



C O U N T Y • N J

DEPARTMENT OF COMMUNITY SERVICES

BOARD OF ELECTIONS

Poll Worker Instructional Manual

Please visit middlesexcountynj.gov/vote to find the **Poll Worker Information** page with additional information.

Questions? Call Center 732-745-4200



DEPARTMENT OF COMMUNITY SERVICES

BOARD OF ELECTIONS

Table of Contents

Supply Bag.....	1
Items Located in Supply Bag: Where They Belong.....	2
Green Folder	4
Open Procedures.....	5
Setting Up Your Polling Location.....	5
Mini Cradle Point Router	6
Cradle Point Router.....	7
Electronic PollBook.....	8
Voting Machine.....	13
Provisional Table.....	17
Ballot Procedures.....	19
Searching for Voters.....	19
Voting Machine Procedures.....	25
How to Quit and Spoil a Ballot.....	27
Re-Issue a Ballot.....	28
Provisional Ballot Table Procedures.....	29
Two Hour Chart.....	30
Close Procedures.....	31
Electronic Pollbook.....	31
Voting Machine.....	32
Provisional Ballot Table.....	34



DEPARTMENT OF COMMUNITY SERVICES

BOARD OF ELECTIONS

Table of Contents

Troubleshooting.....	35
Appendix A: Title 19.....	36
Election Day Codes for Electronic PollBooks.....	VERY LAST PAGE

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DEPARTMENT OF COMMUNITY SERVICES

BOARD OF ELECTIONS

SUPPLY BAG

Locate the Supply Bag Labeled to Assigned Ward and/or District.



ITEMS LOCATED IN SUPPLY BAG

The Board of Elections and the County Clerk provide the following items, any additional items found in the supply bag on election day are provided to you by the Municipal Clerk.



- Transparent Green Document Envelope w/Lime Green Folder.
- Cardboard Privacy Screens for Provisional Table.
- An Orange Zippered Bag filled with Provisional Affirmation Envelopes.
- A Dark Orange Sealed Zippered Canvas Bag filled with Paper Provisional Ballots.
- Clear Plastic Zip Lock Bag with pens, red baskets, styluses, a white SPOILED BALLOT envelope, and a Samsung Tablet with charger and instructions **(Only ONE Tablet per polling location in the bag with a green ribbon on the strap)**.
- Pads of ATV Slips (Authority to Vote).
- Polling Location Signs to be posted throughout the location **(Only in one bag)**.
- Manila envelope containing Voting Machine Key.
- Election Results Bag for Voting Machine Reports.

Items Located In Supply Bag: Where They Belong

For the Electronic Pollbook Table

Transparent Green Envelope



- Lime Green Folder
- Voter Complaint Forms.
- Oath for Poll Workers.
- Challenger's Affidavit & Challenged Voter Affidavit.
- Correction of Records Pad for Voter Making Changes to Voter Record, including Opting Out of receiving a Mail in Ballots.
- Yellow Affirmation of Residency Form for Voter to complete if Poll Book Indicates.
- Disability of Assistance Forms.

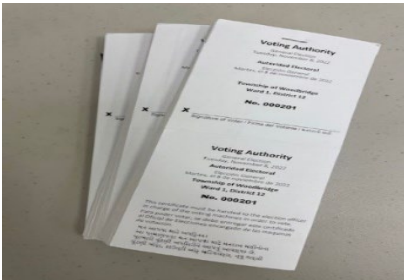
Clear Ziplock Bag



- White Spoiled Ballot Envelope.
- Red Baskets.
- Stylus packs for the Red Baskets.
- Pens.
- Samsung Galaxy Tablet used for clocking in and out.
- A packet of poll workers and their Badge #'s.
- Instructions for the Samsung Galaxy Tablet used for clocking in and out.

The bag with the tablet will be marked with a ribbon on the handle

Items Located In Supply Bag: Where They Belong



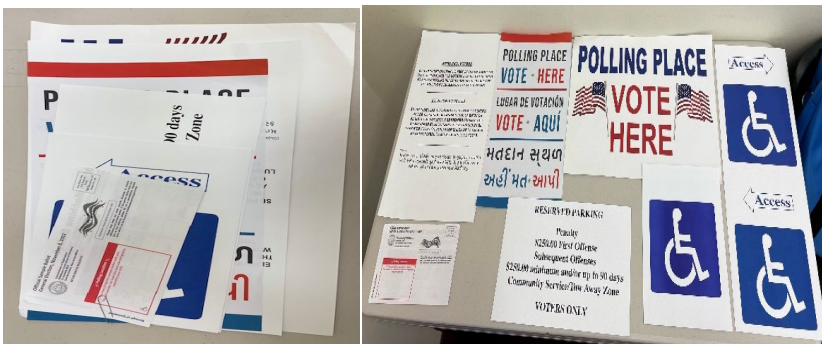
- ATV Pads.
(**Primary Elections**- there will be two sets of ATV Pads for Democrats and Republicans. **General, School and Special Elections** will have one pad for all voters).
- Voter List

For the Provisional Ballot Table



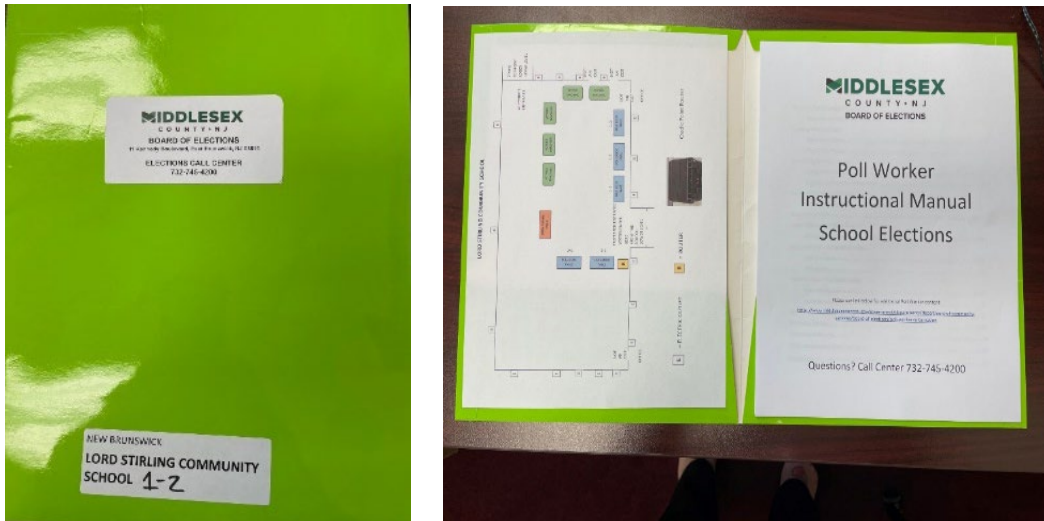
- Cardboard Privacy Screens for Provisional Table.
- An Orange Zippered Bag filled with Provisional Affirmation Envelopes.
- Pens.
- Provisional Handout.

Post Signs Throughout the Polling Location



- Polling Location Signs will only be in one supply bag marked with a ribbon on the handle for that polling location if you have multiple wards and districts.

Green Folder



Why Do You Need the Lime Green Folder?

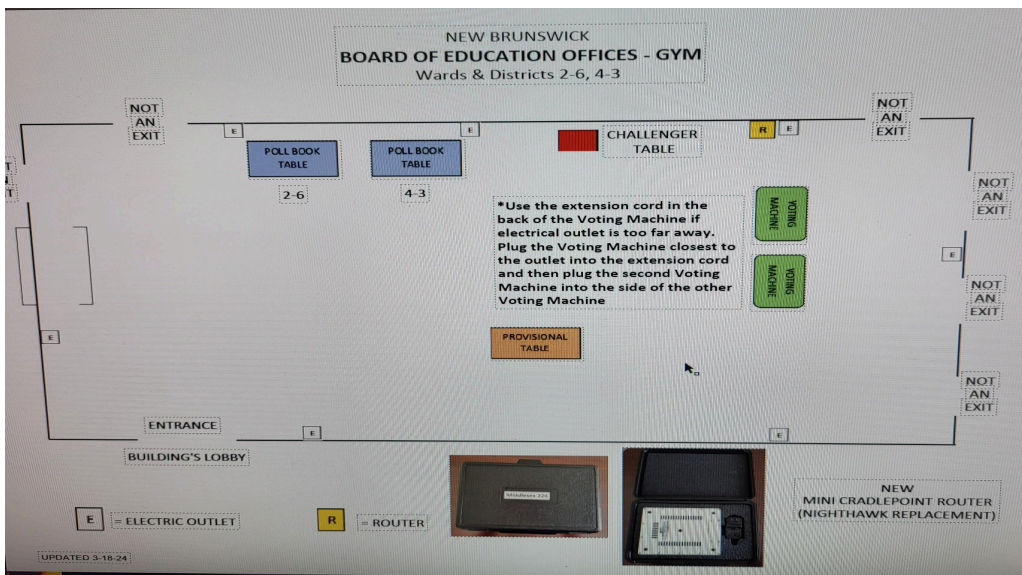
This folder will provide you with step by step directions for each procedure on the electronic poll books, the voting machines and also the provisional ballots.

- The front cover has contact information and Polling Location with Ward and District.
- Inside, there will be a diagram that explains where the Poll Book Tables , the Voting Machines, Provisional Table and Router goes. It will also show what kind of Router will be at the Polling Location.
- Challenger Do's and Don'ts Handout for when Challengers come in.
- The right side of the folder contains the Poll Worker Instructional Manual. (This Manual)

OPENING PROCEDURES

Setting Up Your Polling Location

- Using the diagram of your polling location, make sure that the voting machines are moved to designated spots and the electronic pollbook tables are where the diagram shows.



- Post the signs provided to you in the blue supply throughout the polling location, at the main entrance and at the handicap entrance, especially if there is a separate entrance. The A-Frame sign also goes outside of the main entrance for voters to see.
- Bring the supply bags and the electronic pollbook cases to their designated tables.
- You are now ready to begin with Opening Procedures for Routers, Electronic Pollbooks, Voting Machines, and Provisional Ballot Table.

***Failure to follow the diagram may result in slow connectivity speed during the course of the election.**

OPENING PROCEDURES

IT IS CRUCIAL TO POWER ON YOUR DESIGNATED ROUTER BEFORE PROCEEDING TO POWERING ON ELECTRONIC POLLBOOKS

Mini Cradle Point Router-REPLACES NIGHTHAWK ROUTER

- The diagram of your polling location will show a picture of which router your polling location will have and where it should be placed in the room.
- The Mini Cradle Point Router will be located in a small black case located near the Voting Machines.



Powering On the Mini Cradle Point Router

- Unfasten the clasps on the black case to open.
- Simply remove the wall adapter and plug device into the closest outlet (refer to diagram).

DO NOT REMOVE THE DEVICE FROM THE CASE.



OPENING PROCEDURES

IT IS CRUCIAL TO POWER ON YOUR DESIGNATED ROUTER BEFORE PROCEEDING TO POWERING ON ELECTRONIC POLLBOOKS AND VOTING MACHINE

Large Cradle Point Router

- Large Cradle Point Router will be located near the Voting Machines.



Powering on the Large Cradle Point Router

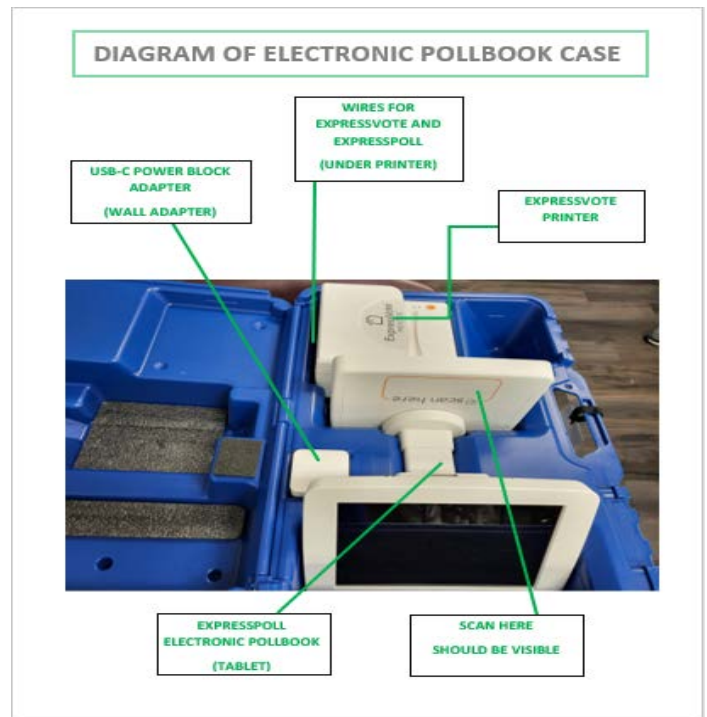
- Click the power button and a blue ring will appear.
- Once powered on, open the case to get the power cord from the gray zippered pouch.
- Make sure to plug device into the closest outlet.

