# Closing the Polls



Updated 2/2024

# Contents

## Polls Close

At 8 p.m., proclaim: "Hear ye! Hear ye! The polls of this election are now closed!" The pre-determined end of line officer should remove the polling place sign. They then go to the end of the line and follow the last voter into the polls. No one else is permitted to enter the line. Every eligible voter in line at 8 p.m. is allowed to vote.

## Observers

Observers may watch the closing of the polls. They may not touch any official election documents. Observers may take photos after the polls close and all votes have been cast, as long as they are not disruptive. Candidates may observe once the polls have closed and voting is complete. Keep the door to the polling place unlocked until you announce the results.

## Process All Ballots

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

Open the emergency bin (top door of the tabulator cart). If there are any official ballots in this bin, run them through the tabulator. If there are any paper ballots in this bin, remake them and run the remade ballots through the tabulator.



Check the emergency bin!

**Ask every poll worker whether they have any absentee ballots left to be counted.** All poll workers should stop what they are doing and check for unprocessed absentees. Check the supply tote. Check the absentee ballot delivery bag. Check the absentee carrier envelopes.

**Local Canvass Announcement**

Once all ballots have been cast, the chief announces:

"The election polls are now closed. Pursuant to the provisions of Wis. Stat. §19.84, this body will now convene in open session as the Local Board of Canvassers under the provisions of the Wisconsin Open Meetings Law for the purpose of conducting the local [and municipal] canvass pursuant to Wis. Stat. §7.51.

"Under the provisions of the Wisconsin Open Meetings Law, you will not be asked to sign in or to show identification. This meeting will be open to the public and will be reasonably accessible as required by the open meetings law. Under both the election law and the open meetings law, election inspectors have full authority to maintain order and to enforce obedience to their lawful commands during the election and canvass of the vote."

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

## Compare Voter Slip Numbers

The last voter slip number issued should equal the total number of ballots cast for that ward. If these numbers do not match, explain the difference on the incident log. "We don't know" is not an explanation.

## Discrepancy between Ballot and Voter Numbers

If the last voter slip issued does not equal the number of ballots counted, we need to figure out why on election night.

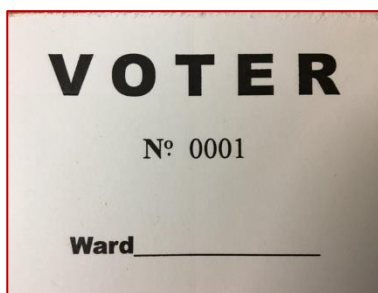A voter may have left the polling place without voting. This would result in more voters than ballots.

It is never okay to have more ballots counted than voter slips issued.

Figure out why the numbers do not match.

- ✓ Check the emergency bin of the tabulator cart for ballots.
- ✓ Make sure there are no more ballots to be remade and counted.
- ✓ Check that all Election Day registration forms have a voter number.
- ✓ Check that all opened absentee envelopes have a voter number.
- ✓ Make sure all absentee envelopes with a voter number were opened.
- ✓ Make sure there are no ballots inside the absentee envelopes that were opened.
- ✓ Count the number of voter numbers written in each poll book. Add the number of completed registrations to this total. This should equal the number of voter slips issued. If it is greater than the number of the last voter slip, two voters may have been assigned the same number.
  - ➢ The poll list reconciliation sheet behind the "emergency" tab of the red binder may be helpful.
- ✓ Manually count the number of ballots in the tabulator. Does that count match the total number of ballots that the tabulator says it counted?

**Document the last voter number on each corresponding poll book.**
Every poll worker who worked on the poll book should have signed the front page of the poll book. The front page asks for the last voter number in that ward. It also asks for the page number with that voter number. The page may be in the poll book, the supplemental poll list, or the new registration list.



VOTER

Nº 0001

Ward_____

## Print Election Results

Double-check that all ballots are counted and that there are no ballots in the emergency bin. After all ballots have been run through the tabulator, tear the blue sticker seal off the top of the scanner. Stick the seal on the front of the County Clerk envelope. Initial the post-election seal verification on the first page of the Inspectors' Statement. Indicate whether the seal was in place all day.

Use the barrel key to unlock the small access door from which you just removed the sticker seal. Pressing the key into the keyhole, turn key to the left (counter-clockwise) a quarter of a turn, and lift panel up.

Check one last time to confirm that all ballots have been counted.

Press the Close Poll button for approximately five seconds. The Close Poll button will become red when you first press it. When the red light turns off, release the Close Poll button.
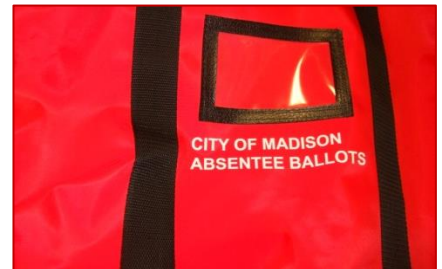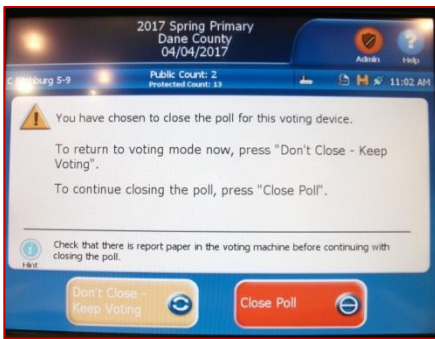
The touch screen will ask whether you really want to continue closing the polls. Select "Close Poll" on the touch screen. A circle of dots will appear on the screen as the tabulator gathers results. For a high turnout election, it could take a few minutes before the results begin to print.

