



November 8, 2016 Presidential Election Manual for Wardens and Clerks

**For Routine Calls:
Call us on your landline phone or cell phone**

City Clerks Phone Numbers

Quincy City Clerks Office

(617) 376-1131

(617) 376 1144

Quincy City Clerks
1305 Hancock Street
Quincy, MA 02169
(617) 376-1144
cchaudhary@quincyma.gov



Office of the City Clerk
Nicole L. Crispo
City Clerk

Joseph Newton
Assistant City Clerk

City of Quincy, Massachusetts

Mayor James R. McIntyre City Hall
1305 Hancock Street
Quincy, Massachusetts 02169



TEL: (617) 376-1131
FAX: (617) 376-1082

August, 2016

Dear Warden and Clerk:

The Manual for Wardens and Clerks has been prepared to help you on Election Day. The responsibility of conducting an election is an important duty. There are many laws that relate to this process, and it is important that they be administered as uniformly as possible to insure that each vote will be cast and counted properly.

This manual contains a step-by-step description of the entire election process at the polling place. It should be used as a training and reference guide both before and on Election Day. Please pay particular attention to the sections on Provisional Ballots and Inactive Voters.

If you have any questions regarding election procedures, please call the City Clerks Office at (617) 376-1131.

Sincerely,
Nicole Crispo
City Clerk

NOTE: This manual is based substantially on information provided by the Secretary of State's Election Division.

Contents

SECTION A: GENERAL DUTIES OF ELECTION OFFICERS.....	1
A1 WARDEN: GENERAL DUTIES AND AUTHORITY.....	1
A2 CLERK: GENERAL DUTIES.....	1
A3 INSPECTORS: GENERAL DUTIES.....	2
A4 ELECTION WORKER NEUTRALITY	2
SECTION B: BEFORE THE POLLS OPEN	3
B1 CITY CLERK’S PHONE NUMBERS.....	3
B2 ELECTION OFFICERS REPORT TO POLLING PLACE	3
B3 EQUIPMENT OVERVIEW	4
B4 REVIEW SUPPLIES – CALL CITY CLERK’S OFFICE IF ANYTHING IS MISSING	6
B5 ITEMS AND SIGNS TO BE POSTED	7
B6 BALLOTS CORRECT FOR POLLING PLACE.....	7
B7 NUMBER OF BALLOTS RECORDED ON CLERK SHEET	7
B8 SET UP CHECK-IN AND CHECK-OUT TABLES.....	7
B9 OPENING THE POLLS	8
B10 IMAGECAST CHECKLIST	13
B11 ACCESSIBILITY FOR PERSONS WITH DISABILITIES	14
SECTION C: DURING THE VOTING HOURS.....	15
C1 ANNOUNCE POLLS OPEN	15
C2 WHO MAY VOTE.....	15
C3 VOTER STATES ADDRESS, NAME, AND PARTY	15
C4 ADDRESS NOT ON CHECK-IN VOTING LIST.....	15
C5 LOOK FOR NAME ON CHECK-IN VOTING LIST	15
C6 CERTAIN NEW VOTERS MUST SHOW ID	15
C7 MARK NAME ON CHECK-IN VOTING LIST.....	16
C8 HAND THE VOTER A BALLOT AND A PRIVACY SLEEVE	16
C9 INSTRUCT VOTER ON CORRECT PROCEDURES TO MARK BALLOT	16
C10 INACTIVE VOTERS.....	16
C11 NAME NOT ON VOTING LIST, OR LISTED INCORRECTLY	17

C12	VOTING BY PROVISIONAL BALLOT	17
C13	CONFIDENTIAL VOTER REGISTRATION.....	19
C14	YOU MAY REQUEST IDENTIFICATION.....	19
C15	IF VOTER FAILS TO PRESENT SUITABLE ID WHEN REQUESTED.....	19
C16	INSTRUCTION AND ASSISTANCE TO VOTERS	19
C17	WRITE-INS OR STICKERS.....	20
C18	SPOILED BALLOTS.....	20
C19	VOTER GOES TO CHECK-OUT TABLE	20
C20	MARK NAME ON CHECK-OUT VOTING LIST	20
C21	INSERTING BALLOTS THROUGH SCANNER.....	20
C22	OPERATOR DISPLAY MESSAGES	21
C23	ONE PERSON PER VOTING BOOTH.....	22
C24	ANIMALS IN POLLING PLACE.....	22
C25	TIME ALLOWED	22
C26	NUMBER OF VOTERS ALLOWED	22
C27	CANDIDATES' AND THEIR WORKERS' RIGHTS AND RESTRICTIONS.....	23
C28	CHALLENGES	24
C29	PERSONNEL PERMITTED WITHIN VOTING AREA	25
C30	INFORMATION BY ELECTION OFFICERS PROHIBITED.....	25
C31	OPENING OF BALLOT BOX DURING VOTING HOURS	25
C32	PROCESSING ABSENTEE BALLOTS	25
C33	ABSENTEE VOTERS WHO SEEK TO VOTE IN PERSON	27
C34	"SPECIALLY QUALIFIED" VOTERS.....	27
C35	ANNOUNCE POLLS CLOSED AT 8 P.M.	27
C36	PEOPLE IN LINE MAY VOTE	27
SECTION D: AFTER THE POLLS CLOSE.....		28
D1	PUBLIC MAY OBSERVE COUNTING.....	28
D2	BALLOTS FROM THE AUXILIARY COMPARTMENT.....	28
D3	CLERK RECORDS FINAL SCANNER NUMBER (BALLOT BOX REGISTER) ON CLERK SHEET	28
D4	PRINT TWO (2) PRECINCT TAPES.....	28
D5	CLOSING THE POLLS	28

D6	CLOSED POLL CHECKLIST.....	29
D7	NUMBER OF VOTERS SHOULD EQUAL FINAL NUMBER ON SCANNER	29
D8	PLACE VOTING LISTS AND OTHER FORMS IN CHECKLIST ENVELOPE.....	29
D9	CHECK LIST ENVELOPE IS SIGNED AND SEALED	29
D10	PLACE CHECKLIST ENVELOPE IN PACKET OF POLL ENVELOPES	29
D11	PROVISIONAL RECORDS ENVELOPE	30
D12	SPOILED BALLOTS.....	30
D13	ABSENTEE BALLOT ENVELOPE (FOR JURATS).....	30
D14	COUNT UNVOTED BALLOTS AND PLACE IN UNVOTED BALLOT CARRIER	30
D15	COUNT BALLOTS FROM AUXILIARY COMPARTMENT	31
D16	OPEN BALLOT BOX AND REMOVE BALLOTS.....	31
D17	COUNT BALLOTS WITH WRITE-INS	32
D18	PRINTER TAPE AND TALLY SHEETS.....	32
D19	CLERK COMPLETES CLERK SHEET AND PAYROLL RECORD	32
D20	VOTED BALLOST PLACED IN VOTED BALLOT CARRIER.....	32
D21	PLACE THE FOLLOWING ITEMS IN THE BLUE CANVAS ELECTION SUPPLY BAG	32
D22	LOCK ALL COMPARTMENTS OF BALLOT BOX AND REUTRN KEYS TO POLICE OFFICER TO PLACE IN SCANNER BAG.....	32
D23	CHECK OFF LIST OF ENVELOPES IN PACKET OF POLL ENVELOPES	33
D24	PACKET OF POLL ENVELOPES IS SIGNED AND SEALED WITH A PAPER SEAL AND IS BROUGHT TO CITY HALL	33
D25	DO NOT THROW ANYTHING AWAY	33
D26	WARDEN OR CLERK MUST ACCOMPANY THE POLICE OFFICER TO CITY HALL	34
D27	LEAVE THE POLLING PLACE EXACTLY AS YOU FOUND IT	34
SECTION E: Challenge Ballot, Absentee Ballot, and Auxiliary Ballots		35
E1	Challenged Ballot/Voter Quick Reference	35
E2	Example Absentee Ballot – Registered Voters.....	36
E3	Example Absentee Ballot – Non Registered Voters.....	37
E4	Example Absentee Voter Certificate.....	38
E5	Instructions for Tallying Ballots from Auxiliary Compartment	39
E6	Example Auxiliary Ballots	41

E7	Example Auxiliary Tally Sheet	43
E8	Write in Tally Sheet Instructions.....	44
E9	Write in Tally Sheet Examples.....	45
SECTION F: Polling Place Safety and Policies.....		47
F1	Polling Place Evacuation Guidelines	47
F2	Election Worker Policy	48
F3	Disciplinary Actions for Unacceptable Activities.....	50

SECTION A: GENERAL DUTIES OF ELECTION OFFICERS

A1 WARDEN: GENERAL DUTIES AND AUTHORITY

The Warden is the chief election officer at the polling place:

- Supervises the other precinct election officers before the polls open, during the election, and after the polls close. Reviews the Inspectors' duties with each Inspector and monitors them periodically to be sure they are performing as instructed.
- Maintains order and handles violations of election law by election officers or others. Prevents interference with the voting process and assists voters in accordance with the law. Employs police assistance when necessary.
- Makes sure that required material is available and posted in proper places and in quantities dictated by law.
- Assigns other election officers to their stations and designates schedules for breaks, meals, and voting.
- Monitors Inspectors at both Check-In and Check-Out Tables to ensure they are accurately recording all voters.
- Makes sure Inspectors compare Check-In and Check-Out Lists several times during the day.
- Makes certain that no unauthorized persons are within the voting area and that no campaign material is inside or displayed within 150 feet of the door to the polling place.
- Oversees the completion of forms, processing provisional ballots, handling challenged ballots, and ensuring that voters omitted from lists are helped properly.
- Makes sure that no official ballots or specimen ballots are removed or destroyed.
- Makes sure that no unauthorized information is released. Only the number on the ballot box register may be given out during the election.
- Makes sure that election workers refrain from expressing personal opinions about the election, politics, or the voting system.
- Makes sure that election workers decline to be interviewed during the course of the election.
- Designates the Clerk to be in charge in the Warden's absence.

A2 CLERK: GENERAL DUTIES

The Clerk:

- Keeps a record of all facts relating to election proceedings legally required to be recorded.
- Notes any unusual happenings during the conduct of the election.
- Fills out the Clerk Sheet and Payroll Record ("Clerk Sheet") and any other forms.
- Reads and records the ballot box register before and after the election.
- Makes sure a well-lit area and large table are available at which to work when polls close.
- Assists voters who ask for instructions in marking their ballots.
- Assumes responsibilities of the Warden in the Warden's absence.

A3 INSPECTORS: GENERAL DUTIES

Election workers, known as Inspectors, are assigned to their duties by the Warden:

Two Inspectors of different political parties are assigned to the Check-In Table.

- For **Voters in a Party**, the Inspector reads loudly and clearly the **address, name and party of the voter** and places a red check mark in the box next to the voter's name.
- For **Non-Party Voters**, the Inspector reads loudly and clearly, the **address, name and party of the ballot chosen and records the party (D, R, J or CC)** on the Voting List (See p. 11)
- The other Inspector hands the voter a ballot for the party recorded on the voting list and offers a privacy sleeve. The Inspector may also offer a magnifying ruler and direct the voter to the booth marked Visual Aids.

Two Inspectors of different political parties are stationed at the Check-Out Table.

- One Inspector announces the voter's **address, name and party** and places a red check mark in the box next to the voter's name.

The Inspector stationed at the ballot box allows the voter to feed his/her ballot through the scanner as permitted by law.

At least one inspector should be at the Check-In and Check-Out Tables at all times.

A4 ELECTION WORKER NEUTRALITY



Election workers must refrain from expressing personal opinions about the election, politics, or the voting system.