OPENING PROCEDURES

ELECTRONIC POLLBOOK OPEN PROCEDURES

Now that the router is turned on and you have brought all the supplies to their designated tables, you can begin assembling your electronic pollbook.

Remove all the contents from the electronic pollbook case including the laminated diagram so you are familiar with the contents.



THERE ARE NO NIGHTHAWK ROUTERS PACKED IN THE CASES ANYMORE. THEY WERE REPLACED WITH THE MINI CRADLE POINT ROUTERS THAT CAN BE FOUND IN THE BLACK CASE NEAR VOTING MACHINES

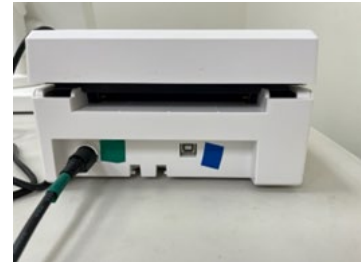
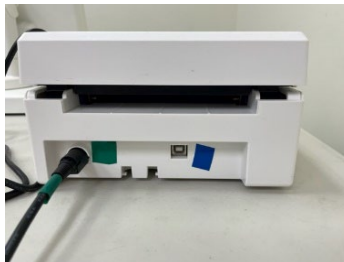
OPENING PROCEDURES

ELECTRONIC POLLBOOK OPEN PROCEDURES

- Begin by connecting the wire marked with **YELLOW** tape into the power supply also marked with **YELLOW** tape.



- The wire permanently attached to the power supply is marked with **GREEN** tape. ***NOTE: FLAT SIDE of GREEN wire faces down when inserting.** Insert that wire into the back of the ExpressVote Printer also marked with **GREEN** tape.



- The wire marked with **BLUE** tape, plug in the USB end into the USB port on the side of the pollbook. ***You can use either USB port.** The other end gets plugged into the ExpressVote printer marked with **BLUE** tape.



OPENING PROCEDURES

ELECTRONIC POLLBOOK OPEN PROCEDURES

***DO NOT power on the ExpressVote printer on just yet.**

- Plug the ExpressVote printer into an outlet or power strip.
- The back of the pollbook has an **ORANGE** wire permanently connected to it. Plug that wire into the white power block marked with **ORANGE** tape. Plug the white power block into an outlet or power strip.



- First power on the ExpressVote printer by pressing the **ORANGE** button until it lights up blue.
- Second press down on the **ORANGE** button on the top of the poll book until you see the screen power on.



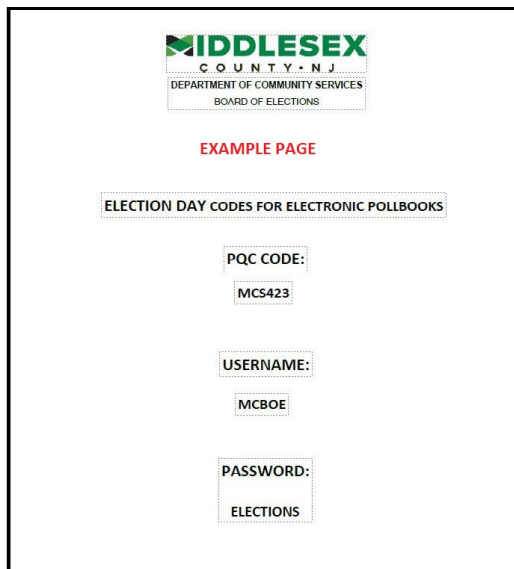
OPENING PROCEDURES

ELECTRONIC POLLBOOK OPEN PROCEDURES

- Once the pollbook has powered up completely, select Launch on the screen by tapping with your finger or a stylus.

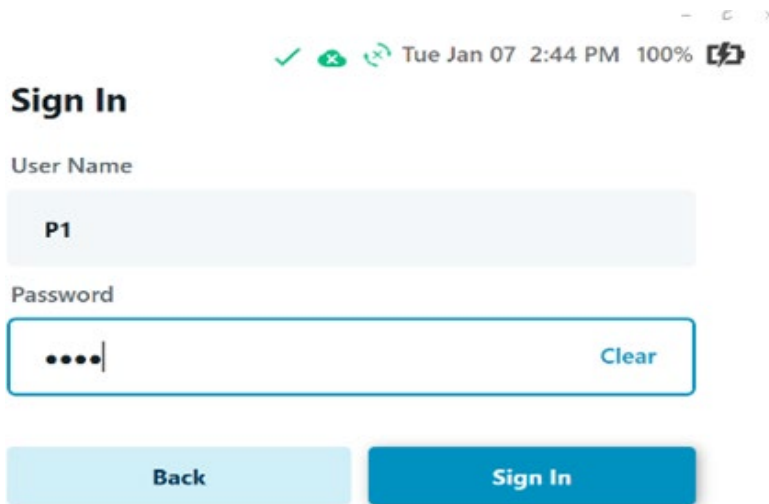


- You will be prompted to enter a PQC code. This code can be found on the **LAST PAGE** of this instructional manual.

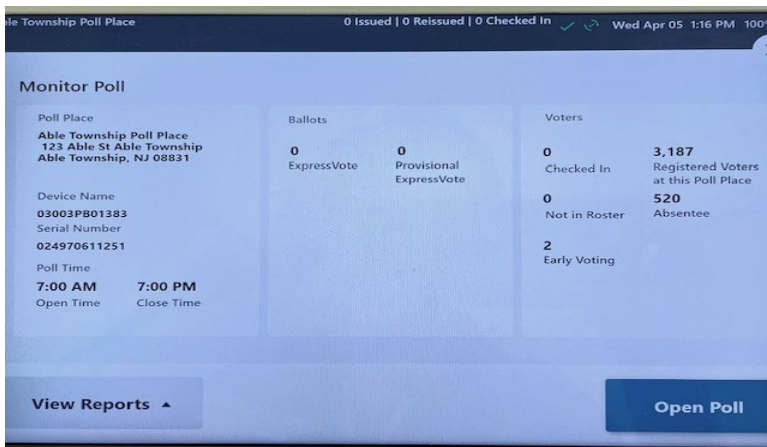


OPENING PROCEDURES

ELECTRONIC POLLBOOK OPEN PROCEDURES



- Verify that the poll place on the left of the screen is correct. Then to the right of the screen type in the Username and Password found on the last page of this instructional manual. Touch Sign In when complete. ***NOTE: If the box turns red after you input username and password, touch “clear” and carefully retype the username and password again.**



- The pollbook will display the Monitor Poll screen.
- Touch Open Poll on the bottom right of the pollbook screen.

At this time, check the icons on the top of the screen to the left of the date and time. You should have ALL green icons.



If any of these icons are **RED**, turn to the Troubleshooting page before proceeding.

OPENING PROCEDURES

VOTING MACHINE OPEN PROCEDURES

Inside the blue supply bag, find the manila envelope containing the voting machine key.



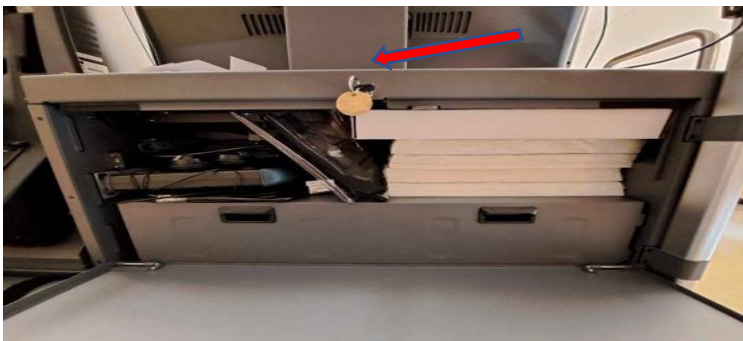
- Match the number on the key to the number on the envelope and bring that key envelope to the Voting Machine with the same number.
- Double check the diagram in the Lime Green folder to make sure the Voting Machines have moved to where they are designated.
- If they need to move, use the silver handles to move them. If they do not need to move, lock the wheels by pressing down on the wheel locks with your foot.
- Plug the Voting Machine into the nearest outlet. The light on the side of the Voting Machine will turn Green.
***NOTE: If there are not enough outlets for the Voting Machines, at least one (1) machine can be plugged in and the rest can be plugged in to one another. There is an outlet near the Green Light.**



OPENING PROCEDURES

VOTING MACHINE OPEN PROCEDURES

Using the Voting Machine key, unlock the Access Door on the back of the Voting Machine.

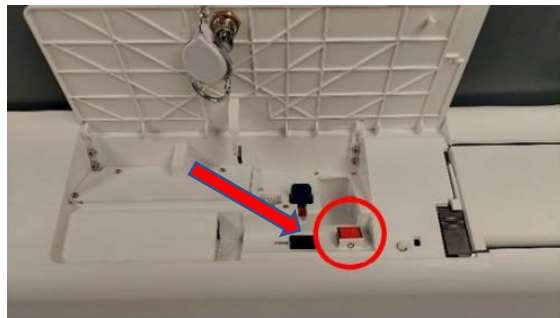


- Remove the clear ATV BAG and place over one of the handles.
- Remove one pack of ballot cards, the white box containing the UVC disinfection wand, the power strips and extension cord. ***NOTE: If your Voting Machine requires an extension cord in order to reach an outlet, keep that extension cord but bring everything else you removed over to the electronic pollbook tables for them.**
- Close and lock the back Access Door.
- Break and remove the Blue Seal.
- Raise the gray screen cover.

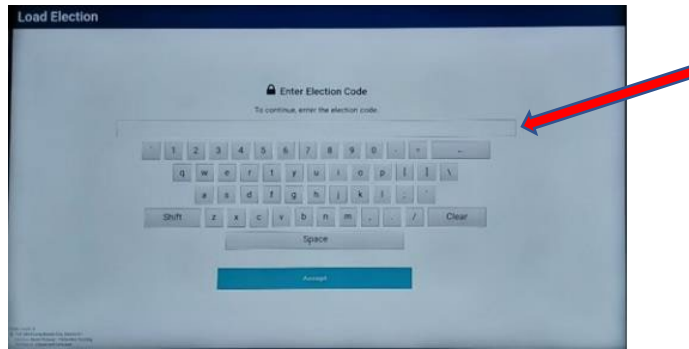
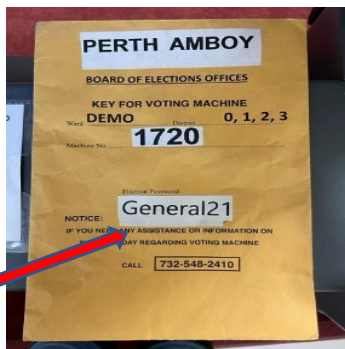


OPENING PROCEDURES

VOTING MACHINE OPEN PROCEDURES



- Using the Voting Machine key, unlock the top Media Access panel. Keep the key in.
- Press and hold the Red Power button until the screen turns on.
- Close and lock the top media access panel. Place the key back in the envelope.
- Keeping the envelope in your hands, locate the election code/password and begin typing it on the Voting Machine screen. Touch Accept when done. ***NOTE: The Voting Machine is CASE sensitive.**



- Touch OPEN POLL. ZERO Tape will begin printing. Tear it off. Touch Continue.
- At least two (2) poll workers sign the zero-report printout and place it in the clear Results Bag in the blue supply bag. **(During a Primary Election, at least one (1) Democrat and one (1) Republican.**

OPENING PROCEDURES

VOTING MACHINE OPEN PROCEDURES

- Unfasten the white clamps on the Voting Machine and raise the metal rods. Lock the rods in place by pushing the clamps in.
- Remove the curtain from the left side of tube attached to the back of the Voting Machine. Unroll and insert the curtain rods into the brackets.
- Aim the Active Session Light to where you can see if it is lit up while a voter is inside.



OPENING PROCEDURES

PROVISIONAL TABLE OPEN PROCEDURES

Find the area on the diagram that has been designated for the Provisional Ballot Table.

- Roll the Provisional Ballot Bin over to the table.
- Place the Provisional Ballot Bin on the table so that it is not on its wheels and the mail slot is towards the top and facing the voters.
- Take out the white piece of paper in the clear sleeve on the top of the bin.

