

# Guide for Election Board Officials in Philadelphia County

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A supplement to the election seminars conducted by the  
City Commissioners

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POLLS ARE OPEN FROM 7:00 AM TO 8:00 PM

*Revised January 2023*

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## ELECTION DAY CHECKLIST

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Election Officers report to their respective polling places between 6:00 AM and 6:30 AM on Election Day. If a polling place isn't open, call **215-686-1523**.

- Check Ward and Division tag on the ExpressVote XLs and the Electronic Poll Book case. The Ward and Division should match the Ward and Division on the Election Materials Box.
- Election Officers read the Oath of Office and are sworn in. The Judge of Election assigns the officers to specific duties.
- Prepare the polling place for opening. This includes setting up the table and hanging posters on the walls.
- Set up the ExpressVote XLs. Ensure that the Ward and Division displayed on the touchscreen matches the Ward and Division on the tag and on the Election Materials Box.
- Power on the Black Network Box attached to the top rear of the 'A' ExpressVote XL by pressing the power button on the outside of the box. The light around the power button should turn blue. Verify the power cable is plugged into the side of the Network Box and the side of the XL. (NOTE: NOT EVERY DIVISION HAS A BLACK NETWORK BOX. There is 1 Network Box per polling place.)
- Set up the Electronic Poll Books and Printers. Ensure that the Ward and Division displayed on the touchscreen matches the present Ward and Division location.
- Make temporary modifications for accessibility – place ramps, prop open doors, place mats over thresholds, etc. (where needed).
- Open the polls promptly at 7:00 AM.
- Begin voting procedures.
- Close the polls at 8:00 PM
- Conduct machine tabulation of election results.
- Close and seal the ExpressVote XLs.
- Close the Electronic Poll Book, placing them back into the carrying case that they arrived in. Place the ExpressVote XL USB sticks, the last (longest) results receipt and zero tapes from each ExpressVote XL, the Mail-in and Absentee Voters Lists (found in the election materials box and an updated list will be delivered by a police officer in the morning), and the XL keys inside the vinyl Results Bag. Then, place the vinyl Results Bag inside the Electronic Poll Book carrying case and zip up the case.
- Power off the Network Box by pressing the power button on the outside of the box. The light around the power button should turn off.
- Wait for police officer to pick up Electronic Poll Book case (with vinyl USB Results Bag inside) and Hopper Sack.
- Return Election Materials Box to Voter Registration Office by 2:00 AM.

## IMPORTANT PHONE NUMBERS

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If you have any questions or problems on Election Day, call the appropriate number:

### Locked Polling Places

- **215-686-1523**
- **215-686-1520**

### Voting Machine and Electronic Poll Book Problems

- **215-686-1590**

### Missing Materials, Provisional Ballots, Poll Watcher Certificates

- **215-686-1530**

### Mail-In and Absentee Ballot Issues

- **215-686-3949**

### All other questions (registration status, poll locations, etc.)

- **215-686-1590**

## ELECTION BOARD JOB DESCRIPTIONS AND PROCEDURES

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- **Judge of Election** (Elected to office or appointed by Court of Common Pleas)
- **Majority Inspector** (Elected to office or appointed by Court of Common Pleas)
- **Minority Inspector** (Elected to office or appointed by Court of Common Pleas)
- **Clerk** (Appointed by Minority Inspector)
- **Machine Inspector** (Appointed by City Commissioners)
- **Bilingual Interpreter** (Appointed by City Commissioners for qualifying divisions)

In some cases when a Judge of Election, Majority Inspector, or Minority Inspector position is vacant the Court of Common Pleas, upon receiving a petition, may appoint an Election Board Official. The newly appointed individual will receive a court order with their appointment.

Below is a brief job description and overview of procedures for each Election Board position. For more detailed procedural information, refer to the appropriate section of this guide.

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### JUDGE OF ELECTION

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#### **Job Description**

The Judge of Election is responsible for overseeing the entire election process and voter activities for his or her Division. Each Judge is charged with conducting the Division's polling place in accordance with Federal and State election laws.

#### **Overview of Procedures**

Prior to Election Day:

1. Contact Election Board Officials to remind them of the Election Board training dates.
2. Attend scheduled Election Board Training in person or online ([training.philadelphiavotes.com](http://training.philadelphiavotes.com))
3. Contact Election Board Officials and arrange for them to meet at the polling place between 6:00 AM and 6:30 AM on Election Day.
4. Pick up the Election Materials Box, and all other election materials the weekend before the election at the designated location and store them in a secure, safe place until Election Day, or designate someone with the consent of the Minority Inspector, to do so.

On Election Day:

1. Meet all Election Board Officials at the polling place between 6:00 AM and 6:30 AM. If all members are not present, contact the missing Officials immediately.
2. Once assembled, all Election Board Officials must be sworn in by the Judge. The Judge is sworn in FIRST by the Minority Inspector. The printed Oath of Office is inside the Election Materials Box. Immediately after being sworn in, all Election Board members must sign the Oath of Office.

3. Prepare the polling place for 7:00 AM opening.
4. Appoint Election Board Officials to specific duties.
5. Open the polling place at 7:00 AM.
6. Throughout Election Day:
  - a. Enforce voting regulations and procedures and oversee the polling place.
  - b. Assign relief periods and fill vacancies as required.
7. Close the polling place at 8:00 PM.
8. Make sure that the following items are placed in the colored, vinyl USB Results Bag for pickup by a Police Officer:
  - a. The LAST (longest) results receipt and zero tapes from each ExpressVote XL
  - b. The USB stick from each ExpressVote XL
  - c. Mail-in and Absentee Voters Lists (found in the election materials box and an updated list will be delivered by a police officer in the morning)
  - d. Key for the ExpressVote XLs
9. Place the vinyl USB results bag into the Electronic Poll Book case along with the 2 electronic poll books and electronic poll book charging cables

**DO NOT PUT THE VINYL RESULTS BAG INTO THE HOPPER SACK.**

**PLACE THE VINYL RESULTS BAG INTO THE ELECTRONIC POLL BOOK CASE ALONG WITH THE 2 ELECTRONIC POLL BOOKS AND CABLES.**

10. Make sure that the following items are placed in the Hopper Sack for pickup by a Police Officer:
  - a. Hoppers from each ExpressVote XL
  - b. Spoiled Ballot Envelope
  - c. Provisional Voting Return Envelope C
  - d. Seal Card
11. Wait for the Police Officer to pick up the Electronic Poll Book case (with vinyl USB Results Bag inside) and the Hopper Sack.
12. Repack the ExpressVote ballot printer into the back of the ExpressVote XL
13. Repack ALL other materials into the Election Materials Box.
14. Return the Elections Materials Box to Riverview Place at Delaware Ave. & Spring Garden St. no later than 2:00 AM after the close of the polls.

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**MAJORITY INSPECTOR, MINORITY INSPECTOR, AND CLERK**

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**Job Description**

The Majority Inspector, Minority Inspector, and Clerk assist the Judge of Election in overseeing the election process at a particular polling place. They receive assignments from the Judge of Election and help enforce voting regulations and procedures.

## **Overview of Procedures**

On Election Day:

1. Report to polling place between 6:00 AM and 6:30 AM.
2. Be sworn into office by the Judge of Election.
3. Prepare the polling place for 7:00 AM opening.
4. Receive assignments from the Judge of Election.
5. Close the polling place at 8:00 PM.
6. Sign all printed copies of the election results receipts printed by each ExpressVote XL.

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## **MACHINE INSPECTOR**

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### **Job Description**

The Machine Inspector sets up the ExpressVote XLs and instructs voters in the use of the voting system.

## **Overview of Procedures**

On Election Day:

1. Report to the polling place between 6:00 AM and 6:30 AM.
2. Be sworn into office by the Judge of Election.
3. Set-up the ExpressVote XLs.
4. Set-up the ExpressPoll electronic poll books and ExpressVote ballot printers
5. Instruct voters in the use of the voting system.

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## **BILINGUAL INTERPRETER (IF ANY)**

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### **Job Description**

Bilingual Interpreters are appointed and assigned by the Office of the City Commissioners to provide bilingual interpretation services in polling places where voters have a limited proficiency in English. Bilingual Interpreters are provided training, have their language skills assessed, and are certified.

The Office of the City Commissioners provides telephonic interpretation services in approximately 120 languages, including Spanish and Chinese, at polling places in addition to the appointed Bilingual Interpreters. For this service, please refer to the language ID poster in your materials box.

Upon request by communities of other languages, where voters have limited English proficiency, an accommodation for Bilingual Interpreter services may be granted by the Office of the City Commissioners.

## Overview of Procedures

On Election Day:

1. Report to the polling place between 6:00 AM and 6:30 AM.
2. Assist voters with language interpretation when assistance has been requested.

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### RELIEF PERIODS (BREAKS)

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It is the responsibility of the Judge of Election to assign brief relief periods to Election Board Officials during the course of Election Day. The Judge should schedule these relief periods so that only one member of the Election Board is absent at any one time.

These relief periods should be scheduled at off-peak hours so that the remaining Board members can fill in for the duties of the absent member until he or she returns.

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### ELECTION BOARD VACANCIES

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If any of the following Election Board members fail to appear by 7:00 AM, the vacancy must be filled in the following manner:

- Judge of Election** - The Majority Inspector appoints a Judge of Election.
- Majority Inspector** - The Judge appoints a Majority Inspector.
- Minority Inspector** - The defeated candidate for Judge at the last election in which officers were voted upon shall serve, if available. To find out who this individual is you can call the County Board of Elections at **215-685-4811**.
- Clerk** - The Minority Inspector appoints a Clerk.
- Machine Inspector** - This position is appointed by the City Commissioners. In the event of a vacancy on Election Day, notify the County Board of Elections by calling **215-685-4811**.

**It is a violation of the Election Code for any unauthorized person to assist in the conduct of an election, during relief periods or at any other time during the course of an election.**

However, the Judge may designate, and oversee, an individual to assist with moving and positioning the ExpressVote XLs prior to opening the polls, if necessary.

**NOTE: If any vacancies in the above positions have still not been filled, the qualified voters of the Division present at the polling place shall hold a vote (curbside election) to fill the office(s).**

## PREPARING FOR ELECTION DAY

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### CHECKLIST

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- Contact Election Board officials.** About three months before the Election, Judges of Election contact Election Board Officials to determine if everyone is going to be available to work on Election Day.
- Attend an Electronic Poll Book training.** These trainings have been offered in Summer of 2022 and Winter of 2023 to train Election Board Workers on the new Electronic Poll Books.
- Attend a training seminar.** Election Board Training Seminars usually start in early March for the Primary Election and early September for the General Election. Election Board Officials who were elected or appointed by the Philadelphia Court of Common Pleas will receive notice of the Training Seminar dates and times for their Ward/Division approximately two weeks in advance. Judges of Election should contact Election Board Officials to remind them of the training date. Election Board Officials may also call the County Board of Elections by calling **215-685-4811** to inquire about training dates, or check our website, [vote.phila.gov](http://vote.phila.gov).
- Review the training guide.** Election Board Officials will be provided with a copy of this Election Board Official Training Guide at the Training Seminar. Read the Guide carefully before Election Day.
- Watch the Voting Machine training video.** Training videos will be available on [vote.phila.gov](http://vote.phila.gov).
- Pick up the Election Materials Box and Electronic Poll Books.** Election Materials Boxes and the Electronic Poll Book case (with 2 electronic poll books inside) are distributed the Saturday, Sunday, and Monday before Election Day. Materials may be picked up on Saturday or Sunday from 8:00 AM to 8:00 PM. Materials **MUST** be picked up by 4:30 PM on Monday. The Judge of Election, or someone designated by the Judge with the consent of the Minority Inspector, must pick up the Election Materials Box containing all needed documents and supplies for conducting the election and the electronic poll books. Distribution locations for each Ward can be found at the end of this Election Board Official Training Guide. The key for the ExpressVote XL and the Election Code will be provided with the Elections Materials Box.
- Check the polling place and voting devices.** The Judge of Election with the assistance of the other Election Board Officials should check the Division's polling place the weekend before Election Day to ensure that the correct voting devices have been delivered for the

Ward and Division. There is a Ward and Division Number Card in the vinyl pocket located near the handle on each ExpressVote XL in the Division. If the wrong devices were delivered, none were delivered, or if the seals are broken contact **215-686-1590**.

## OPENING THE POLLING PLACE

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### CHECKLIST

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- Arrive at the polling place on time.** The entire Election Board must meet at the Polling Place between 6:00 AM and 6:30 AM. If the Polling Place building is not open, call the Voter Registration Office at **215-686-1523**.
  
- Check that the Division has the correct voting devices.** Check the Ward and Division Number Card in the vinyl pocket on each ExpressVote XL in the Division. If they are designated for a different Division, and there are other Divisions in the same building, check the card on the other ExpressVote XLs. Make sure that each division's ExpressVote XLs are separated to provide a clear distinction for the voters between each divisions' voting devices. If the correct devices were not delivered to the building or if the seals are broken, call the Election Day Hotline at **215-686-1590**.
  
- Organize the Election Board.** Before the opening of the polls, all Election Board Officials **MUST** take the Oath of Office found in the Election Materials Box. If any Election Board Official fails to report to the polling place, the vacancy must be filled according to the procedures outlined in this Guide.
  