Only the number on the ballot box register may be given out during an election.

SECTION B: BEFORE THE POLLS OPEN

B1 CITY CLERK'S PHONE NUMBERS

The phone numbers listed below are for the exclusive use of the Wardens and Clerks on Election Day. Call if you have any questions, problems, or concerns!

Before 8:00 PM:

CITY CLERK'S OFFICE

(617) 376-1131 (617) 376-1144

(617) 376-1135 (617) 376-1821

B2 ELECTION OFFICERS REPORT TO POLLING PLACE

Wardens, Clerks and Inspectors must report by 6:30 a.m.

The polls must open promptly at 7:00 a.m. even if some things usually done beforehand must be done after the polls open.

Observers must be allowed to be present at least one half hour before the polls open at 7 a.m.

Contact the Clerk's Office immediately if:

- Doors are locked
- Election workers don't show



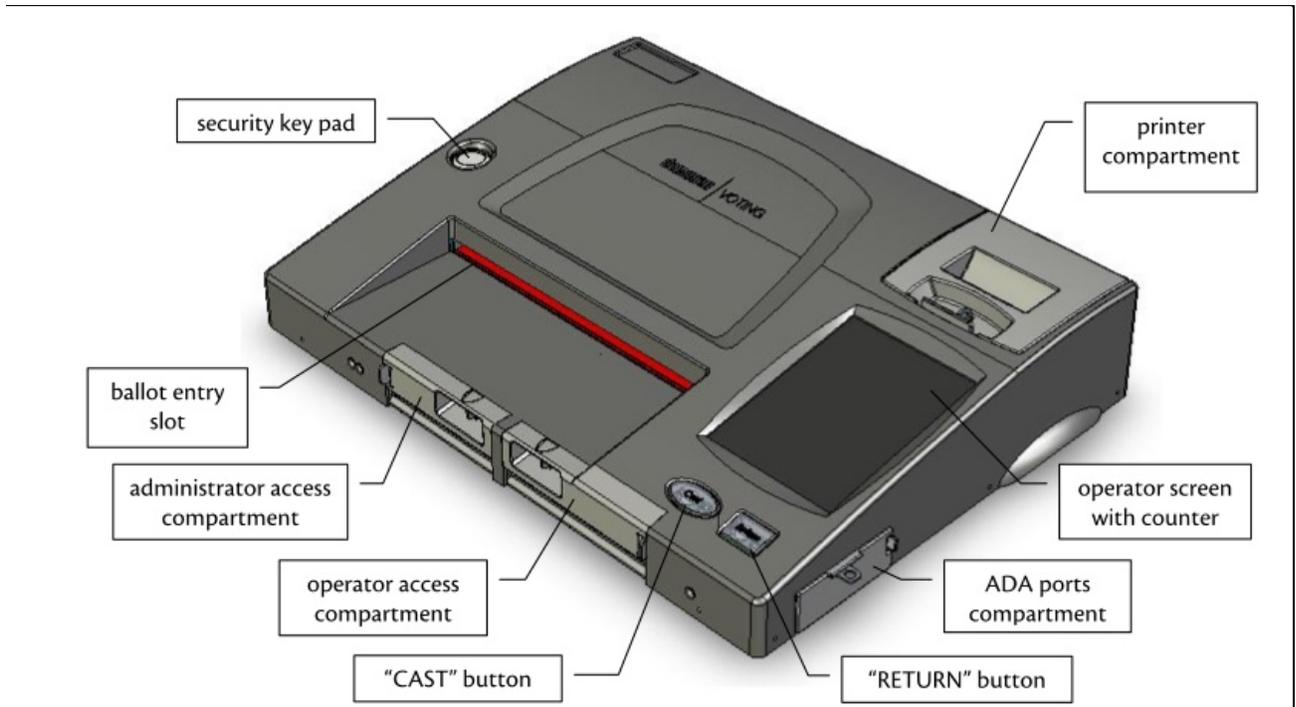
DON'T FORGET

- **No cell phones or pagers at Check-In and Check-Out**
- **No Smoking allowed in any polling places.**
- **No liquor allowed in any polling places**

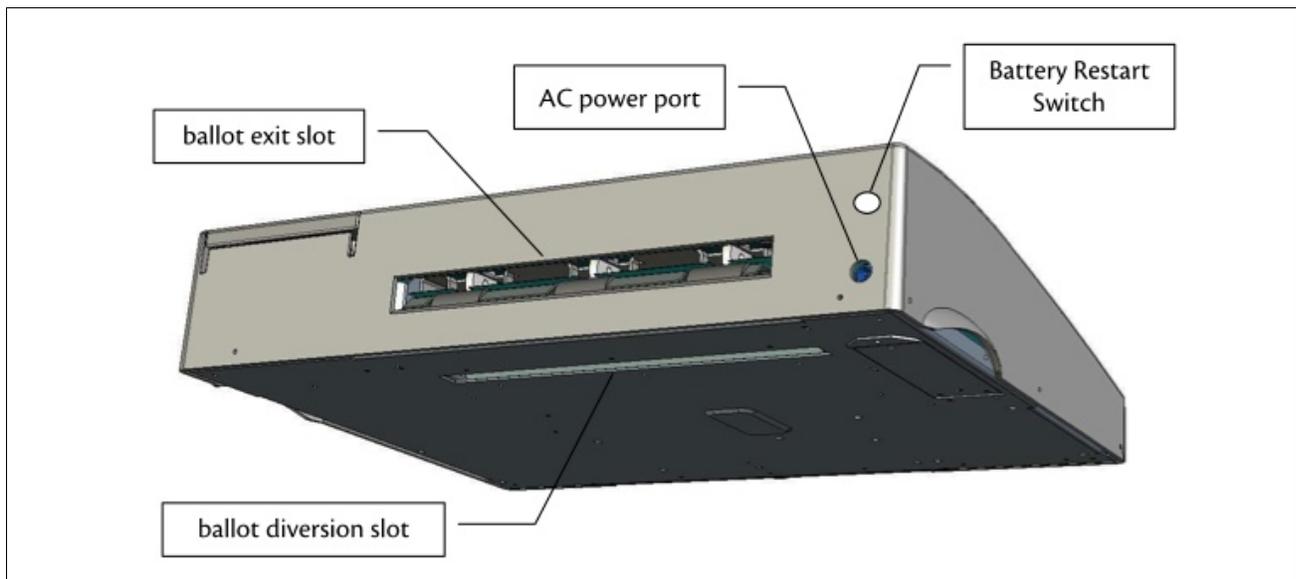
VOTING BOOTHS, BALLOT BOXES, PRIVACY SLEEVES, AND BALLOT CARRIERS WITH OFFICIAL BALLOTS MUST BE IN FULL VIEW AT ALL TIMES!

B3 EQUIPMENT OVERVIEW

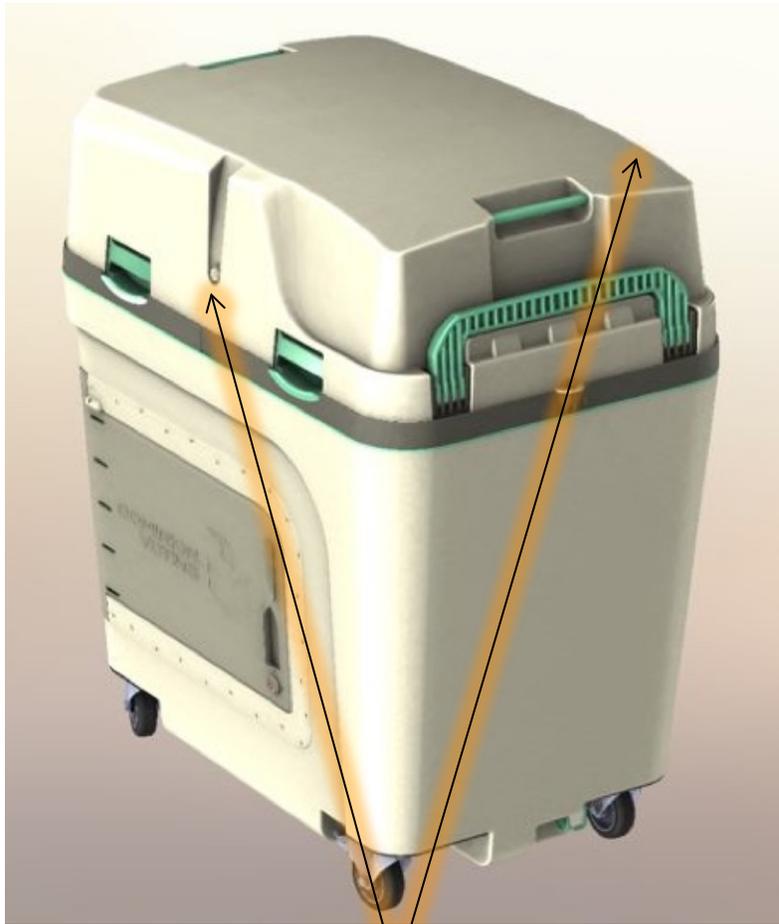
IMAGECAST FRONT



IMAGECAST BACK



BALLOT BOX



COVER LOCKS

B4 REVIEW SUPPLIES – CALL CITY CLERK’S OFFICE IF ANYTHING IS MISSING

SUPPLIES IN PRECINCT BAG

- **Specimen Ballots**
 - Specimen Ballots must be posted
- **Signs**
 - “Entrance”
 - “Exit”
 - “To Vote”
 - “Instructions to Voters”
 - “Information on Federal and State Laws that Prohibit Fraud and Misrepresentation”
 - “Massachusetts Voter Bill of Rights”
 - “Notice to Voters” (for name not on the voting list)
 - “How to Mark the Ballot”: one laminated; one paper for each booth
 - “You May Be Requested To Show Identification”
 - “Visual Aids”
 - “150-Foot Rule”
 - “Information for Voters Whose Names Appear as Inactive [**]”
 - “Polling Place Evacuation Guidelines”
- **General Supplies**
 - Voter Registration Affidavits, Black Marking Pens, Red Pens and Rubber Bands for Pens, Rulers, Note Pads, Scotch Tape, Street Index, Polling Location List-Ward and Precinct Map, Manual for Wardens and Clerks, Inspectors’ Manual, “I Voted” Stickers, Quick Reference Guides: Provisional ballots; Challenged ballots/voters
- **Other Supplies**
 - Privacy Sleeves
 - Extension Cord
 - Telephone (If supplied by City Clerk)
- **Envelopes**
 1. Check List Envelope
 2. Ballot List Envelope
 3. Write-In Envelope
 4. Spoiled Ballot Envelope
 5. Absentee Ballot Envelope
 6. Provisional Ballot Envelope
 7. Precinct Clerk’s Report Envelope
 8. Unmarked Ballot Envelope
- **Warden Book**

B5 ITEMS AND SIGNS TO BE POSTED

Post the following items in a conspicuous place inside the polling place, but outside the voting area:

- Specimen Ballots
ONE SET OF BALLOTS MUST BE POSTED NO HIGHER THAN 45" FOR EASE OF READABILITY BY VOTERS IN WHEELCHAIRS.
- Three "Information on Federal and State Laws that Prohibit Fraud and Misrepresentation"
- Ward-Precinct signs
- "Entrance" and "Exit" signs
- "To Vote" signs and directional arrows (as needed);
- "How to Mark the Ballot"
- Voter Information Request
- Zero Tape. (See B14)

B6 BALLOTS CORRECT FOR POLLING PLACE

Compare "official" ballots for each party against the Specimen Ballots to make sure they are the correct ballots for the polling place. Check the candidates' names for each office. If the ballots are incorrect, call the City Clerk's Office immediately.

