

TABULATOR TENDER

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

SIGN: Payroll sheets in the morning.

DUTIES: Ensure the last step of the voting process is positive for all voters.

Protect privacy and the security of the ballots.
Under no such circumstance should you view voters' ballots.
Stand (or sit) at least 4 feet away from the tabulator.

Make sure ballots are successfully fed into the tabulator.
See trouble shooting tips below.

Return privacy sleeves to the Ballot Clerk periodically.

Be sure no voter leaves the polling location with a ballot.
All ballots must be placed in the tabulator or in the auxiliary bin except for spoiled or abandoned ballots which are returned to the Ballot Clerk.

Children may not fill out ballots or insert them into the tabulator.

Ballot pens, magnifying sheets etc. are **NOT** to be left by the tabulator and must be returned to the voting booths.

HAND OUT: "I Voted Today" stickers. Do not place them on the Voter.

TROUBLESHOOTING TIPS

ISSUE

SOLUTION

Ballot not read

Ask voter to re-insert the ballot. Ballot can be fed in four directions. If the ballot is still rejected, ask the voter to see the Ballot Clerk for a **NEW** ballot. Voter must give the "not read" ballot to Ballot Clerk before receiving new ballot.

If the voter chooses not to receive a new ballot, have the voter insert the "not read" ballot into the auxiliary bin for hand counting. Assure voter that this ballot will be counted by hand later.

Ballot is rejected

Ask voter to read the message on the **LCD window**. This message will stay on for 12 seconds. If voter was **NOT** able to view this message (because it disappeared), have voter re-insert ballot and the message will re-appear for another 12 seconds.
NEVER look at the "markings" on the Voter's ballot.
A Voter's right to a secret ballot must be preserved.

ISSUE

SOLUTION

LCD window shows a message and you are unsure how to proceed.

Call over the Moderator immediately.

LCD window reads “Over voted race”

This occurs when a voter has voted for more candidates than is allowed. Review with the voter the instructions on “marking” the ballot and refer the voter to the Ballot Clerk for a **NEW** ballot. Voter, must return rejected ballot to Ballot Clerk before receiving new ballot.

If voter chooses **NOT** to receive a new ballot, have the voter insert this ballot in the auxiliary bin for hand counting. Inform the voter that “the over voted office” will **NOT** be counted, **BUT the rest of the ballot will be counted by hand later.**

Ballot jams

Check to see if the ballot was read/counted.
Call the Moderator immediately.
Direct voter to place her ballot in the auxiliary bin.
Assure voter that the ballot will be processed as soon as the jam has been cleared.
Record jam incident in Moderator’s Diary.

Ballot goes in and out of tabulator

Read the message on the **LCD window** to make sure the ballot was **NOT** counted. If ballot was **NOT** counted, the voter re-inserts her ballot into the tabulator.

If ballot was counted, ask the Moderator for help to place ballot in the bin with the other counted ballots.

IMPORTANT:

Always **READ the LCD window message.**

Never leave your station unattended unless someone has relieved you for breaks etc.

WHEN IN DOUBT CALL A MODERATOR.

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