

### **CITY COMMISSIONERS' OFFICE**



# Election Board Training 2023 PRIMARY ELECTION

#### **City Commissioners**

Rooms 130, 132, 134 City Hall Philadelphia, PA 19107 vote.phila.gov

#### **County Board of Elections**

Room 142 City Hall Philadelphia, PA 19107

#### **Voter Registration Division**

Riverview Place, 5<sup>th</sup> Floor 520 N. Delaware Avenue Philadelphia, PA 19123 Phone: (215) 686-1590

## **Prior to Election**

- The Election code and voting system key will be inside the lanyard in the election materials box which will include phone, Seal card, and supplemental pages (if any)
- Election material box and ExpressPoll case must be picked up at their designated locations.
- If unsure of where and when to pickup boxes, call 215-686-1530 or refer to pg. 62 in the Election Guide
- All Electronic Devices MUST be turned on by 6:45 AM election morning

# **Election Day**

# **TUESDAY, MAY 16, 2023** 7:00 AM - 8:00 PM (Arrive at 6:00-6:30 AM to set up)

# EXPRESSPOLL ELECTRONIC POLLBOOK



### **CONNECTIVITY FOR EXPRESSPOLL**

- 1. Locate the Black "NIB" (Network in Box) that is attached to the ExpressVote XL Machine "A". One Division in each polling place will have a network box.
- 2. Upon arrival (AS SOON AS YOU ARRIVE) power on the NIB by pressing the silver power button on the outside of the box.
- When powered on, the area surrounding the button will light up blue. For additional information refer to page. 43 in your Election Guide book.





## **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).
- With both brackets locked you can easily flip the ExpressPoll over to be viewed by poll workers, then voters, then back again. For additional information refer to page 45 in your Election Guide book.





### **Powering Up the ExpressPoll**

- Press the orange power button on the top of the ExpressPoll flip stand
- After boot-up, verify ExpressPoll is powered on by checking the screen (upper right) for a battery icon with lightning bolt.



- Ensure all power cords are plugged into the ExpressPoll and the outlet is active and ready to use.
- Keep all cords plugged in until the polls close.





### Printer Setup

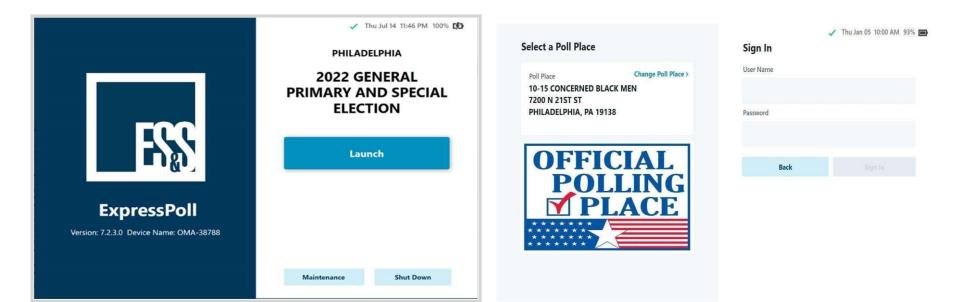




- The printer will be found inside the back gray door 'A' machine.
- Once the cables are connected, Press and hold the power button on the printer for a few seconds.
- The light will turn blue when the printer is on.
- Then, load a ballot into the printer only. For additional information refer to page 46 in the Election Guide book.

### Launching the ExpressPoll

- Once the tablet is powered on touch "Launch"
- When prompted, enter the Pollbook Qualification Code ("PQC") then touch Submit
- The launch screen will display Ward, Division and Polling place.
- Make sure all information is correct.
- SIGN IN AND TOUCH OPEN POLLS BY 6:45AM



Election Board and Polling Place Overview

## **Positions on the Election Board**

- Judge of Election
- Majority Inspector
- Minority Inspector
- Clerk
- Machine Inspector
- Each person can only hold <u>ONE</u> position except Bilingual Interpreters who are appointed and certified by the City Commissioners for certain divisions. <u>Bilingual Interpreters are only allowed to work two</u> positions in the same division, or as an interpreter for two divisions. Please be advised if you are not a Bilingual Interpreter and sign the payroll sheet in the Bilingual position your name will be removed from the payroll sheet. Please note that adding your name to additional positions will <u>NOT</u> result in any additional pay; for additional information regarding positions on the Election Board refer to pages. 6-9 in the Election Guide book.

### <u>Arrival and Administering the</u> <u>Oaths of Office</u>

- Arrive at **6:00-6:30 AM**
- <u>TURN ON</u> the cell phone provided with the election materials
- If your polling location is not open, call 215-686-1523
- Open <u>ALL</u> voting machines provided
- Please remember to break and record all green and yellow seals
- Administer the Oaths of Office
  - Place one copy in #2 Envelope
  - Place one copy in #4 Envelope

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DIVISION	One copy to be placed in envelope
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	OATH OF JUDGE
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### **Personal Protective Equipment**

- (Upon Arrival, Please unpack P.P.E that will be delivered with the Voting machines )
  - For POLLWORKERS:
- Sanitary protective gloves Handheld sanitizer
- FDA approved surgical masks
- Disinfectant antibacterial wipes
- Hand sanitizer kits
- Plexi glass barrier shields

- For VOTERS:
  - pump bottle
- Disposable poly gloves (ONE GLOVE FOR EACH VOTER)

### **Filling Vacancies on Election Day**

- If someone is missing/NO show by 7:00 AM:
  - Judge of Election MUST appoint Majority Inspector
  - Majority Inspector MUST appoint a Judge of Election
  - Minority Inspector MUST appoint Clerk
- If you are unable to fill any of these positions, they can be filled via Curbside Election
- Elected or Court Appointed Election Board Officials must be seated if they arrive before 7:00 AM
- For more information, refer to page 9 in the Election Guide book.