Three poll workers should sign each results tape after every ward, even wards with no votes cast. Write the blue sticker seal number under the results tape signatures.

Announce the results to everyone in the polling place. Put the first results tape in the white envelope labeled, "Dane County Clerk." The first results tape is the longest tape because it includes the zero tape.

Sign the second results tape and put it in the white envelope labeled, "Madison City Clerk." If a third tape also prints, sign and put it in the City Clerk envelope. The third tape would be for a school district.

The screen will ask whether you want to modem now. Select Begin Modem Process. You should be able to send the results via modem with one bar of signal strength.

Watch for the touch screen to tell you that the tabulator has successfully closed for voting. If requested by observers, print additional results tapes by pressing "Report Options." Be sure to print the required tapes first.
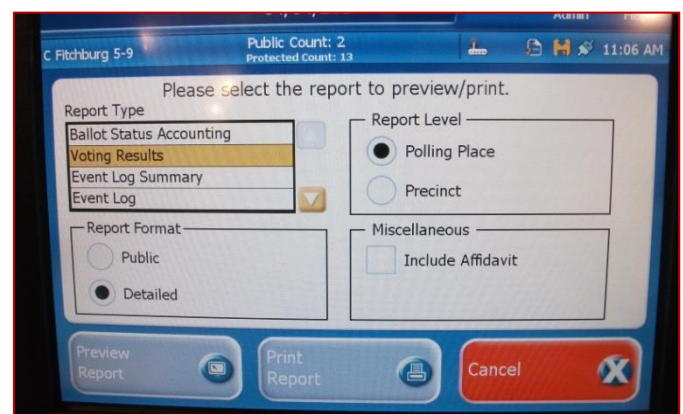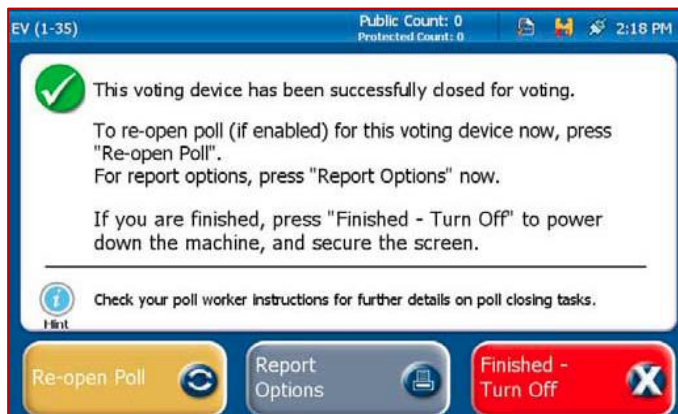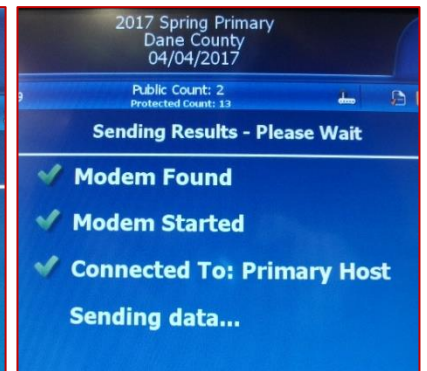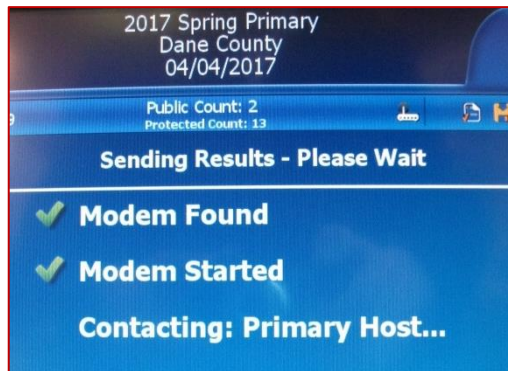
Select Finished – Turn Off on the touch screen. Turn off the tabulator power by pressing and holding down the Power button until it turns bright red. **Warning: Do not remove the election data memory stick while Power button is lit.** Removing the memory stick too early damages the equipment.



Once the Power button is no longer red, remove the election data memory stick by grabbing it and pulling up.  Place the election data memory stick in the red Dane County Elections security bag.  Close and lock the access door.

The seal for the Dane County security bag is inside the bag itself. Use the barrel key to unlock the secret compartment in the upper left corner of the tabulator. This is behind the screen. Here you will find an access door sticker seal and two zip-tie seals for the front of the tabulator cart.

Affix the tamper-evident sticker seal across the access door you just locked. Document the serial number at the bottom of the front page of your Inspectors' Statement.

Unplug the tabulator. Carefully put the cord back inside the machine. Make sure the cord is under the latch. Lock the back panel with the silver key.