Municipality
POLLING LOCATION

DO NOT touch red tape #: 27508

This red tape number is from the County Clerk. It covers a blue seal locking the zipper. There is never a reason to remove the red tape.

If the red tape says VOID, call the County Clerk **IMMEDIATELY**.

Before Polls Open this provisional ballot bag was inspected by: (1 Dem and 1 Rep)

Poll Worker

Poll Worker

If your bag is almost at capacity, please call the County Clerk at 732-745-4202.

You can check by shaking or lifting the bag. NEVER lift the red tape to open the zipper to look inside the ballot bag.

After Polls have closed, this provisional ballot bag was inspected and sealed by: (1 Dem and 1 Rep)

Poll Worker

Poll Worker

The red seal [img alt="red seal icon"] the clear pouch zip tied to handle of the provisional ballot bag. It gets inserted in the mail slot where the provisional ballots are dropped. Number side up so that you can read them.

At the close of polls, close ballot slot with RED seal #: 21197389 located on the handle of the bag in plastic bag.

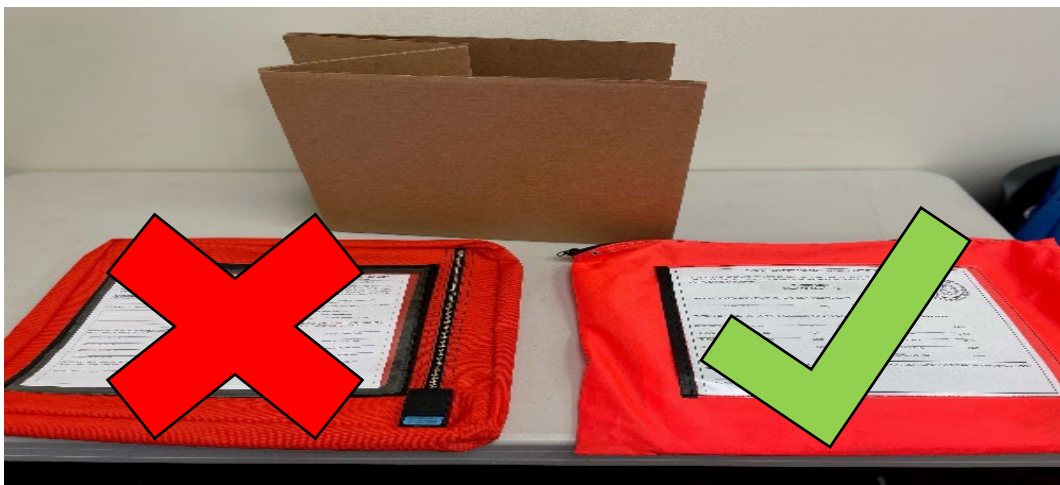
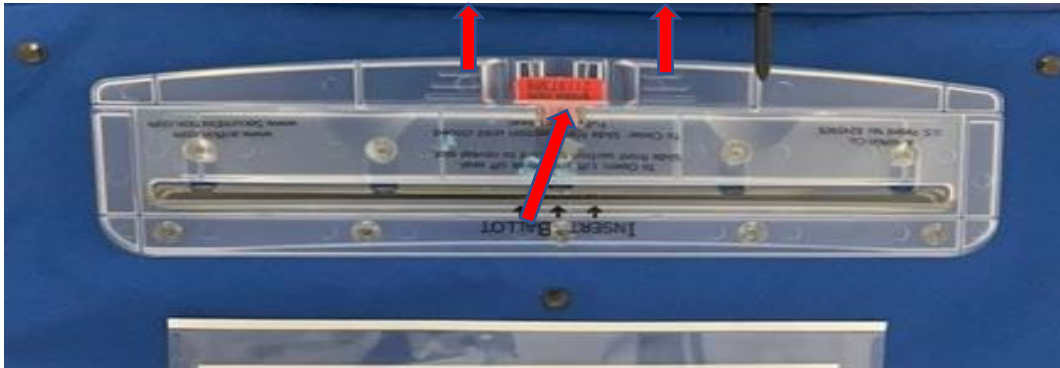
- Two poll workers must inspect the bin’s RED Tape Seal covering the zipper. ***NOTE: the two poll workers need to be of the opposite party.**
- The number on the Red Seal Tape should match the number on the first line of the form.
- Also check the Red Seal Tape to see if it has been tampered with. If it was tampered with, it will have the word VOID in white letters on it. **If your tape shows VOID, call the County Clerk immediately at 732-745-4202.**



OPENING PROCEDURES

PROVISIONAL TABLE OPEN PROCEDURES

- Two poll workers then sign that the bag is good to be used.
- Break the seal on the top clear plastic mail slot by pulling it up.
- Next to where the seal was, there are grips on the plastic for your fingers to pull the mail slot open. Using your thumbs on the raised ridges, slide upwards.



- Bring over to the table the cardboard privacy screens, pens, the Orange bag filled with Provisional Envelopes.

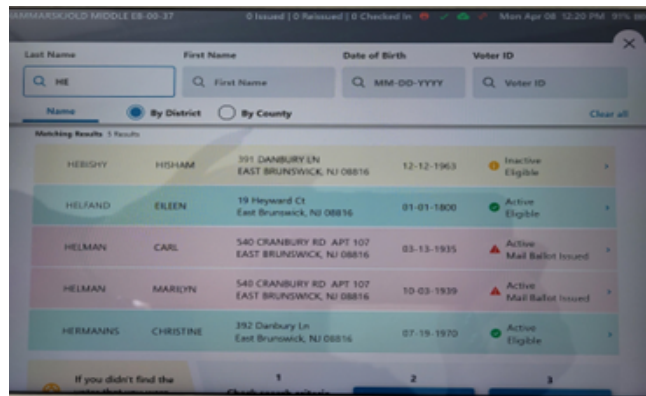
***DO NOT TAKE THE DARK ORANGE SEALED BAG OUT OF THE BLUE SUPPLY BAG. THAT BAG CONTAINS PAPER BALLOTS TO BE USED ONLY IF THE VOTING MACHINES ARE UNOPERATIONAL. AUTHORIZATION FROM THE BOARD OF ELECTIONS IS REQUIRED BEFORE OPENING.**

BALLOT PROCEDURES

SEARCHING FOR VOTERS

IT IS ILLEGAL TO ASK VOTERS FOR ID UNLESS THE POLLBOOK TELLS YOU THAT ID IS REQUIRED.

- Touch Search for Voter on the electronic pollbook.
- Using the first two letters in the last name and the first two letters in the first name, begin typing in the appropriate fields.



- Voters will start to generate. They will appear in three (3) different colors based on voting eligibility.

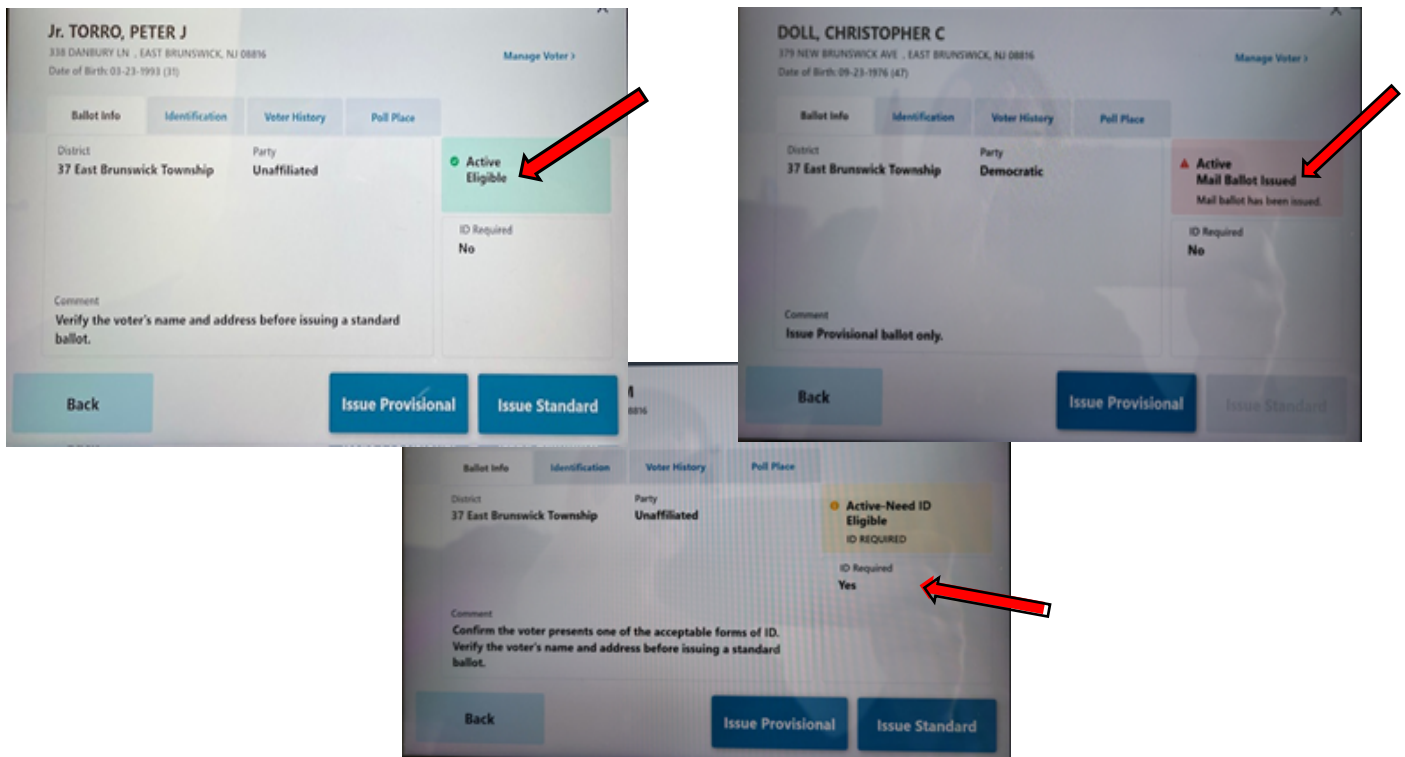
Color	Description
Green	Voter may vote a standard ballot.
Yellow	Voter may vote provisional ballot, or some action is required before voter can be issued a standard ballot.
Red	Voter cannot vote due to exceptions with their voter record.

- When selecting the voter be sure that you are selecting the correct voter. Confirm **address** and **date of birth** with the voter. **Fathers and sons may share the same name and address.**
- If you cannot find the voter, try expanding the search function by using the **Date of Birth**, selecting **By County**, and check that you are entering the correct letters.
*Remember that typing less of the name is better than trying to type the entirety.

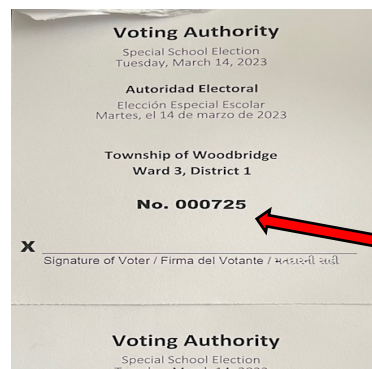
BALLOT PROCEDURES

SEARCHING FOR VOTERS

- If you are still unable to find the voter, CALL 732-745-4200 and the Board of Elections will assist you. **DO NOT TURN VOTER AWAY.**
- After selecting the voter, be sure to take notice of the **Green**, **Yellow**, or **RED** box, read the Comment and follow instructions.



