



Election Judge Manual



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BALLOT ENTITLEMENT CHART ON INSIDE BACK COVER OF THIS MANUAL

Step 1 Check Supplies

The first thing you should do when you arrive at your polling place is to check your supplies to be sure everything has been delivered. Make certain you have the following items:

NOTE: If anything is missing call the election office immediately at (217) 753-6740.

A. Voting Booths, Ballot Box / Tabulator(s) and AutoMARK

The voting booths, tabulator with ballot box and AutoMARK should already be set up in the polling place.

B. Gray Plastic Supply Case containing:

● JUDGES' BINDER OF ELECTION DAY MATERIALS:

INSIDE FRONT COVER

- Judges' Manual
- Colored pens for initialing ballots (Only polling places with 2 or more precincts)

BEFORE THE POLLS OPEN

Pocket #1

- Election Official Badges, Judges' Oath/Expense Sheet(2-sided form)

Key Pouch

- Keys for the Tabulator (Yellow) , AutoMark (Blue) and Ballot Box (Green)
(**Note: Only 1 precinct per polling place will have a key pouch in their binder**)

Pocket #2

- Instructions for preparing the Tabulator and AutoMARK, Certificate of Inspection, Specimen Ballots

Pocket #3

- Envelope #1 (utilized for oath, expense sheet, certificate of inspection, zero report tape, voter correction sheet, and poll watcher credential forms).

DURING VOTING HOURS

Pocket #4

- List of Persons Who Filed Declaration of Intent to be a Write-In Candidate, Early Voter List (including Early, Grace and Vote by Mail Voters), "Voted Early" stickers, Active Voter List, Inactive Voter List

Pocket #5

- Ballot Entitlement Chart, Affidavits: C-2 Military, C-3 Affidavit of Voter, C-4A Moved within 30 Days, C-6 Fail-Safe (Note: Only if Federal Election)

Pocket #6

- Spoiled Envelope #2, Voter Correction Sheet/Deceased Voter List (2-sided form), Polling Place Lists

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AFTER THE POLLS CLOSE

Pocket #7

- Defective Ballot Envelope #3, Duplicated Ballot Envelope #5

Pocket #8

- Write-in Tally Sheet, Instructions for Printing Election Results, Closing Tabulator, Removing Memory Card and Closing AutoMark

Pocket #9

- #4 Bag for Unused Ballots, Pre-Printed Applications Envelope #6

Pocket #10

- Green Parking Pass, Election Night Return Envelope, Memory Card Bag (precinct with key pouch will have this – only one per polling place), Returning Supplies Instructions

Other items inside the Gray Plastic Supply Case:

- ② Privacy Covers
- ③ Cardboard Ballot Return Box (Ballots, Ballot Box Return Seal, Certificate of Ballots Form) **Note: Before opening verify the security seal is intact. Contact Election Office if you believe it has been tampered.**
- ④ Pre-printed Applications with Spindle(s)
- ⑤ Provisional Ballot Materials
- ⑥ Supply Baggie (I Voted Stickers, Magnifier Lens, Pens, Rubber Finger Tips, Signature Guide and Tape)
- ⑦ Markers for Campaign Free Zone (orange cones)
- ⑧ Signage for polling place (instructions on where to place on back of sign)

Other items delivered:

- Any Special Signage

NOTE: All ballots cast early (including vote by mail, grace period and early ballots) will be counted in the County Building the evening of the election. You will not receive these ballots on Election Day.

**Call Election Office immediately
if any materials are missing at (217) 753-6740**

INTRODUCTION

The Sangamon County Election Office will be open on Election Day at 5:00 a.m. Please call our office as soon as possible if you are missing supplies or if you have any questions or concerns throughout the day.

Our telephone number is (217) 753-6740

LAWS GOVERNING ELECTIONS

In the polling place, the judges are responsible for ensuring that the electoral process is administered fairly and in accordance with federal and state election laws. Election judges serve as officers of the circuit court and swear to uphold the constitution of the United States and the State of Illinois in performing their duties.

Equal Authority

All judges in the polling place have equal authority and responsibility regardless of their length of service. There is no “head” judge. All decisions must be made in accordance with the election laws and a majority vote of all the judges. However, each judge may act alone to enforce election laws.

Obligation to serve

Once an individual is selected to serve as an election judge, that person is obligated to serve at each election during the two-year period. If an emergency arises that prevents a judge from serving, the judge must notify the election authority as soon as possible.

Replacement Judge

If a judge fails to appear at the polls, one of the remaining judges should contact the election authority for a replacement. If the election authority cannot provide a replacement, the judges present may appoint a replacement judge. The replacement judge cannot be appointed until **after 6:15 a.m.** The replacement must be a registered voter who has the same political affiliation as the judge being replaced. A precinct committeeman or a candidate **cannot** serve as an election judge. One of the regular judges administers the oath to the replacement judge.

If the regularly appointed judge arrives at any time, the regular judge will assume the duties and the replacement judge will cease to serve. Both the replacement judge and the regular judge signs the expense form indicating the hours each served.

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Handling Election Materials

Only the election judges can handle the election materials, supplies and ballots.

Working Hours

Illinois law requires that the polls be open from 6:00 a.m. until 7:00 p.m. Once the polls are open, there is to be no adjournment or recess until all forms have been completed and the ballots have been delivered to the County Building.

All judges should arrive at the polls no later than 5:00 a.m. to check supplies and set up the polling place. After the polls close, all judges must remain until all forms, certificates, and affidavits are completed and signed, and all election materials are packaged for return to the County Building. Two judges (one from each political party) must return all materials to the County Building at the end of the night. ***Note: Due to recent legislation, High School Student election judges not 18 years of age and/or registered to vote are prohibited from returning supplies.***

Control of the Polling Place

The election judges are required to maintain order in the polling place throughout Election Day. All persons present in the polling place, or within the campaign free zone (within 100 horizontal feet of any such room), must obey any lawful order of the judges. **All serious problems should be reported to the election authority** and the judges do have the authority to evict any person creating a disturbance. Individuals violating the law may be arrested by appropriate law enforcement personnel.

People in the Polling Place

Illinois election law requires that only authorized individuals be allowed in the polling place: election judges, qualified pollwatchers, voters while voting, representatives of the election authority, the State Board of Elections, the Attorney General's Office, the State's Attorney's Office, and local, state and federal law enforcement officials acting in their official capacities. Pollwatchers must have proper credentials issued by the election authority or the IL State Board of Elections.

Precinct committeemen, "checkers" and candidates have no official function in the polling place. To remain in the polling place, these individuals must have valid pollwatcher credentials. Local election officials (municipal clerks, township clerks, etc.) must also have valid pollwatcher credentials in order to remain in the polling place.

Rotate Positions

Each judge needs to learn the various duties associated with each position and the judges should rotate among these positions during the day. This helps prevent errors and also helps prohibit certain types of fraudulent activity. **When rotating positions, remember that two judges, one from each party, must be at the signature verification records at all times to verify each voter's signature and address.**

The duties of instruction shall be discharged by a judge from each of the political parties represented. Parties shall alternate serving as instructor so that each party shall serve an equal amount of time giving instruction during the day.

Electioneering Prohibited

Electioneering is defined as working for, against, or in the interest of a candidate, party, or proposition. Electioneering is not allowed in the polling place or within the campaign free zone (a distance of within 100 horizontal feet of the room). No one is permitted to wear a campaign button, display political literature, or engage in any political discussion within the restricted area.

The State Board of Elections has advised that groups circulating petitions on Election Day for ballot measures or candidates not on the ballot for the current election, but for future elections, is an acceptable practice, but must be performed in the area 100 feet from the polling place entrance (past the orange cones).

Campaign Free Zone

A campaign free zone is that area in which no advertising pertaining to any candidate or proposition to be voted upon shall be displayed. No one is permitted to wear a campaign button, display political literature, or engage in any political discussion within the restricted area. The campaign free zone is made up of the polling room and the distance within 100 horizontal feet of any such room. Any person who violates this section may be punished as for contempt of court.

Election officers shall place two (2) or more cones, small United States national flags, or some other marker a distance of 100 horizontal feet from each entrance to the room used by voters to engage in voting, which shall be known as the polling room.

If the polling room is located within a private business, school or church building and the distance of 100 horizontal feet ends within the interior of the building, then the markers shall be placed outside of the building at each entrance used by voters to enter that building. **A church or a private school may choose to apply the campaign free zone to its entire property**, and if so, the markers shall be placed near the boundaries on the grounds adjacent to the thoroughfares or walkways leading to the entrances used by the voters. Note: If the distance of 100 horizontal feet from the entrance to the polling place ends beyond the polling place property, no marker is required.

NOTE: Although a church or school can choose to be a campaign free zone for its entire property, please be advised electioneering on property adjacent to the church or school is considered an acceptable practice by the State Board of Elections.

If the polling room is located within a building with two or more floors and the polling room is located on the ground floor, then the markers shall be placed 100 horizontal feet from each entrance to the polling room. If the polling room is located in a building with two or more floors and the polling room is located on a floor above or below the ground floor, then the markers shall be placed a distance of 100 horizontal feet from the nearest elevator or staircase used by voters on the ground floor to access the floor where the polling room is located.

The area within the markers shall be known as a campaign free zone, and within these boundaries, electioneering is prohibited. The area on polling place property **beyond** the campaign free zone, whether publicly or privately owned, is a public forum for the time that the polls are open on Election Day. Persons shall have the right to congregate and

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engage in electioneering on any polling place property, beyond the campaign free zone, while the polls are open. Electioneering includes, but is not limited to, the placement of temporary signs.

Step 2 Collect Pollwatcher Credentials

Before the polls open and throughout the day, judges must accept and check the credentials of each pollwatcher who enters the polling place. These credentials should be placed in Envelope #1, located in **Pocket #3 of the Judges' Binder of Election Day Materials**, and carried by hand to the County Building at the end of the night.

Pollwatchers

Candidates, political parties, civic organizations and organized groups of proponents for and opponents to a proposition on the ballot may appoint pollwatchers. The role of the pollwatcher is established by law. Pollwatchers may be present to observe the conduct of the election before the polls open, during the day and after the polls close.

Pollwatcher Qualifications

All pollwatchers must be registered voters in the State of Illinois (not just Sangamon County). All pollwatchers must have valid pollwatcher credentials issued by the election authority or the IL State Board of Elections. Each pollwatcher must have separate pollwatcher credentials for each precinct he or she enters.

Candidate Credentials

The actions of candidates in the polling place are governed by the same privileges and limitations that apply to pollwatchers. All pollwatchers must be registered voters in the State of Illinois. **All candidates must have proper candidate or pollwatcher credentials.**

Pollwatcher Credentials

Each pollwatcher must surrender his or her credentials to the judges when he or she enters the polling place. If an individual refuses to surrender his or her credentials, or if the credentials are not valid, the individual must leave. All credentials remain in the possession of the judges and are returned to the election authority after the polls close.

In order to be valid, pollwatcher credentials must contain the following information:

1. The real or facsimile signature of the election authority or IL State Board of Elections;
2. The real or facsimile signature of the candidate, state or local party chairman, the presiding officer of a civic organization, the chairman of a group of proponents for or opponents to a proposition;
3. The signature and address of the pollwatcher; and
4. A statement that the pollwatcher is registered from the address shown.

Number of Pollwatchers

The number of pollwatchers allowed in the polling place at any given time is limited by law. Individuals acting as pollwatchers may come and go throughout the day as long as they do not interfere with the election process. In addition, pollwatchers may be substituted for during the course of the day as long as the number of pollwatchers in the polling place does not exceed the number allowed by law. (Refer to chart below for the number of pollwatchers allowed in the polling place for both Primary and General Elections.)

If the polling place becomes overcrowded with pollwatchers and the situation interferes with the conduct of the election, a majority of the judges may decide to limit the number of pollwatchers by drawing lots. However, at least one pollwatcher for candidates, political parties, civic organizations and organized groups of proponents for and opponents to a proposition must be allowed to remain in the polling place.

NUMBER OF POLLWATCHERS ALLOWED IN THE POLLING PLACE AT ANY GIVEN TIME

<u>Appointing Authority</u>	<u>Primary Election</u>	<u>General Election</u>
Candidate	2	2
Political Party	1	2
Qualified Civic Organization	1	1
Proponents/Opponents of Propositions	1	1

Rights of Pollwatchers

All pollwatchers are allowed to be present in the polling place before the polls open, during the day, and after the polls close. They may leave and re-enter the polling place during voting hours unless such continuing action disrupts the conduct of the election. After the polls close, pollwatchers may leave and re-enter ONLY in case of necessity.

Before the polls open, pollwatchers may observe the set-up procedures and check that the ballot box is empty.

During the day, pollwatchers have a right to be near the judges so that they may visually examine the voters pre-printed application to vote, to compare the signature and address on the application with that of the voter, to watch the judge scan the ballots and watch as the Ballot Box Judge deposits the ballots (inside their privacy sleeves) into the ballot box, and to observe the general conduct of the election.

Pollwatchers also may observe as the judges periodically inspect the voting stations and booths to see that they are in proper position and have not been marked on or damaged in any way. They may also watch as the judges make sure that the booths are clear of campaign materials.

After the polls close, pollwatchers may observe the procedures for tallying the write-in votes. Pollwatchers may remain in the polling place until all other procedures and processes are completed.

At no time may any pollwatcher be so close to the judges that he/she interferes with the orderly conduct of the election. Pollwatchers are not allowed to touch any of the election

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supplies or materials. The pollwatcher may courteously call the judges' attention to any incorrect procedures or apparent violations of election laws.

A pollwatcher has a right to challenge a person's right to vote during voting hours. See page 37 for more information on the procedures for challenging a person's right to vote.

Step 3 Judge's Oaths and Badges

Before opening the polls, the judges must be sworn in. The Judge's Oath is located in **Pocket #1 of the Judges' Binder of Election Day Materials**. The judges administer the oath of affirmation to each other and then place the signed oath in Envelope #1, located in **Pocket #3 of the Judges' Binder of Election Day Materials**. At the end of the night, Envelope #1 is to be carried by hand to the County Building. Please note the Expense Sheet is located on the reverse side and must also be filled out by the Judges.