Gently close touch screen lid and lock it closed using barrel key. Gently close tabulator lid and latch. Lock using the silver key.
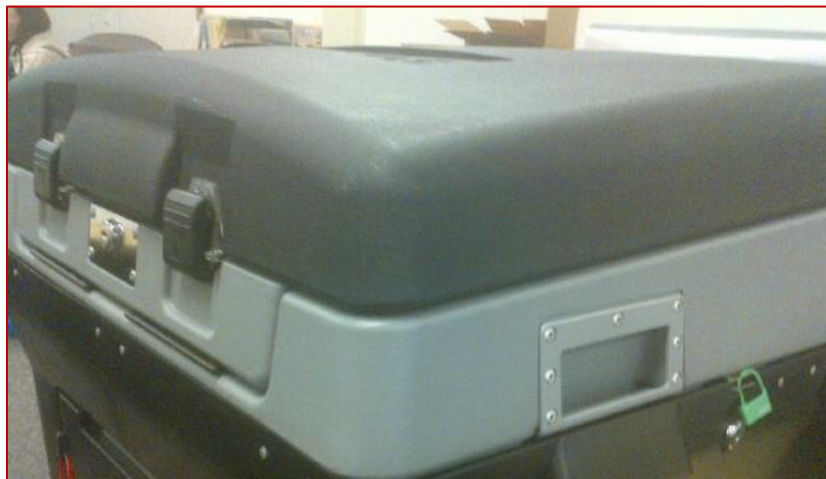
## Modem Troubleshooting

If modem process was unsuccessful, wheel tabulator cart to another location. You are trying to find a stronger signal. Follow the process below:

a. Press the Admin button on the upper right corner of screen.

b. Press "Log In." Enter Administration Code found in red security bag.

c. From the Admin menu press "Transmit Results." Modem will connect to the server.

d. Press "Begin Modem Process" to start the transfer.

e. Once results have successfully modemed, you will be prompted to press "OK."

f. Press "Finished – Turn off."

**If you do not have a modem signal in your polling location**, try to modem the results from a nearby polling location.
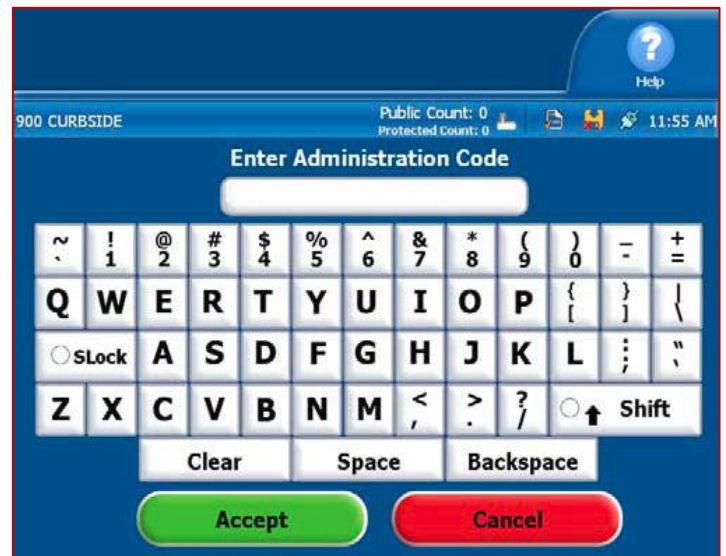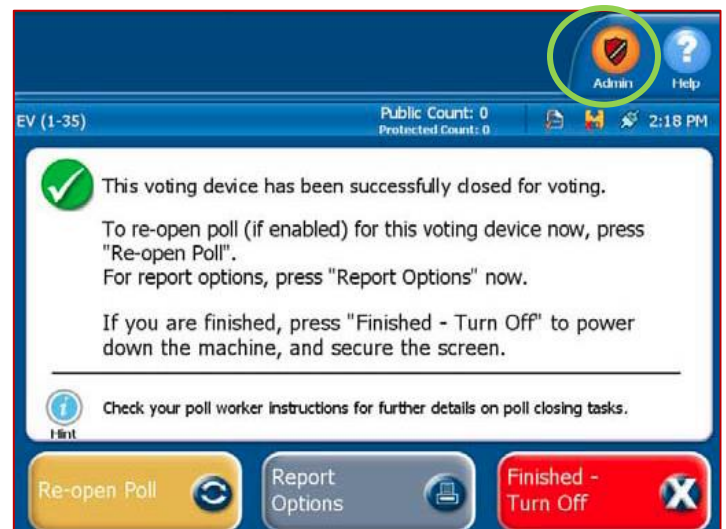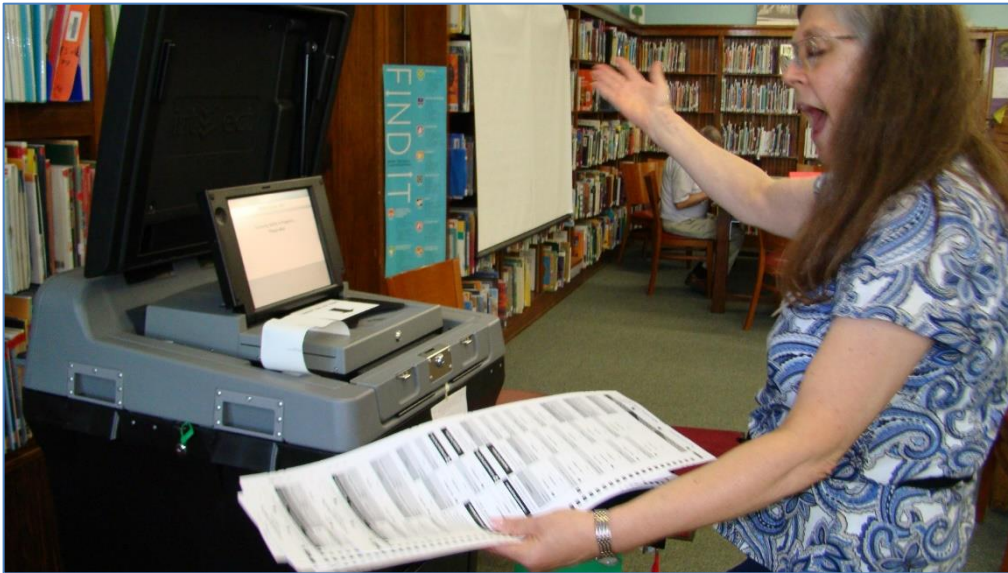
## At your own polling place

a. Press Finished-Turn Off on your tabulator touch screen.

b. Wait for the power button to no longer be illuminated.

c. Grab the memory stick and pull it out of the tabulator.

d. Assign two poll workers to bring the memory stick to a nearby polling location.

