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MAHONING COUNTY  
**BOARD OF ELECTIONS**

*Your vote counts!*



Joyce Kale-Pesta  
Director

Thomas P. McCabe  
Deputy Director

# MAHONING COUNTY BOARD *of* ELECTIONS

*Precinct Election Officials*

# TRAINING MANUAL

**March 17th, 2020 Primary Election**

**VOTING LOCATION MANAGER INSTRUCTIONS**



# GENERAL INFORMATION

**As a PEO, it is your job to:**

- read and understand all of the information Presented in the General Information section
- read and understand the information presented in the section relating to your position

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# WELCOME!

and thank you for serving as a Precinct Election Official (PEO).

The Mahoning County Board of Elections is committed to conducting fair and impartial elections that are well organized and professionally managed-something that would be impossible without you.

As a PEO, it is your job to assist voters and help ensure that the election is conducted lawfully. In addition, you will:

- work as part of a team to ensure that Election Day runs smoothly and successfully
- help keep the entrance to the polling location open and unobstructed
- ensure that every voter is able to check in and vote freely by preventing any person to attempt to obstruct, intimidate or interfere with the voter's rights
- ensure that all forms, ballots, electronic poll books, and machines remain available, safe and free from tampering
- contact the Board of Elections if you need to have any person escorted from the polling location for actions that violate any provision of Title 35 of the Revised Code (the Election Laws of Ohio)

At your earliest convenience after Election Day, please access our **online Precinct Election Official Survey Form**. The information you provide to us on the survey is very helpful in improving the Election Day experience for both PEOs and voters. The link to our survey will be accessible for one month after any election, but we ask you to provide your comments as soon as possible, while they are still fresh in your minds.

The link to our survey site is:

**[Vote.Mahoningcountyoh.gov](http://Vote.Mahoningcountyoh.gov)**

Once you have logged in, you can access the survey by selecting the "Complete the Precinct Election Official survey" link.

## GOOD TO KNOW

Precinct Election Officials are always in great demand. The Board of Elections hires 1,200 individuals to serve as Precinct Election Officials for each Election Day. Persons interested in becoming Precinct Election Officials should call the Board of Elections at (330) 783-2474 or apply online at [vote.mahoningcountyoh.gov](http://vote.mahoningcountyoh.gov)



## As a PEO, you're part of a team.

Ohio law provides that the maximum number of voters assigned to a voting precinct is 1,400, and at a minimum:

- Four voters of the county in which a single precinct is located are to be selected by the County Board of Elections to serve as PEO's in that precinct
- Two voters of the county in which multiple precincts are located are to be selected

The Board of Elections staff will select one PEO per location to act as a Voting Location Manager, with overall responsibility for overseeing the election process, including the opening and closing of the polling place and the transporting of ballots, Electronic Poll Books USB's and voting materials to the Board of Elections after the polls close. The law requires that the Voting Location Manager has the same political affiliation as the party whose candidate for Governor received the most votes in that location at the last regular state election for Governor.

Each team is comprised of one Voting Location Manager and at least three other Election Judges. Each type of Judge has specific responsibilities, which are outlined in greater detail in dedicated sections of this book.

### *VOTING LOCATION NUMBERS*

Every voting location is assigned a Location Identification Name which is used to identify voting equipment, hardware, and some other materials and tells you how many precincts are in the voting location. Locations can be as follows:

- One precinct within the voting location name
- Two precincts within the voting location name
- Three precincts within the voting location name
- Four precincts within the voting location name
- Five precincts within the voting location name
- Six precincts within the voting location name
- Seven precincts within the voting location name
- Eight precincts within the voting location name
- Nine precincts within the voting location name

The number of Precinct Officials assigned to a voting location depends on how many precincts are in that location. The Voting Location Manager manages all precincts within his or her voting location.



# THE TEAM AT A GLANCE

PEO's must work in the position for which they were trained. VLM's and AVL M's (Assistant Voting Location Managers) should have a good working knowledge of other judges' positions.

## **Voting Location Manager / Assistant Voting Location Manager (D+R)**

The VLM and the AVL M in charge of the voting location, are responsible for the over- all conduct of the Election at the precinct Polling Location.

## **Electronic Poll Pad Clerk**

Processes voters using Electronic Poll Books.

## **Paper Ballot Clerk**

Oversees all paper ballot voting.

## **Machine Clerk**

Oversees voting on the DS200 Ballot Scanner and ADA Express Vote

## **Provisional Judge – Help Desk**

Oversees the voting of people who must vote provisionally or help locate where they should vote

## **YOUTH AT THE BOOTH**

In partnership with Youngstown State University and Mahoning County High Schools, the Youth at the Booth program has recruited college and high school students to work at polling locations during the Election. These students are trained to be PEOs, and receive the same training as adult poll workers. As such, they should be accorded the same respect and held to the same expectations as adults.

## **FIELD REPRESENTATIVES**

Specially trained Field Representatives visit pre-assigned voting locations to troubleshoot problems and provide Election Day support to PEO's.



**AN ELECTOR CANNOT SERVE AS A PEO IF THAT ELECTOR (A) HAS BEEN CONVICTED OF A FELONY OR ANY VIOATION OF THE ELECTION LAWS (B) IS UNABLE TO READ AND WRITE THE ENGLISH LANGUAGE READILY (C) IS A CANDIDATE FOR OFFICE TO BE VOTED FOR BY THE VOTERS OF THE PRECINCT IN WHICH THE PERSON IS TO SERVE, OTHER THAN A CANDIDAE FOR COUNTY CENTRAL COMMITTEE WHO IS NOT OPPOSED BY ANY OTHER CANDIDATE IN THAT PRECINCT OR POLLING PLACE WHERE A FAMILY MEMBER OR BUSINESS ASSOCIATE WILL APPEAR ON A BALLOT FOR ELECTION OR NOMINATION TO ANY PUBLIC OR PARTY OFFICE AT THAT SAME ELECTION.**



## THE VOTING LOCATION MANAGER(VLM)

- Arrive at the voting location no later than 5:30 a.m. on Election Day
- Oversee the set up of the voting location
- Check and arrange the location, inside and out
- Check in Poll Workers – Make sure they sign all forms listed in the Forms Book
- Administer the Oath to all poll workers at one time.
- Make sure all poll workers sign the payroll sheets
- Assist with curbside voting if needed.
- Assign Breaks and Lunches - a VLM or AVL M should be present at the location at all times. *Do not take lunches or breaks together.*
- Manage the polling place throughout the day
- Print & Post from the E-Pollbook the Zero Tape,
- Print & Post the 11am & 4pm List using 1 printer only!
- Post the list received from the Board of Registered Voters before 6:30 AM
- Be able to perform the duties of other judges and fill in as needed
- Supervise break down of the voting location
- Sign Total Tapes for each DS200 in location
- Place total tapes in Canvas Zipper Pouch located in the Tabulation Binder
- Assist in the completion of necessary forms
- Dismiss the Location Poll Worker at one time – anyone leaving early – mark their time down.
- Return Blue Tabulation Binder and Blue Ballot Box to your drop off location – AVL M rides along

## THE ASSISTANT VOTING LOCATION MANAGER (AVLM)

- Perform and assist the VLM in the management of the Location – Team Up.
- At 7:30 PM Declare the polls closed.
- If there is a line, Place yourself at the end to insure no one votes after 7:30 pm

## THE ELECTRONIC POLL BOOK CLERK (EPB)

- Arrive at the voting location no later than 5:30 a.m. on Election Day
- Set up Electronic Poll Books
- Process voters
- Check for valid identification
- Determine whether voters are regular or provisional
- Print and issue Authority-to-Vote slips
- Direct Voter with Authority to Vote Slip to the Paper Ballot Table
- Determine lost voters and direct them to the correct polling location
- Close the Electronic Poll Books – Pack iPads in New Cases



## THE PAPER BALLOT CLERK (PBM)

- Arrive at the voting location no later than 5:30 a.m.
- Get all Ballots for your Location from the Location Manager
- Tape the Party Definition Card at the Front of the Table for Voters to see
- Tape the Party Definition Card on the wall behind the Table for view by voters
- Arrange the Ballots facing you – tape ballot signs to table
- Receive the ATV Slip – Write the stub number on it
- Tear off stub A – Place in Stub Box
- Give Voter correct Ballot in Sleeve – Direct them to Voting Booths
- Place ATV Slip in ATV Box

## THE DS200 VOTING MACHINE CLERK (VMC)

- Arrive at the voting location no later than 5:30 a.m. on election day
- Open the DS200 Ballot Counter you are assigned. Record the seal numbers
- Open the ADA Express Vote.
- Print 2 Zero Tapes for Both.- Post on 1 Door – place in 1 Plastic Envelope
- Have all Machine Judges Sign the Zero and Total Tapes for their Machine
- Assist voters in getting started on the DS200 ballot markers.
- Collect Ballot Sleeves for your machine – Give Voter “I voted today” Sticker
- Cancel ballots on DS 200 ballot markers and Express Vote when necessary
- Assist voters who have special needs
- Close the DS200, record seal numbers, print results tapes, remove Blue Ballot Box (Lock and Seal) – Give to VLM.
- Remove DS200 USB Stick - give to VLM to place in Blue Canvas Tabulation Binder
- Wait for the Elections Clerks to bring all material to be Stored in DS200

*If you are a **Machine Judge**, you will rotate between two positions:  
DS200 Ballot Machine  
Ballot Table position*



## THE PROVISIONAL CLERK (PVC)

- Arrive at the voting location no later than 5:30 a.m. on election day
- Set up the Provisional Voting and Help Desk for your location
- Get all Provisional Ballots for your Location from the Location Manager
- Tape the Precinct Name Card at the Front of the Table for Voters to see
- You will have pre-printed provisional ballots for each precinct in your Location
- Tape the Precinct Name Card at the Back of the Table for you to view
- Arrange the Ballots and Provisional Envelopes for those ballots facing you.
- Make sure your laptop is working correctly.
- Enter Voters Name and Address in Workbook
- Follow instructions to complete and verify the provisional ballot envelopes for all voters
- Secure completed ballots in **Yellow Voted** Ballot Bag and include Red Provisional Signature Book
- *Give to the Voting Location Manager*



# THE BASICS

How much time will be expected of me?