- Open and prepare the ExpressVote XLs.** Set up the ExpressVote XLs in a clearly defined, enclosed area, within plain sight of the rest of the room. Make sure to open all devices provided to your Division. Complete instructions for the preparation of the ExpressVote XLs may be found in this Guide. Ensure that the Ward and Division displayed on the touchscreen matches the Ward and Division on the tag and on the Election Materials Box.
  
- Turn on the Black Network Box attached to the ExpressVote XL (IF APPLICABLE TO YOUR DIVISION).** One of the 'A' ExpressVote XLs for each polling place will have a Black Network Box attached to it. Ensure the power cord is connected to the side of the XL and press the button on the outside of the Black Network Box. Confirm the light around the button turns blue.
  
- Set up the ExpressPoll Electronic Poll Book and ExpressVote Printer.** Remove the ExpressPoll electronic poll books from their carrying case and remove the printers from the back compartment of the XL voting machine. Full directions for ExpressPoll and printer set up can be found on pages 45-47. Ensure that the Ward and Division displayed on the

Electronic Poll Book screen matches the Ward and Division for the present Division and matches the tag on the Election Materials Box.

- Place Paper Ballots on the table.** Remove the paper ballots from the back of the Express Vote XL machine marked “A.”
- Make the polling place accessible.** See "Accessibility for Disabled and Elderly Voters" section of this Guide.
- Open and check Election Materials Box.** The Judge of Election must open the sealed Election Materials Box and remove the materials. Election Board Officials must check to confirm that all required materials for the Division have been provided in the Election Materials Box. If you are missing any materials, call **215-686-1530**.
- Turn on the Cell Phone.** Each Election Board is offered a cell phone to be used for language interpretation services and communication with the County Board of Elections. It must be turned on at the beginning of the day.
- Post All Notices and Signs.** Federal and State Laws require that District Election Officials post certain Trilingual English/Spanish/Chinese Notices both within and outside the polling place so that voters can see them before they begin the voting process. All of the notices that are required to be posted at each polling place are trilingual, some having English on one side and Spanish/Chinese on the other side. Many of the items may be found in a large gold envelope with red text on the front, with the heading “Attention: Judge of Election.” The Mail-in and Absentee Voters Lists (if any) will be brought to the polling place by a police officer. These signs must be posted BEFORE the polls open, and in locations where all voters can easily view them.
  - Post language Interpretation Service Instruction Sheet (blue) at the table.
  - Post Mail-in and Absentee Voters Lists (if any) at the table.
  - Post one Trilingual English/Spanish/Chinese Sample Ballot (large pink paper) outside near entrance of polling place and one inside polling place.
  - Post one “General Information and Instructions Re: Voting Rights and Responsibilities of Election Officials” (large blue paper) inside the polling place with the ENGLISH side facing out, one with the SPANISH, and one with the CHINESE.
  - Post one multilingual “Language Interpretation Services for Voters” notice (yellow) both outside and inside the polling place.
  - Post one Language Line “Language ID Poster” inside the polling place.
  - Post one “Information Statement on Access to the Election Process for People with Disabilities in the City of Philadelphia” (white) both inside & outside the polling

- place with the ENGLISH side facing out, one with the SPANISH, and one with the CHINESE.
- Post one “Notice of Voters’ Rights” (pink) both inside and outside the polling place with the ENGLISH side facing out, one with the SPANISH, and one with the CHINESE.
  - Post trilingual plain English statements for ballot questions (if applicable) inside the polling place (found in “Attention Judge Envelope”)

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### ACCESSIBILITY FOR DISABLED AND ELDERLY VOTERS

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The City Commissioners, in some cases, utilize temporary modifications at polling places to provide independent access for disabled voters. If your polling place has been provided a temporary modification it must be in place before the polls open on Election Day.

#### **Portable Ramps**

Portable aluminum ramps will be delivered with the Voting Machines to specific polling places that require them. The ramp must be set up when the polls open in the morning and remain in place until the polls close, so it is available to voters who use wheelchairs. Upon closing the polling place at the end of day, place the ramp with the Voting Machines for pickup where they were in the morning before the polls opened.

If you were notified that your Division requires a portable ramp but a ramp was not delivered with the Voting Machines, the ramp may have been delivered with the machine for another Division. Check other Divisions with polling places in the same building. If the ramp was not delivered to the building, call **215-686-1523** immediately.

#### **Door Stops**

A polling place may have a heavy steel door, a door with knobs or hardware that make it difficult for elderly voters or voters with disabilities to open, or a door without any handles or hardware. These Divisions will receive doorstops, which can be found in the rear compartment of ExpressVote XLs. Upon closing the polling place at the end of day, please return the doorstops to the bottom of the Voting Machine.

#### **Door Threshold Mats**

The entrance to a polling place building may have a door threshold that is higher than ½” that must be modified. The threshold mats will be given to the polling place proprietor prior to Election Day. Please work with the other Election Board Officials to place the rubber mat across door thresholds for which they are necessary. The rubber mat must be in place when the polls open in the morning and remain in place until the polls close. Upon closing the polling place at the end of day, please place the rubber mat on the floor next to the Voting Machines for pickup where they were in the morning before the polls opened.

## Doorbells

If it has been determined that a doorbell is required at your polling place, one will be packed in the Election Materials Box of one of the divisions located at your polling place. Please follow the instructions included with the doorbell to ensure the doorbell is attached to the door at the proper location. Please test the doorbell in the morning when you are setting up the polling place. If it does not work, please contact our office at **215-686-1523** and we will send a replacement doorbell out to the polling place.

## Alternative Entrance

During the weekend immediately prior to Election Day department personnel will post “Alternative Accessible Entrance” signs at the main entrance of all polling place facilities where an Alternative Entrance is designated to provide access for the disabled. All Divisions with a designated alternative entrance will receive extra posters in the Election Materials Box. The Elections Materials Boxes in these Divisions will also contain extra “Alternative Accessible Entrance” door signs in case they are needed.

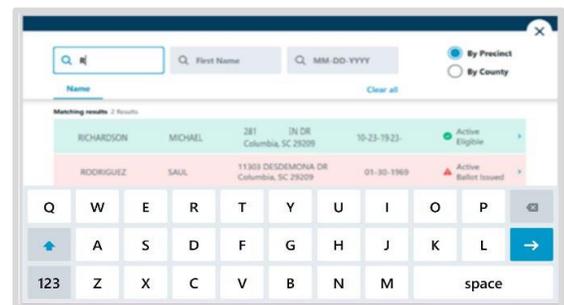


Please check with facility personnel to make certain that the alternative entrance is unlocked and available for use. Additionally, check to ensure that the signs posted by department personnel are still affixed to the wall at the main entrance and any alternative entrances. If these signs have been removed, please affix the spare Alternative Entrance signs in the Election Materials Box where necessary. Signs must be clearly visible, and at a reasonably low height, so that a person in a wheelchair can easily see and read them.

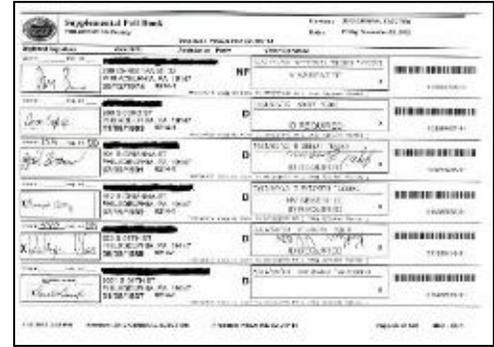
## VOTING PROCEDURES

Election Board Officials must adhere to the following procedures for each voter who arrives at the polls to vote on Election Day:

- 1. Check the electronic poll book.** The Election Board officer in charge of the electronic poll books must locate the voter’s name in the electronic poll book and call out the person’s name so that others in the polling place can hear it. To search for a voter, select “Search for Voter” button on the main screen. You may search by the voter’s Last Name, First Name, Date of Birth, or a combination of these items. When searching for a voter, always follow the principle that less is more – try searching for just a few letters of the voter’s name and watch the results as they come up on the screen.



- a. If the person’s voter registration record **IS** listed in the Division’s electronic poll book, then they are registered and eligible to vote. Proceed to step #2.
- b. **Check supplemental poll book pages (if any).** Election Officials must check any supplemental poll book pages. Supplemental poll book pages are located in a manila envelope found in the Election Materials Box. If you cannot locate the supplemental poll book pages, call **215-686-1530**. If the person's voter registration record is listed in the supplemental poll book pages, then they are registered and eligible to vote. Proceed to step #2. Voters may sign-in on the paper supplemental page.
- c. If the person’s voter registration record **IS NOT** listed in the Division’s electronic poll book or the supplemental poll book pages, proceed to step #4. **Any voter not found in the electronic poll book or supplemental poll book MAY NOT vote on the ExpressVote XL UNDER ANY CIRCUMSTANCES.**



*For voters whose names ARE listed in the electronic poll books:*

2. **Examine the colored box located on the right side of the electronic poll book screen.** Look at this box to determine if the voter is required to provide identification, complete an Affirmation of Elector form, and/or surrender their Mail-In or Absentee ballot before signing the electronic poll book. Check for the following colors:
  - a. **Green** – If the colored box is green, the voter may vote a standard ballot. The Board Worker touches the green circular arrow icon and flips the electronic poll book screen toward voter. The voter signs tablet and touches “Done Signing”. The Board Worker verifies signature against the signature on record. If the signature matches, the Board Worker initials box, then touches Accept. The electronic poll book will then prompt the Election Board Official to insert a blank ballot into the ExpressVote ballot printer. Once the ballot has printed, the Election Board Official shall hand the voter their paper ballot and direct them to the next available ExpressVote XL.
  - b. **Yellow** – If the colored box is yellow, the voter must take some action before being issued a standard ballot. These actions may include:
    - i. **“No Signature on File”** – If the box says “No Signature on File” this means the Voter Registration Office was unable to capture an image of the voter’s signature from the voter’s registration application. However, the voter is eligible and **MUST** be permitted to vote. Election Board Officials should follow the procedures for eligible voters in the “Green” section above.

- ii. **“Affirmation Required”** – (*See images below*) If the box says “Affirmation Required” this means the voter is an inactive voter. The voter must complete an “Affirmation of Elector” form BEFORE signing the electronic poll book. The voter must print his or her name and date of birth at the top of the form, complete Section A or B (whichever is applicable), and complete and sign Section C. An Election Board Official shall then proceed with checking the voter in using the electronic poll book following ordinary procedures outlined above. The department will use the information on the Affirmation of Elector forms to update the voter’s registration record after Election Day.

**i Inactive Eligible**

Comment

**THIS VOTER IS INACTIVE. The voter must sign an AFFIRMATION OF ELECTOR before Voting. Affirmation forms can be found in your election day supplies.**

- iii. **“ID Required”** – (*See images below*) If the box says “ID Required” then this voter is voting in your Division for the first time. Federal and State laws require that first time voters provide identification before voting. The voter must provide one of the approved forms of identification BEFORE signing the electronic poll book. The approved forms of identification are listed in this guide on page 20. Once the voter has provided an approved form of identification, an Election Board Official shall then proceed with checking the voter in using the electronic poll book following ordinary procedures outlined above.

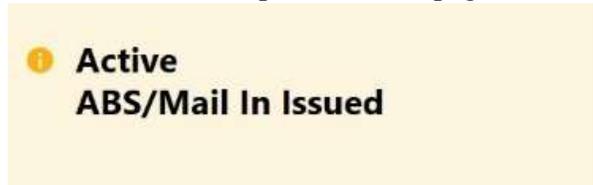
NOTE: If a voter whose signature box is marked “ID Required” is unable or unwilling to provide one of the approved forms of identification listed in this guide but still desires to vote, that voter **MUST** vote by Provisional Ballot.

**i Active-Must Show ID Eligible**

Comment

**VOTER MUST SHOW ID. Approved forms of photo ID can be found in the Election Guide. Confirm that this is the correct voter using name, month and day of birth and address.**

- iv. **“Affirmation & ID Required”** - If the box says, “Affirmation & ID Required”, the voter must complete and sign the “Affirmation of Elector” form AND produce an approved form of identification, in accordance with the procedures in items (c) and (d) above.
- v. **“ABS/Mail In Issued”** – (*See images below*) If the box says, “ABS/Mail In Issued”, the voter requested an Absentee or Mail-In ballot but did not, by the time of the latest update in the Electronic Poll Book, return their ballot. If they have their ballot and voter’s declaration envelope, they may surrender them and sign the Surrender Declaration (found in your Election Materials) in order to vote on the ExpressVote XL. After surrendering their materials and signing the declaration, you may check in the voter like normal. See Surrendered Ballots procedure on page 28. If they do not have their materials to surrender, they may only vote by Provisional Ballot. See Provisional Ballots procedure on page 22.



Comment

**This voter was issued a ABSENTEE or MAIL IN ballot that was not returned to the Election Office. Voter must surrender their ballot & Declaration Envelope and sign Surrender form OR vote a Provisional Ballot.**

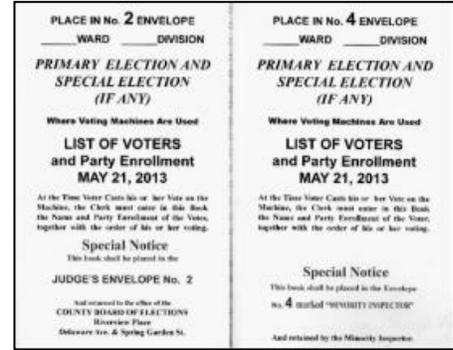
- c. **Red** – If the colored box is red, the voter cannot vote on the ExpressVote XL due to exceptions with their voter record. If a voter is at the wrong division or polling place, the Election Board Worker shall use the Electronic Poll Book to direct the voter to the correct location. Any voter whose name is red in the Electronic Poll Book may still vote by Provisional Ballot, which will be counted if the County Board of Elections determines that the voter was eligible to vote. See Provisional Ballots procedure on page 22.