## At the nearby polling place

a. Wait for the poll workers at the other polling place to finish transmitting their results via modem. Wait for them to shut down the tabulator and remove their memory stick.

b. Insert your Election Day memory stick in the USB port labeled B.

c. Press and hold the Power button for 5 seconds to turn on the DS200.

d. Open the screen.

e. No, you do not want to open the polls. Doing so would cause problems.

f. Press the Admin button on the upper right corner of the screen.

g. Press "Log In" and enter the Administration Code found in the red Dane County elections security bag.

h. From Admin menu press "Transmit Results." Modem will connect to the server.

i. Press "Begin Modem Process" to start the transfer.

j. Once results have been successfully transferred, you will be prompted to press "OK."

k. Press "Finished – Turn off."

l. Once the power button is no longer red, remove the memory stick by grabbing it and pulling it up.

m. Bring the memory stick back to your own polling location. Put it in your Dane County elections security bag.

If you cannot modem the results, two officials need to hand-deliver the results to the County Clerk. State law requires us to get the results to the County Clerk within two hours of closing the polls. Do not wait for the entire polling place to be packed up. Seal the memory sticks in the red security bag. Two poll workers should present the security bag to the County Clerk. Document this delivery on the Inspectors' Statement.

# How It Works:
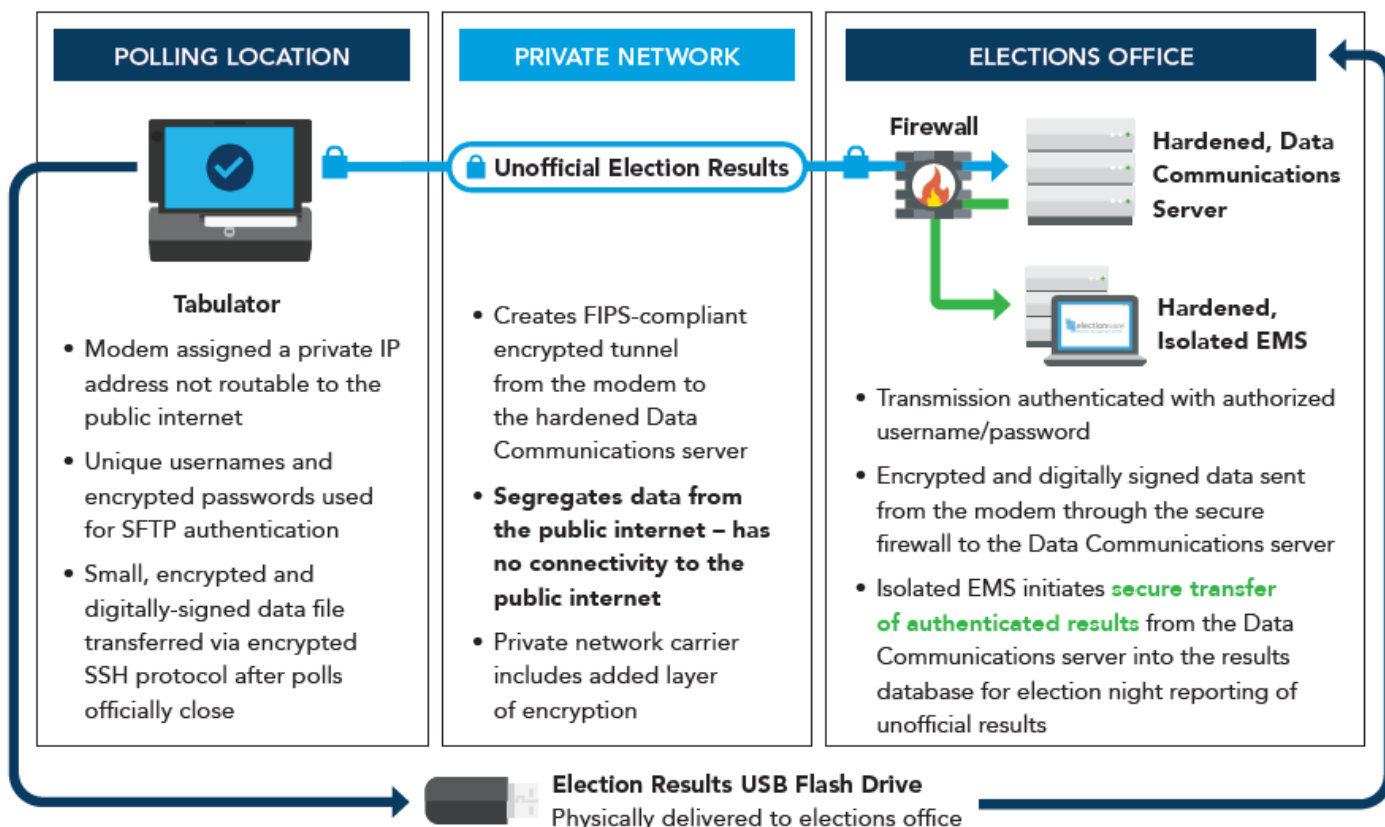# Private Network for Unofficial Results Transmission

In a number of states, it is a legal practice to use cellular modems to transmit unofficial election results after the polls are officially closed, and all voting has ended. ES&S uses mobile private network connectivity, industry best practices and numerous security safeguards to protect the transfer of these unofficial election night results. Final official results are physically uploaded at election headquarters prior to final certification. The election results USB flash drives, physical ballots and printed results tapes are always protected.

