

# Philadelphia County

## Election Board Officials

### Polling Place Station Cards



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

(Revised 08/23)

# VOTING

There is more than one way to organize a polling place. If you already have a system that adheres to voting regulations, there's no need to make a change!

## STATION CARDS

These station cards are intended to be a tear-out guide that poll workers can use to organize their polling places and tasks. For each station, you'll see a list of tasks and a list of supplies as well as a list of common tasks and special procedures that may arise throughout the day.

Station 1: Tasks and procedures are typically assigned to the Majority and/or Minority Inspector

Station 2: Tasks and procedures are typically assigned to the Clerk

Station 3: Judge of Election will need to manage these procedures with other poll workers as indicated.

## BREAKS AND OUTSIDE ASSISTANCE

The Judge must assign breaks to all poll workers. Only one poll worker should be on break at any given time, and breaks should be given during less busy times. It is illegal for anyone not officially sworn in to the Election Board for the day to fill in for or assist any member of the Board of Elections with their duties. At the Judge's request, help can be given in moving and positioning voting machines BEFORE the polls are opened in the morning.



**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 poll book, OR
- the voter's name is not listed on the supplemental sheets, OR
- the voter applied for a mail or absentee ballot as indicated in the poll book or mail and absentee list and have not surrendered their mail ballot and outer envelope to the Judge of Election

even if the Election Board Officials believe the registration records to be in error.

# STATION 1

## GREETER / VOTER SIGN-IN / YELLOW NO. 2 BOOK

### PROCEDURE

- 1 Greet voter.
- 2 Ask voter to loudly announce their name.
- 3 Locate in the electronic poll book
  - If ID required, verify ID first
  - If Affirmation required, fill out Affirmation of Elector form (see side 2)
  - If Assistance required and assistance box is NOT checked, fill out Declaration of Assistance form (see side 2)
  - If voter is not in the poll book, see side 2
- 4 If voter is eligible to vote on machine, instruct voter to sign the poll book - touch **FLIP SCREEN**, and flip electronic poll book toward the voter. After the voter has signed in, flip the Electronic Poll Book back toward yourself, confirm the signature matches the signature on record, enter your initials, and touch **ACCEPT**.
- 5 Insert blank paper ballot into ExpressPoll printer and complete the process to issue a Standard ExpressVote XL ballot.
- 6 **In a Primary Election only**, once voter has signed, their party should be announced. Provide the voter with their paper ballot, and direct voter to the machine where the voter will insert the paper ballot into the **ExpressVote XL**, which will automatically bring up the correct party ballot for that voter.
- 6 Record in-person voter's name, admission numbers and party affiliations in order in the front of the Yellow No. 2 book.
- 7 Record provisional voters in the back of of the Yellow No. 4 book with the designation PROV in place of an admission number.

### SUPPLIES

- Electronic Poll Book
- Supplemental Poll Book Pages
- Pens
- Map of division boundaries
- QR Codes for voter polling place/registration lookup (located in poll worker guide)
- Smart phone (not provided)
- Accepted forms of ID list
- Affirmation Forms
- Assistance Forms
- Yellow No. 2 Book

**NOTE:** The barcode printed by the ExpressPoll printer will only inform the ExpressVote XL of a voter's Division and Party. There is no personal identifying information in that barcode.

**Everybody has the right to vote on a PROVISIONAL ballot.  
NO EXCEPTIONS!**

# STATION 1

## GREETER / VOTER SIGN-IN

### SPECIAL PROCEDURES

If a voter arrives with a **mail-in or absentee ballot**, including the declaration envelope, the Judge must spoil the ballot and allow the voter to vote on a machine once the voter has filled out an "Elector's Declaration to Surrender Their Mail Ballot." The voter must then sign into the poll book like normal.

If a voter **does not appear in poll book or supplemental poll book**, expand your search countywide to see if the voter is registered in a different Division. Direct them to the right Division. If you are unable to locate voter, they can vote via **provisional ballot**. See provisional ballot procedure on backside of Station 3 card.

