PEO/BOE Hotline

A telephone number reserved for use by Precinct Election Officials. PEOs use this number to contact BOE about problems and questions that might occur during the Election Day. The number is 462-4100.

Power Strip

Power strips are located in the back of each voting machine. Each power strip has 3-4 outlets. This allows PEOs to “daisy chain” or plug one machine into the back of another when wall outlets are at a premium. The power strips have a RED light that should be lit at all times, indicating the voting machines are receiving electrical power and not operating on battery backup power.

Precinct

The entire county is divided into precincts. Population of an area, district boundaries, and the physical features of the area determine the precinct lines. Each precinct is identified by District Ward Precinct (such as Columbus 19B).

Precinct Workbook

A notebook containing all forms for use by Precinct Election Officials on Election Day.

Problems and Corrections Sheet

Any typographical errors that are found in the voter list should be noted on this form. All problems and suggestions are recorded on this form.

Provisional Ballot

A voter claiming to be properly registered and whose qualification or entitlement to vote cannot be immediately established at the voting location shall be entitled to vote a Provisional Ballot on the voting machine. The provisional ballot forms completed by the voters are returned to the Board of Election office for review and verification. The votes for verified provisional ballots are merged with other Election Day votes at the direction of the Canvass Board.

Provisional Ballot Application Workbook

Contains forms to be completed by Precinct Election Officials and Provisional Voters

RTAL (Real Time Audit Log)

Paper trail under glass within the voting machine that the voter inspects to verify that the machine has accurately recorded his or her vote.

Results Tape

This tape resembles an adding machine. It is printed after closing the voting machines at 7:30 p.m. on Election night. It contains the vote totals for all candidates and races on the ballot. All Precinct Election Officials must sign the closing totals tape. This tape becomes a part of the official record of votes cast at the voting location.
<table>
<thead>
<tr>
<th><strong>Sample Ballots</strong></th>
<th>Sample Ballots are provided to each voting location and are to be posted prominently for viewing by the voters.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Signature Poll Book</strong></td>
<td>A printed roster containing names and addresses of all eligible registered voters in that precinct.</td>
</tr>
<tr>
<td><strong>Supervisor PEB</strong></td>
<td>Contains the ballots for each voting location. The Supervisor PEB is required to activate the voting machine for each voter. (Blue stripe)</td>
</tr>
<tr>
<td><strong>Supplemental List</strong></td>
<td>A listing of voters whose registration status was updated after the Signature Poll Books were printed. This list is found in the back of the Signature Poll Books.</td>
</tr>
<tr>
<td><strong>Unaffiliated</strong></td>
<td>A voter that is not affiliated with a major political party is an unaffiliated voter.</td>
</tr>
<tr>
<td><strong>Voter Contact Page</strong></td>
<td>To contact voters who have had to leave the voting place for emergency reasons. Record the name telephone number of the voter. Contact page allows precinct election officials to contact them to return.</td>
</tr>
<tr>
<td><strong>Voter Registration Application Form</strong></td>
<td>Used to register a voter to vote in an election. An individual completes the form and mails or delivers it to the Board of Elections. A voter may not register to vote on Election Day and then vote on that same Election Day. Registered voters who have moved within the precinct complete a Voter Registration Application Form and vote a “Regular” ballot.</td>
</tr>
<tr>
<td><strong>VOTR</strong></td>
<td>Voter Official Tabulation Results Book. Included in the book are the Master PEB, the Supervisor PEBs, the Flash Memory Cards from the voting machines, and the Clerk of Courts envelope with copies of the zero and results tapes. VOTR book is returned to the drop-off zone on Election Night by the Presiding Judge</td>
</tr>
<tr>
<td><strong>Write-in Votes</strong></td>
<td>The ability of a voter to vote for an individual who does not appear in the official list of candidates on the voting machine. The voter touches the option “Write In” in the candidate list. A keyboard appears that allows the voter to key in a candidate of his/her choice. The “write in” candidate must be certified by the Board of Elections, for the vote to count.</td>
</tr>
<tr>
<td><strong>Youth at the Booth</strong></td>
<td>A program in which youths as young as 17 years old are encouraged to be Precinct Election Officials after attending the required training class.</td>
</tr>
</tbody>
</table>
Zero Tape

This tape resembles an adding machine tape. All Precinct Election Officials must sign the zero tape to validate that the voting machines had zero votes on them when the polls are opened at 6:30 a.m. on Election morning. This tape also contains the date and time that the polls were opened. This tape becomes a part of the official record of votes cast at a voting location.

