

## Election Day Flow Chart - for Poll Site Managers and Inspectors

1. For each Election District a Poll Watcher must give the Poll Site Manager a Poll Watchers . Continue to give ballots. Request first three letters of **Voting Machine Problems?** Certificate signed by the Party Chairperson or a Candidate. Place the certificate in the B-Bag 2. Voter will insert the ballot in the red Emergency Ballot bag prepared by the voter's last and first name **Poll Watchers** 2 Watcher may watch the election process Greet Call the Board of Elections Poll Site Manager 3. Watcher may not interfere with Poll Worker duties or the voting process. 3. These ballots will be scanned by the Poll Site Managers after the polls OR their birth date. Voters can (607) 274-5522 the also provide their NYS Driver's Voter license for faster processing but Do not ask for NYDL unless ID is **CHALLENGED ABSENTEE & EARLY** NAME IN NAME NOT IN **CLEARMARK** CHANGE **ASSISTANCE** ORDER **VOTING BY MAIL POLL PAD** POLL PAD VOTER required in Poll Pad. 1. An Inspector from each party 1. Voter signs Poll Pad 1. If the voter requests The **BoE** If you have any questions, **ID Required?** Refer voter to a with name as it appears in assistance before Challenge please call the BoE at must date and sign the front of Poll Site Manager 607-274-5522 the Poll Pad. receiving a ballot, select Form/Oath Forms Voter must show acceptable form of Absentee/EVBM Envelope Yes No the assistance box in the are in the Inspector ID. See ID requirements in the indicating it was received at the Poll Pad. Follow the 2. Voter signs above the Binder. "Voter ID Requirements" tab in the If you have any Poll Site. first signature using the prompts on the screen. Inspector Binder Address correct? 2. Place in B-Bag. new name questions, please Voter wants to use the call the BoE at 607-2. If a voter comes back CLEARMARK 3. Voter also signs a 274-5522 Do not open after receiving their ballot Unacceptable ID Acceptable ID signature card located in and asks for assistance, Correct Incorrect the Supply Box. have the Voter sign the Ballot on Demand Site No Ballot on Demand Cabinet Correct Poll Site Assistance Oath **ABANDONED BALLOTS** Refer voter to a Poll Site Manager Refer voter to the Poll Site Manager 4. Inspector enters the located in your Poll Pad who will complete the process. who will ensure the voter is in the information in the paper as well as who is . Inspector gives the voter a Inspector gives the voter a correct Election District. Challenge Report. If found within 5' of the voting assisting. "ClearMark" card. "ClearMark" card and their Offer the voter machine a bipartisan team will Printed Ticket goes in ticket bag The Poll Site Manager offers the voter a printed ticket. "Notice to scan the ballot into the voting 5. Place signature card in 3. Bipartisan poll workers "Notice to Voters" sheet found Voters"sheet. Correct Incorrect in the clear Affidavit Ballot Sleeve. B-Bag. can assist a voter but machine. Poll Site Poll Site If found outside the 5' area, a must sian the PSM will walk the voter to the PSM will walk the voter to the 6. For a misspelled name, ClearMark Unit and set it up. Assistance Oath in the ClearMark Unit and set it up. bipartisan team will mark repeat 1-5 Poll Pad and then assist Use the Instructions located "abandoned" on the back of the Poll Site Manager sends voter back on the ClearMark. Use the Instructions located ballot,noting where it was the voter 1. Poll Site Manager will select "Add Affidavit" button to poll site Inspector. PSM will spoil the BOD ballot found. Inspectors initial the on the ClearMark. then add voter's name and address on the Poll Pad. 1. Poll Site Manager will enter the The Inspector does an Poll Site Manager Place spoiled ballot in B-Bag. ballot and place it in the voter's name and address in the Poll then give the appropriate address change in the paper Uses Poll Pad to find PSM will tell the voter to hit OK PSM will tell the voter to hit OK B-Bag Pad. Give the correct Affidavit Ballot Affidavit Ballot and Envelope to the voter. Challenge Report. the correct poll site, and Envelope to the voter. then prints or texts Inspector issues a ballot. 2. Voter votes the affidavit ballot and inserts only the directions to the voter 2. Voter votes on the Affidavit Ballot ballot into the affidavit ballot envelope, seals it. with directions to the and inserts only the ballot into the If Voter made an error and BOD PSM will send voter to the Inspectors completes the front of the envelope, signs and returns Affidavit Ballot Envelope, seals it, signs correct Poll Site. needs a new ballot for reprocessing. it to the Poll Site Manager. and completes the front of the envelope Turn Poll Pad 180° so it faces the voter. (Spoiled Ballot). Spoil ballot and place in B-Bag. Voter will take ballot to the and returns it to the Voter then signs their name with the stylus. Non BOD PSM will check the voting booth where the voter 3. Poll Site Managers initials and completes the district Poll Site Manager. ClearMark and reset if needed. will mark the desired choices. information on the bottom of the envelope, signs and Write "Spoiled CM" 3. Poll Site Managers initials and returns it to the clear on ballot and place in B-Bag completes the district information on the Affidavit Ballots Sleeve. If the Voter made an error and Remind the voter they have 3 ballots bottom of the envelope, signs and needs a new ballot returns it to the clear Signature does not match 4. After polls close the clear Affidavit Ballot Sleeve is Signature matches (Spoiled Ballot). Affidavit Ballots Sleeve placed in the Affidavit Ballot Bag. Seal this bag and return to the BoE with the B-Bag. 4. After the polls close the clear 1. Voter folds ballot in half and returns ballot to Inspector. Affidavit Ballot Sleeve 2. Inspector marks the ballot spoiled and an Inspector from each party Do not open Affidavit Ballots. 1. Ask voter to provide ID to verify their identity. is placed in the initials the "Spoiled" ballot and places it in the B-Bag. Affidavit Ballot Bag Voter is Voter takes 3. Inspector processes the voter again as though they are new. 2. If the signature changed, have the voter sign a Press submit in Poll Pad satisfied with ballot to the The banner at the top will say "Voted". Press the "Spoiled Ballot" button new signature card located in the supply box. After the polls close, seal and return to choices. ClearCast unit and the assigned password. Choose the ballot to spoil and the reason the BoE along with B-bag. Inspector issues a ballot. 3.Place the card in the B-Bag. "voter error". The voter will be assigned another ballot

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Remind the voter they are limited to 3 ballots.

## AFFIDAVIT PROCEDURES FOR POLL SITE MANAGERS

Tip: LOOK UP VOTER'S ADDRESS USING THE ELECTION DISTRICT FINDER (MENU/ELECTION DISTRICT FINDER)