## **MANDATORY TRAINING: 2 TO 4 HOURS**

As a PEO, you are expected to attend and pass one mandatory training class before each election. Depending on your position, you should expect to spend between two and four hours for an in- depth, hands-on session. Since there are always new and adjusted procedures to be learned, you must attend a class for each election you work and prove comprehension before being assigned.

## **PRACTICE MAKES PERFECT (PMP) TRAINING: VARIED**

During the last weekend before the election, after you have completed your mandatory training, we offer special "Practice Makes Perfect" Open House review sessions to help you brush up on your skills, get answers to your questions, and increase your confidence. These sessions are optional for some and do not take the place of mandatory training classes. We recommend **Practice Makes Perfect** for all, but strongly advise first -time PEOs to attend, including those working a new position. You will find dates, times and locations for PMP

## **ONLINE PEO REVIEW**

If you have internet access and an email address account, we encourage you to complete the voluntary online You Tube Videos located on our website at: [Vote.Mahoningcountyoh.gov](http://Vote.Mahoningcountyoh.gov). Follow the link to poll worker training and select the videos you would like to view. It is encouraged that all Voting Location Managers review all videos. The training manual will also be on the Ipad you are provided for election day

**GOOD TO KNOW**

During the election, there must always be at least two PEOs (cannot be members of the same political party) present to assist voters. Youth at the Booth under the age of 18 are considered to be Politically neutral.

**ELECTION DAY: 15 HOURS**

On Election Day, you'll be expected to serve approximately 15 hours, from 5:30 a.m. until the Voting Location Manager releases the team at approximately 8:30 p.m.

**How Much Will I Be Paid?**

PEOs are paid for their time on Election Day, for ONE mandatory training session and for attending a "**Practice Makes Perfect**" Open House the weekend before the election. Please allow THREE WEEKS after the Election for payroll to be processed and to receive compensation. Compensation is as follows:

**Election Day** - All PEOs: \$134

**Mandatory Training Session** - Voting Location Manager  
Asst Voting Location Manager \$50.00  
All Other PEO'S - \$25.00

**"Practice Makes Perfect" Open House** - All PEOs - \$20.00

**VLM Material Pick-Up/Drop-Off** - Voting Location Manager - \$20.00

**Asst. VLM Ride Along** - \$10.00

**Totals: VLM - \$224 \* Deputy VLM - \$214 \* PEO's - \$179**

**Will I Get Breaks?**

On Election Day, the Voting Location Manager will assign meal and break times to ensure that coverage is maintained.

If voter traffic allows, each PEO will get one hour for lunch, and potentially shorter breaks of 15 minutes as time allows.

All PEO's must be back from lunch no later than 4 p.m., and must remain at the voting location until dismissed by the VLM.



# PEO CONDUCT

## Setting the tone for your voting location:

Although you will find your Election Day service to be rewarding, it can be filled with long lines and short tempers. As a PEO, your behavior sets the tone for your location and serves as an example to voters. Treating both the voters and the other Precinct Election Officials with courtesy and respect are the keys to ensuring a smooth process.

**REMEMBER: IF YOU ARE PATIENT WITH OTHERS, THEY WILL BE PATIENT WITH YOU... EVENTUALLY :-)**

## GETTING READY TO BE YOUR BEST

Plan to get plenty of rest the night before so that you can work efficiently, treat voters in a professional manner, and easily resolve any problems that may arise.

### In addition, ensure your personal comfort throughout the day by:

- bringing any medications you require
- wearing comfortable shoes
- bringing drinks, meals and snacks for breaks
- arranging for the care of any children, dependents, or pets
- dressing in layers, and bringing a jacket or sweater

On Election Day, all PEOs will be asked to acknowledge that they have read the Ethics Agreement and will abide by it.

## ETHICAL EXPECTATIONS INCLUDE:

- being on the job when expected
- maintaining confidentiality
- not taking home for personal use any supplies that are provided for your voting location

## GOOD TO KNOW

The polling place is not a place for children of PEOs. Please arrange for child care while you are working the polls.

## GOOD TO KNOW

About Cell Phones:  
The Voting Location Manager will have an official cell phone in his or her supply kit but we encourage you to have your personal cell phone with you when you arrive in case your voting location is not open. You may use your personal cell phone during breaks, but not while performing official duties.

See *Ethics Directive by the Secretary of State* in the back of this manual. All poll workers must sign this form located in the VLM Forms Book.



## UNACCEPTABLE CONDUCT

Under no circumstances may a PEO...

- campaign at the polling location or attempt to influence any voter or other PEOs as to their vote for or against a candidate or issue
- wear or disseminate any campaign literature or paraphernalia, including but not limited to literature; partisan sample ballots; and campaign partisan sample badges, clothing or buttons
- introduce into the polling place or use during their working time any items that might distract them from the management of the polls (e.g., laptops not provided by the Board of Elections, cell phone for personal calls, newspapers, news magazines, iPods or other music players, radios and televisions)
- solicit contributions for raffle tickets or charities, or have for sale anything at the polling location (e.g., baked goods, candy or crafts)
- place any food or drink on the Roster Table, in the Paper Ballot Area, or on or near the voting equipment and supplies
- engage in any activities identified as illegal or unacceptable according to the Board of Elections, the Secretary of State, or state or federal law
- refuse to enforce election laws, especially the laws that apply to precinct polling locations (R.C. 3501-33 and R.C. 3501-35)
- carry a weapon or firearm into the polling location
- possess or transfer possession of a ballot outside of his/her official Election Day duties

*Violations of any ethics policy by a Precinct Elected Official may result in dismissal from service and no opportunities for further service as a PEO.*



# KEEPING POLLING INFORMATION SECURE

On Election Day, the PEOs are responsible for ensuring that the forms, ballots and machines remain safe, undisturbed and free from tampering. Each one of the following procedures helps to keep the voting process secure, and is critical in ensuring that, after Election Day, Election Officials can account for all that has occurred at the polling place. See the individual job sections for more information about the ultimate responsibility for each of these procedures.

- Inspect and unlock the storage carts and record that information.
- Inspect machines for physical damage and check tamperproof tapes, seal numbers and security seals
- Keep a record of all ballots issued, including provisional ballots and spoiled ballots
- Document any incident that may affect the election results, including:
  - delays in opening the polling location - machine problems
  - "fleeing" voters who leave the polling location without having their ballot marked or counted
  - any other incidents that you believe might have an impact on the election
- Report any suspicious activity in or around the voting location to the Board of Elections
- Fill out every form legibly and completely
- Return the correct materials to the Board of Elections on Election Night

## GOOD TO KNOW

Keeping records of suspicious events while the polls are open is one of the most important duties the VLM is asked to perform. Accurate documentation in the Location Workbook tells the complete story of what transpired at your polling location on Election Day. Your records will be used by the County Board of Elections to resolve any issues that arise during the current election and to plan for future elections.



**IF YOU HAVE ANY PROBLEMS, QUESTIONS OR CONCERNS  
DURING ELECTION DAY CALL THE BOARD OF ELECTIONS:  
330-783-2474**



## EMERGENCY PROCEDURES

Important procedures & telephone numbers

***IF POLLING PLACE IS NOT OPEN BY 5:30 A.M.:***

- VLM should call the Board of Elections. **330-259-9713**

### MEDICAL EMERGENCY

- Call 911
- Once the medical emergency is under control, please make a follow-up call to the Board of Elections. Joyce 330-402-5275

### EVACUATION OF YOUR VOTING LOCATION

If you must leave your voting location due to an emergency like fire or tornado:

- ***Keep calm.*** Your safety and the safety of your co-workers and the voters is our first concern.
- Gather and secure the following \* ***if safety and time allow:***
  - Voted Blue Ballot Box in DS200 Voting Machine
  - USB Stick from the Ballot Counter
  - The Electronic Poll Books (EPBs)
  - Official Cell Phone
  - The Location Forms Book
  - The Red Poll Book
  - Authority-to-Vote (ATV) Slips
  - Ballot Stub Box

If any of the above are removed, at least one PEO (and preferably two, not of the same political party) must remain with the equipment at all times.

- Go to a safe location, as instructed by public safety officials or as determined by the Voting Location Manager
- As soon as you can, contact the Board of Elections at for further instructions

**IF AND WHEN YOUR VOTING LOCATION CAN BE RE- OPENED :**

- Inspect the voting area
- Report any irregularities or problems to the Board of Elections.
- Replace USB Stick (if removed) into Ballot Counter and place tamper proof seal across compartment door
- Replace Blue Ballot Box in DS200 Voting Machine
- Place Red Security Seals on Blue Ballot Box and Door
- Set – Up the Electronic Poll Books and test them.
- Continue processing voters

**IF POWER GOES OUT, THE MACHINES AND ELECTRONIC POLL BOOKS HAVE BATTERY BACK - UP SO YOU CAN CONTINUE VOTING.**

- Call the Board of Elections – Speak to the Director, Joyce Kale-Pesta  
**330-402-5275**
- Allow voting to continue if the location is deemed to be safe.
- Retrieve the Envelope containing Emergency Authority to Vote Slips.