### **Rights of Voters**

- An Elector shall have the right to vote
- Without use of threat, force, violence or restraint
- Without intimidation upon or against his or her person
- Without any other action intended to deny any individual's right to vote

## **Electioneering**

- The following is prohibited within 10 feet of the Polling Place entrance (where the voting machines are located):
  - Handing out campaign literature
  - Promoting a candidate
  - Discussing candidates or political parties in front of a voter

## **Machine Technicians**

Periodically throughout Election Day machine technicians employed by the City, directly or through a contractor, will visit polling places to perform courtesy checks on the ExpressVote XLs.

Check for an employee badge/ID card

## **Poll Watchers**

- They represent a candidate or political party to watch polling place activities
- They must have a certificate from the City Commissioners' Office
  - Certificates are good for anywhere in the City
- Only one Poll Watcher per party or candidate at a time may be present in the polling place during voting hours (6:30 AM Close of Polls)
- If no voters are present:
  - They can request the number of voters who have voted
  - They can ask for and receive the machine counts
  - They can take pictures inside the Polling Place
- Poll Watchers <u>CANNOT</u> go behind the voting machines
- Poll Watchers <u>CANNOT</u> take pictures of voters in the act of voting
- For additional information, refer to pages. 35-36 in the Election Guide book.





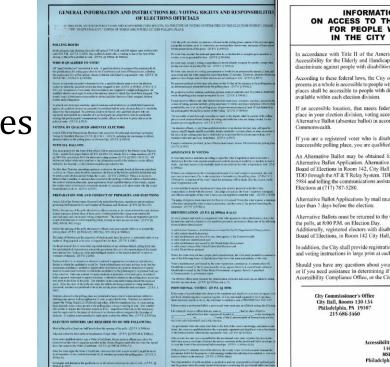
# The polling place MUST be open at 7:00 AM

### **Posters**

### All Posters MUST be Hung up in <u>ALL 3</u> <u>LANGUAGES</u> both Outside and Inside Unless Noted Otherwise!

Posters can be found in the extra large envelope with red letters "ATTENTION: Judge of Election" and/or the Election Box

- 2 Blue Posters (Inside Only)
- Voting Laws and Penalties
- How to vote and how elections are run
- 4 White PostersPeople with Disabilities



#### INFORMATION STATEMENT ON ACCESS TO THE ELECTION PROCESS For People with disabilities in the city of philadelphia

In accordance with Title II of the Americans with Disabilities Act of 1990 and the Voter Accessibility for the Elderly and Handicapped Act of 1984, the City of Philadelphia does not discriminate against people with disabilities in providing access to its election process.

According to these federal laws, the City of Philadelphia is required to ensure that its election process as a whole is accessible to people with disabilities in all elections. This means that polling places shall be accessible to people with disabilities to the extent that accessible locations are available within each election division.

If an accessible location, that meets federal and state criteria, is not available for a polling place in your election division, voting accessibility will be provided you through the use of an Alternative Ballot (absentee ballot) in accordance with directives issued by the Secretary of the Commonwealth.

If you are a registered voter who is disabled or age 65 or older and who is assigned to an inaccessible polling place, you are qualified to vote using an Alternative Ballot.

An Alternative Ballet may be obtained for any election, upon your advance request on an Alternative Ballet Application. Alternative Ballot Applications may be obtained at the Couny Board of Elections in Room 142, City Hall or by contacting (215) 686-51409 VOICE, or TTY/ TDD through the AT & Teklay System. TDD users may unitize this service balling 1-800-654-5984 and telling the communications assistant they want to speak to the Pennsylvania Bureau of Elections at (71) 787-5280.

Alternative Ballot Applications by mail must be submitted to the County Board of Elections not later than 7 days before the election.

Alternative Ballots must be returned to the County Board of Elections no later than the close of the polls, at 8:00 P.M. on Election Day.

Additionally, registered electors with disabilities may cast their ballot in person at the County Board of Elections, in Room 142 City Hall, up to the close of the polls on Election Day.

In addition, the City shall provide registration materials in large print at each registration facility, and voting instructions in large print at each polling place.

Should you have any questions about your rights, or the City's obligations under these laws, or if you need assistance in determining if your polling place in accessible, please contact the Accessibility Compliance Office, or the City Commissioner's Office.

ner's Office	County Board	d of Elections
ns 130-134	City Hall,	Room 142
PA 19107	Philadelphi	a, PA 19107
3460	215-686-3469	215-686-3943
	ompliance Office	
	FK Blvd.	
MSB 10	0th Floor	
	PA 19102-1677	

## **Posters**

- Large Pink Posters
  - Sample Ballots
  - English, Spanish, & Chinese
- 2 Pink Posters
- 2 Yellow Posters
  - English as a Second Language
- 2 Blue Accessibility Posters
  - Only necessary divisions (Not all)

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#### NOTICE OF VOTERS' RIGHTS

- PHILADELPHIA COUNTY BOARD OF ELECTIONS
- AN ELECTOR SHALL HAVE THE RIGHT TO CAST HIS OR HER VOTE:
- WITHOUT THE USE OR THREAT OF FORCE, VIOLENCE OR RESTRAINT
- WITHOUT THE INFLICTION OR THREAT OF INFLICTION OF INJURY;
- WITHOUT ANY INTIMIDATION OR COERCION UPON OR AGAINST HIS OR HER PERSON; OR
- WITHOUT ANY OTHER ACTION INTENDED TO DENY ANY INDIVIDUAL'S RIGHTS TO VOTE.

