

Absentee One-Stop Closing Procedures

At the end of each day at the appropriate One-Stop site, the designated lead should ensure the completion of this checklist to ensure that all closing tasks have been completed and staff is adequately informed of policies and procedures.

Designate Tasks

- 1. At 5:00 PM, announce that the polls have closed**
 - Be sure to log the names of all voters in line at 5:00 PM. These voters will be permitted to enter the voting enclosure and vote.
- 2. Complete the One-Stop Accounting Form and ensure reconciliation**
 - You will need to collect the ending counts for all of your iVotronics, Curbside Ballots, Provisional Ballots, In-Person Registrations, Cancelled OS Applications, and Cancelled Ballots (iVotronic).
- 3. Bring all exterior signage into the polling place**
 - Leave the large vote sign placed by the BOE up through the night.
- 4. Count curbside, provisional, spoiled, and machine rejected ballots and place in designated polybag**
 - Notate the amount and date on the exterior label of the appropriate polybag before sealing. The site coordinator and two assistant site coordinators will need to sign the exterior label as well.
- 5. Count used Rtal spools and place in designated polybag**
 - Notate the amount and date on the exterior label of the bag before sealing. The site coordinator and the two site assistant coordinators will need to sign the exterior label as well. All Used Rtal will also need to be signed by the Site Coordinator and both Assistant Site Coordinators.
- 6. Count unused ballots to ensure you have the correct amount remaining**
 - This should be the remainder once the total amount of paper ballots issued is deducted from the amount delivered.
- 7. Complete manual transfer on all laptops**

- Site Assistants will show you this process on the first day of One-Stop. If you forget how to complete this process, simply contact the BOE!

8. Complete all timesheets and place them in the OS Accounting Books

9. Return all of the following supplies in the black and red suitcases

- Used Ballots in Designated Polybag (Interior of Black Suitcase)
- Provisional Ballots in Designated Polybag (Interior of Black Suitcase)
- Used Rtal Spools in Designated (Interior of Black Suitcase)
- Spoiled Ballots in Designated Polybag (Interior of Black Suitcase)
- Same Day Registration Forms (In designated folder (SDR) in the Interior of the Red Suitcase)
- Completed Absentee Ballot Requests (Tutto side pocket of Black Suitcase)
- Returned Absentee Ballots (Tutto side pocket of Black Suitcase)
- Cancellation Documents (In designated folder and in the interior of Red Suitcase)
- PEB's and Printer Deck Bag (In Black Suitcase with ballots-Tutto Side)
- Machine Keys (In clear sleeve on Black Suitcase)
- Miscellaneous Voter Registration Documents (In designated folders in the interior of Red Suitcase)
- Errors (In designated errors folder in Red Suitcase)
- OS Accounting Book (Interior of Black Suitcase)
- One-Stop Applications (Rubber banded by computer and placed in the Interior of Black Suitcase)

10. Ensure that the facility is locked prior to departing. If a representative is not present to lock the facility by 5:00 PM, please contact the Board of Elections immediately.