

Guide for Philadelphia County Election Board Officials

A supplement to the election seminars
conducted by the City Commissioners



POLLS ARE OPEN FROM 7:00 AM TO 8:00 PM



- As Election Officers, you need to report to your respective polling places between **6:00 AM and 6:30 AM** on Election Day.
- If your polling place isn't open, call **215-686-1523**.
- Check **Ward and Division tag** on the ExpressVote XLs. The Ward and Division should match the Ward and Division on your Election Materials Box.

TABLE OF CONTENTS

Guide Overview and Election Board Roles 1

Preparing for Election Day 3

Polling Place Set Up 4

Election Materials Box. 5

Sign Posting Checklist. 12

Voting. 14

Station Cards 1-3. 15

Closing the Polls 27

Machine Inspector Guide 29

Station Card 4 31

Reference 38

IMPORTANT PHONE NUMBERS

If you have any questions or problems on Election Day, call the appropriate number:

- Locked Polling Places** 215-686-1523
or 215-686-1520
- Voting Machine problems** 215-686-1590
- Missing Materials, Provisional Ballots.** 215-686-1530
- Poll Watcher Certificates.** 215-686-3949
- Mail-In and Absentee Ballot Issues** 215-686-3949
- Accessibility for Disabled Voters** 215-686-1523
- All other questions.** 215-686-1590

Please keep in mind that on Election Day it may take several tries to get through due to high call volume. We appreciate your patience.

GUIDE OVERVIEW & ELECTION BOARD

VOTED MAIL-IN AND ABSENTEE BALLOTS MAY NOT BE TURNED IN AT THE POLLING PLACE. VOTED BALLOTS CAN ONLY BE ACCEPTED AT THE COUNTY BOARD OF ELECTIONS OFFICE IN CITY HALL ROOM 142 OR ANOTHER LOCATION/DROPBOX DESIGNATED BY THE BOARD OF ELECTIONS.

HOW TO USE THIS GUIDE

Dear Poll Worker,

Thank you for playing an important role in our community!

This guide is intended to make your Election Day run as smoothly as possible. Please take your time reading through to familiarize yourself with rules and procedures. To make things easy, we've broken things down into simple sections.

1. **Preparing for Election Day** - charts, lists, and practices that will ensure that your whole Board of Elections is trained and prepared for the exceptions of the day.
2. **Voting** - guides to help with both the repeated tasks of Election Day and the special procedures that may come up frequently or infrequently. This includes station cards that are meant to be torn out and used for reference during voting and a chart indicating who is allowed in the polling place and some behaviors that are not allowed.
3. **The Machine Guide** - detailed checklists for set-up and take-down, as well as key troubleshooting information that will help Machine Inspectors of every experience level feel confident and comfortable.
4. **Reference** - This section contains important legal information and issues that may arise infrequently.
5. **QR Code Signs** - To be posted in English and Spanish for voters in line to determine that they are in the right polling place and that they are in fact registered to vote. There are more languages available for printing at PhiladelphiaVotes.com. Poll workers are encouraged to copy these to have extras hanging around the polling place.

Thank you for your commitment to ensure fair and safe elections for every Philadelphia voter.

ELECTION BOARD ROLES

No matter the role, all members of the Board are there to make sure that voters have a safe, secure and enjoyable experience while voting.

Judge of Election (*Elected or appointed by the Court of Common Pleas*) - The Judge of Election manages the polling place by ensuring that the board is staffed and trained in advance of the election, picking up the Materials Box the weekend before the election, and assigning roles and tasks on Election Day. Read through the guide for further detail on the Judge's role. Ideally a Judge will thoroughly familiarize herself with all roles on the board, including Machine Inspector, to better assist her board.

Staff Your Board in Advance! Most vacancies can be avoided if the Judge of Election checks in and follows up with their Board at reasonable intervals prior to the election . If you don't know who is elected or appointed to your board, call (215) 685-4811 during business hours to request contact with your Judge or board members. Make sure to have your ward, division and role ready when you call.

Majority Inspector (*Elected based on the highest number of votes in the "Inspector" race or appointed by the Court of Common Pleas*) - The Majority Inspector will perform tasks and duties as assigned by the Judge of Election. See the Station Cards on pages 15-23 for details.

Minority Inspector - (*Elected based on the second highest number of votes in the "Inspector" race or appointed by the Court of Common Pleas*) - The Minority Inspector will appoint a Clerk prior to the election and perform tasks and duties as assigned by the Judge of Election. See the Station Cards on pages 15-23 for details. Additionally, the Minority Inspector is responsible for signing certain specific documents throughout Election Day and takes home and retains the number 4 envelope for one year after the election.

Clerk - (*Appointed by the Minority Inspector*) - The Clerk traditionally writes the information of each voter, including absentee and mail-in voters, into the yellow 2 and 4 books but the Judge may choose to assign the Clerk different tasks. See Station Card 2 for more details.

Machine Inspector (*Appointed by the City Commissioners*) - The Machine Inspector is responsible for setting up and taking down the voting machines. During voting, the Machine Inspector will instruct voters before they enter the booth. See the Machine Section page 36 for more detail.

What's a curbside election? When there's an unfilled position on election morning, ANY registered voter in the division can be "voted" in to a role, by show of hands. This election applies only to that Election Day and does not constitute an appointment or election for the remainder of the term .

If any elected or appointed official does not arrive by 7:00am, vacancies can be filled by any voter registered in the division.

Judge of Election can appoint a Majority Inspector

Majority Inspector can appoint a Judge of Election

Minority Inspector can appoint a Clerk

You can call (215)685-4811 to fill the Minority Inspector or Machine Inspector roles. If no one is available for those or any of the above roles, any voters registered to the division can "curbside elect" any other registered voter from the division to any vacant role for this election only, by show of hands.

PREPARING FOR ELECTION DAY

Timing	Task	Member(s) Assigned
Three months, two weeks & two days before Election Day	Confirm Staff is working. Call (215) 685-4811 for board contact info.	Judge of Election
One to three months before election	If needed, find bilingual individual to serve as interpreter. Call (215) 685-4811 for required training, testing, and certification.	Judge of Election
Per Election Commissioners schedule 6-10 weeks before Election Day	Check the training schedule (call 215-685-4811 or visit www.philadelphiavotes.com). Attend training based on the schedule at www.philadelphiavotes.com and the card you receive in the mail	<ul style="list-style-type: none"> All Board Members Judge of Election to remind others
Before Election Day	Review this training guide	All Board members
Before Election Day	Carefully review the voting machine portion of the training video available at philadelphiavotes.com	<ul style="list-style-type: none"> Judge of Election Machine Inspector
Weekend prior to Election Day	Pick up Materials Box from designated site (see inside back cover)	Judge of Election or a person designated by the Judge of Election with consent from the Minority Inspector.
One to two days before Election Day*	Check polling place and voting machines. <ul style="list-style-type: none"> Correct machines were delivered The correct Ward/Division number is on the card in the vinyl pocket Seal is not broken Any issues, call 215-686-1590	Judge of Election and any other Board members
One to two days before Election Day*	Position and wipe down polling place table and chairs, position machines (Do NOT open), hang unofficial signage (line management, polling place lookup, etc.)	Judge of Election and any other Board members

*Requires permission and admission by personnel at your polling place

NEW IN 2022:

**ELECTION MATERIALS IN PHILADELPHIA WILL INCLUDE CHINESE.
ALL POSTERS MUST BE POSTED IN ENGLISH, SPANISH, AND CHINESE.**

POLLING PLACE SET

TASK	DETAILS	MEMBER ASSIGNED
Check the polling place and voting machines.	<ul style="list-style-type: none"> • Correct machines were delivered • The correct Ward/Division number is on the card in the vinyl pocket Seal is not broken Any issues, call 215-686-1590	
Organize the Election Board	Fill any vacancies / Administer and sign Oath of Office found in Materials Box.	All Members
Open and prepare the Voting Machines	Follow directions in the Voting Machines section, page 28	Machine Inspector
Record seals	One person read off seals while another records them on seal envelopes.	Machine Inspector and other assigned member
Place paper ballots on the registration table (Station 2)	Paper Ballots are found in the back of the ExpressVote XL Labeled A	
Open & check Election Materials Box	<ul style="list-style-type: none"> • Confirm all required materials for the Division were provided by checking against the 'Election Materials Box' pages 5-11. If materials are missing, call 215-686-1530. • Move supplies to areas designated on station cards 	Judge of Election
Turn on cell phone	To be used to call language interpretation services and the County Board of Elections.	Judge of Election
Post all notices and signs	Refer to checklist on page 12 for where to hang.	
Make the Polling Place accessible	Refer to 'Accessibility For Disabled and Elderly Voters' section on page 13	
Set up Poll Books	Put letter tabs in poll books on green insert pages before that letter starts	
Set up Provisional Ballot area (Station 3)	Refer to Station Card 3. This can be done after more time-sensitive work is completed	

ELECTION MATERIALS BOX

PHILADELPHIA CITY COMMISSIONERS



RETURN THIS BOX AND ALL ELECTION MATERIALS TO THE COUNTY BOARD OF ELECTIONS, RIVERVIEW PLACE, DELAWARE AVENUE & SPRING GARDEN STREET, BY 2am FOLLOWING THE CLOSING OF POLLS.

IF YOUR POLLING PLACE IS LOCKED AND CANNOT BE OPENED BY 8:45am, PLEASE CALL 215-686-1530

STAFFING

SIGNAGE ENVELOPE

The Judge of Election must open the sealed Election Materials Box and remove the materials. Election Board Officials must check to confirm that all required materials for the Division have been provided in the Election Materials Box. If you are missing any materials, call **215-686-1530**.

OATH OF OFFICE

Oath of Office can be found stapled to the large, manila #2 envelope beneath the "Record of Assisted Voters."

Election Officers read the Oath of Office, are sworn in, and **sign the oath**.

One Oath of Office is placed in the **#2 Envelope** and another in the **#4 Envelope**.