#### AVISO DE LOS DERECHOS DE LOS VOTANTES

- JUNTA ELECTORAL DEL CONDADO DE PHILADELPHIA
- UN ELECTOR DEBE TENER EL DERECHO A EMITIR SU VOTO
- SIN EL USO O AMENAZA DE FUERZA, VIOLENCIA O RETENCIÓN
- SIN INFLIGIR O AEMENAZA DE INFLIGIR UNA LESIÓN
- SIN CUALQUIER INTIMIDACIÓN O COERCIÓN EN CONTRA DE SU PERSONA; O
- SIN OTRA ACCIÓN INTENCIONADA A NEGAR A CUALQUIER INDIVIDUO EL DERECHO A VOTAR.

選民權利通知

費拔縣選舉委員會

掘民應有個人投票權:

- 不受武力、暴力或制約的威奇;
- 不受傷害或威脅施加傷害;
- 不受任何恐嚇或脅迫;或
- 不受任何意圖剝奪任何個人投票權的行為。

#### Philadelphia City Commissioners Mar

### WARD: <u>63 / 5</u>8



#### ALL VOTERS USE ACCESSIBLE ENTRANCE LOCATED AT:

USE MAIN Doors Facing the

Drive WAY OFF OF Welsh Rd.

Philadelphia City Commissioners 16-114E (Rev. 2/11) DIVISION: 21/09 13

### **Language Interpretation Guide on Election Day**

This guide is available for individuals who require language interpretation services other than those offered at their polling place

Have an Election Board Official contact a language interpreter using the hotline provided on the guide

This guide MUST be posted on the table for public viewing

#### LANGUAGE ACCESS FOR VOTERS

e Philadelphia Board of Elections provides for written and oral language assistance at polling places for voters with limited English proficiency his assistance includes, but is not limited to:

pretation services provided at every polling place in the City. If a bilingual interpreter for the required language is not present at th place, voters with limited English proficiency should be shown the Language Identification Guide and asked to point to their language. An Election will contact an interpreter telephonically.

#### ACCESO DE IDIOMAS PARA LOS VOTANTES

otantes con conocimientos limitados de inglés. Esta avuda

針對選民的語言幫助 或選舉委員會在投票站為英統能力有限的運民提供書面和口頭語言幫助。此語

對和投票站標識提供西班牙请和繁體中文標識。某些印刷材料和投票的場份這個 47年19月<del>1</del>9日 用英語問題或書寫的選民可以由自選的他人來協助投票。 (該提供協助的人不能是選舉法

- 5、週民約雇主或其代进人、或選民工會的官員或其代理人。) 如果還民名冊中的選民記錄未 應明(允許協助),便該還因及其所還的協助人必須填累並簽署投票站工作人員提供的「協助
- 日海通沿地市海管相關口經日

ПРЕОДОЛЕНИЕ ЯЗЫКОВОГО БАРЬЕРА ДЛЯ ИЗБИРАТЕЛЕЙ

ый комитет Филадельфии предоставляет язы бирателям, владеющим английским в ограни то выражается, помимо прочего, в следующем

#### DICH VU HỔ TRƠ NGÔN NGỮ CHO CỬ TRI

- i Đồng Bầu Cử Philadelphia cung cấp dịch vụ hỗ trợ ngôn ngữ viết và nói phòng bỏ phiếu cho những cử trị có trình đô tiếng Anh hạn chế. Dịch vụ n nhưng không giới han ở:
- 1 và bảng hiệu tại phóng bó phiếu đều được dịch sang tiếng Tây 3 ung (Phón Thế). Một số tài liệu in và bảng hiệu tại phóng bó phiếi

#### លទ្ធភាពចូលប្រើភាសាសម្រាប់អ្នកបោះឆ្នោត

កណៈកម្មការបារឆ្នោតនៃទីក្រុម Philadelphia ផ្ទល់ជំនួយភាសាជាលាយលក្ខណ៍អក្សរ និង ថ្នាល់ អាតំនៅភាមអណ្ឌលរយៈឆ្នោតសម្រាប់អ្នកបោះឆ្នោតដែលគេះភាសាអច់ក្លេសបន្តិចបន្តួច។ ជំនួយខេរួម ញូលទាំង ប៉ុន្តែមិនកំណត់ត្រឹមចំពោះ៖