Comment

**Voter has already voted by mail. If voter believes this was recorded in error, they may receive a Provisional Ballot.**

3. **Make a record of the voter in the yellow Number 2 and Number 4 books.** An Election Board Official must write the name and party affiliation of each voter casting a ballot on the voting machines, and the associated Admission Number, in BOTH the yellow Number 2 and Number 4 books, beginning on the first page. The Admission Number should be entered into the “Order of Voting” column. Names should be entered into the yellow Number 2 and Number 4 books according to the order in which voters signed the electronic poll books (i.e., the voter Admission Number 1 should be the first name in the Number 2 and Number 4 books, Admission Number 2 is the second name, etc.) The Number 2 and Number 4 books should contain identical information.



For all persons who cast a Provisional Ballot, an Election Board Official must write the name and the abbreviation PROV, instead of a number, in the appropriate spaces in the BACK of both the Number 2 and Number 4 books.

For all voters listed on the Division Mail-in and Absentee Voters Lists, an Election Board Official must write the name and the abbreviation MI or AB, instead of a number, in the appropriate spaces in the BACK of both the Number 2 and Number 4 books.

*For voters whose names ARE NOT listed in the electronic poll books:*

4. **Re-check, using all available search methods, the electronic poll book and supplemental poll book sheets (if any) carefully to ensure that the voter’s name is not listed.** If the voter’s name is not listed in the Division’s electronic poll book or on the supplemental sheets, Election Board Officials should do the following:
  - a. **Double check the spelling of the voter’s name, use prior last name, or use alternate spellings.** Ask the voter to spell their last name to ensure it was properly entered. If the voter was recently married or has otherwise had their name changed, Election Board Officials should search the electronic poll book to see if the voter is listed under a prior last name. If the voter has a hyphenated last name (e.g. Joseph Gordon-Levitt), attempt to search by using their **first name** instead, and then try either last name separately if needed (e.g. check first name Joseph first, then try both last names of Gordon and Levitt if needed). You may also search by the voter’s date of birth. If the voter is found under a previous name or incorrect spelling of their name, proceed to page 20 under Reporting Necessary Electronic Poll Book Changes.
  - b. **Expand the search countywide or ask for the voter’s Voter Registration Card.** Election Board Officials should expand their search countywide or ask to see the voter’s Voter Registration Card to ensure that the voter is at the right Division and polling place.

- c. **Call the voter registration office.** If the voter’s name cannot be located in the electronic poll book or supplemental poll book pages under any variation of the voter’s name, an Election Board Official or the voter should call the Voter Registration office at any of these numbers:

- **215-686-1590**
- **215-686-1500**
- **215-686-1509**
- **215-686-1505**

Department staff will check the central computer files to determine the voter’s eligibility and to inform the voter of his or her correct polling place.

5. **Provide the Voter with a Provisional Ballot.** If Election Board Officials are unable to locate the voter’s name in the electronic poll book or supplemental poll book pages under any variation of the voter’s name and the Voter Registration office cannot locate the voter’s record in the central computer files, then the voter **MUST** be afforded the opportunity to vote by Provisional Ballot. **Detailed information regarding the procedures for voting by Provisional Ballot may be found in this guide on page 22 “Eligibility for Voting by Provisional Ballot.”**

**NOTE: Election Board Officials are NOT PERMITTED to grant an individual the right to vote on the Voting Machines if the voter’s name is not listed in the electronic poll book or supplemental sheets.**

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### COURT ORDERS

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Voters who appear at a polling place with a court order **MUST** vote by Provisional Ballot **UNLESS** the voter’s registration record is found in the Division’s electronic poll book. Election Board Officials must check the electronic poll book **BEFORE** providing the voter with a Provisional Ballot.

Election Board Officials must adhere to the following procedures for each voter who arrives at the polls with a court order to vote on Election Day:

1. *Check the electronic poll book.* If a person appears at the polling place with a court order, check the electronic poll book **before** providing the voter with a Provisional Ballot.
  - a. If the voter’s name **IS** listed in the electronic poll book, write “In Electronic poll book” on the court order, and follow the procedures outlined in this guide for voters whose names are listed in the electronic poll book.
  - b. If the voter’s name **is not** listed in the electronic poll book, then the voter must vote by Provisional Ballot. Detailed information regarding the procedures for voting by Provisional Ballot may be found in this guide.

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### FIRST-TIME VOTERS AND APPROVED FORMS OF IDENTIFICATION

If a voter's name is yellow and says "ID Required", this person is voting in the Division for the first time since registering at their address. Federal and State laws require that first time voters provide identification before voting. The voter must provide one of the following approved forms of identification BEFORE signing the electronic poll book:

Approved forms of photo identification (must be **valid**):

- PA Driver's License or ID card issued by PennDOT
- ID issued by U.S. Government
- ID issued by any Commonwealth of Pennsylvania Agency
- U.S. Passport
- U.S. Armed Forces ID
- Student ID
- Employee ID

If the first-time voter does not have any of the above forms of approved photo identification, then the voter may provide any of the following approved forms of non-photo identification.

Approved forms of non-photo identification (must include the voter's **name and address of registration**):

- Voter Registration Card issued by the Voter Registration Office
- Non-Photo ID issued by the Commonwealth of Pennsylvania
- Non-Photo ID issued by the U.S. Government
- Current bank statement
- Current utility bill
- Current paycheck
- Government check
- Firearm permit

**Note:** If a voter is marked "ID Required" and is unable or unwilling to provide one of the approved forms of identification listed above, that voter **MUST** be permitted to vote by Provisional Ballot.

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### REPORTING NECESSARY ELECTRONIC POLL BOOK CHANGES

Each Division will be provided Discrepancy Sheets. The Discrepancy Sheets may be found in the purple folder in the Election Materials Box. Election Board Officials should use the Discrepancy Sheets to inform the City Commissioners of any changes that should be made to voter registration records.

The City Commissioners will use this information to:

- Correct errors to voters' name or date of birth information
- Confirm and remove records of voters who are reported as deceased

- Begin the Voter Removal Program by designating records as “Inactive” and mailing Address Verification Notices to registrants that Election Board Officials report as having moved out of a Division

### Inactive Voters

Federal and State laws require that the City Commissioners conduct a Voter Removal Program once a year and mail a forwardable Address Verification Notice (AVN) or Five-Year Notice to the address listed in the voter’s registration record. These notices include a response form and a postage-paid, pre-addressed return envelope for the voter’s response. The department uses information from the United States Post Office, PennDOT, and poll book Discrepancy Sheets to trigger the mailing of an AVN or Five-Year Notice. Voters who have not voted in any election for at least five years also receive such mailings.

Voters who do not respond to the notices are designated as “Inactive”. Inactive voters’ registration records will be updated to reflect a new address if this information can be obtained from the Post Office. An asterisk will precede each inactive voter’s name on the Division Street List, and the inactive voter’s record in the Division’s electronic poll book will say “Affirmation Required”. Detailed information on receiving inactive voters at the polls on Election Day can be found in this guide. The department will use the information on the Affirmation of Elector forms to update the voter’s registration record after Election Day.

### Cancellation of Records

Federal and State laws require that the department follow certain procedures before canceling the registration of a voter who has moved. Voters who do not respond to the AVN or Five-Year Notice form, fail to contact our office, and do not vote by the 2nd Federal General Election after the mailing of the notice, will have their registration record cancelled. Inactive voters whose registrations are cancelled will be removed from Division electronic poll books and street lists after the expiration of the prescribed time-period, which always falls in December of each even-numbered year.

### Affirmation of Electors

If a registered elector has **moved**, without notifying the Commission, the **voter must be permitted to vote at their former polling place** where their name should remain in the electronic poll book. The voter should inform polling place officials of the address change **by completing Sections A & C** of an **Affirmation of Elector** form (Illustrated to the right). After the election, the Voter Registration Office will use the Affirmation information to update the registration record and transfer it to the elector’s new division electronic poll book, if necessary.

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## PROVISIONAL BALLOTS

Provisional voting is a fail-safe voting process, mandated by Federal law, meant to ensure that registered voters are not denied the right to vote. A provisional ballot is a paper ballot that is printed in the same format as the Mail-in and Absentee Ballots.

Provisional ballots may be used by voters under many circumstances, such as if they are not listed in a Division's electronic poll book, are unable to provide an approved form of identification when required, applied for a Mail-in or Absentee Ballot, or are incorrectly told they are ineligible to vote by Election Board Officials.

If you have questions about Provisional Voting or are running low on Provisional Ballots on Election Day, call **215-686-1530**.

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## PROVISIONAL BALLOT SUPPLIES

The Division's supply of paper provisional ballot packages and the provisional ballots are in the clear plastic bag. This bag should contain:

1. Provisional Ballot Packages (see page 24 for details)
2. Provisional Ballots (white paper ballot with a green heading)
3. One (1) Provisional Voting Return Envelope C
4. Yellow "Machine Down" Stickers

The Provisional Ballots are printed on white paper with a green heading at the top of the page, and they are packaged separately from Provisional Ballot Packages.

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## ELIGIBILITY FOR VOTING BY PROVISIONAL BALLOT

An individual who wants to vote in a polling place but who cannot vote on the machine **MUST** be provided the opportunity to cast a Provisional Ballot. A voter must be offered a provisional ballot under the following circumstances:

1. **A voter's name does not appear in the Division's electronic poll books or supplemental poll book pages.** If an individual claims to be properly registered and eligible to vote in a Division, but the voter's name and voter registration record is not found in the Division's electronic poll books or supplemental poll book pages.
  - a. **NOTE:** If a voter's name does not appear in the Division's electronic poll books or supplemental pages, the voter may be at the wrong polling place. Before providing this person with a provisional ballot, Election Board Officials should expand their search countywide or call the central Voter Registration Office at

**215-686- 1590** to determine the person’s registration status and proper polling place location. The Election Board should encourage the voter to go to his or her proper polling place but must provide the voter with a Provisional Ballot if he or she insists on staying.

2. **The voter is a first-time voter without proper identification.** Federal and State laws require that a voter appearing to vote in a polling place for the first time must provide an approved form of identification before being permitted to vote on the Voting Machines. A list of approved forms of identification may be found in this guide. If the voter’s name is listed in the Division’s electronic poll books with “ID REQUIRED”, but the individual is unable or unwilling to show a form of identification as required by the Election Code, or the Judge of Election challenges the elector’s identification, this voter may be provided with a provisional ballot.
3. **There is a question regarding a voter’s eligibility to vote.** If an Election Official asserts that the individual is not eligible to vote in the Division, the voter may be provided with a provisional ballot. In a Primary Election, this includes an individual who claims to be registered for a particular political party, but whom the general register lists as registered as a member of another political party or no political party.
4. **Half or more of the Voting Machines in the Division are not working.** If half or more of the Voting Machines in the Division are not working, the voter has the right to vote by provisional ballot if he or she doesn’t want to wait to vote on a Voting Machine. This provisional ballot will be considered an emergency ballot and the Judge of Election should place a yellow label which reads “machine down” on the #2 section of the provisional ballot affidavit Envelope B.

There are some circumstances under which voters may ONLY vote by provisional ballot and may NOT cast a vote on the Voting Machine. A voter may ONLY vote by provisional ballot if:

1. **The individual has a Federal or State court order.** If a person appears at your polls with a court order, check the Division’s electronic poll books and supplemental poll book pages for his or her name BEFORE providing the voter with a provisional ballot.
  - a. If the voter’s name IS FOUND in the Division’s electronic poll book or supplemental poll book pages, the person must be permitted to vote on the Voting Machine.
  - b. If the voter’s name IS NOT FOUND in the Division’s electronic poll book or supplemental poll book pages, the voter may only vote by provisional ballot.
2. **There is a court ordered extension of a polling place closing time.** If an individual is voting as a result of a court order extending the time established for closing the polls by State law, which is in effect 10 days before an election, the voter may only vote by

provisional ballot. This is only in cases of an emergency when the Courts have ordered the polls to remain open later than 8:00 PM.

