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MAHONING COUNTY  
**BOARD OF ELECTIONS**

*Your vot counts!*



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# MAHONING COUNTY BOARD *of* ELECTIONS

*Precinct Election Officials*

# TRAINING MANUAL

March 17th, 2020 Primary Election

**BALLOT TABLE INSTRUCTIONS**



# THE PAPER BALLOT JUDGE

**As a Paper Ballot Judge,  
it is your job to:**

Issue Correct Ballots to voters in the Location

Take inventory of unused Paper Ballot supplies at both the beginning and the end of the election

Void paper ballots when necessary

Break down and store all paper ballot supplies and equipment

Return all Voted And Unvoted Paper Ballots, Spoiled Ballot Envelope, used ballot stubs and authority to vote slips in the Blue Ballot Box

**WHERE TO FIND  
WHAT YOU NEED:**  
This section of the manual contains everything you, as a Ballot Judge, need to know.

Locating Your Supplies	P. 1
Ballot Station Set-Up	P. 2
Processing Regular Ballot to Voters	P. 5
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# BALLOT TABLE SUPPLIES, STEP BY STEP

**RECEIVE FROM THE VLM THE FOLLOWING LOCATED IN THE MAIN BALLOT BIN OF DS200 VOTING MACHINE:**

- Pads of Paper Ballots
- Paper Ballot Judge Forms for
- Ballot Reconciliation Sheet

**RECEIVE FROM THE VLM THE CLEAR PLASTIC ENVELOPE CONTAINING SUPPLIES FO THE BALLOT JUDGES**

***LOCATED IN THE CLEAR PLASTIC SUPPLY BAG:***

- Primary Ballots
- List of any 17-year-old Voters in location
- Instructions for 17-year-old Voters (Primary Elections Only)
- Envelope containing 17-year-old Voters Blank Ballots
- White Authority-to-Vote Slip Boxes
- Extra Authority to Vote Slips for Reissuing a ballot
- White Stub Box
- Spoiled or Defaced Ballot Envelope
- Precinct Signs
- Ballot Style Signs
- Precinct Location Poster
- Sample Ballot
- Ballot Sleeves
- Green Canvas Bag: Tape, Name Tags, Black Magic Marker
- Clip Boards
- Curb Side Envelopes





## BALLOT STATION SET-UP CHECKLIST:

### GOOD TO KNOW

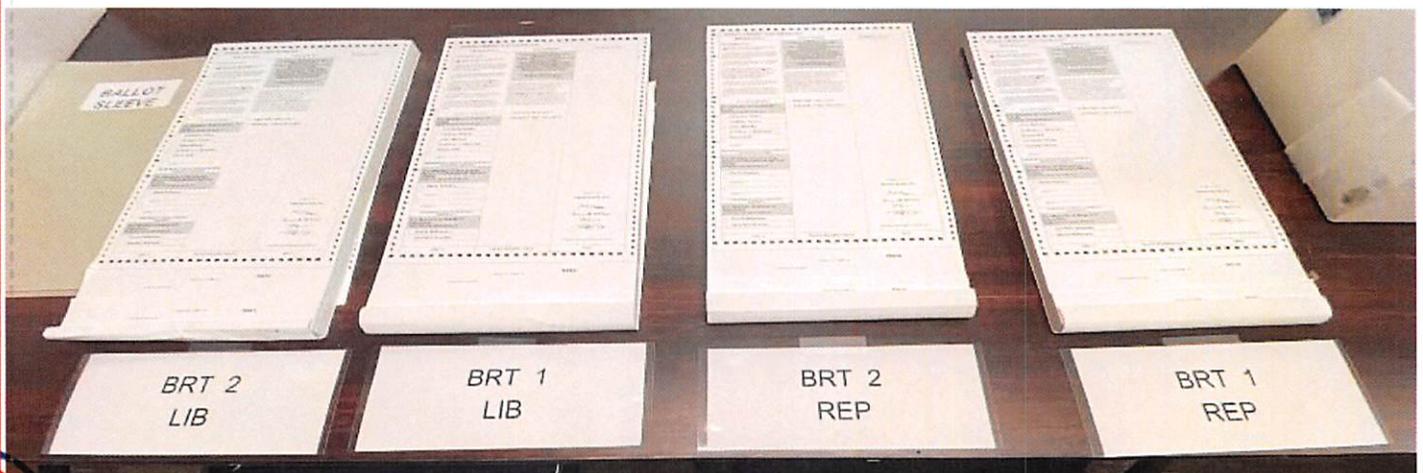
Do not open a pack of printed Ballots until you need that particular ballot pad stub number.