If **"affirmation required,"** locate the Affirmation of Elector form in the Judge's folder and allow voter to step out of line to fill it out. Before voting, voter must fill out section A or B then sign section C while a poll worker observes. Poll worker must then sign form.

If **assistance is required** and need **IS** indicated in the poll book, the voter may proceed.

If **assistance is required** and need is **NOT** indicated in the poll book, locate the Assistance Declaration form in Judge's folder. Voter must fill out and sign the form. Judge and person assisting voter must sign before the voter votes. Completed form goes back in the Judge's Box and voter's name, assistant, and reason for assistance is entered into the Record of Assistance stapled to the front of the No. 2 envelope.



# ACCEPTED FORMS OF VOTER ID

If a voter's record is yellow and the Comments state "ID Required", then 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 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
- Student ID
- Employee ID

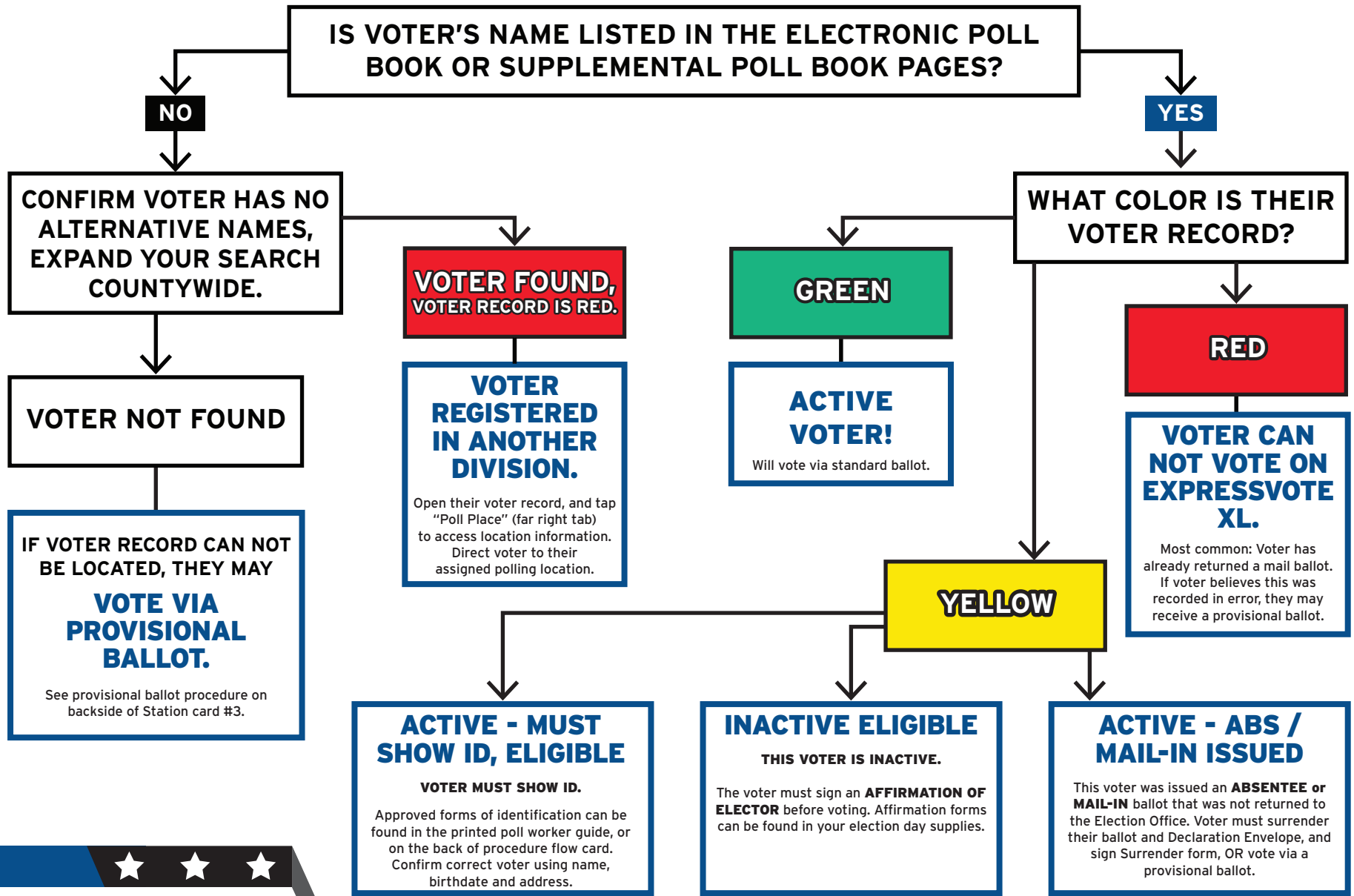
If the first-time voter does not have any of the above forms of approved photo identification, then the voter may provide any of the following approved forms of non-photo identification.

