

Video 8: How to Win on Election Day With Hilda Frontany

ELECTION DAY

Introduction

In preparing for Election Day coverage, the Area Chair must emphasize to precinct workers the importance of having those who have been working in a precinct present at the polls on Election Day. The voters now identify the precinct workers they have seen with the candidate, and will be more likely to respond to a reminder to vote from them than from a stranger. Area Chairs and Precinct Workers must arrange to work all of Election Day if at all possible. Some companies will give employees the day off on Election Day, if they bring proof, such as a poll watcher's credential, to work the next day. However, not every Precinct Worker will be able to give the full day, and it is important that the Area Chair instruct the Precinct Workers to get the exact hours of their availability on Election Day.

The Area Chairs will distribute Election Day cards to Precinct Captains and must emphasize that along with exact hours, it is important that all questions on the card be answered. It is very important that the deadline set for the return of these cards be met.

One or two people from the precinct organization or elsewhere in the campaign are recruited to be Election Day schedulers. They begin by scheduling Precinct Captains into the precincts in which they have been working. It is usually necessary for the campaign office to recruit additional workers to have sufficient coverage on Election Day.

No later than two weeks before Election Day, the campaign must send a letter to the Chicago Board of Election Commissioners (or the appropriate election authority) over the candidate's signature requesting two Poll Watcher's Credentials for each precinct in your election district, and one copy of the Judge's Manual for each precinct. You must have these in time for your Election Day Workers' Meeting, so keep on top of this. In order to have adequate coverage on Election Day, you will need other kinds of credentials in addition to the Candidate's credentials. For example, if you have two workers with candidate credentials at a polling place, and the Area Chair has to be in the polling place to deal with a problem, the Area Chair must have another kind of credential because only two candidate watchers are allowed in a polling place. You will want to go to friendly campaigns of candidates running for other offices and suggest swapping credentials; if you are the MIPO endorsed candidate, you will be entitled to our credentials. There are other civic organizations that can get credentials and you should ask if they will share some with you.

Also, in preparing for Election Day you should call the following law enforcement agencies to get the special Election Day number which each of them will have to receive complaints. These agencies have roving teams of investigators who visit some polling places during the day and are available to deal with complaints.

The agencies are the County State's Attorney, the U.S. Attorney, and the Illinois Attorney General. These numbers along with your campaign's Election Day number, and the numbers which you will find on the back cover of the Judges' Manual, i.e. the Board's Election Day number and the Missing Supplies and Equipment Repair number, should be put onto a 4x6 sheet and stapled to the cover of the Judges' Manual or the Election Day instruction sheet which goes into the Election Day workers' kit.

At the Election Day workers' training meeting, instructions in Election Day procedures will be given, and written instructions and forms distributed in the precinct kits. The meeting is always held on the weekend before Election Day. At the meeting, Area Chairs receive Election Day schedules for all their precincts, and get a preliminary idea of the coverage they will have on Election Day. At the meeting, they discuss the schedules with Precinct Captains who have received schedules in their kits. If there are holes in the schedules, the Area Chairs should try to convince Precinct Captains present at the meeting to extend their Election Day hours of availability.

The Area Chairs are responsible for seeing to it that the person whose name has "KIT" written next to it on the Election Day schedule gets the Election Day kit either at the meeting or by delivering the kit to that person. The Area Chair must be sure that the right person takes the kit so that the necessary materials are available on Election Day when the polls open. If the person who will open the poll is not the Precinct Captain, the Area Chair must see to it that the reminder slips that will be left on the doors of plus voters the Sunday preceding Election Day is given to the Precinct Captain. If the Precinct Captain is not taking the kit, it is also necessary to see that the person who is writing the runner's slips gets them from the kit. Any precinct worker who has not worked on Election Day before and does not attend the Election Day meeting, must be contacted by the Area Chair and points covered in "How to Win on Election Day" must be reviewed with that volunteer.