ELECTION DAY PAYROLL SHEET

The Payroll Sheet should be filled out at the end of the day. Each official must fill in form fields as indicated.

Signature required.

The top two copies are returned to the City Commissioners' Office. One copy is retained by Judge of Election.

ELECTION PAYROLL ENVELOPE

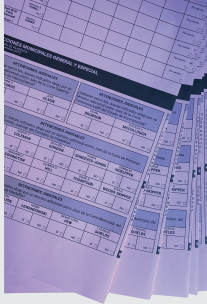
Place white & yellow copies of Payroll Sheet and Polling Place Card in this envelope and return to the City Commissioners' Office.

SIGNAGE MATERIAL ENVELOPE

Post all items BEFORE POLLS OPEN

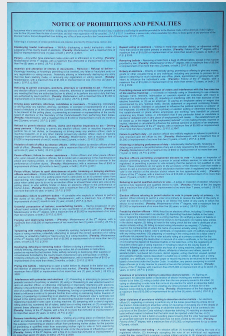
ELECTION MATERIALS BOX

SIGNS TO POST



SAMPLE BALLOT

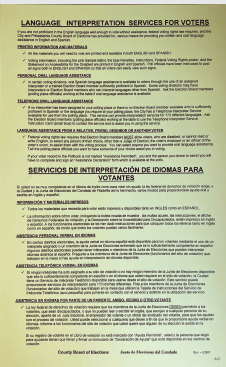
- Post English inside
- Post Spanish inside
- Post Chinese inside
- Post English outside
- Post Spanish outside
- Post Chinese outside



NOTICE OF PROHIBITIONS AND PENALTIES

aka "General Information and Instructions Re: Voting Rights and Responsibilities of Election Officials"

- Post one English inside facing out
- Post one Spanish inside facing out.
- Post one Chinese inside facing out.



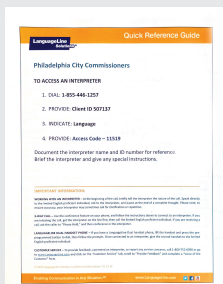
LANGUAGE INTERPRETATION SERVICES FOR VOTERS

- Post English inside
- Post Spanish inside
- Post Chinese inside
- Post English outside
- Post Spanish outside
- Post Chinese outside



LANGUAGE ID POSTER

- Post inside the polling place or place at the table for voters to use to identify their preferred language.



LANGUAGE INTERPRETATION SERVICE INSTRUCTION SHEET

- Place at the table for Poll Worker to reference.

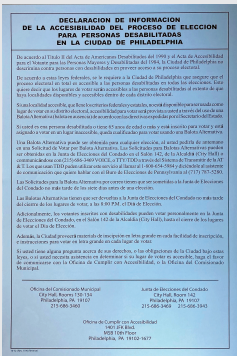
ELECTION MATERIALS BOX



ACCESSIBLE ENTRANCE SIGN

This will only be in boxes for locations that have a separate ADA-accessible entrance. The city may post a similar notice at the front of the polling place prior to Election Day.

- Post outside the polling place along with doorbell sign.



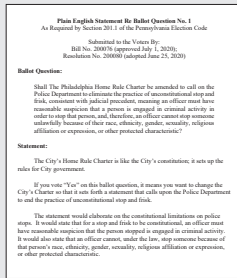
ACCESS TO THE ELECTION PROCESS FOR PEOPLE WITH DISABILITIES IN THE CITY OF PHILADELPHIA

- Post English inside
- Post Spanish inside
- Post Chinese inside
- Post English outside
- Post Spanish outside
- Post Chinese outside

PLAIN ENGLISH/PLAIN SPANISH/PLAIN CHINESE STATEMENTS FOR BALLOT QUESTIONS

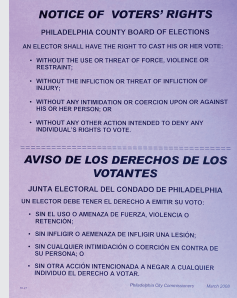
(Found inside the Judge's folder)

- Post inside the polling place.



NOTICE OF VOTERS' RIGHTS

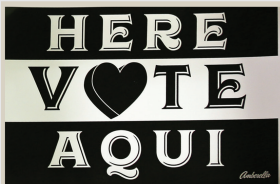
- Post English inside
- Post Spanish inside
- Post Chinese inside
- Post English outside
- Post Spanish outside
- Post Chinese outside



VOTE HERE/VOTE AQUI

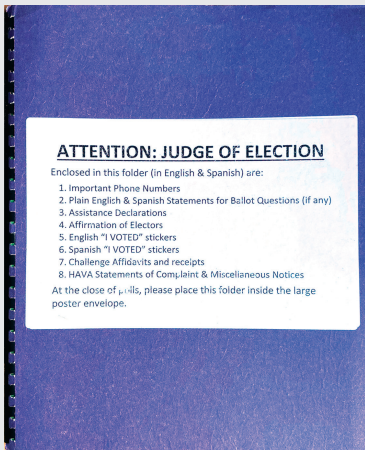
- Post outside the polling place.

Federal and State Laws require that District Election Officials post certain Trilingual English/Spanish/Chinese Notices both within and outside the polling place so that voters can see them before they begin the voting process. All of the notices that are required to be posted at each polling place are trilingual, sometimes front and back are different languages. These signs must be posted BEFORE the polls open, and in locations where all voters can easily view them.



ELECTION MATERIALS BOX

REGISTRATION



SUPPLIES

- Flag on table
- At least **one pen each** to Clerk, Majority, Minority, and Judge
- Use tape to **hang signs** and put back in Judge's Box when done for end of the night activities
- Black marker for **spoiled ballots**.

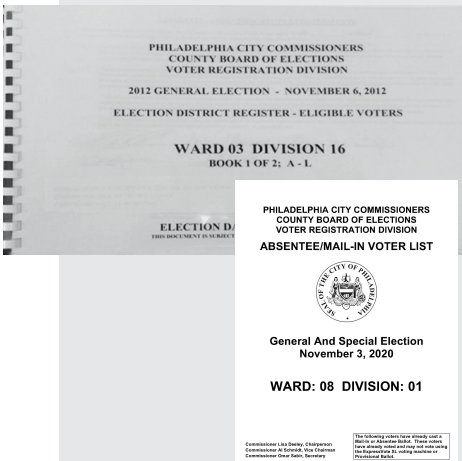
JUDGE OF ELECTION FOLDER

Contents:

- Important phone numbers
- Plain English/Spanish/Chinese for Ballot Questions
- Assistance Declarations
- Affirmation of Electors
- 'I Voted' Stickers
- Challenge Affidavits & receipts
- HAVA statements

Action:

- **Post** Plain English/Spanish/Chinese statements inside the polling place.
- Complete assistance forms as needed
- Voter completes an 'Affirmation of Electors' form if indicated in the polling book.
- **Place 'I Voted' stickers on table.**



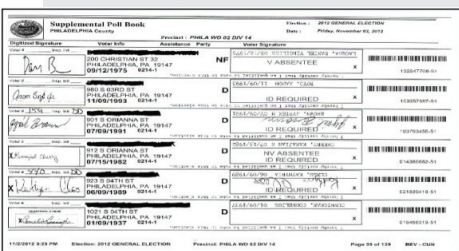
POLL BOOKS LISTING REGISTERED VOTERS

- One book of registered voters A-L
- One book of registered voters M-Z
- One book of registered voters who have returned mail or absentee ballots and are therefore not eligible to vote on machine

SUPPLEMENTAL POLL BOOK PAGES

Provided in a labeled manila envelope along with materials box.

Includes voters whose registration was updated recently or who recently applied for/voted a mail-in or absentee ballot. Should be checked any time someone does not appear in the poll books.



ELECTION MATERIALS BOX



PRIMARY ONLY - PARTY AFFILIATION CARDS

To be handed to each voter during check-in AFTER the voter has been located in poll book, signed the poll book and the party in which they are registered has been announced.

**AFFIRMATION OF ELECTION
PRIMARY ELECTION - RESIDE IN THIS STATE**

Please complete this form at the poll site, indicating a specific party and state Party Chair if you are eligible to vote in that party. Please print name and address on the back of this form.

A. CHANGE AN ANSWER: I HAVE CHANGED MY ADDRESS OF RESIDENCE AND MOVING TO:

NAME: _____
 COUNTY: _____
 CITY/TOWNSHIP: _____
 ZIP: _____

If you are eligible to vote in this jurisdiction, but are not registered in a political party, please check the box below.

If you are eligible to vote in this jurisdiction, but are not registered in a political party, please check the box below.

If you are eligible to vote in this jurisdiction, but are not registered in a political party, please check the box below.

B. NO CHANGE AN ANSWER: I HAVE NOT CHANGED MY ADDRESS, AND I WILL REMAIN IN:

NAME: _____
 COUNTY: _____
 CITY/TOWNSHIP: _____
 ZIP: _____

C. AFFIRMATION:

I hereby declare that the information above is true and correct to the best of my knowledge under the penalty of perjury.

Signature of Voter: _____
 Date: _____

Signature of Poll Worker: _____
 Date: _____

Signature of Judge of Election: _____
 Date: _____

OFFICIAL CALL ELECTIONS DIVISION OF ILLINOIS
 COUNTY: _____

ELECTOR AFFIRMATION FORM

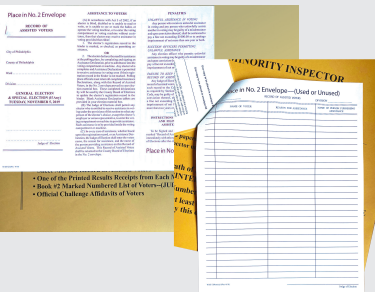
Elector Affirmation forms are in the Judge's folder.

Voter completes an 'Affirmation of Electors' form **if indicated in the poll book.**

RECORD OF ASSISTED VOTERS (TWO-SIDED)

Document is stapled to the front of the #2 envelope.