- Assemble the Ballot tables as shown on the diagram on the following page.
- Receive the supplies from the Voting Location Manager or Assistant located in the Black Supply Trunk
- Place the supplies as indicated in the diagram on the Ballot tables.
- Without removing the shrink wrap, verify the number of Paper Ballots by comparing the total count listed on the Ballot Reconciliation Sheet in the Paper Ballot Judge Form Book with the total number of ballots in each pad (each pad contains 50 or 100 ballots each)
  - Ballot Pads will be grouped together by precinct name.
  - Ensure you have all the precincts listed on your Ballot Reconciliation Sheet (Democrat and Republican Ballots) for your location.
- Tape large Democrat and Republican signs to the front of the tables and on the wall over the tables.
- Tape the Ballot precinct signs facing you on the table so you can give the voter the correct ballot. Place ballots facing you in front of signs. Refer to diagram
- Place the Authority to Vote Boxes and the Stub Box on the table as shown in the diagram on the next page.

***CONGRATULATIONS! YOU ARE NOW SET UP AND  
READY TO ACCEPT VOTERS!***



1. Democratic/Republican Signs
2. Stub Box A
3. Authority to Vote Box
4. Ballot Layout
5. Curbside Voter Envelope (Pink)
6. Defaced/Spoiled Envelope
7. Black Magic Marker



# Processing Voters – Team Work

Election Officials working the ballot table will need to think in "Party Affiliation and Precinct mode". Clerks should work together for effectiveness and efficiency.

## PROCESSING PAPER BALLOT VOTERS

- Greet the voter and ask for their Authority to Vote slip that was issued at the E-Pollbook Station.
- Issue the correct Ballot, based on the information on the Authority-to-Vote Slip, **(the correct party affiliation and correct precinct will be highlighted)** Follow these steps.
  - **Use the Party Affiliation, Precinct Name and Number printed on the Ballot Style on the Authority To Vote Slip to pick the correct ballot.**
    - a.If your precinct has split ballots then PLEASE make sure you are issuing the correct ballot. The split number is listed next to the precinct name
  - Be sure to remove ballot stub **A** by carefully tearing at the perforation. Leave Stub **B** stapled to the PAD.
  - *Do not tear off ballot stubs in preparation of voters. Stub **A** must remain on the ballot until Authority-to-Vote slip is processed.*
  - Place Stub **A** in the white Box marked Stubs.
  - Place the voters ballot in the Ballot Privacy Folder and direct the voter to the voting booths.
  - *Again, ensure that the correct Ballot was issued to the voter according to the information on the ATV Slip*