Ideally, on the Monday night before Election Day, but often at 5 am on Election Day, the scheduler will give the Area Chairs the final Election Day schedules with copies for each Precinct Captain, which the Area Chair will deliver on the first circuit of the precincts at 5:30 am. In any case, the Area Chairs should plan to report to campaign headquarters at 5 am for last minute changes in schedules and information on trouble shooting procedures.

BEGIN VIDEO

Section One: At the Polls (0:00)

The object of the Area Chairs first circuit of the precincts is to see that the workers on the schedules are in place and know what to do. The revised Election Day schedule is left with the person who has the kit so that the Precinct Captain, or the person who will be in the precinct for the longest time on Election Day, will know how to assign the available workers. The Area Chair should be sure at the opening of the polls and on each circuit of the precincts that the available workers are being used in the best way. Precinct Captains usually make the decision about worker assignments, the tasks are:

1. **Runner** – They are the most important workers on Election Day because they are the person who is reminding "plus" voters who have not as yet voted to come to the polling place by ringing their doorbell or, if they are not home, by taping a "runner's slip" reminder form to their mailbox. Thus, their job is to get our voters to the polls. The runners will receive a reminder slip from the **WATCHER** who is stationed inside of the polling place. The reminder slip will have the name of our candidate, the date of the election, hours the polls are open and the location of the polling place. The watcher fills out reminder slips for all our plus voters who have not yet voted. The runner knocks on the voters' doors and reminds them to be sure to vote before 7pm. If the voter needs a ride to the polling place, the runner should provide

it, either her/himself, or by contacting the campaign office to arrange a ride. If no one is at home, the runner slip is taped to the door. The first run of the day is at 9am. The last run is at 6pm. There may be as few as one or as many as three more runs in between, based on how many plus voters in the precinct and how many have not voted. Your Area Chair will tell you how many runs to make during the day.

2. **WATCHERS/CHALLENGERS** sit inside the polling place to observe the conduct of the election and to mark the names of the voters who have voted. This position is a lower priority than running and passing; in some precincts there may not be a watcher all day. There should be a watcher to observe the opening of the polls and one or more watchers will observe the count after 7pm. All workers who go into the polling place must submit credentials to the judges, allowing them to come and go throughout the day, as well as sit and observe all day. At 6:45pm, before the closing of the polls, at least one worker in every precinct must go into the polling place (and sign and submit her/his credential if this has not already been done). Any worker inside the polling place when the doors close at 7pm may stay to observe the counting of the ballots. A closing report form and a results tape form the precinct ballot counter must be obtained for every precinct. The closing report form and the results tape, along with any unused materials, should be returned to the campaign.
3. **PASSERS** station themselves at the most visible locations, at least 100 feet from the door of the polling place room, where they may greet the voters on their way to vote. The passers walk up to each voter, offer a palm card or sample ballot and urge the voter to vote for our candidate. If there is more than one passer, they should cover both directions from the polling place. If someone says that they have voted already, they should be thanked. If they have not voted, they must be reminded to vote by 7:00pm.

(For detailed information on scheduling for Election Day and Recruiting Election Day Volunteers, see Appendix One.)

Ideally, you will have at least three all-day workers covering all functions, but usually there will be at least some precincts that don't have full coverage and you need to prioritize the tasks. If there are plusses in the precinct, the priority should always be running. If there are no plusses in a precinct, the priority is passing. In precincts where fraud or trouble is expected, there should also be a checker inside for as much of the day as possible. If fraud is not a problem, the second priority is passing.

(For detailed information on "Opening and Closing the Polls" for Election Workers see Appendix Two.)

The Area Chair only makes changes in the Precinct Captain's arrangements after consulting with the Precinct Captain. During the course of the day, it can become necessary for the Area Chair to move workers from one precinct to another to shift people as necessary to cover places where people on the schedule have not shown up.

