

Ballot Table Guide

Flashcards to help guide you through working at the ballot table.



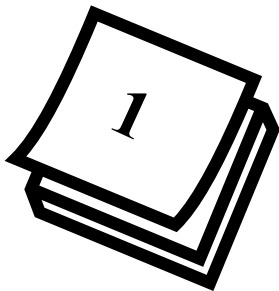
Our goal is that each eligible voter will be able to cast a ballot and have that ballot counted.

Voter Slip

Voters exchange their voter slip for a ballot. The voter slip is proof that they checked in at the poll book.

If you have more than one ward at your polling place, the color of the voter slip matches the color of the poll book and the color of the stripe at the top of the ballot, if any.

If a ward has a school district split, poll workers at the poll book will use a highlighter to mark the voter slip with the color of the stripe at the top of that school district's ballot.



Options for Marking Ballot

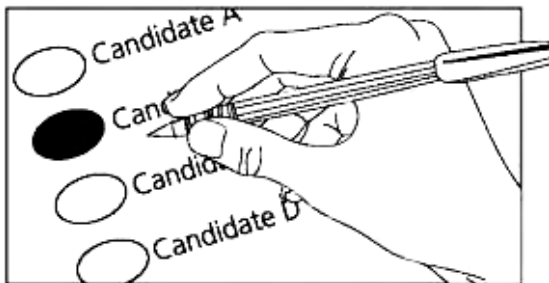
“Would you like to mark your ballot using a pen or using a printer? Both have a paper trail.”

Pen

Voters may use blue or black ballpoint pen. Gel pens should be avoided because the gel gums up in the scanner and causes ballot jams.

Printer

The ExpressVote offers a touchscreen, braille keypad, large print, high contrast, and Spanish translation. It is compatible with sip and puff devices.



Initial Ballot

Two poll workers initial the ballot in front of the voter.

Make sure the ward number is indicated on the ballot.

If the voter is using the ExpressVote, insert and activate the ballot card for the voter. You may need to select the ward and school district.



Instructions

“Are you familiar with how to mark this type of ballot?”

Do not point to anything on the ballot itself. Tell the voter to fill in at least half the oval next to each candidate of their choice.



Voter Questions

Referenda

If voters have questions about referenda, point them to the posted explanation of yes and no votes. We cannot explain referenda questions.

Write-In Candidates

If voters ask who the write-in candidates are, refer to the list of registered write-in candidates in the Ballot Table folder. If there is no list, there are no registered write-in candidates.

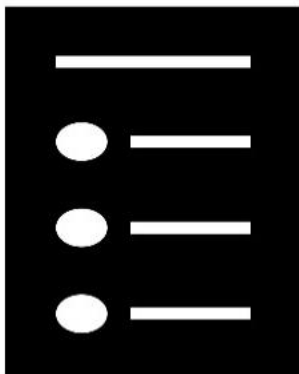


Replacement Ballots

If a voter makes a mistake marking their ballot, they can get a replacement ballot.

Have the voter partially tear the spoiled ballot and put it in the Discarded Ballot envelope.

Note on the second ballot log that the voter received a second (or third) ballot. Voters may only get two replacements.



Issuing Ballots for Remaking Absentees

If the poll workers processing absentees need to remake a ballot, they will bring the voter's ballot to the ballot table.

Issue a ballot and a set of good ballot/bad ballot stickers.

If poll workers are using the ExpressVote to remake the ballot, tell them to put the sticker on the back of the remade ballot card after it has been printed by the ExpressVote. Otherwise, it will be too thick for the ExpressVote.