## NOT ALL PRIVATE NETWORKS ARE THE SAME

**ES&S' private network configurations are specifically designed for high-security applications in critical infrastructure environments.** By design, public access does not exist with this architecture, resolving any concerns that voting systems are exposed to outside access. These configuration solutions have been tested by state election authorities and federally accredited voting system test laboratories, certified by multiple states, and proven in several implementations.

## ZERO TUNNEL PRIVATE NETWORK

| POLLING LOCATION | PRIVATE NETWORK | ELECTIONS OFFICE |
|---|---|---|

**Tabulator**

- Modem assigned a private IP address not routable to the public internet
- Unique usernames and encrypted passwords used for SFTP authentication
- Small, encrypted and digitally-signed data file transferred via encrypted SSH protocol after polls officially close

**🔒 Unofficial Election Results**

- Creates FIPS-compliant encrypted tunnel from the modem to the hardened Data Communications server
- **Segregates data from the public internet – has no connectivity to the public internet**
- Private network carrier includes added layer of encryption

**Firewall**

**Hardened, Data Communications Server**

**Hardened, Isolated EMS**

- Transmission authenticated with authorized username/password
- Encrypted and digitally signed data sent from the modem through the secure firewall to the Data Communications server
- Isolated EMS initiates secure transfer of authenticated results from the Data Communications server into the results database for election night reporting of unofficial results

**Election Results USB Flash Drive**
Physically delivered to elections office

# REGIONAL RESULTS PRIVATE NETWORK



## POLLING LOCATION

**Tabulators**

Election Results USB Flash Drive

## REGIONAL SENDING SITE

**Regional Results Laptop**

- Election Results USB flash drive from tabulators physically delivered to Regional Site
- Small, encrypted and digitally-signed data file from USB flash drive securely transmitted over private network using Regional Results software
- Unique usernames and encrypted passwords used for SFTP authentication

## PRIVATE NETWORK

Unofficial Election Results

- Creates FIPS-compliant encrypted tunnel from the Regional Results software to the hardened Data Communications server
- **Segregates data from the public internet – has no connectivity to the public internet**
- Private network carrier includes added layer of encryption

## ELECTIONS OFFICE

Firewall

**Hardened, Data Communications Server**

**Hardened, Isolated EMS**

- Transmission authenticated with authorized username/password
- Encrypted and digitally signed data sent from the Regional Results laptop through the secure firewall to the Data Communications server
- Isolated EMS initiates secure transfer of authenticated results from the Data Communications server into the results database for election night reporting of unofficial results

**Election Results USB Flash Drive**
Physically delivered to elections office

## HOW DOES THE PRIVATE NETWORK WORK?

- When a modem is provisioned on a private network, it is authenticated and authorized to ensure that it has been deployed for private network access. The modem is set up with specific feature codes to provide the proper level of authorization onto the private network.

- In addition to specific feature codes, each private network is assigned a unique access point name to ensure that only the provisioned modem communicates within the private network.

- Each private network is built with specific network configurations assigned to network IP addresses which are assignable only to authorized devices. The private network isolates the data from the public internet and communicates only to devices that are included in the private network.

- Each private network is built with a dedicated connection. By having a dedicated private network connection, no data is routed outside of the customer specified private network, which reduces concerns over data security.

- The private network uses a secure network protocol to enhance security measures by authenticating and encrypting all data.

- By design, the private network has no communication outside of the specified and authorized devices on the network. The private network operates on a hub-and-spoke configuration, where the private network device at the Elections Office securely communicates with the precinct tabulators at the polling location.

For more information visit **www.essvote.com**

195

## Publicly Announce the Results

Announce the results for each office on the ballot. We do this even if there are no observers at your polling place.



### Remove ExpressVote Memory Stick

Using the barrel key, unlock the left security panel. Change the power switch to the off position.

Remove memory stick. **Put memory stick in security bag with the memory stick from the tabulator.** Lock the security panel. Return keys to supply box.

## Seal Red Security Bag

Take tamper-evident seal (either blue or red) out of the red security bag. Completely zip the red bag closed. Snap the black plastic zipper handle in place, so it lies flat. Slide the seal into the black plastic zipper handle. Record this seal number on the Inspectors' Statement. If the seal breaks, you will find a spare seal inside the bag itself. Be sure to document the new seal number on your incident log.

## Write Voter Statistics on Inspectors' Statement

Fill out the voter statistics section of your Inspectors' Statement:

- Last voter number assigned, even for wards with no voters.
- Number of ballots counted by tabulator (found toward top of results tape).
- Number of provisional ballots issued. Do not include provisional voters who returned to the polls.
- Number of ballots hand counted, if any.
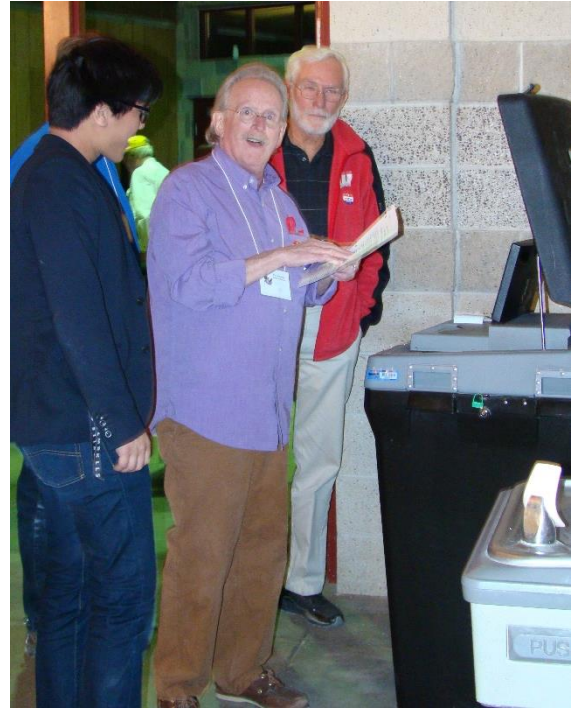
If the last voter number does not match the number of ballots, explain the discrepancy.