The judges badges, also found in **Pocket #1 of the Judges' Binder of Election Day Materials**, must be worn during the entire day by the election judges. Each judge must print his/her name on the badge, with the township and precinct number.

Any replacement judge that is appointed to work in your precinct must also complete the Judge's Oath. If the regular judge arrives at any time, the regular judge will assume the duties and the replacement judge will cease to serve. Both the replacement judge and the regular judge must sign the expense form indicating the hours each served.

Step 4 Arrange the Polling Place

The voting booths will already be in place. They are arranged to allow for an orderly flow of voters. The voting booths and ballot box tabulator are in view of the judges at all times and the booths are placed in a manner that allows for the greatest amount of voter privacy. A "Cast Ballot Here" sign will be placed on the wall above the tabulation machine to help voters identify the correct machine to cast their ballot.

Every poll will also have one AutoMARK machine delivered and set up on a table within the polling place. Be sure a chair is provided and the table is placed to allow for voter privacy. This machine will assist voters with disabilities in marking their ballot. An "ADA Ballot Marking Device" sign will be placed on the wall above the AutoMARK machine to better distinguish this machine's use to voters.

Display the **POLLING PLACE** sign so it can be seen from the street and all other signage located in **the gray plastic supply case of the Judges' Binder of Election Day Materials**, so it is clearly visible in the polling place. Set up the **MARKERS** provided to mark the campaign free zone (see page 5). The specimen ballots must also be posted in the polling place after they have been verified with the zero tape produced from the tabulator.

ORGANIZE JUDGES TABLE AS FOLLOWS

Position #1

Application Judge

- Pre-printed applications to vote
- Pens / Signature Guide
- Early Voter List (including Early, Grace and Vote by Mail Voters)
- Instruction materials

Position #2

Verification Judges (2 Judges – one from each party)

- Share pre-printed applications book with judge #1
- Affidavits (voter assistance, challenged, provisional)
- Pens

Position #3

Ballot Distribution Judge

- Ballots and privacy covers
- Pen for initialing ballots

(Note: Polling places shared with 2 or more precincts will be delivered different colored pens for initialing ballots. This will assist in separating ballots by precinct after the polls close).

- Spindle (for applications to vote)

Position #4

Ballot Box/Tabulator Judge

- Positioned a few feet away from the Ballot Box/Tabulator
- “I Voted” Stickers

Step 5 Record the number of ballots received on “Certificate of Ballots” form

The ballots are located in the box labeled “Cardboard Ballot Return Box.” **Before opening, verify the security seal is intact, if not, contact the Election Office immediately.** Record the total number of ballots delivered on line 1 of the CERTIFICATE OF BALLOTS form, which is also located in the “Cardboard Ballot Return Box.” (The CERTIFICATE OF BALLOTS form is a two-part form. See pages 27 and 28 for detailed instructions for completing the rest of this form after the polls close.) The total number of ballots delivered is listed on a special instruction sheet also located in the “Cardboard Ballot Return Box.” Only open ballot packages as needed.

Check the ballots to make sure the precinct designation and the date are correct. Carefully examine the ballots and make note of the **Ballot Type** number printed on the ballot. This ballot type number will correspond to the ballot type information on the each voter’s pre-printed application. At the General Primary Election, different colors are used for each party’s ballot.

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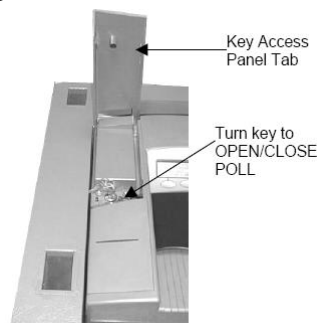
Step 6 Preparing the tabulator

(If multiple precincts are using the same tabulator, the judges in these precincts must work together in preparing the equipment and securing the keys on Election Day.

Note: Only 1 precinct per polling place will have a key pouch in their binder and that precinct will be responsible for returning the Memory Card Bag in their Election Night Envelope)

USE GREEN KEY FOR BALLOT BOX AND YELLOW KEY FOR TABULATOR

1. Using the GREEN KEY, unlock BALLOT COMPARTMENT of the ballot box, located on the side of ballot box, open the side door and make sure it is empty. Close the side door and lock it after verifying that it is empty.
2. Unlock the EMERGENCY BIN (using bottom keyhole), located on the front of the ballot box and open the lower panel to verify that the Emergency Bin is empty. Close the panel and lock it after verifying that it is empty.
3. Remove the security lid by first unlocking the ACCESS FLAP TO MEMORY CARD (using top key hole), located on the front of the ballot box and lower the top panel, then lift up the front of the security lid to remove. Set security lid aside until after the polls close. (Note: if the tabulator machine slides forward, be sure to slide it back against the ballot box)
4. Verify that the seal is intact on the MEMORY CARD COMPARTMENT (small front left compartment). THIS SEAL SHOULD BE INTACT THROUGHOUT ELECTION DAY. CALL THE ELECTION OFFICE IF THE SEAL IS MISSING OR BROKEN. (The right compartment door will not be sealed) **RECORD** seal number on the Certificate of Inspection.
5. Close the ACCESS FLAP TO MEMORY CARD (top panel) and lock it with the key. If the panel will not close, check that the tabulator is pushed back against the ballot box.
6. Verify that the tabulator is plugged in and if an outlet strip is being used, verify that the outlet strip is turned on.
7. Lift the ACCESS PANEL TO KEY on the left side of the tabulator. Do this by pressing in on the side of the cover at the groove marks and lift it up.



8. Using the YELLOW KEY, insert the key into the key switch and turn it to the **OPEN/CLOSE POLL** position. It will take approximately two minutes for the

tabulator to load the election definition into its operating system. An initial state report will then print. The tabulator will display “**S-MODE**” in the upper left corner of the LCD screen and the message “**ELECTION CARD INSERTED OPEN POLLS NOW?**”

9. Press **YES**. The message, “**PLEASE TURN KEY/SWITCH TO VOTE**” appears.
10. Turn the tabulator key to the **VOTE** position. The tabulator automatically prints a tape displaying zero vote totals for each candidate and referendum.
11. Judges should then tear off the zero tape. It works best by tearing it off right to left. If multiple precincts are using the tabulator, carefully separate the zero tape **by precinct** and make certain that the precinct judges get the correct zero tape for their precinct. The judges must check their own tape as follows:
12. **Check that all vote totals show “0”.**
13. Check that the correct precinct(s) and the date of the election on the zero tape are correct.
14. Check the candidate names on the zero tape with the Specimen Ballots. If any information is incorrect, CALL THE ELECTION OFFICE at 753-6740.
15. Judges for each precinct must sign their own precinct zero tape verifying that the information is correct.
16. Judges should then verify that they have completed all the items on the Certificate of Inspection form and place both the signed zero tape and signed Certificate of Inspection in Envelope #1. (Envelope #1 can be found in Pocket #3 of the Judge’s Binder.)
17. With the tabulator in the **VOTE** mode (DO NOT TURN OFF), remove the key and secure it in a safe place. Then close the key access lid. Be careful not to misplace the keys.
18. **The tabulator is now ready for voting.** The screen should say “INSERT BALLOT.”

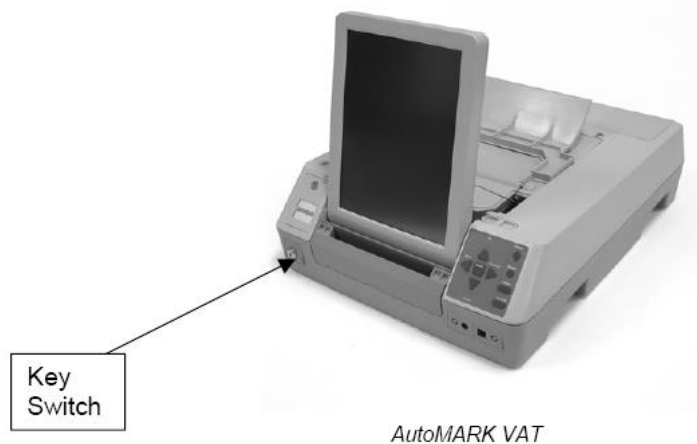
Step 7 Preparing the Automark

USE BLUE KEY FOR THE AUTOMARK

1. If it is not already plugged in, plug the power cord into the wall outlet.
2. Move the lid latches towards the outer edge so the lid can be opened.
3. Lift the lid flap back until it rests on the top of the lid.
4. Lift the entire lid away from you into a vertical position. The Touch Screen Monitor under the lid is now visible.

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5. Lift the Touch Screen Monitor towards you into a vertical position.
6. Close the lid, leaving the Touch Screen Monitor in the upright position.
7. Pull up on the Ballot Feed Tray, then pull it towards you and lower it into position.
8. Adjust the angle of the Touch Screen Monitor for viewing comfort.
9. Insert the BLUE key into the keyhole (bottom left side) and turn to the ON position (middle position).



10. Once the **“Insert Your Ballot”** screen appears, remove the key and place keys back in Key Pouch to keep secure during voting hours.

NOTE: The screen will remain blank for up to 10 minutes (depending on the election) after the key is turned to the ON position. The screen will display the Insert Your Ballot once the unit is finished downloading the data from the compact flash card.

BE SURE TO PLACE KEYS BACK IN THE KEY POUCH WHEN NOT IN USE

Step 8 Complete the “Certificate of Inspection” form

The “Certificate of Inspection” form will be located in **Pocket #2 of the Judges’ Binder of Election Day Materials**. Before the opening of the polls the election judges will certify that the following inspections and duties were performed.

- ___ 1. Verified ballot compartment and emergency bin are empty and have been locked.
- ___ 2. Verified the seal is intact on the memory card compartment of the tabulator. Record Seal Number Here: _____
- ___ 3. Zero tape has been printed, precinct and date information are accurate and matches both specimen ballots and Official ballots.

- ___4. Judges have signed the Zero Tape for their precinct and placed in Envelope #1.
- ___5. Tabulator has been prepared; set in VOTE mode, key removed and key access lid has been closed.
- ___6. AutoMARK has been prepared.
- ___7. Before opening, verified seal on Cardboard Ballot Return Box was intact.

All judges must sign the “Certificate of Inspection” form upon the successful completion of these inspection procedures. The signed form along with the Zero Tape is to be placed in Envelope #1 and must be hand carried to the County Building at the end of the night.

JUDGES TABLE ARRANGEMENT AND DUTIES

(Recommended)

POSITION 1 (Application Judge)

- Ask voter to state his/her name, address, and in a Primary Election the party affiliation.
- Check that voter was not issued an early/grace period/vote by mail ballot.
(Judges should place the yellow “Voted Early” sticker on the pre-printed application for every voter that appears on the early voter list)
- Locate voter’s application – In a Partisan Primary Election mark application indicating party affiliation if voter is voting a party ballot or mark “Nonpartisan” if voter is voting a nonpartisan/proposition ballot.
- Remove application from booklet and hand to voter.
- Instruct voter to verify information and then sign application and return.
- Announce voter’s name, address, and if it’s a primary election, the party affiliation.
- Pass signed application to “verification judges”.

POSITION 2 (Verification Judges – 2 judges, one from each party)

- Compare signature made by voter with scanned signature on application.
- Have voter sign any required affidavits (assistance, challenged, provisional)
- Check ID only for those who registered to vote by mail. The application will indicate if ID is required.
- Initial application to show that the record was verified.
- Return application to voter.

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POSITION 3 (Ballot Distribution Judge)

- Receive application.
- Check for judge's initials and find Ballot Type and for a primary, the party on the application.
- Number the application (consecutively) and spindle each application.
- Determine the CORRECT BALLOT TYPE (and Party if Primary Election) to issue to the voter.
- Initial an unused official ballot that has the SAME BALLOT TYPE NUMBER as on the voter's application.
- Hand voter the initialed ballot, a privacy cover and black ink pen.
- Offer instruction.
- Direct voter to an available booth and instruct voter where to return the ballot when done voting.

POSITION 4 (Ballot Box/Tabulator Judge)

- Make sure no one interferes with the voter.
- Look for judge's initials on each ballot, without removing the ballot from the privacy cover.
- Supervise voters feeding ballots into the tabulator from few feet away.
- Assist voters whose ballots have been returned by the tabulator, in a manner that DOES NOT violate their privacy.
- Offer "I Voted" stickers to voters.

DO NOT ALLOW ANY VOTER TO LEAVE THE POLLING PLACE WITH THEIR BALLOT.

Step 9 Open the polling place

Promptly at 6:00 a.m., one judge must state aloud that the polls are open.

On Election Day, if a judge assigned to the precinct fails to appear, one of the remaining judges should contact the office at (217) 753-6740 for a replacement. In the event the office cannot provide a replacement, the judges present may appoint a replacement judge.

The replacement must be a registered voter and should be of the same political affiliation as the judge being replaced. A precinct committeeperson or a candidate may NOT serve as an election judge. The substitute may not be appointed until 6:15 a.m. One of the regular judges shall administer the same oath as was required of the originally appointed judge.

APPLICATION JUDGE **(1st position at the judges table)**

- ① **ASK THE VOTER TO STATE HIS OR HER NAME, ADDRESS, AND (IN A PRIMARY ELECTION) THE PARTY AFFILIATION. NEXT, LOCATE THE VOTER'S APPLICATION. IF IT IS A PRIMARY ELECTION, MARK THE VOTER'S PARTY AFFILIATION ON THE APPLICATION.**

The judge at the first position marks the application to indicate the voter's party affiliation (if it is a Primary Election). In a Primary Election, a voter who wishes to vote on a nonpartisan office or proposition only may do so without declaring his or her party. Each voter shall have a pre-printed application that includes his or her name, address, and ballot type.

If you have no application for a voter; the voter resides at a different address; the voter has had a name change and moved to a different precinct or the voter is in the inactive application booklet (blue) and has moved, they should be directed to the Election Day Registration table in the polling place.

Note: if the voter has had a name change and is still in the same precinct or if the voter is in the suspended application booklet and still resides at the same address, they can vote after completing the proper affidavit (Orange – C3 form). Election judges should not hesitate to call the County Election Office, (217) 753-6740, if unsure as to whether someone is qualified to vote. The office will assist you in making a decision.