**Use:**

- THE EMERGENCY AUTHORITY-TO VOTE SLIPS
  - Tear off blank paper from printer
  - Handwrite Precinct ID and Ballot Style on front of slip.
  - Party Affiliation if it is a Primary Election.
- REASON FOR PROVISIONAL BALLOT SLIPS
  - Mark through front of slip.
  - Turn slip over and write "Provisional" at the top; then write the reason for voting provisionally
- AS VOTER TRANSFER FORMS
  - Mark through front of slip.
  - Turn slip over and write the Name and Address of the Voter's correct location. (You will still be able to obtain this information from the Electronic Poll Book)



## ASSISTING VOTERS WITH DISABILITIES

Under both state and federal law, Ohio polling locations are required to be accessible to people with disabilities. The Help America Vote Act (HAVA) requires that all voters must have the ability to independently cast a private ballot. The Americans with Disabilities Act (ADA) sets standards for ensuring that people with disabilities have equal access to public services and facilities, including polling locations.

### GENERAL GUIDELINES

Here are some guidelines for PEOs when interacting or communicating with all voters who have disabilities.

- Be courteous and respectful.
- Use common sense-it will provide the answers to most questions.
- Do not underestimate persons with disabilities-disability does not equal inability
- Allow a little extra time to get things done. It is considerate to offer a seat and give unhurried attention to the elderly, those with disabilities, and those who have difficulty speaking or hearing.
- Always speak directly to the voter and not to their companion, aide or interpreter.
- ASK before you help. The person may not want or need assistance. Don't insist; respect the voter's wishes.
- Offer assistance discreetly; your courtesy will be appreciated. Once assistance is offered, wait until the offer is accepted. Then listen and wait for instructions.
- Treat adults like ... adults. Never patronize people in wheelchairs by patting them on the shoulder or head.
- Never distract a service animal; they are working.
- If your voting location is in a building with several routes through it, be sure that there are sufficient signs to direct people to the most accessible way around the facility.
- Relax. Common expressions like "see you later" or "walk over here" are unlikely to make a person with a disability uncomfortable; don't be embarrassed if you use one.



## ASSISTING VOTERS WITH SPECIFIC DISABILITIES

Voters needing assistance reading/marking the ballot due to blindness, disability or illiteracy may ask for assistance from the individual of their choice with the exception of:

- Their employer
- An agent of their employer
- An officer or agent of their union
- A candidate on the precinct's ballot

Voters may also receive assistance from two PEOs, each from a different political party.

## VOTERS WHO ARE IN WHEELCHAIRS OR HAVE MOBILITY IMPAIRMENTS

- Make sure chairs are available for the disabled, ill, elderly or pregnant.
- Make sure signs are posted inside and out with regard to parking and other conveniences.
- Do not push or touch a person's wheelchair without prior consent.
- Do not lean or hang on a person's wheelchair; adaptive equipment is an extension of the body and part of someone's personal space.
- Place yourself at eye level by sitting or kneeling when speaking with someone in a wheelchair so that they don't have to look up at you to communicate.
- Ask before helping . Grabbing someone's elbow might throw them off balance. Opening the door for someone leaning on a door might cause them to **fall**.
- Fasten mats and throw rugs securely or move them out of the way.
- Keep floors as dry as possible on rainy or snowy days.
- If there are ramps keep the ramps and wheelchair-accessible doors to the voting location unlocked and barrier-free.



## VOTERS WHO HAVE SPEECH OR HEARING IMPAIRMENTS

- Gently tap a person who has a hearing impairment on the shoulder or wave your hand to get their attention.
- Follow the voter's cues to determine whether speaking, gesturing or writing is the most effective method of communication.
- Listen carefully and never pretend to understand; instead repeat what you understood and allow the person to respond.
- Do not shout. Your facial expressions, gestures, and body movements can aid in understanding. Face the voter at all times (they may be able to read lips), and keep your face in full light.
- Ask questions that require only short answers or a nod of the head.
- Be patient.

## VOTERS WHO ARE DEAF

- Gently tap a person who is deaf or has a hearing impairment on the shoulder, or wave your hand to get their attention.
- Identify who you are by showing your name badge.
- When speaking to the voter, do so calmly, slowly and directly. Do not shout or exaggerate.
- Communicate in writing, if necessary.
- If you are not understood at first, repeat or rephrase your thought.

## VOTERS WHO ARE BLIND OR VISUALLY IMPAIRED

- Identify yourself and state that you are a Precinct Election Official as soon as you come in contact with the voter.
- Ask if you may be of assistance and verbally offer your arm to the voter. If assistance is accepted, gently place your arm under the hand of the voter rather than taking the voter's arm.
- If the voter has a guide dog, walk on the opposite side of the voter from the dog. Do not feed, pet or otherwise distract the dog without the permission of the owner.
- When giving verbal directions to navigate the voting location, be as specific as possible and indicate obstacles in the path of travel, For example, "The precinct table is at 3:00; we are processing voters there."
- Let the voter know if you are going to leave them.
- Remember that visual impairment or blindness does not equal hearing impairment; do not shout.



# THE VOTING LOCATION MANAGER

**As a voting location Manager, it is your job to:**

- pick up the Election Day supplies
- oversee the set up of the voting location
- check and arrange the location, inside and out
- manage the polling place throughout the day
- be able to perform the duties of other judges and fill in as needed
- supervise break down of the voting location
- assist in the completion of necessary forms
- return Election results

Remember, as the VLM, your behavior sets the tone for the entire election . Be sure to treat all PEOs and voters with the utmost courtesy

## ELECTION DAY:

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# GETTING STARTED CHECKLIST

- Plan to arrive at your polling location at 5:30 a.m.
- If you are unable to get into your polling place at 5:30 a.m., check your location sheet for the name and number of the person responsible for opening the location. Call and see if there is a problem. If no answer, call the PEO Hotline immediately.
- Once inside the polling place, plug your cell phone back in to ensure it stays charged throughout the day.
  - Be sure to keep the phone on and in a secure location for the entire day. Answer when it rings.
  - Check for text messages from the BOE regarding any changes and/or updates.

**THE KEY CONTAINED IN THE PLASTIC BAG WITH THE CELL PHONE WILL OPEN THE LOCK ON THE BLACK SUPPLY TRUNK.**



**THE BOE CELL PHONE IS NOT TO BE USED FOR MAKING OR TAKING PERSONAL CALLS, TEXT MESSAGING OR WEB BROWSING. THESE CHARGES WILL BE BILLED TO THE BOARD OF ELECTIONS, AND IN TURN WILL BE BILLED TO THE VOTING LOCATION AND DEDUCTED FROM YOUR SALARY.**

- Retrieve the Worker List from your Cell Phone Plastic Bag. As workers arrive, check their names off.
- Have each PEO complete the Oath / Payroll Record / Ethics Policy Acknowledgement Form in the Location Workbook.**
  - Administer the Oath of Office to All PEO's as a group.
  - Have all PEO's confirm that they have read the Secretary of State's Ethics Policies and Expectations for PEO's..
  - Have all workers legibly print their name, provide their signature and full mailing address, and record the time they arrived.
- If you find any supplies to be missing, call Sue Lascola **330-716-4652****



- If not all PEOs have arrived in a timely manner, call the number listed for Democratic or Republican Poll Workers to report the names of the workers who did not show up.**
  - If a replacement PEO is needed, either:
    1. The BOE will send a placement to your polling location, OR
    2. You must obtain permission from the BOE to appoint a replacement PEO on the spot
    3. Complete the In Case of Vacancy form whenever you appoint a PEO on the spot.
      - Be sure to obtain the Social Security Number and phone number for any PEO you appoint ON Election Day.
      - Ensure that the new PEO completes the Oath/Payroll Record/Ethics Policy Acknowledgement Form.
- Check the Black Supply Trunk. Distribute supplies. If you find any supplies to be missing, call the Missing Supply Hotline.**

**CHECK OFF LIST FOR BLACK SUPPLY TRUNK**

<input type="checkbox"/> POSTING MATERIAL TOWER	<input type="checkbox"/> BLUE PROVISIONAL BINDER
<input type="checkbox"/> DENIM SUPPLY TOTE	<input type="checkbox"/> CLEAR ENVELOPE WITH SUPPLIES
<input type="checkbox"/> SPECIFIC CHECK OFF LIST FOR ALL JUDGES	<input type="checkbox"/> PROVISIONAL ENVELOPES
<input type="checkbox"/> TOP 10 ENVELOPE	<input type="checkbox"/> PROVISIONAL TABLET
<input type="checkbox"/> FORMS BOOK	<input type="checkbox"/> PROVISIONAL SIGNS FOR TABLE
<input type="checkbox"/> MAHONING COUNTY MANUAL	<input type="checkbox"/> SOS MANUAL
<input type="checkbox"/> BLUE CANVAS BAG WITH SUPPLIES FOR EACH MACHINE JUDGE	<input type="checkbox"/> LG PLASTIC ENVELOPE WITH SUPPLIES FOR BALLOT JUDGE
<input type="checkbox"/> KNOWINK MANUAL	<input type="checkbox"/> YELLOW CANVAS BAG
<input type="checkbox"/> BLUE USB BINDER & MACHINE KEYS	<input type="checkbox"/> VOTE HERE SIGN
<input type="checkbox"/> RED CANVAS BAG WITH SUPPLIES FOR E POLL BOOK JUDGE	<input type="checkbox"/> RED CANVAS BAG WITH EXTRA SUPPLIES FOR E POLL BOOKS
<input type="checkbox"/> SOILED AND DEFACED ENVELOPE	<input type="checkbox"/> GREEN CANVAS BAG WITH EXTRA SUPPLIES
<input type="checkbox"/> GREEN SUITCASES (One for each I-pad)	<input type="checkbox"/> EMERGENCY SIGNATURE BOOK