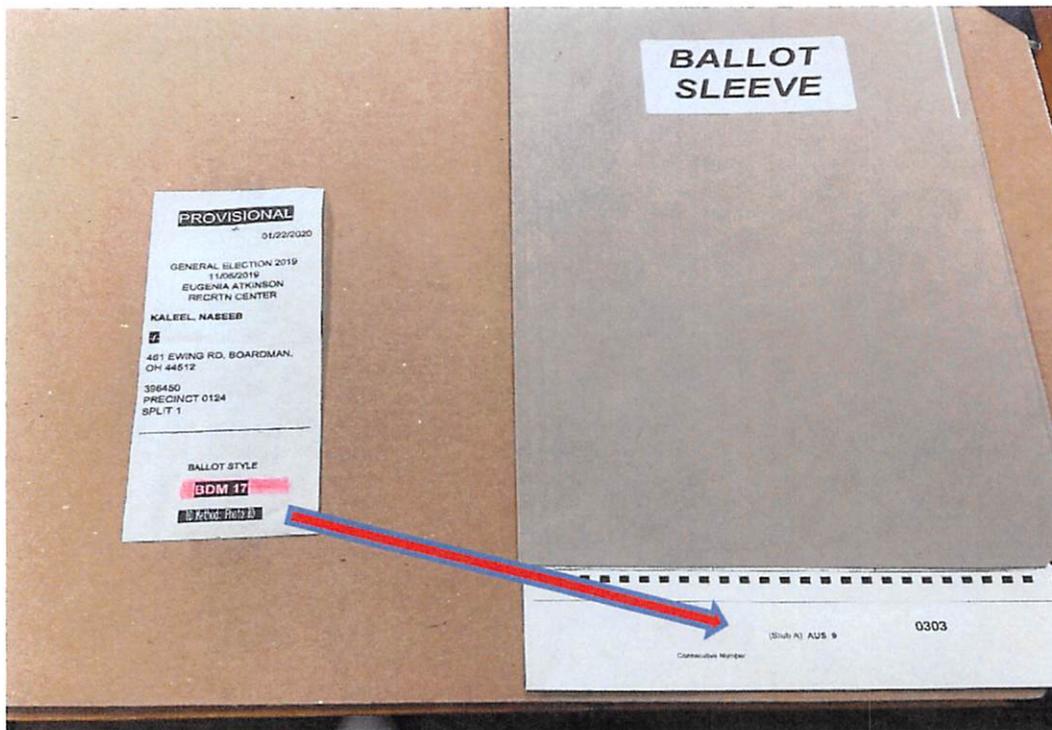


- Direct the voter to the location of the voting booths to mark their ballots.
  - Be sure to tell them to go directly to the voting booth not the machine. We have had blank ballots put in the machine because a voter by passed the booth.
- Remind the voter that once they have finished voting take the completed voted ballot in the privacy folder to the DS200 Machine to be counted.

*\*The voter should not leave the voting machine until they see Thank You on the screen\**



## REMINDERS: ISSUING A BALLOT



Ballots are precinct specific. The city, ward and precinct on the ballot must match the city, ward and precinct on the Authority to Vote Slip. **NO EXCEPTIONS!**



## DEFACED / SPOILED BALLOTS

What to do when a voter makes an error on their ballot or changes his or her mind



### THREE STRIKES, YOU'RE OUT!

Under no circumstances may more than three paper ballots be issued to a voter. No voter voting a paper ballot may leave the polling place until he or she returns every ballot issued to him or her, regardless of whether or not any marks have been made on the ballot.

### INSTRUCTIONS FOR SPOILING A PRINTED BALLOT

Retrieve the Spoiled Ballot from the Voter.

- Using a wide black marker, draw a vertical line through the dotted line barcode along the left-hand side of the ballot, as shown.
  - Write "DEFACED or SPOILED" on the front of the ballot.
  - Place the Spoiled Ballot in the Spoiled Ballot Envelope
  
- If a Voter Tears, Soils, Defaces Or Incorrectly Marks A Ballot:
  - Spoil the ballot following the steps outlined in "Instructions for Spoiling a printed Ballot".
  - Issue the voter a new ballot (all pages) of the same precinct ballot .





# Defaced / Spoiled Ballot Envelope

## During Voting Hours

- Place ALL Soiled/Voided Ballot Sheets in this envelope.
- Reasons include:
  - Voter made an error in marking the ballot and requested a new ballot.
  - Extra ballot sheets that are not needed (if only part of a ballot was reissued to a voter);
  - Ballot is torn or otherwise damaged; or
  - Voter abandoned the ballot without completing the scanning process on the DS200.

**NOTE: These ballot pages must clearly be marked with the word "Defaced or Spoiled."**

## After the Polls Close

\* Count the Spoiled/Voided Ballot page's in this envelope and record the total here:

After the Ballot Accounting Process has been completed, seal this envelope and place in the Red Canvas Bag.