***NOTE: VOTERS NOW HAVE THE OPTION TO REGISTER AND VOTE ON ELECTION DAY IN THE POLLING PLACE OR AT THE ELECTION OFFICE. SEE ELECTION DAY REGISTRATION AND VOTING ON PAGE 45 FOR MORE INFORMATION.**

Note that if a voter's challenge is upheld, and the voter still insists that he or she is a qualified voter, he or she MUST be notified of his or her right to voter PROVISIONALLY. All voters, including Provisional Voters, MUST fill out an application to vote, which is placed on the spindle. (See pages 37-40 for more information on Challenging a Person's Right to Vote and Provisional Voting.)

② HAVE THE VOTER COMPLETE THE APPLICATION.

The voter signs his/her name on the signature line on the pre-printed application after verifying the printed information. If the voter is unable to sign his/her name, he/she must make his/her mark. A signature guide, delivered in the supply baggie, has been included to assist visually impaired voters with signing the application to vote and other documents.

The AutoMARK machine will assist visually and physically challenged voters to vote without the assistance of another person. It uses touch screen and audio technology to provide voters who require assistance the ability to mark their ballot unaided. The ballot-marking system allows voters to vote by using the audio (headphone) feature of the equipment. For more information regarding these features, see pages 40 - 43. A Voter Assistance Affidavit is not required when using these features.

If an illiterate or physically disabled voter requests assistance from another person(s) in voting, the voter and the person(s) giving assistance must read and sign the Assisted Voter Affidavit, (C-3), located in **Pocket #5 of the Judges' Binder of Election Day Materials**, before the voter is allowed to vote. If assistance is to be provided by someone other than two election judges, the person giving assistance must first read and sign the oath of assistance (which includes written instructions on how to legally assist a voter). This affidavit should then be spindled with the voter's pre-printed application to vote. **See pages 43 - 44 for more information about assisting a voter.**

③ CHECK TO SEE IF THE VOTER WAS ISSUED AN EARLY, GRACE PERIOD OR VOTE BY MAIL BALLOT

The early voter list for your precinct is located in **Pocket #4 of the Judges’ Binder of Election Day Materials** and includes the names of all voters who have voted an early, grace period or vote by mail ballot. The listing designates which type of ballot each voter received. Voters whose names are on the list as voting an EARLY or GRACE PERIOD ballot are prohibited from voting in person on Election Day. However, if a voter whose name is on the list (as an early or grace period voter) insists that he/she did not vote an early or grace period ballot, allow the voter to vote a Provisional Ballot. See pages 38 - 40 for information about Provisional Voting.

A voter who votes by mail may vote in the precinct on Election Day ONLY if he/she does the following: The voter must submit to the election judges the ballot they were mailed, or a portion of such ballot (if it is torn or mutilated), for cancellation. However, if the voter is unable to submit the ballot or a portion of such ballot, the voter must complete the proper affidavit specifying that the voter never received such ballot or the voter completed and returned the mailed ballot and was informed that the election office did not receive that ballot.

To help ensure you do not allow an early, grace period or vote by mail voter to vote at the polling place, please place a yellow “Voted Early” sticker on the pre-printed application for every voter that appears on the early voter list.

IMPORTANT: You will not receive early voted ballots from the County Election Office. All early, grace period and vote by mail ballots will be counted at the county’s central counting location.

④ ANNOUNCE THE VOTER’S NAME, ADDRESS, AND, IF IT IS A PRIMARY ELECTION, THE PARTY AFFILIATION.

The judge at the first position accepts the voter’s signed application, and then announces the voter’s name, address and party affiliation (Primary Election only), in a loud clear voice.

⑤ PASS APPLICATION TO JUDGES CHECKING THE SIGNATURE VERIFICATION RECORD.

The judge at the first position passes the voter’s signed application to the two judges serving as verification judges at the second position.

VERIFICATION JUDGES

**(Two judges, one Democrat and one Republican)
(2nd position at the judges table)**

SEE PAGES 34 - 40 FOR DETAILED INSTRUCTIONS AS TO WHO MAY/MAY NOT VOTE; AFFIDAVITS; CHALLENGING PROCEDURES AND PROVISIONAL VOTING.

① Locate voter’s signature verification record

The two verification judges, one from each political party, locate the voter's scanned signature on the application.

② Compare signatures

The two verification judges carefully compare the voter's signature (handwriting) on the ballot application to the scanned signature below on the verification record. Both signatures must be the same.

③ If required -- ask for identification

Due to election laws, voters who register by mail and do not submit identification are required to show identification at the polling place in the first election in which they participate. PLEASE NOTE: ONLY voters within the above category are required to provide identification.

Identification is ONLY required if it is indicated on the voter's pre-printed application and on the poll list. If these forms state "Identification Required," explain to the voter that because they did not include ID with their mail-in voter registration form, they are required to produce identification at the polling place.

Ask to see one of the following forms of identification from the voter:

1. Copy of current and valid photo identification.
2. Copy of current utility bill or bank statement.
3. Copy of a government check, paycheck or other government document that shows the voter's name and address.

If the voter does not have proper identification, they should be given a provisional ballot. (See pages 38 - 40 for more information.)

④ Initial application

One of the verification judges initials the voter's application. Initial the application **only after** determining that the voter is qualified to vote. **If there are any questions regarding the qualifications of the person applying to vote, refer to "Who May Vote" on page 34, "Voters Requiring Affidavits or Other Documentation" on page 35 and "Challenging a Person's Right to Vote" on page 37.**

Judges should mark the appropriate square on the application, under the voter's scanned signature, if the voter used an affidavit, spoiled their ballot, was assisted in voting, ID was required, or if the voter was issued a Provisional Ballot.

If it is a partisan primary election, the judges should verify that the correct party affiliation has been marked on the application.

⑤ Return application to voter

BALLOT DISTRIBUTION JUDGE

(3rd position at the judges table)

(If the voter is to be issued a Provisional Ballot, see pages 38-40)

The judge at this station will provide each voter a ballot, privacy cover and black ink pen.

The procedure is as follows:

- ① Receive voter's application and make certain that it is initialed by a verification judge. Number the applications consecutively as you process the voters. It is **NOT** necessary to separate the applications by ballot type.
- ② **IMPORTANT:** From the voter's application, find the voter's **BALLOT TYPE NUMBER**. If this is a Primary Election, determine from the voter's application which PARTY ballot the voter is to receive.
- ③ Using the information contained on the voter's application, determine the correct ballot to give the voter. **If you have more than one BALLOT TYPE, be sure to give the voter the CORRECT ballot.** The BALLOT TYPE number on the voter's application **MUST MATCH** the BALLOT TYPE number on the ballot issued to the voter (and Party if applicable).

For **FEDERAL OFFICES ONLY ballots, see page 46 for more information on how to select the proper ballot.*

- ④ If you haven't already done so, spindle the application and any required affidavits. (NOTE: Affidavits for provisional ballots are NOT spindled, but are sealed with the Provisional Ballots. Provisional Ballots are handled separately. The provisional voter's Application is spindled. (See pages 38-40 for information on handling Provisional Ballots.)
- ⑤ Initial a CORRECT unused ballot. (In a Primary Election, the ballots are color-coded.) **DO NOT PRE-INITIAL THE BALLOTS.**
- ⑥ Before giving the ballot to the voter, show the voter how to place the ballot in the privacy cover so that the judge's initials can be seen by the ballot box/tabulator judge without removing the ballot from the cover. Then hand the initialed ballot to the voter with a privacy cover and black ink pen. Do not initial the privacy cover, since it can be reused.
- ⑦ OFFER INSTRUCTION. Some other key items of instruction include:
 - Explaining to the voter to only use the pen you have provided.
 - Tell the voter that smudges and stray marks may interfere with the proper counting of the ballot.
 - Tell the voter that they do not have to vote for every office. If they choose to undervote one or more offices, all other validly cast votes will be counted.
 - Tell the voter not to vote for more candidates than the number indicated for each office on the ballot. Also, **LET THE VOTER KNOW IF THERE ARE CANDIDATES/QUESTIONS ON BOTH SIDES OF THE BALLOT.**

- Tell the voter that if he/she makes a mistake, a stray mark or damages the ballot, he/she can return the ballot to the judges and receive a new ballot. (See SPOILED BALLOTS below)
- Remind the voter to insert the ballot in the privacy cover so that the judge's initials can be seen and show them where the ballot box/tabulator judge is located.
- Explain to the voter after the ballot box/tabulator judge has verified their ballot for initials, they will insert it into the tabulator.

All judges should work together to answer voters' questions and instruct the voters as needed.

How to handle SPOILED BALLOTS

Occasionally, a voter might spoil a ballot. In most instances, a spoiled ballot is one that is returned to the judges by the voter because the voter made a mistake. On very rare occasions a voter's ballot will fail to tabulate, even after repeated attempts. When this happens you should spoil the ballot and allow the voter to vote again. Under no circumstances should a voter be allowed to vote after his/her ballot is successfully tabulated.

If a voter spoils his/her ballot, the voter may return the ballot and receive a new ballot. The word "spoiled" should be written in ink diagonally across the entire face of the returned ballot. The spoiled ballot should be placed in Envelope #2 for spoiled ballots, located in **Pocket #6 of the Judges' Binder of Election Day Materials**. A judge must also mark the "Spoiled Ballot" square on the pre-printed application.

REMEMBER:

**DO NOT ALLOW ANY VOTER TO LEAVE
THE POLLING PLACE WITH A BALLOT**

BALLOT BOX/TABULATOR JUDGE

(Note: Some precincts may share a tabulator and therefore should rotate filling this position)

- ① Make sure no one interferes with the voter and that the voting booths remain clear of campaign literature. If no other voters are waiting to vote, the voter may remain in the booth ten minutes. If other voters are waiting, the voter may remain in the booth for only five minutes.
- ② This judge should be positioned 2-5 feet from the tabulator and should only approach if it beeps or voter asks for assistance. Election Judges should not stand or sit right next to the tabulator as may compromise the secrecy of the ballot. Voters should come to you after marking their ballot, at which time you should ask the

voter if they have finished voting and if applicable, that they remembered to vote both sides of the ballot.

- 3 Before the voter deposits their ballot into the tabulator, the judge must verify the ballot for initials. DO NOT remove the ballot from the privacy cover. If the voter put the ballot in the cover in such a way initials can not be seen, instruct the voter to return to the booth and put the ballot in the cover in the proper manner. A voted ballot that is not initialed must not be deposited. The uninitialed ballot is marked “SPOILED” and a new ballot should be issued.
- 4 Instruct the voter to feed the ballot into the tabulator by allowing it to be pulled from its privacy cover into the entry slot on the tabulator. The privacy covers and pens should be periodically returned to the ballot distribution judge.

IMPORTANT: PROVISIONAL BALLOTS MUST NOT BE TABULATED. See pages 38-40 for instructions on how to process Provisional Ballots.

- 5 Offer the voter an “I Voted” sticker.

BALLOTS RETURNED BY TABULATOR

Occasionally, the tabulator may not accept a ballot. This will happen when the voter has undervoted (not cast a vote for) 1 or more State Constitutional Offices (new in 2010), overvoted an office, left the ballot completely blank or when the tabulator cannot read the ballot. The tabulator will beep and indicate the reason why the ballot was returned and the voter may need assistance from the ballot box/tabulator judge. This should be done in a discreet manner – only the voter needs to know why the ballot was returned and the judge must NOT look at the ballot.

The procedures to follow for a returned ballot depend on what reason is indicated on the tabulator. Following are the most common messages displayed and how to correct the issue.

1 UNDERVOTES

If a voter UNDERVOTES one or more State Constitutional Offices (Governor/Lt. Governor, Attorney General, Secretary of State, Comptroller or Treasurer), the tabulator will beep and display:

TWO RACES HAVE TOO FEW VOTES INCLUDING	
NAME OF FIRST OFFICE UNDERVOTED	
RETURN	COUNT
BALLOT	AS MARKED

If the voter needs assistance, explain to the voter that they have not cast a vote for one or more State Constitutional Offices and if they wish the ballot to be counted this way (explain to the voter all other validly cast votes will be counted), they should press the COUNT AS MARKED button. If the voter did not intend to undervote one or more of these offices, they should press the RETURN BALLOT button, put the ballot back in the privacy cover and return to an available booth and complete voting on any of the undervoted offices.

② OVERVOTES

If a voter OVERVOTES one or more offices on their ballot, the tabulator will beep and display:

TWO RACES HAVE TOO MANY VOTES INCLUDING NAME OF FIRST OFFICE OVERVOTED	
RETURN	COUNT
BALLOT	AS MARKED

If the voter needs assistance, explain to the voter that they have overvoted an office and if they wish the ballot to be counted this way (explain no vote will be cast for the overvoted office), they should press the COUNT AS MARKED button. If the voter did not intend to overvote the office, they should press the RETURN BALLOT button, put ballot back in privacy cover and return to election judge to have the overvoted ballot spoiled and have a new ballot issued. (See page 19 on How to Handle Spoiled Ballots).

③ BLANK BALLOT

If a blank ballot (or a ballot which is unreadable) is detected, the tabulator will beep and display:

NO VOTES DETECTED ON BALLOT	
RETURN	COUNT
BALLOT	AS MARKED

If the voter needs assistance, explain to the voter that no votes were detected on the ballot and determine if that was the voter's intent. If the voter wanted to cast a blank ballot they should press the COUNT AS MARKED button. If the voter did not intend to cast a blank ballot they should press the RETURN BALLOT button. Confirm with the voter that they marked their ballot by filling in the oval. If they marked it in some other manner (check marks/circles), treat the ballot as spoiled, issue the voter a new ballot and instruct the voter on the proper way to mark the ballot. If the voter made no marks on the ballot, instruct the voter to go back to the booth and mark the ballot correctly.

④ ANY OTHER MESSAGE

If at anytime the tabulator displays a message other than those that have been addressed or the tabulator beeps and returns the ballot:

- First have the voter try to reinsert the ballot again.
- Then have the voter turn the ballot over and reinsert into the tabulator
- If this does not work, spoil the ballot and give the voter a new ballot.

If the error continues or the ballot becomes jammed or stuck in the tabulator, contact the Election Office IMMEDIATELY at (217) 753-6740. You may then be instructed to use the EMERGENCY BIN until the problem is resolved.

