Using the County Street & Road Guide

Q. Where does this voter vote?
A. 3312 Northampton Drive
Q. Is 3312 odd or even?
A. Even
Q. 3312 falls in what house range
A. 3324 to 3312

This voter lives in Precinct Hill 2-B

Use the Poll Location at the back of the County Street and Road Guide to find the correct voting location

<table>
<thead>
<tr>
<th>House Range</th>
<th>Street Name</th>
<th>City</th>
<th>Zip Code</th>
<th>Precinct</th>
</tr>
</thead>
<tbody>
<tr>
<td>Even 3224 to 3312</td>
<td>NORTHHAMPTON DRIVE</td>
<td>HILLIARD</td>
<td>43026</td>
<td>HILL 2-B</td>
</tr>
<tr>
<td>Odd 3239 to 3257</td>
<td>NORTHHAMPTON DRIVE</td>
<td>HILLIARD</td>
<td>43026</td>
<td>COLS 46-B</td>
</tr>
<tr>
<td>Odd 3265 to 3309</td>
<td>NORTHHAMPTON DRIVE</td>
<td>HILLIARD</td>
<td>43026</td>
<td>HILL 4-B</td>
</tr>
<tr>
<td>All 0 to 99999</td>
<td>NORTHBANK LN</td>
<td>GROVE</td>
<td>43123</td>
<td>COLS 37-D</td>
</tr>
<tr>
<td>Even 6000 to 6240</td>
<td>NORTHBEND DR CANAL</td>
<td>WINCHESTER</td>
<td>43110</td>
<td>COLS 45-Q</td>
</tr>
</tbody>
</table>

COUNTY STREET & ROAD GUIDE (WHITE PAGES)

<table>
<thead>
<tr>
<th>SEA HOUSE RANGE STREET NAME</th>
<th>CITY</th>
<th>ZIP CODE</th>
<th>PRECINCT</th>
</tr>
</thead>
<tbody>
<tr>
<td>E 3224 to 3312 NORTHHAMPTON DR</td>
<td>HILLIARD</td>
<td>43026</td>
<td>HILL 2-B</td>
</tr>
<tr>
<td>O 3239 to 3257 NORTHHAMPTON DR</td>
<td>HILLIARD</td>
<td>43026</td>
<td>HILL 2-B</td>
</tr>
<tr>
<td>A 0 to 99999 NORTHBANK LN</td>
<td>GROVE</td>
<td>43123</td>
<td>COLS 37-D</td>
</tr>
<tr>
<td>E 6000 to 6240 NORTHBEND DR</td>
<td>CANAL WINCHESTER</td>
<td>43123</td>
<td>COLS 37-E</td>
</tr>
<tr>
<td>O 6001 to 6227 NORTHBEND DR</td>
<td>CANAL WINCHESTER</td>
<td>43123</td>
<td>COLS 37-E</td>
</tr>
<tr>
<td>E 2376 to 2523 NORTHBRANCH RD</td>
<td>GROVE</td>
<td>43123</td>
<td>COLS 37-E</td>
</tr>
<tr>
<td>O 2385 to 2571 NORTHBRANCH RD</td>
<td>GROVE</td>
<td>43123</td>
<td>COLS 37-E</td>
</tr>
<tr>
<td>A 0 to 99999 NORTHGROVE CT</td>
<td>WESTVILLE</td>
<td>43081</td>
<td>WORTH 4-B</td>
</tr>
</tbody>
</table>

VOTING LOCATION (GREEN PAGES)

HILL 2-B
FIRST COMMUNITY CHURCH NORTH CAMPUS 3777 DUBLIN RD COLUMBUS OH 43221

HILL 2-C
BRITTON ELEMENTARY SCHOOL 4501 BRITTON RD HILLIARD OH 43026

HILL 2-D
NORWICH ELEMENTARY SCHOOL 4454 DAVIDSON RD HILLIARD OH 43026

HILL 3-A
HILLIARD MUNICIPAL BUILDING 3800 MUNICIPAL WAY HILLIARD OH 43026

HILL 3-B
HILLIARD PRESBYTERIAN CHURCH 3600 LEAP RD HILLIARD OH 43026

HILL 3-C
J W REASON ELEMENTARY SCHOOL 4790 CEMETERY RD HILLIARD OH 43026

HILL 3-D
BEACON ELEMENTARY SCHOOL 3601 LACON RD HILLIARD OH 43026
How to Cast a Ballot

NOTE: The Precinct Election Official touches the screen to select a visual ballot for the voter. For a visual ballot, the audio buttons at the bottom of the machine WILL NOT BE OPERABLE

- The first screen the voter will see is the instruction screen.
- To view the ballot, the voter presses the yellow "View Ballot" button.
- The voter can scroll between pages of the ballot by pressing the yellow "Back" and "Next" buttons in the lower, right-hand corner of the screen.
- "?" button is used to return to the instructions page; 1/2 means the voter is viewing page 1 of a 2 page ballot.
- As the voter touches the screen, the Real Time Audit Log paper on the left-hand side of the booth prints the voter’s selections. The voter is able to review his/her selections during the entire time he/she is voting. When the voter is finished voting and has cast the ballot, the paper tape inside the machine scrolls up so future voters cannot see the previous voter's selections.
• If a "write-in" candidate is certified to the ballot, the voter may touch "Write In" on the screen, then touch the letters on a popup keyboard to type in the name of the voter's desired candidate.