B7 NUMBER OF BALLOTS RECORDED ON CLERK SHEET

The number of ballots will be recorded on the Clerk Sheet.

B8 SET UP CHECK-IN AND CHECK-OUT TABLES**Place on the Check-In Table:**

- Check-In Voting List
- One stack of ballots.
- Privacy sleeves
- Rulers

Place on the Check-Out Table:

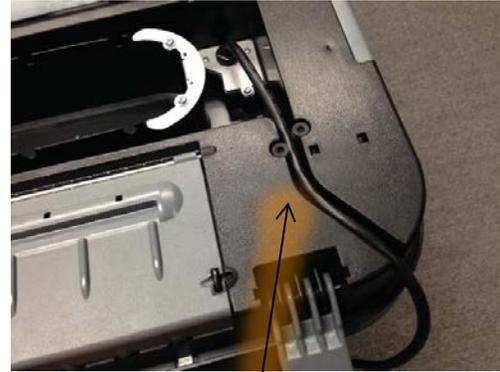
- Check-Out Voting List
- "I Voted" Stickers

B9 OPENING THE POLLS

1. Retrieve the keys from police officer. Unlock both locks on the top cover of the ballot box and remove the cover. The locks are located on the right and left hand sides of the ballot box cover.
2. Open power cord cover on the top of ballot box, uncoil the power cord, press power cord into the channel, and plug into an outlet. Close the power cord cover.



POWER CORD COVER



POWER CORD CHANNEL

3. Using the metal key, open lock #3 and slide the door to the left. Inspect the main box to ensure no ballots are present. Push up on the white door to view the “write-in” compartment and ensure that no ballots are present. **Remember to secure the white door back into place.** Slide the door shut and lock the door.



LOCK #3

4. Unlock auxiliary compartment located at the rear of the ballot box with lock #4, lift the auxiliary cover open, and check auxiliary compartment to make sure no ballots are present.

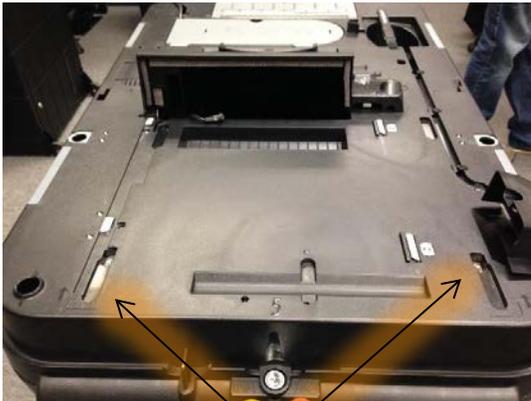


LOCK #4

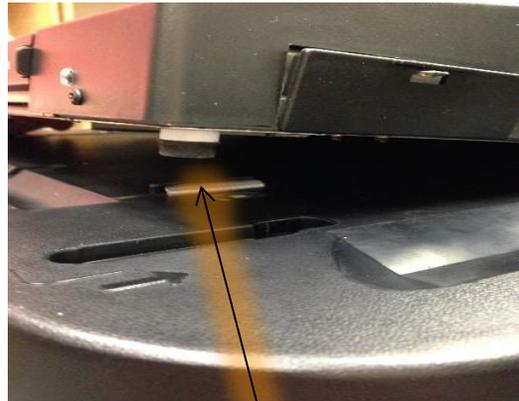


PUSH TAB UP

5. Place the Imagecast unit on top of the box. Line up the rubber legs on the bottom of the machine with the corresponding grooves on the top of the ballot box. Once the legs are in place, slide the machine towards the front of the ballot box. Plug the power cord (located in the ballot path) into the lower hole of the Imagecast. The Imagecast will now power on.

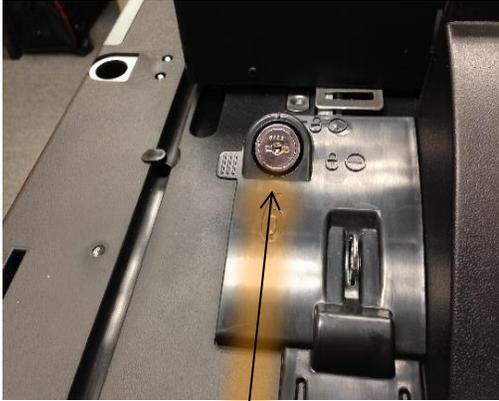


GROOVES

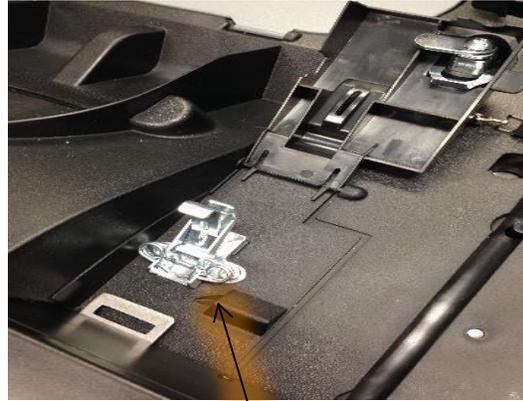


RUBBER LEG

- Using the metal key unlock lock #6, and lift the cover revealing the latch on the ballot box located to the right of the ballot path.



LOCK #6



LATCH

- Making sure that the power cord does not hinder the path of the machine, slide the Imagecast towards the back of the box, making sure that both sides of the machine are securely in place.



INSERT CORD INTO BOTTOM OPENING

8. Use the latch to lock the bracket attached to the rear of the machine, securing the Imagecast in place.



BRACKET

9. Using the metal key, lock the plastic cover over the latch and apply a security seal if necessary.
10. While the election is loading, please make sure you have **SECURITY KEYS** and the **KEY PASSWORD** ready. Loading will take 20-30 seconds. **The Password is: 12345678**
11. While the machine begins beeping, place the **SECURITY KEY** on top of the **SECURITY KEY PAD**, located on the left side of the Imagecast labeled **SECURITY KEY**. This is to authenticate election files. Once the number pad appears remove the security key. *Note: If an error occurs, keep the key firmly pressed on the keypad until the number pad appears on the LCD screen.*



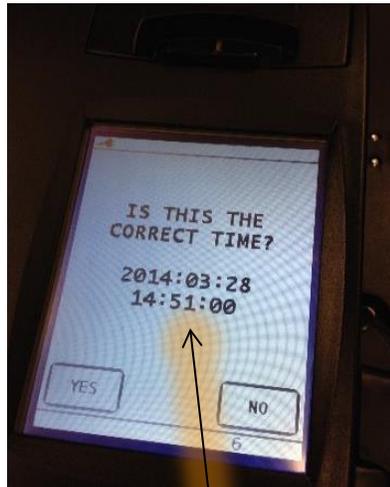
SECURITY KEY PAD

12. When Prompted, enter the **KEY PASSWORD** using the **OPERATOR SCREEN**, then press **ENTER**.



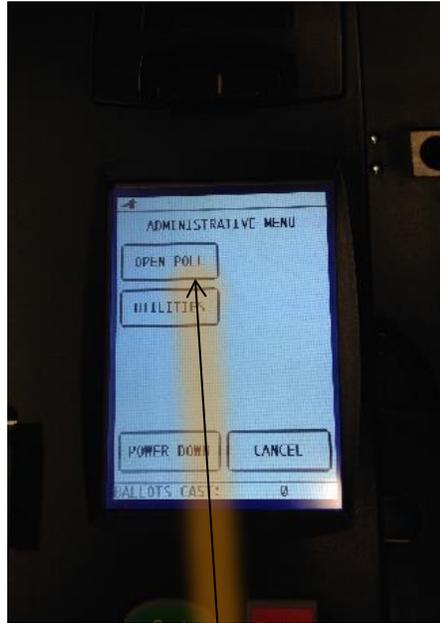
ENTER PASSWORD

13. Please verify that the date and time are correct. If correct, press **YES**, if not press **NO** and follow the instructions to correct the date and time.



VERIFY DATE AND TIME

14. You are now in the **ADMINISTRATIVE MENU**. Press **OPEN POLLS**



OPEN POLLS BUTTON

15. Press **ZERO** to print a **ZERO REPORT**.
16. Check the print out to verify the election title and date are accurate and that all candidates show zero votes. Remove the report from the Imagecast and have the election officials sign the report. Tape the report to the wall of the polling place near the specimen ballots.
17. When asked “**WOULD YOU LIKE ANOTHER COPY**”, press **YES**. Sign the second copy and place it with your election materials.
18. Once the desired number of reports has been produced, the display will ask “**WOULD YOU LIKE ANOTHER COPY**”, press **NO**. Once pressed, the display will read **SYSTEM READY** and the counter should read “**0**”. If the counter does not read “**0**” please call the City Clerk.
19. Verify that both memory card slots are sealed.

B10 IMAGECAST CHECKLIST

1. ___ Did you verify the **DATE** and **TIME**?
2. ___ Did you have all the necessary **KEYS** and **PASSWORDS**?
3. ___ Did you lock the Imagecast to the ballot box?
4. ___ Are doors #3, #4, and #6 all locked?
5. ___ Did you open the auxiliary cover?
6. ___ Did you print a **ZERO REPORT**, sign it, and tape it to the wall of the polling place?
7. ___ Does the Imagecast counter read “**0**”?
8. ___ Does the correct person have possession of the keys?

Your Imagecast is now ready for Election Day.

MAKE SURE THE AUTOMARK IS ON AND READY FOR VOTERS BY 7:00 AM

SET UP THE AUTOMARK IN A PLACE THAT ENSURES VOTER PRIVACY



There may be access issues at the polling place for persons with disabilities, such as the need for a wheelchair lift or elevator to the poll area, or doors that need to be left unlocked or open. Review accessibility as soon as possible to make sure that disabled or elderly voters are able to enter the poll area.

If the wheelchair lift is not working or the elevator key is not available, or if the entrance door for persons with disabilities is locked, call the City Clerk immediately.



AutoMARK Voter Assist Terminals for voters with disabilities are available at all of the polling precincts. These assist people who are unable to mark an optical scan paper ballot due to blindness or other physical impairment. Accessibility features include a touch screen with a zoom and contrast features, a keyboard marked with Braille, and an audio ballot feature. After the ballot is marked, it is fed into the standard Ballot Box. The operation of the terminals will be covered during the Warden and Clerk Training.

SECTION C: DURING THE VOTING HOURS

C1 ANNOUNCE POLLS OPEN

At 7 A.M., the Warden announces that the polls are open. The police officer will notify the Warden when it is 7 A.M. The official time will be given by the Police as clocks at polling places might be incorrect.

C2 WHO MAY VOTE

** Unenrolled voters and voters registered in a Political Designation (“Non-party voters”) will be on the voting list with no party designation next to their names.**

C3 VOTER STATES ADDRESS, NAME, AND PARTY

The voter states **address, name and party** to the Inspector at the Check-In Voting List.

Be considerate and patient with elderly or disabled voters who may have difficulties. Speak calmly, slowly, and directly to a person who is hard of hearing.

C4 ADDRESS NOT ON CHECK-IN VOTING LIST

If a voter’s address is not on the Voting List, the Warden or Clerk should call the City Clerk’s Office.
DO NOT TURN VOTER AWAY!

C5 LOOK FOR NAME ON CHECK-IN VOTING LIST

The Inspector looks for the name on the Check-In Voting List and states loudly and clearly the **address, name and party of the voter**. Party is shown on the list.

If there is no party designation to the left of the voter’s name, that voter is a Non-Party Voter.