- For a voter in **GREEN**, issue a Standard Ballot.
- When the pollbook asks for Capture Voter Verification, the pollbook is looking for the number on the Authority to Vote (ATV) slip. **You do not need to enter the zeros.**

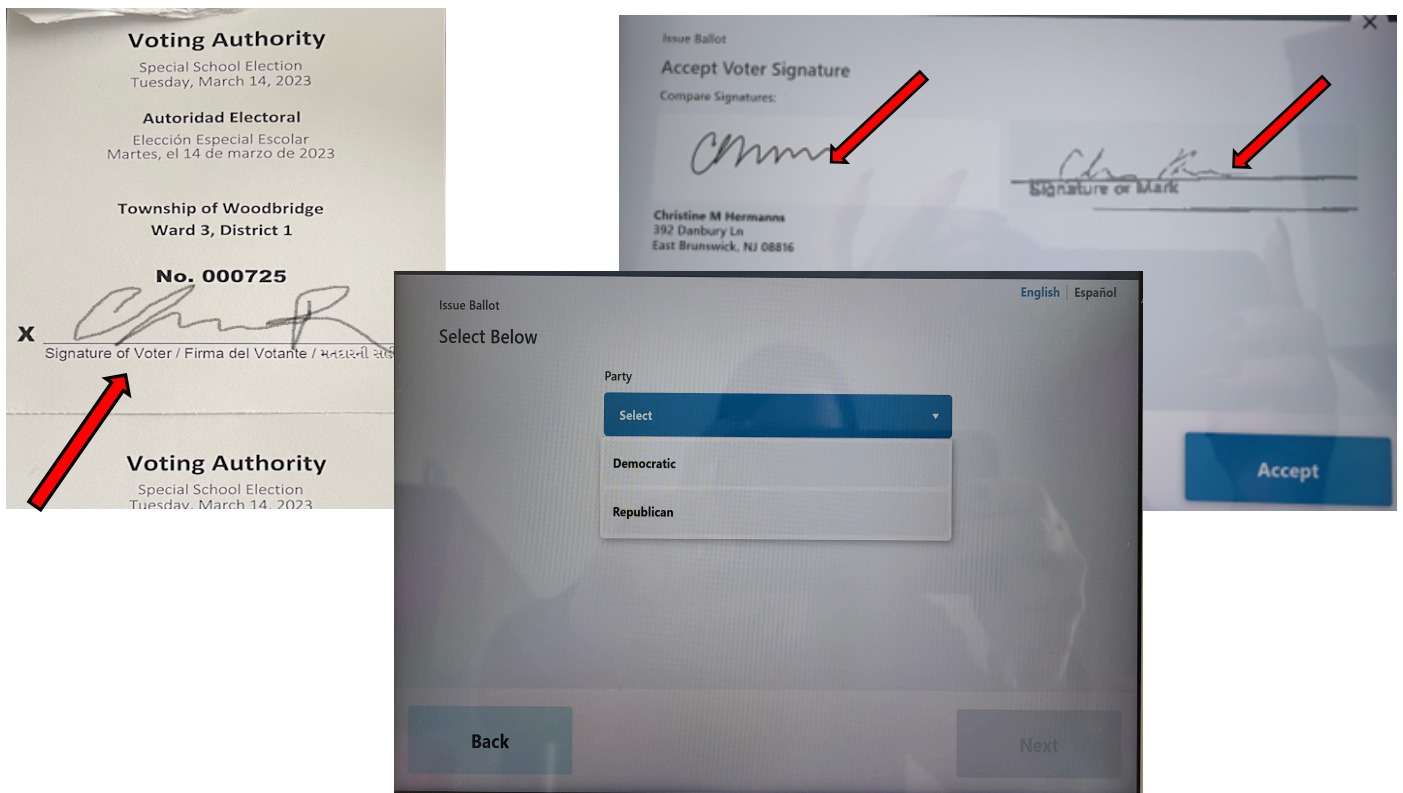


BALLOT PROCEDURES

SEARCHING FOR VOTERS

- Have the voter sign the ATV slip and then the pollbook. Compare the signature on the ATV to the signatures on the electronic pollbook. Touch Accept. **For a PRIMARY ELECTION, select the voter's political affiliation from the drop down and select NEXT.**

IN A PRIMARY ELECTION AN UNAFFILIATED VOTER CAN VOTE BY DECLARING A POLITICAL PARTY WHILE CHECKING IN WITH YOU



- Insert a blank ballot card into the ExpressVote printer. When done printing pull the ballot card out of the printer. Tear the ATV at the perforated line and hand the unsigned portion along with the ballot card to the voter and direct them to the voting machine.
- Touch Complete Check-In on the pollbook.

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DEPARTMENT OF COMMUNITY SERVICES

BOARD OF ELECTIONS

BALLOT PROCEDURES

SEARCHING FOR VOTERS

- For a voter in **YELLOW**, follow the instructions being requested.
- For **AFFIRM ADDRESS:**
Have the voter complete the AFFIRMATION OF RESIDENCY FORM found in the clear green envelope folder in the supply bag.

AFFIRMATION OF RESIDENCY C-7

To be completed if Voter Name is "tagged" in Registration Binder and voter indicates that they have not moved, or if voter has moved within the same election district.

I, _____, Name of Voter, affirm that I am a registered voter from my current residence of _____, Address, in the County of Middlesex. Municipality of _____, Town _____.

I further affirm that I have not changed my residence from the address listed below.
 I further affirm that I have moved within my Election District and am entitled to vote in said Election District.

_____, Signature of Voter
Subscribed to before the District Board this _____ day of _____, 20____.

_____, Signature Judge _____, Signature Inspector

AFFIRMATION OF RESIDENCY C-8

To be completed if Voter Name is "tagged" in Registration Binder and/or voter indicates that they have moved outside of Middlesex County less than 21 days before the election.

I, _____, Name of Voter, affirm that I am a registered voter from my current residence of _____, Address, in the County of Middlesex, Municipality of _____, Town _____, I further affirm that my current residence is _____, New Address, in the County of _____, Name of County, and that I moved less than 21 days before this election.

_____, Signature of Voter
Subscribed to before the District Board this _____ day of _____, 20____.

_____, Signature Judge _____, Signature Inspector

- If the address is the same as the pollbook indicates, voter completes **C-7 Form** and proceed to issue a Standard Ballot.
- If the address is different, call 732-745-4200 to see if the address is still in the same election District and voter completes **C-8 Form**. If the voter is in the same election ward/district, they may vote on the voting machine as a Standard Ballot. The Board will make the address change for the voter when we receive the completed form.
- If the address indicates that the voter has moved to a different ward/district within Middlesex County, you should direct the voter to their new polling location, where the voter will vote by a Provisional Ballot.
- If the voter indicates that they moved outside of Middlesex County AFTER the close of registration but less than 21 days before the election, and therefore could not register in their new county, the voter may still vote a Standard Ballot.
- If the voter indicates that they moved outside of Middlesex County BEFORE the close of registration, more than 30 days before the election, they cannot vote in Middlesex County. They must register in their new county.



DEPARTMENT OF COMMUNITY SERVICES

BOARD OF ELECTIONS

BALLOT PROCEDURES

SEARCHING FOR VOTERS

For **ID REQUIRED:**

- The voter must show identification to vote on a standard ballot. This is the ONLY time a voter should be asked to ID.
- If the voter does not show identification, issue a Provisional Ballot.

ACCEPTABLE FORMS OF IDENTIFICATION:

Any current and valid photo ID

- Driver's license
- Store or job ID
- Military or other government ID
- US Passport

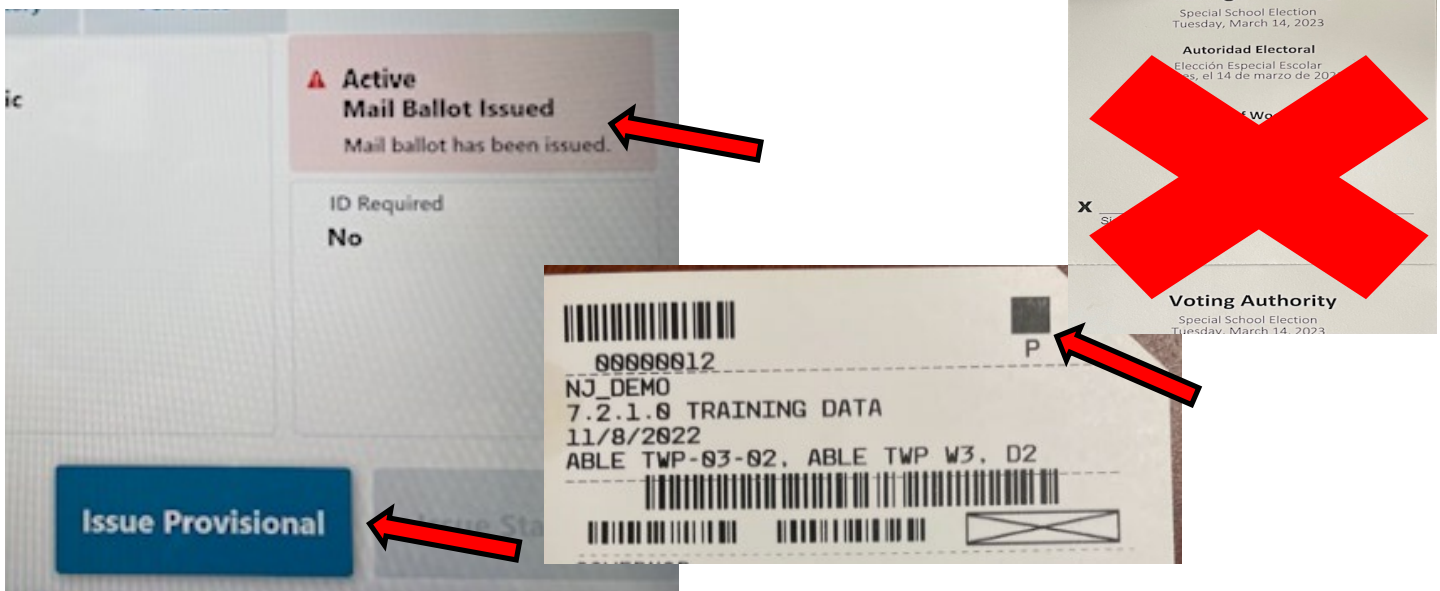
Any current and valid NON-photo ID

- Utility bill
- Bank statement
- Auto registration
- Government check or document
- Rent receipt
- Sample ballot

BALLOT PROCEDURES

SEARCHING FOR VOTERS

- If a voter appears in **RED**, read what the red box says the reason is. **If you are Re-Issuing a voter a ballot, check their spoiled ballot that indicates if it was a Standard or a Provisional.**
- A Provisional Ballot voter will not receive an ATV slip. **The reason is because the voter is NOT authorized to vote on the machine UNTIL the Board of Elections does research as to if they already voted during Early Voting or by mail in ballot. Based on our findings, the Provisional Ballot may be counted or rejected.**
- Select the reason for issuing the Provisional Ballot to the voter.
- Enter the district information of the ward/district that your pollbook is assigned to when prompted. (Label on the Pollbook base will display the correct information to type.) **For a PRIMARY ELECTION, select the voter's political affiliation from the drop down. If Unaffiliated, ask the voter to declare a party.**
- Insert a blank ballot card into the ExpressVote printer. When done printing pull the ballot card out of the printer and hand to the voter to go vote on the Voting Machine.
- Touch Complete Check In on the pollbook.



A BALLOT CARD IS HANDED TO THE VOTER. THE "P" IN THE UPPER RIGHT CORNER INDICATES A PROVISIONAL BALLOT. FAILURE TO PROPERLY ISSUE A PROVISIONAL MAY RESULT IN ADDITIONAL TRAINING.



DEPARTMENT OF COMMUNITY SERVICES

BOARD OF ELECTIONS

BALLOT PROCEDURES

VOTING MACHINE PROCEDURES

FOR A VOTER IN A WHEELCHAIR: TILT THE VOTING MACHINE DOWN FOR THE VOTER BEFORE THEY ENTER THE CURTAIN.

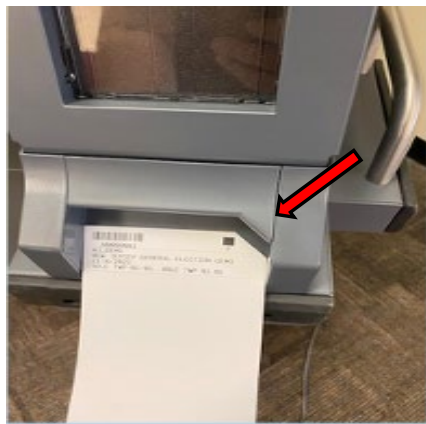
FOR VISUALLY IMPAIRED VOTER: CALL THE VOTING MACHINE WAREHOUSE AT 732-548-2410.

- When a voter approaches the voting machine, collect their ATV slip if they have one. Hold on to that slip until the voter completes their vote before placing it into the ATV bag on the side of the voting machine.
- Instruct the voter to enter the curtain and insert their ballot into the voting machine, **cut corner to the top and right.**
- As a poll worker, be mindful of the Active Session light on the voting machine. If a voter exists the voting machine and the light is still on, that voter did not complete their vote. You will need to redirect that voter back into the booth.
- After the voter casts their vote, the voting machine screen will display "I Voted".
- The voter then will exist the voting machine and the poll worker will place the ATV slip in the ATV bag.