Any voter who fills out a Declaration of Assistance form must then be listed on the Record of Assisted Voters.



ASSISTANCE DECLARATION FORM

Assistance declaration forms are in the Judge's folder.

Forms need to be completed prior to voting by the voter requesting assistance, the individual providing assistance, and the Judge of Election.

**ASSISTANCE DECLARATION
Declaration of the Voter Requesting Assistance**

Name: _____
 Address: _____
 City/Township: _____
 State: _____
 Zip: _____

Signature of Voter: _____
 Date: _____

Signature of Poll Worker: _____
 Date: _____

Signature of Judge of Election: _____
 Date: _____

**AYUDA DECLARACION
Declaración del Solicitante de Asistencia al Votante**

Nombre de Votante: _____
 Dirección: _____
 Ciudad/Municipio: _____
 Estado: _____
 Código Postal: _____

Firma del Votante: _____
 Fecha: _____

Firma del Asistente: _____
 Fecha: _____

Firma del Jefe de Papeleta: _____
 Fecha: _____

OFFICIAL CALL ELECTIONS DIVISION OF ILLINOIS
 COUNTY: _____

ELECTOR'S DECLARATION TO SURRENDER MAIL BALLOT FORM

A voter who has applied for, but hasn't voted, their mail-in or absentee ballot may vote in person only if they surrender their ballot and return Declaration Envelope to the Judge of Election, and complete the surrendered ballot declaration form BEFORE being checked into the poll book. After surrendering their ballot and Declaration Envelope, the Judge of Election completes the back of the form, places the ballot inside the envelope, then places a Spoiled Ballot sticker on the envelope. The voter may then sign into the pollbook as normal and vote on the Expressvote XL.

DECLARATION OF THE ELECTOR TO SURRENDER MAIL BALLOT

I hereby declare that I am a qualified registered voter who has received an absentee or mail-in ballot and I have not voted by mail or in person. I am returning this ballot to the Judge of Election to be counted in person at the poll site. I am not returning this ballot to the Judge of Election to be counted in person at the poll site. I am not returning this ballot to the Judge of Election to be counted in person at the poll site.

I hereby declare that I am a qualified registered voter who has received an absentee or mail-in ballot and I have not voted by mail or in person. I am returning this ballot to the Judge of Election to be counted in person at the poll site. I am not returning this ballot to the Judge of Election to be counted in person at the poll site. I am not returning this ballot to the Judge of Election to be counted in person at the poll site.

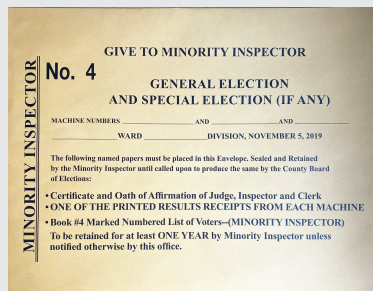
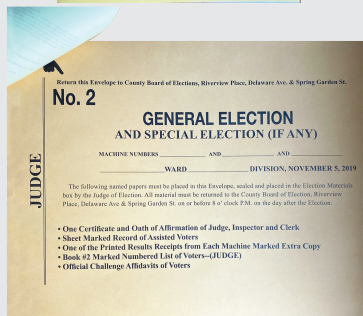
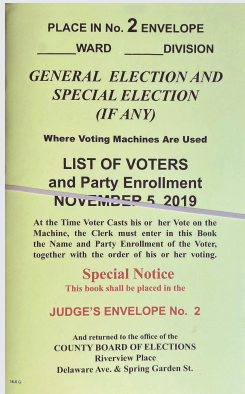
Signature of Voter: _____
 Date: _____

Signature of Poll Worker: _____
 Date: _____

Signature of Judge of Election: _____
 Date: _____

OFFICIAL CALL ELECTIONS DIVISION OF ILLINOIS
 COUNTY: _____

ELECTION MATERIALS BOX



LIST OF VOTERS - YELLOW #2 & #4 BOOKS

As a handwritten, duplicate, paper record of all votes cast, the #2 and #4 books represent a redundancy securing Philadelphia's elections.

That's the reason that books must be complete (all votes cast, even mail and absentee), recorded by hand, recorded in order of voter admission, and always done in duplicate. The city retains one record and the Minority Inspector retains the other.

At close, place Yellow #2 book in the #2 envelope and the Yellow #4 book in the #4 envelope.

#2 ENVELOPE

To be returned to the **City Commissioners' Office** at the end of day with:

- One Certificate and Oath of Office
- Record of Assisted Voters
- One printed results tape, marked "extra copy," from each machine
- Yellow #2 book
- Official Challenge Affidavits of Voters

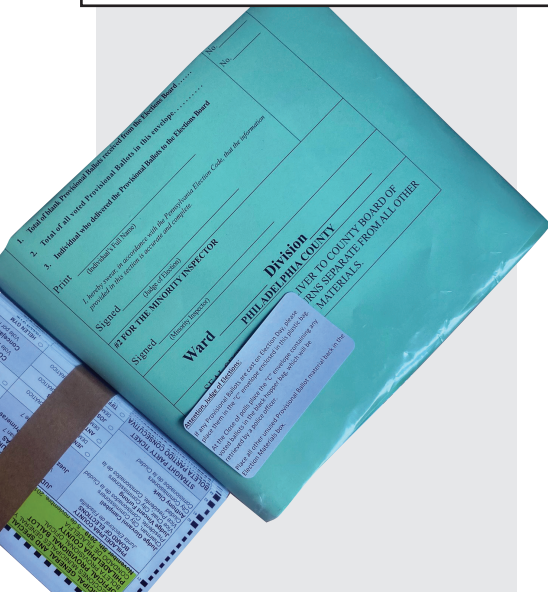
#4 ENVELOPE

To be given to the **Minority Inspector** at the end of the day with:

- One Certificate and Oath of Office
- One printed results tape from each machine
- Yellow #4 book

Minority Inspector retains for one year unless notified otherwise by the City Commissioners' Office.

PROVISIONAL BALLOTS



PROVISIONAL BALLOT MATERIALS ENVELOPE D

Containing:

- Provisional Ballots (white sheet/ green stripe)
- Provisional Voting Return Envelope C
- Provisional Ballot Packages containing:
 - Secrecy envelope
 - Provisional Ballot Affidavit Envelope B (green)
 - Provisional Ballot Instruction Card (White)
 - Provisional Ballot Receipt

Procedure for any eligible voter:

- Refer to Station Card 4 for detailed procedure.
- Place the completed Provisional Ballot in **Envelope C**.

ELECTION MATERIALS BOX

POLLING MACHINE

POLL SITE SEAL ENVELOPE
County Board of Election
Ward: _____ Division: _____
Write down public count and seal numbers of the voting machine at the appropriate time.

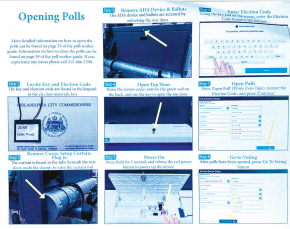
When	Record the Number	Machine A	Machine B	Machine C
Opening	Serial #			
	IP			
	Port			
	Machine IP			
	Machine IP			
Closing	Public Count			
Closing	Machine Count			
Closing	Ballot Paper	Installed <input type="checkbox"/>	Installed <input type="checkbox"/>	Installed <input type="checkbox"/>
Closing	Ballot Paper	Installed <input type="checkbox"/>	Installed <input type="checkbox"/>	Installed <input type="checkbox"/>
Closing	Ballot Paper	Installed <input type="checkbox"/>	Installed <input type="checkbox"/>	Installed <input type="checkbox"/>

Judge of Elections Signature: _____ Date: _____
PLACE ALL DISCARDED SEALS IN ENVELOPE
PLACE ENVELOPE IN HOPPER BAG AT CLOSE OF POLLS

POLL SITE SEAL CARD

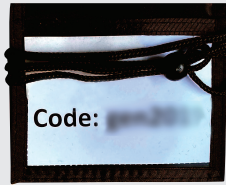
Write the **seal numbers from each machine** in the appropriate cell upon opening and closing.

Card goes in **hopper bag** at close of polls.



VISUAL GUIDE FOR MACHINE OPEN AND CLOSE

Provides some visual instruction on machine set-up

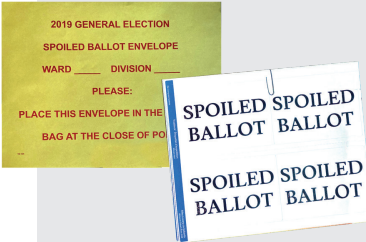


KEY AND ELECTION CODE LANYARD

SPOILED BALLOT STICKERS AND RETURN ENVELOPE

If a voter has voided their machine ballot, provide them with a “Spoiled Ballot” sticker, then place the spoiled ballot in Spoiled Ballot Envelope. Spoiled ballot stickers are also used for surrendered mail-in and absentee ballot envelopes.

Spoiled Ballot Envelope is placed in **hopper bag** at the end of the day.



SEALS

Use these for the shut down of the machines at the end of the night. Record the numbers as required on the poll site seal envelope. See more information on seals in the Reference Section.



VINYL BAG

The vinyl bag is used at opening and closing of the polls, and should be handed to the police **ALONG WITH (BUT NOT INSIDE)** the hopper bag at the end of the night. The white RTC envelope is located inside the vinyl bag.

Contents:

- USB sticks from **all** voting machines
- Absentee and Mail-In ballot lists
- City-issued Cell phone
- Barrel key for machines
- Signed machine results tape from open and close of the polls (in RTC envelope).

SIGN POSTING CHECKLIST

Federal and State Laws require that District Election Officials post certain Bilingual English/Spanish Notices both within and outside the polling place so that voters can see them before they begin the voting process. All of the notices that are required to be posted at each polling place are bilingual, with English on one side and Spanish on the other side. Many of the items may be found in a large gold envelope with red text on the front, with the heading "Attention: Judge of Election." The Mail-in and Absentee Voters Lists (if any) will be in the election materials box and an updated list will be brought to the polling place by a police officer. These signs must be posted BEFORE the polls open, and in locations where all voters can easily view them.