**Presiding Judge Signature:** \_\_\_\_\_

**Election Official Signature:** \_\_\_\_\_



## Reissuing a ballot

- If a voter makes an error on a ballot and needs a new one, by law they have up to 3 chances. No more than 3 ballots may be issued to single voter.
- If a voter makes a mistake on their ballot, they **MUST** return to the Ballot Precinct Table with their spoiled ballot and have a new one issued.
- The voter must surrender the ballot before a new one can be issued.

***NEVER GIVE A BALLOT TO A VOTER WITHOUT RECEIVING THE SPOILED BALLOT BACK.***

### Reissuing a 2<sup>nd</sup> or 3<sup>rd</sup> Ballot:

*IN YOUR SPOILED BALLOT ENVELOPE THERE WILL BE GENERIC AUTHORITY TO VOTE SLIPS. THESE WILL BE USED TO ISSUE A 2<sup>nd</sup> OR 3<sup>rd</sup> BALLOT IF A VOTER MAKES A MISTAKE ON THEIR 1<sup>ST</sup> BALLOT. TO REISSUE A BALLOT USE THE ATV SLIP THAT IS MARKED 2<sup>nd</sup> BALLOT ISSUED – PRINT THEIR NAME AND THEIR NEW STUB NUMBER ON THIS ATV SLIP AND PLACE IN THE ATV BOX. FOLLOW THE SAME PROCEDURE IF A 3<sup>rd</sup> BALLOT MUST BE ISSUED USING THE ATV SLIP MARKED 3<sup>rd</sup> ATV SLIP.*

# CURB SIDE VOTING – *PROCEDURE*



Curbside voting is the process followed when a person who is physically unable to enter a polling location sends another person into the location to inform the poll workers.



## Instructions for Curbside Voting:

- Two election officials (from opposite political parties) will take a **Curbside Pink Envelope** on the clipboard to the voter outside the location. The voter fills in the curbside form and signs it.
  - *If a voter who wishes to utilize the curbside voting process is unable to fill out the form, the two poll workers can perform this service for them. If a voter is unable to sign his or her name the voter may make a mark with the two election officials witnessing the mark and placing their initials on the Envelope.*
- The voter must provide appropriate ID and the type of ID should be noted on the envelope.
- The two poll workers will then take the curbside envelope to the E-poll book Table. The E-pollbook official will manually enter the name from the curbside **pink** envelope. The signature on the envelope and the E-pollbook should be compared. The E-pollbook clerk records the Voter as a curbside voter in the E-pollbook Notes Section. They also record the type of Identification presented by the voter.
- The voter is marked as voted and a Voter Print Ticket is issued.
- The two election officials take the Voter Print Ticket to the ballot table and obtain the appropriate paper ballot.
- The two election officials take the correct ballot in a ballot sleeve with the clipboard and a pen to the voter located outside the polling place.
- The judges instruct the voter on how to mark the ballot - Blacken the Oval. (The Voter is allowed to receive assistance to mark his/her ballot if they cannot)
- The voter returns the ballot, folded in half, placed in the pink envelope, sealed and returned to the two polling officials.
- The Democrat and Republican poll workers take the ballot in the **pink** envelope to the Provisional Ballot table and place it in the Yellow Canvas Provisional Bag. The clerks then return to their assigned ballot tables.



- **Provisional Curb Side Voter** - Follow all the steps for Provisional Voting, including providing the voter with the proper provisional envelope and ballot.
  - Voters who require assistance voting may bring a person of their choosing (with few exceptions) or one Election Official from each party may assist a voter if requested.
  - If helping a voter be sure and ***ask them how you can help.*** Don't make assumptions on what help the voter may require.

*Please refer to the Secretary of State's Quick Reference Guide for further instructions.*



## WRITE - IN CANDIDATES

### There will be Write-In Candidates

- A list of Write-In Candidates will be in your Top Ten List.
- The Write-In Candidates List is **NOT TO BE POSTED.**
- You provide this list if a voter request it.

