

# Opening the Polls



## Section Two

## Opening the Polls – Table of Contents

<b>3</b>	<b>Task Sheets</b>
<b>4</b>	<b>Cell Phone</b>
<b>5</b>	<b>Voting Booths</b>
<b>6</b>	<b>Blue Ballot Box</b>
<b>6</b>	<b>Ballot Table</b>
<b>7</b>	<b>Poll Book Table</b>
<b>8</b>	<b>Voter Registration Table</b>
<b>9</b>	<b>Greeter Station</b>
<b>9</b>	<b>Provisional Voter Table</b>
<b>10</b>	<b>Signage</b>
<b>12</b>	<b>Tabulator</b>
<b>14</b>	<b>AutoMark</b>
<b>17</b>	<b>Accessibility</b>

## **Election Officials**

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Election Officials should be at their designated polling location at 6 a.m. to prepare to open the polls promptly at 7 a.m. Polling places open at 7 a.m. statewide.

Maintenance personnel at each of our polling locations are instructed to allow Election Officials into the building at 6 a.m. Election Official payroll begins no earlier than 6 a.m.

The election equipment is delivered to your polling place the week before the election. The Chief Inspector will bring the poll books, voter slips, signage, manuals, and other supplies in a blue supply tote.

## **Task Sheets**

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The Chief Inspector will hand out Task Sheets as they assign tasks to each Election Official. Task Sheets provide pictures and step-by-step instructions for setting up the polling place.

The Chief Inspector cannot set up the polling place alone. All Election Officials scheduled to work the a.m. shift need to help with Election morning tasks.

If you are unsure of what to do in the morning, ask the Chief Inspector, “How can I help?”

## ***6 a.m. Troubleshooting***

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### ***What if the polling place is not unlocked at 6 a.m.?***

Give the custodial staff a couple of minutes. The phone number for custodial staff is programmed into the city cell phone that the Chief Inspector will have. If you are unable to reach anyone at the polling place, call the City Clerk’s Office at 266-4220.

### ***What if I am running late on Election morning?***

Call the Clerk’s Office at 266-4220 right away. Remember that the other Election Officials are counting on your help at 6 a.m.

### ***What if a Chief Inspector does not show up?***

Call the Clerk’s Office at 266-4220. We will track down the Chief Inspector and help get your polling place set up.

### ***What if an Election Official is a no-show?***

Call the Clerk’s Office at 266-4220. We will try to reach the missing Election Official, and may ask someone on the standby list to work at your polling location.

### ***Can we set up the polling place before 6 a.m.?***

Payroll does not begin until 6 a.m. If you arrive at your polling location before 6 a.m., it may be locked, and there will be no one in the Clerk’s Office to help you troubleshoot.



## Turn on Cell Phone

The cell phone is your line of communication with the City Clerk's Office. The Chief Inspector will charge the phone prior to Election Day.

To turn on the phone, press and hold the red "end" button for three seconds until the LCD screen lights up.

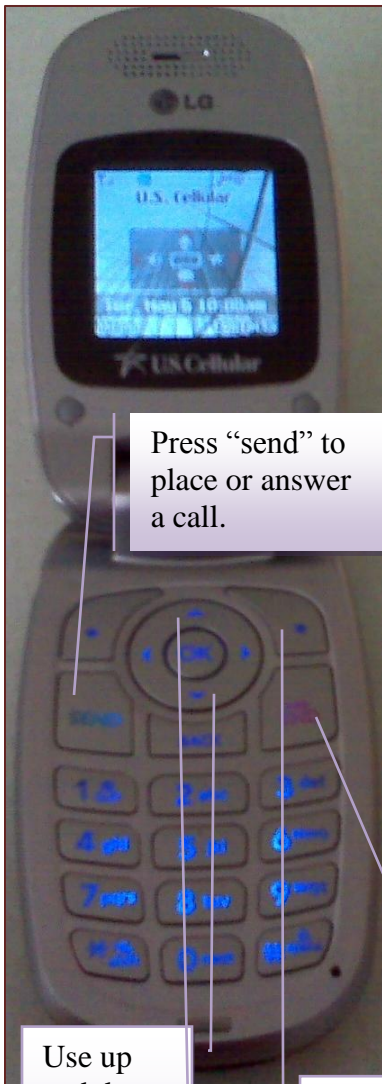
The City Clerk's Office has programmed the following phone numbers into the phone for you:

- City Clerk (266-4220)
- Dane County Clerk (266-4121)
- Facilities contact at your Polling Place
- Government Accountability Board (266-8005)
- Madison Police Non-Emergency (266-4275)

To call one of these contacts, press the button on the upper right hand corner of the phone's keypad. Use the up and down arrows to scroll through the contacts list. Press the green "send" key to call a number highlighted in your contacts.