EMERGENCY BIN INSTRUCTIONS

IF the tabulator stops working, the emergency bin is used. Voting can continue even if the tabulator is not operating. When the tabulator is not operating, ballots are stored in the emergency bin and will be removed at a later time for counting once the tabulator is repaired or replaced.

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1. Notify Election Office that the tabulator is not working. (CALL 753-6740)
2. Unlock and open the Emergency Bin door located just below the front of the tabulator using the green key.
3. Open the internal hinged panel.
4. Close the door and lock it in place.
5. Instruct voters to place their ballots through the bin's slot. Remember that you will **ONLY** use this bin whenever the tabulator is not working.

Step 10 Closing the polls

At 6:30 p.m., one of the election judges shall announce in a clear, loud voice that the polls will close in one-half hour.

At 7:00 p.m., announce that the polling place is closed. All persons in line at that time must be allowed to vote. Anyone arriving after 7:00 p.m. must not be allowed to vote. Be sure to remove the polling place signs and lock the door.

No one is allowed to remain in the polling place without pollwatcher credentials. The election judges and **only** the election judges are to handle the ballots. Pollwatchers are there as observers **ONLY**. All decisions are to be made by the judges and these decisions are final. After the last vote has been cast, allow only the following individuals to remain in the polling place:

- 1) Judges assigned to the polling place.
- 2) Law enforcement officers acting in their official capacity.
- 3) Authorized pollwatchers upon submission of valid credentials.
- 4) Representatives of the election authority.
- 5) Representatives of the State Board of Elections.
- 6) Representatives of the State's Attorney and the Attorney General's Office.

Step 11 Check emergency bin

Open the emergency bin, using the green ballot box key. If there are ballots in the bin, insert the ballots into the tabulator.

Step 12 Count and record number of spoiled ballots

1. **COUNT** the number of spoiled ballots that are in Envelope #2, "SPOILED AND NOT VOTED BALLOTS."
2. **RECORD** the number of spoiled ballots on Envelope #2, "SPOILED AND NOT VOTED BALLOTS." This envelope is to be sealed and each judge is to sign their name across the sealed flap in such a way that if the flap is opened, the signatures will be disturbed. **RECORD** the number of spoiled ballot cards on the "Certificate of Ballots" form.

Step 13 Record the number of applications to vote

Determine the number of applications to vote that are on the spindle and record the total on the “Certificate of Ballots.”

Step 14 Record number of provisional ballots on “Certificate of Ballots” form

The Provisional Ballots are sealed and delivered separately to the County Building. Count the number of Provisional Ballots received and record this number on the “Certificate of Ballots” form.

Step 15 Open the ballot box, count ballots and record the number (separate by precinct if applicable)

Unlock the Ballot Compartment side door with the green key to open the ballot box and access the voted ballots. All judges (or all judges from each precinct if two or more precincts used the same ballot box) and pollwatchers shall witness the unlocking of the ballot box. All the ballots should be removed. Be sure to look inside the ballot box to make sure no ballots are stuck somewhere in the box.

If two or more precincts used the same ballot box, the first step is to separate the ballots for each precinct.

Count the number of ballots. The number of ballots cast (regular plus provisional) should be the same as the last number on your pre-printed application spindle. If the numbers are not the same, count the ballots again and make sure the spindled pre-printed applications have been numbered correctly. Record the Number of Ballots Tabulated on the “Certificate of Ballots” found in the “Cardboard Ballot Return Box.”

If there are more ballots than applications, place all the ballots in the ballot box and mix. A blindfolded judge draws the excess ballots out of the box. Each excess ballot is marked “Excess – Not Counted” and is signed by the judges. Place the excess ballots in Envelope #3 “Defective and Excess Ballot Cards,” located in **Pocket #7 of the Judges’ Binder of Election Day Materials**. Write the number of excess ballots on the outside of the envelope and enter this number on the “Certificate of Ballots.”

YOU MUST ALSO CONTACT THE ELECTION OFFICE AT (217) 753-6740 FOR FURTHER INSTRUCTION ON RE-TABULATION

Step 16 Defective ballots

1. NO JUDGE’S INITIALS – IDENTIFYING MARKS

Check each ballot to make sure it has the judge’s initials and NO identifying marks. An identifying mark is one which could distinguish a ballot from the other ballots

and identify the person who voted the ballot. Unintentional stray marks and smudges should not be considered identifying marks.

VALID MARKS

A valid mark is one which simply fills in a pre-printed oval on the ballot. Voting instructions should be provided by the judges to the voter on the proper way to mark a ballot.

For any ballot that does not register a vote for one or more ballot positions on the ballot, the following shall constitute a vote on the ballot sheet.

- The area for casting a vote for a particular ballot position on the ballot is fully darkened or shaded in.
- The area for casting a vote for a particular ballot position on the ballot is partially darkened or shaded in,
- The area for casting a vote for a particular ballot position on the ballot sheet contains a dot or “.”, a check “√” a plus “+”, or an “x”
- The area for casting a vote for a particular ballot position on the ballot contains some other type of mark that indicates the clear intent of the voter, such as circling a candidate’s name.

IDENTIFYING MARKS

1. Any mark placed anywhere on the ballot which serves to identify it from other ballots or furnishes a means of evasion of the law relative to secrecy, is an “identifying mark.” After removing the ballots from the ballot box and separating them according to ballot type, check each ballot for marks anywhere on the ballot that could be recognized as identifying marks. If a majority of the judges feel that a ballot has an identifying mark, the ballot must not be counted. Also, if a ballot is marked with an “X,” a check mark, a letter, a number, a symbol, or any other mark outside the designated area, which could be recognized as an identifying mark, the ballot is not counted. These ballots must be replaced with blank ballots. **Contact the Election Office at (217) 753-6740 on re-tabulation.**
2. If a judge’s initials are missing from the ballot or if the sheet has identifying marks, mark the ballot “Defective – No Initials – Not Counted” or “Defective – Identifying Marks – Not Counted.” Initial the ballot and place it in Envelope #3 “Defective and Excess Ballot Cards,” located in **Pocket #7 of the Judges’ Binder of Election Day Materials.** Write the number of defective ballots on the outside of the envelope and enter this number on the “Certificate of Ballots” form. **Replace any “defective” ballot with an initialed blank ballot of the same ballot type and number each blank ballot and corresponding defective ballot with the same number beginning with the number 1.**
3. RE-TABULATE, if necessary. In the unlikely event that any of the ballots are declared defective, the ballots must be retabulated. This will require clearing the memory card and re-tabulating the ballots. **CONTACT THE ELECTION OFFICE at (217) 753-6740 for further instruction.**

Step 17 Printing election results

BEFORE PRINTING RESULTS MAKE SURE YOU HAVE TABULATED ANY BALLOTS THAT WERE IN THE EMERGENCY BIN IF IT WAS USED

- ❶ Open the Key Access Panel, insert the YELLOW KEY, and turn it to the **OPEN/CLOSE POLL** position.
- ❷ Press **CLOSE POLLS** to officially close the polls. The tabulator will print two (2) sets of election results for each precinct that used the tabulator (if applicable). The precinct totals will be printed by precinct on the printed results tape.
- ❸ Carefully separate the precinct total copies. All judges should then sign all copies of the election results tape for their precinct.

NOTE: The Total Ballots on the election results tape (ballots tabulated) should equal the number of valid ballots that were hand counted and were recorded on Line 12 of the “Certificate of Ballots” form and the number of applications on the spindle (excluding applications for provisional voters).

❹ **Distribute the 2 copies of the results tape as follows:**

Copy 1 - Return in the Cardboard Ballot Return Box with the voted ballots.

Copy 2 - Return in the MEMORY CARD BAG (which will then be put in the Election Night Return Envelope). Note: There is only 1 Memory Card Bag per Polling Place (not per precinct).

If your precinct shared a tabulator with other precincts, the precinct that was delivered the Key Pouch is responsible for returning the MEMORY CARD BAG (containing result tapes from ALL the precincts that shared the tabulator) IN THEIR ELECTION NIGHT RETURN ENVELOPE.

Note: If pollwatchers request a copy of the results – additional copies may be printed at this time.

Step 18 Process write-in votes

If your ELECTION RESULTS TAPE reflected write-in votes, you will need to follow the instructions below to process write-ins. IF NO WRITE-IN VOTES were cast, skip to the next step.

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- ① Check each ballot for write-in votes. **The judges must carefully look at each ballot to determine if there are write-in votes on the ballot.** Set any ballots that have write-in votes aside.

EXAMPLE OF WRITE-IN VOTE:

 John Doe
Write-in

- ② In order for a write-in to be valid an “Intent to be a Write-In Candidate” form must be filed by the write-in candidate. A list of persons who filed such intent form will be found in **Pocket #4 of the Judges’ Binder of Election Day Materials**, if any have been filed for your precinct.

If there are no write-in candidates filed for your precinct, then there will be no need to check for write-in votes. (Caution: Before deciding not to check for any write-in votes, you will want to make absolutely certain that there is no listing of write-in candidates in your binder.)

③ SPELLING

In determining the validity of a write-in vote, the spelling of the candidate’s name need not be exact as long as the intent of the voter can be determined. There should be some relationship between the appearance or the sound of the write-in name entered and that of the candidate’s actual name. In the event of a misspelled name, a majority of the judges must agree as to the intent of the voter and whether or not the write-in vote is to be counted.

- ④ Go through the write-in ballots and record all VALID write-in votes on the Write-in Tally Sheet. The Write-in Tally Sheet can be found in **Pocket #8 of the Judges’ Binder of Election Day Materials**. Simply follow the instructions on the tally sheet for recording the write-in votes.
- ⑤ After completing the tallying of all valid write-in votes, all judges must sign the tally sheet. If no valid write-in votes are tallied, write “NONE” across the tally sheet and be sure to sign it.
- ⑥ Place the white copy of the Write-in Tally Sheet in the Election Night Return Envelope, found in **Pocket #10 of the Judges’ Binder of Election Day Materials**, and the yellow copy in the cardboard ballot return box to be hand carried into the County Building by two election judges.

Step 19 Complete the “Certificate of Ballots” form

LOCATE THE “CERTIFICATE OF BALLOTS” FORM You may have already completed some of the form. Now is the time to make certain that all items are completed.

1. Line 1 should already have the number of blank ballots received (This should have already been recorded on the form before you opened the polls)
2. Record the number of vote by mail ballots returned by voters, if any, on line 2.
3. Add lines 1 and 2 and record the total ballots received on line 3.
4. Record the number of “Spoiled Ballots” (if any) on line 4 (From Envelope #2)
5. Record the number of signed voter applications (from the spindle) on line 5.
6. Record the number of Provisional Ballots on line 6 (The provisional ballots will be processed in the County election office)
7. Record the number of Excess Ballots on line 7 (From Envelope #3)
8. Record the number of Defective Ballots on line 8 (From Envelope #3)
9. Record the number of Duplicated Ballots on line 9 (From Envelope #5)
10. Record the number of Unused Ballots on line 10 (#4 Bag)
11. Record the number of valid Write-in Votes cast on line 11 (From Write-in Tally Sheet)
12. Record the number of Ballots Tabulated (hand count) on line 12.

Complete the rest of the “Certificate of Ballots” form and all election judges MUST sign the form upon completion. The top (white) copy will be returned in the Election Night Return Envelope and the bottom (pink) copy will be returned in the Cardboard Ballot Return Box.

(See following page for sample Certificate of Ballots form)

CERTIFICATE OF BALLOTS

Top (white) copy to be returned in Election Night Return Envelope
Bottom (pink) copy to be returned in Cardboard Ballot Return Box

Township _____ Precinct _____

- 1. Number of official Blank Ballot Cards Received _____
- 2. Number of Vote by Mail Ballots Returned by voters
(Returned by voters during voting hours for a new ballot) _____
- 3. TOTAL Number of Ballots Received (Add lines 1 & 2) _____
- 4. Number of SPOILED Ballots - Envelope #2
(Returned by voters during voting hours for a new ballot) _____
- 5. Number of signed APPLICATIONS to Vote
(From the applications spindle) _____
- 6. Number of PROVISIONAL BALLOTS
(Sealed separately – to be counted at County election office) _____
- 7. EXCESS Ballots - Envelope #3
(If there are more ballots than applications) _____
- 8. Number of DEFECTIVE Ballots - Envelope #3
(Ballots with identifying marks or no judge’s initials) _____
- 9. Number of DUPLICATED Ballots - Envelope #5
(Ballots that were DAMAGED and needed to be duplicated) _____
- 10. Number of UNUSED Ballots - Envelope #4 (white bag)
(Blank ballots not voted on) _____
- 11. Total number of **valid** WRITE-IN VOTES Cast _____
- 12. Number **BALLOTS TABULATED** – Must be hand counted _____
(Ballots and pink copy of this form are to be returned in cardboard ballot return box)

We, the undersigned, certify that we served as Judges of Election at the _____ Election held on the _____ day of _____ in _____ Township, Precinct No. _____, County of Sangamon, Illinois; the polls were open at 6:00 a.m. and closed at 7:00 p.m.; and the above is a true and correct accounting of the ballots.

Election Judge _____

Election Judge _____

Election Judge _____

Election Judge _____

Election Judge _____

Step 20 Close tabulator and remove memory card

After all the required copies of results have been printed, follow these instructions to close the tabulator and remove the MEMORY CARD. For precincts that share a tabulator, one precinct will be assigned to return the MEMORY CARD. This will be the same precinct that had the Key Pouch delivered in the Judges' Binder.

- ❶ Turn the key in the ballot tabulator to the OFF position.
- ❷ REMOVE THE KEY and close the ACCESS PANEL TO KEY.
- ❸ Using the GREEN KEY, unlock the ACCESS FLAP TO MEMORY CARD (top front panel on the ballot box).
- ❹ Lower the flap and break the seal on the MEMORY CARD COMPARTMENT (small left compartment).
- ❺ Open the MEMORY CARD COMPARTMENT and push the eject button next to the MEMORY CARD and remove.
- ❻ PLACE THE MEMORY CARD AND BROKEN SEAL IN THE MEMORY CARD BAG WITH ONE COPY OF RESULTS FOR ALL PRECINCTS THAT USED THE TABULATOR. THE MEMORY CARD BAG SHOULD THEN BE RETURNED IN THE ELECTION NIGHT RETURN ENVELOPE. Refer to Step 17- Printing Election Results for more information on returning the election results tape.
- ❼ Place the security lid over the tabulator so the "LIFT UP" label is in the front of the tabulator.
- ❽ Close and lock ACCESS FLAP TO MEMORY CARD (top front panel on the ballot box).