C6 CERTAIN NEW VOTERS MUST SHOW ID

Voters who have registered by mail who have not voted in a federal election since registering must show identification [ID]. There will be an [ID] beside the names of voters who are required to show ID.

Example: D [ID] Smith Jane.

Acceptable identification must include voter’s name and address where registered to vote. Examples: driver’s license, current utility bill, rent receipt, lease, paycheck, or government document.

Voters with ID next to their names who cannot produce a suitable ID must vote by Provisional Ballot. **See C13.**

C7 MARK NAME ON CHECK-IN VOTING LIST

The Inspector places a red check mark [✓] in the box to the left of the voter's name on the Check-In Voting List. Example: D [✓] Smith James

You must record the party of the ballot chosen by Non-Party Voters on the Check-In Voting List to the left of the voter's name (D, R, J, CC).

Example: R [✓] Smith Mary

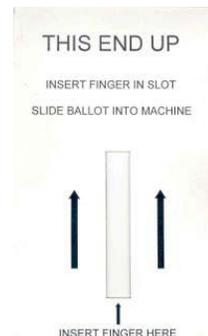
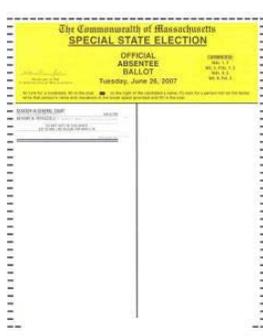
Note: If a voter's name is checked in error:

- Place an asterisk (*) beside it;
- Place an asterisk at the bottom of the Voting List and record the error;
- Record the error also on the back of the Clerk Sheet.

When the incorrectly marked voter appears to vote, record it on the Voting List and Clerk Sheet.

Absentee voters' names appear with an [AV] in the box to the left of their names. If a voter with [AV] next to his/her name appears in person to vote, **See C37** for instructions on how to proceed.

C8 HAND THE VOTER A BALLOT AND A PRIVACY SLEEVE



C9 INSTRUCT VOTER ON CORRECT PROCEDURES TO MARK BALLOT

If a voter asks, the Clerk should explain how to mark the ballot.

C10 INACTIVE VOTERS

Inactive voters' names appear on the Voting List with a double asterisk [**] in the box to the left of their names. Inactive voters must vote at the polling place where their name appears on the Voting List and must show an ID with their name and current address.

Voters who fail to show an ID must be allowed to vote, but the Warden or Clerk must challenge their right to vote. **(For Challenge Procedure, See C32.C.)**

All inactive voters must fill out and sign an Affirmation of Current and Continuous Residence and will then be permitted to vote. The Warden or Clerk places the signed affirmation in the Check List Envelope.

If the voter has questions about what it means to be inactive, hand them the letter entitled “Information for Voters Whose Names Appear as Inactive [] on the Voting List”**

C11 NAME NOT ON VOTING LIST, OR LISTED INCORRECTLY

If the name of the person attempting to vote is not on the Voting List, check the voter’s address to make sure the voter is at the correct precinct. If the person is at the right precinct, but is not listed or is listed incorrectly, **call the Election Office.**

If the Election Office says that the Voter may vote, fill out a **Certificate of Eligibility** and place the completed form in the Check List Envelope.

If the office says the voter cannot vote a regular ballot, the voter may:

- Go to the Election Office to try to establish eligibility to vote; or
- Cast a Provisional Ballot.

C12 VOTING BY PROVISIONAL BALLOT

WHEN A PROVISIONAL BALLOT IS PROCESSED, CALL THE ELECTION OFFICE!

If the voter chooses to cast a Provisional Ballot, the Warden or Clerk assigns a Provisional Ballot Number to the voter. The number shows the ward, precinct, and sequence of voting a Provisional Ballot in that precinct. Example: W 1 P 1 Ballot # 1.

The number must be recorded in four places:

1. Provisional Voting Roster
2. Provisional Ballot Affirmation Form
3. Provisional Ballot Information Sheet
4. Provisional Ballot Envelope.

**All Provisional Ballot Forms
are Pink and can be found in
the Provisional Ballot Kit**

The Warden records the reason for issuing the Provisional Ballot on:

- Provisional Voting Roster
- Provisional Ballot Affirmation Form.

There are two types of Provisional Voters:

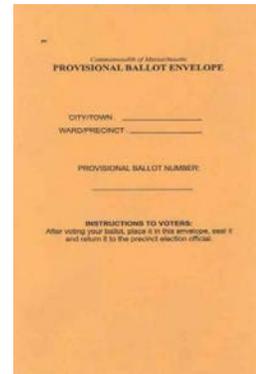
A. Voters on the voting list with [ID] next to their name who have no suitable form of ID (see C6):

- The Warden instructs the voter to **BRING ID BY THE CLOSE OF POLLS** in order to have their ballot count.
- The voter fills out and signs a **Provisional Ballot Affirmation Form.**
- If voter produces an ID by the close of the polls, the Provisional Ballot is marked “spoiled” and the voter is given a new ballot.

B. Voters who claim to be registered to vote but are not on the voting list, or name is already checked off on voting list:

- The Voter must show suitable identification, such as driver’s license, utility bill, rent receipt, lease, paycheck, government document, or any printed material showing name and address.
- If the voter does not produce an ID, the voter must still be allowed to vote a **Provisional Ballot**.
- The voter fills out and signs a **Provisional Ballot Affirmation Form**.

The Warden or Clerk records “**Provisional Ballot**” at the top of the ballot. The Inspector hands the voter the **Provisional Ballot** inside the privacy sleeve. If the voter’s name is on the Voting List, Record “PV” to the right of the voter’s name on the Check-In and Check-Out Voting Lists.



The Warden or Clerk directs the voter to place the voted **Provisional Ballot** in the numbered **Provisional Ballot Envelope** and seals it.

ONLY the ballot should be sealed in the envelope, not the Affirmation.

The Warden or Clerk places the **Provisional Ballot Envelope** in the **PROVISIONAL RECORD ENVELOPE**

The voter is given the **Provisional Ballot Information Sheet**, with the Provisional Ballot Number recorded on it. A telephone number is provided to call after the election to find out if the ballot was counted.

The **Provisional Ballot Envelope**, the **Provisional Ballot Affirmation Form**, and the **Provisional Voting Roster** are all placed in the **PROVISIONAL RECORDS ENVELOPE**.

Do not place voted ballots or filled-in affirmations in the pink provisional ballot kit. The kit is for blank supplies only.

See Also Quick Reference Guide – Provisional Ballots

C13 CONFIDENTIAL VOTER REGISTRATION

If a voter presents a Certificate of Confidential Registration, the Warden or Clerk should look for a confidential registration number at the end of the Voting List.

Place a red check mark [✓] next to the voter's confidential registration number and provide the voter with a ballot and a privacy sleeve. **Example: D [✓] CR0001.**

The Warden should place the Certificate of Confidential Registration in the Check List Envelope.

DO NOT RELEASE THE NAME AND ADDRESS OF ANY VOTER WITH A CONFIDENTIAL REGISTRATION CERTIFICATE.

If no confidential registration number can be found, the Warden or Clerk should call the Election Office immediately.

C14 YOU MAY REQUEST IDENTIFICATION

If instructed by the City Clerk, you may request identification from any voter. Identification requests should not discriminate in any way, but should be entirely random or based on reasonable suspicion.

Suitable identification includes a driver's license, recent utility bill, rent receipt, lease, or any other printed identification that contains the voter's name and address.

C15 IF VOTER FAILS TO PRESENT SUITABLE ID WHEN REQUESTED

Voter must still be allowed to vote, but the Warden or any other person may challenge that person's right to vote. (See C32.)

C16 INSTRUCTION AND ASSISTANCE TO VOTERS

A. Instruct Voters

In accordance with the law, an election officer may, if asked, answer questions and instruct the voter on the proper method of marking the ballot. This is done outside the voting booth.

B. Instruction is Different from Assistance

Instruction consists of informing the voter on the proper method of marking a ballot.

C. Assistance to Voters

Assistance is actually marking the ballot for a voter. Except as the law permits, a voter must mark his/her ballot in secret. Election workers must protect the voters' privacy when assisting.

D. Voter May Choose Assistance

A voter who asks for assistance in marking a ballot because of blindness, physical disability, or inability to read English may be assisted by a voter of his/her own choosing, or by two election officers of different parties.

E. Contingency Arrangements for Disabled Voters

If access to the polling place for persons with disabilities is inoperable and a disabled voter is unable to enter the polling place to cast a ballot, the following alternate arrangements should be offered to the voter:

- The voter should be assured that access will be restored, if possible, and that he/she may return later to vote.
- The voter should be offered the chance to go to the Election Office to vote. Call the Election Office to inform staff to expect voter.
- The Warden or Clerk may provide a ballot and privacy sleeve to the voter outside the poll area.

F. Do Not Influence Voter

Election officers shall not, in any manner, request, nor seek to persuade, nor influence any voter to vote for or against any person or political party.

C17 WRITE-INS OR STICKERS

A voter may cast a write-in or sticker vote in the space provided on the ballot for a person not listed on the ballot. The name and address of the write-in or sticker candidate should be included, and the oval filled in next to the write-in name or sticker. Voters may bring sticker(s) with them to the Polling Place, but can't offer them to others inside the Polling Place.

C18 SPOILED BALLOTS

If a voter spoils a ballot, he/she may return it and ask for another ballot. Voters are allowed no more than three ballots. The voter returns the spoiled ballot to the Warden or Clerk, who marks the ballot "spoiled," and places it in the Spoiled Ballot Envelope. Please be considerate of the voters' privacy when writing "spoiled" on the ballot.

DO NOT PLACE A SPOILED BALLOT IN THE BALLOT BOX.

C19 VOTER GOES TO CHECK-OUT TABLE

The Inspector at the Check-Out Table asks for the voter's address and name. The Inspector finds the address and name on the Check-Out Voting List and repeats it loudly and clearly. If the voter is not registered in a party, the Inspector should ask which party ballot the voter took.

C20 MARK NAME ON CHECK-OUT VOTING LIST

The Inspector places a red check mark [✓] in the box to the left of the voter's name on the Check-Out Voting List. The party of the ballot chosen by Non-Party voters must be recorded on the Check-Out Voting List in the box next to the voter's name. **Example: D [✓] Jones Mary**

C21 INSERTING BALLOTS THROUGH SCANNER

The voter feeds his/her own ballot through the scanner, as permitted by law. The voter inserts the ballot face down into the scanner. Enough of the ballot must extend past the tip of the privacy sleeve to be caught by the scanner.