PLACE AT THE TABLE	PAPER COLOR	CHECK OFF WHEN PLACED
"Language ID Poster" - for voters to use to identify their preferred language.	white with orange	<input type="checkbox"/>
"Language Interpretation Services for Voters" instruction sheet for Poll Workers	white with orange	<input type="checkbox"/>
Mail-in and Absentee Voters Lists (if any)	white	<input type="checkbox"/>

POST INSIDE POLLING PLACE (ONE OF EACH)	PAPER COLOR	ENGLISH SIDE SHOWING	SPANISH SIDE SHOWING	CHINESE SIDE SHOWING	MULTI
Sample Ballot	pink	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
"Language Interpretation Services for Voters"	yellow				<input type="checkbox"/>
"General Information and Instructions Re: Voting Rights and Responsibilities of Election Officials"	blue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
"Information Statement on Access to the Election Process for People with Disabilities in the City of Philadelphia"	white	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
"Notice of Voters' Rights"	pink	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

POST OUTSIDE NEAR ENTRANCE TO THE POLLING PLACE (ONE OF EACH)	PAPER COLOR	ENGLISH SIDE SHOWING	SPANISH SIDE SHOWING	CHINESE SIDE SHOWING	MULTI
Sample Ballot	pink	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
"Language Interpretation Services for Voters"	yellow				<input type="checkbox"/>
"Information Statement on Access to the Election Process for People with Disabilities in the City of Philadelphia"	white	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
"Notice of Voters' Rights"	pink	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ACCESSIBILITY FOR DISABLED VOTERS

Modifications may be needed to provide access for disabled voters. If provided, they must be in place before polls open. Call 215-686-1523 with any issues.

Type of Modification	Delivery	Set up	Pick up
Portable Aluminum Ramps	With Voting Machines. If not there, check with other divisions in the polling place.	Place outside polling place over stairs.	Place with Voting Machines
Door Stops	Rear Compartment of Voting Machine Labeled B	Prop open doors that are required to stay open for ADA access.	Place back in rear compartment of Voting Machine Labeled B
Door Threshold Mats	To the polling place proprietor prior to Election Day	Place across thresholds higher than 1/2"	Place on floor next to the voting machines
Doorbells	Election Materials Box	Test the bell and follow installation instructions.	Return in Election Materials Box
Alternative Accessible Entrance Signs	Commissioner's Office will post a sign at the main entrance prior to Election Day. Extra Signs will be in Judge's Box	Check alternative entrance to be sure it is unlocked, available and that a sign is posted at wheel chair height. Post if needed.	

If a disabled voter is unable to enter a polling place due to accessibility barriers, that voter may apply for an Emergency Alternative Ballot at any time while the polls are open on Election Day. Election Board officials should advise the voter to either:

- Go to the County Board of Elections, Room 142 City Hall to apply for, and vote by, Alternative Ballot.
- If they cannot travel to City Hall, they may fill out a Designation of Agent and Certification of Designated Agent form to designate someone to obtain the application and alternative ballot for them.

Election Board officials should advise the voter to call 215-686-3949 for more information about alternative voting procedures.

VOTING

There is more than one way to organize a polling place. If you already have a system that adheres to voting regulations, there's no need to make a change!

STATION CARDS

These station cards are intended to be a tear-out guide that poll workers can use to organize their polling places and tasks. For each station, you'll see a list of tasks and a list of supplies. These station cards are intended to be a tear-out guide that poll workers can use to organize their polling places and tasks. For each station, you'll see a list of tasks and a list of supplies as well as a list of common tasks and special procedures that may arise throughout the day.

Station 1: Tasks and procedures are typically assigned to the Majority and/or Minority Inspector

Station 2: Tasks and procedures are typically assigned to the Clerk

Station 3: Judge of Election will need to manage these procedures with other poll workers as indicated.

BREAKS AND OUTSIDE ASSISTANCE

The Judge must assign breaks to all poll workers. Only one poll worker should be on break at any given time, and breaks should be given during less busy times. It is illegal for anyone not officially sworn in to the Election Board for the day to fill in for or assist any member of the Board of Elections with their duties. At the Judge's request, help can be given in moving and positioning voting machines BEFORE the polls are opened in the morning.



NOTE: Election Board Officials are NOT PERMITTED to grant an individual the right to vote on the voting machines if:

- the voter's name is not listed in the poll book OR
- supplemental sheets, OR
- the voter applied for a mail or absentee ballot as indicated in the poll book or mail and absentee list and have not surrendered their mail ballot and outer envelope to the Judge of Election

even if the Election Board Officials believe the registration records to be in error.

STATION 1

GREETER / VOTER SIGN-IN A-L / YELLOW NO. 2 BOOK

PROCEDURE

- 1 Greet voter.
- 2 Ask voter to loudly announce their name. Confirm that their name begins with A-L. (If their name begins with M-Z, direct them to Station 2.)
- 3 Locate voter in poll book A-L
 - If ID required, verify ID first
 - If Affirmation required, fill out Affirmation of Elector form (see side 2)
 - If Assistance required and assistance box is NOT checked, fill out Declaration of Assistance form (see side 2)
 - If voter is not in the poll book, see side 2
- 4 If voter is eligible to vote on machine, enter voter number and instruct voter to sign the poll book.
- 5 **In a Primary Election only**, once voter has signed, their party should be announced and the voter should receive a card designating the party in which they are registered. Direct voter to the machine where the voter will hand the card to the machine inspector, who will set the machine to the correct party.
- 6 Record in-person voter's name, admission numbers and party affiliations in order in the front of the Yellow No. 2 book.
- 7 Record provisional voters in the back of of the Yellow No. 4 book with the designation PROV in place of an admission number.

SUPPLIES

- Poll Book A-L
- Supplemental Poll Book Pages
- Pens
- Map of division boundaries
- QR Codes for voter polling place/registration lookup (pages 41 & 43)
- Smart phone (not provided)
- Accepted forms of ID list
- Affirmation Forms
- Assistance Forms
- Yellow No. 2 Book

POLL WORKER

TRAINING & RESOURCES



Everybody has the right to vote on a **PROVISIONAL** ballot.
NO EXCEPTIONS!

Special Procedures - See side 2.

STATION 1

GREETER / VOTER SIGN-IN

SPECIAL PROCEDURES

If a voter arrives with a **mail-in or absentee ballot**, including the declaration envelope, the Judge can spoil the ballot and allow the voter to vote on a machine once the voter has filled out an "Elector's Declaration to Surrender Their Mail Ballot." The voter must then sign into the pollbook like normal.

If a voter **does not appear in poll book or supplemental poll book**, suggest the voter use the QR code lookup to find correct registration and/or polling place. If voter is in the correct polling place, check the poll book listing voters who have returned ballots.

If "**affirmation required**," locate the Affirmation of Elector form in the Judge's folder and allow voter to step out of line to fill it out. Before voting, voter must fill out section A or B then sign section C while a poll worker observes. Poll worker must then sign form.

If **assistance is required** and need **IS** indicated in the poll book, the voter may proceed.

If **assistance is required** and need is **NOT** indicated in the poll book, locate the Assistance Declaration form in Judge's folder. Voter must fill out and sign the form. Judge and person assisting voter must sign before the voter votes. Completed form goes back in the Judge's Box and voter's name, assistant, and reason for assistance is entered into the Record of Assistance stapled to the front of the No. 2 envelope.



ACCEPTED FORMS OF VOTER ID

STATION

1

If a voter's signature box says "ID Required" in light grey, then this person is voting in the Division for the first time since registering at their address. Federal and State laws require that first-time voters provide identification before voting. The voter must provide one of the following approved forms of identification BEFORE signing the poll book:

APPROVED FORMS OF PHOTO IDENTIFICATION (must be valid):

- PA Driver's License or ID card issued by PennDOT
- ID issued by U.S. Government
- ID issued by any Commonwealth of Pennsylvania Agency
- U.S. Passport
- Student ID
- Employee ID

If the first-time voter does not have any of the above forms of approved photo identification, then the voter may provide any of the following approved forms of non-photo identification.

APPROVED FORMS OF NON-PHOTO IDENTIFICATION (must include the voter's name and address of registration):

- Voter Registration Card issued by the Voter Registration Office
- Non-Photo ID issued by the Commonwealth of Pennsylvania
- Non-Photo ID issued by the U.S. Government
- Current bank statement
- Current utility bill
- Current paycheck
- Government check
- Firearm permit
- U.S. Armed Forces ID



POLL WORKER

TRAINING & RESOURCES

Note: Poll workers can **ONLY** request ID if it's the voter's first time voting in that division.

VOTING PROCEDURE FLOW

IS VOTER'S NAME LISTED IN THE A-L OR M-Z POLL BOOK OR SUPPLEMENTAL POLL BOOK PAGES?

YES

NO

Ask the voter if they might be found under a different last name or spelling and search again. IS IT LISTED?

YES

NO

Is the voter's name listed in the THIRD POLL BOOK?

YES

NO

SEARCH FOR REGISTRATION STATUS:
Recheck poll book and supplemental sheets. Was registration found?

YES

NO

VOTER'S BALLOT WAS RECEIVED.

Confirm the voter's address is in the division by checking the street list. If it's not, suggest they confirm their registration division using QR code.

NO

YES

Send voter to Provisional Ballot station

Use QR Code for Polling Place. Right Polling Place?

NO

YES

Send voter to Correct Polling Place or Provisional Ballot station

Send voter to Provisional Ballot station

Are there any MESSAGES IN THE VOTER'S SIGNATURE BOX?

YES

NO

"Vote Provisional or Remit Ballot"

Voter presents unvoted Mail-In Ballot and Declaration Envelope

NO

Send voter to Provisional Ballot station

"ID Required" first-time voter in the division

Voter presents approved form of ID before signing the book and voting.