## Write Absentee Statistics on Inspectors' Statement

Write down the number of absentee ballots counted. Do not include rejected ballots. Count your absentee certificate envelopes to come up with this number.

Document the number of rejected absentee ballots, and the reasons for rejection. Complete this section by looking at the rejected absentee ballot certificates. Make sure they are all listed on your incident log.

Paperclip the Absentee Inspectors' Statement to the main Inspectors' Statement.

**Draw Down Procedures**

If you absolutely cannot figure out why you have more ballots counted than voter slips issued, you need to do a draw down.

Look at every ballot that was counted. Identify and remove any blank ballots. Write on the incident log that you identified these ballots in the draw down process. Adjust the number of counted ballots on your Inspectors' Statement.

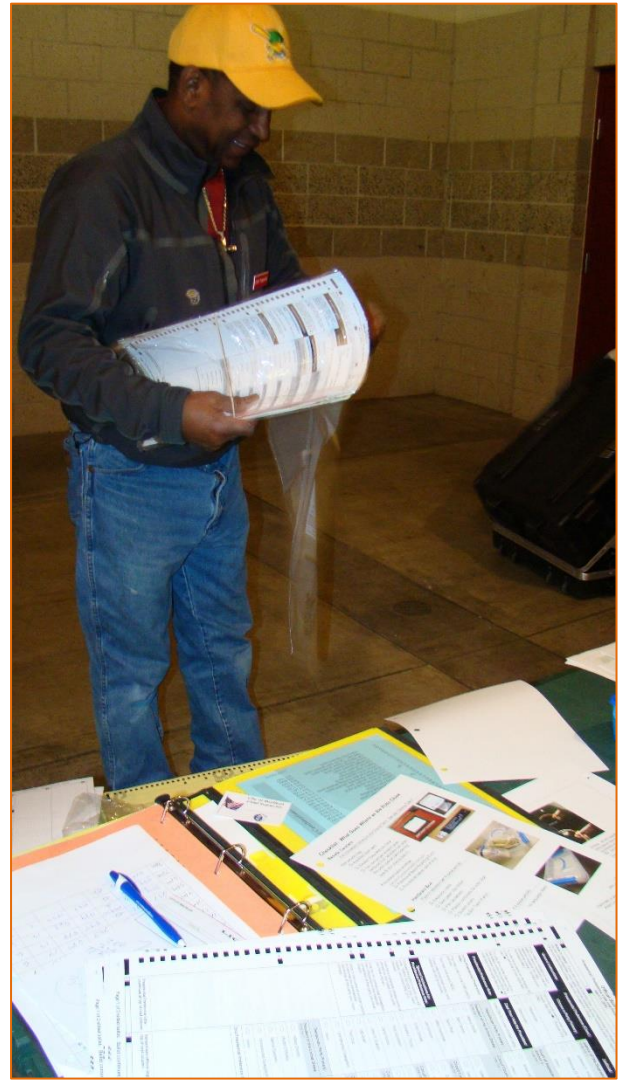If the number of ballots still exceeds the number of voters, identify:
- Absentee ballots that do not have the Clerk's initials (mlw)
- Nursing home absentee ballots that do not have two sets of initials
- Election Day ballots that do not have two sets of poll worker initials

If the number of ballots without initials resolves the discrepancy, adjust the vote totals. Document this on the incident log.

If you have more ballots without initials than needed to balance your numbers, draw down from these ballots. Adjust your vote totals.  Document this on your incident log.

If the number of ballots still exceeds the number of voters, separate the absentee ballots. Determine whether there are more absentee ballots than absentee voters. If you have too many absentee ballots, put them in a box or bag. Have one poll worker draw down the excess number of absentee ballots. This should be done publicly and without examination. Adjust the results tape. Document this on your incident log.

If the number of polling place ballots exceeds the number of polling place voters, draw down from these ballots. Have one poll worker draw down the excess number of non-absentee ballots. This should be done publicly and without examination. Adjust the results tape. Document this on your incident log.

**Caution** – A draw down is a last resort. Do not draw down unless you are certain there is no explanation for the discrepancy. Do not draw down if the same voter number was issued to two or more voters. Do not draw down if your numbers are off because you have multiple wards and some of your voters were issued a ballot for the wrong ward.

## Tally Write-In Votes if necessary

You will only have write-in tally sheets when you need to tally some write-in votes. Write-in votes for a "vote for 1" office are only be tallied when:

- Write-in votes are for a registered write-in candidate.
- There are fewer candidates on the ballot for that office than there are vacancies to fill.
- One or more candidates for that office pass away before Election Day.

The tally sheets from the City Clerk's Office will include specific instructions for that election. The write-in tally sheets must be signed by three poll workers.

