

Election Day Ballot Distribution Quick Reference Card

Ballot Distribution Baskets

The forms received at the check-in stations are sorted between two baskets

- “ATV Forms” basket
 - All ATV forms will go into this basket
 - All regular voters will have an ATV form
- “Voter Updates” basket
 - A supplemental form that will print or be given at check-in if the voter updates his name or address
 - Only voters who perform an update will have an update form

Ballot Distribution Process (In-Person Voter)

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| STEP 1 | Ballot distribution station receives the ATV form and voter update (if applicable) form the iVo operator |
| STEP 2 | Ballot distributor locates the correct ballot that corresponds with the ballot style listed in the middle-right of the ATV and uses the ballot scanner to confirm |
| STEP 3 | Ballot distributor scans the barcode on the ballot and the barcode on the ATV form <ul style="list-style-type: none">• If only 1 chirp is heard, there is a match• If multiple chirps are heard. Press enter on the scanner, locate the correct ballot style and rescan |
| STEP 4 | Ballot distributor gives ballot to voter |
| STEP 5 | Ballot assistant should number the back-right corner of the ATV form starting at “1” at the beginning of the day and continue sequentially throughout the day |
| STEP 6 | Ballot assistant should place the numbered ATV form into the “ATV Forms” basket |
| STEP 7 | If the voter has a voter update form, the ballot assistant should number the back-right corner of the form starting at “1” at the beginning of the day and continue sequentially throughout the day |
| STEP 8 | Ballot assistant should place the numbered change form into the “Voter Updates” basket |
| STEP 9 | Throughout the day, bundle the ATV forms into stacks of 100 and the voter update forms into stacks of 20 using the rubber bands or paper clips found in the green tackle box |

Ballot Distribution Process (Curbside Voter)

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| STEP 1 | Ballot distributor receives ATV and voter update form (if applicable) from curbside coordinator |
| STEP 2 | Ballot distributor locates the correct ballot that corresponds with the ballot style listed in the middle-right of the ATV |
| STEP 3 | Ballot distributor scans the barcode on the ballot and the barcode on the ATV form <ul style="list-style-type: none">• If only 1 chirp is heard, there is a match• If multiple chirps are heard. Press enter on the scanner, locate the correct ballot style and rescan |
| STEP 4 | Ballot distributor gives ballot, ATV and voter update form (if applicable) to curbside coordinator |
| STEP 5 | When curbside coordinator returns with forms, ballot assistant should check to ensure that the voter signed in all applicable locations (Section “A”, section “C” on ATV and on the voter update form if applicable). If signatures are required and curbside voter has not left, instruct the curbside coordinator to return to retrieve the signature(s) |
| STEP 6 | Ballot assistant should number the back-right corner of the ATV form starting at “1” at the beginning of the day and continue sequentially throughout the day |
| STEP 7 | Ballot assistant should place the numbered ATV form into the “ATV Forms” basket |
| STEP 8 | If the voter has a voter update form, the ballot assistant should number the back-right corner of the form starting at “1” at the beginning of the day and continue sequentially throughout the day |
| STEP 9 | Ballot assistant should place the numbered voter update form into the “Voter Updates” basket |
| STEP 10 | Throughout the day, bundle the ATV forms into stacks of 100 and the voter update forms into stacks of 20 using the rubber bands or paper clips found in the green tackle box |

Election Day Ballot Distribution Quick Reference Card

Ballot Distribution Process (Provisional Voter)

- STEP 1** Ballot distributor receives the provisional application from the help desk assistant and locates the appropriate ballot style as indicated on the bottom-right side of the provisional application
- STEP 2** Ballot distributor locates the correct ballot
- STEP 3** Ballot distributor scans the barcode on the ballot and the barcode on the bottom-right of the provisional voting application
- If only 1 chirp is heard, there is a match
 - If multiple chirps are heard, there is a mismatch. Press enter on the scanner, locate the correct ballot style and rescan
- STEP 4** In the blank box at the top of the ballot, the ballot assistant will write the home precinct of the voter as indicated on the bottom of the provisional application and the word "Provisional" (ex. M03/Provisional)
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- STEP 5** Ballot assistant provides the help desk assistant with the coded ballot and provisional application

In some cases, the precinct will not have the ballot style listed on the provisional application. If this occurs, provide the help desk assistant with the ballot style that the precinct has the most of on hand.

Ballot Distribution Process (Spoiled Ballot)

- STEP 1** Receive the ballot to be spoiled from chief judge or judge
- STEP 2** Write "Spoiled" across the face of the ballot
- STEP 3** Complete the spoiled ballot log
- STEP 4** Retrieve the new ballot of the same style
- STEP 5** Scan the barcode on the old ballot and then scan the barcode on the new ballot
- If only 1 chirp is heard, there is a match
 - If multiple chirps are heard, there is a mismatch. Press enter on the scanner, locate the correct ballot style and rescan
- STEP 6** Give new ballot to the voter
- STEP 7** Place the spoiled ballot into the blue poly-bag labeled for spoiled ballots

A voter may only receive up to three replacement ballots in an election.

Ballot Distribution Process (Machine Rejected Ballot)

- Should the M100 reject a voted ballot and the voter choose not to re-vote the ballot or has left the voting enclosure and the chief judge and judges unanimously determine that the ballot was not disturbed, the ballot must be placed into the white poly-bag labeled for machine rejected ballots
- Continue to receive and place machine rejected ballots into the correct poly-bag throughout the day

Ballot Distribution Process (Emergency Poll Book)

M100's will run on reserve battery power. If the machine dies, open the emergency ballot bin.

- STEP 1** Accept the ATV form from the voter
- STEP 2** Identify the ballot style that the voter should receive in the box in section "A"
- STEP 3** Locate the correct ballot style and use hand-to-eye check to confirm the correct ballot style
- STEP 4** Place the ATV form in the "ATV Forms" basket and direct the voter to the voting booths

Ballot Distribution Process (Emergency Provisional Poll Book)

- STEP 1** Accept the provisional voting application from the help desk assistant and locate the ballot style in the "BALLOT STYLE ISSUED" section at the bottom
- STEP 2** Locate the correct ballot style and conduct a hand-to-eye check to confirm the correct ballot style was chosen
- STEP 3** Locate the "SEIMS PRECINCT" at the bottom of the provisional voting application
- STEP 4** In the box at the top of the ballot, write the word "Provisional" and the home (SEIMS) precinct of the voter
- STEP 5** Give the ballot and provisional voting application to the help desk assistant