YES

Send to Judge's Area to spoil ballot, fill out declaration, & then sign into the poll book like normal. Voter can then vote on machine.

"Affirmation Required"

Inactive Voter. Complete Affirmation of Elector form before signing in and voting.

"Affirmation & ID Required"

Complete Affirmation of Elector form and present ID before voting.

"No Signature on File"

Image of voter's signature could not be captured. Voter can sign in the poll book and vote.

STATION 2

GREETER / VOTER SIGN-IN M-Z / YELLOW NO. 4 BOOK

PROCEDURE

- 1 Greet voter.
- 2 Ask voter to loudly announce their name. Confirm that their name begins with M-Z. (If their name begins with A-L, direct them to Station 1.)
- 3 Locate voter in poll book M-Z
 - If ID required, verify ID first
 - If Affirmation required, fill out Affirmation of Elector form (see side 2)
 - If Assistance required and assistance box is NOT checked, fill out Declaration of Assistance form (see side 2)
 - If voter is not in the poll book, direct them to Station 1 to check the Supplemental Pages
- 4 If voter is eligible to vote on machine, enter voter number and instruct voter to sign the poll book.
- 5 **In a Primary Election only**, once voter has signed, their party should be announced and the voter should receive a card designating the party in which they are registered. Direct voter to the machine where the voter will hand the card to the machine inspector, who will set the machine to the correct party.
- 6 Record in-person voter's name, admission numbers and party affiliations in order in the front of the Yellow No. 4 book.
- 7 Record provisional voters in the back of the Yellow No. 4 book with the designation PROV in place of an admission number.

SUPPLIES

- Poll Book M-Z
- Third Poll Book - Ballot Returned/Not Eligible to Vote
- Affirmation Forms
- Assistance Forms
- Yellow No. 4 book
- Pens

POLL WORKER

TRAINING & RESOURCES



If the voter's name appears in the Third Poll Book, their ballot has been received.

Everybody has the right to vote on a PROVISIONAL ballot.
NO EXCEPTIONS!

STATION 2

GREETER / VOTER SIGN-IN

SPECIAL PROCEDURES

If a voter arrives with a **mail-in or absentee ballot**, including the declaration envelope, the Judge can spoil the ballot and allow the voter to vote on a machine once the voter has filled out an "Elector's Declaration to Surrender Their Mail Ballot." The voter must then sign into the pollbook like normal.

If **"affirmation required,"** locate the Affirmation of Elector form in the Judge's folder and allow voter to step out of line to fill it out. Before voting, voter must fill out section A or B then sign section C while a poll worker observes. Poll worker must then sign form.

If **assistance is required** and need **IS** indicated in the poll book, the voter may proceed.

If **assistance is required** and need is **NOT** indicated in the poll book, locate the Assistance Declaration form in Judge's folder. Voter must fill out and sign the form. Judge and person assisting voter must sign before the voter votes. Completed form goes back in the Judge's Box and voter's name, assistant, and reason for assistance is entered into the Record of Assistance stapled to the front of the No. 2 envelope.



POLL WORKER
TRAINING & RESOURCES

STATION 3

JUDGE / PROVISIONAL AREA

KEY DUTIES

- Judge assigns, and can fill in for, any role throughout the day. Judge should assist at the voter check-in table when necessary.
- Judge must be available to sign assistance forms, provisional ballots, repair forms, and other paperwork as needed and must also spoil ballots (machine and mail-in).
- Judge assists with “line management” - checking in with voters as they wait in line and making sure they are registered and are at the right polling place.
- Judge calls emergency numbers when there is an issue.
- Judge is primary person responsible for ensuring there is no electioneering and that everyone in the polling place is allowed in at any given time although all poll workers share this responsibility.
- Judge must assign breaks to other poll workers as the day allows.
- Judge should assign a poll worker to stand at the end of the line at 8:00 pm to turn away any voters that arrive AFTER polls close.
- After polls close, Judge must return the Materials Box to Delaware and Spring Garden before 2 am.

SUPPLIES

- Materials Box
- Judge's Folder containing Assistance Declarations, Affirmation of Electors, Challenge Affidavits & receipts and HAVA statements
- Spoiled Ballot Stickers
- Black markers
- Spoiled Ballot Envelope
- Provisional Ballots
- Pens
- City-issued cell phone
- Extra and unused materials (not provided) Privacy barrier for voters filling out Provisional Ballots
- Table
- Chairs

POLL WORKER
TRAINING & RESOURCES



Note: If a voter requests assistance, anyone other than the Judge of Election, the voter's employer, or a representative of the voter's labor union may provide assistance in the booth once the voter assistance declaration has been completed.

PROVISIONAL BALLOTS

PROCEDURE FOR POLL WORKER

1. Give the voter BOTH a Provisional Ballot Package and a Provisional Ballot (Judge of Elections). In a Primary, voters are to be provided with the party ballot of their choosing.
2. Witness proper completion of Section #1 of the Provisional Ballot Affidavit Envelope B (Both Judge of Elections and Minority Inspector).
3. Complete Section #2 of the Provisional Ballot Affidavit Envelope B **BEFORE** the ballot is marked by the voter (Judge of Elections and Minority Inspector).
4. Voter completes the Provisional Ballot in private following the instruction card. Ballot must be sealed in the Secrecy Envelope and the Secrecy Envelope sealed in the Provisional Ballot Affidavit Envelope B (Voter).
5. Voter returns the Provisional Ballot Affidavit Envelope B to the Election Board Official table and signs and dates Section #4 in the presence of the Judge of Elections or Inspector.

NOTE: The Judge of Elections MUST check to make certain the voter has completed all information, and signed both Section #1 and Section #4 of the Provisional Voter Affidavit Envelope B.

6. Affix the Ballot Identification Number to the Provisional Ballot Envelope to the bottom right hand corner of Provisional Voter Affidavit Envelope B (Judge of Elections).
7. Provide the voter with a receipt noting the website and phone number for tracking status of the ballot (Judge of Elections).
8. Place the voted Provisional Ballot in Provisional Voting Return Envelope C.
9. Enter the voter's name into the back of the Yellow #2 and #4 Books writing "PROV" instead of an admission number (Clerk). Reminder: provisional voters do not sign the poll book.

POLL WORKER
TRAINING & RESOURCES



STATION

3

SUPPLIES

- Provisional Ballot Packages
 - One (1) Secrecy Envelope
 - One (1) Provisional Ballot Affidavit Envelope B
 - One (1) Provisional Ballot Instruction Card (white)
 - One (1) Provisional Ballot Receipt
- Provisional Ballots (white paper with a green stripe near the top)
- One (1) Provisional Voting Return Envelope C
- Voters may receive an English/Spanish or English/Chinese Ballot and Envelope set.

If you are running low on Provisional Ballots on Election Day, call **215-686-1530**.

SPOILING MAIL BALLOTS

STATION

3

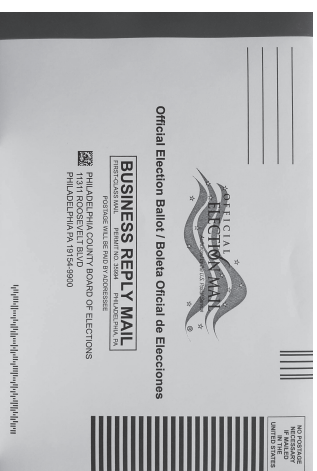
BALLOT SURRENDER/CANCELLATION PROCEDURE

SUPPLIES

If a voter has previously applied for a mail-in ballot and requests to vote on the machine, they can do so if they have brought in both the paper ballot and the 'declaration' envelope. Otherwise, they may only vote provisionally.

Ballot Surrender/Cancellation Procedure:

1. Voter gives paper ballot and declaration envelope to the Judge.
2. The Judge places Spoiled Ballot sticker on the ballot and wraps a sticker around the mail in declaration envelope being sure to **NOT COVER** the bar code.
3. The Voter signs the front side of the 'Elector's Declaration to Surrender Their Mail Ballot'
4. The Judge signs the back side of the 'Elector's Declaration to Surrender Their Mail Ballot'
5. Place spoiled ballot, spoiled declaration envelope and 'Elector's Declaration to Surrender Their Mail Ballot' in the Surrender Mail Ballot Envelope.
6. Voter must then sign the poll book as normal and vote on machine. The "Ballot Remitted" option must be checked next to the voter's name in the poll book.



- Spoiled Ballot Stickers
- 'Elector's Declaration to Surrender Their Mail Ballot'
- Surrendering Mail Ballot Envelope

Note: If you run out of declaration forms, Judge may handwrite the exact text for voters to sign, or print at home on break or before election, if possible.

If you run out of spoiled ballot stickers, Judge can thoroughly mark up the outside of the envelope with black marker but should avoid the bar code area.

