Provisional Ballot Procedures

1. Election judge/ clerk has voter complete the Provisional Voter Affidavit envelope prior to voting provisionally.

2. Election judge/ clerk enters voter's name on List of Provisional Voters and checks "provisional" on the combination form after entering voter's name there.

3. Provisional voter signs the combination form.

4. Presiding judge checks box to indicate whether voter has presented an acceptable form of ID or meets the disability exception.

5. Presiding judge checks reason for voting provisionally, signs and dates the affidavit envelope.

6. Voter puts ballot into secrecy envelope, seals secrecy envelope, places secrecy envelope in affidavit envelope, and deposits envelope.

8. Election judge/ clerk gives voter Notice to Provisional Voter.
Paper Ballots

- The Presiding or Alternate Judge must sign on the back of the ballot.
- Be sure to circle the voter's precinct on the back of the ballot.
- Select a ballot on the table,
- Place three ballots on the table,
- Verify the correct ballot style,
- If a voter requests a paper ballot,
CLOSING POLLS
Be sure to bring the FLASH CARDS from inside your I/Os back with your supplies on Election Night.

Station standing in line to be processed.

Folding and paper clipping these tapes will save you a great deal of time at Central Counting

Status now shows CLOSED for that I/O.

Print a Close Polls tape for that I/O, Fold and paperclip it so the top is displayed and verify the

Your white binder.

Procedure as outlined in the Electronic Equipment Manual beginning on page 1. The manual is in

Red VOTE button and drop the Master PEB back into the unclosed I/O to complete the close polls

If any electronic does not show a status of CLOSED, connect the printer to that I/O, hold down the

the top along with a status of OPENED and CLOSED.

The serial number of each electronic which has been opened by the Master PEB should be printed at

Fold the Close Polls tape and paperclip it so the top of the tape is visible.

Close Polls Tape.

It is the responsibility of the Presiding Judges to verify the
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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<tbody>
<tr>
<td>0</td>
<td>Termination</td>
</tr>
<tr>
<td>1</td>
<td>Protocol</td>
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<tr>
<td>2</td>
<td>Public Count</td>
</tr>
<tr>
<td>3</td>
<td>S/N: V5140230</td>
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<tr>
<td>4</td>
<td>Individual Voter Termination Data</td>
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<tr>
<td>5</td>
<td>Number of Terminals Opened:</td>
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<tr>
<td>6</td>
<td>Total Ballots Counted:</td>
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<tr>
<td>7</td>
<td>Total Ballots Cast:</td>
</tr>
<tr>
<td>8</td>
<td>Public Count Statement</td>
</tr>
</tbody>
</table>

Polling Location Results

2012 Unit Primary Runoff Election

Correct Close Rolls Tape
COMPLETE THE PROCESS!

THEIR POLLING LOCATIONS TO PROPERLY WILL RESULT IN JUDGES HAVING TO RETURN TO FAILURE TO PROPERLY CLOSE ALL IOTRONICS CLOSE POLLS
Supply Pickup

- The Presiding Judge is responsible for the pick-up of the supplies for the designated polling location.

- The Supply Pick-up is scheduled for **Sunday, November 3, 2013 from 2:00 p.m. – 3:30 p.m.** at the Election Barn, 7963 Viterbo Rd., Beaumont, TX 77705.

- Only the Presiding Judge is required to pick up the supplies. If the Judge cannot pick up supplies, please arrange for the alternate judge to pick up the supplies.
voters can read the material.

Place the totem pole close to the line where

approximately 6 feet tall.

The sign pops open to be a standing tube

sample ballots for a polling location.

tube containing all the required signage and

each black bag will contain a folded, white

 Totem Pole
2. Completed Assembly

3. Insert the Distance Marker Sign on top of the cone.

Distance Marker Cone Assembly

Please leave it next to the voting booths.

Judges are NOT required to bring the orange cone to the Central Counting Station.

Problems outside the perimeter should be handled by law enforcement.

Judges are responsible for what happens within the 100' distance marker ONLY.
In the phone, for any questions as to a voter's registration status or precinct:

- Please call the Voter Registrar's phone number programmed in the phone.
- A technician will be dispatched to your location.
- If we cannot assist you over the phone, you may have equipment or election procedures issues you may have with completing or opening the polls. Please call the dispatch phone number programmed in the phone.

Contact with your polling location:

- Communication is vital, and the cell phone provides us is unsealed.
- Please locate and power up the cell phone as soon as the bag.

Cell Phones
especially voters.

**DO NOT CARRY ON EXTENDED PERSONAL CONVERSATIONS WITH THE JUDGE FOR PERMISSION TO STEP OUTSIDE TO MAKE A PERSONAL PHONE CALL.**

If needed, please ask the County Court to conduct county business.

**DO NOT USE YOUR PERSONAL CELL PHONES IN THE VOTING ROOM. ONLY THE JUDGE AND THE Parties of the election.**

I, 

swear or affirm that I will not in any manner request or seek to persuade or induce any voter to vote for or against any candidate or measure to be voted on, and that I will faithfully perform my duty as officer of the election and

**DO NOT TRY TO PERSUADE A VOTER IN ANY WAY.** Remember your oath: "

**ELECTIONS ARE ALL ABOUT TEAM WORK.** Judges please rotate duty.

The use of Countywide Polling Locations will require more time to set up with

**TIMELINESS IS NEXT TO GODLINESS.** Do not be late to your polling location.
MAY 27, 2014 ELECTION TRAINING
This is a joint primary runoff election. This election will be conducted utilizing Co-Judges from both Parties AND WE WILL ALL MAKE UP ONE BIG HAPPY ELECTION TEAM!
to the service you provide to the citizens of Jefferson County.

the stipend you receive for your time does not adequately equate
your service stems from your civil volunteerism, and we realize
the polling location.

have the voter not frustrated or disenfranchised when they leave
4. Our goal is to make the voting experience fast and efficient and to
called upon to process the voters expeditiously.
judgment call and the clerk with the fastest clerical skills shall be
3. If there is a line of voters, the liaison is expected to make a
every 2 hours on Election Day.
duties shall be rotated every 1 hour during Early Voting and
2. Duties shall be rotated every 1 hour during Early Voting and
location.

Each Election Judge/Clerk will rotate the duties within the polling

Guidelines for a happy election and great team spirit
TEAM means together everyone achieves more

**Polling Location**

Your lunch times are specified and communicated with the designated liaison at your polling location.

3. Adjust your break time accordingly.

2. Clerks take their breaks at a time and on election day no more than 2 clerks shall take lunch at a time during early voting and no more than 4 clerks are allowed 45 minutes for lunch.

A list will be provided for lunch times to be selected at the start of your week/day.

A list will be provided for break times and we ask that for early voting, no more than 2 clerks at a time. If the polling location is inundated with a lot of voters, please adjust your break time accordingly.

2. Please feel free to take a 20 minute break in the morning and another in the afternoon.

Breaks and lunch time are important to maintain your health and sanity while performing your duties for the election.