#### AKSÈ LANG POU ELEKTÈ YO

yon Filadelfi (Philadelphia Board of Elections) a founi asis iwo vòt yo pou elekté ki gen limitasyon nan lang anglè. As

ladan, men li pa limite a:
<ul> <li>Tout materyêl ki enprime epi siy nan biwo vôt la tradwi nan lang panyôl ak chinwa tradisyonêl. Kêk materyêl ki enprime epi siy nan biwo vôt la tradwi nan plizyê lôt lang.</li> </ul>
<ul> <li>Yo pémět votaní ki pa ka li isova ekir an Angië v je ivenn asistans pou vote nan men yon mouri ke vo čhvatat, (Mouri is pa ka bay asistans sa ka Jij Bieksyon an, anjevavý voten an ostva aljan anglivezyé a, yon dírijan oseva ajen sendica elekte a JS Hich elekte nan liv voti ka pa ekir "Yo Pémět Asistans", elektě a ak moun yo te chrvazí pou ede li a dive rangliče sijen formět "Delatasovo nástans" ke angbaye elektora al a foruní, spil</li> </ul>
<ul> <li>Sevis entepretasyon ki founi nan chak biwo vót nan vil La. Si yon entepret blemg pou lang yo bezwen an pa prezan nan biwo vót La, yo ta clwe montre Gil diantifikasyon Lang nan a eletté ki gen imitasyon nan lang Anglè yo epi mande yo pou endike lang yo a. Yon enpixevys Konséy Eaksyon en a protrakte you entépret nan telefon.</li> </ul>

#### ACESSO AO IDIOMA PARA ELEITORES

elho Eleitoral da Filadélfia oferece a os locais de votação para eleitores com proficiência limitada em inglês. Esta Issistência inclui mas não se limita a: Todos os materiais impressos e cartazes espanhol e chinés. Alguns materiais impr traduzidos em vários idiomas adicionais;

rtificação do Idioma e serem convidados a apontar para funcionário do Conselho Eleitoral contactará um interpr

#### إمكانية وصول الناخبين إلى اللغة

ما عناني معتراج، و به في كل مكان من أماكن الاقتراع في المدينة، إذا لم يكن المترجم الفون ا في مكان الاقتراع، فيديد، أن إفراض ملى الناميين ذوي الكفاية المحدو الافة ويطلب منهم الاشارة إلى لفتوم، سينصل أحد الفاملين في مجلس

All printed materials and polling place signs translated into Spanish and Traditional Chinese. Certain printed materials and polling place signs translated into multiple additional languages; Voters who cannot read or write in English are allowed assistance to vote by a person of their choice. (Assistance cannot be provided by a Judge

of Election, the voter's employer or agent of the employer, or an officer or agent of the voter's union.) If the voter's record in the poll book is not marked "Assistance Permitted," the voter and the person they chose to assist them must complete and sign an "Assistance Declaration" form provided to them by the poll worker; and

## **Introducing Chinese materials**

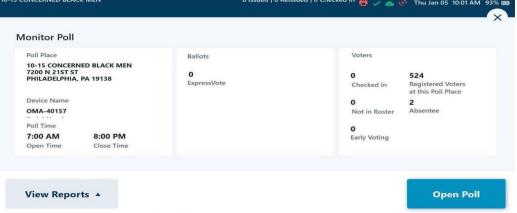
Under Section 203 of the Voting Rights Act, certain cities like Philadelphia are required to provide their election materials in multiple languages, due to the size of the community speaking those languages in the city.
 Philadelphia has long supported Spanish-speaking citizens and began providing additional resources to support Chinese-speaking citizens in 2022.
 Anything you previously had to do with Spanish

posters and documents is required to be done with Chinese too.

# **Opening Polls & Search for Voter**

### **Screen**

- From the Monitor Poll Screen on the ExpressPoll, touch Open Poll
- Once the poll is open, information related to the number of voters checked in will display on the main screen.
- When you first open polls, this screen will show that no voters have checked into your division.
- For additional information refer to pg. 48 in the Election Guide book.
  Other additional information refer to pg. 48 in the Election 1000 and 10000 and 1000 and 1000



### **Electronic PollBook Status**

- Check your printer status (green)
- Check your Peer to Peer to make sure you're Connected
- Check the NIB to make sure power is on and Wi-Fi connected



# **Searching for Voters**

- Tap a search field and use the keyboard to enter the voter's Last Name, First Name, Date of Birth or a combination of these items.
- Possible voters will appear interactively as letters are typed into the search field.

- Tap Search for Voter
- Start with the first 3
   letters of the last name
- Then type the first 3 letters of the first name

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## <u>Issuing an Express Vote XL Ballot</u>

- To complete issuing an ExpressVote XL ballot, verify the voter status and select ExpressVote XL Ballot.
- PLEASE READ the Comment section which will provide instructions on how to proceed based on the voter status
- Board Worker touches green circular arrow icon and flips ExpressPoll towards voter
- Voter signs tablet and touches Done Signing
- Board Worker flips tablet back and verifies signature. If signature matches, Board Worker initials box, then touches Accept
- (Primary Election only) Select Voter's Party, then touch Next.