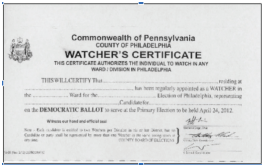

POLL WORKER

TRAINING & RESOURCES

This page is intentionally left blank

POLLING PLACE BEHAVIOR

A Polling Place is defined as the room where the voting machines are located

People Allowed	Actions Allowed	Illegal or Inappropriate Behavior
<p>Board of Elections Members</p>	<p>Poll workers assist voters in the check-in process, ensure that only authorized personnel are present in the polling place, and perform other tasks as required and detailed throughout this guide.</p>	<ul style="list-style-type: none"> • Serve without having been sworn in • Permit illegal voting assistance • Make false entries on official documents • Destroy or alter registration affidavits, results tape or other official records • Permit ineligible voters to cast a vote • Intimidate, harass, or otherwise deter Poll Watchers from working at a polling place. • Permit a voter to see his or her signature on the registration record before signing the poll book. • Permit unauthorized people in polling place • Deny entry to authorized poll watcher with certificate
<p>Registered Divisional Voters</p>	<p>Allowed in only while in the act of voting</p>	
<p>Persons providing authorized voter assistance including language translation</p>	<p>To provide voter with assistance in completing their ballot</p>	<p>Electioneering by anyone providing assistance is not allowed.</p>
<p>Certified Poll Watchers</p> 	<ul style="list-style-type: none"> • Must present their Certificate to members of the Election Board upon request. • During voting hours, only one Watcher for each party or candidate is permitted at any given time. • When NO voters are present, the Watcher may inspect the Voting Check List (poll book), ask for the public count from each Expressvote XL, and inspect the #2 and #4 books. • After voting hours, ALL Watchers are permitted inside to watch the vote tabulation. 	<ul style="list-style-type: none"> • Watchers MAY NOT INTERFERE with the voting process. If they believe something is wrong, they should report it to their candidate or party. • Watchers must remain OUTSIDE the enclosed area- the area directly in front of, beside or behind the voting machines. • The Watcher may not handle the materials or remove them from the Election Board table. • The Watchers may not engage in electioneering activities.
<p>County Election Personnel</p> 	<p>When called, official personnel with ID will arrive</p>	<p>Should only be on site performing official business</p>
<p>Machine Repair Personnel</p>	<p>When called, official personnel with ID will come to fix machines</p>	<p>Should only be on site when repairs have been reported and should always have official ID</p>

People Allowed	Actions Allowed	Illegal or Inappropriate Behavior
Law Enforcement Personnel summoned by the Judge	<ul style="list-style-type: none"> • Police may be called for violence or threats of violence. • Police also come to drop off the final absentee ballot list and pick up hopper bags after polls have closed 	Police may not be present in the polling place if not called by Board of Elections or fulfilling one of the two duties mentioned.
Anyone		<ul style="list-style-type: none"> • Electioneering within 10 feet of the polling place. This includes but is not limited to: handing out campaign materials, placing campaign materials on the Election Board table, telling voters which candidate to support, wearing apparel or buttons supporting a candidate, campaign, or political party (exception: voters in the act of voting). • Bribe or attempt to bribe voters. • Tamper with voting machines.

SERVING VOTERS WITH LIMITED ENGLISH PROFICIENCY

Per federal law, all materials needed to enable voters to vote on Election Day are available in both English and Spanish.

For divisions with a large number of limited English proficiency voters the City Commissioners will test, certify, train, and assign Interpreters to provide in-person English/Spanish language assistance. Some divisions may have Interpreters assigned for other languages. In order to serve, all interpreters **must** be certified by the city prior to the election. Certified interpreters will bring an Appointment Letter from the City Commissioners to the polling place, listing their assigned Ward/Division. Need does not guarantee availability. Boards may recruit interested bilingual parties and request certification by calling (215) 685-4811 as far in advance of the election as possible. More info at philadelphiovotes.com/en/election-board-officials/bilingualinterpreters.html.

Phone Interpretation

Boards may access phone language assistance for 173 languages via the city-provided cell phone. The instructions for using this service, including identifying a voter's language, can be found in the materials box.

Language Assistance from a Child, Relative, Friend, Neighbor, or another Voter

Under Federal and State law, a voter who is disabled or who cannot adequately read or write English can select anyone the voter chooses, including the voter's minor children, to provide oral language assistance. A voter may NOT receive assistance from the voter's employer or an agent of that employer, or from an officer or agent of the voter's union. State law also prohibits the Judge of Election from providing assistance in voting. However, the Judge may be permitted to provide language assistance if:

1. There is no one else available to provide oral language assistance
2. AND, the Judge speaks Spanish or any other required language proficiently
3. AND, the voter chooses the Judge to provide language assistance.

If the voter's record in the poll book is not marked "Assistance Permitted," an "Assistance Declaration" form and the "Record of Assisted Voters" form must be filled out before voting. More info on assisted voting can be found on Station Card 1 (pages 15-16 of this guide).

CLOSING THE POLLS

NEARING 8PM

- Clerk finishes entering voter information in #2 & #4 yellow books
- Everyone fills out payroll to sign at 8 pm

AT 8PM

- One poll worker gets in line behind last voter at exactly 8 pm
- Machine Inspector closes polls on Expressvote XL machines as soon as the last voter has finished voting

CLOSING ASSIGNMENTS

- Carefully remove all indoor and outdoor signs for recycling
- Remove any ground tape
- Ensure that all trash/food containers/etc are thrown away or recycled.
- Assist Machine Inspector with shut down of machine when possible
- Wipe down tables and move tables and chairs back to where they were before set-up
- Remove accessibility materials (ramp, doorbell, etc)
- All poll workers sign results tape
- Post results tape where visible to outside
- Distribute results tape to party representatives
- All poll workers sign the affidavit at the front of the poll books, verifying that they have upheld identification requirements throughout voting.
- Pack vinyl bag (see page 28)
- Pack hopper bag (see page 28)
- Pack and seal Materials Box - all reusable materials, unused forms, and payroll
- Pack #2 and #4 Envelopes
- At least Judge and Minority wait for police to whom they provide the Vinyl Bag and Hopper Sack
- Judge returns Materials Box to Delaware and Spring Garden before 2am

ITEMS FOR POLICE PICK-UP CHECKLISTS**Colored vinyl USB Results Bag**

- USB sticks from all machines
- RTC Envelope including the LAST (longest) results tape and zero tapes from each ExpressVote XL
- City-issued Cell Phone
- Absentee and Mail-in Voters Lists
- Machine Barrel Key
- Lanyard

Hopper Sack Contents

- Hoppers from each ExpressVote XL
- Spoiled Ballot Envelope
- Provisional Voting Return Envelope C
- Surrendering Mail and Absentee Ballot Envelope
- Seal Recording Card

Pull string tight to close the bag.



DO NOT PUT THE VINYL RESULTS BAG INTO THE HOPPER SACK!

WHERE STUFF GOES**RESULTS TAPE**

5 copies of results tape are printed when during the closing of the polls. Copies of the results tape get distributed as follows:

- Last, longest copy from each machine in RTC envelope
- One copy from each machine posted outside the polling place where it is visible to all.
- Once copy from each machine in the Number 2 Envelope
- One copy from each machine in the Number 4 Envelope
- Remaining copies from each machine
 - 1 to Democratic committee people
 - 1 to Republican committee people.
 - 1 to third party representatives

If none are present, this results tape can be discarded. If additional tapes are needed, touch "Print Report" in the bottom right-hand corner of the screen.

WHITE RTC ENVELOPE

- Opening 0-count results tape from each machine
- Last, longest closing results tape from each machine

#2 ENVELOPE

Place in Materials Box when ready:

- Oath of officers
- 1 copy of the results tape from each machine
- #2 yellow book
- Record of assisted voters

#4 ENVELOPE

- 1 copy of the oath of officers
- #4 book
- 1 copy of the results tape from each machine

Envelope is given to the Minority Inspector at the end of the day. Minority Inspector retains for one year unless notified otherwise by the City Commissioners' Office.

ELECTION MATERIALS BOX

Everything else goes back in the Election Materials Box, including the payroll sheet. Materials Box is returned to the City Commissioners' Office at the end of the day.

MACHINE INSPECTOR GUIDE

In this section you'll find resources for the Machine Inspector, including detailed set-up and take-down checklists, a visual machine diagram, troubleshooting guide and tear-out station card that lays out basic tasks and the process for spoiling machine ballots.

MACHINE SETUP - COMPLETE IN ORDER

1. Confirm ward and division on all machines.
2. Plug machines in and check for the green light in the upper front right corner of each machine. This tells you the power is working.
3. Lock the wheels.
4. Break the green seal on the front cover.
5. Break the green seal on the bottom back of the machine and record the seal number on the poll site seal card. See Materials Box guide for image.
6. Remove cover.
7. At the center top back of the machine, you'll see a green seal. Remove it and record seal number.
8. Get lanyard with machine password and key from the materials box.
9. Open the front top white compartment using the key.
10. DO NOT TOUCH the red wire seal inside the compartment.
11. Note that the USB stick is already inserted. DO NOT touch it until close of polls.
12. Press and release the red power button to turn the machine on.
13. Remove the yellow seal from the access compartment.
14. The machine should now be on. Enter the election code listed on the paper inside the lanyard.
15. You'll see a loading screen then the "Poll and Device Status Screen".
16. At the bottom left-hand corner of the screen, confirm that the machine is in the correct division by looking at the numbers to the right of the word "Poll". Just above that, it must read "Public Count: 0".
17. Tap green "Open Polls" button, on the bottom right-hand corner of the screen, and reenter the password from the lanyard.
18. Tap blue "Accept" button in bottom right corner of screen.
19. This will start the printing of the zero results report.

Continued on next page.

- 20. Hold the report tape as it prints so it never touches the screen.
- 21. The results tape must show “0” votes cast for each candidate and ballot question and each poll worker must sign the results tape to indicate that they witnessed the 0-vote tally.
- 22. Put the signed results tape from each machine in the white envelope located in the zippered vinyl bag from the materials box. Do not seal the envelope.
- 23. Following the instructions on the screen, close and lock the media access compartment.
- 24. Attach the yellow seal through the small hole at the top, center at the rear of the machine and record the number. This seal is the second way to “lock” the front compartment.
- 25. Tap “Continue” on the screen.
- 26. Angle the screen to a comfortable angle by pulling on the bottom of the screen (you can apply pressure on the top of the screen at the same time to make this easier).
- 27. At the back of Machine A, use the key to unlock the bottom compartment. Locate and remove the ADA device and headphones.
- 27. Place the ADA device above the compartment and ensure the headphones are plugged into the headphones port.
- 28. Ensure that the USB cable running from the ADA device is plugged in inside the compartment.
- 29. Remove the blank ballots and place them at Station 2.
- 29. Notch the ADA device cable through the hole in the upper left corner of the compartment door. Gently close and then lock the compartment.
- 30. Remove any doorstops and/or power adapters and set them up where needed. Leave the hopper bag in the rear compartment until it’s time to close the polls at the end of the night.
- 31. Gently close and then lock the compartment.
- 32. Attach the curtains: Raise the curtain rod mounts by opening the white clamp on either side of the machine. Close the clamps when the rod mounts have reached the maximal height.
- 33. Curtains are in the cylindrical, grey container attached to the back of the machine. Remove the cap to access the curtains, but don’t remove the container.
- 34. Place the curtain rods into the rod mounts and unroll the curtain.
- 35. At the rear of the machine, adjust the voting light so that it is visible to poll workers. When the light is on, a voting session is active. When it turns off, the voter has completed their vote.