When your phone rings, press the green "send" key to answer. Press the red "end" key to terminate a call.

Leave the cell phone turned on and within hearing distance all day, in case the City Clerk's Office needs to reach you.



Press "send" to place or answer a call.

Use up and down arrows to scroll through contacts.

Press the menu key on the right to view your contacts.

Press and hold "end" three seconds to turn phone on/off.  
Press "end" to terminate a call.

City cell phones are only to be used for election purposes or for emergencies.

## Voting Booth Set-Up

Unlatch and open the voting booth case. Remove the legs from inside the voting booth. The legs are folded in half with a cord (inside) to connect the two tubes into one.

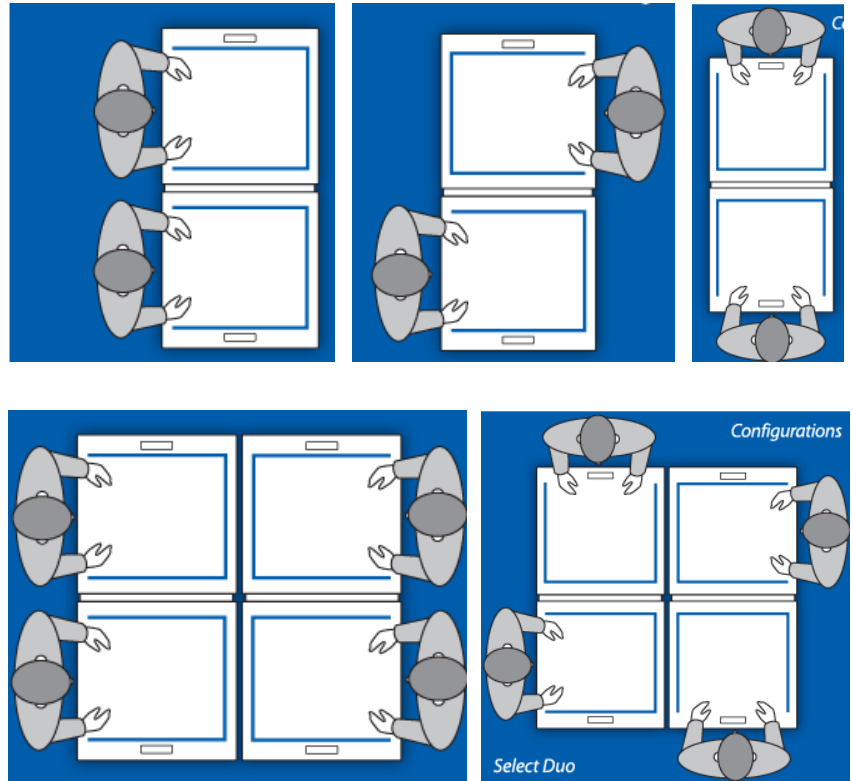
Insert the legs into the sockets located on the outside of the voting booth case.

Adjust the stance of the booth. Unfold and place privacy screens into slots.



Voting booth case with legs and privacy screens.

### Possible configurations:





## Blue Ballot Box

Take the blue ballot box key, which can be identified by the blue paint on its head, and unlock all three compartments of the blue ballot box.

Remove the ballots and other supplies from the blue box. For a large election, ballots will be stored in all three compartments.

Lock all three compartments after they have been emptied.

Set one plastic container for pens on the blue ballot box.

## Ballot Table

One official may initial and print the ward number on some of the ballots prior to the polls opening. (The election official at the ballot table adds the second set of initials to the ballot just before handing the ballot to the voter.)