## 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
- U.S. Armed Forces ID

**NOTE:** Poll workers can **ONLY** request ID if it's the voter's first time voting in that division.

# VOTING PROCEDURE FLOW



# STATION 2

## GREETER / VOTER SIGN-IN / YELLOW NO. 4 BOOK

### PROCEDURE

- 1 Greet voter.
- 2 Ask voter to loudly announce their name.
- 3 Locate in the electronic poll book
  - If ID required, verify ID first
  - If Affirmation required, fill out Affirmation of Elector form (see side 2)
  - If Assistance required and assistance box is NOT checked, fill out Declaration of Assistance form (see side 2)
  - If voter is not in the poll book, see side 2
- 4 If voter is eligible to vote on machine, instruct voter to sign the poll book - touch **FLIP SCREEN**, and flip electronic poll book toward the voter. After the voter has signed in, flip the Electronic Poll Book back toward yourself, confirm the signature matches the signature on record, enter your initials, and touch **ACCEPT**.
- 5 Insert blank paper ballot into ExpressPoll printer and complete the process to issue a Standard ExpressVote XL ballot.
- 6 **In a Primary Election only**, once voter has signed, their party should be announced. Provide the voter with their paper ballot, and direct voter to the machine where the voter will insert the paper ballot into the **ExpressVote XL**, which will automatically bring up the correct party ballot for that voter.
- 6 Record in-person voter's name, admission numbers and party affiliations in order in the front of the Yellow No. 2 book.
- 7 Record provisional voters in the back of of the Yellow No. 4 book with the designation PROV in place of an admission number.

### SUPPLIES

- Electronic Poll Book
- Affirmation Forms
- Assistance Forms
- Yellow No. 4 book
- Pens

**NOTE:** The barcode printed by the ExpressPoll printer will only inform the ExpressVote XL of a voter's Division and Party. There is no personal identifying information in that barcode.

Everybody has the right to vote on a PROVISIONAL ballot.  
**NO EXCEPTIONS!**

# STATION 2

## GREETER / VOTER SIGN-IN

### SPECIAL PROCEDURES

If a voter arrives with a **mail-in or absentee ballot**, including the declaration envelope, the Judge must spoil the ballot and allow the voter to vote on a machine once the voter has filled out an "Elector's Declaration to Surrender Their Mail Ballot." The voter must then sign into the poll book like normal.

If a voter **does not appear in poll book or supplemental poll book**, expand your search countywide to see if the voter is registered in a different Division. Direct them to the right Division. If you are unable to locate voter, they can vote via **provisional ballot**. See provisional ballot procedure on backside of Station 3 card.

If **"affirmation required,"** locate the Affirmation of Elector form in the Judge's folder and allow voter to step out of line to fill it out. Before voting, voter must fill out section A or B then sign section C while a poll worker observes. Poll worker must then sign form.

If **assistance is required** and need **IS** indicated in the poll book, the voter may proceed.