- a. NOTE: Voters who are inside the polling place, or in line to enter the polling place by the normal 8:00 PM closing time, are required to vote on the Voting Machines unless prohibited by reasons 1 and 2 above.
3. **FOR PRIMARY ELECTIONS ONLY: Incorrect political party.** Voters who believe that their political party affiliation as listed in the electronic poll book is incorrect may vote by provisional ballot **for the party with which they believe they should be registered.**
    - a. NOTE: The Voter Registration Office will review either the voter’s original registration application, or images of the original registration application, to determine the political party of record. If the voter casts a provisional ballot for a party with which he or she is not registered, then the provisional ballot will be REJECTED as ineligible and not counted for any elective offices. If there are questions on the ballot, then the votes cast for the questions WILL still be counted.
  4. **Voter has applied for a Mail-in or Absentee Ballot.** See page 27 “Check-in Process for Mail-in and Absentee Voters”

#### PROVISIONAL BALLOT VOTING PROCEDURES

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If the Judge of Election, or Inspectors of Election, determine that a voter is eligible or required to vote by provisional ballot, the Judge of Election shall adhere to the following procedures:

1. **Enter the voter’s name into the Number 2 and Number 4 Books.** A voter who is voting by provisional ballot may NOT sign the District electronic poll book. The Clerk must write the voter’s name **in the back** of the Number 2 and Number 4 Books, writing “PROV” instead of an admission number.
2. **Provide the voter with a Provisional Ballot Package and a Provisional Ballot.** The Judge of Election shall provide the individual with BOTH a Provisional Ballot Package and a Provisional Ballot.
  - A Provisional Ballot Package contains the following:
    - a. One (1) Secrecy Envelope
    - b. One (1) Provisional Ballot Affidavit Envelope B (green)
    - c. One (1) Provisional Ballot Instruction Card (white)
    - d. One (1) Provisional Ballot Receipt
    - e. One (1) Pen

The Provisional Ballots are printed on white paper with a green heading at the top of the page, and they are packaged separately from Provisional Ballot Packages.

3. **Witness proper completion of Section #1 of the Provisional Ballot Affidavit Envelope B.** The Judge of Election and the Minority Inspector must witness the voter complete and sign Section #1 of the Provisional Ballot Affidavit Envelope B.

4. **Complete Section #2 of the Provisional Ballot Affidavit Envelope B.** BEFORE the ballot is marked by the voter, the Judge of Election and the Minority Inspector must complete and sign Section #2 of the Provisional Voter Affidavit Envelope.

5. **The voter completes the Provisional Ballot.** The voter should be directed to an area within the polling place where he or she may complete the ballot in private. The voter follows the instructions on the Provisional Ballot Instruction Card in completing the ballot.

6. **The voter returns the Provisional Ballot.** After sealing the ballot and Secrecy Envelope in the Provisional Ballot Affidavit Envelope, the voter must return the completed ballot to the Election Board Official table. The voter must sign and date Section #4 of the Provisional Ballot Affidavit Envelope B in the presence of the Judge of Election or Inspector.

- a. NOTE: The Judge of Election and Minority Inspector MUST witness the voter sign and date the Affidavit in Section #4 of the Provisional Ballot Affidavit Envelope B. In doing so, the voter confirms that he or she claims to be properly registered and eligible to vote at the Division where he or she has appeared to vote.
- b. NOTE: The Judge of Election MUST check to make certain the voter has completed all information, and signed both Section #1 and Section #4 of the Provisional Voter Affidavit Envelope B.

7. **Affix the Ballot Identification Number to the Provisional Ballot Envelope.** The Judge of Election must affix the adhesive Ballot Identification Number, found on the Provisional Ballot Receipt, to the space provided on the bottom right-hand corner of Provisional Ballot Affidavit Envelope B.

8. **Provide the voter with a receipt.** The Judge of Election must give the receipt with the corresponding Ballot Identification Number to the voter and inform the voter of the website and toll-free number where the individual can learn whether the Provisional

Ballot was counted, partially counted, or not counted, as well as the reasons for partially counted or not counted ballots. The website and phone number are printed on the Provisional Ballot Number receipt.

9. **Place the voted Provisional Ballot in Provisional Voting Return Envelope C.** All voted and sealed Provisional Ballots will be returned in Provisional Voting Return Envelope C at the end of Election Day.

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#### MAIL-IN AND ABSENTEE BALLOTS

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You will receive Mail-in and Absentee Voters Lists which will contain the name, address, date of birth, and political party affiliation of all electors who have applied for a Mail-in or Absentee Ballot by the legal deadline. These voters are prohibited by the Election Code from voting on the ExpressVote XLs unless they surrender their unvoted ballot and voter's Declaration Envelope to the Judge of Election. Upon surrendering a ballot and Declaration Envelope, the voter and Judge of Election must complete the surrendered mail ballot form.

Record the names of those who have returned voted Mail-in or Absentee ballots in the yellow Number 2 and Number 4 books. Election Board Officials must write the name of each voter who has cast a vote by Mail-in or Absentee Ballot, and whose name therefore appears on the Mail-in and Absentee Voter List, in **both** the yellow Number 2 and Number 4 books, beginning on the last page. Officials should write "MI" for Mail-in voters "AB" for Absentee voters instead of an Admission Number in the "Order of Voting" column at the end of the day.

*NOTE:* Voters **MAY NOT** turn in their voted Mail-In or Absentee Ballot at the polling place to be counted. Voted ballots may only be returned to the County Board of Elections, or a designated drop box location. Voters may contact **215-686-1590** or visit <https://vote.phila.gov/ballot-drop-off/> for a list of drop box locations.

## CHECK-IN AND VOTING PROCESS FOR MAIL-IN AND ABSENTEE VOTERS

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1. The electronic poll book will notify the election worker if a voter requested an absentee/mail-in ballot.
2. When a voter presents to the **Check-in Station**, first ask the voter if they requested an absentee or mail-in ballot.

**Note:** There may also be a supplemental poll book that includes two sections: Voter record updates and voters who've recently returned their Mail Ballot. A supplemental poll book contains voter record updates that have occurred since the electronic poll books were loaded with data.

“So that we can help you vote today, I need to find your name in our electronic poll book, can you tell me if you requested an absentee or mail-in ballot for this election?”

3. Ask the voter to state their name.
4. Search for the voter’s record in the electronic poll book.

Record Located?	Voter Record Shows History of Requesting a Ballot?	Vote Method
<b>Yes</b>	<b>No</b>	<b>ExpressVote XL</b>
<b>Yes</b>	Yes, <b>and</b> voter <b>brought</b> the unvoted ballot and return envelope to the polling place to be surrendered.	<b>ExpressVote XL</b>
<b>Yes</b>	Yes, <b>but</b> voter <b>didn't bring</b> the ballot and return envelope to the polling place to be surrendered.	<b>Provisional</b>

You should offer the voter a provisional ballot if they believe they are eligible to vote but were listed as returning a ballot.

5. If you determine that the voter can vote on the ExpressVote XL (see above table), check to determine if voter is subject to other requirements (yellow record) such as showing ID or completing an affirmation of elector and follow standard procedures for those found starting on page 15.

6. If the voter can proceed with voting on the ExpressVote XL, refer to the table below:

Voting Scenario	Steps to follow
<b>No Record of Previously Requesting a Ballot</b>	<ol style="list-style-type: none"> <li>1. If indicated in the electronic poll book, ask voter to show acceptable ID and/or sign affirmation of elector.</li> <li>2. Ask voter to sign electronic poll book.</li> <li>3. Announce the voter’s name so that it may be heard by all members of the election board and by all watchers present in the polling place.</li> <li>4. Compare voter’s signature with the signature in the electronic poll book.</li> <li>5. Write your initials in the space provided.</li> <li>6. Write voter’s name in the <i>Numbered List of Voters</i>.</li> <li>7. Print and issue the voter an ExpressVote XL paper ballot.</li> <li>8. Direct voter to the next available ExpressVote XL.</li> </ol>
<b>Voter is Surrendering Previously Issued Ballot and Return Envelope</b>	<ol style="list-style-type: none"> <li>1. Accept surrendered ballot and return envelope (Declaration envelope) from voter.</li> <li>2. Place “SPOILED” ballot sticker on ballot and return envelope, without covering up the pre-printed voter information on the envelope.</li> <li>3. Ask voter to complete and sign the Surrender Declaration.</li> <li>4. Judge of Election signs their portion of the Declaration.</li> <li>5. Place the signed Surrender Declaration and spoiled ballot into the return envelope. Place the return envelope into the plastic bag.</li> <li>6. Ask voter to sign electronic poll book and continue the check-in process with steps 3-8 listed directly above.</li> </ol>

**SURRENDERING A MAIL-IN AND ABSENTEE BALLOT**

A voter who applied for and received a mail-in or absentee ballot may choose to surrender the ballot at their polling location on election day. Properly surrendering a ballot will grant the voter the right to vote on an ExpressVote XL (**see the table above**). The voter may only surrender their own declaration envelope and ballot and must surrender **both items**. The voter and Judge of Election must then sign an affirmation (Surrender Declaration).

Without surrendering these items and signing the affirmation, **the surrender process will be void, and the voter MAY NOT** cast a vote on the ExpressVote XL; however, the voter may still choose to vote on a provisional ballot.

**CHALLENGES TO MAIL-IN OR ABSENTEE VOTERS**

All challenges to Mail-in or Absentee Ballots must be made to the Philadelphia Board of Elections in City Hall, Room 142. Individuals seeking to challenge a Mail-in or Absentee Ballot should contact to the Philadelphia Board of Elections at **215-686-3949**.

## CHALLENGES TO IN-PERSON VOTES ON ELECTION DAY

Any Election Board Official, certified Poll Watcher, or voter present at the polls has the right to challenge an individual's right to vote on the grounds of identity, even if the voter's registration record appears in the Division's electronic poll book.

**For voters who have moved outside of a Division** - A voter whose registration is found in a Division's electronic poll book may NOT be challenged on the grounds that the voter has moved to a residence outside of that Division. Voters who have moved out of the Division, and whose registration record appears in the electronic poll book for that Division, are permitted to return to their former polling place to vote one last time, provided they affirm their new address by completing the Affirmation of Elector form. After Election Day, the Voter Registration Office will transfer the voter's registration to the correct Division for the voter's current address.

**For first-time voters** – A voter who is voting in a Division for the first time since registering, whose name is listed in yellow in the Division's electronic poll books with "ID REQUIRED", may NOT be challenged. These voters merely needs to provide one of the approved forms of identification.

### Challenge Procedures

A challenge does not, in itself, preclude an individual from voting at the polls on Election Day. However, the following steps must be taken before a voter whose eligibility has been challenged may be permitted to vote:

- The voter must take an Oath and sign a Challenge Affidavit.* A voter whose eligibility has been challenged must be put under Oath by the Judge of Election. The voter must also sign the Challenge Affidavit. Any individual under Oath who fails to tell the truth commits perjury and is subject to any and all penalties provided for in the Election Code.
- The voter must produce a qualified voter as a witness.* The voter whose eligibility has been challenged then must produce one qualified voter from the Division who shall serve as a witness. The qualified voter must swear under oath that the voter in question is in fact eligible to vote in the Division. The witness must also sign the Challenge Affidavit.
- The voter must be permitted to vote.* Once a voter whose eligibility has been challenged completes and signs the Challenge Affidavit and produces a qualified voter from the Division as a witness, the voter must be permitted to vote.

The image shows a form titled "CHALLENGE AFFIDAVIT AS TO IDENTITY AND RESIDENCE (TO BE MADE BY PERSON CHALLENGED)". It is a legal document with several sections for personal information and signatures. The form includes fields for "WARD" and "DIVISION", and a statement: "Any person, although registered as a voter, may be challenged by any qualified voter as to IDENTITY or RESIDENCE IN THE ELECTION DISTRICT, AS PROVIDED FOR UNDER SECTION 11104 OF THIS ACT". It also contains fields for "State of Pennsylvania", "County of Philadelphia", "NAME OF CHALLENGED VOTER", "DATE OF BIRTH", "CHALLENGED VOTER'S ADDRESS", "STATE REASON FOR CHALLENGE", "IDENTITY", "RESIDENCE", "NAME OF PERSON MAKING CHALLENGE", and "ADDRESS OF PERSON MAKING CHALLENGE". There are two sworn statements, one for the challenged voter and one for the witness, each with a signature line for the "JUDGE OF ELECTION" and the respective party. An "IMPORTANT NOTE" at the bottom explains that a voter whose name remains listed in the District Register pollbook cannot be challenged on the basis of residence or to complete the Challenge Affidavit unless the voter has already received a ballot. The form is dated 14-71 (Rev. 07/2004).

## ILLEGAL OR INAPPROPRIATE BEHAVIOR ON ELECTION DAY

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It is a violation of the Pennsylvania Election Code to:

1. Permit Election Board officials to serve without having been sworn in.
2. Permit illegal voting assistance.
3. Make false entries on official documents.
4. Destroy or alter registration affidavits, results receipts/tapes, or any other official records.
5. Permit ineligible voters to cast a vote.
6. Bribe or attempt to bribe voters.
7. Tamper with Voting Machines.
8. Intimidate, harass, or otherwise deter Poll Watchers from working at a polling place.
9. Permit a voter to see his or her signature on the registration record before signing the electronic poll book.
10. Assault anyone at a polling place.

The above list covers only a few of the possible violations of the Election Code which could occur at the polls on Election Day. The Elections Materials Box contains a Penalties card with a complete list of violations and penalties. Election Board Officials should be familiar with election procedures and the different types of inappropriate or illegal behavior so as to avoid unknowingly violating the law.

The best way for Election Board Officials to become familiar with the Election Code is by attending both an Election Seminar and thoroughly studying this guide. The City Commissioners hold seminars for Election Board Officials in different sections of Philadelphia prior to each election. These instructional sessions are also open to the general public.

Election Board officials may also review the blue “General Information and Instructions Re: Voting Rights and Responsibilities of Election Officials” poster found in the Election Materials Box, and which must be posted in the polling place on Election Day.