Ballots are initialed on the two lines under “Ballot issued by” and above “Initials of Inspectors.”

The following should also be placed on the ballot table:

- Black Optech Marking Pens (found in supply tote)
- Secrecy Sleeves (found in blue ballot box)
- Discarded Ballot Envelope (found in supply tote)
- Plastic basket for Voter Slips (found in ballot box)

<p>OFFICIAL BALLOT for NONPARTISAN OFFICE</p> <p>APRIL 3, 2007 for <i>Ward 50</i></p> <p>Ballot issued by <i>M.P.B.</i></p> <p><i>JEW</i> (Initials of Inspectors)</p> <p>Absent Elector's Ballot issued by</p> <p>(Initials of Municipal Clerk or Deputy Clerk)</p> <p><b>Certification of Elector Assistance</b> I certify that this ballot was marked by me for an elector who is authorized under the law to have assistance, upon request, and as directed by the clerk</p> <p>(Signature of assisting individual)</p>
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Ward number may be printed in advance.

One set of initials may be applied in advance. The second set of initials should be added just prior to handing the ballot to the voter.

## Poll Book Table

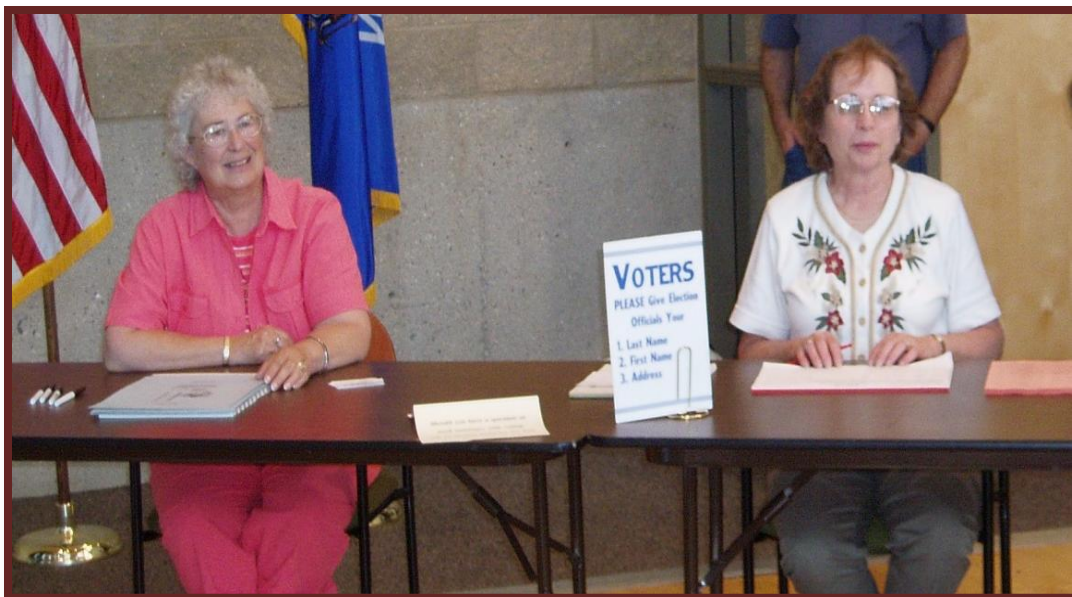
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The Poll Book Table should be placed so that voters waiting to check in do not cross lines with those waiting to receive a ballot.

Place the floor sign “Voters Pre-Registered at Current Address” next to the table.

Most of the items to be used at the check-in table can be found in the accordion folder labeled “Poll Book Table.” The following items should be placed on the table:

- “Voters Please Give Your Name and Address” sign in large memo clip (memo clip can be found in the blue ballot box)
- Poll Lists, two for each ward
- Supplemental Poll List, if voters from your ward registered late in the Clerk’s Office
- Voter slip pad(s)
- Voter Listing (Reverse Directory), used to find voters whose names have been misspelled on the poll list.
- Assistance with Voting table tent
- Ask about the AutoMark table tent
- Scrap paper (found in blue supply box)
- Red pens (found in blue supply box)



## Voter Registration Table \_\_\_\_\_

The voter registration table should be placed where it is visible for voters to register or change their name and/or address before getting to the check-in table.