Open the ballot box. Remove the ballots. As you straighten the ballots, separate any ballots with write-in votes. Place the ballots with no write-in votes in a ballot bag. Don't seal the bag yet!



If you have more than one ward voting at your polling place, you will need to separate the ballots by ward. Use tally marks to record write-in votes on the tally sheets. Tally only the write-in votes. All other votes on the ballot have already been counted.

## Guidelines

- It's okay if the voter wrote a name but forgot to fill in the oval.
- The voter filled in an oval for a candidate on the ballot and wrote in a name. In this case, the write-in takes precedence over the candidate on the ballot. Adjust the totals on both the City and the County results tapes. Note this on the Inspectors' Statement.

## Secure Ballots

Place these items in the plastic ballot bags provided in your City Clerk tote:

☑ Voted ballots

☑ Used voter slip numbers

☑ Discarded ballot envelope

☑ Original ballots that have been duplicated envelope

The chief and one other poll worker work together to seal the bag with the blue tamper-evident tape at the top of the bag. Do not tear the blue tape off the bag. Peel the clear strip of plastic off the blue tap. Fold the tape over. Affix the tape to the front of the ballot bag.

If your polling place has a poll worker appointed by the Republican Party, they need to seal the ballot bag along with the chief.

Record the bag serial number on the Inspectors' Statement. Everyone who helps seal the ballot bag must sign the certificate on the bag. If a poll worker was appointed to work at the polls by a political party, they must list the name of that political party after their signature. Poll workers who were not appointed by a political party list "unaffiliated" after their signature.

The sealed ballot bag gets locked in the tabulator cart. Do not bring the ballots back to the Clerk's Office on election night.

## Use the Task Sheets

The Chief Inspector will give each poll worker a checklist to follow as they help close the polls. Use the checklists. Many hands make light work.

**Return Items to Tabulator Cart**

Put these items in the tabulator cart:

☑ Secrecy sleeves

☑ Clipboards

☑ Hardware Box

  ➢ Extension cords

  ➢ Pen containers

  ➢ Voter slip container

  ➢ Tabulator screen wipes

☑ Box of <u>blank</u> registration forms in English

☑ Sealed bags of ballots

☑ A-L, M-Z tabletop signs

☑ ExpressVote privacy screen



Close both doors of the tabulator cart and lock them with the silver key.

Seal tabulator cart doors with zip tie seals. The zip ties are found in tabulator seal compartment. Insert the tail into the small hole in the star, on the side of the handle that says, "Enter." Tighten zip tie.

Document seal numbers on the Inspectors' Statement.
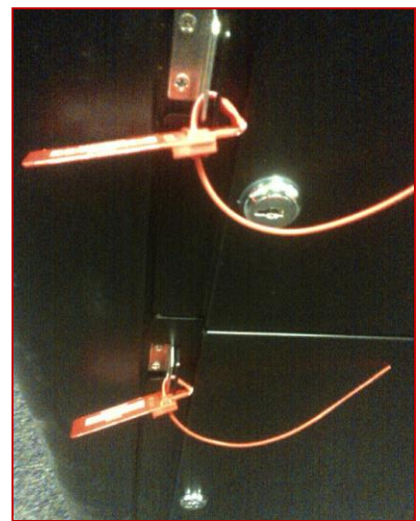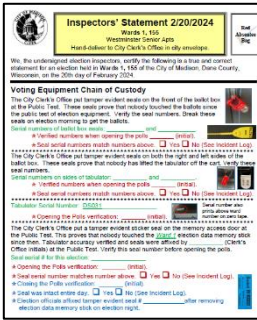
## Review Inspectors' Statement

Every line that is printed in color on your Inspectors' Statement should be completed. If a statistic is zero, write 0.

This is the Inspector**s'** Statement, a statement submitted by all poll workers at your site. It is not an Inspector**'s** Statement, a statement made by one poll worker. Multiple poll workers review the Inspectors' Statement. Read each item listed on the incident log to make sure it is complete. Anyone reading the document should be able to understand what happened at your polling place, even if they were not there on Election Day.

If you find that an item on the incident log (diary of events) could use additional clarification, add clarifying statements.

## Signatures

At least three poll workers sign:

- Inspectors' Statement – page 3
- Absentee Inspectors' Statement – page 1
- Certificate on large white envelope for absentee ballot envelopes
- Certificate on large rejected absentee envelope, if you have rejected absentees
- Each copy of the results tape for every ward at your polling place
- Write-in tally sheets, if any
- Provisional carrier envelope, if you have provisional ballots

**Reconcile Poll Lists**

Ideally, you will do most of this during the day. It is best if any discrepancy between the city poll book and the county poll book is found on Election Day, rather than at a recount.

Confirm all voter signatures are in **one** book.  If not, document this on the incident log.

Make sure both poll books list the same voter slip number for each voter. Include the supplemental lists in this review. One poll worker will read through each page of the poll book. Another poll worker will follow along in the other poll book.

If you find any discrepancies you are able to resolve, correct them in the poll book. For example, add an A to the voter number of someone who voted absentee. If you need to cross anything out, initial next to it.

Transfer notes about 2nd and 3rd ballots from the green second ballot log into both poll lists.

## Put ExpressVote in its Case

Unplug the ExpressVote headphones. Unplug power cord from the wall outlet and from the ExpressVote.

Attach the keypad to the Velcro on the left side of the ExpressVote. Put the ExpressVote into its black carrying case. Zip the case closed.



Put the power cord and headphones in the outside pouch of the carrying case.

Once the tabulator is shut down, put the ExpressVote carrying case on top of the tabulator cart.