### Instructions on how to vote for a write-in on a paper ballot:

- Find the line on the ballot of the office you want to write-in a name.
- On this line - **PRINT** the name of the write-in candidate you are voting for.
- The Voter **MUST BLACKEN** the Oval  beside the printed Name written on the line.

# 17 YEAR OLD VOTERS



## PRIMARY ELECTIONS ONLY

Ohio law allows 17 year old voters who will be 18 years of age on or before the date of the next general election (11-3-2020) to vote **only** on the **nomination of candidates**. They may **not vote** on any Issues or Options.

- You will be provided a List of Names and Addresses of any 17 year olds voter in your precinct.
- The Names will appear on the Envelope containing Special 17 Year Old Ballots.

**(These are the only ballots to use for 17 year old Voters)**

- 17 year old voters will be flagged in the E-Poll Book. They will receive an ATV Slip.
- Ask the 17 year old voter which party ballot they are requesting Check the ATV Slip to make sure. **(Primary's Only – Democratic, Republican, or Green Party)**.
- Not all precincts will have 17 year old voters. If you do not receive a List on the envelope you do not have any 17 year old voters.

## INSTRUCTIONS FOR : 17 year old Voters

- The Poll Worker is to remove the ballot from the envelope, tear off the stub and place ballot in sleeve.
- Provide same instructions given to all voters.
- After voting make sure the 17 year old scans their ballot into the DS200. This is especially important because they have never voted before and will need guidance.