Place the floor sign “Registration Only—New Voters or Change of Address” next to the registration table.

A supply of registration forms is kept in the **tool box** or black plastic box at each polling location.

Many items for the registration table are found in an accordion folder labeled “Registration Table.”

The following items should be placed on the registration table:

- Voter Registration Application Forms (found in tool box)
- Red Pens (found in blue supply box)
- Abbreviation Cards for Proof of Residence
- Driver’s License/State ID sign
- Proof of Residence sign
- Highlighted sample registration forms
- Poll List for New Registrations/Changes of Address
- Spanish & Hmong registration forms
- Ward Specific Street Directory
- Ineligible Voter List if felons are known to reside in ward
- Accordion folder labeled “Completed Voter Registrations”



Toolbox full of voter registration forms. Some sites will have gray or red plastic toolboxes.

## **Greeter Station**

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One Election Official greets voters and uses the voter listing and street directory to verify whether each voter is registered and at the correct polling location.

At many polling places, the greeter checks IDs and directs voters to the registration table, poll book table, or correct polling place. If IDs are checked at the poll book, the greeter reminds voters to pull out their IDs, and to find their eye glasses if necessary.

Place the following items on this table:

- Voter Listing/ Forward Directory
- Street Directories
- City of Madison map
- List of acceptable forms of ID
- Samples of acceptable forms of ID
- Clipboard holding provisional ballot envelopes
- Pens and paper



## **Provisional Voter Table**

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One Election Official will be stationed at a table that serves provisional voters. This will need to be an Election Official who pays close attention to detail and is able to follow specific step-by-step instructions.

This table should be within sight and ear shot of a voting booth. The Election Official stationed at this table will need to make sure provisional voters do not try to feed their provisional ballots into the tabulator.

Place the following items on this table:

- Provisional Ballot Reporting Form
- A small number of ballots containing only one set of initials
- Provisional voter instructions on blue paper, to be given to provisional voters

## **Post Sample Ballots and Signage**

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You will find an accordion folder of Election Day signage in the blue supply tote. Everything in the folder, with the exception of the “emergency” signage, must be posted to comply with state and federal election law. In addition to the items in this folder, you will need to post two sample ballots for each ballot style used at your polling location.

Two rolls of masking tape can be found in your blue supply box. Place each piece of tape on your clothing before sticking it on the wall. The lint from your clothing will prevent the tape from pulling the paint off the wall.

Signage should be posted in a location that allows voters to easily read the notices while entering the polling place or waiting in line to vote. The following items must be posted:

**Legal Notices**—Text of the notices the city, county, and/or school district were required to publish in the newspaper prior to the election. For referenda explanations, there will also be a copy printed in Spanish.

**Instructions for Marking Ballot**—Diagram of how to correctly complete the broken arrow to vote on an optical scan ballot. This is posted at the ballot table.

**Sample Ballots (two per ballot style)**—Show both sides of the ballot, if the ballot is two-sided. Sample ballots can be found with the other ballots in your blue ballot box.

**Ward Map(s)**—Maps identifying the wards served by your polling location.

**Voter Qualification Poster**—Notice explaining the requirements for an individual to be qualified to vote.

**Instructions for First-Time Voters**—Notice explaining the requirement that first-time voters provide proof of residence.

**Voting Rights**—Notice providing information on voting rights protected by federal law.

**Election Fraud**—Explanation of the laws and penalties related to election fraud.

**Contact Information**—Notice regarding who voters should contact if they have concerns about the voting process.

**Polling Hours**—All polling places are open from 7 a.m. to 8 p.m. Anyone in line at 8 p.m. will be allowed to vote.

**Accessible Entrance**—Post this sign on the entrance accessible to voters with disabilities. This entrance may also be the main entrance to the polling location.

**Polling Location**—Post this sign at the main entrance to the polling location.

**Polling Place signs with arrows**—Use these signs to direct voters to the room where voting takes place.

**No Firearms or Weapons**—Place these signs on every entrance to the polling place.

**Flag Standard**—Place at polling place entrance.



## Tabulator Set Up\_\_\_\_\_

Use the key labeled “duo” to open the access panel on the back of the tabulator.