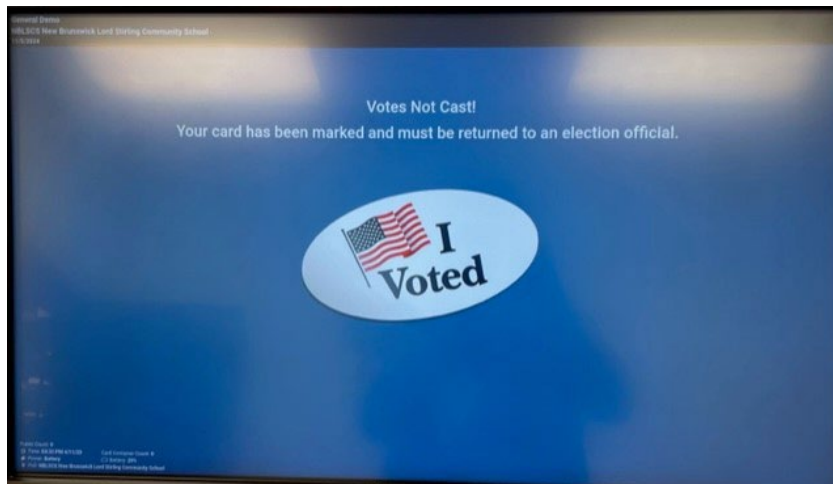
BALLOT PROCEDURES

VOTING MACHINE PROCEDURES

- For a Provisional voter, they will not have an ATV slip. Please tell the voter that their ballot will be EJECTED from the voting machine after they make their selections.
- The Provisional voter will exit the voting with their ballot in their hand. Direct the voter to fold their ballot card and go to the Provisional Ballot Table and complete their Provisional Ballot Affirmation Envelope.



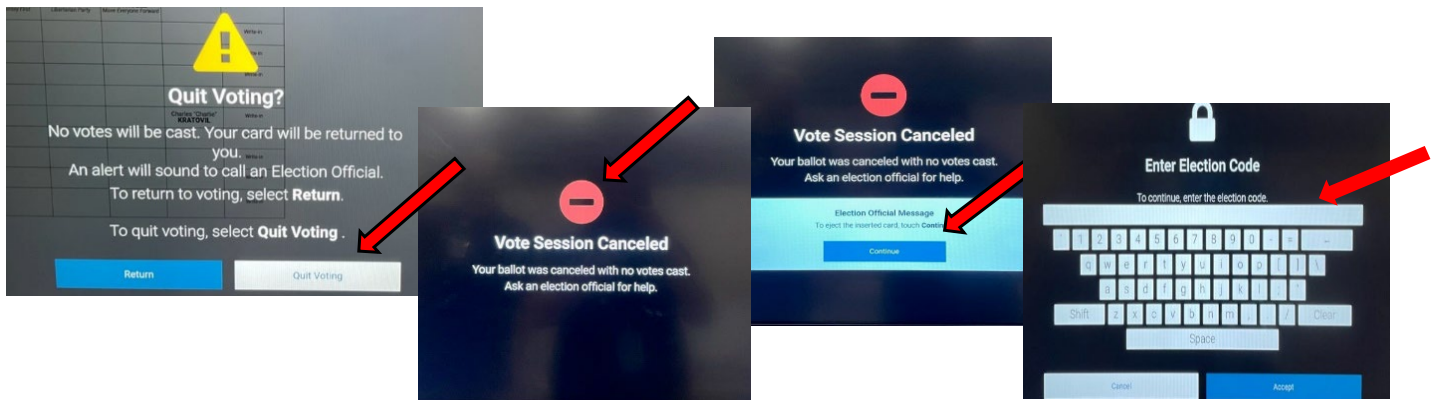
Take note of what the voter will see on the Voting Machine. Provisional Ballots are cast after the Board of Elections Reviews the reason that they were given a provisional ballot




BALLOT PROCEDURES

HOW TO QUIT AND SPOIL A BALLOT

- You may have to Quit a Vote if the voter changes their mind, leaves without completing their vote, or the wrong ballot appears. Whatever the reason, when the voter hits Quit Voting, they will alert you.
- Pull the curtain back so that other poll workers can see what is being done.

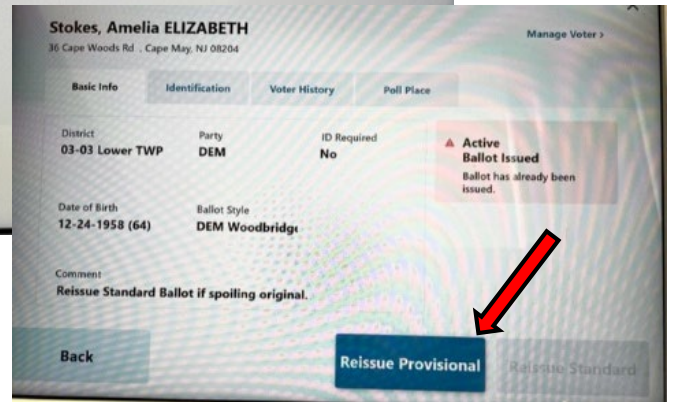
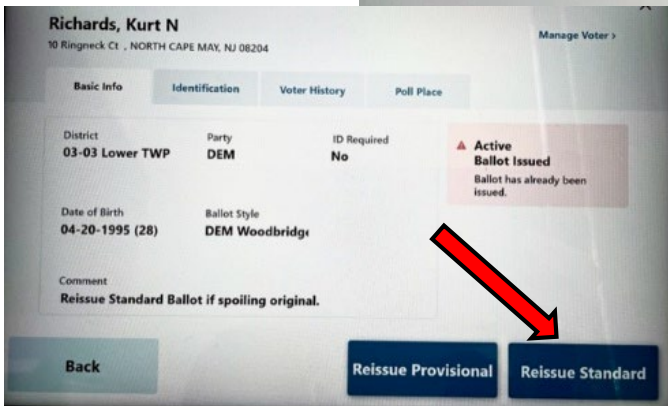
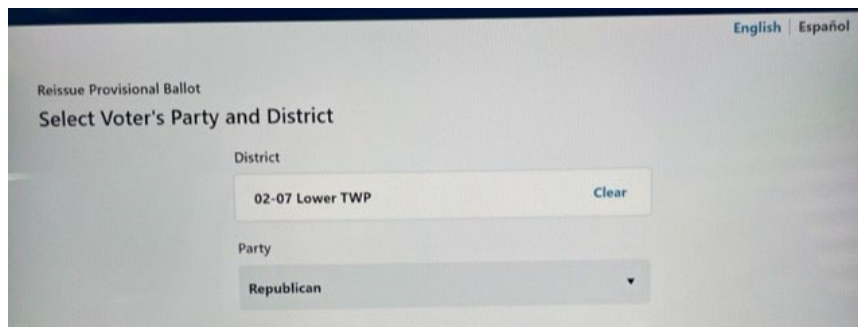


- A second message will appear confirming you wish to quit. Touch Quit Voting to confirm.
- The voting machine alarm will sound, and a message will appear that says, “VOTE SESSION CANCELLED”.
- Touch the red circle. 
- Another message will display for Election Official. Touch Continue.
- The election code on the voting machine key envelope will need to be entered.
- If the voter is still present have the voter select the reason for Quitting.
- The ballot card will be ejected and you will need to walk the voter back to the check-in table with ATV slip (if they attempted to vote a Standard ballot) if they were issued a provisional ballot card, they will not have an ATV slip. Hand the spoiled ballot ballot and ATV slip to the poll worker at the check in table for them to re-issue another ballot card.

BALLOT PROCEDURES

RE-ISSUE A BALLOT

- Search for that voter again. The poll book will show that voter in RED and that a ballot was issued.
- Select Re-Issue Ballot. ***If the voter was issued a Standard ballot, re-issue Standard Ballot and if the voter was issued a Provisional ballot, re-issue a Provisional ballot.**
- If you selected Re-Issue Standard, you will need to enter the number on the ATV slip that the voter originally was given. ***DO NOT RE-ISSUE A NEW ATV SLIP.** If the voter was originally issued a provisional ballot card, you will not need to enter an ATV number.
- Select the reason for re-issue.



- Continue through the prompts until a new ballot card is printed for the voter.
- Take the spoiled ballot card and fold it in half. Tear the ballot card in half so that the bar code is no longer complete.
- Place that in the Spoiled Ballot Envelope and place a tally mark on the envelope.

MIDDLESEX COUNTY • NJ

DEPARTMENT OF COMMUNITY SERVICES

BOARD OF ELECTIONS

BALLOT PROCEDURES

PROVISIONAL BALLOT TABLE PROCEDURES

- Instruct the voter to fold their Provisional Ballot Card in half if they have not already and place the ballot card into the Provisional Ballot Affirmation Envelope.
- Instruct the voter to sit down near a cardboard privacy screen.
- Have the voter complete the outside of the envelope. The more information that the voter can complete, the easier it is to verify the voter at the Board of Elections.
- Make sure that the voter signs the envelope.
- Once the voter completes their envelope, instruct the voter to slide their envelope into the mail slot of the Provisional Ballot Bin.

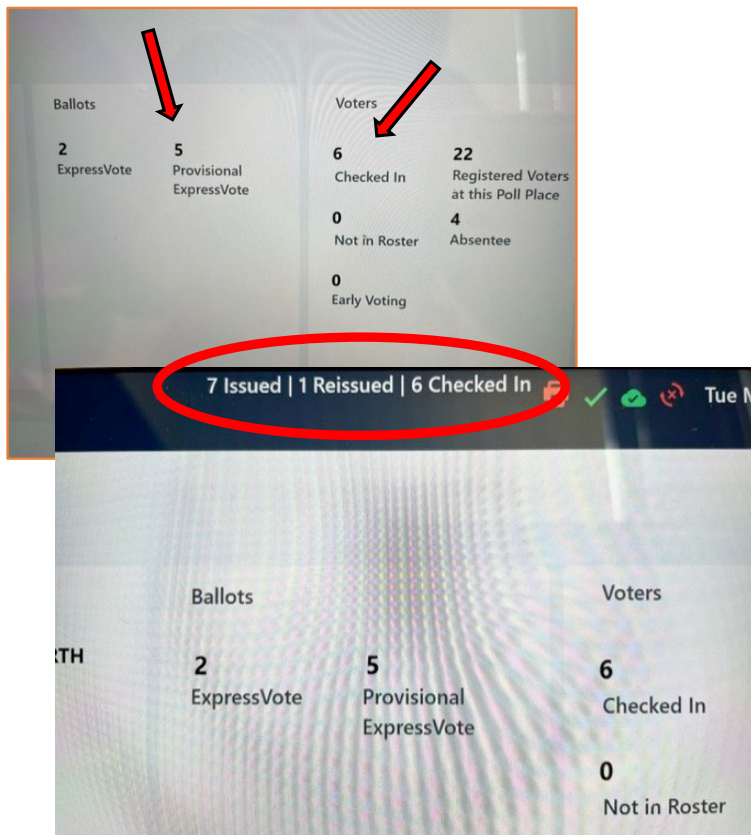
The image shows a bilingual form for a New Jersey Provisional Ballot Affirmation Statement. The form is divided into two columns: English on the left and Spanish on the right. It contains various fields for personal information, including name, address, date of birth, gender, and telephone number. There are checkboxes for reasons for being a provisional voter, such as 'I moved within the county after registering without notifying election office' or 'I do not have a current address in New Jersey'. The form also includes a section for the voter's signature and date, and a section for the name of the person providing assistance. Orange boxes and arrows highlight specific areas: one box highlights the 'Current Name' and 'Current Home Address' sections, another highlights the 'Signature of Voter' and 'Date' section, and a third highlights the 'Previous Home Address' section. A large orange 'X' is drawn over the bottom right portion of the form, indicating that this area should not be filled out.

NEVER INSERT A BALLOT WITHOUT AN ENVELOPE INTO THE MAIL SLOT OF THE PROVISIONAL BALLOT BIN. EXPOSED BALLOTS CANNOT BE COUNTED. THEREFORE YOU ARE DISENFRANCHISING THE VOTER.

BALLOT PROCEDURES

TWO HOUR CHART

- Every two hours, each poll book table will need to record the number of voters that voted in a specific ward/district.
- On the Search for Voter screen of the pollbook, select Monitor Poll.
- Enter the number above the words Provisional ExpressVote on the Two-Hour Chart.
- Enter the number above the words Checked-In on the Two-Hour Chart.
- Notice that the Checked-In number may sometimes be different than the Issued number. This occurs when ballots are Re-Issued to voters.



