

## **Absentee One-Stop Opening Procedures**

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

### **□ Designate Tasks**

#### **1. Plug in assigned cellular phone and turn on**

- This is the **only** phone that may be used to communicate with the Board of Elections. The Site Coordinator should keep this on their person at all times (unless it needs to be charged).

#### **2. Retrieve machine keys from clear sleeve of the Black Suitcase**

- The Site Coordinator should keep these keys on their person at all times

#### **3. Ensure that the buffer zone area as defined by the County Board of Elections is set**

- Buffer Zones will be 50 feet from the entrance door (CFCC will measure 50 feet to the left and right from the entrance door to the voting place)

#### **4. Ensure all interior and exterior signs are in their appropriate places**

- Interior-Sample Ballots (Use tape)
- Interior-Photo Identification Flyers (2) (Use tape)
- Interior-Alternative Voting Options (Large) (2) (Use adhesive strips or tape provided)

#### **5. Ensure that the Elections Information Totem is setup**

#### **6. Ensure that an area has been established for designated observers**

- Be sure that observers are not positioned to see confidential information
- Only observers on your lists will be permitted to enter the voting enclosure. These can be found in the reference manuals provided by your site assistant.

#### **7. Unlock all iVotronics using the instructions in your accounting book**

- Be sure to use the Master PEB. Place the Master back into your printer deck bag

#### **8. Ensure that the iVotronic beginning counts match the ending count for the previous day**

#### **9. Ensure that all iVotronics have been calibrated**

- Use the OS Accounting Book for instructions on calibrating

#### **10. Ensure that SOSA is running on each computer and the correct site is set**

- Log into all computers using the One-Stop Reference Cards

**11. Ensure that the One-Stop Management Portal is open on each laptop to ensure access to training materials and essential forms**

- Open the One-Stop Voting PowerPoint and minimize on each desktop for reference

**12. Ensure that all stations are set-up with the appropriate materials for operation**

- State your Name and Address stands (Voter Check-In)
- Voter Check-In Reference Cards (Voter Check-In)
- Acceptable Forms of ID stands (Voter Check-In)
- Station Guides (Voter Check-In, Elections Greeter, and the Help Desk, Site Leads)
- OS Application Baskets (1 for each laptop-Not including the Help Desk)

**13. Provide non-master PEB's to individuals that will be activating ballots for voters**

**14. Site Coordinator's will need to assign positions based on comfort and ability of assignee**

- Elections Greeter
- Laptop Operators
- iVotronic Operators
- Ballot Distribution
- Help Desk Operator

Be sure that Site Coordinators and Assistant Site Coordinators are not assigned as laptop operators to avoid possible conflicts later.

**Informational Meeting**

1. Ensure that all staff understands the procedure for using the iVotronic (Coding)
2. Ensure that all staff are aware of the appropriate voter check-in procedures
3. Ensure that all staff understands observers rights and limitations
4. Ensure that all relevant staff understands the curbside voting procedures
5. Ensure that all relevant staff understands the procedure for coding curbside ballots
6. Ensure that all relevant staff understands the provisional voting process
7. Ensure that all staff understands the requirement for impartiality in all activity

**Things to Remember:**

1. Ensure that you have a positive attitude and are prepared to provide quality service to the

voters of New Hanover County

2. Ensure that **every** voter gets an opportunity to cast a ballot regardless of their status and are informed of their voting options (page 11 under the Help Station section of the station guide). **Do not** forget to print the Help Referral form for voters that are referred to the Help Station. See chart below for information on “No Acceptable ID Options”. This can also be found in the Reference Guide provided to you by your designated site assistant.

<b>NO ACCEPTABLE ID OPTIONS</b>	<b>Provisional Voting Application</b>	<b>Provisional Voting Envelope</b>	<b>Reasonable Impediment Declaration</b>	<b>Provisional Voter Instructions</b>	<b>Acknowledgment Notice</b>	<b>State Absentee Ballot Request Form</b>
<i>Present Before Canvass</i>	✓	✓		✓		
<i>Reasonable Impediment</i>	✓	✓	✓	✓		
<i>Request Absentee Ballot</i>					✓	✓
<i>Choose Not to Vote</i>					✓	

3. Ensure that you utilize the One-Stop Management Portal for resource materials and essential documentation. The following documents can be found on the portal:
  - Acknowledgement Notices
  - NC Voter Registration Forms
  - Notice to No ID Voters
  - Notice to Same Day Registrants
  - Sample Ballots
  - Curbside Logs (Spare)
  - Absentee Ballot Request Forms
4. Utilize your voting site station guides and reference manual
5. Ensure that every voter has the opportunity to cast their ballot in privacy
6. Utilize the Election Official Resource Guide provided by your assigned site assistants
7. Call the BOE if you have any questions or get confused on any procedures (910-798-7330)

# Location of Supplies

Red Suitcase	Black Suitcase	Green Bags
Large Tutto Compartment:	Large Tutto Compartment	Provided with Supply Bags
"I voted" stickers Phone Photo ID "palm cards" Photo ID posters (2) Provisional envelopes Screen wipes Flash light Supply box (Various Supplies) Help Station and Ballot Distribution stands State Your Name and Address Stands Aprons Precinct Observer Guideline Name Tags Hand Sanitizer Cups Pens Folders (SDR Proof of Residence, Errors, VR Miscellaneous, VR Inactive, SOSA Changes, SDR)	Ballots (In Folders by Style) One-Stop Accounting Book Polybags PEB's and Printer Deck Bag	Voting Site Station Guides (In smaller elections, where one-site is used, station guides will already be setup).
Lower Front Pocket (Tutto Side)	Lower Front Pocket	Delivered by BOE
N/A	N/A	Laptop Operator Reference Cards  All other supplies including your reference manual provided by your site assistant and other required signage to be posted in the polling place.
Upper Back Pocket (Non Tutto Side)	Front Clear Pocket (Tutto Side)	
N/A	Keys	
Lower Back Pocket (Non Tutto Side)	Lower Back Pocket	Notes
Curbside clipboard/s and privacy sleeves Curbside Reference Cards/Logs	N/A	Please note that there may be location variances due size constraints. If you have any questions, please contact the BOE immediately.  The portal contains most of your documents.