## THE IDEAL POLLING LOCATION

In general, you want to set up your polling location to ensure:

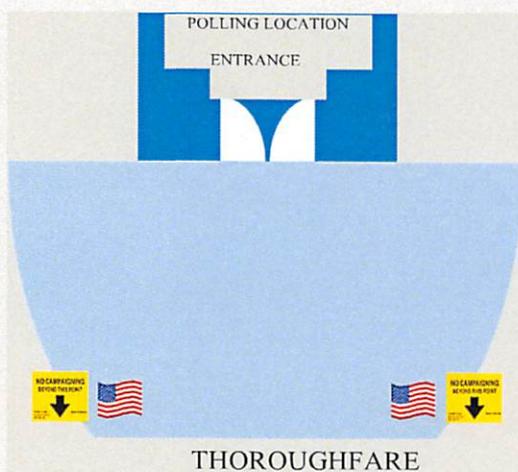
- PEOs can observe voters entering, going through the voting process, and leaving
- Every step of the voting process is open to the voter's view (except, of course, how others are voting)
- All voters, including those with disabilities, can easily get into and out of the polling place, have access to any voting device, and are able to easily read any signs and info postings
- Voters can move easily from the E-Poll Pad Table to the place where they receive their ballot to vote, the voting booth, the DS200 Voting Machine and then to the exit
- Machines or voting compartments are arranged for privacy and safety
- The Small flags are placed 100 feet from the Entrance
- Large flag is placed at the main drive of the Location near the street. Supply will put up before the election Poll workers must take down on election night.
- All required signs and voter registration lists are prominently posted inside the polling location
- Tables and materials are organized efficiently, and all necessary voting supplies are easily accessible to PEO's
- Food, drinks and snacks are located in an area separate from voting supplies and equipment.
- ***Station yourself in an area that is easily accessible to voters and poll workers so you can be found if needed.***

# PLACEMENT OF FLAGS AND VOTING/CAMPAIGNING SIGNS

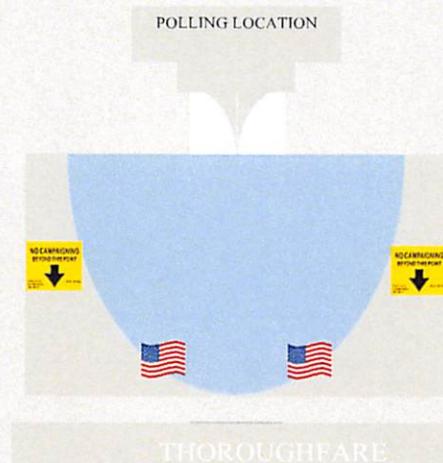
Small flags in the Red Buckets.

- Use the 100-foot ball of string in your Office Supplies Kit to measure the correct distance if necessary.
- Campaigning is prohibited within 100 feet of the entrance or entrances voters must use, as well as within the entire building itself.

Campaigning is prohibited within 100 feet of the entrance or entrances voters must use, as well as within the entire building itself



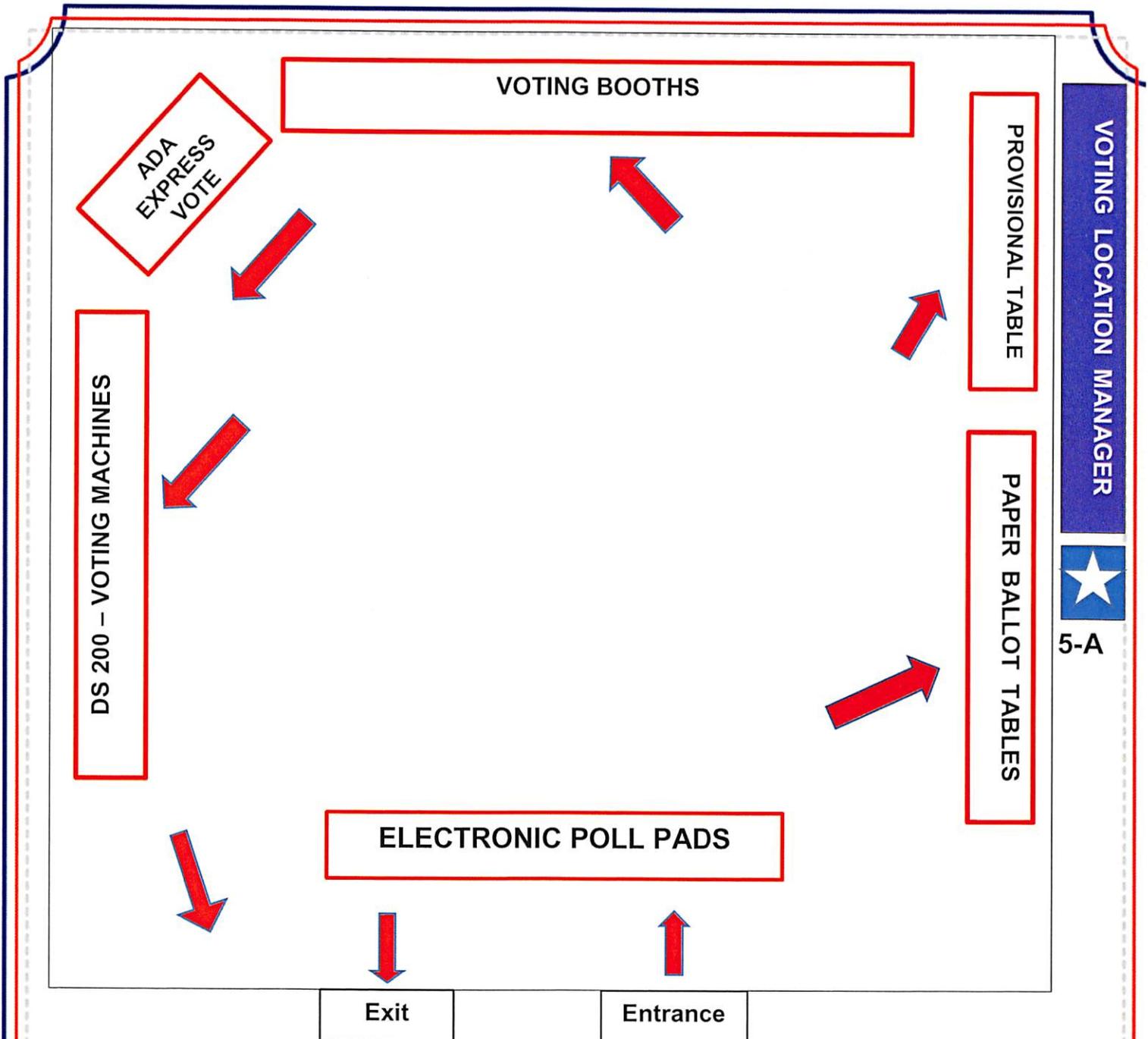
In the above diagram, the 100-foot radius overlaps the thoroughfare. Notice that the area within which campaigning is prohibited extends across the street.



In the above diagram, the 100-foot radius does not overlap the thoroughfare. Place flags and signs accordingly.

In the above diagram, the 100-foot radius does not overlap the thoroughfare. Place Flags and signs accordingly.





VOTING LOCATION MANAGER



5-A

**VOTING LOCATION SET-UP**

As a Voting Location Manager, it is your job to oversee the set up of the voting location, including the machines, room arrangements, and placement of signs, flags, and temporary ADA equipment, inside and out.

Your polling location should be set up to be efficient, convenient and accessible to all voters, including persons with disabilities.

**This is the perfect location set-up.** Unfortunately not all our locations are perfectly square with the entrance and exits in the perfect place. Our Board Staff will set up the booths tables and machines for you. They will try to follow the diagram as closely as they can. The basic idea is the flow for the voters. An in and out process without having to look for precinct tables, booths and machines is our goal. Every process of voting is a simple walk around the location for the voter.



- Strategically place the "Vote Here" signs at the entrance of the voting location. This is new (White tripod).**
  
- Put up the Document Tower at the entrance of the Location.**
  - Voting Rights Information Poster
  - Special Voting Instructions Poster (indicates how to to cast a regular and provisional ballot)
  - Notice of Double Voting Signs
  - Official Sample Ballot
  - Full Text of Condensed Ballot Language (for a question or issue on the ballot)
  - Area Map
  - Directive 2008-80: Voter Identification Requirements
  - General information of federal and state laws regarding prohibitions on fraud and misrepresentation

## PLACEMENT OF TABLES, MACHINES AND VOTING BOOTHS

Please refer to "Sample Room Layout,"

- Location should be set up per the diagram by board staff. **Do not move any tables, booths or machines. Call Sue Lascola at 330-716-4652 and we will send a crew to change the set-up. The equipment is sensitive.**
  
- Place the Entrance and Exit signs
  
- Make sure all DS200's and EPB's are plugged into an electrical outlet. Use extension cords if needed.
  