The Area Chairs should introduce themselves to all the Election Judges in each of their precincts, leave a credential, and be sure that all the workers on the schedule know who the

Area Chair is. It is vital, especially in areas where fraud is expected, that the Area Chairs make it clear to everyone working in the Polling Place that they will be returning throughout the day.

Any polling place not opened on time should be reported immediately to the campaign office.

The Area Chairs and Precinct Captains should fill out the information requested on their ED Report Forms. The Area Chairs should call or report to the office immediately on completing their first circuit of precincts. Of course, if there are problems which the Precinct Captain cannot solve and s/he has not called headquarters, the Area Chairs must call as soon as they become aware of them, if they cannot solve them on the spot.

In Chicago, it is no longer the practice to have a police officer in every polling place. At least two weeks before Election Day, the candidate should be in touch with the Commanders of the police districts which cover his/her electoral district to find out what is the proposed police plan for Election Day. If there are precincts in the district with a history of fraud, the candidate should ask that a police officer be assigned there for the full day.

For the balance of the district the candidate should ask for the police coverage plan, so that there is time to request changes if necessary. The police may choose to have roving teams, to cover some precincts for half of the day, to have officers come only for the counting of the ballots, or some other plan. It is also helpful to have the name of one person in each district that could be called on Election Day if trouble arises.

Throughout the day, the Area Chairs will continue to make the rounds of their precincts. If there are particular problems in certain precincts it may be necessary to spend more time at those precincts. The precinct coordinator and troubleshooters will be at campaign headquarters to deal with problems which cannot be solved on the spot. During the day, the Area Chairs will be gathering reports on the number of total voters and the number of "Plus" voters who have voted, and need to be sure that the runners are going out regularly to distribute runner slips in the precincts.

At 5 pm, the Area Chairs begin to check with each Precinct Captain about coverage for the final running and for "taking the count" (having person available to stay after the polls close to get two tapes of the final election results and observe the judges seal all the materials, and return them to the receiving station) in each precinct. It is also important to ensure a sufficient assortment of credentials so that no watcher taking the count will be excluded because of duplication of credentials. The Area Chairs last assignment of the day is the best one, to be sure that everyone knows where to turn in their reports after they close the precinct at the end of the count, and that all Election Day workers know where the Victory Party is being held

Section Two: The Pollwatcher's Guide (6:00)

The pollwatcher remains inside the polling place and observes the election proceedings. At various intervals, the watcher may fill out the running slips for the runner, if the polling place is not too busy. In addition, the watcher observes the election proceedings to make sure everything is being conducted legally. If there are any irregularities, the watcher should point them out to the Judge, and if necessary, refer to the appropriate section of the Judges' Manual. If corrective action is not taken, the watcher should call campaign

Headquarters, the Board of Elections, and/or the State's Attorney. Watchers should carefully review proper procedures for voting, as outlined in the Judge's Manual in your Election Day Kit.

B. KNOW YOUR RIGHTS

1. Any registered voter in Cook County can be a pollwatcher. You do not have to live in the precinct or ward in which you are poll-watching. NOTE: Pollwatchers are not required to display a voter's registration card or other proof of residency or identification to the Election Judges.
2. All persons in the polling place except judges and police officers must file credentials with the judges. If anyone refuses to file credentials they should not be permitted to stay in the polling place.
3. If a polling place becomes overcrowded, the judge may ask some pollwatchers to leave. The pollwatchers who must leave should be determined by lottery. HOWEVER, at least one pollwatcher for each candidate, party and organization must be allowed in the polling place at all times.
4. Pollwatchers may enter the polling place before it opens and throughout the day. While a pollwatcher has the *legal right* to enter and re-enter a polling place after it is closed, pollwatchers are best advised to enter polling places before 7:00 p.m. to observe the count since the general practice is to lock the doors at 7:00 p.m. and ignore people attempting to enter thereafter.
5. Pollwatchers may stand or sit close enough to the Judges' table where the applications for ballots are issued and voters' signatures are compared to the signatures in the signature book. Pollwatchers are entitled to stand behind the Judges. Pollwatchers opening a precinct should insist that the judges arrange the tables at the beginning of the day in such a way that pollwatchers can observe the applications and signatures.
6. Pollwatchers may stand or sit where they can observe the voters feeding their ballots into the optical scanner. Pollwatchers should be allowed to see that the judge's initials appear on the back of the ballot.
7. Pollwatchers who enter the polling place mid-day have the right to visually inspect the applications for ballots, and ask how many spoiled applications have been filled.
8. Pollwatchers may look at the top numbers of the paper ballots and ask how many pads of paper ballots have been used. The pollwatcher is entitled to ask to see the sheet sent by the Board of Elections which tells how many ballots were sent to the polling place, and the serial numbers of those ballots.