ASSISTANCE DURING VOTING

Machine Inspectors may verbally instruct voters from outside the voting machine (if they ask) on how to use the machine without an ‘Assistance Declaration’ form. This assistance can include:

- Directing voters to the next open booth
- Verbally advising voters to tap the center of the box with the candidate’s name
- Instructing on “Write In” votes (tap “write in” and a keyboard will appear on the screen)
- Increasing text size tap “text size” in the top right, select “large text”, then tap “return to ballot”
- Assisting voter in spoiling their machine ballot - See **Station Card 4** side 2 for full machine ballot-spoiling procedure.

To use an ADA Device

Machine Inspector provides the ADA Device and headphones to the voter upon request, noting the volume and tempo buttons on the keypad. The voter can initiate audio-assisted voting by pressing the square green button in the center of the console at any time.

STATION 4

MACHINE INSPECTOR(S)

KEY DUTIES

- Lead set-up of machines according to checklist on pg. 29.
- **PRIMARY ONLY:** Insert voter's ballot and select political party based on the party card that was given to the voter at the check-in station – not what party the voter says – before voter enters the booth. Once the inspector sets the machine and the voter has cast their vote, the machine inspector can hand the card back to one of the workers at the table.
- Instruct voter from outside the voting machine on how to use the machine as needed.
- Ensure that no voter leaves the polling place without having completed their vote (use lights to know when someone is finished voting).
- Alert fellow poll workers if a voter in the booth requires assistance (Machine Inspector or any poll worker other than Judge may assist, once the Declaration of Assistance has been filled out).
- Lead take-down of machine when voting has ended, according to checklist on page 34.

SUPPLIES

- Pens
- Chair
- Blank Ballots

SPOILING MACHINE BALLOTS

STATION

4

SPECIAL PROCEDURE

If a Voter wishes to cancel their voting session:

1. Once the voter has selected “Spoil Ballot” on the screen, Machine Inspector enters and tells voter to look away while they enter the code.
2. Confirm reason for ending the voting session, tap “voter’s request” then “accept”.
3. Ballot will eject. Suggest to the voter that they review their selections one more time. If the voter still wishes to spoil the ballot, they should take it back to the Judge’s table.
4. The Judge must give a spoiled ballot sticker and black marker to voter and give them private space to spoil their ballot.
5. Voter crosses out barcodes and selections and folds it and seals it with Spoiled Ballot sticker.
6. Voter gives ballot to Judge to place in the spoiled ballot envelope.
7. Ensure that “active voter” light goes off before next voter is permitted to enter the booth.
8. Voter can then return to the booth with a new ballot.
9. S1 is entered into the pollbook by the voter’s name, and into the No. 2 and No. 4 books.

SUPPLIES

- Spoiled Ballot Stickers
- Black markers
- Spoiled Ballot Envelope

EXPRESSVOTE XL

Front

- 1 Rolling cart
- 2 32" touch screen
- 3 Power status panel
- 4 Access compartment
- 5 Protective screen cover
- 6 Report printer
- 7 Paper path module ("PPM")
- 8 Paper ballot slot



Back

- 1 Privacy curtain rod mount
- 2 Secure ballot hopper
- 3 Privacy curtain storage
- 4 Universal voting console ("UVC")
- 5 Backup battery storage area
- 6 Power cord
- 7 Headphones
- 8 Rolling cart handle



SECURE BALLOT HOPPER

- 1 Card level window
- 2 Handle (two views)
- 3 Secure seal attachment loop
- 4 Kiosk attachment (two views)



CHECKLIST OF CLOSING PROCEDURE - COMPLETE IN ORDER

1. Remove curtains from curtain rod mounts, roll curtains up, and place them back in the curtain container.
2. Open the white clamps on the curtain rod mounts and lower the rods fully.
3. Break the yellow seal in the top center on the back of the machine.
4. Unlock the white compartment door at the top front of the machine.
5. Upon opening the door, the machine will make a beeping noise. Touch the red minus symbol on the screen, then select "Continue" to clear the warning message.
6. Firmly press and release toggle switch in either direction. DO NOT hold the switch down for longer than 2 seconds. The Supervisor Menu screen should appear.
7. Tap "Close Polls" and enter the election code.
8. Tap "Accept" and results tape will begin to print. Don't allow results tape to touch the screen as it prints.
9. Separate the 5 copies from each machine after they have printed. The last, longest copy will also contain the Write-In Results.
10. Machine screen will show "Device Closed and Collected."
11. Pull the USB stick from the compartment and tap "Power Off" then "Shut Down" on the machine screen. USB sticks go in the vinyl police bag.
12. Close and lock the compartment door.
13. Close the gray screen cover and position the screen back to its upright position.
14. Unlock the rear compartment on machine A and place the ADA device and unused paper ballots in the compartment before closing and locking it.
15. Unlock the rear compartment on Machine B and remove the hopper bag. Return any doorstops or power adapters.
16. Place the red media access compartment seal in the small slot on the back of the machine.
17. Close and lock the rear compartment and place the red closing security seal on the rear compartments on both machines.
18. Unlock and open the small, triangular door on the side of the ballot feeder. Press the large green lever toward the front of the machine to release the ballot hopper.
19. Close and lock the triangular door. Use the red/wire ballot hopper seal to seal the metal door flap using the small metal hole near the top of the hopper, above the handle.
20. Record the ballot hopper seal numbers on the poll site seal card.
21. Place the hoppers in the large, black hopper bag.
22. Place the poll site seal card, the spoiled ballot envelope and the provisional ballot envelope into the hopper bag.
23. Pull the string on the hopper bag tight to close it.
24. Unplug the machine and coil the cord on the side of the machine.
25. Place the cover over the machine and attach the cover seal by placing the rear cover flap in line with the metallic ring on the front of the cover.
26. Move machines back to their pre-voting positions and lock the wheels.

NOTE: POLLS CLOSE AT 8:00 PM AND ANYONE ALREADY IN LINE BY 8:00 PM IS ALLOWED TO VOTE.

VOTING MACHINE TROUBLESHOOTING

Problem	Cause	Solution
ExpressVote XL Device Turns Off & Will Not Power Back On	The device could be disconnected from AC power and has run out of battery power.	The backup battery for the terminal can power the ExpressVote XL, when fully charged, for 7 hours. If the terminal loses power, first check to ensure the AC power cord is plugged into both the terminal and the wall outlet. If the terminal is plugged in properly, verify the AC outlet has adequate power. If unable to resolve, call 215-686-1590.
ExpressVote XL Not Accepting Paper Ballot	Although causes vary, the more typical reasons for card jams are: <ul style="list-style-type: none"> • The blank paper ballot is damaged or defective, or • Ballots within the hopper are settling improperly, blocking additional ballots from being inserted 	These suggestions may help: <ul style="list-style-type: none"> • Try re-feeding the ballot into the activation card slot, being careful to feed it as straight as possible. • Check the card to ensure there is no damage. If the paper ballot is damaged, spoil the ballot, and issue another ballot to the voter. • Ensure ballots are settled into bottom of the hopper. Unlock and open the side access door of the ExpressVote XL; remove the ballot hopper; open the front transport access panel and ensure ballots are not curled/blocking the path. Gently shake the hopper to loosen and settle any stuck ballots. Ensure all voted ballots remain in the hopper and reinsert hopper into ExpressVote XL. If issues persist, call 215-686-1590.
Jammed Paper Ballot	Typical reasons for ballot jams are: <ul style="list-style-type: none"> • The ballot was inserted incorrectly, • The Paper Path Module rollers are not functioning properly. 	Unlock and open the side access door to the Paper Path Module. Remove the hopper and open the front transport access panel. Locate and clear the jammed ballot, including all fragments. Spoil the ballot and issue a replacement ballot to the voter. If you cannot clear the paper jam via the described process without the use of tools, call 215-686-1590.
System Error During Voting	“Election Official Message. The system encountered a fatal error.... ”	Follow the on-screen instructions and power down the device. Once powered down, turn the terminal back on again. If this does not resolve the problem, call 215-686-1590.
Internal Flash Memory Card Failure	System displays an on-screen alert suspending all voting functions because the internal memory flash card device failed	Touch Shut Down. Once the terminal has powered down, set it aside and call 215-686-1590.
Session Timeout & Canceling a Vote Session	“Vote Session Timed Out” Message	If the voter has fled without casting their ballot, then touch “End Voting” and spoil the ballot. If the voter is still voting, they should be allowed to continue voting. Touch the appropriate reason for canceling the vote session, then touch “Continue”.

Problem	Cause	Solution
Printer Not Found	The printer door may be open or the printer is not being recognized by the system.	Check to ensure the printer door is fully closed and latched. If unresolved, power down the terminal and restart the system. If the problem persists, call 215-686-1590.
Touch Screen Inaccurate	The screen may be positioned at an ineffective angle	The screen should be tilted to a more comfortable angle for the voter who's using it.
Touch Screen Inaccurate in responding to the Voter or Election Official touch inputs	The touch screen needs to be re-calibrated.	Call 215-686-1590 to report the issue.
Touchscreen Does Not Register Touches Correctly		One or more of these suggestions may help: <ul style="list-style-type: none"> • Ensure nothing is touching the screen; e.g., fingernails, clothing items, and the voter is not leaning on the ExpressVote XL with their other hand. If issues persist, call 215-686-1590.
Touchscreen is Slow or Unresponsive		Ensure there is nothing touching the screen. Remove any obstruction and wait 20 seconds without touching the screen; if the problem persists, power down and restart the ExpressVote XL. If issues persist, call 215-686-1590.