Step 21 Closing the Automark

- ❶ Insert the BLUE KEY into the AutoMARK keyhole and turn to the OFF position. Remove the key and return to the KEY POUCH in the Judges' Binder.
- ❷ Lift under the front of the ballot feed tray and fold it inwards.
- ❸ Open the lid and fold the Touch Screen Monitor back into the recessed area.
- ❹ Lower the lid over the Touch Screen Monitor.
- ❺ Lower the lid flap over the ballot feed tray.
- ❻ Move the lid latches inwards to secure the lid.
- ❼ Unplug the power cord from the wall outlet.
- ❽ Make sure keys have been placed back in the Key Pouch in your Judges' Binder.

Step 22 Preparing supplies for return

Envelope #1 – Signed Judge’s Oath/Judge’s Expense Sheet (reverse side of Judge’s Oath)
Certificate of Inspection Zero Report Tape Pollwatcher Credentials
Voter Correction Sheet/Deceased Voter List (reverse side of Voter Correction)

ENVELOPE #1 IS TO BE HAND CARRIED TO BALLOT CHECK-IN STATION IN COUNTY BUILDING.

Envelope #2 - Spoiled Ballots (returned by voters during voting hours for new ballot)

ENVELOPE #2 IS TO BE PUT IN CARDBOARD BALLOT RETURN BOX AND HAND CARRIED TO THE BALLOT CHECK-IN STATION INSIDE COUNTY BUILDING.

Envelope #3 - Defective Ballots
Excess Ballots

ENVELOPE #3 IS TO BE PUT IN THE CARDBOARD BALLOT RETURN BOX AND HAND CARRIED TO THE BALLOT CHECK-IN STATION INSIDE COUNTY BUILDING.

#4 Bag – (plastic bag) Unused Ballots

#4 BAG CAN BE PLACED INSIDE THE GRAY SUPPLY CASE (IF ROOM) OR JUST IN YOUR VEHICLE. IT WILL BE UNLOADED BY ELECTION STAFF AT THE ADAMS STREET DROP-OFF POINT.

Envelope #5 - Damaged Ballot Cards (Duplicated Ballot Cards)

ENVELOPE #5 IS TO BE PUT IN THE CARDBOARD BALLOT RETURN BOX TO BE HAND CARRIED TO THE BALLOT CHECK-IN STATION IN COUNTY BUILDING.

Envelope #6 - Used and Unused Pre-Printed Applications (and any extra spindles)

ENVELOPE #6 IS TO BE HAND CARRIED TO THE BALLOT CHECK-IN STATION INSIDE COUNTY BUILDING.

PROVISIONAL BALLOTS CARRIER POUCH– includes voted provisional ballots sealed separately. THIS ENVELOPE IS TO BE HAND CARRIED TO THE BALLOT CHECK-IN STATION INSIDE THE COUNTY BUILDING.

(PLEASE ALSO REFER TO RETURNING SUPPLIES SUMMARY IN POCKET #10 OF YOUR JUDGES’ BINDER)

ELECTION NIGHT RETURN ENVELOPE (neon green envelope)

(See STEPS 17 AND 20 for more detailed information)

Items that **MUST** be included in the **ELECTION NIGHT RETURN ENVELOPE** include:

1. MEMORY CARD BAG (which contains MEMORY CARD, Seal from Memory Card Compartment and Signed Election Results from ALL precincts that shared the tabulator). There is only 1 Memory Card Bag per Polling Place (not per precinct).

Note: If your precinct shared a tabulator with other precincts, the precinct that was delivered the Key Pouch is responsible for returning the MEMORY CARD BAG (containing signed result tapes from ALL the precincts that shared the tabulator) IN THEIR ELECTION NIGHT RETURN ENVELOPE. BE SURE TO RETURN KEYS IN THE KEY POUCH IN YOUR BINDER.

2. Certificate of Ballots (top white copy)
3. Write-in Tally Sheet (top white copy)

ELECTION NIGHT RETURN ENVELOPE TO BE HAND CARRIED SEPARATELY TO THE BALLOT CHECK-IN STATION INSIDE COUNTY BUILDING

(Do NOT put the Election Night Return Envelope inside the Cardboard Box)

CARDBOARD BALLOT RETURN BOX must include the following material:

- ① Voted ballots with write-ins on top
- ② 1 Signed Copy of Election Results Tape
- ③ **PINK copy** of “Certificate of Ballots” form
- ④ **YELLOW copy** of “Write-in Tally Sheet”
- ⑤ Envelopes #2, 3, & 5

When all items are in the ballot return box, the judges must sign the ballot box return seal and affix it firmly to the cardboard ballot return box.

THE CARDBOARD BALLOT RETURN BOX IS TO BE HAND CARRIED TO THE BALLOT CHECK-IN STATION INSIDE THE COUNTY BUILDING.

THE FOLLOWING MATERIAL IS TO BE HAND CARRIED SEPARATELY TO THE BALLOT CHECK-IN STATION IN THE COUNTY BUILDING

- ① Election night return envelope (neon green envelope)**
- ② Envelope #1**
- ③ Envelope #6**
- ④ Provisional ballots carrier pouch**
- ⑤ Cardboard ballot return box**

The following material will be returned to the Adams Street Entrance where election office personnel will be waiting on the street to unload your vehicle

GRAY SUPPLY CASE - Includes the Judges' Binder of Election Day Materials, Privacy Covers, Supply Baggie, Polling Place Signage, # 4 bag containing unused ballots (if room) and any other miscellaneous supplies that can fit inside.

IMPORTANT:

Do NOT pack up the Tabulator, AutoMARK or Voting Booths. These items will be packed and picked up later. Also, do not remove the voting instruction signs that are in the Voting Booths. Leave the instruction signs in place.

IT IS VERY IMPORTANT THAT THE MATERIALS ARE RETURNED AS INSTRUCTED IN THIS MANUAL.

Be sure the keys have been returned to the key pouch in your Judges' Binder and the memory card has been removed and returned in the Memory Card Bag.

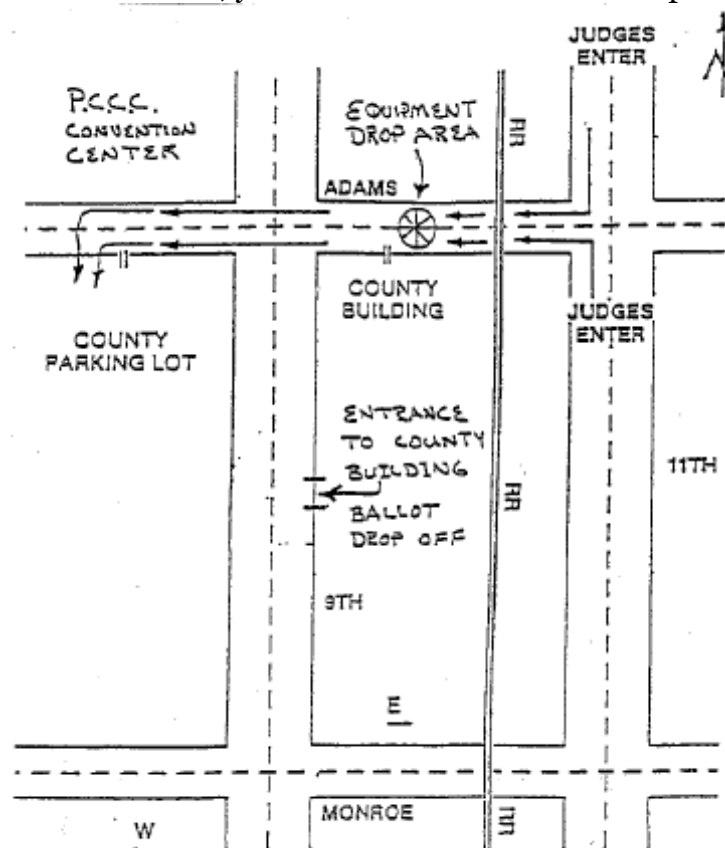
IF YOU HAVE ANY QUESTIONS WHEN PREPARING YOUR SUPPLIES CALL THE ELECTION OFFICE AT (217) 753-6740

DO NOT THROW ANYTHING AWAY!!

Step 23 Returning to county building

IMPORTANT INSTRUCTIONS FOR DELIVERY OF SUPPLIES AND BALLOTS TO THE COUNTY BUILDING AFTER THE POLLS CLOSE

- ① Drop off the GRAY SUPPLY CASE with miscellaneous supplies enclosed on the **North** side of the County Building on **Adams Street**. Westbound traffic only on Adams will be permitted election night - use **11th Street** to gain access. Workers will be at the curb to assist with the delivery. **DO NOT DROP OFF BALLOTS, MEMORY CARD OR PRINTED ELECTION RESULTS TAPE HERE.**
- ② After delivery of the gray supply case, continue to drive **West** on **Adams** across **9th Street** to the county parking lot. Park your vehicle and deliver the **Cardboard Ballot Return Box** containing voted ballots and other required items as listed on page 31. Hand deliver separately the ELECTION NIGHT RETURN ENVELOPE, Envelope #1, Envelope #6, and the PROVISIONAL BALLOTS CARRIER POUCH to the **9th Street** entrance of the County Building.
- ③ Upon entrance you will be greeted by a member of the election office staff and directed to the area where your ballots and corresponding paperwork will be checked in. If all is in order, you will be free to leave at this point.



WHO MAY VOTE

There should be a pre-printed application containing the voter's signature for every voter in the precinct. **If the application is present and the person currently resides at the address on the application, the person is considered qualified to vote.**

If the **voter application is NOT present**, there is a problem with the status of the person's voter registration. More than likely they have moved, are currently inactive or have never been registered before.

NOTE (New and Very Important): Illinois Election law now allows for in-polling place registration on Election Day in order to correct registration problems or fully register new voters. See page 45 for more information on Election Day Registration.

If you have no application for a voter; the voter resides at a different address; the voter has had a name change and moved to a different precinct or the voter is in the inactive application booklet (blue) and has moved, they should be directed to the Election Day Registration table in the polling place.

Note: if the voter has had a name change and is still in the same precinct or if the voter is in the inactive application booklet (blue) and still resides at the same address, they can vote after completing the proper affidavit (Orange – C3 form). Election judges should not hesitate to call the County Election Office, (217) 753-6740, if unsure as to whether someone is qualified to vote. The office will assist you in making a decision.

WHO MAY NOT VOTE

(With Certain Exceptions)

The following individuals may NOT vote at the polling place, except as noted:

- ① Individuals who are not registered and not willing or unable to provide valid forms of identification to fully register to vote on Election Day in the polling place. (Exceptions: Nonregistered Military Personnel, Nonregistered Veterans separated within 60 days of election.)
- ② Individuals who have moved more than 30 days OUTSIDE of Sangamon County and did not transfer their registration to their new county of residence.
- ③ Individuals who moved within Sangamon County more than 30 days prior to the election and did not transfer their registration to the new address. In addition, they are not willing or unable to provide valid forms of identification to change their registration in the polling place on Election Day.

NOTE: Voters in this category ARE still eligible to vote for Federal Offices Only in their old precinct. See page 46 for more information.

- ④ Individuals who have moved within **the precinct** more than 27 days prior to the election and have not transferred their registration. In addition, they are not willing or unable to provide valid forms of identification to change their registration in the polling place on Election Day.

NOTE: Voters in this category ARE still eligible to vote for Federal Offices Only in their old precinct. See page 46 for more information.

- ⑤ Individuals who have changed their name more than 27 days prior to the election and moved outside the precinct, and did not re-register. In addition, they are not willing or unable to provide valid forms of identification to change their registration to the correct name in the polling place on Election Day.

Note: Voters who change their name but still live in the same precinct can vote after completing the proper affidavit.

- ⑥ Non-registered veterans discharged from active duty more than 60 days before the election and not willing or unable to provide valid forms of identification to fully register to vote on Election Day in the polling place.
- ⑦ A voter whose name appears on the list as having been issued an early, grace period or vote by mail ballot shall not be permitted to vote in the precinct.

NOTE: If the voter claims not to have voted, they may vote Provisionally, see pages 38 - 40)

VOTERS REQUIRING AFFIDAVITS OR OTHER DOCUMENTATION

(Please refer to the BALLOT ENTITLEMENT CHART on the back cover for more specific date information or in Pocket #5 of the Judges' Binder of Election Day Materials)

Affidavit: a sworn statement made in writing before an election judge. Under certain circumstances, a person may be required to sign one or more affidavits in addition to his application for ballot before being permitted to vote. All affidavits and supporting affidavits are spindled with the voters' application EXCEPT for the Provisional Voter Affidavit, which is sealed separately with the provisional ballot.

Supporting Affidavits: The necessary supporting affidavits are usually found at the bottom or on the reverse side of the affidavit being used. On a supporting affidavit, the supporting witness swears that he/she is a registered and qualified voter of the precinct in which the challenged voter is attempting to vote, that he/she personally knows the challenged voter and that the challenged voter meets the legal requirements of voting and is entitled to vote. The challenged voter may provide two forms of identification showing the address of his/her current residence in lieu of a supporting affidavit.

The following individuals may vote ONLY after completing the appropriate affidavit:

NOTE: Although the following affidavits are acceptable for use, please be reminded that most of the following scenarios can be corrected through in-polling place registration on Election Day. If you are unsure whether someone is qualified to vote or which affidavit to use, please contact the Election Office at (217) 753-6740.

VOTER MOVED WITHIN THE PRECINCT

If a registered voter moved within the precinct within 27 days prior to the election, he/she may vote after completing the appropriate affidavit (C-3) which must be accompanied by a supporting affidavit. The C-3 affidavit is located in **Pocket #5 of the Judges' Binder of Election Day Materials**.

VOTER MOVED OUTSIDE THE PRECINCT

If a registered voter moved within 30 days preceding the election to a residence outside the precinct (but within the State of Illinois), he/she may vote a full ballot after completing the appropriate affidavit (C-4A) which must be accompanied by a supporting affidavit. This person may vote only in person and only at the precinct where he/she was previously registered. The C-4A affidavit is located in **Pocket #5 of the Judges' Binder of Election Day Materials**.