### Plug in Tabulator

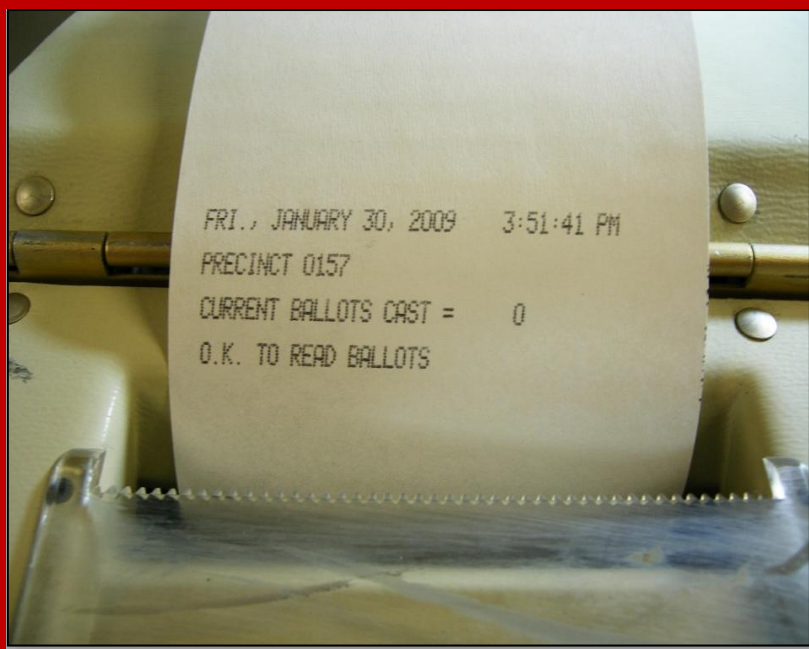
Carefully remove the electrical cord and plug it into a three-prong grounded outlet.

The red power light on the front panel of the tabulator will turn on. The tabulator will automatically print the zero tape. Do not tear off this tape until the polls are closed and you have run a results tape. If the tape gets too long, fold it up and paper clip.

### Sign & Record Seal Number

Verify that all contests appear on the zero tape with zero votes cast. Election Officials must record the seal number on the zero tape before voting begins. Verify the tabulator door seal number on the Inspectors' Statement as well.

**Three, five, or seven officials must sign the zero tape.**



## Lock Back Panel

Close and lock the access panel.

## Check Throat

Check the throat (slot to insert ballot) of the tabulator to be sure the guide bar has been set to the width of the ballot.

## Check Front Panel

Check the front panel of the tabulator. Both the red and green light should be illuminated. The red light shows that the machine is on. The green light indicates that the machine is ready to accept ballots.

## Troubleshooting if Counter Does Not Read 0000

The public counter must read 0000. Make sure the tape shows zeros for all contests, candidates, and referenda questions listed on the ballot. The tape will print a message saying, "OK to read ballots." If public counter does not read 0000, document on the Inspectors' Statement and do the following to zero out the votes:

- ◆ Call the Clerk's Office to notify them of the situation.
- ◆ Press "5657" on the keypad. Tape message will read "Access ok."
- ◆ Simultaneously press "6" and "7." Tape message will read "Press 0 if this is ok."
- ◆ Press "0." After a pause, tape will begin printing.
- ◆ When printing stops, last line says "OK to read ballots."
- ◆ Tabulator should read 0000.
- ◆ Green and red lights should be illuminated.

Record tabulator door seal number on Zero Tape and on front page of Inspectors' Statement.



Three, five, or seven Election Officials need to sign the Zero Tape after every ward.



Side handles for lifting AutoMark.

## AutoMark Voter Assist Terminal \_\_\_\_\_

The AutoMark should be set up to give the voter some privacy (people standing in line should not be able to look at the touch screen and see how the elector is casting his/her vote), and to provide adequate space (turning radius of 5 feet by 5 feet) for voters in mobility devices to access the AutoMark.

The AutoMark should be placed on a table at least 30 inches wide, and 28 to 34 inches high with a knee clearance of 19 inches.