Daniel Frankel
 Secretary & Commissioner of Registration
Estrie Moskowitz
 Commissioner
Mohamed Jalloh
 Commissioner

MIDDLESEX
 C O U N T Y • N J
 BOARD OF ELECTIONS
 Thomas Lynch, Administrator
 Valerie Henry, Deputy Administrator
 Linda Palaghi, Chief Clerk

Sylvia Engel
 Chairman
Donald Katz
 Commissioner
April Bengivenga
 Commissioner

Municipality
Ward/District

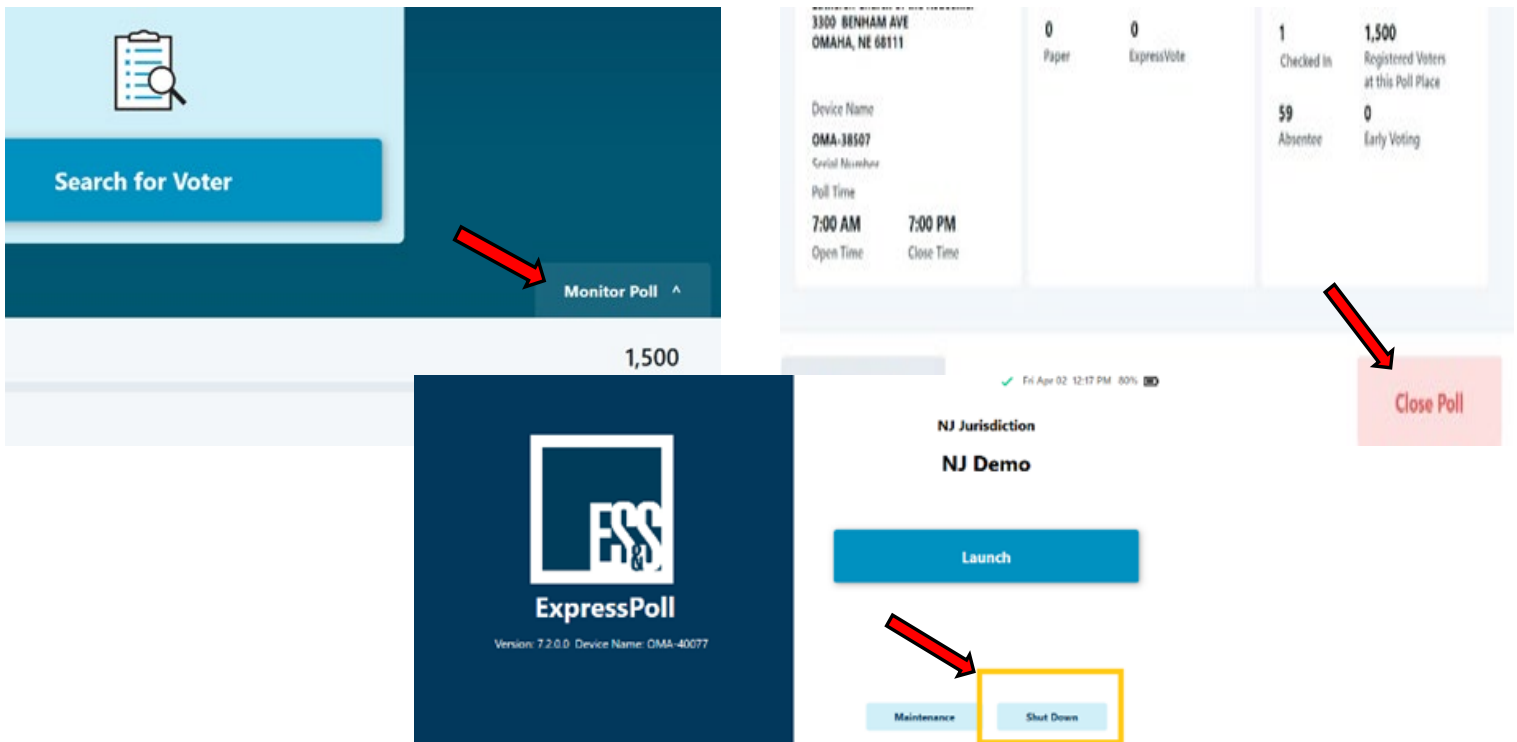
	Provisional ExpressVote (Found in EPB)	ePoll Book Voters Checked In (Found in EPB)
8:00 AM	5	6
10:00 AM		
12:00 PM		
2:00 PM		
4:00 PM		
6:00 PM		

CLOSE PROCEDURES

ELECTRONIC POLLBOOK CLOSE

At 8:00pm you may begin to Close the Polls as long as all voters have left.

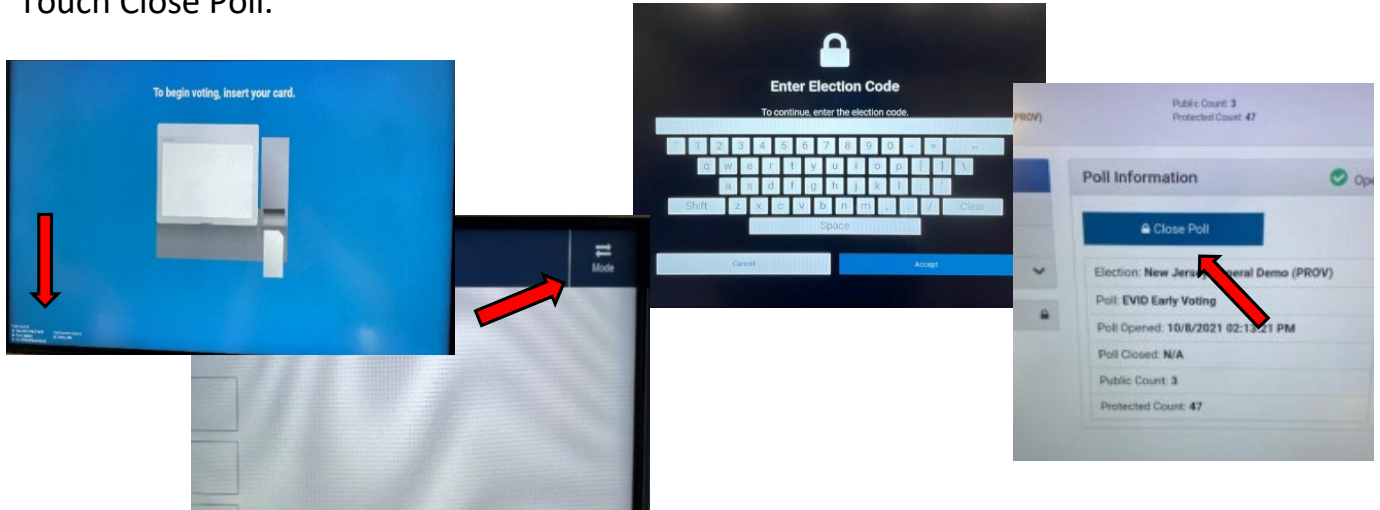
- On the Search for Voter screen of the pollbook, select Monitor Poll.
- Touch the red Close Poll. You will be prompted to sign out.
- Touch Yes. The pollbook will shut down and restart.
- Drag screen to SHUT DOWN.
- Begin unplugging all the wires, wrapping them up and placing them in the pollbook case. **Refer to the laminated diagram for placement of the wires, printer, and tablet.**
- Unplug the router in your location, put cord back in the case and close the case.
- Place router case near the Voting Machines.



CLOSE PROCEDURES

VOTING MACHINE CLOSE PROCEDURES

- At the close of polls, pull the curtain off brackets, fold, and roll. Place back into the left side of the tube on the back of the voting machine.
- Unfasten white clamps to lower rods and fasten clamps.
- At the bottom left of the voting machine screen, touch the words.
- Touch Mode in the upper right of the voting machine.
- Enter the Election Code on the screen that is on the key envelope.
- Touch Close Poll.



- The signed copy of the results report goes into the End of Night Results Bag. On the bottom of the voting machine screen touch Print Report to print an extra copy of the Final Results to post at the polling location for members of the public to view. An ideal location would be the door or window of the location if possible.

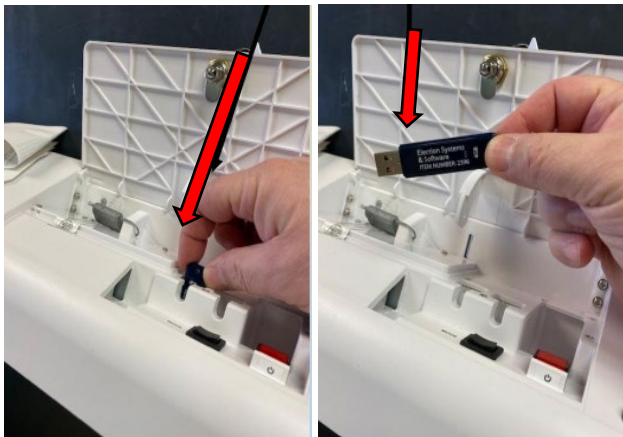


- Take the voting machine key and unlock the top media access door. Leave the key in the lock.

CLOSE PROCEDURES

VOTING MACHINE CLOSE PROCEDURES

- Remove the USB media stick by pulling it straight up and out. Place that USB stick into the End of Night Results Bag. **NOTE: If you do not remove the USB stick, we cannot get voting results from that voting machine therefore delaying election results.**



- Close and lock the top media access door.
 - On the screen touch Power Off.
 - Touch Shut Down.
 - Close the gray screen cover and push the voting machine screen back from the bottom.
 - Unlock the back access door on the voting machine and place extension cords, power strips, UVC wand, unused ballot cards back in. Close and lock the door.
- Take the ATV bag to the electronic pollbook table and place the ATV pads inside and zipper shut.
 - Take the voting machine key and place it back into the envelope and place it in the supply bag along with the ATV bag.
 - Unplug the voting machine and wrap the cord on the side of the machine.

VOTING MACHINE IS CLOSED AND READY FOR PICK UP.

CLOSE PROCEDURES

PROVISIONAL TABLE CLOSE PROCEDURES

- At Close of Polls, two poll workers inspect the Provisional Bin as they did at the Open of Polls. If the Red Tape Seal has the words VOID, you must call the County Clerk immediately. If the Red Tape Seal is intact, you may proceed to sealing the mail slot.
- Push the plastic mail slot closed.
- Using the Red Seal provided on the handle of the bin, record the number on the seal on the Chain of Custody Form in the clear sleeve of the Provisional Bin.
- Insert the seal on the mail slot making sure that the numbers face outward. Push in until you hear a click.
- Place the signed Chain of Custody Form back in the clear sleeve.



Municipality
POLLING LOCATION

DO NOT touch red tape #: 27508

If the red tape says VOID, call the County Clerk **IMMEDIATELY**.

Before Polls Open this provisional ballot bag was inspected by: (1 Dem and 1 Rep)

Poll Worker

Poll Worker

If your bag is almost at capacity, please call the County Clerk at 732-745-4202.

After Polls have closed, this provisional ballot bag was inspected and sealed by: (1 Dem and 1 Rep)

Poll Worker

Poll Worker

At the close of polls, close ballot slot with RED seal #: 21197389 located on the handle of the bag in plastic bag.

- Pack the unused Provisional Affirmation Envelopes back into the Orange bag.
- Place the cardboard privacy screens back into the supply bag along with any pens.

Failure to follow instructions may result in votes not being counted.

TROUBLESHOOTING GUIDE

1. What should I check when the Electronic Pollbook is turned on?

- Check the poll place you are logged into is the correct poll place.
- Check all the icons in the right-top corner are green.
- Verify that the Election Name and Election Dates are correct.

2. What should I do if the cloud icon is Yellow?

If the cloud icon is yellow, the pollbook is connected to the server, but the connectivity in the polling location is poor.

- Check that the wireless router is where it is designated on the diagram in the green folder.
- The pollbooks will automatically try to reconnect after 5 minutes.

3. What do I do if any of the icons are Red?

If the check mark is red, the pollbook is not connected to the Internet.

- Call 732-745-4200 for technical support.

4. What do I do if my pollbook is plugged in, but not showing that it is charging?

- Check to see if the power-strip is turned on.
- Call 732-745-4200 for technical support.

5. What do I do if my printer is not found when printing a ballot card?

- Check that all the wires are connected properly.
- Try powering off the printer and the pollbook. Turn the pollbook on first and then the printer.
- Call 732-745-4200 for technical support.

6. What do I do if the Voting Machine has a ballot jam?

- Call 732-745-4200 for technical support and direct voters to use the other voting machine in the meantime.