NAME CHANGE

A person who has a name change (occurring anytime) and still **resides in the same precinct** may vote after completing the appropriate affidavit (C-3), accompanied by a supporting affidavit, at the polling place on Election Day. The affidavit will then be used to register the person under their new name after the election. The C-3 affidavit is located in **Pocket #5 of the Judges' Binder of Election Day Materials**.

NAME ON PRECINCT LIST OF REGISTERED VOTERS

A person whose name is on the poll sheet but does not have a pre-printed application may vote after completing the appropriate affidavit (C-3) which must be accompanied by a supporting affidavit. The C-3 affidavit is located in **Pocket #5 of the Judges' Binder of Election Day Materials**.

NON-REGISTERED MILITARY PERSONNEL

Non-registered military personnel who have maintained a legal residence in the precinct for at least 30 days may vote after completing the appropriate affidavit (C-2) which must be accompanied by a supporting affidavit. This category does not include spouses and dependents of military personnel. Spouses and dependents must be registered in order to vote in person. The C-2 affidavit is located in **Pocket #5 of the Judges' Binder of Election Day Materials**.

NON-REGISTERED VETERANS SEPARATED WITHIN 60 DAYS OF ELECTION

Non-registered veterans who have left active military service within 60 days of the election may vote after completing the appropriate affidavit (C-2) and providing satisfactory evidence of discharge. This affidavit must be accompanied by a supporting affidavit. This category does not include spouses or dependents. Spouses and dependents must be registered in order to vote in person. The C-2 affidavit is located in **Pocket #5 of the Judges' Binder of Election Day Materials**.

CHALLENGED VOTER

A challenged voter is a person whose right to vote is challenged on a specific qualification. If the judges overrule the challenge, the voter is allowed to vote as though there was no challenge issued. If the judges uphold the challenge, the voter **MUST** be notified that he or she may be entitled to vote a provisional ballot. (See pages 38-40)

NO RECORD OF REGISTRATION IN THE POLLING PLACE

A person for whom the election judges have no record of registration in the polling place (i.e., there is no pre-printed application and the person's name is not listed on the poll list of registered voters) should be directed to the ***Election Day Registration table***. ***After completing a registration form, they will then be entitled to vote. See page 45 for more information on Election Day Registration***

VOTER MOVED MORE THAN 30 DAYS BEFORE THE ELECTION

If a voter has changed their residence to an address within Sangamon County more than 30 days before the election, but is still registered to vote from their former address, the voter may vote a ballot for Federal Offices Only in the precinct of their former residence. The voter completes an Address Correction for Fail-Safe Voter (C-6) form. Place this form on the spindle behind the voter's application. The C-6 form is located in **Pocket #5 of the Judges' Binder of Election Day Materials**. Please see page 46 for more information on Federal Offices Only Ballot. **Note: Voter should first be given the option to register and vote in the polling place on Election Day. See ELECTION DAY REGISTRATION AND VOTING on page 45.**

CHANGE OF ADDRESS DUE TO 9-1-1 SYSTEM

If a voter's address has changed due to the implementation of a 9-1-1 emergency system, the voter may vote after completing a Challenged Voter Affidavit (C-3) . The C-3 affidavit is located in **Pocket #5 of the Judges' Binder of Election Day Materials**.

VOTER REQUESTING TO REVOKE OR VOTE BY MAIL BALLOT

If a voter wishes to cancel or revoke their vote by mail ballot, but does not have that ballot to turn in to the judges, they can complete the appropriate affidavit (C-3) , located in **Pocket #5 of the Judges' Binder of Election Day Materials**, specifying that they never received such ballot, or it was not received by the Election Office. They would then be eligible to vote in the polling place. If the voter turns in the mailed ballot, or a portion of any damaged ballot, the voter does not need to complete an affidavit.

CHALLENGING A PERSON'S RIGHT TO VOTE**WHO MAY CHALLENGE**

An election judge is obligated to challenge a person's right to vote if the judge believes that person is not a qualified voter. A pollwatcher or any legal voter may also issue a challenge.

REASONS FOR CHALLENGE

The challenger must state a specific reason for challenging a person's right to vote. Some reasons for challenging include:

1. The voter no longer resides at the given address.
2. The person attempting to vote is not the same person as registered.
3. The voter has already voted.
4. There is no record that the person is registered.

DECIDING A CHALLENGE

The judges act as a board in deciding a challenge. A majority of the judges determine whether to sustain or overrule a challenge. If a majority of the judges sustain the challenge (agree with the challenger), the voter must be notified of their right to cast a provisional ballot. If a majority of the judges overrule the challenge (do not agree with the challenger), the voter is permitted to vote as though a challenge has not been issued. See pages 38 – 40 for additional information on provisional voting.

**IT IS BEST TO CALL THE
ELECTION OFFICE (217) 753-6740
IF YOU ARE UNSURE IF A VOTER IS
ELIGIBLE TO VOTE OR IF YOU ARE
UNSURE WHAT AFFIDAVIT SHOULD BE
COMPLETED**

PROVISIONAL VOTING

A Provisional Ballot is a voter’s ballot that **IS NOT PUT INTO THE TABULATOR**, but is sealed in a separate container. Due to several reasons as explained below, the eligibility of a voter given a provisional ballot is in question. Therefore, these ballots will be sealed individually and separated from the ballots placed in the ballot box.

After the election, the Election Authority will investigate each provisional ballot cast and determine if it should be counted. The provisional voter will be given instruction on how to determine if their ballot was counted. As stated in more detail below, the provisional voter will also be required to complete a “Provisional Voter Affidavit,” which will be used as a voter registration form following the election.

WHO MAY VOTE A PROVISIONAL BALLOT

A person who claims to be a legally qualified registered voter in the precinct in which he/she seeks to vote, is entitled to cast a Provisional Ballot under one of the following seven circumstances.

- ❶ The person’s name does not appear on the official list of eligible voters for the precinct in which the person seeks to vote and the person has refused an opportunity to register at the polling place or Election Office.
- ❷ The person’s voting status has been challenged by an election judge, a pollwatcher, or any legal voter and that challenge has been sustained by a majority of the election judges.
- ❸ The voter did not provide identification when he/she registered and cannot provide identification on Election Day. (See page 17 for more information)

- ④ A Federal or State court order extends the time for closing the polls beyond the time period established by state law and the person votes during the extended time period.
- ⑤ The person's name appears on the list of voters who voted during the early voting period, but voter claims not to have voted during the early voting period.
- ⑥ The person received a vote by mail ballot but did not return the ballot to the election authority.
- ⑦ The voter attempted to register to vote on Election Day, but failed to provide the necessary documentation.

PROCEDURES FOR CASTING A PROVISIONAL BALLOT

An Election Judge shall notify a person that he/she is entitled to vote a Provisional Ballot in the following manner:

- ① The person shall be provided an "Application to Vote*," a Provisional Voter Affidavit (yellow copy - which includes instructions), a Provisional Ballot Envelope, a ballot and a privacy sleeve. The provisional voter's application is numbered and should be put on the spindle and the "Provisional" box should be marked.

***Note:** If there is no pre-printed application for the provisional voter (in the active or inactive booklets), complete a blank application found at the end of the application booklet. If a person's residence address is outside the precinct boundaries, the election judge shall direct the voter to the Election Day Registration table in order to locate the polling place assigned to serve that address, and instruct the person to go to the proper polling place to vote.

- ② The Election Judge will sign the affidavit and check a box on the affidavit that states which of the seven reasons why the person was given a Provisional Ballot. The original affidavit will be placed in the clear plastic packing "Provisional Ballot Envelope," and a copy of the affidavit is to be given to the voter.
- ③ The Election Judge must accept and place in the clear packing area of the provisional ballot envelope any information (provided by the person who casts a Provisional Ballot) that the person believes supports his or her claim that he or she is a duly registered voter and qualified to vote in the election. Additionally, the voter has seven calendar days after the election to supply the Election Authority with any additional information that may prove they are qualified. (This is stated in the instructions given to the provisional voter.)
- ④ The voter will be issued an initialed ballot card in a privacy sleeve and vote in the same manner as other voters.

THE VOTED PROVISIONAL BALLOT IS NOT INSERTED INTO THE TABULATOR AND IS NOT DEPOSITED INTO THE BALLOT BOX. THE PROVISIONAL BALLOT IS SEALED IN THE PROVISIONAL BALLOT ENVELOPE BY THE VOTER.

- ⑤ All sealed Provisional Ballot Envelopes are kept in the Provisional Ballots Carrier Pouch. *NOTE: All Provisional Ballots cast after 7:00 p.m. by court order shall be kept separate from other provisional ballots.*

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- ⑥ The written instructions provided to the voter (yellow copy of Provisional Affidavit) state how, after the election, the voter may determine if his/her ballot was counted, or if the Provisional Ballot was not counted, the reason that it was not counted.
- ⑦ Upon the closing of the polls, the Provisional Ballots Carrier Pouch containing the sealed provisional ballot envelopes (and corresponding affidavits) **MUST** be returned in hand to the Election Office at the end of the night.

VOTING WITH THE AUTOMARK

Election Judges need to understand how the voting process works using the AutoMARK so they may answer questions. The election judge should **NOT** be involved in the voting process.

Interacting with the AutoMARK

There are two ways to interact with the AutoMARK:

1. Directly on the Touch Screen
2. The Keypad – includes Braille

NOTE: Headphones are located in the small black plastic case.

VOTING USING THE TOUCH SCREEN

- ① Using a ballot from the current election, the voter will insert an unmarked ballot into the ballot feed tray. The ballot may be inserted in any orientation.
- ② The voter may use the following buttons at the bottom of the screen to access display options and navigate the ballot:

ZOOM IN/OUT – this button will change the size of the display font between the normal font and a large size font to meet the individual voter's need. In any instance where the contest extends off the screen, a **MORE** navigation bar will be displayed allowing the voter to scroll up and down to see the entire content of the contest

EXIT RETURN BALLOT – this button will return the voter's ballot unmarked.

HIGH CONTRAST – this button will change the display between the normal full color view and a high contrast Black & White view (white text on a black background)

NEXT and **BACK** – these buttons are used to proceed to the **NEXT** contest and to **BACK** to the previous contest.

- ③ Press **NEXT** to proceed and vote the ballot using the touch screen.
- ④ Select a candidate or contest choice by touching the oval/arrow or anywhere on the line. The selection will be highlighted in yellow, and the oval/arrow will be filled in.
- ⑤ In a "Vote for ONE" contest, if the voter wished to change their selection, simply touch the new choice. The previous selection will be de-selected and the new selection will be highlighted with the oval/arrow filled.
- ⑥ When the voter has completed making their selections in each contest the Summary of Selections screen is displayed for review. Any Under-Voted contests will be displayed in **RED**. If the voter wishes to re-visit a contest to change a selection, touch the contest on the review screen and that contest will be displayed. After making any changes, press

the **NEXT** button and the voter will be returned to the Summary screen.

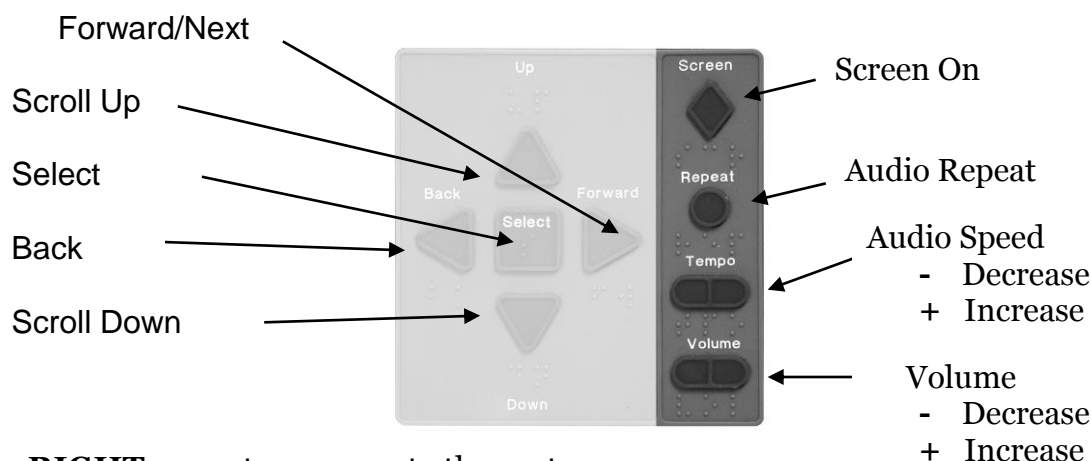
- ⑦ When the voter is done reviewing the selections, press the **NEXT** button to continue.
- ⑧ If the voter is ready to have the ballot marked, press the **MARK BALLOT** button. The ballot will be marked and returned to the voter.
- ⑨ The voter will remove the marked ballot and insert into the ballot box/tabulator for tabulation.

TO WRITE-IN A CANDIDATE USING THE TOUCH SCREEN

- ① On the Contest Screen, select Write-in
- ② On the Write-In Screen, enter the name of the person for the write-in using the keyboard.
- ③ Confirm the write-in text on the top of the screen.
- ④ In a “multiple vote for” contest, once the voter has selected the maximum number of choices and attempts to select an additional choice, a message will be displayed indicating that they have over voted. If the voter wishes to change a selection, they must first de-select a previous choice and then they may make a new selection.

VOTING USING THE KEYPAD

KEYPAD CONTROLS



Use the **RIGHT** arrow to progress to the next screen.

Use the **LEFT** arrow to go back a screen.

Use the **DOWN** arrow to move through your candidate and question selections. For the touch screen, if not all candidates are displayed, press the **MORE** bar to see the remaining candidates.

Use the **UP** arrow to move back up the candidate and question selections.

Use the **SQUARE** on the keypad to make your selection or press the selection on the screen.

- ① Voters can use the keypad to maneuver through the ballot and make choices. Typically the keypad is used by the visually impaired and headphones should be used to hear ballot instructions and prompts. (Headphones are located in the small black plastic case and are plugged in on the Audio port located on the front of the unit on the bottom right side)
- ② Using a ballot from the current election, the voter will insert an unmarked ballot into the ballot feed tray.