10-15 CONCERNED BLACK MEN	47 Issued   0 Reissued   47 Checked In 😝	🗸 💩 🧬 🖓 Fri Jan 06 1:07 PM 75% 🕼	10-15 CONCERNED BLACK MEN	47 Issued   0 Reissued   47 Checked In 🖶 🧹 💩 🕺 Fri Jan 06 1:11 PM 79% 💋		47 Issued   0 Reissued   47 Checked In 🤮 🗸	' 🛆 🕐 Fri Jan 06 1:14 PM 81% 00
	Please sign below. I hereby certify that I am qualified to vote in this election	English   Español   中國人	Issue Ballot Accept Voter Signature Compare Signatures:	×	Issue Ballot Select Voter's Party	Party	English Español 中國人
			Phila Training			DEMOCRATE *	
Philadelphia, PA 19138	0	Clear Signature	Philadelphia, PA 19138	Judge Signature	Back	<b>O</b> Nation	Next
Back	Fig.Seen		Back	Accept			

### **Table Setup**

- ExpressPoll Electronic Pollbook
- Printer
- Supplemental Sheets (If any)
  2 Yellow Books

PLACE IN No. 2 ENVELOPE

PRIMARY ELECTION AND SPECIAL ELECTION (IF ANY)

Where Voting Machines Are Used

LIST OF VOTERS and Party Enrollment MAY 21, 2013

At the Time Voter Casts his or her Vote on the Machine, the Clerk must enter in this Book the Name and Party Enrollment of the Voter, together with the order of his or her voting.

> Special Notice This book shall be placed in the

JUDGE'S ENVELOPE No. 2

And returned to the office of the COUNTY BOARD OF ELECTIONS Riverview Place Delaware Ave. & Spring Garden St. PLACE IN No. 4 ENVELOPE

PRIMARY ELECTION AND SPECIAL ELECTION (IF ANY)

Where Voting Machines Are Used

#### LIST OF VOTERS and Party Enrollment MAY 21, 2013

At the Time Voter Casts his or her Vote on the Machine, the Clerk must enter in this Book the Name and Party Enrollment of the Voter, together with the order of his or her voting.

Special Notice This book shall be placed in the Envelope No. 4 marked "MINORITY INSPECTOR"

And retained by the Minority Inspector.



Digitized Signature	Voter Info	Precinct : PHILA M Assistance Party		Voter Signa	aturo			
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### <u>Voter ID</u>

- Voters should not be asked to show <u>ID</u> unless they are a first-time voter in the division
- First time voters in the division will be required to show either photo, or non-photo identification as indicated in the Voter Details & Status on the ExpressPoll Electronic Pollbook
- **Ex:** Valid Driver's License, current utility bill
- For additional information on acceptable forms of ID, refer to page. 20 in the Election Guide book.

### **Voter Details & Status**

Voter results will appear using a red, yellow, green colorcoding system.

- Green Voter may vote a standard ballot.
- Yellow Voter may vote provisional ballot, or some action is required before voter can be issued a standard ballot.
- Red Voter cannot vote on the voting machine due to exceptions with their voter record.



### Voter Details & Status

### 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.

### 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.



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.

### Active ABS/Mail In Returned

#### Comment

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

### **Provisional Voting**

### • Use a Provisional Ballot when:

- Voter is not in the ExpressPoll or Supplemental Pages
- Voter does not have valid ID where ID is required
- Voter claims Political Party listed in Poll Book is incorrect (Primary Elections only)
- Voter has applied for a Mail-in or Absentee Ballot
- On rare occasions:
  - A person with a court order
  - Court ordered extension of polls closing time
  - Voter spoiled 3 ballots on the ExpressVote XL
- Voter does <u>NOT</u> sign on ExpressPoll
- See pages 19-23 for additional information in your Election Guide.
- Voters may request a Provisional Ballot in English/Chinese or English/Spanish NEW 2022

### **Provisional Voting**

### Remember: Any voter has the right to request a Provisional Ballot for any reason!

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# **Spoiling a Ballot**

- When a voter wishes to cancel the voting session.
- Enter the election code on the voting system
- Confirm the reason for ending the voting session
- The paper ballot will eject, hand the paper ballot to the voter without looking at their selections and walk the voter back to the table
- Provide the voter with a black marker and "Spoiled Ballot" sticker (which are included in the election materials box)
- Instruct the voter to black out the barcodes and their selections then place the "Spoiled Ballot" sticker over the barcodes.
- 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.
- In the #2 and #4 books write S1, S2 or S3 next to the voter's name.
- All Spoiled ballots should be folded and placed into the spoiled ballot plastic bag and, at the end of the night, placed in the "Hopper Bag"
- For more information on spoiling a ballot refer to page 50 in the Election Guidebook.

### <u>Machine Down</u> <u>Provisional Voting</u>

- Used when **50%** or more of voting machines are not working and there are voters waiting to use the election machines.
- After voter has cast a Machine Down
   Provisional ballot, place a "Machine Down" sticker in Section 2 of the
   Provisional Affidavit Envelope "B".

MACHINE	MACHINE	MACHINE	MACHINE	MACHINE	MACHINE	MACHINE	MACHINE	MACHINI
DOWN	DOWN	DOWN	DOWN	DOWN	DOWN	DOWN	DOWN	DOWN
MACHINE	MACHINE	MACHINE	MACHINE	MACHINE	MACHINE	MACHINE	MACHINE	MACHIN
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MACHINE	MACHINE	MACHINE	MACHINE	MACHINE	MACHINE	MACHINE	MACHINE	MACHIN
DOWN	DOWN	DOWN	DOWN	DOWN	DOWN	DOWN	DOWN	DOWN
MACHINE	MACHINE	MACHINE	MACHINE	MACHINE	MACHINE	MACHINE	MACHINE	MACHIN
DOWN	DOWN	DOWN	DOWN	DOWN	DOWN	DOWN	DOWN	DOWN
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DOWN	DOWN	DOWN	DOWN	DOWN	DOWN	DOWN	DOWN	
MACHINE DOWN	MACHINE DOWN	MACHINE DOWN	MACHINE	MACHINE	MACHINE	MACHINE	MACHINE	MACHIN