Lid Latches

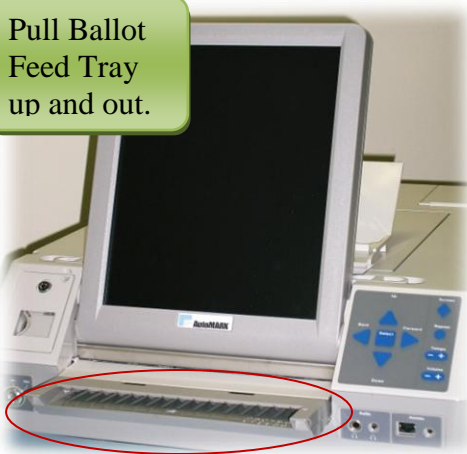
### Remove AutoMark from Case

Two Election Officials remove AutoMark, power cord, ink cartridge, and headphones from the case. Plug the cord into the back of the AutoMark, and into an outlet.



### Position Touch Screen

Move lid latches toward the outer edge to open the lid. Lift the entire lid away from you into a vertical position. The Touch Screen Monitor is now visible. Lift the screen toward you, into a vertical position. Close the lid, leaving Touch Screen in an upright position.



Pull Ballot Feed Tray up and out.

### Position Ballot Feed Tray

Pull up on the Ballot Feed Tray, then pull it toward you and lower it into position. Place headphones over ballot feed tray to discourage voters from confusing the AutoMark with the Tabulator.



### **Insert Ink**

Lightly moisten the lint-free cloth found in the ink cartridge bag. Dab or hold cloth on bottom of ink cartridge until ink starts flowing. Return plastic bag to the AutoMark box.

Open rear access door. If the carriage for the ink cartridge is difficult to reach, you may slide it to the left or to the right. Holding ink cartridge with its handle toward you, insert ink cartridge at an angle and gently snap it into place. Close rear access door.

### **Turn on AutoMark**

Remove keys from your blue supply box. Insert the Mode Switch Key (labeled "Austin") and turn it to the middle (or on) position on the front of the AutoMark. The screen will remain blank for 1-2 minutes as it loads data. Once "Insert Your Ballot" appears on the screen, remove the mode key and return it to the supply box.

**The AutoMark must be set up and turned on to comply with Federal Law. Election Officials electing to not set up the AutoMark will not be asked to work again.**

## Zoom In

Select “Zoom In” at the bottom of touch screen to provide voters with a more accessible sized font on the touch screen.

## Assemble Privacy Screen

You will find three pieces of black corrugated plastic in the AutoMark case. Snap the pieces together to create a privacy screen for individuals using the AutoMark. Position the privacy screen around the touch screen, using the notches on the side of the AutoMark to hold the screen in place.



Place headphones over the ballot feed tray to discourage voters from mistaking the AutoMark for a Tabulator.

## *An Election Official's Story...*

*“The AutoMark machine may be intimidating, frustrating, or any number of other things, but I love it. It’s heavy and the volume always seems to be turned up too loud, but other people love it. Why? Last November, I learned why we should all value this machine. Several electors in my ward are confined to wheelchairs, often including other afflictions that restrict the use of their arms to a greater or lesser degree. But last November, I got to witness the sheer joy of one such individual when he learned that he would not need assistance. He can’t hold a pen, but he can touch a screen. For the first time in his life, he was able to submit a completely confidential ballot. He smiled. He loved it. Now I don’t grumble when the duty of setting up the AutoMark falls to me. Sure it’s frustrating now and then, but I appreciate what this machine does and will never let my frustration with that cumbersome process stand in the way of another handicapped person experiencing the joy of confidential voting!”*

## Check Polling Place Accessibility

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Disability Rights Wisconsin has created a helpful checklist to be used on election morning. This checklist is included in the Chief Inspector's "Opening the Polls" checklist. A copy can be found at the end of this chapter.

If your polling place does not have an automatic door opener, you will have a "ballot call" (wireless door bell) from the Clerk's Office. Position the call button at the polling place entrance, and the black receiver box within hearing range of the Election Officials. The call button and receiver should be within 600 feet of each other. Test the ballot call system before the polls open.