### ELECTIONEERING

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Electioneering is not allowed within 10 feet of the polling place (the entrance to the room in which the voting machines are located). Electioneering includes, but is not limited to:

- Handing out campaign materials
- Placing campaign materials on the same table where the Election Board is sitting
- Telling voters which candidates to support
- Wearing a t-shirt or button supporting a candidate, campaign, or political party (except voters in the act of voting)

## VOTING ASSISTANCE

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### ASSISTANCE FROM ANOTHER PERSON

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#### **Eligibility**

No persons shall be entitled to voting assistance unless either:

1. It is indicated in the voter's registration record in the Division's electronic poll book that the voter is entitled to assistance.
2. The voter completes and signs an Assistance Declaration at the polling place, prior to approaching the ExpressVote XL.

A registered voter may obtain assistance from anyone he or she chooses. However, the following individuals are NOT permitted to provide voting assistance:

1. The Judge of Election
2. The voter's employer or an agent of that employer
3. An officer or agent of the voter's union

#### **Voting Assistance Procedures**

1. *Check the electronic poll book to determine if the voter is eligible for voting assistance.* If a voter requests voting assistance, and Election Board Officials have already determined that the voter is eligible using the information in the "Voting Assistance Eligibility" section above, Election Board officials must then review the Assistance Permitted portion of the voter's registration information in the electronic poll book.
  - a. If the Green Box on the right side of the Voter's Information Page reads "Assistance Required" in smaller font below "Active", then the voter is entitled to voting assistance. Voters unable to sign must still make a mark in the electronic poll book.
  - b. If the electronic poll book is not marked "Assistance Required", but a voter requests assistance to vote because of disability, blindness, or inability to read or write English, then the voter is entitled to assistance, but must complete an Assistance Declaration form. The Assistance Declaration forms are printed on white paper and are in the Election Materials Box. Once the voter, the individual providing assistance, and the Judge of Election have completed and signed the Assistance Declaration, the voter is entitled to voting assistance from a person of his or her own choosing (see exceptions above). Voters unable to sign must still make a mark in the electronic poll book. This procedure also relates to the language assistance provisions on Page 33 of this Guide.

2. *Complete Record of Assisted Voters form.* The “Record of Assisted Voters” form must be completed by an Election Board Official. It must include the name of the voter receiving assistance, the name of the person providing assistance, and the reason for the assistance.
3. *The voter may cast a vote.* If the voter has been determined as eligible to vote on the Voting Machine, the person the voter has selected to provide assistance may enter the Voting Machine booth with the voter. If the voter is required to vote by Provisional Ballot, then the assisting individual may assist the voter in completing the Provisional Ballot and Provisional Ballot Affidavit Envelope B.
4. *Return the Record of Assisted Voters.*

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### AUDIO KEYPAD/HEADPHONE DEVICES

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The Help America Vote Act (HAVA) requires that all states and counties use voting systems that are equipped to afford individuals with disabilities the opportunity to privately and independently cast a ballot. Philadelphia County’s ExpressVote XLs are wheelchair accessible and are also equipped with a Universal Voting Console (UVC).

An Election Board Official will find the UVC ready to be connected to the ExpressVote XL designated as the A machine, but it will work on either ExpressVote XL. Election Board officials may not discourage voters from using the UVC if they desire to do so.



**Universal Voting Console.** The Universal Voting Console (UVC) allows voters to vote without using the touchscreen.

NOTE: A visually impaired voter is NOT required to use the UVC if the voter chooses to have an individual provide voting assistance. However, if a visually impaired voter desires to vote without any assistance, Election Board Officials must give the voter the opportunity to use the UVC.

**Initiating the UVC Voting Session.** After the paper ballot is inserted and the ballot displays on-screen, press the Select button. On the confirmation screen, press the Next key. This initiates Assistive Mode on the terminal and produces the Help screen. Press Next (Right) to exit or Select to generate a blank screen to provide voter privacy. Assist the voter with adjusting volume, if needed.

**Voting with the UVC.** Voters using Assistive Mode will use both the UVC to navigate and headphones to listen to audio ballot instructions on how to complete their ballot. Headphones

connect to the jack in the lower-right side of the UVC. The voter will use the UVC to make vote selections, finalize, print, and cast their ballot.

**Voting with a Dual-Switch Device.** Voters may use a dual-switch device, such as a rocker paddle or sip and puff device, to navigate through the ballot, make vote selections, finalize, print, and cast their ballot. Dual-switch devices are not supplied by the County and are brought to the poll site by the voter. Dual switch devices connect to the jack on the lower left side of the UVC.

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### EMERGENCY ALTERNATIVE VOTING PROCEDURES

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If a disabled voter is unable to enter a polling place due to accessibility barriers, that voter may apply for an Emergency Alternative Ballot at any time while the polls are open on Election Day. Election Board officials should advise the voter that he or she may travel to the County Board of Elections, Room 142 City Hall, which has been designated as the city’s Alternative Election Day Voting Center, to apply for, and vote by, Alternative Ballot. The “Information Statement on Access to the Election Process for People with Disabilities in the City of Philadelphia” notice in the Election Materials Box, which must be posted in the polling place, has additional information about Emergency Alternative Voting for disabled voters. The disabled voter may fill out a Designation of Agent and Certification of Designated Agent form to designate someone to obtain and return the alternative ballot for them if they are unable to get to City Hall, Room 142.

Election Board officials should advise the voter to call **215-686-3949** for more information about alternative voting procedures.

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### LANGUAGE INTERPRETATION SERVICES

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Federal law requires that the City and Philadelphia County Board of Elections make available various means for providing voters with written and oral language assistance in English, Spanish, and Chinese.

#### *Printed Information and Materials*

All materials needed to enable voters to vote on Election Day are available in English, Spanish, and Chinese.

#### *Personal Oral Language Assistance*

The City Commissioners will test, certify, train, and assign Interpreters to provide in-person English/Spanish/Chinese language assistance in a number of Divisions across the City. Some Divisions in the City may have Interpreters assigned for other languages. In order to serve, or be paid, as a Bilingual Interpreter, an individual must be tested, certified, and trained before the election. All certified Interpreters will bring an Appointment Letter from the City Commissioners to the polling place, listing their assigned Ward/Division. If an Election Board Official is sufficiently proficient in Spanish or Chinese, they may be eligible for appointment by

telephone, to fill a vacancy on Election Day. If an Interpreter has not been assigned to your division, and you need one, call Shanna Fields at **215-685-4811**.

### *Telephone Oral Language Assistance*

Telephone Language Assistance Services are available in the event that a voter requires language assistance and oral language assistance is unavailable at a polling place. This service may be used if there is no Interpreter assigned to a voter's Division or to another Division located in the same facility, or if none of the Election Board Officials are sufficiently proficient in the required language.

Each Election Board is offered a cell phone for Election Day. The phone may be obtained when Election Board Officials pick up the Division's Election Materials Box. A blue "Quick Reference Guide-Election Day Phone Interpretation" instruction card, and instructions for operating the cell phone, may be found in the envelope containing the cell phone. The cell phone battery will be fully charged, and the phone is programmed to automatically go out of service the day after the election. The City has contracted with a Telephone Language Interpretation Service to provide Election Day interpretation in 173 different languages. If a voter requires Telephone Language Assistance Services, Election Board Officials should use the cell phone and the blue instruction sheet to assist the voter in obtaining language services.

There is a list of languages printed on the back of the instruction card. If Election Board Officials are unable to determine which language a voter speaks, the voter should point to the correct language on the list. This cell phone may also be used to contact the County Board of Elections for any reason.

### *Language Assistance from a Child, Relative, Friend, Neighbor, or another Voter*

Under Federal and State law, a voter who is disabled or who cannot adequately read or write English can select anyone the voter chooses, including the voter's minor children, to provide oral language assistance. A voter may NOT receive assistance from the voter's employer or an agent of that employer, or from an officer or agent of the voter's union. State law also prohibits the Judge of Election from providing assistance in voting. However, the Judge may be permitted to provide language assistance if:

1. There is no one else available to provide oral language assistance,
2. AND the Judge speaks Spanish, Chinese, or any other required language proficiently,
3. AND the voter chooses the Judge to provide language assistance. If the voter's record in the electronic poll book is not marked "Assistance Required," then the voter, the person the voter chooses to assist them, and the Judge of Election, will have to complete and sign an "Assistance Declaration" form which is available at the polls. The Judge of Election must also complete the "Record of Assisted Voters" form.

Election Board Officials should check the electronic poll book to determine if the voter is eligible for voting assistance. Refer to the “Voting Assistance Procedures” in this guide for detailed information about Voting Assistance procedures and forms.

## AUTHORIZED AND UNAUTHORIZED POLLING PLACE INSPECTORS AND VISITORS

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No person is to be permitted in the polling place except:

- Division Election Board Members
- Voters in the act of voting
- Persons providing authorized voter assistance or language translations
- Certified Poll Watchers
- County election personnel
- Law enforcement personnel summoned by the Judge

### **Poll Watchers**

Official Poll Watchers are issued Watcher Certificates by the City Commissioners, as requested by candidates or political parties, after a review of the potential Poll Watchers’ voter registration files. Watchers do not have to live in the Division in which they watch, but they must be registered electors in Philadelphia. The primary responsibility of Poll Watchers is to WATCH the election process as representatives of their candidate or political party.

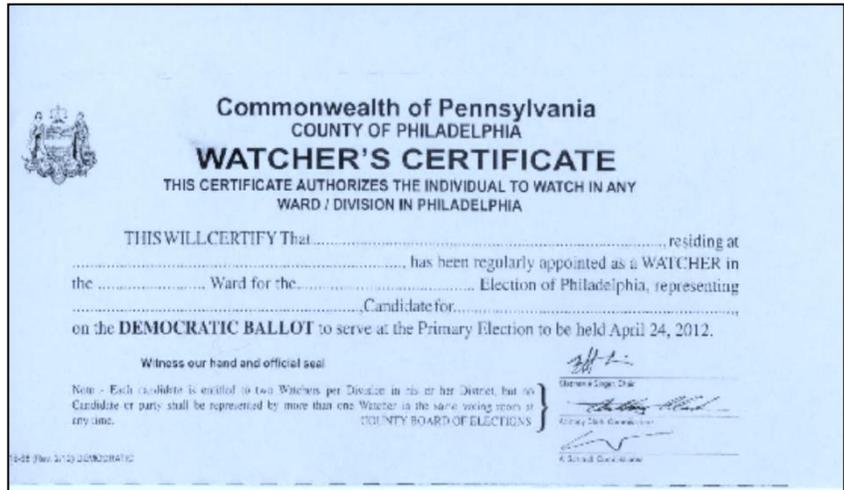
#### *Primary Election Poll Watchers*

During Primary Elections, each candidate is entitled to request two (2) Watcher Certificates per Division for his or her district. Parties may not request Watcher Certificates during the Primary Election.

#### *General Election Poll Watchers*

Each political party is entitled to request three (3) Watcher Certificates per Division AND each candidate is entitled to request two (2) Watcher Certificates per Division in his or her district.

Watchers are only permitted to be issued one Certificate for one Election District but are permitted to use that Certificate to watch in ANY Ward/Division in Philadelphia. Each Watcher Certificate will have the Watcher's name, address, and the Ward and Division in which the Watcher has requested to work listed on the certificate. Certified Watchers are permitted to be present in ANY polling place during Election Day and during the tabulation of results after the polls close at 8:00 PM, in accordance with the following requirements of the Election Code:



1. All Watchers must have a valid Watchers Certificate, issued by the City Commissioners' County Board of Elections. Each Watcher must carry the Certificate on his/her person at all times during the course of the election. Watchers must show these Certificates upon request to members of the Election Board.
2. During voting hours (opening of polls to closing of polls), only one Watcher for each party or candidate, is to be permitted in the polling place room at any given time.
3. After the polls close, ALL Watchers are permitted inside the polling place to watch the Division vote tabulation.
4. Only when there are NO voters present in the polling place, a Certified Poll Watcher, upon request and presentation of their Certificate to a Poll Official, may inspect the Voting Check List (electronic poll book), ask for the public count from each ExpressVote XL, and inspect the Number 2 and Number 4 books during voting hours (7:00 AM- 8:00 PM). Once a voter enters the polling place the Poll Official must stop the inspection. Inspection of the voting materials DOES NOT mean the Certified Poll Watcher may handle the materials or remove them from the table where the Election Board Officials are sitting.
5. Watchers MUST remain OUTSIDE the enclosed area – the area directly in front of, beside, or behind the voting machines – while in the polling place.
6. Watchers MAY NOT INTERFERE with the voting process. If they believe something to be wrong or irregular in the election procedure, they should report it to their candidate or party.

## VOTING SYSTEMS

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For Voting System questions on Election Day, call **215-686-1590**. Please have the following information on hand for the operator:

1. Ward/Division
2. Device ID Number on the front of the device
3. Description of the problem

Check the Ward/Division Cards to make sure you have the correct devices for your Division. Make sure to open all voting devices provided to your Division.

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### EXPRESSVOTE XL VOTING MACHINES

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The pictures below show the ExpressVote XL and its parts.