- Monitor activity at the entrance so that no one can enter the polling place unobserved
  
- Ensure that everyone who enters the polling location checks in
  
- Work with the Machine Judges to open the DS 200 ballot counter.



# LOGGING INTO ELECTRONIC POLL BOOKS

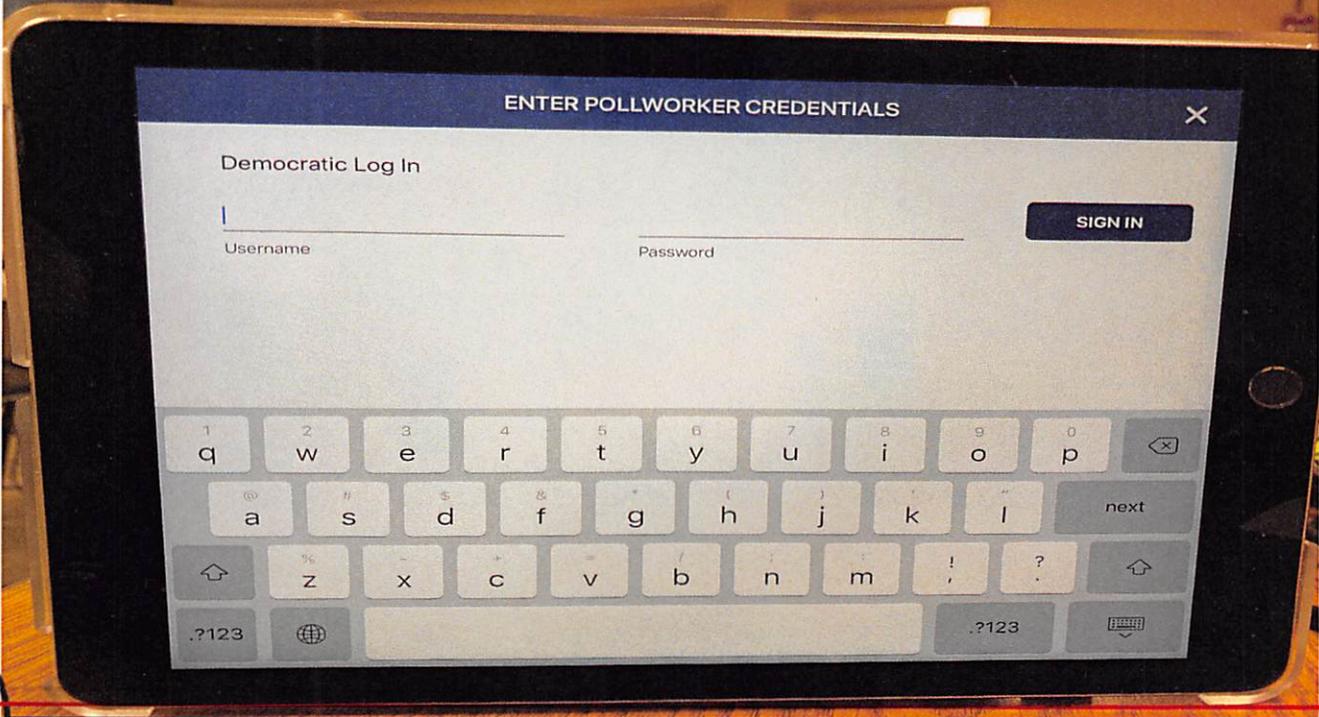
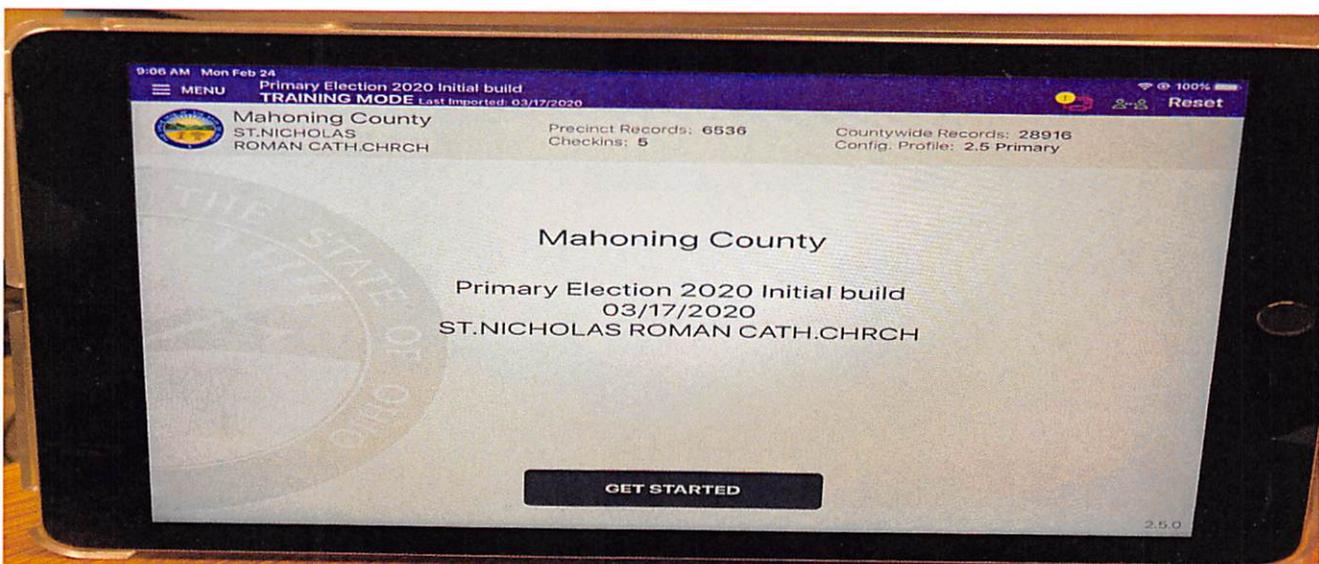
*Check to make sure E Poll Pad workers have done the following:*

## E-POLL PAD INSTRUCTIONS

- Remove your Green EPB Case(s) from the Black Storage Trunk
- Remove the EPB accessories from the Green EPB Case
  - Check to make sure the colored dot on the printer matches the colored dot on the E Poll Book and the Green Case. If the dots are not the same color, call the PEO Hotline **330-269-9719**
- Ensure all parts on the EPB Components Checklist are accounted for.

## PERFORM APPLICATION LOG- IN

- Secure the assistance of a PEO of a different political party
- Using one of the passwords, touch *Get Started* and log into the EPB, following the on- screen prompts that will include instructions for entering the second password. Passwords are located in the lid of the Green Case.
- Repeat log-in application process, as outlined above, for all other EPBs.
  - Ensure all EPB syncing icons are green.



# MANAGING THE POLLING PLACE

## KNOWING WHO'S WHO

### GOOD TO KNOW

As VLM, it's your responsibility to confirm poll opening and closing times. Refer to the Time displayed on the BOE cell phone to determine 6:30 a.m. poll opening and 7:30 p.m. poll closing times.

### THE FOLLOWING PEOPLE ARE ALLOWED IN THE POLLING PLACE:

- **VOTERS**
- **CHILDREN OF VOTERS** who are not yet of voting age
- **OTHER PERSONS ASSIGNED TO A PRECINCT** by the Board of Elections or the Secretary of State
- **THE SECRETARY OF STATE'S LEGAL REPRESENTATIVE(S)**
- **EMPLOYEE(S) OF THE FACILITY** housing the polling place
- **PERSONS ASSISTING VOTERS**

A voter may ask for assistance in marking the ballot because of blindness, disability, illiteracy or language barrier. The voter may choose anyone he or she wants to provide assistance with the exception of:

- their employer
- an agent of their employer
- an officer or agent of their union, if any
- a candidate on the precinct's ballot.

The voter may also receive assistance from two PEO s, each from a different political party. A voter may designate an Attorney-in-Fact to sign all election-related documents on his/her behalf and in his/her presence. The Attorney-in-Fact designation is specific to Ohio election law and is not a general power of attorney. If such an Attorney-in-Fact is on file with the Board of Elections, it is required to be noted in the Poll Book.

### • **PERSONS CHECKING THE REGISTER OF VOTERS LISTS**

Any person may enter the polling location for the sole purpose of checking the Register of Voters List that is posted at 6:30 a.m ., and updated at both 11:00 a.m. and 4: 00 p.m. Such persons may not wear any electioneering clothing or accessories, and may not interfere with or disrupt the election. They may not take the posted Register of Voters List, and officials should take care to position it in such a way that it cannot be removed unnoticed.

Persons checking the lists may take notes or photos, but should take care not to disrupt the Voting Location if they must use their cell phones.





**THE FOLLOWING PEOPLE ARE ALLOWED IN THE POLLING PLACE WITH PROPER CREDENTIALS FROM THE COUNTY BOARD OF ELECTIONS:**

- **CERTIFIED POLL OBSERVERS** (bearing a certificate of appointment) Certified Poll Observers must be appointed by the political parties, groups of candidates, or issue committees to observe the conduct of the Election. They are allowed in the Polling Location before (as early as 6:00 a.m) , during, and after the Election.