APPENDIX A

TITLE 19: ELECTIONS

**MIDDLESEX COUNTY BOARD OF ELECTIONS
STATE OF NEW JERSEY**

www.middlesexcounty.gov

COMPILED AND EDITED
BY
MIDDLESEX COUNTY BOARD OF ELECTIONS

SYLVIA ENGEL

PRESIDENT

MOHAMED S. JALLOH

SECRETARY & COMMISSIONER OF REGISTRATION

DONALD KATZ

COMMISSIONER

BEATRICE MOSKOWITZ

COMMISSIONER

APRIL BENGIVENGA

COMMISSIONER

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COMMISSIONER

THOMAS LYNCH

ADMINISTRATOR

VALERIE HENRY

DEPUTY ADMINISTRATOR

LINDA PALUGHI

CHIEF CLERK

STEVE NYERS

VOTING MACHINE WAREHOUSE SUPERVISOR



**BOARD OF ELECTIONS
26-B KENNEDY BOULEVARD
EAST BRUNSWICK, NJ 08816-1250
ELECTION DAY CALL CENTER
732-745-4200**

**VOTING MACHINE WAREHOUSE
732-745-4200**

www.middlesexcountynj.gov

Table of Contents

A. INTRODUCTION.....	Page 5
B. ORGANIZATION OF THE DISTRICT BOARD.....	Page 5
C. OPENING OF THE POLLS.....	Page 6
1. Delivery of material	
2. General duties of poll workers	
a. Board vacancy	
b. Arrival time and lunch hour	
c. Oath of Office	
3. Setting up and arranging the polling place	
a. American flag	
b. Sample ballots	
c. Signs and maps	
d. Voting machine placement	
e. Voting machine preparation	
f. Electronic Poll Book preparation	
g. Poll worker and challenger seating	
4. Police power – assistance	
5. People present in the polling place	
6. Campaigning	
D. BALLOTING.....	Page 9
1. Affirm Address	
2. Mail in voter	
3. ID required	
4. Sample ballot	
5. Mail in ballots	
6. Provisional ballots	
7. Court Orders	
8. Correction of Records	
E. CHALLENGERS - CHALLENGES.....	Page 12
1. Powers	
2. Appointments	
3. Permits	
4. Badge	
5. Number of challengers	
6. Reasons for challenging	

7. Challenging procedure	
8. Deciding a challenge	
F. DISABLED VOTERS.....	Page 15
G. NON-ENGLISH-SPEAKING VOTERS.....	Page 16
H. CLOSING THE POLLS.....	Page 17
1. Closing and locking the machine and e-poll book	
2. Announcing the vote	
3. Materials to Municipal Clerk	
I. EMERGENCY BALLOTS.....	Page 18
1. Instructions for emergency ballots	
2. Emergency ballot voting procedure	
3. Resumption of the voting machine	
4. Counting emergency ballots at the close of the polls	
J. AUDIO VOTING.....	Page 20
K. VOTING MACHINE INSTRUCTIONS.....	Page 21

A. INTRODUCTION

This Appendix A outlines the manner in which an election is to be conducted. The steps included are based set forth by state statute in Title 19: Elections and therefore must be adhered to carefully. This booklet explains the full extent of poll workers' responsibilities in conducting a fair and honest election.

B. ORGANIZATION OF THE DISTRICT BOARD OF ELECTIONS

Before polls open, members of the District Board, otherwise known as poll workers assigned to a specific ward and/or district within a polling location, must elect one poll worker as the Judge, and another member of the opposite political party is elected the Inspector. If the Board fails to elect either of these, the senior member based on length of service, shall be the Judge and the next senior member of the opposite political party shall be the Inspector. The remaining members are Clerks of the Board. ***N.J.S.A. 9:6-10***

While the Judge is responsible for completion of paperwork, every poll worker has equal authority on Election Day. Poll workers must wear their credentials and always have their Certificate of Appointment with them while performing their duties. Emergency Certificates of Appointment must be used if a substitute poll worker is appointed to fill a vacancy.

If you are missing your credentials, you must immediately call the Board of Elections Call Center, your Municipal Clerk, or alert your Master Poll Worker if there is one assigned to your municipality.

C. OPENING OF THE POLLS

****Polls must be open for voting from 6:00 a.m. to 8:00 p.m.****

1. DELIVERY OF SUPPLIES: Where supplies are delivered by the county clerk or the county board to the municipal clerk for distribution, the municipal clerk shall deliver the same at his/her office, or in any other way that he/she sees fit, to a member of the district board and take a proper receipt therefor and file the same in his office. ***N.J.S.A. 19:9-5***

2. GENERAL DUTIES of POLL WORKERS:

a. Board Vacancy: If a District Board has less than the required four poll workers in attendance when the polls open at 6:00 a.m., the remaining poll workers (whether it shall be three, two or one) open the polls on time in readiness for the first vote. The remaining poll workers function until the vacancy is filled.

b. Arrival Time and Lunch Hour: Poll workers are directed to arrive at the polling place at 5:15 a.m. to prepare the polls for opening at 6:00 a.m.

One poll worker per District Board may be absent from the polling place for a period of one hour or less between the hours of 1:00 and 5:00 p.m. A majority of the Board (three poll workers) shall be present when the polls are open.

c. Oath of Office: After the polling location is prepared to receive voters and before opening the polls, poll workers take and sign the Oath of Office. The Certificate of Oath is completed and returned with the election supplies at the conclusion of the election.

3. SETTING UP AND ARRANGING THE POLLING PLACE:

a. American Flag: The American Flag is displayed outside the polling place during polling hours.

b. Sample Ballots: The board shall post sample ballots in the polling place in its district for all voters. ***N.J.S.A. 19:23-35***

c. Signs and Maps: All provided signs and an election district map of the municipality are posted. The **VOTE HERE** sign is displayed at an outside entrance to the polling place. All multilingual signs are displayed. Handicapped accessibility signs are posted at the handicapped accessible entrance to the polling location.

d. Voting Machine Placement: The voting machine is placed at least three feet from the wall or partition and in view for challengers to be able to view. There is a diagram in the election supplies to be used as a guide for setup.

e. Voting Machine Preparation: Refer to Open Procedures on page 9 of the Poll Worker Instructional Manual.

f. Electronic Poll Book Preparation: Refer to the Open Procedures starting on page 4 of Poll Worker Instructional Manual.

**It is important to remember that the router must be powered on before the poll books are turned on.*

g. Poll Worker and Challenger Seating: The polling place is to be arranged based on the diagram provided in your supply bag. All others or challengers are seated next to a table. Challengers are prohibited from sitting behind the poll workers or near the voting machine, or from conducting conversation with the voters.

All tables with adjustable legs must be set at a height of 27 inches to meet ADA requirements. **No individual, including poll workers, may be in a position that they may ascertain how a voter has voted.

4. POLICE POWER - ASSISTANCE: Poll workers may request police officers for assistance. A poll worker may make such a request only with regard to a “specific emergency, allegation of criminal conduct, or disturbance that exists at the time the request for assistance is made. The district board shall promptly notify the county board of elections or superintendent of elections, as appropriate, of the dispatch of any police officer or other law enforcement officer in response to a request for assistance **N.J.S.A. 19:6-16(b)**.

5. PEOPLE PRESENT IN THE POLLING PLACE: The following people may be present:

- Poll workers
- Voters and their minor children
- Legal challengers with credentials from the Middlesex County Board of Elections
- Candidates on the ballot – do not need to present credentials
- Employees of the Middlesex County Board of Elections or their representatives
- Police (if there for an emergency)
- Members of media, with credentials from Middlesex County Board of Elections
- Municipal Clerks or their representatives
- Persons who have been chosen by disabled or illiterate voters to assist them with voting

6. CAMPAIGNING:

If a person shall distribute or display any circular or printed matter or offer any suggestion or solicit any support for any candidate, party or public question within the polling place or room or within a distance of 100 feet of the outside entrance to such polling place or room, or within 100 feet of a ballot drop box in use during the conduct of an election, the person shall be guilty of a disorderly persons offense.

N.J.S.A. 19:34-15

Campaign buttons, party insignia or campaign literature are strictly prohibited in these areas. ***N.J.S.A. 19:34-19***

D. BALLOTING

1. STANDARD BALLOTS- Voters appear in green on electronic poll book

a. VOTING MACHINE SET UP FOR POLITICAL PARTY for PRIMARY:

In Primary elections, the voting machine is programmed for the assigned party of the voter. Refer to the Voting Machine Procedures checklist in the lime green folder. If a voter is currently registered and listed as "Unaffiliated," the voter may declare a party, and vote for that party. The declaration is recorded in the box to the right of the voter's name. If a voter is currently registered as a Democrat or Republican, the voter may vote in that party, but may not change their political party at the polls.

b. Affirm Address:Voter appears in yellow in electronic poll book- Poll Workers shall ask the voter to affirm their address. The voter may have moved, in which case the voter fills out the **Affirmation of Residency Form (C-7)** located in supply bag.

***NOTE:** The voter is not required to present any identification or proof of address, and the poll worker may not ask for proof of address.*

Based on the information that the voter writes on the Affirmation of Residency Form, if the voter is in the correct ward and district polling location, the voter may vote on the machine. If the voter is in the incorrect polling district because they have changed residences, direct the voter to their assigned polling location. The voter may vote at their assigned polling location using a provisional ballot.

NOTE: The 'Affirm Address' indicator is not grounds for a challenge.

2. Mail in Voter: Voter appears in red in the electronic poll book- The voter was issued a Mail in Ballot and may not vote a standard ballot. If the voter states they lost or never received their Mail in Ballot, the voter may vote by a provisional ballot only.

3. ID Required:Voter appears in yellow in the electronic poll book- The voter must show identification to vote a standard ballot. If the voter cannot or will not provide identification, the voter may vote by provisional ballot only.

Acceptable Identification:

Any current and valid photo ID

- Driver's license
- Store or job ID
- Military or other government ID
- Store membership ID
- US Passport

Any current and valid NON-photo ID

- Driver's license
- Utility bill
- Bank statement
- Auto registration
- Government check or document
- Rent receipt
- Sample ballot

4. VOTER'S OFFICIAL SAMPLE BALLOT: A voter may take their official sample ballot into the polling place and the voting machine. The voter may not electioneer or improperly display the ballot while waiting to vote. The ballot is for the voter's reference only. It is not to be voted and accepted at the polls. *N.J.S.A. 19:34-8*

5. MAIL IN BALLOTS: Mail in ballots are not accepted at the polling place. Direct the voter to deliver it to the Board of Elections, or drop it in an official drop box, or take it to the post office and request a postmark.

6. PROVISIONAL BALLOTS: Provisional certificates and ballots allow a voter to record their vote, provisionally, until their registration information can be verified by the Board of Elections. A provisional ballot that is placed in the provisional ballot box without an affirmation envelope cannot be counted and will disenfranchise the voter. Poll workers will be held accountable for such offenses.

7. COURT ORDERS: A voter may be granted permission to vote by Court Order. The voter presents the Court Order to the poll workers and the voter may vote by standard ballot


or provisional ballot; please refer to court order to determine which ballot to give to voter.

8. CORRECTION OF RECORDS: *Please keep pages attached to pad

This pad of forms is printed on both sides: English, Spanish, and Gujarati. These forms are used to update voter registration files including opting a voter out of receiving mail in ballots for future elections. Only requests that are completed properly may be processed.

- Write voter's town, ward, and/or district.
- Write the voter's ID registration number (nine-digit number in the last column of the voter's listing in the poll book).
- Check the box(es) for the appropriate request(s).
- Write the voter's full name and address as listed in the poll book.
- Write correction of the voter's name and/or address
- Voter (or the family member requesting the change) signs name.
- Two poll workers sign their names.