#### Front of ExpressVote XL Voting Machine



- 1 Rolling cart
- 2 32" touch screen
- 3 Power status panel
- 4 Access compartment
- 5 Protective screen cover
- 6 Report printer
- 7 Paper path module ("PPM")
- 8 Paper ballot slot

## Back of ExpressVote XL Voting Machine



- 1 Privacy curtain rod mount
- 2 Secure ballot hopper
- 3 Privacy curtain storage
- 4 Universal voting console ("UVC")
- 5 Backup battery storage area
- 6 Power cord
- 7 Headphones
- 8 Rolling cart handle

## Secure Ballot Hopper



- 1 Card level window
- 2 Handle (two views)
- 3 Secure seal attachment loop
- 4 Kiosk attachment (two views)

## OPENING AND SET-UP OF THE VOTING MACHINES

There is one Counter/Seal Card in the Election Materials Box. Election Board members **MUST** write the following numbers on the card:

- Write the seal number from the green cover seal from each machine in the appropriate blocks on the counter seal card.
- Write the seal number from the green back panel seal (grey panel) from each machine in the appropriate blocks on the counter seal card.
- Write the seal number from the green access compartment seal (rear of white panel) from each machine in the appropriate blocks on the counter seal card.
- After polls are opened, seal access compartment with yellow plastic seal and write the Seal Number in the appropriate blocks on the counter seal card.
- Write the public count number for each machine in the appropriate blocks on the counter seal card. (This number should be zero. Notify the Office of the City Commissioners immediately if the public count is not zero at the start of the day).

1. **Position the ExpressVote XL** in the desired location, providing enough space on the sides and rear for election officer access.
2. **Connect the ExpressVote XL to power.** The power cord is wrapped on the side of the device. Adapters for different types of outlets will be provided in the back panel of the device.

3. **Power on the ExpressVote XL.** Confirm that the green power indicator light is illuminated on the power status panel. This indicates the terminal is plugged into AC power. Lift the protective screen cover from the touch screen.



Unlock and open the Access Compartment door on top of the terminal. Inside the Access Compartment, press and release the red power button. Once the red power button is pressed, a yellow alert will appear on the screen letting the operator know the machine is not ready for voting because the media door is

still open. To continue, the media door must be closed and locked. Once it is locked, the Election Loaded screen will appear. You may then proceed to open polls.

4. **Installing Privacy Curtain & Adjusting Touch Screen Angle.** Remove the curtain assembly from the storage tube on the back of the device. Insert rods into the mounting brackets on either side of the cart. Loosen the white plastic clamps on the assembly to adjust the height, then re-tighten.



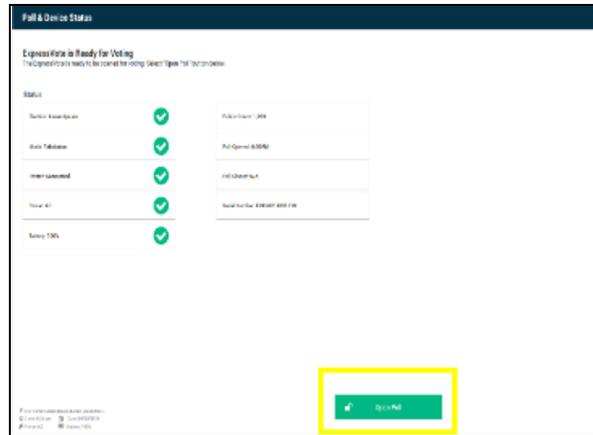
5. **Adjusting Touch Screen Angle.** Initially adjust screen angle after transport by holding the top and bottom of the screen and tilting to an angle that is comfortable for most voters. To ensure proper function, voters should adjust the screen to their preferred angle in the same manner. The screen should be adjusted to the vertical position for voters in wheelchairs.
6. **Remove ALL Items from back of ExpressVote XL.** Blank ballots are located in the rear of the A machine with the Universal Voting Console (UVC). The Hopper Sack is located in the rear of the B machine.

7. **Connecting the Universal Voting Console.** The Universal Voting Console (UVC) allows voters to vote without using the touchscreen. The UVC plugs into the USB port in the backup battery storage area. Thread the UVC wire carefully through the notch in the upper- left corner of the door as you close it. Not doing so could cause damage to



the wire. Note: The back door is intended to be snug when closed. When opening, push in on door with one hand while turning the key with the other. Headphones connect to the UVC via the headphone jack on the bottom right corner.

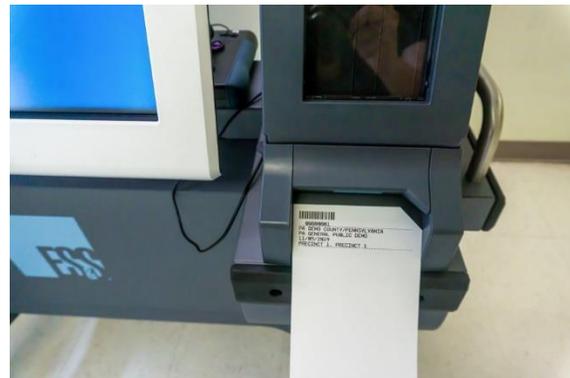
8. **Opening the Polls:** The Poll & Device Status screen will appear once the ExpressVote XL is powered on. Touch Open Poll. Enter the Election Code and touch Accept. Once the opening procedure is complete the screen will indicate that it is ready to vote.



9. **Verify and Sign the Zero Report.** The ExpressVote XL will be set up to automatically print the Zero Totals Report when the polls are open. Be careful to not allow the zero tape to roll onto the screen. Each election officer must sign to certify the poll opening count. All observed counts **MUST** be zero. If the counts are not zero, call the Voting Machine Hotline immediately at **215-686-1590**. Place the signed Zero Totals Report in the vinyl USB Results Bag.

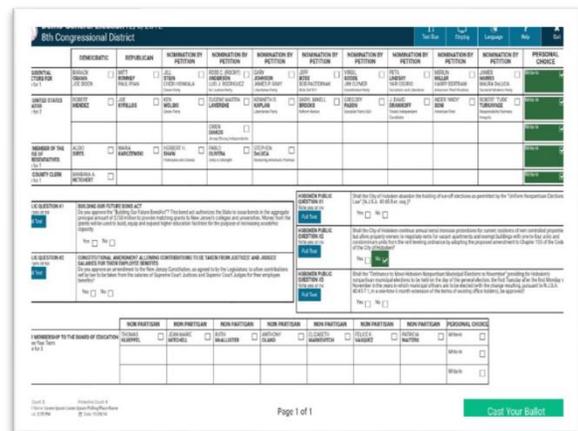
## OPERATING THE EXPRESSVOTE XL

**Initiating a Voting Session.** To initiate a voting session, insert the paper ballot into the card slot. Select either English, Spanish, or Chinese from the Language Selection screen and touch *Start Voting* to display the ballot.



### Making Vote Selections on Touch Screen.

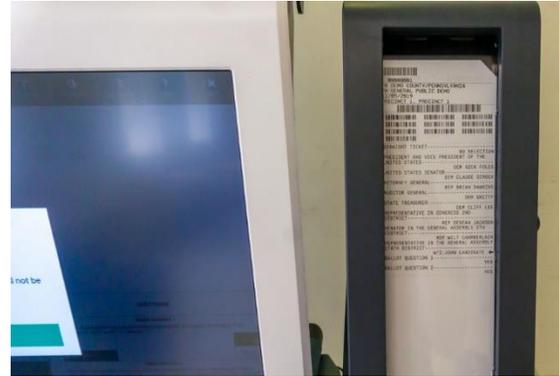
Touch the center of the box containing the desired candidate's name or other contest choice. The system highlights your selection in green. De-select by touching the choice again. If the ballot is too large for a single screen, touch *Next Page* or *Previous Page* to navigate. For contests allowing write-in votes, touch *Write-in* and enter your choice on the keyboard that will appear on screen. Touch *Accept*.



**Verifying Selections & Casting Ballots.** After making your vote selections, verify they are correct and touch *Print Ballot*.

The printed ballot will appear in the preview pane. If the previewed ballot is correct, touch *Vote*. The printed ballot is deposited into the secure ballot hopper.

If you want to change contest choices after reviewing printed selections, touch *Spoil Ballot* to cancel the voting session and request a new ballot from an Election Official.



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## NETWORK BOX

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One Network Box is provided per each **polling place (not every division will have a Network Box)**. The Network Box will be attached to the top rear of the 'A' ExpressVote XL Voting Machine. Setup of the Network Box is only required if your Division's 'A' machine has a Network Box attached to it. The pictures below show the Network Box and its power button. The Network Box cannot be opened or serviced by poll workers.



**Network Box**



**Network Box Power Button**

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## SET-UP OF THE NETWORK BOX

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1. **Locate the Black Network Box** that is attached to the 'A' ExpressVote XL.
2. **Verify the Network Box is plugged in.** The Network Box should arrive with its power cable plugged into the ExpressVote XL. Verify the power cable is plugged into the side of the Network Box and the outlet is plugged into the side of the XL.
3. **Power on the Network Box.** Before opening polls, power on the Network Box by pressing the silver power button on the outside of the box. When powered on, the area surrounding the button will turn blue.
4. **After Polls Close, power off the Network Box.** After closing polls, turn the Network Box off by pressing the same silver power button on the outside of the box. When powered off, the blue light surrounding the button will turn off.

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## ELECTRONIC POLL BOOK

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1. Magnetic connection for Surface Link power supply (not pictured).
2. Flip stand tablet lock to secure tablet in enclosure
3. USB-A and USB-C external data ports, used to load data or connect up to two printers



4. Kickstand with Barn Doors to brace the stand and allow for flip functionality.
5. Rear-facing camera, used to read barcodes (functionality not available at this time).
6. Tablet On/Off Button.

## SETTING UP THE ELECTRONIC POLL BOOK

### Opening the Electronic Poll Books

Remove the case seal from the electronic poll book case, open the case, and remove both electronic poll books and all cables.



### Setting Up the Flip Stand

To prepare the flip stand for use, first open the kick stand to reveal two orange brackets. Lift each bracket to free them from their white clasps (you will hear a snap). Swing each orange bracket out until you hear a click, indicating that the bracket is locked.



### Powering Up the ExpressPoll

Connect the black power cord into the bottom right power port on the side. Plug the power block into an AC power outlet. Ensure the outlet is active and ready to use.

Press the **orange power button** on the top of the ExpressPoll flip stand (the power button is the farthest button to the left when looking at the screen).

After boot-up, verify ExpressPoll is powered by checking the screen (upper right) for battery icon with lightning bolt.

When disconnected from power, the tablet's internal battery will provide up to four (4) hours of power to the tablet.



### Setting up the Printer

Take the printer out of the back compartment of the XL voting machine. Using the cords provided, plug the **rectangular** USB cord into the **right outlet**. Plug the **Arch-shaped** cord into the **left outlet**. The flat part of the cord will be on the bottom when plugged in properly.



### Setting up the Printer, continued

Next, grab the black brick and cord that came with the printer in the back of the XL voting machine. Plug the large black cord into the black brick, as shown in the image below. Then plug the outlet into a socket.



### Connecting the ExpressPoll and the Printer

Take the other end of the **rectangular** USB cord connected to the printer and plug into the **top right outlet** of the ExpressPoll. You should already have the **thin, long** cord plugged into the **bottom outlet**. The ExpressPoll should look like the image to the left when completed.



### Confirming that the ExpressPoll and the Printer are Connecting

Press and hold the power button on the printer for a few seconds. The light will turn **blue** when the printer is on. The printer logo on the top of the ExpressPoll will be **green** when the ExpressPoll and the printer are connected.

Then, load a ballot (with the **cut corner in the top right**) into the printer only a few inches, as shown in the picture to the right. When properly inserted, the printer will grab the ballot and pull it in.

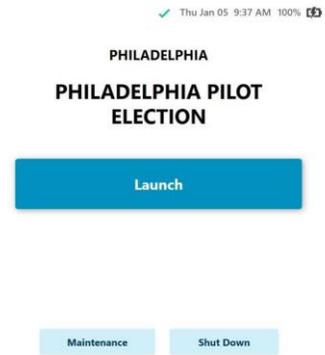


## OPENING THE POLLS ON THE ELECTRONIC POLL BOOK

### Launching & Login

Once the tablet is powered on, the initial launch screen will display jurisdictional and election specific information. From here, you can launch the software, enter Maintenance mode, or shut down the tablet.

To get the initial launch screen touch the **Launch** button. When prompted, enter the Pollbook Qualification Code (“PQC”) then touch **Submit**. Please allow a few seconds for the screen to load.



### Signing In

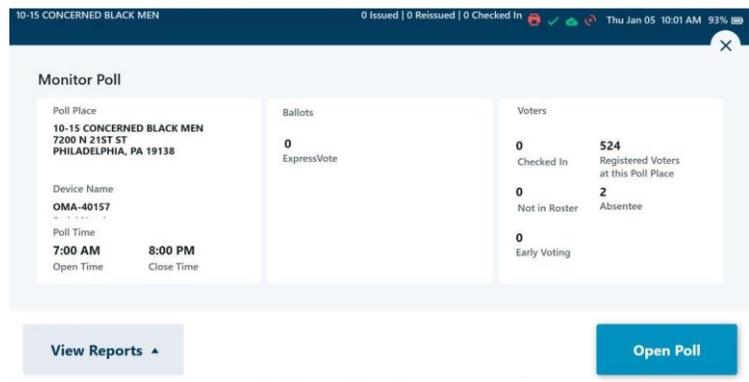
Confirm that the Poll Place and Ward-Division in the box on the left is correct. Then tap the box under the User Name on the right to type in the login then repeat for Password and touch **Sign In**. The User Name and password will have been provided to your division.