If **assistance is required** and need is **NOT** indicated in the poll book, locate the Assistance Declaration form in Judge's folder. Voter must fill out and sign the form. Judge and person assisting voter must sign before the voter votes. Completed form goes back in the Judge's Box and voter's name, assistant, and reason for assistance is entered into the Record of Assistance stapled to the front of the No. 2 envelope.



# STATION

# 3

## JUDGE / PROVISIONAL AREA

### KEY DUTIES

- Judge assigns, and can fill in for, any role throughout the day. Judge should assist at the voter check-in table when necessary.
- Judge must be available to sign assistance forms, provisional ballots, repair forms, and other paperwork as needed and must also spoil ballots (machine and mail-in).
- Judge assists with “line management” - checking in with voters as they wait in line and making sure they are registered and are at the right polling place.
- Judge calls emergency numbers when there is an issue.
- Judge is primary person responsible for ensuring there is no electioneering, and that everyone in the polling place is allowed to be in at any given time, although all poll workers share this responsibility.
- Judge must assign breaks to other poll workers as the day allows.
- Judge should assign a poll worker to stand at the end of the line at 8 pm to turn away any voters that arrive AFTER polls close.
- After polls close, Judge must return the Materials Box to Delaware and Spring Garden before 2 am.

### SUPPLIES

- Materials Box
- Judge’s Folder containing Assistance Declarations, Affirmation of Electors, Challenge Affidavits & receipts and HAVA statements
- Spoiled Ballot Stickers
- Black markers
- Spoiled Ballot Envelope
- Provisional Ballots
- Pens
- City-issued cell phone
- Extra and unused materials
- (not provided) Privacy barrier for voters filling out Provisional Ballots
- Table
- Chairs

**NOTE:** If a voter requests assistance, anyone other than the Judge of Election, the voter’s employer, or a representative of the voter’s labor union may provide assistance in the booth once the voter assistance declaration has been completed.

# SPOILING MAIL BALLOTS

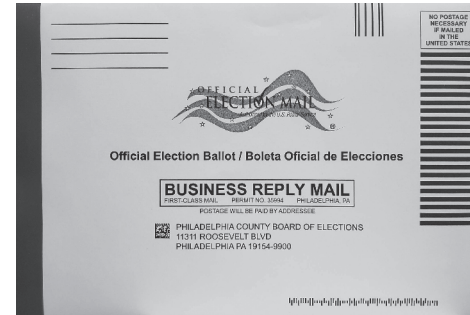
STATION

3

## BALLOT SURRENDER/CANCELLATION PROCEDURE

## SUPPLIES

If a voter has previously applied for a mail-in or absentee ballot and requests to vote on the machine, they can do so if they have brought in both the paper ballot and the 'declaration' envelope. Otherwise, they may only vote provisionally.



### Ballot Surrender/Cancellation Procedure:

1. Voter gives paper ballot and declaration envelope to the Judge.
2. The Judge places Spoiled Ballot sticker on the ballot and wraps a sticker around the mail in declaration envelope being sure to NOT COVER the bar code.
3. The Voter signs the front side of the 'Elector's Declaration to Surrender Their Mail Ballot'
4. The Judge signs the back side of the 'Elector's Declaration to Surrender Their Mail Ballot'
5. Place spoiled ballot, spoiled declaration envelope and 'Elector's Declaration to Surrender Their Mail Ballot' in the Surrender Mail Ballot Envelope.
6. Voter must then sign in via the electronic poll book, as normal, and vote on **ExpressVote XL** voting machine.

- Spoiled Ballot Stickers
- 'Elector's Declaration to Surrender Their Mail Ballot'
- Surrendering Mail Ballot Envelope

**Voter must surrender paper ballot AND declaration envelope.** If voter does not surrender both items and sign the affirmation, **the surrender process will be void**, and the voter **MAY NOT** cast a vote on the ExpressVoteXL;

Voter may still choose to vote on a provisional ballot.