C22 OPERATOR DISPLAY MESSAGES

- **Invalid Ballot ID:** An invalid ballot is one that is recognized as a legitimate ballot, but that is not programmed to be accepted at the current precinct. When the ImageCast detects an invalid ballot, it generates an audible warning in the form of a series of beeps, displays a message on the LCD screen, and automatically returns the ballot to the voter.
- **Defective Ballot Scan:** If for any reason, the ImageCast Precinct cannot read a given ballot, it will display a message indicating that a defective ballot scan has been detected, and it will automatically return the ballot to the voter for correction. This can occur for a number of reasons- for example, the ballot may be physically damaged, the ballot may be marked in such a way that the ImageCast cannot clearly detect certain registration marks, or there may be a problem with the way the particular ballot has been printed.
- **Blank Ballot:** A blank ballot is one that has been processed successfully and has been interpreted to contain no voter markings at all. The ImageCast generates an audible warning in the form of a series of beeps, displays a warning message on the LCD screen and automatically returns the ballot to the voter for correction.
- **Overvote:** If the voter has made detectable marks in more voting spaces than the maximum allowable for a given contest, this is called an overvote. The ImageCast will generate an audible warning in the form of a series of beeps and will display a message on the LCD screen explaining that an over-vote has been detected. If the “**show ballot error details**” feature is enabled, the voter will have the option to press a “**More**” button on the LCD screen in order to display a list indicating which contests have been overvoted. If the “**show ballot error details**” feature is disabled, the “**More**” button will not appear. If the “**ballot review**” feature is enabled, the LCD will display a complete listing of all contests contained on the ballot and will indicate the results that will be recorded for each contest once the ballot is cast. In all cases, the ICP will ask the voter to confirm its interpretation by pressing either the “**cast**” or “**return**” button. If the voter presses the “**cast**” button, the ballot is accepted and placed in the ballot box, and no votes will be recorded for the over-voted contest. However, any valid voter markings for other contests on the ballot will still be counted. If the voter presses the “**return**” button, the ballot will be returned to the voter for correction.
- **Ambiguous Mark:** The ImageCast determines voter intent based on the number of pixels detected in each voting box. Prior to the election, the jurisdiction determines the thresholds to be used when making this determination. Typically, two thresholds are defined: an upper threshold, X%, and a lower threshold, Y%. Any mark made in a voting target area that registers above the upper threshold is interpreted as a vote, and any mark that registers below the lower threshold is interpreted as a non-vote. The region between the two thresholds is called the “Ambiguous Region” and any mark that registers in this region is considered an ambiguous mark. If the ImageCast detects an ambiguous mark in any voting target area on the ballot, it will alert the voter using a series of audible beeps and a warning message on the LCD screen, and it will automatically return the ballot to the voter. The voter can press the “**More**” button on the LCD to display a list of contests that contain ambiguous marks, Before the ballot can be processed by the ICP, the voter must clarify their intent, either by making the ambiguous mark darker if they wish for it to register as a vote, or by obtaining a new ballot if they do not wish for the mark to register as a vote.
- **Multiple Ballot Feed:** If the ImageCast detects that more than one ballot has been simultaneously inserted (i.e. overlapping), it will alert the voter with a series of audible beeps, it will display a multiple sheet warning message on the LCD screen, and it will not accept the ballot(s).

- **Consecutive Sheet:** If a second, non-overlapping ballot is inserted after the first ballot has cleared (but not yet processed), the ImageCast will process the first ballot accordingly, but the second ballot will be returned through the front of the unit. Under certain conditions, the ImageCast may display a message indicating that a paper jam has been detected.
- **Paper Jams:** In the unlikely event that a ballot has been jammed in the ImageCast the LCD screen will prompt the voter and election official with a message indicating that the ballot results have been saved and therefore the ballot must be guided into the correct compartment of the ballot box or the message on the LCD will indicate the results have not been saved which requires the jammed ballot to be re-fed through the ImageCast. To clear a jam unlock lock #6 and unlatch the ImageCast from the ballot box then carefully slide the ImageCast forward on the box. If the message on the LCD screen reads that the results **have been** saved simply assist the ballot into the correct compartment of the ballot box, reattach the ImageCast, secure lock #6, and press “**CLEARED**” on the LCD screen to resume normal ballot processing. If the results **have not been** saved carefully pull the ballot from the ballot path, reattach the ImageCast to the ballot box, press the “**CLEARED**” button on the LCD screen, and re-feed the ballot.
- **Language Toggle:** If multiple LCD languages are enabled, a Language Toggle Button will appear every time a voter notification message is displayed on the LCD screen. By pressing the Language Toggle Button, the text toggles between the different languages that have been defined as part of the election. The Language Toggle Button looks like a speech bubble with an icon of a globe contained within it.

C23 ONE PERSON PER VOTING BOOTH

Only one person is allowed in a voting booth at a time, except in cases of assistance provided to physically disabled or blind persons, or to persons who cannot read English. Those assisting the voter should be considerate of the voter’s privacy.

C24 ANIMALS IN POLLING PLACE

Animals that assist persons with disabilities must also be allowed into the polling place and into the voting booth.

C25 TIME ALLOWED

Voters are allowed five minutes to vote if others are in line. Election officers may tell voters that they are taking too long to vote. When there is a line of voters to be checked in, enforce this rule equally.

If there is no line, do not be concerned with the time it takes for a voter to vote.

Be considerate of the extra time it might take for a person with a disability or an elderly person to vote. All voters deserve courteous attention in exercising their right to vote.

C26 NUMBER OF VOTERS ALLOWED

When all the voting booths are filled, no more than four waiting voters are permitted inside the voting area.



C27 CANDIDATES' AND THEIR WORKERS' RIGHTS AND RESTRICTIONS

A. Observers

To achieve the legal requirement that the election be held in public view, observers are allowed inside the polling place, outside the voting area, unless they are disorderly or obstruct the access of voters. They may keep notes including marked Voting Lists.

Observers are not allowed to look at official lists at the Check-In or Check-Out tables. If there are so many people who wish to observe that they obstruct voters, they may be asked to cooperate in collecting information.

B. Observers Outside Voting Area

All observers must be outside the voting area. During voting hours, only voters in the process of voting, voters waiting to vote (no more than 4), election officers, and a person providing assistance to a voter may go within the voting area.

C. Voting Booths Clear of Campaign Literature

Voters may bring campaign literature to assist in voting. Keep the polling place clear of any campaign material by checking regularly to see that no one has left any literature.

D. 150-Foot Rule

No campaign literature, buttons, signs or other material **regarding the ongoing election** may be displayed on public property within 150 feet of the building entrance door to a polling place.

Wearing, distributing and posting of material **about candidates or questions on the ballot**, and collecting signatures upon petitions or nomination papers are expressly prohibited in the polling place and within 150 feet of the building entrance door.

The police officer should enforce this rule under the direction of the Warden. Access to the polling place must be open and unobstructed and voters may not be hindered.

Within 150 feet of a polling place, no person shall solicit votes for or against, or otherwise promote or oppose, any person or political party or position on a ballot question, to be voted on at the current election.

C28 CHALLENGES

A. Challenges of the Right to Vote

An election officer or any other person may challenge a person's right to vote, including that of an absentee voter. The challenger must state the reason for the challenge. It is not enough simply to say that the person is not qualified.

Examples of legitimate reasons:

- This person is not old enough to vote;
- This person is not a citizen;
- This person should have been removed from the Voting List;
- This person has already voted;
- This person is not the person he/she claims to be;
- Inactive voters who fail to show an I.D.

B. Illegal Challenges

Challengers should be aware that any person challenging a voter for the purpose of intimidation or of ascertaining how he/she voted may be fined up to \$100.

C. Challenge Procedure

Do not permit the challenger and the voter to engage in any arguments. When a voter is challenged, these procedures must be followed:

1. The Warden administers the oath to the challenged voter:

OATH

"You do solemnly swear (or affirm) that you are the identical person whom you represent yourself to be, that you are registered in this precinct, and that you have not voted in this election."

2. **Before the ballot is marked**, the Warden requires the challenged person to write his/her name and current residence on the back of the ballot.
3. The Warden adds the name of the challenger and the cause of the challenge, whereupon the voter may receive the ballot. No statement shall be made, or information given, as to how the person voted.
4. The Clerk shall record on the Clerk Sheet the name and address of every person who is challenged and has voted.

5. The election officers in charge of the Voting List mark the letters [CV] in the box to the left of the challenged voter's name. **Example: D [CV] Jones David**

THE BALLOT IS THEN DEPOSITED IN THE BALLOT BOX.

(For absentee ballot challenge procedures, See C36.H.)

See Also Quick Reference Guide – Challenged Ballot/Voter

C29 PERSONNEL PERMITTED WITHIN VOTING AREA

- Election officials
- Voters in process of voting
- Voters waiting to vote - (no more than 4)
- Police officers
- Representatives of the City Clerk's office

C30 INFORMATION BY ELECTION OFFICERS PROHIBITED

No election officer shall make any statement regarding the number of ballots cast, the name of any person who has voted or whose name has been checked, or of any other fact tending to show the state of the polls. The officer shall, when requested, make a statement only of the number on the ballot box register. That statement shall not be considered an official declaration as to the state of the polls or of the number of ballots cast.

C31 OPENING OF BALLOT BOX DURING VOTING HOURS

The ballot box shall not be opened, nor any ballot removed, until the polls are closed, except in order to make room for more ballots. The Warden may, in the presence of all election officers, open the box and press down the ballots.

In the unlikely event that the ballot box is too full to operate, the Warden may, in the presence of a police officer, remove the ballots from the ballot box and place them in the ballot carrier, which should be kept in public view. The Warden should call the Election Office and the Clerk record the event on the Clerk Sheet.

C32 PROCESSING ABSENTEE BALLOTS

A. Delivery of Absentee Ballots

Absentee ballots are delivered by the City Clerk during the day, until the polls close at 8:00 P.M.

B. Absentee Ballots to be Processed

The City Clerk, not the Warden or Clerk, determines the validity of absentee ballots. If a ballot is transmitted to the polls, election officers must process it through unless the person's name has been marked on the Voting List as having voted in person, or the name is not on any Voting List. Inform the City Clerk's Office if the name does not appear on any Voting List.

C. Warden Processes Absentee Ballots

The Warden or Clerk should process absentee ballots as soon as possible, when there is free time.

D. Check the Voting Lists

The Warden makes sure that the name of the absentee voter who signed the absentee ballot envelope is on either the Voting List or the "**N**" **Absentee Ballot-Non-registered Voters list**. The Inspector shall announce the name and address of each absentee voter.

E. Mark the Voting List

You will note that the letters [AV] or [SAV] are written in the box next to the absentee voter's name on the Voting List. If such a voter appears in person to vote, See **C37**. [EV] will appear next to early votes.

F. Open Absentee Ballot Envelope (Jurat)

Open the absentee ballot envelope carefully so you do not deface, mark, or tear the ballot. Early vote ballot envelope – in the early ballot envelope.

G. One Ballot per Envelope

The absentee ballot envelope (Jurat) must not contain more than one ballot. If more than one ballot is in the envelope, neither ballot is to be counted. Put the ballots back into the jurat envelope and write “rejected as defective” on the jurat. Place the jurat in the Absentee Ballot Envelope. Record also on the “R” or “N” Absentee Voter List that the ballot was “rejected as defective.”

H. Challenging of Absentee Ballots

If an absentee ballot is challenged when cast, the Warden writes the name and address of the absentee voter on the back of the ballot. The challenger's name and address should also be recorded. The event is noted on the Clerk Sheet. The letters [CV] are placed on the Check-In and Check-Out Voting Lists next to the name of the challenged voter.

Example: D [AV] CV Smith Henry

Then the ballot may be deposited in the ballot box.

I. Placing Absentee Ballots in Ballot Box

The Warden removes the ballot from its jurat envelope, without unfolding or examining it and gives it to the Inspector. Without examining it, the Inspector unfolds it and feeds it into the scanner. If the ballot is not accepted, try flattening it out with a ruler or coin and feeding it again. If the scanner still won't accept the ballot, place it in the Auxiliary Compartment. Do not place any Absentee Ballots in the spoiled ballot envelope.

J. Placing Jurat Envelopes in Absentee Ballot Envelope

Place the absentee ballot envelopes (Jurats) in the Absentee Ballot Envelope. EV early vote ballot envelope.

C33 ABSENTEE VOTERS WHO SEEK TO VOTE IN PERSON

When an absentee voter appears to vote in person at the poll, election officers will see the letters [AV] or [SAV] next to the name on the Voting List. Do not check off voter's name. The Warden or Clerk should call the City Clerk's Office. If the City Clerk determines that the voter may be allowed to vote in person, the Warden will ask to see identification and will then issue an Absentee Voter Certificate.