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- ③ The ballot will be identified and the Voting Instructions will be read to the voter. The use of the keypad keys will be explained.
- ④ Press the **RIGHT** arrow key to proceed to the first contest. The contest name, the quantity available to vote for, and the number of choices available for selection will be identified.
 - Use the round **REPEAT** key to have the last spoken phrase repeated.
 - Use the **TEMPO** key to adjust the speed of the synthesized voice. Each time the **TEMPO** is pressed the current phrase will be re-started at the newly selected comfort level.
 - Use the **VOLUME** key to adjust the synthesized speech to the voters personal comfort level.
 - Use the diamond shaped **SCREEN** key to toggle monitor screen on and off for privacy while voting the audio ballot.
- ⑤ Press the **DOWN** arrow key to scroll through the choices within a contest. Use the **SELECT** key to select a choice once it has been read. If the voter wishes to change their selection in a “Vote for One” contest, simply scroll to the new choice and press the **SELECT** key. The new selection will override the previous selection.
- ⑥ Once all contests are voted, the Summary of Selections allows the voter to scroll through all of the contests and verify selections. If they are satisfied with their selections, press the **RIGHT** arrow key.
- ⑦ If the voter is ready to have the ballot marked, press the **SELECT** key. The ballot will be marked and then returned to the voter.
- ⑧ The voter will remove the marked ballot and insert into the ballot box/tabulator for tabulation.

TO WRITE-IN A CANDIDATE USING THE KEYPAD

- ① On the Contest Screen, select Write-in.
- ② On the Write-in screen, use the Up and Down arrow keys on the keypad to scroll through each letter or option being read. Once the voter hears the letter or option they want, press **SELECT**.
- ③ The AutoMARK audio feature will describe the use of the keypad to vote a write-in choice. Confirm the write-in test as it is being read or on the top of the write-in.
- ④ Press the **RIGHT** arrow key to accept the write-in and return to the previous screen. The write-in will be read to the voter again.
- ⑤ Press the **RIGHT** arrow key to proceed to the next contest.

WHAT IF THE AUTOMARK FAILS TO RETURN A BALLOT?

- ① Reinsert BLUE KEY into the AutoMARK and turn to the right to “TEST”. This will bring up a Supervisor’s menu.
- ② Press the red box on the screen that says “Return Ballot.”
- ③ Once the ballot has been ejected, turn the key one position to the left to return to the Main Voting menu. Remove key from switch.
- ④ If the ballot fails to print, contact the Election Office at (217) 753-6740.

HOW DOES THE AUTOMARK VERIFY A BALLOT?

The AutoMARK allows the voter to insert their marked ballot into the ballot feed tray and to verify their vote. Note that no changes can be made from this verification step and you will only be able to view and hear the summary screen. If you want to make changes, please ask for a new ballot and begin the voting process over.

To verify your ballot

- ❶ Insert your marked ballot into the ballot feed tray. **Note:** A screen appears with instructions on how to verify the votes.
- ❷ Press **Next** to make the Verification Summary screen appear.
- ❸ Review the selections that are marked on your ballot.
- ❹ Review your selections and when done, press **Exit**.
- ❺ When the screen displays **Remove Ballot**, remove your ballot from the Ballot Feed Tray.
- ❻ Submit your marked ballot to the ballot box for tabulation.

VOTER ASSISTANCE

Even though the AutoMARK allows voters to use headphones to vote privately, voters still have the option of asking to be assisted by a person of the voter's choice as described in this section.

ASSISTANCE - the actual marking of the ballot by selected individuals in the privacy of the voting booth. Assistance is given only upon the voter's request and after the voter has completed the Affidavit of Assisted Voter section and those giving assistance have completed the Oath of Assistance section of the (C-3) Affidavit of Voter. The C-3 affidavit is located in **Pocket #5 of the Judges' Binder of Election Day Materials**.

Only two groups of voters may receive assistance:

1. The disabled or blind voter
2. The illiterate voter

ASSISTING THE VOTER

Assistance is always given in the privacy of the voting booth. Anyone giving assistance must cast the vote as directed by the voter and shall not give information afterward as to how the vote was cast.

WHO MAY GIVE ASSISTANCE

Any voter who requires assistance to vote by reason of blindness, disability or inability to read or write may be given assistance by a person of the voter's choice, other than the voter's employer or agent of that employer or an officer or agent of the voter's union.

The previously mentioned information must be provided to all voters requesting assistance. Should the voter not specify an individual to assist in voting, two judges shall assist him/her, one from each political party. The two judges who will be giving assistance to voters are selected when the polls open.

ASSISTING THE ILLITERATE VOTER

An illiterate voter is a qualified voter who cannot read or write English sufficiently to cast his/her ballot. Before receiving assistance, the voter either signs his/her name or makes his/her mark on an affidavit (C-3). Before giving assistance, the individual(s) giving assistance signs the affidavit. If the person giving assistance is someone other than two election judges, the person giving assistance should complete the Oath of Assistance. (Reverse side of affidavit C-3) By signing the oath, the person giving the assistance swears that he/she will not influence the voter's choice in any way and will vote as directed by the voter.

ASSISTING A PHYSICALLY DISABLED VOTER

A physically disabled voter is a voter who is physically unable to mark his/her ballot or is blind. However, a person who is intoxicated does not qualify as physically disabled and cannot receive assistance. Before receiving assistance, the physically disabled voter must complete the Affidavit of Assisted Voter. Before giving assistance, the individual(s) providing the assistance must also sign the affidavit on the reverse side. If the person giving assistance is someone other than two election judges, the person giving the assistance receives written instructions and an oath of assistance from the judge at Station A. (Reverse side of C-3). By signing the oath, the person giving assistance swears that he/she will not influence the voter's choice in any way and will mark the ballot as directed by the voter.

LISTED BELOW ARE SUGGESTIONS FOR COMMON COURTESIES AND GUIDLELINES WHEN OFFERING ASSISTANCE:

- Be considerate of the extra time it might take for a person who has a disability to get things done, and give unhurried attention to a person who has difficulty speaking.
- Speak directly to the person who has a disability rather than to a companion who may be along.
- Speak calmly, slowly and directly to a person that you believe to be hearing impaired. Your facial expressions, gestures and body movements help in understanding. Don't shout or speak in the person's ear. If full understanding is doubtful, write a note to the person.
- Before pushing someone in a wheelchair, ask if you may do so and how you should proceed.
- Greet a person who is visually impaired by verbally letting the person know who and where you are. You may wish to verbally explain the procedures as well. Utilize the signature guide delivered with your supplies for signing forms. When offering walking assistance, allow the person to take your arm and tell him or her if you are approaching steps or inclines.
- Be aware that dogs that 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. Never distract, pet or feed the dog.
- Be aware that federal law allows voters with disabilities to be accompanied by and to receive the assistance of another person in the voting booth.
- **MOST OF ALL** – Remember that ALL voters deserve courteous attention when exercising their right, as citizens, to vote.

EARLY VOTING

EARLY VOTING is a procedure that allows for voters to cast their ballot in person at the Election Office prior to Election Day. No excuse is needed for a voter to vote early. Early voting is available from the 40th day through the day prior to the election. **Early ballots cast will not be delivered to the polling place.** It is required that early ballots be tabulated election night at the Election Office, not at the polls.

Once a voter casts an early ballot, the voter is not permitted to revoke that ballot or vote another ballot at the polling place on Election Day.

NOTE: As an Election Judge, it is VERY IMPORTANT that before issuing a ballot to any voter in the polling place, you verify that the voter has not already voted Early by checking the early voter list located in Pocket #4 (see page 16 for further instruction).

GRACE PERIOD REGISTRATION AND VOTING

GRACE PERIOD REGISTRATION and VOTING refers to the registration of voters and for address or name changes during the period from the close of registration in Illinois through Election Day. This service can only be done in person at the Election Office. Once the registration is processed, the person immediately casts their ballot. It is required that ballots cast through Grace Registration be tabulated election night at the Election Office, not at the polls. Once a voter casts a Grace Registration ballot, the voter is not permitted to revoke that ballot or vote another ballot at the polling place on Election Day.

NOTE: As an Election Judge, it is VERY IMPORTANT that before issuing a ballot to any voter in the polling place, you verify that the voter has not already voted through Grace Registration by checking the early voter list located in Pocket #4 (see page 16 for further instruction).

ELECTION DAY REGISTRATION AND VOTING

On Election Day, in person voter registration is available at both the polling place and the Election Office. Two forms of identification with a least one showing the voter's current address is required.

If you have no application for a voter; the voter resides at a different address; the voter has had a name change and moved to a different precinct or the voter is in the inactive application booklet (blue) and has moved, they should be directed to the Election Day Registration table in the polling place.

After completing their registration, the voter will be given a YELLOW copy of their Certificate of Election Day Registered Voter, which shall be submitted to the Judges in the precinct in which they are now registered. The Judges will then have the voter sign and date the application on the bottom (Signature of Voter to Receive Ballot) and for Primary Elections, will mark their party. The Judges will then number and initial the form in the top right corner and place on the application spindle.

If a voter refuses the opportunity to register on Election Day or does not have the necessary identification to register, the voter must be offered a Provisional Ballot (See pages 38-40 for more information on Provisional Voting)

FEDERAL OFFICES ONLY BALLOT

(Applies to Federal Elections Only - those elections with offices for either
President/Vice President; US Senator or US Congressman)

IMPORTANT NOTE: Since ELECTION DAY REGISTRATION AND VOTING is available, Election Judges should notify the voter that they have the option to REGISTER IN THE POLLING PLACE and then vote a ballot for all offices. (See Election Day Registration and Voting on Page 45)

Individuals who have moved within Sangamon County MORE than 30 days prior to the election and have not transferred their registration address are eligible to vote for **FEDERAL OFFICES ONLY** in their precinct of former residence.

Individuals who have moved within the precinct MORE than 27 days prior to the election and have not transferred their registration are eligible to vote for **FEDERAL OFFICES ONLY** in their precinct of former residence.

Voters in this category may be Active or Inactive

Inactive voters will have a pre-printed application in the book of applications with the blue cover. These voters who have moved will vote a **Federal Offices ONLY** ballot for the Congressional District in which they reside. A voter's Congressional District number is shown on their pre-printed application. Also, these voters **MUST complete the "Address Correction for Fail-Safe Voter" (C-6) form.** It is important to note that some precincts may have multiple Congressional Districts within their precinct, so it is important to pay close attention to this Congressional District number.

Active voters who have moved should also complete the "Address Correction for Fail-Safe Voter," (C-6) form, in addition to signing their pre-printed application. Their Congressional District number is shown on their pre-printed application. The "Address Correction for Fail-Safe Voter" (C-6) form is located in **Pocket #5 of the Judges' Binder of Election Day Materials.**

PROCEDURES FOR ISSUING BALLOTS

Voters who are only eligible to vote for Federal Offices should be issued a ballot with the **BALLOT TYPE FED 13** or **FED 18**, depending on which Congressional District the voter resides in. (For Primary Elections, the ballot should be of the party the voter has requested).

The Judge issuing the ballot will look at the voter's pre-printed application to determine the Congressional District (either 13th or 18th) the voter resides in and then initial the ballot that has the corresponding **BALLOT TYPE FED 13** or **FED 18**.

The Federal Ballots are delivered in a white envelope and should be kept separate from the other ballots, so they are not issued in error.

NO BALLOT SHOULD BE ISSUED TO A VOTER FOR WHICH YOU DO NOT HAVE A PRE-PRINTED APPLICATION, UNLESS YOU HAVE RECEIVED APPROVAL FROM THE ELECTION OFFICE. CALL (217) 753-6740.

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GLOSSARY OF TERMS

#4 bag (#4 envelope)

Large blue plastic bag to put unused ballots in at the end of the night and returned in gray plastic supply case. Located in Pocket #9 of Judge's Binder.

affidavit

A sworn statement made in writing before an election judge. Voter may be required to sign before being permitted to vote. Should be spindled with the voters' application (exception: Provisional Voter Affidavit - sealed separately with provisional ballot)

assistance

The act of helping a voter cast a ballot. Only physically disabled voters and individuals unable to read English may be assisted. An *Affidavit of Assisted Voter* must be completed for all assisted voters.

automark

Voting machine that visually or hearing impaired voters may use to vote. Voters make selections by using the touch screen or the keypad. The Automark will then mark the ballot selections for the voter.

ballot entitlement chart

A reference chart to aid in determining who is/is not eligible to vote and what affidavit may be required. Delivered in Pocket #5 of Judge's Binder and on back cover of Judge's Manual of Instruction.

ballot type number

Based on where the voter lives, the ballot type number determines the specific office(s) and referendum(s) for that voter. It is located on the ballot and on the voter's pre-printed application.

blank ballot

Ballot with no votes detected on it. The tabulator will beep and return the ballot. The voter can either have the ballot count as marked or have it returned so voting can be completed. Judges should confirm the voter knows the proper way to mark the ballot.

C-2 military affidavit

Affidavit used in the following circumstances; non-registered military personnel who have maintained a legal residence in the precinct for at least 30 days or who have left active military service within 60 days of the election. This affidavit is located in Pocket #5 of the Judge's Binder.

C-3 affidavit

Affidavit used in the following circumstances; voter moved within 27 days prior to the election, person who has had a name change, name is on the list of registered voters but a pre-printed application can't be found, voter's address changed due to 911 system, voter wishes to cancel or revoke their vote by mail ballot because the voter or Election Office never received it and they do not have ballot to turn in. The C-3 affidavit is located in Pocket #5 of the Judge's Binder.

C-4A affidavit

Affidavit used if a registered voter moved within 30 days preceding the election to a residence outside the precinct but within the State of Illinois. The C-4A is located in Pocket #5 of the Judge's Binder.