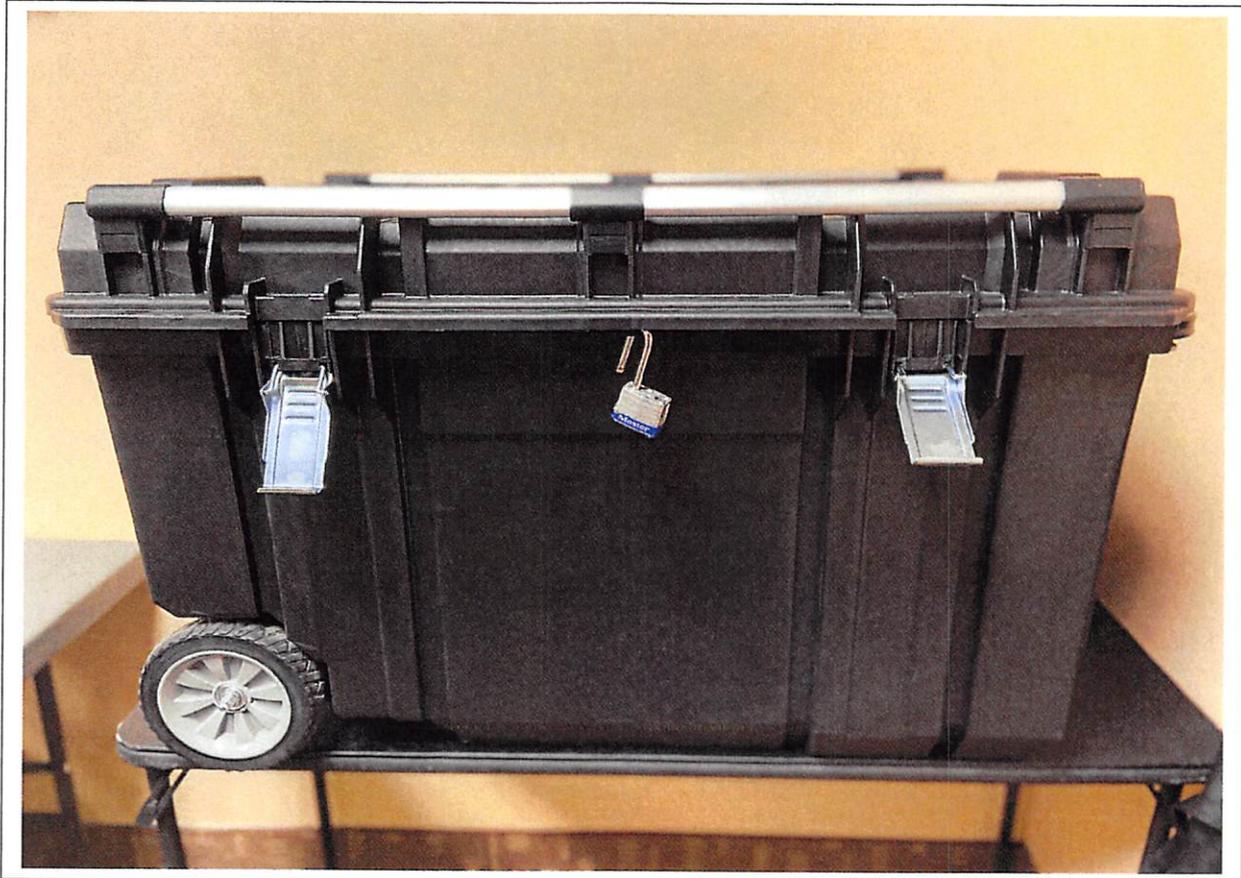


## CLOSING THE BALLOT TABLE CHECKLIST:

Anyone in line at 7:30 p.m. is allowed to vote. At 7:30 p.m., one of the judges should stand at the end of the line and inform anyone who arrives after that time that the polls are now officially closed.

- Tally the number of ballots remaining on each Paper Ballot Pad and record on the Pre-printed Ballot Reconciliation Sheet in the VLM's Forms Book.
- Give the Authority-to-Vote and Ballot Stub Boxes to the DS 200 Machine Judge to place in the lower compartment of the DS200 Voting Machine
- Give the Unused Ballots (Including Used Stub Pads) and the Spoiled/Defaced Ballot Envelope to the DS 200 Machine Judge to place in the Blue Ballot Box with the Voted Ballots for the VLM to deliver to their drop off location.

# BLACK SUPPLY TRUNK – AT LOCATION



# SUPPLIES



# REASONS UNDER OHIO LAW FOR ISSUING A PROVISIONAL BALLOT:

Ohio law outlines specific situations in which a provisional ballot should be issued:

- The voter's name does not appear in the Electronic Poll Book or on the Supplemental Voters List
- The voter has changed his or her name and is unable to provide the legal proof required to complete Form 10-L
- The voter has moved into your precinct but did not update his or her registration with the Board of Elections 30 days prior to the election
- A message appears in the Electronic Poll Book stating that the voter requested an absentee ballot or voted an earlier provisional ballot
- A message appears in the Electronic Poll Book stating that a Notice of Election card sent to the voter by the Board of Elections was returned as undeliverable
- The voter is unable or refuses to provide a valid ID
- The voter has changed his/her name and moved to a different precinct without updating his/her address by the Voter Registration Deadline of 30 days prior to the election
- The voter's signature does not match the signature on file at the Board of Elections
- The voter has been challenged and the challenge has either not been resolved or has been resolved against the voter



# PROCESSING PROVISIONAL VOTERS



IF YOU HAVE QUESTIONS OR NEED ASSISTANCE DURING THE PROCESSING OF A PROVISIONAL VOTER CALL THE PROVISIONAL HOT LINE AT 330- 259-9714



## GOOD TO KNOW:

Having to vote a provisional ballot can be unnerving or intimidating for some voters. As a Provisional Ballot Judge, you should do everything you can to make this process as simple for the voter as possible. Additionally, a federal court has determined that PEO error can sometimes be the reason that a Board of Elections is unable to count a voter's provisional ballot. To reduce the chances that you or the voter make a mistake in completing the Provisional Ballot Envelope, take your time to ensure that every necessary blank on the envelope is completed. Please do not fill in the blanks on a Provisional Ballot Envelope before one is needed. Doing so can lead to errors.

## At the Provisional / Help Table:

Voter presents their Authority to Vote Slip at the Provisional/Help Table.