Place the letter "C" and a ✓ next to the absentee voter's name on the Check-In and Check-Out Voting Lists. The completed Absentee Voter Certificate should be placed In the Check List Envelope.

Example: "C" D [AV] Jones George

If the absentee ballot is later received at the polls, the Warden shall write on the jurat envelope "Rejected as Voted in Person," and place it in the Absentee Ballot Envelope. It shall also be checked off on the "R" "Absentee Ballots-Registered Voters" List in the column "Rejected – Voted in Person."

If the absentee voter brings an absentee ballot to the polls, and it is determined that the voter may vote in person, mark the ballot "Rejected as Voted in Person," and place it in the Absentee Ballot Envelope. Ask for identification and issue an Absentee Voter Certificate.

Do not accept a voted absentee ballot that is being delivered to the poll by anyone other than the City Clerk. The ballot must be taken to the Post Office or to the Election Office.

C34 "SPECIALLY QUALIFIED" VOTERS

Certain persons may register to vote until 4 P.M. the day before the Election if:

- They meet the definition of a "specially qualified" voter during the seven days before the close of registration.
- They are legal residents of Massachusetts who became United States citizens after the close of registration

Their names will be hand-written on the Voting Lists.

C35 ANNOUNCE POLLS CLOSED AT 8 P.M.

The Police Officer will notify the Warden when it is officially 8 P.M. The official time will be given by the Police as clocks at polling places might be incorrect.

C36 PEOPLE IN LINE MAY VOTE

Voters in line when the polls close must be allowed to vote. If possible, the voters should be inside the polling place. The police officer stands at the end of the line of voters until the last one has been checked in. All voters must leave the voting area as soon as they have voted.

SECTION D: AFTER THE POLLS CLOSE

D1 PUBLIC MAY OBSERVE COUNTING

The general public is allowed inside the polling place after the polls close. The public must observe from outside the voting area.

Only election officers may handle ballots. All ballots cast must be kept in full view of the public while the counting of ballots is going on, until they are sealed in the Vote Ballot Carrier.

D2 BALLOTS FROM THE AUXILIARY COMPARTMENT

Do not attempt to run the Auxiliary Ballots through the scanner after the polls close. Once a ballot is put in the Auxiliary Compartment, it must be hand counted at the end of the night (see **D16**).

D3 CLERK RECORDS FINAL SCANNER NUMBER (BALLOT BOX REGISTER) ON CLERK SHEET

D4 PRINT TWO (2) PRECINCT TAPES

The Warden prints two (2) precinct tapes as follows:

THIS SHOULD PROBABLY BE REMOVED AS IT IS MENTIONED BELOW.

D5 CLOSING THE POLLS

Before proceeding please make sure you have a SECURITY KEY and the KEY PASSWORD ready.

1. After the last voter has cast his/her ballot, use the metal key to unlock #4, the auxiliary cover, and check for ballots. Remove any ballots that may be present. Once assured that all ballots have been removed, slide the tab down on the underside of the auxiliary cover. Close and lock the auxiliary compartment.
2. Using the **SECURITY KEY**, place it on top of the **SECURITY KEY PAD**. Remove the key once **ADMINISTRATIVE MENU** appears.
3. To obtain results, press **CLOSE POLLS**.
4. When prompted, enter the **KEY PASSWORD** using the **OPERATOR SCREEN**, then press **ENTER**.
5. When asked, "**ARE YOU CERTAIN YOU WISH TO CLOSE POLL**", press **YES**.
6. The ImageCast will now print a result tape. If you experience problems with your printer, please call the LHS Help Desk for assistance.
7. The Election Officials will remove the report, sign the report and mark the report as **UNOFFICIAL RESULTS**.
8. When asked, "**WOULD YOU LIKE ANOTHER COPY**", press **YES**. Remember to sign any and all reports and mark them **UNOFFICIAL RESULTS**. A copy can be taped to the wall next to the zero report from the morning.
9. Once the desired number of reports have been produced, the display will ask, "**WOULD YOU LIKE ANOTHER COPY**", press **NO**.

10. You are now in the **ADMINISTRATIVE MENU** – Press “**POWER DOWN**”, then press **YES**.
11. Open lock #6, lift the cover, and unlatch the ImageCast from the ballot box. Pull ImageCast forward and unplug the cord from the back of the tabulator. Secure lock #6.
12. Return the ImageCast to its carry case and return it to the City Clerks Office.
13. Unplug the power cord from the wall outlet and recoil the power cord back into its compartment on the top of the ballot box.
14. Use the metal key to open lock #3, slide the door open to the left and remove ballots in accordance with the City Clerk’s ballot handling procedures. Remove ballots from the main compartment first, then lift the white door to remove write in ballots. Make sure all ballots are removed from both compartments and do not mix ballots.
15. Slide the door to the right and secure lock #3.
16. Place the ballot box cover back on top of the ballot box and lock both sides with the metal key.

D6 CLOSED POLL CHECKLIST

1. ___ Did you check the Auxiliary Compartment?
2. ___ Did you generate and sign the proper number of reports?
3. ___ Did you Power Down the ImageCast?

Your ImageCast is now ready for transport to the City Clerk

D7 NUMBER OF VOTERS SHOULD EQUAL FINAL NUMBER ON SCANNER
--

The total number of voters check in on the Voting Lists, plus the “N” List (Absentee Ballots – Non-Registered Voters), should equal the number recorded on the scanner (ballot box register) plus any auxiliary ballots.

D8 PLACE VOTING LISTS AND OTHER FORMS IN CHECKLIST ENVELOPE

Place the following items in the Check List Envelope after reconciling the totals on the Voting Lists.

- **Voting Lists:** Check-In and Check-Out Lists (including “N” List (Absentee Ballots Non-Registered Voters) and “R” List (Absentee Ballots-Registered Voters), if any)
- **Affirmation of Current and Continuous Residence** for voters listed as inactive [**] (white form)
- **Absentee Voter Certificates** (white form, if any)
- **Confidential registration Certificates** (if any)
- **Certificate of Eligibility** (if any)

D9 CHECK LIST ENVELOPE IS SIGNED AND SEALED

The Warden and the Clerk:

- Sign the label on the front of the Check List Envelope.
- Place seal over the clasp on back and sign it.

D10 PLACE CHECKLIST ENVELOPE IN PACKET OF POLL ENVELOPES
--

D11 PROVISIONAL RECORDS ENVELOPE

The Provisional Ballot Roster and any Provisional Ballot Affirmation Forms or Provisional Ballot Envelopes containing ballots should be placed in the Provisional Records Envelope.

- Count the number of Provisional Ballot Envelopes. **DO NOT COUNT VOTES ON THESE BALLOTS.**
- Record on the outside of the Provisional Records Envelope the number of provisional ballots it contains.
- Record the number of Provisional Ballots on the Clerk Sheet.
- **PLACE PROVISIONAL RECORDS ENVELOPE IN THE PACKET OF POLL ENVELOPES.**

D12 SPOILED BALLOTS

- Count the number of spoiled ballots.
- Record the number on the front of the Spoiled Ballot Envelope.
- Place the ballots in the Spoiled Ballot Envelope
- Record the number on the Clerk Sheet.
- **Place the Spoiled Ballot Envelope in the Packet of Poll Envelopes.**

D13 ABSENTEE BALLOT ENVELOPE (FOR JURATS)

- Count the number of absentee ballot envelopes (Jurats)
- Record the number on the front of the Absentee Ballot Envelope.
- **Place the Absentee Ballot Envelope in the Packet of Poll Envelopes.**

D14 COUNT UNVOTED BALLOTS AND PLACE IN UNVOTED BALLOT CARRIER

- Count the number of unvoted ballot packets together with loose ballots, announce the total number and record the number on the Clerk Sheet.
- All unvoted ballots should be returned to the Unvoted Ballot Carrier.
- Seal the carrier at both ends with one red and one blue plastic seal and place a paper seal over the opening on top.
- The Warden and Clerk sign the label and record the seal number on the label.

D15 COUNT BALLOTS FROM AUXILIARY COMPARTMENT

When counting ballots from the Auxiliary Compartment, **every vote including write-ins and blanks, must be recorded.** Use only red pen.

- Remove ballots from the Auxiliary Compartment and separate into four piles, one for each party: Democratic, Republican, Green-Rainbow, and United Independent.
- Count the number of Auxiliary Ballots for each party and record totals on the Clerk Sheet **before** proceeding to tally ballots.
- Select the **Auxiliary Ballot Tally Sheet** for the party's ballots being counted, Democratic for example.
- **Record the name of the candidate** for whom the vote was cast under the correct office and place a check mark ✓ in the vote column.
- If there is not vote for an office, place a check mark ✓ for **BLANK**.
- If there is a write-in, record the name under the correct office in the first column, and put a check mark ✓ in the vote column. If an address is listed, record that as well.
- After all the votes, blanks, and write-ins for each office are recorded, count the check marks and record the totals in the **TOTALS** column.
- Place the auxiliary ballots in the Auxiliary Ballot Envelope.
- Place the Auxiliary Ballot Tally Sheets in the Unofficial Results Envelope.
- **PLACE THE AUXILIARY BALLOT ENVELOPE IN THE PACKET OF POLL ENVELOPES.**

D16 OPEN BALLOT BOX AND REMOVE BALLOTS

The Warden opens the ballot box and processes ballots as follows:

- A. Unlock the rear door of the ballot box. Remove ballots from the compartments on the left side. Place them on a table in full public view.
- B. Election officers will inspect all ballots to see if there are any write-in or sticker votes, If any, they are set aside for hand counting.
- C. Remove write-in ballots from the compartment on the right side of the ballot box and place them on the table with the ballots set aside for hand counting.
- D. Place all remaining voted ballots, **except those set aside for hand counting**, in the Voted Ballot Carrier.
- E. Remove the Ender Card and return it to the scanner bag.

D17 COUNT BALLOTS WITH WRITE-INS

- A. Select the Write-in Ballot Tally Sheets and the Write-In Tally Sheets Instructions from the Unofficial Results Envelope.
- B. Designate one poll worker to read the ballot and one to record the write-in names on the tally sheets. Write these names on the top of the tally sheet.
- C. Separate the ballots with write-ins into four (4) piles, one each for the Democratic, Republican, Green-Rainbow, and United Independent parties.
- D. Process one party's ballots at a time. Record one ballot at a time.
- E. After you have followed all the steps on the Write-In Tally Sheet Instructions, put the write-in ballots in the Write-In Ballot Envelope. Place the Write-In Ballot Envelope in the Packet of Poll Envelopes. **DO NOT PLACE WRITE-IN BALLOTS IN THE VOTED BALLOT CARRIER.**
- F. Place the write-in ballot tally sheets in the Unofficial Results Envelope.

D18 PRINTER TAPE AND TALLY SHEETS

One (1) printer tape and all tally sheets are placed in the Unofficial Results Envelope. **Place the Unofficial Results Envelope in the Packet of Poll Envelopes.**

D19 CLERK COMPLETES CLERK SHEET AND PAYROLL RECORD

The Clerk completes the Clerk Sheet and Payroll Record and places them in the **Clerk Sheet Envelope**. The Warden and Clerk then place a paper seal over the clasp on the back of the envelope, sign it, and place the envelope in the **Packet of Poll Envelopes**.

D20 VOTED BALLOST PLACED IN VOTED BALLOT CARRIER

Place all cast ballots, except for auxiliary and write-ins, in the Voted Ballot Carrier.

Do NOT include write-in ballots. Do NOT include auxiliary ballots. These ballots should have been stored separately in their marked envelopes and place in the Packet of Poll Envelopes.