CORRECTION OF RECORDS FORM:

MIDDLESEX COUNTY BOARD OF ELECTIONS CORRECTION OF RECORDS		
Election: _____ Elección _____ ચૂંટણી _____	Election Date: _____ Fecha de la Elección _____ ચૂંટણી તારીખ _____	
Municipality: _____ Municipalidad _____ નગરપાલિકા _____	Ward: _____ Barrio _____ વોર્ડ _____	District: _____ Distrito _____ જિલ્લો _____
PLEASE COMPLETE ALL INFORMATION FOR FAVOR COMPLETE TODA LA INFORMACION કૃપા કરીને બધી જાણિતી માહિતી પૂર્ણ કરો		Registration Number: _____ Número de registro _____ નોંધણી નંબર _____
<input type="checkbox"/> Data Correction Corrección de datos ડેટા સુધાર	<input type="checkbox"/> Moved within County Mudanza dentro del Condado કાઉન્ટીની અંદર સ્થળાંતરણ	<input type="checkbox"/> Move out of County Mudanza fuera del Condado કાઉન્ટીની બહાર સ્થળાંતરણ
<input type="checkbox"/> Name Change Cambio de Nombre નામ બદલવું	<input type="checkbox"/> Remove from Annual mail-in ballot list Quite de toda la lista de la correo-en-balota તમામ સિમા-ઇન ટિલ ઇન બેલટ સ્ટિપેન્ડી ટૂ ડે સ્ટો	
<input type="checkbox"/> Deceased Fallecido મૃત		
Name as it appears in Poll Book: Nombre como aparece en libro de la encuesta નિદાન પુસ્તકમાં દર્શાવેલ નામ	Correct Name to be changed to: Corrija el nombre que se cambiara a બદલવાનું છે તે સાચું નામ	
Address as it appears in Poll Book: Direccion como aparece en libro de la encuesta નિદાન પુસ્તકમાં દર્શાવેલ સરનામું	Correct Address to be changed to: Corrija la direccion que se cambiara a બદલવાનું છે તે સાચું સરનામું	
ALL SIGNATURES REQUIRED FOR CORRECTION TO BE MADE SE REQUIEREN TODAS LAS FIRMAS PARA HACER LA CORRECCION સુધારો કરવા માટે તમામ સહીઓ જરૂરી છે		
Voter's Signature (or Family member requesting change): _____ Firma del Votante (O miembro de la familia solicitando el cambio) નિદાનના સહીકાર (અથવા ફેરફારની માગતી કુટુંબના સભ્ય)		
_____	_____	
Poll Worker #1 Signature Firma del empleado de la Urna #1 નિદાન કાપડકાર # 1 સહીકાર	Poll Worker #2 Signature Firma del empleado de la Urna #2 નિદાન કાપડકાર # 2 સહીકાર	
CR E/S/C		Revised 8/12/20

E. CHALLENGERS - CHALLENGES

When appearing to serve, a challenger files a certificate of appointment (permit) with the Board of Elections. If their certification is for a single district, it shall not be returned. If the certification is for an 'At Large' challenger, it must be returned when they leave. All challengers are given the sheet, Challengers Dos and Don'ts.

a. POWERS *N.J.S.A. 19:7-5* Such challengers shall be the authorized challengers for their respective political parties and candidates or for the proponents or opponents of a public question. They shall have the power to challenge the right to vote therein of any person claiming such right and shall have power to ask all necessary questions to determine this right. They may be present while the votes cast at any election are being counted, hear and see the ballots counted and shall have the right and power to challenge the counting or rejecting of any ballot or any part of a ballot. They shall be entitled to ask the members of the district boards of election at each polling place, no more than every two hours, for the official count of how many voters have voted at each precinct, and the district boards of election shall provide this information as the notice required pursuant to section 1 of P.L.2018, c.110 (C.19:52-3.1).

b. APPOINTMENTS OF CHALLENGERS *N.J.S.A. 19:7-1, 2*

Challengers may be appointed to represent the following in each election district:

- A candidate whose name is on the ballot
- Democratic and Republican parties
- Either side of a public question

Challengers may be:

- District Board members (poll workers) by virtue of their appointment
N.J.S.A. 19:1518
- Candidates, or a group of candidates in their own behalf if their name is on the ballot
(Candidates are not issued badges.)
- Other citizens by virtue of their appointment

c. PERMITS TO CHALLENGERS *N.J.S.A. 19:7-4*

Challengers are issued permits to act as challengers for their respective parties or candidates or for or against a public question at the election district specified. Such permits shall be filed by the challengers with the Board of Elections as evidence of their authority to be present in the polling place.

d. BADGE *N.J.S.A. 19:7-6*

Every challenger shall wear a credential furnished by the Board of Elections, which shows to any person the political party or candidate or group of candidates or the side for who or for which the challenger is acting.

e. NUMBER OF CHALLENGERS *N.J.S.A. 19:7-6.1*

Only one (1) challenger representing a candidate, or a party, or either side of a public question is permitted in the polling place at any time.

f. REASONS FOR CHALLENGING:

A voter may be challenged if the voter:

- **Is under 18 years of age on Election Day *N.J.S.A. 19:31-5***
- **Is not a citizen of the United States** – The voter shall declare under oath that he or she is a citizen of this country and/or is named in a certificate of naturalization. *N.J.S.A. 19:15-20*
- **Is not residing in the district** – The voter has moved out of Middlesex County more than 29 days before Election Day. *N.J.S.A. 19:31-5*
- **Makes a false oath *N.J.S.A. 19:4-4.7***

g. CHALLENGING PROCEDURE:

FORM GP2 Challenger's Affidavit

For each challenge, the challenger completes this form. One copy is given to the challenged voter. The original form is returned to the Board of Elections by the Municipal Clerk.

FORM C-3 Information for Challenged Voter

A poll worker reads this form aloud, to inform the voter of their rights. The voter is given a copy of this form if they wish to have it.

If your right to vote is challenged, you may seek to establish your right to vote by:

- a. Swearing out and signing the Challenge & Voter Affidavit
- b. Providing a suitable identifying document for inspection, which may be, but is not limited:
 1. A valid New Jersey driver's license
 2. A sample ballot with your name and address
 3. An official Federal, State, County or Municipal document
 4. A dated utility or telephone bill or tax or rent receipt
 5. A piece of mail postmarked on or after the 60th day before the day of the election
 6. Other current Identification _____

If you are challenged, the challenger must sign an affidavit setting forth the reason or reasons for the challenge. You must be given a copy of the challenger's affidavit.

If you are not allowed to vote at the polls, you may go before a Superior Court Judge today in New Brunswick to seek a court order allowing you to vote.

You should take with you:

1. The copy of your affidavit given to you at the polls
2. Any proof you submitted in support of your right to vote

FORM C-4 Challenged Voter Affidavit Form

The challenged voter completes this form. One copy is given to the challenged voter.

The second copy is given to the challenger. The original form is returned to the Board of Elections by the Municipal Clerk.

h. DECIDING A CHALLENGE:

The decision to allow a voter to vote is made by a majority vote of the District Board. In the case of a tie vote, the voter may vote. ***N.J.S.A. 19:15-24***

Poll workers handle all challenges and ask all the necessary questions required to determine a voter's eligibility to vote. Challengers direct their challenge to the District Board, not the voter. Upon completion of the questioning, the vote of the Board is taken, and the determination is made. ***N.J.S.A. 19:15-22, 23***

If a poll worker does not agree with a decision made, an appeal or protest may be filed with the Board of Elections at 732-745-4200 on Election Day and follow prompts for Board of Elections or in writing immediately thereafter.

F. DISABLED VOTERS

Federal Law exists to encourage all disabled voters to exercise their right to vote and to allow them to do so in a comfortable and secure manner. All poll workers should extend assistance to these voters. Poll workers may not question the voter's disability.

Any voter who requires assistance to vote by reason of blindness, disability, or inability to read or write English, has two options:

1. The voter may request to use the Universal Voting Console (UVC) for audio voting.
2. The voter may be given assistance in the machine by a person of the voter's choice, but not the voter's employer or agent of that employer or officer or agent of the voter's union.

- Ask the voter's preference for assistance.
- If the voter requests the UVC for audio voting, call the Voting Machine Warehouse at (732-745-4200 and for prompts for Warehouse for assistance.
- The voter signs a Disability Certificate for Assistance form under oath that they are unable to vote without assistance due to their disability.
- Record the name and address of the voter and the person assisting the voter on the Disability Certificate for Assistance.
- Remind the voter's assistant that he or she cannot reveal the voter's choices.
- If the voter did not bring an assistant, two poll workers from opposite political parties may assist the voter in the machine.

COMMON COURTESIES & GUIDELINES:

- Be considerate of the extra time it might take for a disabled or elderly person. Be patient with a person who has difficulty speaking.
- Speak directly to the disabled person rather than to their assistant.
- Speak calmly, slowly, and directly to a person with a hearing issue. Facial expressions, gestures and body movements aid them in understanding. Do not shout or speak in the person's ear. If understanding is doubtful, write a note to the person.
- Before pushing someone in a wheelchair, ask for permission to do so.
- Tell a visually impaired person who and where you are. Provide a guiding device such as a ruler or card for signing forms. When offering walking assistance, offer your arm and tell him or her of steps or inclines.
- Dogs who assist people with disabilities should be admitted into all buildings. Such dogs are highly trained and need no special care other than that provided by the owner.

G. NON-ENGLISH-SPEAKING VOTERS

VOTER ASSISTANCE:

Voters who cannot read or write English are considered illiterate under Federal Law, regardless of their native language. They may be assisted by an interpreter of their own choice. Neither the voter's employer nor officials of his or her union may assist the voter.

If an interpreter enters the voting machine to assist the voter, the interpreter must complete the Disability Certificate for Assistance.

MULTILINGUAL MATERIALS:

Middlesex County is a multilingual (English, Spanish & Asian Indian) county under the Federal Civil Rights Act, which mandates all election materials for the public must be in multiple languages.

MULTILINGUAL CLERKS:

Additional clerks may be assigned to districts as multilingual clerks, in addition to the normal contingent of clerks.

MULTILINGUAL ASSISTANCE:

If a multilingual clerk is not available and a voter needs assistance because they are not proficient in English:

- Find a multilingual speaking voter or poll worker to assist the voter OR Call 732-745-4200 and follow prompts for Board of Elections for assistance.

H. CLOSING THE POLLS

At 8:00 p.m., announce to those present the Closing of the Polls.

Any voter within the polling place and in line at 8:00 p.m. may vote.

1. CLOSING AND LOCKING THE VOTING MACHINE:

Refer to the Poll Worker Instructional Manual: Closing Procedures on page 25.

2. ANNOUNCING THE VOTE:

Post a copy of the results on the wall or on the table for the public. If there is a request to read the results aloud, a poll worker reads them aloud.

3. MATERIALS TO MUNICIPAL CLERK: *Refer to Poll Worker Instructional Manual Closing Procedures*

- Results Bag clear (containing results USB drives, signed zero proof tape signed and results tape)
- Challenger certificates
- Voting authority pads
- Affidavits - Court Orders
- Voting machine keys
- Oaths of office
- Correction of Record pad
- All other supplies, signs, pens

I. EMERGENCY BALLOTS

If there is a voting machine failure, contact the Voting Machine Warehouse immediately to request a technician - 732-745-4200 and follow prompts for Warehouse.

**The law requires that the Board of Elections approve
the use of emergency ballots.**



**BEFORE THE EMERGENCY BALLOT BAG
IS OPENED, CALL 732-745-4200 and follow prompts to
Warehouse
TO RECEIVE APPROVAL.**

1. INSTRUCTIONS FOR EMERGENCY BALLOTS:

NOTE: Emergency ballots must remain within the control and custody and eyesight of poll workers.

- a. Remove the emergency ballot bag from inside the back of the voting machine.
- b. Break the blue seal located on the black zipper latch.
- c. Unfasten black zipper latch and unzip the bag.
- d. Contents:
 - 30 emergency ballots (30 Republican & 30 Democrat, if a Primary election)
 - 30 plain white envelopes
 - One (1) needle and thread
 - One (1) Statement for Emergency Ballots Voted sheet
 - Three (3) tally sheets (one for a School Election, one for a General, one for a Primary)
- e. Complete the Statement for Emergency Ballots Voted.
- f. Provide a secure area where the voter may cast his or her ballot confidentially.

2. RESUMPTION OF THE VOTING MACHINE:

- When the voting machine has been repaired or replaced, secure the unvoted emergency ballots and white envelopes in the back of the machine.
- Record the voting authority number of the last voter to use an emergency ballot on the Statement for Emergency Paper Ballots Voted.

J. AUDIO VOTING

The Board of Elections must approve the use of the Universal Voting Console.

**CALL 732-745-4200 and follow prompts to
Warehouse
TO RECEIVE APPROVAL
for the use of the
Universal Voting Console.**



K. VOTING MACHINE INSTRUCTIONS

Refer to the instructions to open, close and operate the voting machine in the Poll Worker Instructional Manual.

ALL VOTING MACHINE ISSUES or CONCERNS:

Immediately call 732-745-4200 and follow prompts to Warehouse.



C O U N T Y • N J

DEPARTMENT OF COMMUNITY SERVICES

BOARD OF ELECTIONS

ELECTION DAY CODES FOR ELECTRONIC POLLBOOKS

PQC CODE:

USERNAME:

PASSWORD:

WILL BE PROVIDED ON ELECTION DAY