C. PROBLEMS YOU SHOULD WATCH FOR

1. **ELECTIONEERING** - No one may pass literature, persuade verbally or otherwise encourage a voter to vote for a particular candidate within **100 feet of the entrance to the room in which elections are being held**. If you observe electioneering, alert the judges. If the judges fail to stop it, call your campaign Headquarters. Electioneering includes wearing candidate buttons, passing literature, mentioning the name of the candidate, party or other candidate identification in the polling place. This is strictly prohibited.

2. **INSTRUCTION** - Every voter is entitled to receive **instruction** in the use of the optical scanning or touch screen voting system. This instruction may only be given on the DEMONSTRATOR located at the Judges' table, and can only be given by a Judge. The names of actual candidates in the current elections **may not be used** in the instructions. Only **sample** ballots may be used in instructing the voter, not actual ballots. The Judges may not use the voting machines for instruction in any manner, at any time under any circumstances. Any contact with the voter at the voting machine constitutes **Assistance**, not **Instruction**, except for activating the audio voting function on the touch-screen machine.
3. **ASSISTANCE** - There are only two instances in which Assistance is lawful: where the voter is **illiterate in the English language**, or where the voter is **physically disabled**. In either instance, the **voter must ask** for assistance; the judge should **not** suggest that the voter obtain assistance. Also in either case, **the voter must sign an affidavit before obtaining the assistance**. The physically disabled voter will use the touch screen system.
 - a. **Illiterate Voter**: The affidavit must be read to the voter (in the language of the voter) and the voter must sign his/her name (marking an X if the voter cannot sign his/her name). Be sure to compare the signatures. A judge from each party must then accompany the voter to the booth to provide assistance. (No one other than these two judges may accompany the illiterate voter.) An illiterate voter may choose to use the audio voting feature available on the touch-screen machine, eliminating the need for the judges to provide assistance.
 - b. **Physically Disabled Voter**: The voter must be physically disabled not mentally disabled, drunk, disoriented or confused. S/he must state the nature of the disability. A voter who left his/her glasses at home is not physically disabled. The voter must read and sign an affidavit in order to receive the assistance. The assistance to a physically disabled voter may be given either by two judges from different parties or by a friend or relative of the voter's choice (including a precinct captain - or you). The assistance is not to consist of Electioneering (suggesting for whom the voter should vote). **If you observe either the judges or other pollwatchers illegally assisting voters, ask the judges to stop it. If they do not help, call your campaign headquarters or the state's attorney.** A physically disabled voter who cannot or does not wish to be assisted in entering the polling place must be offered the option of "curbside voting." One judge of each party brings an economy voting, unit to the voter in a car or any place adjacent to the polling place where the voter can sit and vote in privacy. The judges have them sign the application for ballot and give them a ballot. If the voter needs further assistance, then the regular procedures for affidavit voting are followed.
4. **PRE-INITIALED BALLOTS** - Judges are required to initial ballots as they give them to the voter. They cannot pre-initial ballots. In addition, ballots must be taken from the top of the pad--not the middle or the bottom. If Judges are pre-initialing ballots, call it to the attention of the judges. If the Judges continue to pre-initial the ballots,

call campaign Headquarters.