**NOTE:** If you run out of declaration forms, Judge may **handwrite** the exact text for voters to sign, or print at home on break or before election, if possible.

If you run out of spoiled ballot stickers, Judge can thoroughly mark up the outside of the envelope with black marker but should avoid the bar code area.

# PROVISIONAL BALLOTS

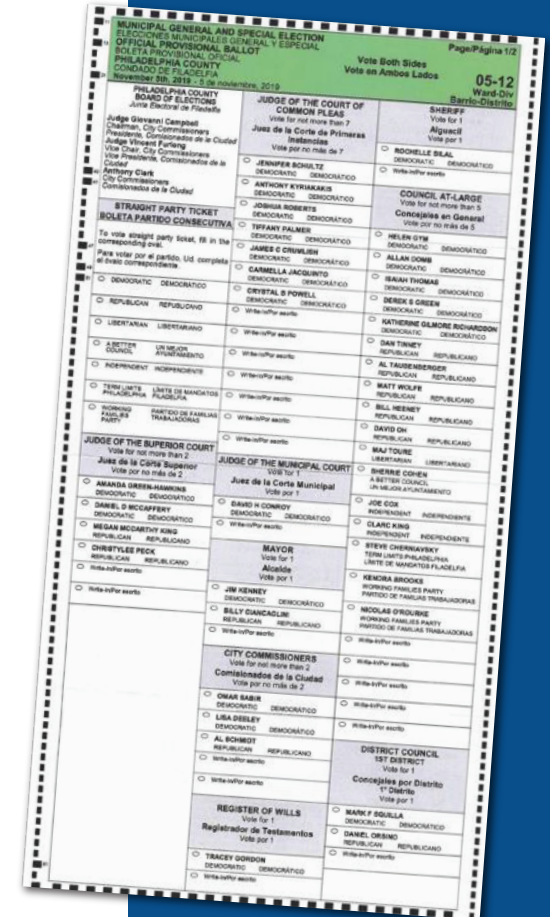
## PROCEDURE FOR POLL WORKER

1. Give the voter BOTH a Provisional Ballot Package and a Provisional Ballot (Judge of Election). In a Primary, voters are to be provided with the party ballot of their choosing.

Provisional Ballot Package contains:

- One (1) Secrecy Envelope
- One (1) Provisional Ballot Affidavit Envelope B
- One (1) Provisional Ballot Instruction Card (white)
- One (1) Provisional Ballot Receipt

2. Witness proper completion of Section #1 of the Provisional Ballot Affidavit Envelope B (Both Judge of Election and Minority Inspector).
3. Complete Section #2 of the Provisional Ballot Affidavit Envelope B **BEFORE** the ballot is marked by the voter (Judge of Election and Minority Inspector).
4. Voter completes the Provisional Ballot in private following the instruction card. Ballot must be sealed in the Secrecy Envelope and the Secrecy Envelope sealed in the Provisional Ballot Affidavit Envelope B (Voter).



Reminder: provisional voters do not sign the poll book, and may have their provisional ballot invalidated if they do so.

# PROVISIONAL BALLOTS

STATION

3

## PROCEDURE FOR POLL WORKER (CONT.)

## SUPPLIES

5. Voter returns the Provisional Ballot Affidavit Envelope B to the Election Board Official table and signs and dates Section #4 in the presence of the Judge of Election or Inspector.

**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.

6. Affix the Ballot Identification Number to the Provisional Ballot Envelope to the bottom right hand corner of Provisional Voter Affidavit Envelope B (Judge of Election).
7. Provide the voter with a receipt noting the website and phone number for tracking status of the ballot (Judge of Election).
8. Place the voted Provisional Ballot in Provisional Voting Return Envelope C.
9. Enter the voter's name into the back of the Yellow #2 and #4 Books writing "PROV" instead of an admission number (Clerk).