**NOTE:** If the opportunity to cast a write-in vote exists within your precinct, you will be supplied with a list of certified write-in candidates. You should not offer the list to voters to review prior to voting, but it should be easily accessible for you to provide it to a voter who specifically requests to review the list of write-in candidates.

• After the voter has made all selections, he/she will press the "Review" button on the lower, right-hand corner of the last screen of the ballot. The purpose of this button is to provide a summary of the voter's selections.

**NOTE:** While the voter is not required to make a selection in every contest, the voter must scroll through every page of the ballot before the "Review" button will appear.

• The voter now has the options of changing selections or pressing the green flashing "Press Here to Cast Your Ballot Now" spot on the touch screen. The red VOTE button will also be flashing. The voters may also press this RED button to cast the vote.

**NOTE:** If the vote summary review is more than one screen page in length, the flashing green "Press Here to Cast Your Ballot Now" will not appear until the voter has reviewed every ballot summary page.

**IMPORTANT REMINDER:** As long as the VOTE light is flashing at the top of the voting terminal, the ballot has not been cast.

• If the voter has missed voting for a candidate or issue, the screen will warn "Ballot Incomplete." The voter may return to the ballot or continue to cast the ballot.

• The voter may return to the ballot or press the "Confirm" button.

**STOP**

**Once "CONFIRM" is pressed the ballot is cast, and no further action is necessary. No corrections are then possible.**

You will not hear any audible sound from the machine indicating that the vote has been cast

Use your "Voter Assistance Card" to help the voter at the voting machine if the voter has questions.
Canceling a Ballot

Why cancel a ballot??

1) If the wrong Ballot Style was selected on the voting machine, or if a voter believes the wrong ballot is displayed on the voting machine,

OR

2) If a voter leaves without casting his or her ballot, the Ohio Secretary of State mandates that the ballot be cancelled. This Voter is called the FLEEING VOTER. An open ballot left unattended (no screen activity), will begin "chirping" after 10 seconds.

To cancel a ballot, judges representing both parties should return to the voting machine to perform the following steps:

☐ 1. Re-insert the BLUE Supervisor PEB.

☐ 2. The following screen will be displayed:

<table>
<thead>
<tr>
<th>Ballot Selection Menu</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Cast Ballot</td>
</tr>
<tr>
<td>☐ Cancel Ballot</td>
</tr>
</tbody>
</table>

☐ 3. Select "Cancel Ballot."

☐ 4. When Cancel Ballot is pressed, the next screen will ask you to confirm the previous choice by selecting either "YES" or "NO". Selecting NO will take you back to the previous screen. Selecting "YES" will take you to the following screen:
Cast Blank Ballot

☐ Voter Request
☐ Wrong Ballot
☐ Voter Left Before Selecting a Ballot
☐ Voter Left After Selecting a Ballot
☐ Problem with Printer
☐ Problem with Terminal
☐ Other Reason
☐ Exit Menu

☐ 5. Select the appropriate reason for canceling the ballot to proceed with vote cancellation or "Exit the Menu."

☐ 6. Selecting "Exit the Menu," will take you back to the previous screen.

☐ 7. Select "Proceed with Vote Cancellation" to cancel the ballot.

☐ 8. ONLY for voters who have left without pressing "CONFIRM" (FLEETING VOTER), make a "tick" mark on the Authority-to-Vote Slip Envelope to record the cancelled vote.

☐ 9. For other canceled votes (from the Cast Blank Ballot box above), do NOT record a "tick" mark on the Authority-to-Vote envelope; however, record the canceled vote on the "Problems and Corrections" page in the Precinct Workbook. REMEMBER: "Flees and Ticks!"

IMPORTANT REMINDER: DO NOT REMOVE THE BLUE SUPERVISOR PEB FROM THE VOTING MACHINE UNLESS PROMPTED TO DO SO BY A MESSAGE ON THE SCREEN.
What to do if the RTAL Paper Runs Out

What to do if the RTAL Paper Runs OUT

Each roll of RTAL paper is 300’ long and, depending on the length of the ballot, can only record votes for a certain number of voters. After so many voters vote on a machine, the RTAL paper tape inside the machine can run out. The following procedures will be followed in this event:

1. When the public count on the machine reaches a specified number, please call the Precinct Election Official Hotline at 462-4100 so a technician can come change the paper roll in that machine and others, if necessary. Voters will still be able to vote on the machine until the technician arrives to change the paper roll.

2. The technician will remove the paper rolls and secure them with a rubber band. The technician will initial the used rolls and note the date and time the paper rolls were changed. The Presiding Judge will also initial the removed paper rolls. New paper rolls will be inserted into the machines.