- The Provisional Clerk removes the **correct** precinct provisional envelope and ballot for the voter from the Larger Envelope.
- Have the Voter fill out the **Yellow** Provisional Ballot Security Envelope (Labeled with their current precinct) and a Registration Form with their Changed information.
  - a. The Voter **must sign** both forms before the ballot is issued.
  - b. Use the Provisional Envelope Checklist and the Overlay to make sure everything is filled in correctly.
  - c. See instructions on the next page for filling out the registration card.
- Print the voters name in the **Yellow-Provisional** voter section of the Provisional Signature book.
- Make sure to give the Voter the correct Ballot for the precinct they are Voting In.
  - a. **(Do not Tear off Stub A, leave stub A attached to the ballot)**
- Give the Voter their **Yellow** Provisional Envelope **(Signed and Marked with the Correct Precinct they are Voting In)**
  - a. Instruct the Voter to Use the Pen Provided in the booth and to Blacken the Oval next to their choice.
  - b. After completing their ballot instruct the Voter to Fold the Ballot in Half and place it in the Provisional Envelope, Seal It and Return It to you at the provisional table.
- Tape their Authority to Vote Slip to the back of the Provisional Envelope Issued
- Give and explain to the voter the Provisional Ballot Notice before they leave the polling location. Give the Voter an " I Voted today Sticker "
- **Place Voted Ballot Envelope in Yellow Canvas Provisional Ballot Bag.**



# PROVISIONAL VOTING - VOTER REGISTRATION

FOLDER CONTAINS:

BLANK VOTER REGISTRATION CARDS

INSTRUCTIONS ON FILLING OUT VOTER REGISTRATION CARDS

EXAMPLE OF COMPLETED REGISTRATION CARD

ANY PROVISIONAL VOTER WHO HAS MOVED OR CHANGED THEIR NAME MUST FILL OUT A VOTER REGISTRATION CARD.

**SUGGESTION:** WHEN THE VOTER IS FILLING OUT THEIR **YELLOW** ENVELOPE HAVE THEM FILL OUT THE REGISTRATION CARD ALSO.

*MAKE SURE THEY SIGN BOTH.*



PAPER CLIP THE REGISTRATION FORM TO THE PROVISIONAL ENVELOPE WHEN IT IS RETURNED TO YOU BY THE VOTER. PLACE BOTH IN **YELLOW** CANVASS BAG AFTER BALLOT IS VOTED.

LEAVE ALL UNUSED REGISTRATION CARDS IN THIS FOLDER.

*DO NOT REMOVE THEM!*

WHEN POLLS CLOSE – FOLLOW INSTRUCTION FOR CLOSING THE PROVISIONAL TABLE

I am:  Registering as an Ohio voter  Updating my address  Updating my name

1. Are you a U.S. citizen?  Yes  No  
 2. Will you be at least 18 years of age on or before the next general election?  Yes  No  
 If you answered NO to either of the questions, do not complete this form.

3. Last Name: Smith First Name: Elections Middle Name or Initial: E Jr., II, etc.:  
 4. House Number and Street (Enter new address if changed): 345 Oak Hill Ave Apt. or Lot #: Ste 10 5. City or Post Office: Youngstown 6. ZIP Code: 44503  
 7. Additional Mailing Address (if necessary): 8. County (where you live):  
 9. Birthdate (MO-DAY-YR) (required): 8-1-48 10. Ohio Driver's License No. OR Last Four Digits of Social Security No. (one form of ID required to be listed or provided): 7676 11. Phone No. (voluntary): 330-727-1000  
 12. PREVIOUS ADDRESS IF UPDATING CURRENT REGISTRATION - Previous House Number and Street: 2801 Market St. Previous City or Post Office: Youngstown County: Mahoning State: Ohio  
 13. CHANGE OF NAME ONLY Former Legal Name: Election Jones Former Signature: Election Jones Date: 1-21-19 MO DAY YR  
 14. I declare under penalty of election falsification I am a citizen of the United States, will have lived in this state for 30 days immediately preceding the next election, and will be at least 18 years of age at the time of the general election.  
 Your Signature ↓ Election Smith

FOR BOARD USE ONLY  
 SEC4010 (Rev. 4/15)  
 City, Village, Twp.  
 Ward  
 Precinct  
 School Dist.  
 Cong. Dist.  
 Senate Dist.  
 House Dist.