### **STICKERS PROVIDED**

(Yoter must complete this section in front of election off class BEFORE receiving ballot.)	Noter must complete this section in front of election officials BEFORE receiving a address is different than section 2.)
Print Voter Name	Address (street)
Date of Birth	
	City Zip code
Phone	
Email	
2. Voter Affidavit for Provisional Ballot (Voter must complete and sign in front of election officiels BEFORE receiving ballot.)	4. Voter Signature (Voter must sign in Front of election official AFTER receiving and voting bell of (
Please print the address where voter is registered:	<ul> <li>I declare, under penality of law, that I am a properly registered voter in the elect district indicated in my affidavit, and that I am eligible to vote in this election in election district.</li> </ul>
Address	elector a sirct. Voter, sign or mark here
City Zlp code	
Voter Municipality Voter County	
Voter Municipality Voter County I do solernny sweer or offirm that my nome and date of birth are as I have listed above, and at the time that registered inesided at the address I have provided a powe, in the Common- wealth of Penneys on Ita and that this is the only bail that have set in this excitor.	Voter, Print name here
I do solennly sweer or offirm that my nome and date of birth are as I have listed above, and at the time that registered invasided at the address I have provided a bove, in the Common- wealth of Pennsy varies and that this is the only ballot that I have cast in this election.	Voter, Print name here Date (HM/DD/YYYY)
I do solemn, y swear or affirm that my name and date of birth are as I have listed above, and at the time that I registered I resided at the address I have provided above, in the Common-	
I do solennly sweer or offirm that my nome and date of birth are as I have listed above, and at the time that registered invasided at the address I have provided a bove, in the Common- wealth of Pennsy varies and that this is the only ballot that I have cast in this election.	
I do coloren y even or offern in tativity is me and date of ourblands as i how and above, and other the relativity integrations in readers in how provide dowe, in the conversion wealth of Pennsylva rise and that this is the only back that have east in this electron. Yoter Signature X Reason for Ballot (for electron orticals only)	
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I do otherm y severe or offern that my can and date of other area is have linked above, and the common wealth of Pennsy and Linke for that the sector. Voter Standards and that this is the only ballot that there exists the exists. Voter Standards and that the sector of that area and and the there are the sector. Voter Standards and that the sector of that area and and the there are the sector of the secto	Date (HM/DD/YYYY) This section is for election officials only This section is for section officials only This space is reserved for voter registration

### Mail-in & Absentee Voting

- Post Mail-in & Absentee Voters Lists
  - Lists Delivered by Police Officer
- All challenges to Mail-in or Absentee Ballots must be made to the Philadelphia Board of Elections in City Hall, Room 142.
- All voters who apply for a Mail-in or Absentee Ballot are prohibited by the Election Code from voting on the ExpressVote XLs.
- However, if the voter surrenders their voided ballot and declaration envelope, and sign an affirmation that they haven't already voted, then the voter may vote on the ExpressVoteXL. (Act 12) This will be indicated in the ExpressPoll and the Mailin and Absentee Voters Lists. They may instead request a provisional ballot.

#### **Voter Assistance**

- If a voter requires **assistance operating** the ExpressVote XL or assistance with a language other than English:
  - Complete an Assistance Declaration
  - Anyone but the Judge of Election, Employer, or Union Representative may assist a voter
- DO NOT offer assistance without being asked
  - No voter assistance is permitted unless the voter requests assistance. It is the voter's choice who assists them.
- **Record of Assisted Voters** 
  - Place completed forms in #2Envelope
- For more information read page 31 in the election guidebook

· · · · · · · · · · · · · · · · · · ·	Voter's Date of Birth:	
Voter's Address:	BY REA	ASON OF
Reason for Assistance: THE ASSISTANCE OF:	, I AM UNABLE TO VOTE WI	THOUT
Person providing assistance Name:		
Address:		
tter's Address:	Date :	
Signature of Witness:		
	Ward Div_	******
	DECLARACION eccsidad da Ayuda para Votar	
Nombre de Votante:	Feeha Nacmento:	
Dirección de Votante:	POR LA RAZÓN	DE QUE
Razon por la cual necesita ayuda: VOTAR SIN LA AYUDA DE:	YO NO PUE	EDO
Nombre de la persona dando ayuda:		
Dirección de la persona dando ayuda:		
	Fecha:	
firma o marca dal votante:		

#### Affirmation of Elector

- If a registered elector has an Inactive voter status, or has moved, the voter should inform polling place officials of the address change by completing Sections A and C of an Affirmation of Elector form.
- If the voter has moved out of Philadelphia County, their voting record will be cancelled here. Inform them that they are responsible to register to vote in their new county of residence for future elections.