For any Voting System problems on Election Day that you are unable to resolve, call 215-686-1590.

AUDIO KEYPAD/HEADPHONE DEVICES

The Help America Vote Act (HAVA) requires all states and counties to use voting systems that are equipped to afford individuals with disabilities the opportunity to privately and independently cast a ballot. Philadelphia County's machines are wheelchair accessible and are also equipped with a Universal Voting Console (UVC).

An Election Board Official will find the UVC ready to be connected to the A machine, but it will work on any ExpressVote XL. Election Board officials may not discourage voters from using the UVC if they desire to do so.

Universal Voting Console. UVC allows voters to vote without using the touchscreen. NOTE: A visually impaired voter is NOT required to use the UVC if the voter chooses to have an individual provide voting assistance.

Initiating the UVC Voting Session. After the paper ballot is inserted and the ballot displays on screen, press the Select button. On the confirmation screen, press the Next key. This initiates Assistive Mode on the terminal and produces the Help screen. Press Next (Right) to exit or Select to generate a blank screen to provide voter privacy. Assist the voter with adjusting volume, if needed.



Voting with the UVC. Voters using Assistive Mode will use both the UVC to navigate and headphones to listen to audio ballot instructions on how to complete their ballot. Headphones connect to the jack in the lower-right side of the UVC. The voter will use the UVC to make vote selections, finalize, print, and cast their ballot.

Voting with a Dual-Switch Device. Voters may use a dual-switch device, such as a rocker paddle or sip and puff device, to navigate through the ballot, make vote selections, finalize, print, and cast their ballot. Dual-switch devices are not supplied by the County, and are brought to the poll site by the voter. Dual switch devices connect to the jack on the lower left side of the UVC.

REFERENCE

COURT ORDERS

Voters who appear at a polling place with a court order **MUST** vote by Provisional Ballot **UNLESS** the voter's registration record is found in the Division's poll book. Election Board Officials must check the poll book **BEFORE** providing the voter with a Provisional Ballot.

Election Board Officials must adhere to the following procedures for each voter who arrives at the polls with a court order to vote on Election Day:

Check the poll book. If a person appears at the polling place with a court order, check the poll book before providing the voter with a Provisional Ballot.

- If the voter's name **IS** listed in the poll book, write "In Poll Book" on the court order, and follow the procedures outlined in this guide for voters whose names are listed in the poll book.
- If the voter's name is not listed in the poll book, then the voter must vote by Provisional Ballot. Detailed information regarding the procedures for voting by Provisional Ballot may be found in this guide on Station Card 3.

REPORTING NECESSARY POLL BOOK CHANGES

Each Division will be provided Discrepancy Sheets. The Discrepancy Sheets may be found in the Election Materials Box. Election Board Officials should use the Discrepancy Sheets to inform the City Commissioners of any changes that should be made to voter registration records.

The City Commissioners will use this information to:

- Correct errors to voters' name or date of birth information
- Confirm and remove records of voters who are reported as deceased
- Begin the Voter Removal Program by designating records as "Inactive" and mailing Address Verification Notices to registrants that Election Board Officials report as having moved out of a Division.

INACTIVE VOTERS

Federal and State laws require that the City Commissioners conduct a Voter Removal Program once a year and mail a forwardable Address Verification Notice (AVN) or Five Year Notice to the address listed in the voter's registration record. These notices include a response form and a postage-paid, pre-addressed return envelope for the voter's response. The department uses information from the United States Post Office, PennDot, and poll book Discrepancy Sheets to trigger the mailing of an AVN or Five Year Notice. Voters who have not voted in any election for at least five years also receive such mailings.

Voters who do not respond to the notices are designated as "Inactive." Inactive voters' registration records will be updated to reflect a new address, if this information can be obtained from the Post Office. An asterisk will precede each inactive voter's name on the Division Street List, and the inactive voter's signature box in the Division's poll book will say "Affirmation Required." Detailed information on receiving inactive voters at the polls on Election Day can be found in this guide. The department will use the information on the Affirmation of Elector forms to update the voter's registration record after Election Day.

CANCELLATION OF RECORDS

Federal and State laws require that the department follow certain procedures before canceling the registration of a voter who has moved. Voters who do not respond to the AVN or Five Year Notice form, fail to contact our office, and do not vote by the 2nd Federal General Election after the mailing of the notice, will have their registration record canceled. Inactive voters whose registrations are canceled will be removed from Division poll books and street lists after the expiration of the prescribed time period, which always falls in December of each even numbered year.

CHALLENGE PROCEDURES

Once a voter's eligibility is challenged, they are permitted to vote if they complete the following procedure:

1. The voter must take an Oath administered by the Judge of Election and sign a Challenge Affidavit. Any individual under Oath who fails to tell the truth commits perjury, and is subject to any and all penalties provided for in the Election Code.
2. The voter must produce a qualified voter from the Division as a witness. The witness must swear under oath that the voter in question is eligible to vote in the Division. The witness must also sign the Challenge Affidavit.
3. The challenged voter is then permitted to vote.

Who can issue a challenge?

- Election Board Official,
- Certified poll watcher, or
- Voter present at the polls

Grounds for challenge

- Identity of voter

Who cannot be challenged?

- A voter who has moved out of the division. Voter may vote one last time at their former polling place, provided they are listed in the poll book and complete the Affirmation of Elector form which will transfer the voter's registration to their new division after the election if it is located in Philadelphia County.
- A first-time voter in the division. Voter's entry in the poll book will list "ID REQUIRED" and that voter must provide required ID or vote provisionally, but they cannot be challenged.

SEALS

Material & Color	Numbered	Text	Size	Location	Seal Will be Used
Plastic - Green 	Yes	Cover Seal	8"	Cloth Machine Cover	While opening polls. Poll workers will break to uncover machine and open polls.
Plastic - Green 	Yes	Sealed	-	Top Device Panel, Back of Machine (Access Compartment)	While opening polls. Poll workers will break to open polls.
Plastic - Green 	Yes	Rear Door	8"	Back Panel (Grey, battery/ballot storage)	While opening polls Poll workers will break to remove materials and open polls.
Plastic - Yellow 	Yes	Seal	-	Top Device Panel, Back of Machine (Access Compartment)	During election. Poll workers open polls then seal the Access Compartment.
Metal - Red 	Yes	Do Not Break	6"	Inside Top Device Panel (Access compartment I) Hopper/Ballot Box, Mid-box	Seal should not be removed. Seal should not be removed.
Metal - Red 	Yes	Hopper	6"	Hopper/Ballot Box, Top (Ballot deposit point)	After election. Poll workers will seal machine.
Plastic - Red 	NO	Rear Door	8"	Back Panel (Grey, batter/ballot storage)	After election. Poll workers will seal machine.
Plastic - Red 	NO	Cover Seal	8"	Cloth Machine Cover	After election. Poll workers will seal machine cover.

POLLING PLACE LOOKUP

Use your smartphone to look up your address to see if you're in the right polling place.



REGISTRATION LOOKUP

Use your smartphone to look up your Date of Birth or Driver's License to check your registration status.



pavoterservices.pa.gov

A voter whose registration record cannot be confirmed is allowed to cast a provisional ballot. These ballots are counted following verification by election officials that the voter was properly registered.



This page is intentionally left blank

BUSQUE SU LUGAR DE VOTACIÓN

Utilice su teléfono inteligente e ingrese su dirección para verificar si está en el lugar de votación correcto.



CONSULTE SU ESTADO DE INSCRIPCIÓN PARA VOTAR

Utilice su teléfono inteligente e ingrese su Fecha de Nacimiento o su Licencia de Conducir para verificar su estado de inscripción para votar.



pavoterservices.pa.gov

Un votante cuyo registro de inscripción para votar no puede ser confirmado está permitido emitir un voto provisional. Esos votos se cuentan después de una verificación por funcionarios electorales que el votante estuvo inscrito debidamente.



This page is intentionally left blank

WHERE THE Judge of Election PICKS UP ELECTION MATERIALS

The Judge of Election for each ward is required to pick up your election materials the weekend before the election. City Commissioners personnel will be available at distribution centers the weekend before the election:

- Saturday and Sunday- 8:00 AM through 8:00 PM
- Monday- 8:00 AM through 4:30 PM

Polling Place Ward	Pick up Location
Wards 26, 30, 36, and 48	1st District Police Station 24th and Wolf Streets
Wards 23, 35, 41, 53, 54, 55, and 62	2nd/ 15th District Police Station Harbison Avenue and Levick Street
Wards 1, 2, and 39	3rd/ 4th District Police Station 11th and Wharton Streets
Ward 21	5th District Police Station Ridge Avenue and Cinnaminson Street
Wards 5, 8, 14, 15, 18, 19, 25, and 31	Voter Registration Office 520 N Columbus Boulevard, 5th Floor
Wards 56, 58 and 63	7th District Police Station Bustleton Avenue and Bowler Street
Wards 57, 64, 65, and 66	8th District Police Station Academy and Red Lion Roads
Wards 3, 40, and 51	12th District Police Station 65th Street and Woodland Avenue
Wards 9, 12, 22, and 59	14th District Police Station Haines Street west of Germantown Avenue
Wards 46 and 60	18th District Police Station 55th and Pine Streets
Wards 4, 34, and 52	19th District Police Station 61st and Thompson Streets
Wards 20, 29, 32, 37, and 47	22nd/23rd District Police Station 17th and Montgomery Streets
Wards 7, 33, 42, 43, and 45	24th/25th District Police Station Whitaker Avenue north of Erie Avenue
Wards 10, 17, 49, 50, and 61	35th District Police Station Broad Street and Champlost Avenue
Wards 11, 13, 16, 28, and 38	39th District Police Station 22nd Street and Hunting Park Avenue
Wards 6, 24, 27, 44	A.M.E. Baptist Church 41st and Spring Garden Streets

* Times and locations accurate as of July 2021.

Thank you for working

Al Schmidt

Omar Sabir

Lisa Deeley