- Before you permit an observer into the precinct's voting location, **you must:**

Verify that he or she has a Certificate of Appointment for your location or precinct from a political party or other group. (*No Certificate, no admittance. Period.*)

Retain the Certificate of Appointment while the Observer is on the premises

Complete the Observer Log Sheet (on which you will log the in and out times of the visit)

Have the Observer read aloud the oath on the Log sheet before signing the log

- Observers **may:**

Watch, observe intently or assess activities in and about the polling place

Observe discussions between Precinct Election Officials and ask questions (but not interfere)

During downtimes, engage precinct election officials in casual conversation, including gathering information about how the voting location is being run

Send and receive text messages, emails, instant messages, and similar non-verbal, electronic communications using a communication device or audio/video device



- While members of the media are in your polling location, you should:
  - Ask to see credentials
  - Direct them to acceptable locations, taking into consideration the room layout and length of lines
  - Warn them if they are engaging in unacceptable behavior and, if necessary, ask them to leave the premises
  
- Members of the media **may**:
  - Take pictures of the polling place, but not of a voter's Ballot Marker screen or a voter's paper ballot
  
- Members of the media **may not**:
  - Interfere with voters or PEOs
  - Compromise ballot secrecy or voter privacy

#### THE FOLLOWING PEOPLE ARE NOT ALLOWED IN THE POLLING PLACE:

- **ANYONE OF VOTING AGE WHO IS NOT ELIGIBLE TO VOTE AT YOUR LOCATION AND IS NOT DESCRIBED IN THIS SECTION.**
  
- **CANDIDATES OR CAMPAIGN WORKERS WHO ARE CAMPAIGNING OR ELECTIONEERING.**



**OF COURSE CANDIDATES AND CAMPAIGNERS ARE ALLOWED TO VOTE BUT THEY MUST NOT WEAR ANY ELECTIONEERING CLOTHING OR ACCESSORIES WHILE IN THE POLLING LOCATION**

#### **GOOD TO KNOW**

If a voter shows up to vote wearing campaign paraphernalia, please ask them to remove it or cover it as necessary. A voter who refuses to do so must be allowed to vote if the voter is entitled to do so (Revised Code 3501-33). You must report any such incident to the Board of Elections.

You may be asked to check outside to ensure that electioneering is not occurring within 100 ft of the location.

**POLLSTERS:**

Pollsters conducting polls are not allowed inside the polling location. They are permitted to be outside the polling location - even within 100 feet of the entrance- but they should not interfere with an orderly voting process. Pollsters may not be located within 100 feet of the entrance if they are wearing clothing or accessories that promote or oppose any candidate or issue on the ballot.

**PEOPLE WHO ARE ELECTIONEERING**

Campaigning/Electioneering or the posting and /or distribution of campaign material within 100 feet of the voting location is illegal. NOTE: If the line of waiting voters extends past the safe zone of 100 feet from the entrance to the voting location, electioneering is prohibited within 10 feet of any voter waiting outside the 100-foot zone to vote.

**ELECTIONEERING INCLUDES, BUT IS NOT LIMITED TO:**

- The display, wearing or distribution of political badges, T-shirts , hats, stickers, pins, buttons, campaign literature, newspapers and magazines with political covers, or any other campaign paraphernalia
- Any discussions of a political nature by voters, PEOs, or anyone else in the polling location, including cell phone conversations

**PEOPLE WHO ARE COLLECTING SIGNATURES FOR ISSUES AT THE POLLING LOCATION**

Occasionally, groups may station persons outside a polling location to gather signatures on a petition. Getting signatures must take place more than 100' from the entrance to the voting location.

**PEOPLE WHO ARE DISTRIBUTING FOOD**

Distributing food inside the neutral zone of a polling location is prohibited. Ohio law prohibits anyone from procuring or offering "money or other valuable things to or for the use of another with the intent that it, or part thereof, shall be used to induce such person to vote or to refrain from voting." Food discounts, and other such inducements are "things of value" for purposes of the election law statutes of bribery.

**IF YOU EXPERIENCE ANY ISSUES OR PROBLEMS WITH ELECTIONEERING  
CALL THE BOE 330-783-2474**

## **Received Advisory from Secretary of State February 26, 2020**

### **Guidance Regarding Election Campaigning Attire**

Ohio Revised Code (“R.C.”) 3501.35 regulates what can and cannot be done at a polling place during an election. Notably, qualified registered voters must be permitted to vote in their polling place. In particular, the statute states in subsection (A): “[N]o person shall do any of the following: (1) Loiter, congregate, or engage in any kind of election campaigning within the area between the polling place and the small flags of the United States placed on the thoroughfares and walkways leading to the polling place, and if the line of electors waiting to vote extends beyond those small flags, within ten feet of any elector in that line; . . .”

Historically, every Election Day the Secretary of State’s Office receives a number of questions from election officials and voters concerning certain items or paraphernalia worn on a person’s clothing (e.g., badges, buttons, pins, etc.) or concerning a person’s attire itself (e.g., pro- or anti-candidate or issue t-shirts, jackets, hats, etc.) that are displayed or worn inside the polling place. These questions are asking whether the particular item or the particular article of clothing constitutes impermissible “election campaigning” under R.C. 3501.35(A)(1) within the polling location. Our office seeks to provide elections officials with clarifying guidance on how to determine whether a person is wearing impermissible “election campaigning” items or attire inside a polling place and if so, how to handle such situations.

The Ohio Secretary of State’s Precinct Election Official Training Manual provides polling place precinct officials with the following guidance on how to implement the prohibition on “election campaigning” in the polling place as it pertains to a person’s attire or election-related paraphernalia worn on a person’s attire:

“Voters must be free to vote without pressure from candidates, campaigns, precinct election officials, or fellow voters . . .

No one, including precinct election officials, should attempt to promote or oppose a candidate or ballot issue while in the polling location. The following three types of attire and paraphernalia are prohibited in a polling location and its surrounding neutral zone:

1. Attire and paraphernalia displaying the name of a political party;
2. Attire and paraphernalia displaying the name of a candidate; and
3. Attire and paraphernalia demonstrating support of or opposition to a ballot question or issue.” (See Secretary of State Precinct Election Official Training Manual at 38.)

The first and second prohibitions listed above – attire or paraphernalia that displays the name of a candidate or of a political party -- are fairly straightforward. What is prohibited is any clothing or attire, or paraphernalia worn on a person’s attire, that is a visible display that an objective observer would reasonably conclude to be clearly advocating for or against the election of a particular political party’s candidates or for or against the election of a particular candidate.

Regarding the third prohibition concerning attire or paraphernalia demonstrating support or opposition to a ballot issue, our guidance to precinct election officials is the same: for a person's attire, or paraphernalia worn on a person's attire, to be impermissible "election campaigning" in a polling place, the item or clothing worn into the polling place must be a visible display that an objective observer would reasonably conclude to be clearly advocating for the passage or defeat of a particular issue on the ballot.

The most common question our Office receives regarding ballot issues and attire or paraphernalia worn into a polling place is whether it is permissible for an individual to display or wear "school spirit" items or clothing in a polling place when the local school district in question has a levy on the ballot.

The typical types of school spirit clothing or paraphernalia that simply state the name of the school or the school team's nickname or mascot usually do not include a visible display that would lead an objective observer to reasonably conclude that the wearer is explicitly advocating for the passage of a school levy. A precinct election official cannot reasonably infer that an individual who enters a polling place wearing typical school spirit wear is clearly advocating for the passage of the school levy. This Office interprets "typical" school spirit wear to mean a jacket, a jersey, a shirt, a hat, or a button or a pin that says, for example, "Bexley High School," "Colerain Cardinals," "Westlake Girls Soccer," "Go Bears," or contains the logo for a school or the logo of the team nickname or mascot for its athletic teams. There may be individuals in the local school district who support the schools and their athletic teams and thus, wear school spirit clothing or items but, for a variety of reasons, may not support the passage of the school levy on the ballot.

For these reasons, it is our recommendation that precinct election officials do not consider typical school spirit wear worn into a polling place to be impermissible "election campaigning" as contemplated by R.C. 3501.35(A)(1) if a bond or levy issue for that school district is on the ballot.

If a precinct election official reasonably concludes that a person inside a polling place is displaying attire or paraphernalia that constitutes impermissible "election campaigning," we recommend that the official quietly and respectfully request that the person remove or cover the item or article of clothing while inside the polling place. If the person displaying the attire or paraphernalia is someone who entered the polling place to vote and the person refuses to remove or cover the item or article of clothing while in the polling place, **the person must still be permitted to vote** if the person is otherwise eligible to cast a ballot at the polling place. The person should **not** be prohibited from voting and should not be ejected from the polling place without having the opportunity to vote simply because the person does not comply with the request to remove or cover the item or their attire.

Precinct election officials should note the name and address of any person inside the polling place who is displaying or wearing a prohibited "election campaigning" item or article of clothing and who refuses to remove it or cover it while inside the polling place and refer that person to their county board of elections. The board should consult with their county prosecutor to determine whether any further action is warranted against the person. Please share this information with the precinct election officials in your county.



# CHALLENGING VOTERS

## A VOTER MAY BE CHALLENGED BY A PRECINCT ELECTION OFFICIAL FOR ANY OF THE FOLLOWING REASONS:

- Not a resident of Mahoning County
- Not a resident of Ohio
- Not a U.S. Citizen
- Not of legal voting age

### If a voter is challenged, you must:

- Have the voter complete the Affidavit Oath Examination of Person Challenged Form in the Forms Book
- Allow the voter to vote a regular ballot if PEOs are ABLE to determine that he/she is eligible to cast a ballot
- Give the voter a provisional ballot if PEO's are UNABLE to determine if he/she is eligible to cast a ballot

### If the challenged voter refuses to fill out the Affidavit Oath Examination, you must:

- Give the voter a provisional ballot
- Make a note on the Problems and Corrections Page in the Forms Book

### GOOD TO KNOW

It's a felony to falsify an Election document (Revised Code 3505.20) If you suspect falsification, make a note in the Problems and Corrections Page of the Location Workbook.