If the automatic door opener or the ballot call button at your polling place is not working, prop the door open or assign an Election Official to monitor the polling place entrance to help voters who are unable to open the door.

## Watch for these common barriers

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**Snow or ice**—Contact custodial staff at the polling place to have the sidewalk and parking lot cleared.

**Mats/rugs not securely fastened**—Contact custodial staff at the polling place to have the mats fastened or removed.

**Protrusion from wall (such as a water fountain) not detectable by a cane**—Ask custodial staff to place a cane-detectable barrier such as a "wet floor" sign slightly ahead of the protruding object so a voter with a visual impairment will know to move around the object.



# Election Day Accessibility Checklist

The purpose of this checklist is to allow you, the poll worker, to quickly assess whether your polling place has barriers for people with disabilities on Election Day. If you identify barriers, you should inform the municipal clerk so the barrier can be addressed as soon as possible.

## Parking

For polling locations that have parking lots:

- Accessible space(s) are clearly marked with the standard accessible parking sign.
- The accessible space(s) are located nearest to the accessible entrance.
- There is at least one van accessible space.
- There is an accessible way to get from the parking lot to the sidewalk.
- The parking lot is firm, stable and slip-resistant.

For polling locations that do not have parking lots:

- There is an accessible passenger drop-off area, or temporary on or off street accessible parking that could be designated on Election Day.

## Pathways to the Building

- The path to the accessible entrance is clearly marked with large print signs if it is different from the primary route to the building.
- The path of travel is free of breaks and edges and is clear of debris such as snow, ice and leaves, and low-hanging objects such as tree branches.
- The path of travel has the necessary curb cuts and ramps so that a person using a mobility device could access the building with ease.
- All ramps have handrails.
- The path of travel is well-lit.

## Entrance to the Building

- The entrance to the building is free of steps or has a ramp or elevator.
- The accessible entrance to the building is unlocked.
- The accessible entrance to the building has an automatic door opener or a call button, or there is someone assigned to watch the accessible entrance to the building, who will go assist people having trouble getting into the building.

## Travel within Building

- The accessible route to the voting area is clearly marked with large print signs if it is different from the main route and/or if it is not immediately inside the accessible entrance.
- Interior doors along accessible route are unlocked, have automatic doors or are propped open, or require less than five pounds of opening force.
- If there are stairs to the voting area, an accessible elevator is available.
- Hallways are well-lit and free of low-hanging objects and items protruding from the wall or sitting on the floor.
- All rugs and mats along the accessible route have low pile and are securely fastened (or removed).

## Voting Area

- Instructions for voting are printed in **Large Print** (18 point font or larger) and displayed in a convenient and obvious location.
- The path of travel in the voting area is wide enough for an individual using a mobility device to navigate and turn around with ease (minimum of 5x5 feet).
- There is a table, counter or voting booth that is extra wide at the bottom (at least 36 inches), and at good height (between 28 and 34 inches) to allow someone who uses a mobility device to use it comfortably and reach all parts of the voting equipment.
- Poll workers are trained in using and explaining the accessible voting equipment to voters.
- There is a plan in place to identify when a voter wants to vote curbside, and poll workers are aware of the curbside voting policy.
- Poll workers are aware of the special needs of voters with disabilities and are willing to provide reasonable accommodations when requested.
- The polling location has the following:
  - √ Pen/paper to communicate with voters who are deaf or hard of hearing.
  - √ Magnifying glass for voters with sight impairment.
  - √ Extra seating to allow voters who have trouble standing or walking to wait to vote and maintain their place in line.

Your municipal clerk will have more detailed information about accessibility rules and laws. Additional information that may be helpful includes:

- Wisconsin State Elections Board Polling Place Accessibility Survey Form: <http://elections.state.wi.us/>
- Department of Justice ADA Checklist for Polling Places: <http://www.usdoj.gov/crt/ada/adahom1.htm>

*This checklist was created by Disability Rights Wisconsin (DRW).*

*If you have questions about this checklist or about accessibility, you can contact DRW at 608/267-0214 or 888/758-6049 (TTY). People with disabilities can also contact DR if they have questions or concerns. Our toll free line for consumers and family is 800/928-8778.*