BALLOT CLERK

ARRIVE: 5:00 AM
6:00 AM Polls MUST be open.

COUNT: BEFORE polls open record the number of ballot packages received
In the Moderator Return. (Ballot Clerk section)
Verify you have the correct ballots for your District.
NO BALLOTS are to be issued before 6 AM.

DUTIES: The accounting and reporting of all ballots BEFORE, DURING and
AFTER the Election is your responsibility. Always greet the Voter
courteously, thank them for voting and answer any questions.

SIGN: You will sign and attest for ballots on the Moderator Return at closing.
Sign your payroll sheet in the morning.

INSPECT: Check for printing errors, extremely light print, misaligned text,
stray markings, blotches, bent/torn ballots, missing or messy coding
marks on the edges of the ballots. DO NOT USE THESE BALLOTS.

SET UP: TAPE a “Sample” Ballot, Ballot Instructions and Voter’s Instructions to
the table.

INFORM: Hand Voter a ballot and privacy sleeve. Inform Voter that ballot pens
and magnifying sheets are in the voting booth and have Voter fill in the
ENTIRE oval for their candidates. PRIVACY IS IMPORTANT.

HOURLY: TOTAL every hour your “markings” on your tally sheet. This total
should match with the total of the Official Checker and the total on the
tabulator.

SPOILED BALLOTS: If a Voter makes a mistake, a new ballot may be issued once the old ballot
has been returned. A Voter is entitled to as many ballots as necessary.
No explanation needed. When receiving back, the spoiled ballot, make
sure you put this ballot in a privacy sleeve. ALWAYS protect the Voter’s
privacy with a privacy sleeve. A Voter’s ballot should NEVER be left
uncovered.

Once a ballot is spoiled, 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. Do NOT view ballot. Insert SPOILED ballot in your
Spoiled Ballot Envelope. Inform Moderator and make a note on your tally sheet.
ABANDONED BALLOTS:

These ballots must be returned to you and **CAN NOT BE PROCESSED** in the tabulator. Using a ballot-marking pen write “**ABANDONED**” on one side, and mark through the “timing marks/bar coding” on one edge of the ballot and insert in Spoiled Ballot Envelope. Inform Moderator and make a note on your tally sheet.

WRITE IN CANDIDATES:

The Voter must write in the person’s name and fill in the “Oval” for their write-in candidate so the tabulator will recognize their write-in vote. Please explain this to the Voter.

CLOSING: COUNT all SPOILED ballots and record this number on the front of the Spoiled Ballot Envelope.

**SIGN and SEAL** this envelope and bring to the Moderator to be placed with the used ballots.

**ANSWER** questions on the Moderators Return (Ballot Clerk section).

**COUNT** the number of ballot packages opened during the day, the total number of un-opened packages and “loose” unused ballots. **Keep ALL UNUSED ballots separate from USED ballots.**

CELL PHONES/FOOD/DRINKS SHOULD BE KEPT AWAY FROM ALL VOTING MATERIALS.