# CURBSIDE VOTING CHECKLIST



A VLM and an Assistant VLM may be asked to assist with curbside voting if the precinct officials are busy.

## Instructions for Curb Side 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.***



## USING THE PROBLEMS and CORRECTIONS PAGE

THERE ARE PROBLEMS AND CORRECTIONS PAGES IN:

- The Forms Book for VLM'S

Although there are slight variations between the forms, they are for the most part more similar than different. We've featured the pages from the Secretary of State Site as an example throughout this manual.

Use these pages to document unusual circumstances that might occur in the polling place on Election Day. Be as brief as you can in your factual description of the problem and how it was resolved (if it was). The Board of Elections staff will use this information as a follow up to the problem.

## PRINTING THE 11:00 AND 4:00 REGISTER OF VOTERS LISTS

Print the Register of Voters Lists from the E-Poll Pad Table.

- From the EPB Home Screen, touch **Menu**
- Select **Summary Report**
- Select **Check-Ins** Tab
- Touch **Print**
- Post** the printed report

# CLOSING THE POLLS

Anyone still in line at 7:30 p.m. is allowed to vote. At 7:30 p.m., the Assistant Voting Location Manager should stand at the end of the line and inform anyone who arrives thereafter that the polls are officially closed.

Once the last voter has voted, you are ready to secure the location and allow the Machine Judges to close the machines. This should be done at the same time the Roster and Paper Ballot Judges are finishing paperwork and packing away the supplies. Assist in disassembling the machines or closing other areas if needed.

- Make sure the E- Poll Book Judge(s) report the number of check-ins shown on each EPB, and record the sum of ALL check-ins on the Election Day Balance Sheet in your Forms Book.
- Make sure the Paper Ballot Judges have completed and tallied the ballots used and unused and entered the numbers on the Ballot Reconciliation Sheet in your Forms book.
- Make sure the EPB Workers have disassembled all Electronic Poll Books, and placed the Poll Books in the new EPB bag(s) and the accessories in the Green EPB Cases. Sealed the cases and the bag(s) with red security lock ties, and recorded the ties numbers on the Electronic Poll Book Security Record in your Forms Book.
- Take possession from the DS200 Machine Judge of the USB Stick Blue Bag for return to the Board of Elections. (Check your pick-up and drop off location on the back page of the manual.
- Ensure that the Paper Ballot Judge(s) gather all materials from the table and pack them in the clear plastic bag they came in. Have them take the unused ballots and soiled and defaced envelope to the machine judges to place in the Blue Ballot Boxes before they seal them for return to the Board. They are also to place the clear supply bag in the black supply trunk.
- Take possession of the **BLUE** Ballot Boxes and the Blue USB Binder for return to the the Location you picked them up from (Back of Manual). Make sure the ballot boxes are sealed and locked before you leave the location.





- Ensure that the Machine Judges have followed all instructions for closing machines, and printed the results tape.
- The VLM and the AVLMM both sign 3 copies of the results tape.
- Place one signed copy at the Entrance to the location or on a door at the entrance
- Place two signed copies in the total tape bag located in the Blue USB Binder.
- Make sure the Machine Judge has closed the DS200 and removed the USB.
- All Judges are to place the USB's from their machines in the slots of the Blue USB Binder.
- The Binder will have the number of USB's it should contain listed. Please check the Binder before leaving the location to make sure they are all there. Also check to see if a set of totals tapes is in the zippered pocket.
- Supplies that are to be returned to the drop off location:
  - The Blue USB Binder Sealed
  - The Blue Ballot Boxes Sealed
- Pick-Up and Drop of Locations are listed on the last page of the Manual.



## LOCATION SUPPLY RETURN

### VOTING LOCATION MANAGER & ASSISTANT VOTING LOCATION MANAGER:

- Station yourself close to the Black Supply Trunk so the Poll Workers know where to return their supplies after closing their area.
- Make sure all supplies are returned as the clerks received them
- Use the check off list

### CLOSING OF THE POLLS REMINDERS:

#### VOTING LOCATION MANAGER / DEPUTY VOTING LOCATION

REMIND POLL WORKERS TO REVIEW THEIR CLOSING INSTRUCTIONS AND USE THEIR CHECK OFF SUPPLY LIST. REMIND THEM WHERE YOU WILL BE STATIONED FOR SUPPLY RETURN

*The following essential supplies are to be returned to the Location Drop Off Site listed for your location immediately after the entire locations is closed.*

All poll workers are to leave the location together.

#### **VLM & ASST.VLM - RETURN THE FOLLOWING SUPPLIES IN BLUE DENIM VLM SUPPLY TOTE TO THE DROP OFF LOCATION**

- FORMS BINDER
- BLUE USB BINDER WITH TOTALS TAPES, USB'S and KEYS
- YELLOW CANVAS BAG WITH VOTED PROVISIONAL BALLOTS, CURB SIDE VOTED BALLOTS (Including Stub Ballot Pads), AND VOTER INTENT BALLOTS, IF ANY
- BLUE BALLOT BOXES WITH VOTED BALLOTS, UNUSED BALLOTS, SPOILED BALLOTS AND UNUSED BALLOTS FROM PROVISIONAL TABLE
- BOE PHONE AND SUPPLY TRUNK KEY

**PUT IN THE BOTTOM OF THE DS200 – PLACE RED SECURITY TAG ON DOOR**

- E POLL BOOKS IN BLUE CANVAS BOX
- STUB "A" BOXES AND ATV BOXES

*The following non-essential supplies are to be placed in the Black Supply Trunk, which will remain at the voting location:*

**TO BE RETURNED TO SUPPLY TRUNK AND LOCKED**

- MACHINE JUDGE's BLUE CANVAS BAG
- BALLOT JUDGE CLEAR LARGE ENVELOPE
- E POLL PAD JUDGES - 2 RED CANVAS BAGS
- PROVISIONAL JUDGE SUPPLIES
- VOTING LOCATION MANAGER SUPPLIES
- POSTING MATERIAL TOWER

*THE LARGE FLAG, VOTE HERE STAND UP TRIPOD AND RED FLAG BUCKETS SHOULD BE PLACED ON TOP OF SUPPLY TRUNK*



**BE SAFE! ALL JUDGES SHOULD WALK TO THEIR VEHICLES TOGETHER. IF ONE JUDGE HAS TO WAIT FOR A RIDE, ANOTHER JUDGE – NOT THE VOTING LOCATION MANAGER SHOULD WAIT WITH HIM/HER IN A VISIBLE, SECURE AND WELL LIGHTED PLACE**



# RETURNING THE ELECTION RESULTS AND SUPPLIES CHECKLIST

- With a Ride Along judge of a different political party with you in the car, drive immediately to the drop-off location to deliver the election supplies
  
- Take possession of the **BLUE** Ballot Boxes and the Blue USB Binder for return to the location you picked them up from (Back of Manual).. Make sure the ballot boxes are sealed and locked before you leave the location.

## GOOD TO KNOW

It is unlawful for the Voting Location Manager and Ride-Along Judge to make any unauthorized stops on their way to the drop-off location.



**KEEP THE CELL PHONE TURNED ON AND ACCESSIBLE UNTIL YOU REACH YOUR DROP OFF LOCATION IN CASE THE BOARD OF ELECTIONS NEEDS TO CONTACT YOU**



# PROBLEMS & SOLUTIONS:

## IN THE MORNING (TO OPEN)

**POSSIBLE PROBLEM**

**POSSIBLE SOLUTION**

**Cell phone will not power on**

Verify that the power cord is connected to a working outlet.  
 Verify that the power cord is connected to the phone.  
 Press red power button.

**Cell phone has a low battery indicator**

Check steps above for why cell phone won't power on.

**Can't receive calls on my cell phone**

You must press the green **TALK** button to receive calls when the cell phone rings.

**Can't end calls on my cell phone**

You must press the red **END** button when finished with a call.

**Voting location not open by 5:30 a.m.**

Contact the PEO Hotline. Check to ensure the VLM does not have the building key with his/her supplies .

**Equipment not found**

Contact the PEO Hotline.

**Key won't open storage cart**

Gently but firmly, try again. Be sure that the key is inserted all the way. Be sure to remove the red camper-proof seal.



# EPB TROUBLESHOOTING

## POSSIBLE PROBLEM

## POSSIBLE SOLUTION

**Electronic Poll Book does not turn on or work**

Contact the PEO Hotline, for immediate assistance.

**Printer paper needs to be changed**

Open Printer. Reload paper with the paper flap towards you, feeding from the bottom/underneath the roll. Close and begin printing. Advance tape by pressing "Feed" button" and touch printer icon and select Test Print.

**Printer not printing**

Make sure the printer is turned ON. Confirm the printer is plugged into an electrical outlet and cord connections are secure. Ensure paper is installed correctly. Confirm connection with Electronic Poll Book (printer icon at top of Home Screen glows green).

**Lost pairing (connection)**

Touch the Printer Icon at the top right of the screen; a dropdown will appear. Touch Pair and Connect. On the Accessory Screen, select First Star Micronics. Confirm connection; a blue light on back of printer will confirm the printing connection is successful.