3. Place all “used” paper rolls into the Voting Machine Supply Pack. These will remain in the Voting Machine Supply Pack and be placed in Bin 2 of the machine storage cart at the end of the Election.

4. Because the technician breaks tamper seals recorded by you in the morning on Certificate 1, you will need to record any new tamper seals that are replaced on the machines by the technicians on Certificate 2.

NOTE: If an error message appears on the screen while a voter is voting indicating that the paper roll is exhausted and no more votes can be recorded, CANCEL that voter’s ballot (see page 67) and permit that voter to begin a new ballot on a different voting machine. Close the outer doors to the machine booth to indicate that the voting machine is temporary unavailable. If you have not already done so, call the Poll Worker Hotline at 462-4100 to request technical assistance. Be sure to tell the Poll Worker Service Operator that a machine is OUT OF PAPER.

THE RTAL PAPER RECORD IS THE OFFICIAL BALLOT FOR THE PURPOSE OF A RECOUNT. ALL JUDGES SHOULD ENSURE THE PROPER STORING AND SECURITY OF THE RTAL BALLOTS IF REMOVED FROM A VOTING MACHINE AND PLACED IN THE VOTING MACHINE SUPPLY PACK.
Managing the Voting Location on Election Day

Electioneering

- Campaigning/electioneering or the posting/distribution of campaign material within 100 feet of the voting location is illegal.

NOTE: If the line of waiting voters extends past the safe zone extending to 100 feet from the entrance to the voting location, campaigning/electioneering is prohibited within 10 feet of any voter waiting to vote outside the 100' safe zone.

- Electioneering includes, but may not be limited to: the display or distribution of political badges, T-shirts, buttons, campaign literature, newspapers and magazines with political covers, hats, stickers, pins, and so on.

- Problems with Electioneering? Call the Precinct Election Official Hotline at 462-4100. (This line is for Precinct Election Officials Only!)

Certified Poll Observers

- Certified poll observers are appointed by the political parties, groups of candidates, or issue committees and are allowed to be in the voting location before, during, and after polling hours. Such individuals must have submitted the proper forms to the Board of Elections for approval before Election Day. (See Observer Forms in Appendix D, Pages 128 - 130).

- Before permitting an Observer into the precinct's voting location, you must first verify the Observer's CERTIFICATE OF APPOINTMENT (see page 130).

- If the Observer cannot or will not provide a properly executed Certificate of Appointment, he/she is not permitted to remain in the area.

Media

- Representatives of the press are permitted INSIDE the voting location. This right to access is expressly protected by the First Amendment of the US Constitution. However, the presence or activities of the press may not interfere with Precinct Election Officials and voters who exercise their right to vote. While you are not prohibited from speaking to the press, your primary responsibility is as a statutory Judge or Presiding Judge of the election and your focus should be directed to this task. You are encouraged to inform the Board of Elections if the press visits your voting location by calling 462-4100.
Challenging of Voters

- Voters may be challenged **ONLY by a Precinct Election Official** and only on the following grounds:
  1. Not a resident of Franklin County
  2. Not a resident of Ohio
  3. Not a U.S. citizen
  4. Not of legal voting age

- If challenged by a Precinct Election Official, the prospective voter must complete the “Affidavit Oath Examination of Person Challenged” found in Precinct Workbook. If the voter fills out the form, that voter must be given a regular ballot. (See Challenge Form in Appendix, Page 131.) If the voter refuses to fill this form out, that person must be given a **provisional ballot**. Make a note on the Problems and Corrections page.

Voter Registration Listings (Pink, Green, White)

These listing are posted so that the public can see which voters registered in your precinct have come out to vote throughout the day.

Before the polls are open on Election Day, the Presiding Judge should mark off all absentee voters listed on the Supplemental Absentee List from each of the three lists.

- The Pink list should be posted at the opening of polls (6:30 am), and the GREEN and WHITE copies should be kept current until posted.

- The GREEN list should be posted at 11:00 am and the WHITE list is kept current until posted.

- The WHITE list should be posted at 4:00 pm. After 4:00 pm you are not required to update the lists.

Election Day Balance Sheet

- This is a form designed to record the number of voters processed at each voting machine throughout the day.

- Record the public counter number on each machine at 9:00 a.m., 1:00 p.m., and 4:00 p.m.

- At the end of the day, you will make sure the public count (votes) on the machines reconciles with the number of:
  - provisional votes processed
  - "fleeing voter" canceled ballots ("fleeing voters only") from EACH voting machine
  - Number of Authority-to-Vote slips OR Number of signatures in the Signature Poll Books.
Miscellaneous Precinct Election Official Tools

- Reminders:
  - Use the Voter Assistance Card to help you answer voter questions when at the machine, including how to vote the audio ballot (See page 76)
- ID Flowcharts – Who is a “Regular” and who is a “Provisional” voter (See pages 61 - 62)
- Magnifier Sheet – to assist you in seeing seal numbers and serial numbers, etc.
- Yellow triangle indicates “Zone” supplies to be dropped off. (All supplies with this marking will be taken to the drop-off zone at the end of the Election by the Presiding Judge.)