D21 PLACE THE FOLLOWING ITEMS IN THE BLUE CANVAS ELECTION SUPPLY BAG

- All Signs and Cards
- Specimen Ballot Envelopes
- Privacy Sleeves
- Telephone (If any)
- Supply Envelope: Ruler, Pens, Ect.
- Extension Cord

D22 LOCK ALL COMPARTMENTS OF BALLOT BOX AND REUTRN KEYS TO POLICE OFFICER TO PLACE IN SCANNER BAG

D23 CHECK OFF LIST OF ENVELOPES IN PACKET OF POLL ENVELOPES

ALL POLL ENVELOPES ARE PLACED IN THE PACKET OF POLL ENVELOPES FOR TRANSPORT TO CITY HALL.

The Packet of Poll Envelopes should contain eight (8) poll envelopes. Each one should be checked off on the label on the front of the envelope:

1. Check list Envelope [✓]
2. Clerk Sheet [✓]
3. Absentee Ballot Envelope [✓]
4. Provisional Records Envelope [✓]
5. Spoiled Ballot Envelope [✓]
6. Write-In Envelope [✓]
7. Auxiliary Ballot Envelope [✓]
8. Unofficial Results Envelope [✓]
9. Hand Count Ballots Envelope [✓]
10. Early Voting Ballot Envelope [✓]

D24 PACKET OF POLL ENVELOPES IS SIGNED AND SEALED WITH A PAPER SEAL AND IS BROUGHT TO CITY HALL

D25 DO NOT THROW ANYTHING AWAY



D26 WARDEN OR CLERK MUST ACCOMPANY THE POLICE OFFICER TO CITY HALL

The Police officer brings to City Hall:

- ImageCast Voting Machine
- Ballot Bag

The Warden brings New blue Election bags to City Hall containing:

- Warden's Book
- Check List Envelope
- Ballot List Envelope
- Write-in Ballots Envelope
- Spoiled Ballots Envelope
- Provisional Ballots Envelope
- Absentee Ballot Envelope
- Precinct Clerks' Report Envelope
- All supplies

WHOEVER ACTUALLY COMPLETED THE CLERK'S SHEET AND CAN EXPLAIN THE CALCULATIONS SHOULD COME TO CITY HALL.

D27 LEAVE THE POLLING PLACE EXACTLY AS YOU FOUND IT

Make sure to remove everything that was taped up on the walls (including the printer tape) and make sure not to leave any supplies or trash behind.

SECTION E: Challenge Ballot, Absentee Ballot, and Auxiliary Ballots

E1 Challenged Ballot/Voter Quick Reference

Challenged Ballot/Voter

What is it?

Any Person including the Warden may challenge a voter for any legal cause. There are many possible legal reasons including:

- Identity
- Residence
- Qualification
- Citizenship

The challenger is required to provide a specific reason for the challenge and that reason must be recorded on the ballot. The challenge must occur before the voter enters the voting booth.

What do you do about it?

The Warden instructs both the Challenger and the Challenged Voter of the procedure.

1. The Warden must ascertain the reason for the challenge.
2. The Challenged Voter must take the following OATH:
“You do so solemnly swear (or affirm) that you are the identical person whom you represent yourself to be, that you are registered in this precinct, and that you have not voted in this election.”
3. The challenged voter must write his/her name and current residence on the back of the ballot to be cast.
4. The Warden adds the name of the challenger and the reason given for the challenge on the back of the ballot and gives it to the voter to cast.
5. The Clerk records the name and address of the challenged voter on the Clerk Sheet.
6. The Inspector is advised to mark the letters [CV] in the box by the challenged voter’s name.

How is it resolved in the polling place?

The voter casts the marked ballot and inserts it into the ballot box. The voter is entitled to a secret ballot and no election official or challenger may inspect the ballot after it has been cast.

E3 Example Absentee Ballot – Non Registered Voters

Absentee Ballots - Non-registered Voters

FEDERAL SERVICE PERSONNEL AND MASSACHUSETTS CITIZENS ABSENT FROM THE STATE
 ST 11/02/2010

N

Non-Registered

CITY Quincy

WARD 01 PRECINCT 02

The following is a correct tally of the disposition made of non-registered voters' absentee ballots.

Rejection Reason Codes:	
NQ: Not Qualified	MIE: Missing Inner Envelope
NS: No Signature	IBE: Incomplete Ballot Envelope
SB: Spoiled Ballot	VD: Voter Died
FD: Failed Delivery	RL: Received late
MB: Missing Ballot	O: Other

Warden _____

Check in proper column disposition made of each absentee ballot

Date Application Received	Date Ballot Mailed	Date Ballot Received or Voted Over Counter	Not Returned	Name on Absentee Ballot Envelope	Voting Address of Absentee Voter	Federal Write-In Absentee Ballot	Ballot Cast	Rejected Reason Code

E4 Example Absentee Voter Certificate



Office of the City Clerk
Nicole L. Crispo
City Clerk

Joseph Newton
Assistant City Clerk

City of Quincy, Massachusetts

Mayor James R. McIntyre City Hall
1305 Hancock Street
Quincy, Massachusetts 02169



TEL: (617) 376-1131
FAX: (617) 376-1082

ABSENTEE VOTER CERTIFICATE

This is to certify that:

Name: _____

Address: _____

a registered voter in Ward _____ Precinct _____, who applied for an absentee ballot, is allowed to vote at the polls because no valid absentee ballot has been received by the Board of Election Commissioners.

WARDEN OR CLERK _____

ELECTION OFFICE APPROVED BY _____ DATE _____

E5 Instructions for Tallying Ballots from Auxiliary Compartment

PRESIDENTIAL ELECTION – NOVEMBER 8, 2016

REMOVE BALLOTS FROM AUXILIARY COMPARTMENT OF BALLOT BOX:

- Check carefully to make sure all ballots have been removed from the Auxiliary Compartment of the ballot box.
- Count the number of Auxiliary Ballots and record the total on the Clerk Sheet before proceeding to tally ballots.
- Place ballots in four piles: Democrat, Republican, Green-Rainbow, and United Independent

DESIGNATE TEAMS OF TWO: One person reads and one person records.

RECORD VOTES ON TALLY SHEET:

- Take the Auxiliary Ballot Tally Sheet for the correct party from the Unofficial Results Envelope
- Take one ballot at a time
- Record votes cast for each office
- Record write-ins and blanks
- Record OVER VOTES* as BLANKS
- Use only red pen
- Record votes as a check mark [✓]

*An OVER VOTE occurs when:

- Voter fills in the oval for more than one candidate for an office
- Voter fills in the oval for a candidate and fills in the oval for a write-in
- OVER VOTE is recorded as a BLANK

RECORDING WRITE-INS ON AUXILIARY BALLOTS

Write ins on Auxiliary Ballots are recorded on the Auxiliary Ballot Tally Sheet

- Record write-in as BLANK when oval is filled in, BUT NO NAME IS WRITTEN
- Record ADDRESS of write-in candidate WHEN IT IS INCLUDED
- Record write-in EVEN IF ADDRESS IS NOT INCLUDED.

If in doubt as to how to record a Write-In on an Auxiliary Ballot, please refer to examples on the following pages

RECORDING TOTAL VOTES:

After the votes, blanks and write-ins for each office are recorded, count the check marks [✓] and record the total number in the TOTALS column. The total number of votes for each office should be the same. The total number of votes should equal the total number of Auxiliary Ballots.

AFTER VOTES ON AUXILIARY BALLOTS ARE RECORDED:

- Auxiliary Ballots —————> Auxiliary Ballot Envelope
- Auxiliary Ballot Envelope —————> Packet of Poll Envelopes
- Auxiliary Ballot Tally Sheet —————> Unofficial Results Envelope

E6 Example Auxiliary Ballots

RECORDING WRITE-INS ON AUXILIARY BALLOTS

IF YOU SEE THIS:

RECORD IT LIKE THIS:

<p>WRITE-IN SPACE ONLY</p> <p style="text-align: center;">●</p>	<p>Record as BLANK because oval filled in, but no name is written.</p>
<p>CANDIDATE A</p> <hr/> <p><i>John Smith</i></p> <p>WRITE-IN SPACE ONLY</p> <p style="text-align: center;">●</p>	<p>This is an overvote. Record as BLANK.</p>
<p>CANDIDATE A</p> <hr/> <p><i>John Smith, 10 Mass. Ave</i></p> <p>WRITE-IN SPACE ONLY</p> <p style="text-align: center;">●</p>	<p>Record this as a write-in vote for John Smith. Record the address also.</p>
<p>CANDIDATE A</p> <hr/> <p><i>John Smith</i></p> <p>WRITE-IN SPACE ONLY</p> <p style="text-align: center;">○</p>	<p>Record this as vote for John Smith. Oval does not have to be filled in.</p>
<p>CANDIDATE A</p> <hr/> <p><i>Candidate A</i></p> <p>WRITE-IN SPACE ONLY</p> <p style="text-align: center;">●</p>	<p>This is a vote for Candidate A. Record as a write-in, even though write-in is for candidate printed on the ballot.</p>

PRESIDENTIAL PREFERENCE

IF YOU SEE THIS:		RECORD IT LIKE THIS:
CANDIDATE A	<input checked="" type="radio"/>	This is an overvote. Record as BLANK.
NO PREFERENCE	<input checked="" type="radio"/>	
WRITE-IN SPACE ONLY	<input type="radio"/>	

CANDIDATE A	<input type="radio"/>	Record this as a write-in vote for John Smith, even though No Preference is also filled in. This is not an overvote.
NO PREFERENCE	<input checked="" type="radio"/>	
<i>John Smith</i> WRITE-IN SPACE ONLY	<input checked="" type="radio"/>	

WARD COMMITTEE

IF YOU SEE THIS:		RECORD IT LIKE THIS:
GROUP	<input checked="" type="radio"/>	Record this as one vote for each candidate in the group.
CANDIDATE A	<input type="radio"/>	
CANDIDATE B	<input type="radio"/>	
WRITE-IN SPACE ONLY	<input type="radio"/>	

GROUP	<input checked="" type="radio"/>	Record this as one vote for each candidate in the group.
CANDIDATE A	<input checked="" type="radio"/>	
CANDIDATE B	<input type="radio"/>	
CANDIDATE C	<input checked="" type="radio"/>	
WRITE-IN SPACE ONLY	<input type="radio"/>	

GROUP	<input type="radio"/>	Record this as one vote for Candidate A and one vote for Candidate C.
CANDIDATE A	<input checked="" type="radio"/>	
CANDIDATE B	<input type="radio"/>	
CANDIDATE C	<input checked="" type="radio"/>	
WRITE-IN SPACE ONLY	<input type="radio"/>	

GROUP	<input checked="" type="radio"/>	Record this as one vote for each candidate in the group and a write-in vote for John Smith. There are no overvotes for Ward Committee.
CANDIDATE A	<input type="radio"/>	
CANDIDATE B	<input type="radio"/>	
CANDIDATE C	<input type="radio"/>	
<i>John Smith</i> WRITE-IN SPACE ONLY	<input checked="" type="radio"/>	

E8 Write in Tally Sheet Instructions

REMOVE WRITE-IN BALLOTS

1. Remove ballots from write-in compartment of the ballot box (right side) and set aside
2. Remove ballots from main compartment (left side) and look for write-ins and stickers
3. Make sure to include:
 - A. Ballots where write-in oval is filled in even when no name is written in (see example 2)
 - B. Ballots where write-in oval is NOT filled in but a name was written in (see example 3)
4. Divide the write-in ballots by party