5. **ILLEGAL MARKING OF BALLOTS** - When the Judge issues the ballot to the voter, **NO BOXES SHOULD BE PRE-MARKED ON THE BALLOT**. If any boxes are marked, the ballot should be voided. Be sure to point this problem out to the judges immediately. If they allow the voter to use the pre-marked ballot, call the State's Attorney Campaign Headquarters immediately. Record the name of the voter who used the pre-punched card and the name of the judge who issued it to him/her. When the voter inserts the ballot into the optical scanner, the judge **SHOULD NOT HANDLE THE BALLOT IN ANY CIRCUMSTANCE**. If the counter rejects the ballot for over voting, the voter may ask the judge for a new ballot or may authorize the judge to hit the override button after the **VOTER REINSERTS** the ballot into the optical scanner.
6. **DENYING THE RIGHT TO VOTE** - No one can be denied the opportunity to vote on Election Day. If a voter says s/he is registered but is not on the list of registered voters; if a voter is challenged by a judge or pollwatcher and is unable to prove identity or residency; if a voter is required to show ID to vote but doesn't have an ID; the voter still must be allowed to vote by provisional ballot. After first determining that the voter is in the correct precinct, the judges should follow the procedures for issuing a provisional ballot.
7. **ASKING FOR ID WHEN NONE IS REQUIRED** - Registered voters, other than those marked "inactive" by the election authority, are not required to show any identification to vote, other than submitting their signature on the application for ballot. If the judges routinely ask voters for ID it may be an innocent mistake or an attempt to discourage people from voting. Object firmly if this happens and if the judges persist, report to the Election authority and to campaign Headquarters. If they ask only specific people, especially if they are targeting particular ethnicities, it may be a civil rights violation. Object and report it to campaign Headquarters, the Election authority and to the US Attorney's office.

Section Three: Election Day Problems (17:10)

There are several problems one may encounter on Election Day:

- Weather – Chicago weather is unpredictable! Be prepared
- Electioneering – just don't do it!
- Demonstration vs. Assistance – Demonstration is allowed, assistance requires an affidavit.
- Judges should NEVER handle the ballot – there is a reason the voters are asked to place their own ballot in the machine.
- Voters not appearing on the rolls – they are allowed to vote but by provisional ballot only

Bring all concerns to the judge of election or your Area Chair, NEVER THE VOTER.

Section Four: Questions (23:00)

1. Election judge behavior
2. Intimidation
3. Electioneering

APPENDIX ONE: ELECTION DAY SCHEDULING & RECRUITING

Begin in a quiet place where you will not be disturbed. Leave a phone number with the campaign office for emergency calls only. Scheduling begins Monday, a week before Election Day and continues through Wednesday evening. Have with you a precinct map, up-to-date list of polling places, your worker cards and scheduling sheets. There are five major responsibilities for volunteers on Election Day:

1. Openers - as implied are the first of your people in the polling place at 5:45 am. They are registered voters and are credentialed. They are responsible for bringing the kit to the polling place, ascertaining the 100' point from the entrance to the polling place where passers may stand; and marking the hard card as early morning voters arrive;
2. Closers - return to the polling place no later than 6:45pm to ensure their being in the polling place when the doors lock at 7:00pm. They observe the conduct of the election process during the closing moments and stay through the tabulation of the final count. They should request a tape of the results from the judges BEFORE the final tape is run on the printer transmitter and phone in the results to headquarters;
3. Watcher/Challenger - observes the conduct of the election from inside the polling place, at a table within earshot of the judges.
4. Runners are the key to victory. Runners remind voters they have not yet voted and that their vote is needed. If the voter is not home, a reminder slip (prepared by the watcher) is taped to the entrance to the home. Runs are made at least three times during the course of the day, with the final run at 6pm being the most important. At this point all volunteers at the poll become runners.
5. Passers distribute the candidate's palm card or sample ballot 100' from the entrance to the polling place.

