

BALLOT CLERK

- ARRIVE:** 5:00 AM
6:00 AM Polls **MUST** be open.
- COUNT:** BEFORE the polls open:
Verify you have the correct ballots for your District.
Record the number of ballot packages received in the Ballot Clerk Section of the Moderator Return.
- NO BALLOTS** are to be issued to voters before 6 AM.
- DUTIES:** The accounting and reporting of all ballots **BEFORE, DURING and AFTER** the Election is your responsibility.
Always greet Voters courteously and answer any questions they may have. If you are unsure of an answer, do not guess. Check with the Moderator or Assistant Registrar.
- SIGN:** Sign your payroll sheet in the morning.
Sign and attest for ballots on the Moderator Return after the polls close.
- INSPECT:** Check ballots for printing errors, extremely light print, misaligned text, stray markings, blotches, creases or tears, missing or messy coding marks on the edges of the ballots. **DO NOT USE THESE DEFECTIVE BALLOTS.**
- SET UP:** Tape a “Sample” Ballot and Ballot Instructions to your table.
- TALLY:** Take a ballot tally sheet from the back of the Official Checker’s book. You will maintain a record of the number of ballots you hand out on the Tally Sheet.
- INFORM:** Hand each voter a ballot and offer the voter a privacy sleeve. Voters are not required to use a privacy sleeve.
Remind voters that ballot pens and magnifying sheets are in voting booths. Instruct voters to fill in the **ENTIRE** oval for their chosen candidates. If the ballot is two sided, remind voters to check the reverse side of the ballot.
Remind voters to keep the ballots dry.
- HOURLY:** **TOTAL** every hour your tally markings on your tally sheet. Check with the Official Checker to confirm your totals match.

SPOILED BALLOTS:

If a voter makes a mistake, issue a new ballot to the voter after you have the old ballot in hand. A voter is entitled to as many ballots as the voter deems necessary. No explanation is needed.

A voter's ballot should **NEVER** be left uncovered. With the ballot in a privacy sleeve, write "**SPOILED**" on one side of the ballot with a ballot-marking pen. Mark through the "timing marks/bar coding" on the edge of the ballot. Put the Spoiled Ballot in the Spoiled Ballot Envelope. Inform the Moderator and make a note on your tally sheet.

ABANDONED BALLOTS:

Abandoned Ballots are ballots left in voting booths or elsewhere in the polling place other than on the tabulator. Ballots left on the tabulator are not "abandoned" and they will be processed by the tabulator tender.

Abandoned Ballots must be returned to you and must not be processed in the tabulator. Using a ballot-marking pen write "**ABANDONED**" on one side of the ballot and mark through the "timing marks/bar coding" on one edge of the ballot and put the Abandoned Ballot in the Abandoned Ballot Envelope. Inform the Moderator and make a note on your tally sheet.

WRITE IN CANDIDATES:

Alert voters to fill in the write in oval in the column corresponding to the correct office for which they wish to cast a write in vote. The write in candidate's name is to be written in that same location on the ballot. Only votes for registered write in candidates will be counted.

CLOSING: **COUNT** all Spoiled and Abandoned Ballots and record this number on the front of the Spoiled and Abandoned Ballot Envelopes.

SIGN and SEAL the envelopes and give them to the Moderator to be placed with the voted ballots.

ANSWER questions on Ballot Clerk Section of the Moderators Return.

COUNT the number of ballot packages opened during the day, the total number of un-opened packages and "loose" unused ballots.

Use rubber bands provided in Ballot Bags to keep unused ballots separated from voted ballots.

Do not leave the polling place until dismissed by the Moderator.