TALLY WRITE-IN BALLOTS

1. Write-ins should be tallied by the warden and the clerk
2. Designate one person to read the ballot and another person to record on the tally sheet
3. Write both names on the Tally Sheet at the top, along with the Ward and precinct
4. Record write-ins for **one party at a time**
 - A. There are separate tally sheets for each party-make sure you use the appropriate sheet
5. Record write-ins for **one ballot at a time**

READER:

Look at the ballot and find any write-ins. For each write-in, tell the recorder three things:

1. The name of the office (for example, Senator in General Court)
2. Whether the write-in oval was filled in or not (see examples 1 and 3 on reverse)
3. What name is written in – provide the address if it is there
 - A. If an oval is filled in with no name, tell the recorder it is blank (see example 2)

Recorder:

- The tally sheet is divided by office (for example, Senator in general Court)
- Record all votes in the appropriate office
- If the write-in oval was filled in, write the name (and address if there) in part A for that office and add a check mark in the first box (see example 1)
 - If the name is already there, add a check mark in the next box
 - If there is no name, place a check mark next to the “Blank” (see example 2)
- If the write-in oval was not filled in, record the vote in part B for that office (see example 3)

AFTER YOU TALLY

- Copy the number of write-ins for each office from the printer tape to the tally sheet part C.
 - Compare the number from the printer tape to the number tallied in part A to make sure you tallied all of the ballots that were counted by the machine.
- Record the number of write-in ballots for each party on the Write-in Ballots Envelope
- Put the write-in ballots in the Write-In Ballot Envelope
 - **DO NOT PUT THEM IN THE VOTED BALLOT CARRIER**
- Put the Write-In Ballot Envelope in the Packet of Poll Envelopes
- Put the Write-In Tally Sheets in the Unofficial Results Envelope

SEE REVERSE FOR EXAMPLES 

SECTION F: Polling Place Safety and Policies

F1 Polling Place Evacuation Guidelines

In the event that the polling place needs to be evacuated for any period of time, the following procedures should be followed IF CIRCUMSTANCES ALLOW. **SAFETY OF VOTERS AND POLLWORKERS IS THE TOP PRIORITY!**

In the Event of an evacuation it is the responsibility of the Warden to make sure that **ALL BALLOTS** being used by voters are *accounted for* and secure; **ALL VOTING LISTS** (including check-out lists), **UNUSED BALLOTS** and **VOTING EQUIPMENT** are secured before leaving the building.

Follow the guidelines below:

1. **DO NOT** permit voters to remove ballots from the polling place. Mark the ballots being used by voters as “SPOILED” and place them in the “SPOILED BALLOT ENVELOPE”
2. Place all unused ballots, all voting lists and the spoiled ballot envelope in the ballot carrier case and seal with a metal seal. Record the seal number on the back of the Clerk Sheet. The Warden, Clerk, and Police Officer must attest to the number by signing the back of the Clerk Sheet and Payroll Record.
3. Be sure everyone has left the polling area. The Police Officer, Warden, and Clerk should be the last to leave.
4. Lock the Auxiliary Compartment of the ballot box and take the keys with you. Make sure all compartments are locked.

When you are allowed to return to the building:

1. Check the seal number on the Ballot Carrier case. The Police Officer, Warden, and Clerk must attest that it is the same number recorded before the evacuation. Note the reason, time, and duration of the evacuation on the back of the Clerk Sheet and Payroll Record.
2. Voters who were in the process of voting at the time of the evacuation should check-in again. If the voter’s name has already been checked off on the Check-In list, look at the Check-Out list. If that person has not check out, issue the voter a new ballot. Record the voter’s name on the back of the Clerk Sheet and Payroll Record.

Lastly, be sure that everyone has left the polling area – the Police, Warden, and Clerk should be the last to leave.

EQUAL OPPORTUNITY

The Quincy City Clerk's Office is dedicated to having a team of election workers representative of Quincy's diverse community. The Clerk's Office is committed to the principle of equal opportunity in the recruitment, selection, and employment of election workers. The Clerk's Office does not discriminate against individuals on the basis of race, creed, color, sex, sexual orientation, gender identity, religion, marital or family status, political belief, age, veteran or military status, ancestry, source of income, national or ethnic origin, or any disability that does not prohibit the performance of essential job functions.

STANDARDS OF CONDUCT

Some rules of conduct are needed in any workplace in order to help everyone work together efficiently, effectively and harmoniously. Because our mission is to serve the public and because we are empowered with substantial governmental authority to achieve that mission, we must hold ourselves to high standards of quality service and ethical conduct.

By working with us as an Election Worker, you have a responsibility to the public, to the City and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary to fulfill our mission, responsibilities, and duty to the public. Each person must be confident that he or she can fully depend upon fellow workers to follow the rules of conduct. Our responsibility to ensure that the electoral process is open, fair and honorable depends on it.

All election workers are subject to the "disciplinary Action for Unacceptable Activities" as described in the City of Quincy Employee Manual, which are attached to this policy and incorporated herein.

ELECTION WORKERS

Election workers are comprised of Wardens, Clerks, and Inspectors, who perform a variety of duties, including but not limited to those described below.

- **Warden:** The Warden is the chief election officer at the polling place with responsibility for supervising and monitoring the work of the other election officers. The Warden maintains order, prevents interference with the voting process, insures that all required materials are available, assists voters, and oversees the accurate completion of all election forms.
- **Clerk:** The Clerk keeps a record of all facts relating to the election proceedings and notes any unusual happenings during the conduct of the election. The Clerk assumes the responsibilities of the Warden in the Warden's absence.
- **Inspector:** Inspectors perform election duties under the direction of the Warden/Clerk, including but not limited to, checking voters' names at the Check-In and Check-Out Tables and handling ballots to voters.

SELECTION CRITERIA

The following criteria will be applied in the selection of election workers prior to each election. In order to be selected as an Inspector, an individual must be a registered voter in Massachusetts. *Each Inspector must be able to read and write English, and speak clearly. Each such Inspector shall also have appropriate customer service skills so as to make the election experience a positive one for all Quincy voters.

*High School students who meet the qualifications of MGL, Chapter 54, Section 11B are also eligible to be election workers.

In order to be selected as a Warden or Clerk, an individual must meet the criteria for Inspectors, and also have worked as an Inspector for at least one election or possess other relevant experience.

MANDATORY TRAINING SESSION

All election workers must attend a training session prior to the election. Those arriving late or leaving early will be paid only for the time they were in attendance. The City Clerk's Office reserves the right to replace election workers who do not sufficiently attend training.

ASSIGNMENTS; HOURS; COMPENSATION

Election workers shall be assigned to polling locations by the City Clerk's Office. To the extent possible, election workers shall be assigned to polling locations near where they reside.

The Election Day working hours are from 6:30Am to 8:00 PM. Overtime will be paid for additional time worked. Election workers have on hour for lunch and one hour for dinner, during which times they can vote. Workers are not paid for lunch and dinner hours.

The current rate is \$14.95 per hour for Inspectors and \$16.95 per hour for Wardens and Clerks.

ASSESSMENT OF THE ELECTION PROCESS AND ELECTION WORKER PERFORMANCE

Following the election, the Warden will be provided with an evaluation form to evaluate each election worker. These forms will be mailed to the Warden, along with a list of workers, within two weeks of the election. The Clerk shall complete an assessment form evaluating various aspects of the election, including the training sessions, set-up and take-down process; efficiency of moving voters through the voting process, interactions with voters and election officials, and the adherence to policy and procedures at the polling place. This form will be mailed to the Clerk within two weeks of the election.

F3 Disciplinary Actions for Unacceptable Activities

Generally speaking, we expect each person to act in a mature and responsible way at all times. However, to avoid any possible confusion, some of the more obvious unacceptable activities are noted below. Your avoidance of these activities will be to your benefit as well as the benefit of the City. If you have any questions concerning any work or safety rule, or any of the unacceptable activities listed, please see your supervisor for an explanation.

We list these standards for the guidance of all employees and supervisors. We do not expect anyone to engage in these activities, but we believe everyone is served by our being clear as to what is not acceptable.

Violation Which May Result in Dismissal

Occurrences of any of the following violations, because of their seriousness, may result in dismissal without prior disciplinary action:

1. Willful violation of any City of Quincy rule; any deliberate action this is extreme in nature and is obviously detrimental to the City's efforts to provide services effectively and efficiently.
2. Willful violation of security or safety rules or failure to observe safety rules or City safety practices; failure to wear required safety equipment; tampering with City equipment or safety equipment.
3. Negligence or any careless action which endangers the life or safety of another person.
4. Being intoxicated or under the influence of controlled substance drugs while at work; use possession or sale of any controlled substance, in any quantity while on City property except for medications prescribed by a physician which do not impair work performance.
5. Unauthorized possession of dangerous weapons, firearms, or explosives on City property or while on duty.
6. Engaging in criminal conduct or acts of violence' making threats of violence toward anyone on City premises or when representing the City; fighting, horseplay, provoking a fight on City property; or negligent damage of property. The City regards fighting as a very serious offense. If confronted by another employee or member of the public, we expect you to retreat, and not escalate the situation or retaliate. You should only take defensive action.
7. Insubordination of refusing to obey instructions properly issued by your supervisor pertaining to your work; refusal to help out on a special assignment.
8. Engaging in an act of sabotage; willfully or with gross negligence causing the destruction or damage of City property, or the property of fellow employees, members of the public, vendors, or visitors in any manner.
9. Theft of City property or the property of fellow employees; unauthorized possession or removal of any City property, (including documents), from the premises without prior permission from management; unauthorized use of City equipment of property for personal reason; using City equipment for profit.

10. Dishonesty; willful falsification or misrepresentation on you application for employment or other work record; lying about sick or personal leave; falsifying the reason n for a leave of absence or other data requested by the City; failing to tell the truth at any time during the course of your employment with the City; intentionally and willfully misrepresenting information about the City or it employees to members of the media; failing to tell the truth during the course of a City investigation; alteration of City records or other City documents.
11. Violating the privacy of others by releasing confidential or protected information to outside individuals, organizations, or to unauthorized City employees; breach of confidentiality of personnel or personal information.
12. Malicious comments about others and/or spreading rumors harmful to individuals or the City's interests; engaging in behaviors designed to create discord and lack of harmony; interfering with another employee on the job; willfully restricting work output or encouraging others to do the same.
13. Immoral conduct or indecency while on duty or while on City property.
14. Actions in violation of your public trust, including abuse of authority vested in you as a public official, to seek unwarranted gain or exemptions for yourself and others.
15. Threatening, intimidating, harassing or coercing fellow employees, customers, or members of the public; interfering with another employee on the job; using obscene or abusive language towards another employee, customer, or member of the public; threatening or employing physical violence towards another employee, customer or member of the public. Such conduct is prohibited at all times, whether the employee or employees concerned are off-duty or on-duty, and whether the conduct occurs on or off the City premises.
16. Off duty conduct so egregious or otherwise as to undermine the confidence of the public in the City's capacity to fulfill it functions to the public in a fair, safe, and effective manner.

Other Violations Which May Result in Disciplinary Action

Occurrences of any of the following activities as well as violations of any City rules or policies may result in disciplinary action, including possible dismissal. This list is not all-inclusive and, notwithstanding the list, the City reserves the right to take such disciplinary action as is necessary to protect effective and efficient operations and high quality services to the public.

1. Unsatisfactory or careless work; failure to meet service or quality standards as explained to you by your supervisor; mistakes due to carelessness or failure to get necessary instructions.
2. Any act of harassment, sexual, racial, or other; telling sexist or racist jokes; making racial or ethnic slurs.