### Opening the Poll

From the Monitor Poll screen, touch **Open Poll**.

Once the poll is open, information related to the number of voters checked in will display on the main screen along with the Poll open or Closed status.



## Voter Check In Verifications

On the top left of the screen, the polling location logged in will be listed.

Note: The number of ballots issued, minus the number of Spoiled ballots equal the number of voters checked in.

If a voter who's not registered in your Division appears, you can search for their polling place by touching **Find Voter Poll Place**.

The number of voters checked in and the number of registered voters can be found at the bottom of the screen.



## POLL WORKER & TIMECARD MANAGEMENT

In future elections, the payroll forms will be digitized and included in the Electronic Poll Books.

## SPOILING A BALLOT

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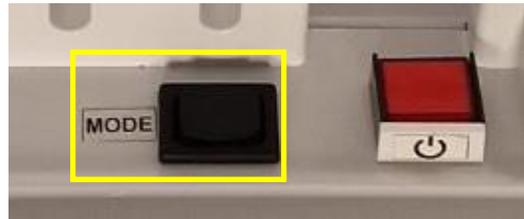
When a voter wishes to cancel the voting session and request a new ballot, they will indicate their desire to do so on the ExpressVote XL, which will cause it to chirp, thereby signaling the Election Official. The Election Official takes the following steps to spoil the ballot and re-issue a new ballot:

1. Inform the voter the ExpressVote XL is calling a poll worker over for assistance and alert them that you will be entering the privacy curtain.
2. Tell the voter to look away while you enter the election code onto the ExpressVote XL and confirm the reason for ending the voting session.
3. When the paper ballot ejects, hand it to the voter without looking at their selections and walk them back to the table.
4. Provide the voter with a black marker and “Spoiled Ballot” sticker from the Election Materials Box. Instruct the voter to black out the barcodes and their selections and to place the “Spoiled Ballot” sticker over the barcodes.
5. In the electronic poll book, search for the voter. Verify the voter and select **Reissue Standard Ballot**. Next, select the **Reissue Reason**, then touch **Next**. Have the voter sign the tablet. Once their signature is captured, touch **Done Signing**. Verify the voter signature and then touch **Accept**. Touch **Complete Check-In** to finish checking the voter in.
6. In the 2 and 4 books an S1, S2, and S3 should also be recorded next to the voter’s name.
7. Spoiled ballots should be folded and placed into the Spoiled Ballot Clear Plastic Bag. This plastic bag will be found in the white Election Materials box. This envelope will be placed in the Hopper Sack at the end of the night.
8. Voters are only be entitled to 3 total paper ballots. After they have spoiled their third ballot (S3) they should be provided a Provisional Ballot and those procedures should be followed.

When going through the spoiled ballot process, please make sure that the voter’s privacy is respected at all times.

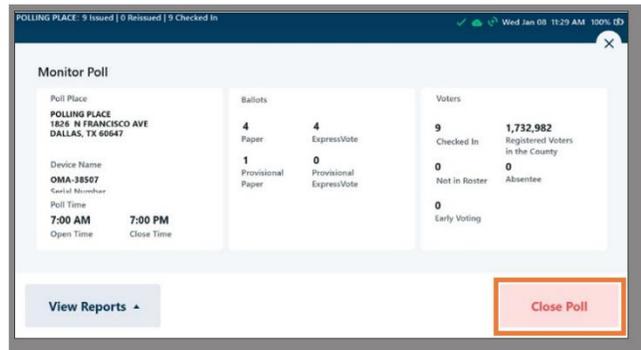
## CLOSING THE POLLS

**Closing the Polls.** Remove the plastic yellow seal from the Access Compartment. Unlock and open the door. You will then hear a chiming noise with an alert on the screen saying, “The media access door is open. Ask an elected official for help.” Touch the red and white circle and enter the Election Code; this will silence the chiming noise and remove the on-screen alert. Press and immediately release (quick click, **do not hold down**) the black switch either to the left or right until you hear a click. Continue to *Close Polls*, enter the election code, and touch *Accept*. **DO NOT REMOVE THE USB STICK UNTIL PROMPTED BY THE EXPRESSVOTE XL TO DO SO.**



### **Closing the Poll on Electronic Poll Book.**

When it is time for the polls to close, touch **Monitor Poll** from the main screen. Reports may be viewed before closing polls from the Monitor Poll screen. To close the poll, touch the red **Close Poll** button in the bottom right corner of the screen. A prompt will appear providing the option to sign out. Select **Yes** and you will be signed out of the system.

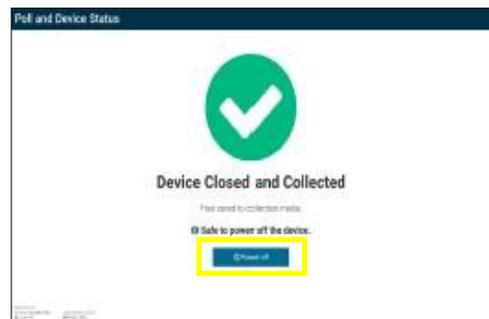


After returning to the Launch screen, touch **Shut Down** to power the tablet off. Confirm shutdown by touching **Yes**.

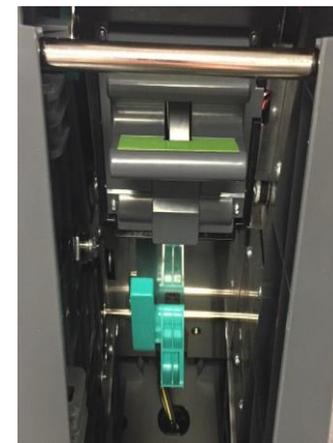
**Powering off the Black Network Box** (if your division has one). After powering off the Electronic Poll Books, press the power button on the outside of the box. The light around the power button will no longer glow blue when the box is turned off.

**Printing Results Report.** The Voting Results report will automatically print when the polls are closed. Five copies will print.

**Powering Down & Storing.** When the polls have been closed, a confirmation screen displays saying that it is now safe to remove the USB stick. To remove the USB from the top Access Compartment, pull straight up and place it into the vinyl USB Results Bag. The ExpressVote XL will prompt you to “Power Off” the machine. Touch the Power Off button, unplug the ExpressVote XL, and wrap up the cord.



**Remove and Seal the Hopper.** The secure ballot hopper used with the ExpressVote XL provides a secure storage for printed paper ballots. The secure ballot hopper attaches to the back of the Paper Path Module (PPM) via the green handle at the top of the hopper. The hopper is removed by pushing the bottom green lever within the PPM and lifting it off the mounting hook. After removing the hopper, place the red wire seal labeled “Hopper” through the hole indicated below in yellow, so as to seal the metal door on top. Record seal number in the appropriate blocks on the Counter Seal Card.



**Sign the Tapes.** All Election Board Officials MUST sign the bottom of each tape in the provided signature lines.

Place the last tape (the longest printed Election Results Report) from each ExpressVote XL into the RTC Envelope, and then place the RTC Envelope into the vinyl USB Results Bag. The longest printed Election Results Report contains the Write-In votes.

**Pack up the Rear Storage.** Place the UVC and the headphones into the back panel of Machine A. Place the ExpressVote ballot printers, printer cables, power strip, any unused paper ballots in the back panel of Machine B. Then close and seal the back door with the red plastic seal labeled “Rear Door”.

**Return Curtain to Storage Tube.** Dismount the curtain, roll it up, and return it to the storage tube in the back of the ExpressVote XL. Lower curtain rods to their original height.

**Cover and Seal.** Return the screen to the original vertical position. Return cover over the screen and Paper Path Module (PPM). Loop tail underneath the screen so the brass circles are together. Place the plastic red seal labeled “Cover Seal” through both circles.

## AFTER CLOSING THE POLLS

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### USB STICKS, TAPES, AND OTHER ITEMS

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#### **Vinyl Results Bag**

Each Division has a vinyl USB Results Bag located in the election material box. The bag will be placed inside of the Electronic Poll Book case and picked up by the Philadelphia Police Department at the end of Election Day. The following items must be placed in the vinyl USB Results Bag:

1. **USB Sticks.** The USB Sticks for each ExpressVote XL, whether the ExpressVote XL was used or not, must be placed in the vinyl USB Results Bag. The USB Stick is located in the white Access Compartment at the top of the ExpressVote XL. Remove it **AFTER closing polls** by carefully pulling straight up and out.
2. **Printed Machine Tape.** The white RTC Envelope containing the printed result tapes must be placed in the vinyl USB Results Bag for Police pickup. This is the **LAST** (longest) results receipt from each machine which contains the Write-In votes.
3. **Mail-in and Absentee Voters Lists (if any).** Place the Mail-in and Absentee Voters Lists into the vinyl USB Results Bag.
4. **Keys.** All keys for the ExpressVote XLs.

#### **Electronic Poll Books**

Place the ExpressPoll Electronic Poll Books into their case. Place the Vinyl bag into this case along with the Electronic Poll Books. Zip the case tightly shut. This case, along with the Hopper Sack, will be picked up by Police at the end of the day.

#### **Hopper Sack**

Each Division has a canvas bag in the back of the machine labeled B. The bag will also be picked up by the Philadelphia Police Department at the end of Election Day. The following items must be placed in the Hopper Sack:

1. **Machine Hoppers.** The black hoppers from the back of each machine should be sealed and placed in the Hopper Sack. These hoppers contain the official voted ballots.

2. **Provisional Voting Return Envelope C.** This sealed and signed envelope should contain all of the voted Provisional Ballots inside their declaration envelopes.
3. **Spoiled Ballot Envelope.** This envelope should contain all of the ballots that were spoiled during the course of the election (if applicable).
4. **Seal Card.** Completed Seal Card with seal numbers recorded.

After placing all of the above items into the vinyl USB Results Bag, Electronic Poll Book case (zipped up tight), and the Hopper Sack (pull the string tight), wait for the Police to arrive for pickup. The case and the sack should be given to the Police when they arrive.

NOTE: The phone number for the police district responsible for picking up the vinyl USB Results Bag is printed on the Ward/Division card located in the bag's back pocket. If the police do not arrive to pick up the bag by 9:00 PM on Election Day, notify the Office of the City Commissioners by calling **215-686-1530**.

### **Extra Copies of Results Receipt Tapes**

Each ExpressVote XL prints five copies of the results receipt tapes. Pennsylvania law requires that Official Returns be signed and distributed as follows:

1. One signed copy of the results receipt from each ExpressVote XL must be placed in the large goldenrod **Number 2** envelope, labeled "Primary Election and Special Election (If Any)," and returned to Delaware Avenue & Spring Garden Street in the Election Materials Box.
2. One signed copy of the results receipt from each ExpressVote XL must be posted on the exterior door or wall of the polling place for public inspection.
3. One signed copy of the results receipt from each ExpressVote XL must be placed into the large goldenrod **Number 4** envelope, labeled "Give to Minority Inspector." The Minority Inspector must take this envelope home for safekeeping for one year.
4. The other Extra Copy is for the Major political party representatives and must be distributed to any party committeeperson or represent who is present. Additional results copies can be printed on demand as needed from the ExpressVote XL after closing polls.

## PROVISIONAL BALLOTS AND MATERIALS

ALL Provisional Ballot Materials MUST be returned to the County Board of Elections according to the following procedures:

1. *Prepare return envelopes.* The Judge of Election and Minority Inspector complete and sign the Provisional Voting Return Envelope C and Provisional Ballot Materials Envelope D. After the polls close, the Judge of Election must count the number of voted, sealed Provisional Ballots and write that number where indicated on the front of Provisional Voting Return Envelope C and Provisional Ballot Materials Envelope D.
2. *Separate voted ballots.* Sealed, voted Provisional Ballot Affidavit Envelopes B MUST be separated into two groups and placed into the green Provisional Voting Return Envelope C. The two groups are:
  - a. Provisional Ballot Affidavit Envelopes B completed as a result of a Federal or State court order, or those completed as a result of any order extending the time established for closing the polls by State law in effect ten days before an Election, as discussed in this guide.
  - b. All other completed Provisional Ballot Affidavit Envelopes B
3. *Package unused Provisional Ballot materials.* Unused or spoiled Provisional Ballot materials should be placed in the Provisional Ballot Materials Envelope D.
4. *Return Provisional Ballot materials.* Once the Provisional Voting Return Envelope C and the Provisional Ballot Materials Envelope D are properly packaged and signed by the Judge of Election and Minority Inspector, seal them and place Envelope C in the Hopper Sack and Envelope D in the Elections Materials Box to be returned at the end of Election Day.

NOTE: Election Board Officials are NOT permitted to count the votes cast on Provisional Ballots, nor are they permitted to open a voted Provisional Ballot Affidavit Envelope B. These materials must remain sealed and must be returned to the County Board of Elections.

The image shows the front of a green "PROVISIONAL VOTING RETURN ENVELOPE - C" for Philadelphia County Board of Elections. The form includes instructions for the Judge of Election and Minority Inspector, a table for recording the number of ballots received and voted, and a section for signatures and dates. At the bottom, it asks for the Ward and Division and includes a warning to seal the envelope securely.

**PROVISIONAL VOTING  
RETURN ENVELOPE - C**  
PHILADELPHIA COUNTY BOARD OF ELECTIONS  
PRIMARY AND SPECIAL ELECTION (IF ANY) - MAY 21, 2013

ENCLOSE ONLY VOTED PROVISIONAL BALLOTS IN THIS ENVELOPE.