C-6 affidavit

Affidavit used in Federal Elections only. Used if a voter has changed their residence to

an address within Sangamon County more than 30 days before the election, but is still registered to vote from their former address. The C-6 affidavit is located in Pocket #5 of the Judge's Binder.

campaign free zone

Area in which no advertising pertaining to any candidate or proposition to be voted on shall be displayed. Comprises the area from the polling room to 100 feet from the entrance to the room where the voting occurs.

cardboard ballot return box

Located inside the gray plastic supply case. Contains the ballots, ballot box return seal and the Certificate of Ballots form. Hand carried into the County Building at the end of the night and will have inside; voted ballots with write-ins on top, one signed copy of election results tape, pink copy of "Certificate of Ballots" form, yellow copy of "Write-In Tally Sheet" and envelopes #2, #3 and #5.

certificate of ballot

Two part form which details the number of ballots cast. It is located inside the "Cardboard Ballot Return Box." White copy returned in neon green Election Night Envelope and pink copy returned in Cardboard Ballot Return Box.

certificate of Election Day registered voter

Form given to voter who registers in the polling place Election Day. Judges receive Yellow copy from the voter, which is then signed by voter, initialed by judges, numbered and placed on spindle, like other applications. Voter keeps pink copy as receipt.

certificate of inspection

Form signed by all election judges certifying that certain inspections were performed on the election equipment. Located in Pocket #2 of the Judge's Binder. Returned in Envelope #1.

challenged voter

A voter whose right to vote is challenged on a specific qualification i.e. the voter no longer resides at the given address. A majority of the judges determine whether to sustain or overrule a challenge.

credential

An official document presented by a pollwatcher or another official election observer to gain entry into a polling place. Returned in Envelope #1.

curbside voting

Requested by an individual who has difficulty entering or is unable to enter the polling place. Election judges bring voting supplies to the voter outside of the polling place.

damaged ballot

Ballot that is bent or torn and cannot be counted by tabulating equipment.

deceased voter list

Sheet used by judges to record any voters believed to be deceased. Located in Pocket #6, on the reverse side of the voter correction sheet

defective ballots

A ballot missing judge's initials or has identifying marks on it. Ballot should be marked "Defective - No Initials - not counted" or "Defective - identifying marks - not counted". Ballot is then initialed and placed in Envelope #3 located in Pocket #7 of Judge's Binder. Ballot should then be replaced with

initialed blank ballot of same type.

duplicated ballot

Ballot re-made as the original damaged ballot.

early voter list

Listing of voters who have requested/voted an early, grace period or vote by mail ballot. Voters on this list are not allowed to vote election day unless proper affidavit is completed. Delivered in Pocket #4 of Judge's Binder

early voting

Time period from the 40th day through the day prior to the election, that any registered voter can vote without needing a reason. Early voting must be done in person at the election office. Early voters will not be allowed to vote at the polls on Election Day.

election day registration/voting

Procedure that allows for the registration of voters on Election Day at either the polling place or the election office. Voter then casts their ballot after their registration is processed.

electioneering

Working for, against, or in the interest of a candidate, party or proposition. Includes displaying or handing out buttons, posters, logos or campaign literature. Prohibited inside the polling place or within 100 feet of the voting room.

election night return envelope (neon green)

Is hand carried into the County Building at the end of the night and contains; memory card bag (only one per polling place), certificate of ballot (white copy) and write-in tally sheet (white copy). Located in Pocket #10

of Judge's Binder.

envelope #1

Is hand carried into the County Building at the end of the night and contains; signed judge's oath/judge's expense sheet (2-sided form), zero report tape, pollwatcher credentials, certificate of inspection, voter correction sheet/deceased voter list (2-sided form). Located in Pocket #3 of Judge's Binder.

envelope #2

Goes in cardboard ballot return box at the end of the night and contains; spoiled ballots (those returned by voters for new ballot during the day). Located in Pocket #6 of Judge's Binder.

envelope #3

Goes in cardboard ballot return box at the end of the night and contains; defective and excess ballots. Located in Pocket #7 of Judge's Binder.

envelope #4 (#4 bag)

Large blue plastic bag to put unused ballots in at the end of the night and returned in gray plastic supply case. Located in Pocket #9 of Judge's Binder.

envelope #5

Goes in cardboard ballot return box at the end of the night and contains; damaged ballots (duplicated ballots). Located in Pocket #7 of Judge's Binder.

envelope #6

Hand carried into the County Building at the end of the night and contains; used (spindled) and unused pre-printed applications. Located in Pocket #9 of Judge's Binder.

emergency bin

Bin located on the ballot box just below the front of the tabulator. Only used if tabulator is not working.

excess ballots

Occurs when there are more ballots than applications. All ballots are placed in ballot box and mixed. A blindfolded judge then draws the excess ballots out of the box. Each excess ballot is marked "Excess – not counted", signed by judges and placed in Envelope #3 which is located in Pocket #7 of the Judge's Binder.

federal election

An election in which federal offices are being voted. Those offices include; President/Vice President, US Senator and US Representatives in Congress.

federal only voter

A voter who has moved within Sangamon County MORE than 30 days prior to the election and has not transferred their registration. This voter can vote for federal offices only in their former precinct. Voter should fill out a C-6 Affidavit located in Pocket #5 of the Judge's Binder.

grace period registration/voting

Procedure that allows for the registration of voters from the close of registration through Election Day. Prior to Election Day, an unregistered elector may register to vote or submit a change of address only in person at the election office. On Election Day, the voter may register at the polling place. If they wish to vote in the upcoming election, they must do so after their registration is processed.

identifying marks

A mark which could distinguish a ballot from other ballots and identify the person who voted the ballot.

inactive voter

A voter who has been removed from the active voter list. Will have a pre-printed application in the book of applications

with the blue cover. May still be able to vote after filling out a C-6 affidavit.

judge's binder

Located inside the gray plastic supply case. The binder contains instructions and supplies for use during the day and after the polls close.

judge's expense sheet

Sheet judges must sign in order to get paid. It is located on the reverse side of the Judge's Oath and is found in Pocket #1 of the Judge's Binder. Should be returned in Envelope #1 election night.

judge's oath

Oath judge's swear to before the polls open stating they will abide by all laws while serving as a judge. Located in Pocket #1 of the Judge's Binder, on the reverse side of the Judge's Expense sheet. Should be returned in Envelope #1 at the end of the night.

key pouch

Bag contains color-coded keys for ballot box (green), tabulator (yellow) and Automark (blue). One precinct **per polling place** will find the pouch in the Judge's Binder (between Pocket #1 and #2) and keys are to be returned in this pouch at the end of the night.

memory card

Card inserted in tabulator which stores election results. Should be returned in Memory Card bag at the end of the night.

memory card bag

Bag used to return memory card, seal from memory card compartment and signed election results from all precincts that shared the tabulator. There is only one memory card bag per polling place. Memory card bag is located in Pocket #10 of the

Judge's Binder.

overvote

Occurs when too many candidates are selected in a particular race. No vote is recorded for that office. The tabulator will beep and display a message to the voter of either "Count as Marked" or "Return Ballot".

pollwatcher

An individual who represents a candidate, political party, civic organization or a proponent or opponent of a referendum who may be present in the polling place to observe the conduct of the election. A pollwatcher must have proper credentials and surrender them to the judges of election upon entry. Pollwatcher credentials should be returned in Envelope #1.

pre-printed application

An application that contains the voter's name, address, voter id # and ballot type. The voter signs this before receiving his/her ballot. Signed applications are numbered consecutively, spindled and returned in Envelope #6.

provisional voting

A provisional ballot is issued to a voter if there is a question regarding his or her registration status or eligibility to vote. The voter will need to fill out a provisional affidavit and will then vote a ballot which will be sealed separately from the other ballots. Returned by hand in provisional ballot envelope.

referendum

Ballot initiatives or questions of public policy that voters are asked to decide by voting Yes or No. Also referred to as Propositions.

replacement judge

Judge used to replace an assigned judge that failed to appear. Replacement should be a registered voter and of the same political affiliation as the judge being replaced.

specimen ballot

True copy of the official ballot printed on different colored paper. Delivered in Pocket #2 of Election Judge Binder and is to be displayed in polling place and used before polls open to verify official ballot and zero tape are correct.

split precincts

(precincts with multiple ballot types) Precincts that have more than one combination of districts or jurisdictions for the same office. For example, a precinct may have two different congressional districts.

spoiled ballot

In most instances, a spoiled ballot is one that is returned to the judges because the voter made a mistake. In rare occasions, a ballot will fail to tabulate which will entitle the voter to another ballot. Spoiled ballots are marked "spoiled" in ink diagonally across the face of the ballot and placed in Envelope #2 which is located in Pocket #6 of the Judge's Binder.

tabulator (M100)

Optical scan voting equipment that voted ballots are deposited into during voting hours and in-precinct results are printed from at the end of the night.

undervote

Occurs when no (or not enough) candidates are selected in a particular race. The tabulator will beep and display a message to the voter of either "Count as Marked "

or "Return Ballot".

vote by mail ballot

Ballot mailed to a voter upon Request, to be voted by the voter prior to Election Day

voted early stickers

Yellow stickers delivered in Pocket #4 with the early voter list. These stickers are to be placed on the pre-printed application for every voter that appears on the early voter list.

voter assistance

The marking of the ballot by selected individuals in the privacy of the voting booth. Given upon request of the voter and after both the voter and those giving assistance have completed the C-3 Affidavit located in Pocket #5 of the Judge's Binder.

voter correction sheet

Sheet used by judges to indicate any corrections that need to be made to voter registration files including; spelling of names, error in district, signature on application does not match the voter's name or signature needs updated. Located in Pocket #6, on the reverse side of the deceased voter list.

write-in candidate

Candidates whose names do not appear on the ballot. Voters can vote for a write-in candidate by writing the candidate's name in the provided section under a race for a particular office. An "Intent to be a Write-In Candidate" must be filed with the Sangamon County Clerk's Office in order to be valid and is located in Pocket #4 of the Judge's Binder.

write-in tally sheet

Sheet used by judges to tally

the votes for any valid write-in candidate. If no valid write-in votes cast, judges should write "NONE" on tally sheet. Sheet is located in Pocket #8 of the Judge's Binder. The white copy is placed in the Election Night Return Envelope (neon green) and the yellow copy is placed in the cardboard ballot return box.

zero report tape

Tape that judges print in the morning that displays zero totals for all candidates and any referenda for each precinct in the polling place. Judges must sign and then place in Envelope #1 which is located in Pocket #3 of the Judge's Binder.

NOTES

**IMPORTANT NOTICE REGARDING
ELECTION DAY REGISTRATION
AND THE
BALLOT ENTITLEMENT CHART**

Although the affidavits and procedures listed on Ballot Entitlement Chart (on inside back cover and in Pocket #5) are acceptable, please be reminded that most of the scenarios can now be corrected through in-polling place registration on Election Day. Election Judges should not hesitate to call the Election Office at 753-6740 if unsure with the use of any affidavits or issuing Provisional Ballots.

BALLOT ENTITLEMENT CHART

Registration Status Special Circumstances Required Form(s) Action

Registration Status	Special Circumstances	Required Form(s)	Action
Registered Voter	None – Voter registered at correct address	Pre-printed Application	Vote Full Ballot
Registered Voter	Moved <u>more</u> than 30 days prior to the election, within Sangamon County, and did not transfer registration Go to Pocket #5 in your Judge’s Binder for date specific ballot entitlement chart.	To vote FULL ballot: (Preferred Method) After completing registration form, voter will submit YELLOW copy to Judges, which will also serve as Application to Vote To Vote FEDERAL OFFICES ONLY ballot: Pre-Printed Application Address Correction for Fail-Safe Voter (C-6; Gray Form)	To vote FULL ballot - Voter can register on Election Day and then vote in their new polling place. (Preferred Method) If voter chooses not to re-register, they can vote Federal Offices Only ballot in Old Polling Place
Registered Voter	Moved <u>more</u> than 30 days prior to the election, outside of Sangamon County, and did not transfer registration Go to Pocket #5 in your Judge’s Binder for date specific ballot entitlement chart.	NONE	CANNOT VOTE IN SANGAMON COUNTY NOTE: Voter can go to County Clerk’s Office where they now reside and register on Election Day and then vote.
Registered Voter	Moved <u>within</u> 30 days prior to the election, outside the precinct but within Illinois, and did not transfer registration Go to Pocket #5 in your Judge’s Binder for date specific ballot entitlement chart.	Pre-Printed Application Affidavit of Voter Having Changed Residence within 30 Days of Election (C-4A; Pink Form)	Vote Full Ballot in Old Polling Place
Registered Voter	Moved <u>within</u> 27 days prior to the election within same precinct Go to Pocket #5 in your Judge’s Binder for date specific ballot entitlement chart.	Pre-Printed Application Voter Affidavit (C-3; Orange Form)	Vote Full Ballot
Registered Voter	Changed name before the election, still resides in the same precinct, is otherwise qualified , and did not re-register	Pre-Printed Application Voter Affidavit (C-3; Orange Form)	Vote Full Ballot
Registered Voter	Changed name before the election, moved <u>outside</u> the precinct <u>more</u> than 27 days prior to the election, but still within Sangamon County, and did not re-register	After completing registration form, voter will submit YELLOW copy to Judges, which will also serve as Application to Vote	Voter can register on Election Day and then vote in their new polling place.
Not Registered	Person has resided at current address 30 days or more preceding election and is otherwise qualified to register to vote	After completing registration form, voter will submit YELLOW copy to Judges, which will also serve as Application to Vote	Voter can register on Election Day and then vote in their new polling place.
PROVISIONAL VOTER	Claims to be a registered voter and 1 of these 7 reasons apply: 1. Name does not appear on official list of eligible voters for the precinct and person has refused to register Election Day. 2. Person’s voting status has been challenged by an election judge, a poll watcher, or any legal voter and that challenge has been sustained by a majority of the election judges 3. A federal or State court order extends the time for closing the polls beyond the time period established by State law and the person votes during the extended time period 4. The voter registered by mail, and cannot provide identification on Election Day 5. Name appears on the list of early voters, but voter claims has not voted early 6. Voter received a vote by mail ballot but did not return it to election office 7. The voter attempted to register on Election Day, but failed to provide the necessary documentation	Pre-Printed Application Provisional Voter Affidavit Provisional Ballot Envelope Written Instructions (Voter is given Full Ballot) NOTE: If the voter mistakenly casts a Provisional Ballot in the wrong precinct, <u>and was not directed to</u> the correct precinct by the election judges, votes on referenda and some (or all) offices will not be tallied.	Can vote Provisional Ballot Voted ballot is NOT placed in tabulator - Voter seals ballot in Secrecy Provisional Ballot Envelope and returns to Election Judges See pages 38 - 40 in your Judge’s Manual for complete instructions on Provisional Voting