oter's Name:			Date of Birth:	*****
. CHANGE OF ADDRESS: 11	HAVE CHANGEI	MY ADDRE	SS OF RESID	ENCE AND MOVED
ADDRESS	CITY	COUNTY	STATE	ZIP CODE
AND I CURRENTLY RESIDE AT	:			
TO:	CD	COUNTY	STATE	ZIP CODE
If my new address is in the are				
,				
If my new address is within Pl to vote at this polling place or		an area covered	by a different	porting place, I wish
If my new address is in anothe	r county outside o	f Philadelphia	I wish to vote	here one last time.
Please cancel my registration				
B. NO CHANGE OF ADDRESS	S: I HAVE NOT C	HANGED MY	ADDRESS, A	S I STILL RESIDE
B. NO CHANGE OF ADDRESS AT: AUDRESS AND I WISH TO REMAIN REG	CITY ISTERED TO VO	COUNTY TE IN THIS D	ADDRESS, A	
AND CHANGE OF ADDRESS VI: ANDRESS AND I WISH TO REMAIN REG	CITY ISTERED TO VO	COUNTY TE IN THIS D	ADDRESS, A	S I STILL RESIDE
B. NO CHANGE OF ADDRESS AT: AUGRESS AND I WISH TO REMAIN REG C. AFFIRMATION I hereby swear or affirm best of my knowledge under the	CTTY CTTY ISTERED TO VO	COUNTY TE IN THIS D on that appear	ADDRESS, A STATE ISTRICT.	S I STILL RESIDE
B. NO CHANGE OF ADDRESS AT: ADDRESS AND I WISH TO REMAIN REG C. AFFIRMATION I hereby swear or affirm best of my knowledge under the Signa	CTTY CTTY ISTERED TO VO that the informati penalty of perjur	COLMY COLMY TE IN THIS D on that appear y.	ADDRESS, A	S 1 STILL RESIDE
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AFFIRMATION OF ELECTOR

#### <u>Complaints</u>

 If someone has any complaints about how the election is conducted

- HAVA Title III envelope contains complaint forms
- Voter completes and files on his/her own

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		K				
	CO	DEPARTM	HOF PENNSYLV ENT OF STATE arrisbug	/ANIA		
S	OF TI	OF COMPLAI	INT – VIOLATIO RICA VOTE AC <sup>7</sup> 2, 42 U.S.C. § 1530	F OF 2002	E DI	
Under section 402(a)(2) of the H Cade (25 P.S. § 3045.2(a)), any p eccurring, or [s 250th to setter, r against x local or county efficial (55 P.S. § 3046.2(b)). Complain Counsel under asction 1206.2(c)	elp America Vote percon who believe ay file a complain at employee will b is made against th of the Riestfort Cr	Act of 2012 (EAVA) as that a violation of a t with the Department e processed and some a Department of State ade (25 F.S. § 3046.2)	(42 U.S. C. § 15512(a))2 my provision of The III of for State, Bureau of Com its sed by the Department will be processed and co ci).	) and section 1996. FHAVA (42 U.S.C missions, Elections of State under sections osidered by the Con	2(a) of the Penn . §§ 15481-1559 and Lagislation ion 1206.2(b) at amoniwealth's C	evivenia Election 01) has occurred, i Complaints mar- the Election Code Office of General
In order for the Department of St 12002 of the Rischlon Code to co Complaints should be typowritte you have to support your compla-	ensider possible vi n or clearly prints: int	plations of Title UI of i in black or blue tik.	f FIAVA, a completinatit i Please state the feets bri-	est complete both s effy and clearly, and	ides of this con i be sure to subt	iplaint form. nit any écourtients
YOU MUST SIGN THIS FORM	L COMPLETE TS SYLVANIA LAW	IE PRESCRIBED AF	FIDAVIT BEFORE A L OATHS, AND RETURN ONS AND LEGISLATIC	CENSED NOTAR THE FORM, #275 /N, 213 North Gills	Y FUBLIC OR 17WO COPIES 5 Building, Han	OTHER PERSON TO THE risburg, PA 17120
THIS FORM MUST B ORDER TO BE PROC FILE THE ORIGINAL COMMISSIONS, ELE	E SIGNED U ESSED. <u>TO</u> . AND <u>TWO</u>	NDER OATH, ASSURE PRO COPIES OF TH	NOTARIZED, A MPT PROCESSI HE COMPLAINT	ND FILLED ( NG OF THE (	OUT COM	PLETELY D NT. PLEASE
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# **Closing the Polls**

#### **Closing the Polls**

- All polls <u>MUST</u> stay open until 8:00 PM
  - Have an Election Board member stand at the end of the line at 8:00 PM
  - Close all ExpressVote XLs
  - Sign the Affidavit for Identification Requirements
    - Located in the Judge's Purple Folder
- Sign the payroll sheet
- Payrolls <u>MUST NOT</u> be filled out until close of Election
- Please refer to pages 52-61 in the Election Guide book, for additional information on closing the polls.

#### **Closing the ExpressPoll**

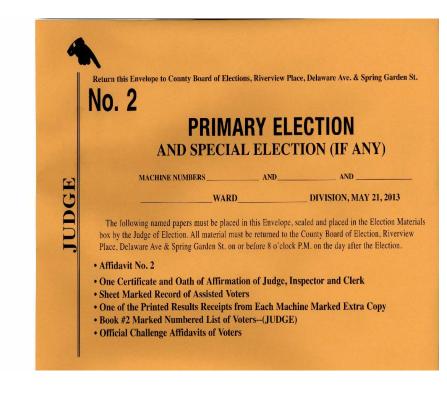
- When it is time for the polls to close after all voters have signed in, touch <u>Monitor Poll</u> from the main screen.
- To close the poll, touch the red
   <u>Close Poll</u> button in the bottom
   right corner of the screen.
- A prompt will appear providing the option to sign out. If you select <u>Yes</u>, you will be signed out of the system when you close the poll.
- After returning to the Launch screen, touch <u>Shut Down</u> to power the tablet off. Confirm shutdown by touching <u>Yes</u>.