To begin scheduling, divide the ED Volunteer cards into four separate stacks:

1. All Day Workers
2. Openers (only) – See Appendix Two for more detailed information on this task
3. Closers (only) – See Appendix Two for more detailed information on this task
4. Others (assorted hours)

Within each stack you should organize the cards in the following sequence:

1. Precinct workers
2. ED Volunteer - not willing to move
3. ED Volunteer- willing to move
4. Pool volunteer (from out of the area)

In this way, precinct workers are scheduled first. It is desirable that whenever possible, precinct workers be kept in the same precinct they have been working.

When you have completed organizing your cards, you should next turn to the schedule sheets and complete all of the information requested at the top of the sheet. You will need your up-to-date canvass results to do this. When you begin to schedule, your judgments will, in large part, be determined by how many plusses are in the precinct and whether the precinct shares its polling place with other precincts. Multiple polling places can often share passers or even a watcher if necessary. Ideally, three people will be at the polling place from 9:00 until 7:00, except where there is a larger number of plus voters during peak running hours.

When the information has been posted at the top of the sheet, you should begin slotting in each

worker from the appropriate beginning time slot through the time the worker will be leaving the polling place. If at any time, you have only one worker in the polling place and that person must leave, be sure that the relief person begins prior to or at the time the other worker must leave. The kit and hard card may then be handed off in this fashion. The kit and hard card must never be left unattended in the polling place. Continue scheduling in this fashion until all precinct workers and Election Day volunteers (unwilling to move) have been scheduled. Then begin filling in any gaps or light time slots with those volunteers willing to move and with the pool volunteers. Pay careful attention to the transportation needs of these workers and be sure that the watchers and closers are registered voters.

When you have posted a worker's name on the schedule sheet, enter the ward, area and precinct designation in the "Official Use" column of the recruiting card. Set the completed card off to the side. Clip all completed cards of volunteers working in the same precinct together and set the group aside. Continue this process until all workers have been scheduled and all gaps have been filled. **INDICATE ALL OPENERS ON THE SCHEDULE SHEET WITH A DEFINING MARK.** If the recruiting card you are using contains any special instructions, place an asterisk next to that name on the schedule sheet and provide this information to the area coordinator, noting the precinct number and hours the volunteer is working.

Election Day Recruiting

Phone Script

Step 1

Hello, I'm Jane Addams, a volunteer from John Peter Altgeld's campaign headquarters. We're making plans now for Election Day. Can you help John out by working that day? Tuesday, February 22nd?

- *If YES*

Polling places are open from 6AM to 7PM and we need people all day. The most important hours are 5:45 - 8:30 AM and 4:00 through the final count of the ballots (usually around 8 or 8:30 pm).

What hours will you be available?

Indicate hours on ED Volunteer Card.

- *If NO*

Go to step 6

Step 2

Are you a registered voter?

Indicate on card

Step 3

Will you have a car available on Election Day?

Indicate on card

Step 4

Are you canvassing for John now?

- *If YES*

In which Precinct?

Indicate on card

Step 5

Are you willing to work outside your own area/precinct?

- *If YES*

Ask – Anywhere or specific town or precinct?

Indicate on card

Step 6

Is there anyone else in your family who might be able to help on Election Day?

- *If YES*

Is s/he in right now?

- *If YES* Repeat interview with new person, Make out new card
- *If NO* When is a good time call him/her? *Make out new card*

Step 7

Now, I'd like to verify some information. (*Verify and correct spelling of name, address and phone*)

Step 8

Thanks for your help. There will be a meeting on Sunday, February 20 to explain Election Day procedures. You' will receive a notice of the exact time and place, but please mark that date on your calendar today. Thanks again.