YOU ARE NOT PERMITTED TO OPEN OR COUNT A VOTED PROVISIONAL BALLOT AT THE POLLING PLACE. RETURN THEM TO THE COUNTY BOARD OF ELECTIONS AS SEALED BY THE VOTER.

All unused, or spoiled Provisional Ballot Materials MUST be returned to the Philadelphia County Board of Elections in a separate envelope (Envelope D).

#1 FOR THE JUDGE OF ELECTION	
1. Total of blank Provisional Ballots received from the Voters Board	No. _____
2. Total of all voted Provisional Ballots in this envelope	No. _____
3. Individual who delivers the Provisional Ballots to the Elections Board	_____

Print \_\_\_\_\_  
(Indicate VOTED Number)

I hereby swear, in accordance with the Pennsylvania Election Code, that the information provided on this section is accurate and complete.

Signed \_\_\_\_\_  
(Judge of Elections)

#2 FOR THE MINORITY INSPECTOR

Signed \_\_\_\_\_  
(Minority Inspector)

Ward \_\_\_\_\_ Division \_\_\_\_\_  
PHILADELPHIA COUNTY

SEAL SECURELY AND DELIVER TO COUNTY BOARD OF ELECTIONS WITH OTHER RETURNS SEPARATE FROM ALL OTHER ELECTION MATERIALS.

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## ELECTION BOARD PAYROLL

Please pay special attention in making sure that the payroll form for the Division's Election Board Officials is filled out completely and properly. Failure to do so can cause delays in payment and confusion for every member of the affected Election Board.

Each Division should have one Judge of Election, one Majority Inspector, one Minority Inspector, one Clerk and at least one Machine Inspector for a total of five officials per Division. When it gets busy, the Judge of Election is to help the Machine Inspector operate the second machine. If the Division has three machines, then the law allows a second Machine Inspector. If the Division has a bilingual interpreter, they should also complete their line on the form. A certified interpreter can serve in another election board position in that division, or can serve two divisions located in the same polling place.

If a position on the Election Board was vacant on Election Day, please write "none" across the space provided for that official on the payroll form. This will help avoid delays in processing the payroll.

Each Official working on the Election Board must print their name, full address, date of birth, email, full Social Security number (failure to provide your full Social Security number may result in delays in processing your payroll), and telephone number in a clear and legible manner in the designated spaces on the payroll form.

Each official must also place their signature on the line below their printed name. Failure to sign may result in delayed payment.

In future elections, the payroll forms will be digitized and included in the Electronic Poll Books.

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## OTHER MATERIALS

### **Number 2 and Number 4 Books**

The Number 2 and Number 4 books should be placed in the Number 2 and Number 4 envelopes respectively. The Number 2 envelope should be returned to Delaware Avenue & Spring Garden Street in the Election Materials Box and the Number 4 envelope must be taken home by the Minority Inspector for safekeeping for one year.

**All other materials, including the Cell Phone (which should be powered off) should be placed in the Election Materials Box and returned to Delaware Avenue and Spring Garden Street.**

## SEALS

Material	Color	Numbered	Text	Size	Location	Seal Will be Used
Plastic	Green	NO	Cover Seal	8"	Cloth Machine Cover	Prior to election. Poll workers will break to uncover machine and open polls.
Plastic	Green	Yes	-	-	Top Device Panel, Back of Machine (Access Compartment)	Prior to election. Poll workers will break to open polls.
Plastic	Green	Yes	Rear Door	8"	Back Panel (Grey, battery/ballot storage)	Prior to election. Poll workers will break to remove materials and open polls.
Plastic	Misc.	NO	-	-	Electronic Poll Book Case	Prior to election. Poll workers will break to remove electronic poll books.
Plastic	Yellow	Yes	-	-	Top Device Panel, Back of Machine (Access Compartment)	During election. Poll workers open polls then seal the Access Compartment.
Metal	Red	Yes	Do Not Break	6"	Inside Top Device Panel (Access Compartment I)	Seal should not be removed.
					Hopper / Ballot Box, Mid-box	Seal should not be removed.
Metal	Red	Yes	Hopper	6"	Hopper / Ballot Box, Top (Ballot deposit point)	After election. Poll workers will seal Hopper.
Plastic	Red	NO	Rear Door	8"	Back Panel (Grey, battery/ballot storage)	After election. Poll workers will seal machine.
Plastic	Red	NO	Cover Seal	8"	Cloth Machine Cover	After election. Poll workers will seal machine cover.

## VOTING MACHINE TROUBLESHOOTING

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### **ExpressVote XL Device Turns Off & Will Not Power Back On**

**PROBLEM:** The ExpressVote XL terminal does not respond when you push the power button.

**CAUSE:** The device could be disconnected from AC power and has run out of battery power.

**SOLUTION:** The backup battery for the terminal can power the ExpressVote XL, when fully charged, for 7 hours. If the terminal loses power, first check to ensure the AC power cord is plugged into both the terminal and the wall outlet. If the terminal is plugged in properly, verify the AC outlet has adequate power. If unable to resolve, call **215-686-1590**.

### **ExpressVote XL Not Accepting Paper Ballot**

**PROBLEM:** When the voter attempts to insert their ballot, the ExpressVote XL is not accepting the ballot.

**CAUSE:** Although causes vary, the more typical reasons for card jams are:

- The blank paper ballot is damaged or defective, or
- The voter is registered in a different division than the voting machine, or
- Ballots within the hopper are settling improperly, blocking additional ballots from being inserted

**SOLUTION:** Depending on the problem, one or more of these suggestions may help:

- Try re-feeding the ballot into the activation card slot, being careful to feed it as straight as possible.
- Check the card to ensure there is no damage. If the paper ballot is damaged, spoil the ballot, and issue another ballot to the voter.
- Check the card to confirm that the ward-division at the bottom-right of the pre-printed header are the same as the ward-division displayed in the bottom-left corner of the ExpressVote XL. Voters can only vote on machines for their home division. Locate the correct machines and insert the paper ballot. If you don't have the correct machines in the polling place, call 215-686-1590 immediately.
- Ensure ballots are settled into bottom of the hopper. Unlock and open the side access door of the ExpressVote XL; remove the ballot hopper; open the front transport access panel and ensure ballots are not curled/blocking the path. Gently shake the hopper to loosen and settle any stuck ballots. Ensure all voted ballots remain in the hopper and reinsert hopper into ExpressVote XL.

If issues persist, call **215-686-1590**.

### **Jammed Paper Ballot**

**PROBLEM:** The ballot is jammed inside the ExpressVote XL Paper Path Module. Follow the XL on-screen instructions to be sure you're not accidentally counting the same ballot twice.

**CAUSE:** Although causes vary, the more typical reasons for ballot jams are:

- The ballot was inserted incorrectly, or
- The Paper Path Module rollers are not functioning properly.

**SOLUTION:** Unlock and open the side access door to the Paper Path Module. Remove the hopper and open the front transport access panel. Locate and clear the jammed ballot, including all fragments. Spoil the ballot and issue a replacement ballot to the voter.

If you cannot clear the paper jam via the described process without the use of tools, call **215-686-1590**.

### **System Error During Voting**

**PROBLEM:** The ExpressVote XL screen displays the following message during a voting session:

*“Election Official Message*

*The system encountered a fatal error. To attempt to continue, turn the power off and then back on. If the problem persists, contact election headquarters.”*

**SOLUTION:** Follow the on-screen instructions and power down the device. Once powered down, turn the terminal back on again. If this does not resolve the problem, call **215-686-1590**.

### **Internal Flash Memory Card Failure**

**PROBLEM:** The ExpressVote XL experiences a malfunction of the internal flash memory card and the system displays an on-screen alert suspending all voting functions.

**CAUSE:** The internal memory flash card device failed.

**SOLUTION:** Touch Shut Down. Once the terminal has powered down, set it aside and call **215-686-1590**.

### **Session Timeout & Canceling a Vote Session**

PROBLEM: After several minutes, the following message appears on the ExpressVote screen:

*“Vote Session Timed Out  
There has been no activity for five minutes.  
To continue, touch End Voting.”*

CAUSE: The terminal has been idle for five and a half minutes during an active voting session.

SOLUTION: If the voter has fled without casting their ballot, then touch “End Voting” and spoil the ballot. If the voter is still voting, they should be allowed to continue voting.

Touch the appropriate reason for canceling the vote session, then touch “Continue”.

### **Printer Not Found**

PROBLEM: A message stating, “Printer not found,” displays on the screen.

CAUSE: The printer door may be open or the printer is not being recognized by the system.

SOLUTION: Check to ensure the printer door is fully closed and latched. If unresolved, power down the terminal and restart the system. If the problem persists, call **215-686-1590**.

### **Calibrating the Touch Screen**

PROBLEM: The ExpressVote XL touch screen is not accurately responding to the Voter or Election Official touch inputs.

CAUSE: The touch screen needs to be re-calibrated.

SOLUTION: Call **215-686-1590** to report the issue.

### **Touchscreen Does Not Register Touches Correctly**

PROBLEM: The ExpressVote XL touchscreen is not registering touches accurately.

SOLUTION: Depending on the problem, one or more of these suggestions may help:

- Ensure nothing is touching the screen (e.g., fingernails, clothing items), and the voter is not leaning on the ExpressVote XL with their other hand.

- Ensure voters are pressing the center of the box containing their desired choice, not the smaller check box.
- Adjust the screen angle to provide a more direct view for the voter.

If issues persist, call **215-686-1590**.

### **Touchscreen is Slow or Unresponsive**

**PROBLEM:** The ExpressVote XL touchscreen is slow or unresponsive.

**SOLUTION:** Ensure there is nothing touching the screen. Remove any obstruction and wait 20 seconds without touching the screen; if the problem persists, power down and restart the ExpressVote XL.

If issues persist, call **215-686-1590**.

### **Common Poll Closing Issues**

**PROBLEM:** The ExpressVote XL starts beeping when the media access compartment door is opened.

**SOLUTION:** Touch the red minus button and select Continue on the screen and enter the Election code.

**PROBLEM:** Pressing the button doesn't seem to do anything.

**SOLUTIONS:** First, ensure you're pressing the black toggle switch either to the right or left. Don't press straight down. Don't press the power button. Press the switch until you hear a click, then hold it down for 1 second. Release the toggle switch and wait 3 seconds to give the screen time to switch over to the Supervisor Menu.

**PROBLEM:** The machine seems to be frozen or has a spinning wheel for more than 15 seconds without changing.

**SOLUTION:** Perform a "Hard Shutdown" by holding the power button down for 20-30 seconds. The screen will ask you if you wish to power off. Select the power off option, allow the machine to shut down, wait 5 seconds, then power on the machine again. Login, and repeat Poll Closing procedures.

## WHERE TO PICK UP YOUR ELECTION MATERIALS

You are required to pick up your election materials box AND electronic poll books case the weekend before the election. City Commissioners personnel will be available at distribution centers the weekend before the election:

Saturday and Sunday- 8:00 AM through 8:00 PM

Monday- 8:00 AM through 4:30 PM

If your polling place is in this ward	Pick up your election materials at this location
Wards 26, 30, 36, and 48	1 <sup>st</sup> District Police Station 24 <sup>th</sup> and Wolf Streets
Wards 23, 41, 53, 54, 55, and 62	2nd District Police Station 7306 Castor Ave
Wards 1, 2, and 39	3 <sup>rd</sup> / 4 <sup>th</sup> District Police Station 11 <sup>th</sup> and Wharton Streets
Ward 21	5 <sup>th</sup> District Police Station Ridge Avenue and Cinnaminson Street
Wards 5, 8, 14, 15, 18, 19, 25, and 31	Voter Registration Office 520 N Columbus Boulevard, 5 <sup>th</sup> Floor
Wards 35, 56, 58 and 63	7 <sup>th</sup> District Police Station Bustleton Avenue and Bowler Street
Wards 57, 64, 65, and 66	8 <sup>th</sup> District Police Station Academy and Red Lion Roads
Wards 3, 40, and 51	12 <sup>th</sup> District Police Station 65 <sup>th</sup> Street and Woodland Avenue
Wards 9, 12, 22, and 59	14 <sup>th</sup> District Police Station Haines Street west of Germantown Avenue
Wards 46 and 60	18 <sup>th</sup> District Police Station 55 <sup>th</sup> and Pine Streets
Wards 4, 34, and 52	19 <sup>th</sup> District Police Station 61 <sup>st</sup> and Thompson Streets
Wards 20, 29, 32, 37, and 47	22 <sup>nd</sup> /23 <sup>rd</sup> District Police Station 17 <sup>th</sup> and Montgomery Streets
Wards 7, 33, 42, 43, and 45	24 <sup>th</sup> /25 <sup>th</sup> District Police Station Whitaker Avenue north of Erie Avenue
Wards 10, 17, 49, 50, and 61	35 <sup>th</sup> District Police Station Broad Street and Champlost Avenue
Wards 11, 13, 16, 28, and 38	39 <sup>th</sup> District Police Station 22 <sup>nd</sup> Street and Hunting Park Avenue
Wards 6, 24, 27, 44	A.M.E. Baptist Church 41 <sup>st</sup> and Spring Garden Streets

\*Times and locations accurate as of February 2023

# Thank you for working