- To get the final numbers and voter's list before shutting down, touch the View Reports tab.
- Wrap up the power cord and return the ExpresPolls to their carrying case.

Poll Place	Ballots		Voters		
POLLING PLACE 1826 N FRANCISC DALLAS, TX 60647 Device Name OMA-38507 Carial Number Poll Time 7:00 AM Open Time	<b>4</b> Paper <b>1</b> Provisional Paper	4 ExpressVote 0 Provisional ExpressVote	9 Checked In 0 Not in Roster 0 Early Voting	1,732,982 Registered Voters in the County 0 Absentee	

#### <u>#2 Envelope</u>

- Goes inside the Election Materials Box
- Contains:
  - A copy of the completed Oath of Officers
  - A copy of the signed voting system tape
  - Record of Assisted Voters
  - # 2 Yellow book



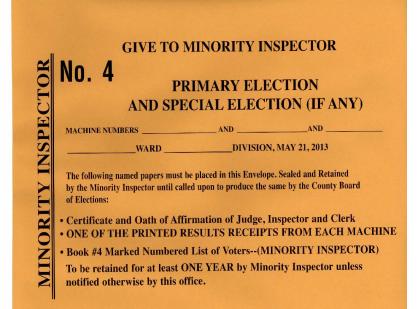
#### <u>#4 Envelope</u>

- Given to the Minority Inspector
  - Must be retained for one year

#### Contains:

- A copy of the completed Oath of Officers
- A copy of the signed voting system tape
- # 4 Yellow book

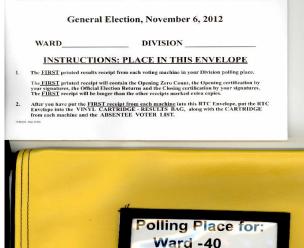
Note: Judge of Election does not take any materials home from the #2 or #4 envelopes



#### <u>Vinyl Bag</u>

Contains:

- USB stick will be collected from ALL ExpressVote XLs (Opened and Unopened)
- The zero-count tape from the beginning of the day and the last copy of the election results which will contain any write-in votes from each machine
- City-issued Cell Phone
- VOTING SYSTEM KEY
- Mail-in and Absentee voters lists (if any)



Div. -51 Police District: 12 hone: 215 686-3120

**RTC ENVELOPE - OFFICIAL RETURNS** 

#### **Electronic Poll Book Case**

#### Contains:

- Both ExpressPolls
- Both ExpressPoll charging cords
- Goes with the Police Officer along with the Vinyl Bag and Hopper Bag



## **The Hopper Bag**

- Secure ballot hopper (from each machine which
  - contains the official voted ballots)
- Provisional Voting Envelope C
- Spoiled Ballot Envelope (if any)
- Surrendered/Spoiled Mail-in or Absentee balloting materials
- Seal Card
   (All seal numbers must be recorded)



### **Post Outside the Polling Place**

- Post outside the closed Polling Place a signed copy of the Voting Machine tape
- Results tape should be visible to anyone coming after the polls close

#### **Election Materials Box**

All remaining materials should be placed inside the election material box, including the payroll sheet

#### Payroll sheet should be fully filled (VERY IMPORTANT)

- Judge of Election should retain pink copy of the payroll sheet for records
- Ensure all board workers completed & signed payroll sheet

#### Anyone who does not sign the payroll sheet will not be paid

Any questions or discrepancies, please call **215-686-1530** 

	ALL OTHER NEWBERS OF THIS BOARD WERE PRESENT AND WORKED A FULL DAY.						OFFICE OF CITY COMMISSIONERS ELECTION DAY PAYROLL				Noven	nber 6, 2012			FFICE						
A)	JUDGE BIRTH DATE	PRIN	NAME.		F F101	BOCIAL SI	ICOPITY NO	. <u> </u>	LAD1		ADDRESS CITY		EMERTICAN	STATE		OUNEL	- S.C.	\$ 100		sinn S_	
_	SIGNATURE	_	_				_	E-MAIL	_				(P) E B	171903040	1-			1000			
B)	MAJORITY INSPECTOR BIRTH DATE				FRST	SOCIAL BI				7			вностны	STATE		CODE		95			
_	SIGNATURE	_		_				E-MAIL	_				APT #	PHONE #	2-		-				
C)	MINOPITY INSPECTOR BIRTH DATE				FRAT						ADDRESS CITY		anterios	STATE	ZIP	CODE		95			
_	SKINATURE							E-MAIL _				-	APT V	PHONE #	1 -						
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# **After the Election**

- Wait for the police officer
- Give him/her the Vinyl bag, ExpressPoll case, and Hopper bag
- Bring the Election materials box to
   520 N. Delaware Ave.
- By 2:00 AM the following day

### **Election Results**

For unofficial real-time election night results, <u>https://vote.phila.gov/results/</u>

For certified results and other voting information, visit For results by county or statewide (including past elections), visit <u>https://electionreturns.pa.gov/</u>