## Finish Packing Election Materials

The Chief Inspector will give each poll worker a task sheet from their yellow binder. Use the task sheet as a checklist.

All poll workers should help pack up the polling place. There should never be one official alone in the polling place. When complete, walk out of the polling place together.

## Signage

Empty water from curbside voting sign. Bring sign into the polling place and leave it by the tabulator. Bring flag standard, feather flag, and Vote yard signs into the polling place. Put them by the tabulator.

Gather signs inside the polling place. Put them in the red signage folder. Return signage folder to the City Clerk tote.



## 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.
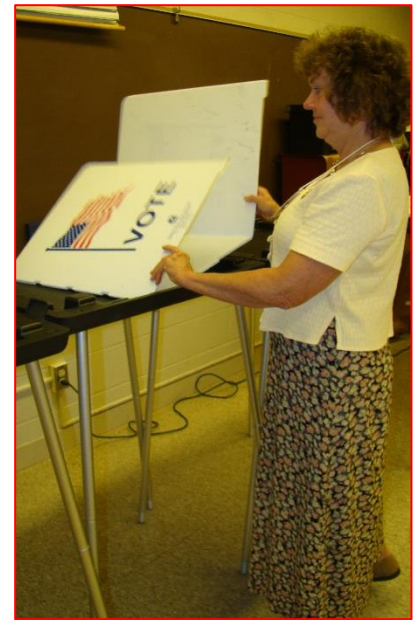
## City Clerk Tote

Return these items to the City Clerk tote:

- Resource binder (red)
- Chief binder (yellow)
- Absentee binder (black)
- Election Day Guide binder (white)
- Plastic supply kit and its contents
- Unissued voter slips
- Absentee ballot certificate envelopes, in large white envelope signed by 3 officials
- Registration table accordion folder and its contents (black dots)
- Green poll book accordion folder and its contents (green dots)
- Greeter accordion folder and its contents (orange dots)
- Blue provisional accordion folder and its contents (blue dots)
- Red signage folder and its contents (red dots)
- I Voted stickers

Lock voted ballots in the tabulator cart and. Foor security purposes, do **not** put them in the City Clerk tote.

## Complete Payroll Sheet

Each poll worker should record their hours on the payroll sheet.

The chief should indicate if any poll workers did not show up to work. After reviewing for accuracy, the chief signs off on the payroll sheet.

## Triple-Check Paperwork

- ✓ Make sure every red or blue line on the Inspectors' Statement is complete
- ✓ At least three poll workers should review Inspectors' Statement

## Call Clerk's Office at 9 p.m.

If you are still closing the polls at 9 p.m. and are unlikely to finish in the next few minutes, call the Clerk's Office at (608)266-4220. Additional help may be available.

**Hand-Deliver to Clerk's Office**

Put these items in the red absentee delivery
bag. The chief hand-delivers these items to the
City Clerk's Office.

- Dane County envelope
  - ➤ First results tape, signed
  - ➤ New registration poll list – white copy
  - ➤ Write-in tally sheet, if any – white copy
- City of Madison envelope
  - ➤ Second results tape, signed
  - ➤ Inspectors' Statement, signed by 3 officials
  - ➤ Write-in tally sheet, if any – yellow copy
  - • Rejected absentee ballots, in manila envelope signed by 3 officials
- Payroll Sheets
- Poll lists (2 for each ward)
  - ➤ First page of each completed and signed
- Completed registration forms in yellow accordion folder
  - ➤ Clipped to corresponding poll list for new registrations – yellow copy
- Provisional ballots and provisional reporting log, if you had Provisionals
- Dane County Elections security bag
  - ➤ Contains two memory sticks (tabulator and ExpressVote)
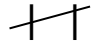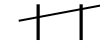
## Hand-Count Tally Procedures

If we run out of ballots and ballot cards, we need to hand count paper ballots. Tally sheets are behind the emergency tab of the red resource binder.

Complete the blanks at the top of the tally sheet. Only list "name of party" in a Partisan Primary. Write the office title in the office column. List the names of candidates on the ballot for each office in the candidate column. Do not tally write-ins on the hand count tally sheet.

Work with one ward at a time. One poll worker reads the candidate selections on each ballot. Two poll workers each mark a tally sheet. Mark each small cell to the right of a candidate name with up to 5 tally marks.

Announce when you have reached a multiple of five tallies for any candidate. If your numbers do not agree, start over.

After completing the hand-count, fill out the back of the form. Document the hand count on your incident log.

| Office | Candidate | 5 | 10 | 15 | 20 | Total Votes Cast |
|---|---|---|---|---|---|---|
| President | Thomas Jefferson | ‖ ⊬⊤ | ∣ ⊬⊤ ∣ | ∣ ⊬⊤ ∣ | ∣ ⊬⊤ ∣ | 20 |
| | John Adams | ‖ ⊬⊤ | ∣ ⊬⊤⌐ | ∣ ⊬⊤⌐ | ‖ | 17 |

## Board of Canvassers

The Board of Canvassers meets at 4 p.m. the Friday after each election. The Board of Canvassers consists of the Madison City Clerk and two other poll workers. These meetings are open to the public.

The Board of Canvassers

- Reviews Election Day documentation
- Counts provisional ballots for voters who provided missing information by the 4 p.m. deadline
- Tallies write-in votes, if any, for local candidates
- Certifies local election results

Poll workers are encouraged to attend the canvass. It helps provide the big picture of what happens to your documentation after Election Day.

## Recounts

If there is a recount, your Election Day documentation will be used to recreate everything that happened on Election Day. If you are invited to work at a recount, it can be a great learning opportunity.