisan Primary. In a Partisan Primary, use a separate tally sheet for each party

Check all appropriate boxes at the top of the tally sheet (office type & offices). Write the office title under the office column.

List the candidate names (those on the ballot, not write-ins) for each office under the candidate column in the rows to the right of the respective office (write-ins are listed on the write-in tally sheet).

Each small cell to the right of each Candidate Name is to be marked with up to 5 tally marks (as shown in the following example) for each vote cast for that candidate on each hand-counted ballot. Upon completion of the hand-count, certify the hand-counts by filling-out the back of the form.

Separate ballots to be hand-counted into wards.

One Election Official will read the candidate selections on each ballot, and two Election Officials will each mark a tally sheet. The Election Officials marking the tally sheets will each announce when they have reached a tally of five, or a tally in a multiple of five, for any candidate. If the Election Officials do not reach a tally of five at the same point, the ballots will need to be recounted.

Document the hand count on your Incident Log.

A video demonstration of this process can be found on the Election Official training website at www.cityofmadison.com/election.

Office	Candidate	5	10	15	20	Total Votes Cast
President	Thomas Jefferson					20
	John Adams					17