## PROVISIONAL VOTER – “Right Church /Wrong Pew”

**SIMPLY PUT** - If the voter is in the correct location but insist on voting in the wrong precinct the poll worker **MUST** fill out form 12-D. If the voter votes provisionally in the wrong precinct and the provisional clerk fails to fill out form 12-D the ballot has to be remade at the Board Office and counted. This is referred to as Poll Worker Error.

*Again - If the voter is in the correct voting location and insists on voting a ballot other than the one assigned to him/her based on current address:*

- Spoil the voter's issued ballot – if issued prior to requesting to vote in another precinct.
- Complete the Form 12-D (Provisional Voter Precinct Verification form)
- Review steps 4 and 5 on the form with the voter
- Tape form to the back of the Provisional Envelope
- Write "12-D" on the top of the Envelope
- Give the voter the Ballot he/she requested, and place a large "X" on the upper left-hand corner of the Ballot so that it can't be read by the Ballot Counter
- Make a note on the Problems and Corrections Page of the Provisional Judge Workbook stating that the voter insists on voting a wrong ballot. Include the voter's name, and the precinct and ballot style from the ballot issued to the voter

**If the Voter Is in the Wrong Location, and insists on voting a ballot in the Wrong location - Follow These Steps:**

- Read aloud to the voter the statement printed on the Wrong Location Authority-to-Vote Slip. If the Voter has not yet called the Provisional Voter Hotline, the voter can call **(330) 259-9714** to discuss the issue.
- Complete the Form 12-D (Provisional Voter Precinct Verification form)
- Review steps 4 and 5 on the form with the voter – have them sign.
- Paper Clip form to the back of the Provisional Envelope



- Write "12-D" on the top of the Envelope
- Tape the printed Wrong Location Authority to Vote Slip to the back of the Provisional Envelope.
- Select any Provisional Envelope and any provisional ballot from an open Ballot package to use for the voter.
- Place an "X" in the check box in the upper left corner to ensure it cannot be read by the Ballot Counter
- Place an star (\*) next the Precinct Name at the top of the Provisional Envelope
- Make a note on the Problems and Corrections Page of the Provisional SignaturePoll Book stating that the voter voted in the wrong location. Include the voter's name, and the precinct and ballot style from the ballot issued to the voter



# CLOSING THE PROVISIONAL BALLOT TABLE CHECKLIST:

Anyone in line at 7:30 p.m . is allowed to vote.

- Give to the VLM the Yellow Provisional Envelope containing Voted Provisional Envelopes, Curbside Envelopes and Voter Intent Envelopes. (You receive the last two from the Ballot Table Judges)
  
- Return to the DS200 Voting Machine Judge any unused Provisional Ballots and the soiled and defaced envelope. Have them place the unused provisional ballots in the Blue Ballot Box to be returned to the Board.
  
- Return All other supplies in the Clear Plastic Envelope to the Black Supply Trunk:
  - Unused Provisional Envelopes
  - The Street Search Ipad
  - The Blue Binder
  - Pens, Paper Clips and Pink Sheets and any other supplies used at the table



# THE PROVISIONAL BALLOT JUDGE

## Table Supplies, Step By Step

RECEIVE FROM THE VLM THE FOLLOWING SUPPLIES LOCATED IN THE BLACK SUPPLY TRUNK

Yellow Canvas Bag

Precinct Location Poster

Provisional Ballots

Sample Ballot

Provisional Envelopes

Ballot Sleeves

Soiled and Defaced Ballot

Clip Boards

Blue Binder

Curb Side Envelopes

Provisional Sign

Red Poll Book

Precinct Ballot Signs