- Provisional Ballot Packages
- Provisional Ballots (white paper with a green heading)
- One (1) Provisional Voting Return Envelope C

The image shows a sample of a Provisional Ballot Affidavit Envelope B form. The form is titled "Provisional Ballot/Boleta electoral provisional" and is divided into several sections. Section 1, "Voter Information," includes fields for Name, State, City, and Zip Code. Section 2, "Voter Affidavit for Provisional Ballot," includes fields for Address, City, and Zip Code. Section 3, "Current Address where the Voter Lives," includes fields for Address, City, and Zip Code. Section 4, "Voter Signature," includes a signature line and a date field. Section 5, "Ballot Identification Number," includes a field for the number. Section 6, "Information for the voter," includes fields for Name, Address, City, and Zip Code. Section 7, "Direction actual donde vive el votante," includes fields for Address, City, and Zip Code. Section 8, "Firma del votante," includes a signature line and a date field. Section 9, "Fecha de la boleta electoral provisional," includes a date field. Section 10, "Fecha de inscripción," includes a date field. Section 11, "Fecha de inscripción," includes a date field. Section 12, "Fecha de inscripción," includes a date field. Section 13, "Fecha de inscripción," includes a date field. Section 14, "Fecha de inscripción," includes a date field. Section 15, "Fecha de inscripción," includes a date field. Section 16, "Fecha de inscripción," includes a date field. Section 17, "Fecha de inscripción," includes a date field. Section 18, "Fecha de inscripción," includes a date field. Section 19, "Fecha de inscripción," includes a date field. Section 20, "Fecha de inscripción," includes a date field. Section 21, "Fecha de inscripción," includes a date field. Section 22, "Fecha de inscripción," includes a date field. Section 23, "Fecha de inscripción," includes a date field. Section 24, "Fecha de inscripción," includes a date field. Section 25, "Fecha de inscripción," includes a date field. 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Reminder: provisional voters do not sign the poll book, and may have their provisional ballot invalidated if they do so.

If you are running low on Provisional Ballots on Election Day, call 215-686-1530.

# STATION

# 4

## MACHINE INSPECTOR(S)

### KEY DUTIES

- Lead set-up of machines according to checklist in poll worker guide.
- Instruct voter from outside the voting machine on how to use the machine as needed.
- Ensure that no voter leaves the polling place without having completed their vote (use lights to know when someone is finished voting).
- Alert fellow poll workers if a voter in the booth requires assistance (Machine Inspector or any poll worker other than Judge may assist, once the Declaration of Assistance has been filled out).
- Lead take-down of machine when voting has ended, according to checklist in poll worker guide.
- Provide the ADA Device and headphones to the voter upon request, noting the volume and tempo buttons on the keypad. The voter can initiate audio-assisted voting by pressing the square green button in the center of the console at any time.

### SUPPLIES

- Pens
- Chair

# SPOILING MACHINE BALLOTS

STATION

4

## SPECIAL PROCEDURE

## SUPPLIES

If a Voter wishes to cancel their voting session:

1. Once the voter has selected "Spoil Ballot" on the screen, Machine Inspector enters and tells voter to look away while they enter the code.
2. Confirm reason for ending the voting session, tap "voter's request" then "accept".
3. Ballot will eject. Suggest to the voter that they review their selections one more time. If the voter still wishes to spoil the ballot, they should take it back to the Judge's table.
4. The Judge must give a spoiled ballot sticker and black marker to voter and give them private space to spoil their ballot.
5. Voter crosses out barcodes and selections and folds it and seals it with Spoiled Ballot sticker.
6. Voter gives ballot to Judge to place in the spoiled ballot envelope.
7. Ensure that "active voter" light goes off before next voter is permitted to enter the booth.
8. A new ballot must be issued from the Electronic Poll Book. Voter can then return to the booth with a new ballot.
9. S1 is entered in the No. 2 and No. 4 books.

- Spoiled Ballot Stickers
- Black markers
- Spoiled Ballot Envelope

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*Philadelphia*  
**City Commissioners**

**VOTE.PHILA.GOV**