APPENDIX TWO: OPENING AND CLOSING THE POLLS

Opening the Polls

Poll watchers with credentials are allowed in the polling place as early as 5:00 AM to observe the setting up of the polling place. The ESC (Election Supply Carrier) is marked for Ward/Township and Precinct to assure that is the correct precinct. There should be a green seal that will be broken by, the judges in the morning. You are there to observe and verify that the poll is being prepared in accordance with election law. Establishing a polite and professional relationship with the judges can be essential.

Voting booths should be arranged to allow for the greatest privacy for the voter. A voter's ballot should not be able to be seen by anyone in the polling place. As with all communication with the judges of election, politely point out your concerns if any. If this is ignored contact your Area Chair or Campaign office.

There are two balloting systems in the polling place, one using paper ballots and the other using a computerized touch screen. The systems are similar and verification of proper setup is required for both.

The Ballot Scanner is the electronic machine which voters will use to submit their paper ballots after marking them in the polling booth. This machine has a back door, which provides access to the control panel and memory pack. At the start of the day the back panel should be secured with a red seal. There should be a memory pack installed in the machine. The machine will be plugged in, and it will automatically begin its initiation sequence. The Poll Watcher will observe the judges printing a "zero tape" indicating the correct date, Ward/Township, Precinct and most importantly that no ballots have been cast. The tape is to remain on the roll attached to the machine; it is not signed by judges or removed.

The Touch Screen machine(s) will have a data cartridge installed and a red seal should be secure and unbroken. The judges will turn this machine on and just as the Ballot Scanner printed its zero tape so will the Touch Screen. You will need to verify the same information with the importance of no ballots having been cast yet. The zero tape will remain on the machine.

The Poll Watcher will record information for both voting methods on their morning report sheet. If there are any irregularities, specifically if the ward/pct don't match or there are ballots already registered, contact the campaign office immediately.

Closing the Polls

Make sure you are in the polling place before 7:00 PM; even if you have a credential filed and have been working all day you will be locked out if you aren't inside the polling place at 7:00.

There are two voting systems-to be tallied and consolidated, the paper ballots and the touch screens.

Ballot Scanner

The judges will access the panel in back of the machine and set it to close the polls; this will start the printing of the results tape. Copy this information to a campaign tally sheet, updating your evening report sheet with the number of paper ballots cast. After completing the results tape

the machine will be powered down and the data cartridge removed; the judges should be in possession of the data cartridge at all times.

Touch Screen Machines

The judges will break the red seal and "close the polls" on this machine. It will begin to print a results tape. Copy the number of ballots to your evening report sheet and the vote totals to the campaign vote totals sheet. The judges will remove the paper roll, sign it and place it in the ballot carrier. The Memory Cartridge from the touch screen machine will be removed to be consolidated with the Ballot Scanner votes.

The consolidation of the two systems is facilitated by the card activator (this is the machine the judges used to issue the plastic "credit" card to voters for the touch screen machine), The Data cartridge from the touch screen will be plugged into the left side of the card activator; the cartridge from the Ballot Scanner is plugged into a small device connected to the card activator. Once all cartridges are consolidated and transferred a final election tally will print.

There will be 12 results tapes run; the judges use 7 for their reports, post one on the wall, and have 4 remaining to give to poll watchers. They may also run extra tapes, but are not required to. It is a good idea during the day to cultivate a friendly relationship with the judges and let them know you will want a tape after the polls close. Remind them of this when the tapes are run. If you cannot get your own tape, copy the number of total ballots and the election results onto your closer's report from the tape posted on the wall.

The judges will take the data cartridges, paper ballots; applications for ballots, affidavits and the touch screen printer rolls to the election data return point. All other materials will be locked in the ESC.

Do not leave the polling place until the judges have signed the certificate of results. If possible, stay until the judges close and pack everything and take the results to the receiving station.