**Electronic Poll Book unresponsive**

Press and hold the circular HOME button (on the front) and the Power button simultaneously for nine seconds, then release. The Apple logo will appear, and the Electronic Poll Book application will relaunch.

**Battery running low**

Place Electronic Poll Book into sleep mode by pressing and quickly releasing the power button. Take out of sleep mode by pressing the Home Button.



**One of the roster table's electronic poll books needs to be replaced**

The Electronic Poll Book at the Paper Ballot Table should be used as a replacement. Let the Paper Ballot Judge know that you need their Electronic Poll Book, and move it-along with it s printer-to the Roster Table. Have VLM call the PEO Hotline to let them know Paper Ballot Table's Electronic Poll Book has been moved to Roster Table. Paper Ballot Judges will revert to using the Yellow Polling Location Street Guide.  
Record EPB change in the Problems and Corrections Page in the Roster Judge Workbook.

## DURING VOTING

### POSSIBLE PROBLEM

### POSSIBLE SOLUTION

**The voter brings an absentee ballot to the voting location**

Absentee ballots cannot be accepted at the voting location. The voter can bring the voted absentee ballot to the Board of Elections Office (345 Oak Hill, Youngstown) by 7:30 p.m. on Election Day or vote a **PROVISIONAL BALLOT** at their voting location.

**Voter moved outside of precinct**

Following prompts on the Electronic Poll Book, type in voter's new address and determine if the voter is in the correct voting location or if the voter needs to be directed to a new voting location.

**Voter refuses to go to correct precinct**

Have voter vote a provisional ballot. Paper Ballot Judge fills out form 12-D and attach to Provisional Ballot Identification Envelope

**Voter cannot provide ID**

Any voter not providing valid ID **MUST VOTE** a Provisional Ballot. The voter must complete the provisional ballot application.



**Voter has changed name**

If the voter has changed names and has not notified the Board of Elections or the voter's name is different from the Electronic Poll Book, the voter must provide documentation of proof a name change and valid ID to complete Form 10-L or vote provisionally.

**Voter has moved into your precinct**

If the voter has moved into your precinct and has not notified the Board of Elections, the voter must vote a provisional ballot.

**A Provisional Voter wants to vote on the voting machine instead of using a paper ballot**

**PROVISIONAL VOTERS MUST** vote a paper ballot. The only exception is for Provisional voters who say they are *disabled* and express the desire to vote provisionally on the voting machine.

**The screen has gotten dirty or smudged by fingerprints**

Use a static wipe to clean the Ballot Marker screen.

## **IN THE EVENING (TO CLOSE)**

### **PROBLEM**

### **POSSIBLE SOLUTION**

**Voters are in line after 7:30 p.m.**

Any voter in line at 7:30 p.m. is entitled to vote.

**I want to close the polls at 7:15 p.m. because no voters are around**

It is illegal to close the polls before 7:30 p.m.. You must wait until that time before you begin to close the equipment.



# SECRETARY OF STATE

## FREQUENTLY ASKED QUESTIONS

1. **Must a voter show to an election official an acceptable proof of identity to vote a regular ballot?**

Yes. If they do not, they must vote a provisional ballot.

2. **Are passports an acceptable form of voter ID?**

No, Ohio law does not include passports as an acceptable form of identification.

3. **Who is required to transport voted ballots to the Board of Elections after the polls close?**

The ballots and required voting materials and supplies are to be transported to the Board of Elections by a Voting Location Manager with a precinct election official, employee, or appointee of the board to whom an oath was given and who is a member of a different political party than the presiding judge. Please also refer to specific transport instructions provided by your Board of Elections for more details.

4. **How should a precinct election official respond when a voter asks specific questions about candidates or issues?**

Precinct election officials should respond that they cannot advise, instruct, or educate voters on candidates or issues.

5. **If a voter arrives by 7:29 p.m., can they still vote?**

Yes. Allow any voter in line at 7:30 p.m. to vote. At 7:30 p.m. lock the doors, if possible, or direct a precinct election official to stand at the end of line and inform any voters arriving after 7:30 p.m. that the polls are closed.

6. **Is there a time limit for voters to vote?**

Yes. Am. S.B. No. 10 was signed in March 2013, and establishes a ten-minute time limit when all machines are in use and voters are waiting to use them. The ten-minute time limit for occupying a voting compartment does not apply to any voter requiring the use of a disabled-accessible voting machine. Precinct election officials should be flexible in enforcing the time limit, and should ask voters who are taking longer than normal if they need assistance or explanation.



**7. Can I refuse an irate or drunken voter?**

No. If necessary, the sheriff, police or other peace officers may be called upon for assistance, but all electors should be allowed to vote. Use common sense, prudent judgment, and superior customer service when dealing with difficult voters.

**8. What should a precinct election official do with a list of eligible write-in candidates provided by the Board of Elections?**

The list should be shown to any voter who asks for a list of write-in candidates. Precinct election officials may not post the list.

**9. A voter enters the polling location wearing campaign attire. What do you do?**

Politely ask the voter to remove or cover the items, because, by law, the polling location must be free of any campaign paraphernalia, including attire. If the voter refuses, the voter can still vote, but you must notify the Board of Elections of the incident.

**10. A voter brings an absentee ballot to the voting location. What do you do?**

Absentee ballots cannot be accepted at the polling location on Election Day. Advise the voter that he or she can take the voted absentee ballot to the Board of Elections office by 7:30 p.m. on ... Election Day or vote a provisional ballot at the voting location.

**11. Does a voter actually have to show to a precinct election official the form of ID that the voter is using in relation to the prescribed form on a provisional envelope (Form 12-8)?** It depends on the form of identification. If the voter is using the last four digits of his or her Social Security number or his driver's license number, the voter does not have to show ID to the precinct election official. If the voter is providing any other form of ID, the voter must actually show the ID to the precinct election official.

**12. Is the Secretary of State prescribed Identification Envelope - Provisional Ballot Affirmation (Form 12-B) that has been printed on a provisional ballot identification envelope sufficient to register a non-registered voter for future elections?**

Yes. The envelope can be used to register a previously unregistered person if it is properly completed.

# BLACK SUPPLY TRUNK – AT LOCATION



# SUPPLIES



## VLM'S SUPPLY PICK UP AND DROP OFF SITE

**MONDAY MARCH 16<sup>TH</sup>, 2020 6:00 PM**

**TUESDAY, MARCH 17<sup>TH</sup>, 2020 AFTER LOCATION IS CLOSED**

### **THE K-MART PARKING LOT**

*Immaculate Heart of Mary  
Austintown Township Park  
Austintown Township Hall  
Highway Tabernacle Family Life Center  
Four Mile Run Christian Church  
Country Inn and Suites  
First United Methodist Church  
The Tabernacle E. P. Church  
The Galilee Apostolic Church  
Milton Twp. Fire Station  
Jackson Twp. Government Offices  
Craig Beach Fire Station*

### **THE BOARDMAN ADMINISTRATION BLDG.**

*Holiday Inn - South A venue  
Boardman Twp. Government Building  
Bethel Lutheran Church  
Hope Lutheran Church  
St. John's Greek Orthodox Church  
Calvary Baptist Church  
Boardman United Methodist Church  
Turning Point (Old BCC)  
Trinity Fellowship Church  
Mill Creek Community UMC  
Bridge of Hope  
Boardman Public Library  
Beaver Township Administration Building  
Shepherd of the Valley Retirement Home  
Holiday Inn Express and Suites, North Lima*

### **POLAND TOWNSHIP GOVERNMENT BLDG.**

*Poland Twp. Government Building  
Poland village Baptist Church  
Gospel Baptist Church  
Poland Masonic Lodge #766  
Bethel Friends Church Hall  
Springfield Fire Station # 21  
Springfield Fire Station # 2  
Springfield Fire Station # 3  
St. Paul the Apostle Church Hall*

### **ST. PATRICK'S CHURCH SOCIAL HALL**

*St. Patrick's Church Social Hall  
Martin Luther Lutheran Church  
Newport Public Library*

### **SEBRING CITY HALL**

*Beloit Municipal Building  
Heritage Oaks Banquet Center  
Copeland Oaks Retirement Center  
North Benton Presbyterian Church  
New Hope Church of God  
Connecting Point Chapel  
Goshen Twp. Administration Bldg.  
Damascus Fire Department*

### **ST. NICHOLAS CHURCH SOCIAL HALL**

*Victory Christian Center  
Mt Carmel Banquet Center  
Sulmona Valley  
St. Nicholas Church Social Hall  
Palermo Banquet Center  
Bogies Banquet Center*

### **MILL CREEK METROPARKS**

*Millcreek Metroparks  
Western Reserve United Methodist Church  
St. Michaels Church Parish Hall  
Angels for Animals  
Berlin United Methodist Church  
Ellsworth Twp. Fire Station  
Greenford Comm unit/ Administration Bldg.  
VFW Post 5532*

### **THE COVELLI CENTER**

*First Presbyterian Church  
Spanish Evangelical Church  
Eugenia Atkinson Recreation Center  
East Side Public Library  
McGuffey Center  
St. Edwards Parish Parish Hall*

### **ST. CHRISTINE'S PARISH CENTER**

*St. Brendan's Church - Maxwell Hall  
Chaney High School  
St. Christine's Parish Center  
Wedgewood Park Evangelical Church*

### **THE BYZANTINE CENTER AT THE GROVE**

*The Byzantine Center at the Grove*