Zones

There are 7 zones in 5 locations in the County where Presiding Judges bring the critical supplies and forms. Results from the Master PEBs are read by a reader and transmitted to the Board of Elections (280 East Broad) to be tallied for Election Night results.
Appendix D. Review Questions
Review Questions

Below are questions for discussion in class.

REVIEW QUESTIONS

1. What happens if you are unable to print your zero tapes in the morning, and it is 6:30 a.m.?
2. What could cause the machines to go to battery power?
3. How will you know the battery is running low on your machines?
4. How do you check the date/time on your machines? When should you do that?
5. Which color PEB is used to open and close the polls?
6. From how many machines do you print your zero or results tapes?
7. What is one important concept to remember when opening and closing the voting machines?
8. When do you remove a PEB from the voting machine?
9. When should you attach the printer to the machine to print your zero or results tapes?
10. What happens if a zero report cannot print or is not printed?
11. What does a "chirping" machine mean?
12. What is likely happening when a voter or machine judge tries to touch an option on the screen, and the option above or below that option appears instead? What should you do about this?
13. What goes in the Voter Official Tabulation Results Book at the end of the Election Day?
14. What happens to the Voter Official Tabulation Results Book at the end of the Election Day?
15. Which supplies go back to the Zone on Election Night?
16. How do you know that the machines are running on electricity, rather than battery?
17. Is identification required for all voters? What types of ID are acceptable?
18. If a registered voter who is not in the correct precinct casts a Provisional Ballot, will it be counted?
19. Under what circumstances would you issue a voter a provisional ballot?
20. Where would the Ballot Style for a voter be recorded, and where would the PEO find the Ballot Style for a regular voter? For a provisional voter?
## Appendix E. Forms

<table>
<thead>
<tr>
<th>Form</th>
<th>Page</th>
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<tbody>
<tr>
<td>Supply Listing for Presiding Judges</td>
<td>111</td>
</tr>
<tr>
<td>Oath of Judge/Payroll Record</td>
<td>112</td>
</tr>
<tr>
<td>In Case of Vacancy</td>
<td>113</td>
</tr>
<tr>
<td>Certificate No. 1 (Before Opening Polls)</td>
<td>114</td>
</tr>
<tr>
<td>Certificate No. 2 (After Closing Polls)</td>
<td>115</td>
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<td>Election Day Balance Sheet</td>
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<tr>
<td>Record Precinct Problems and Corrections</td>
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<td>Power of Attorney (Notarized)</td>
<td>118</td>
</tr>
<tr>
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<td>Provisional Ballot Application (Steps 1 &amp; 2)</td>
<td>120</td>
</tr>
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<td>Provisional Ballot Application (Steps 3 &amp; 4)</td>
<td>121</td>
</tr>
<tr>
<td>Provisional Voter Hotline</td>
<td>122</td>
</tr>
<tr>
<td>Authority to Vote Slips</td>
<td>123</td>
</tr>
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<td>Authority to Vote Envelope</td>
<td>124</td>
</tr>
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<td>Voter Contact Page</td>
<td>125</td>
</tr>
<tr>
<td>Death of Registered Voter</td>
<td>126</td>
</tr>
<tr>
<td>Voter Registration Form</td>
<td>127</td>
</tr>
<tr>
<td>Observer Appointed by Political Party</td>
<td>128</td>
</tr>
<tr>
<td>Observer Appointed by Issue Committee</td>
<td>129</td>
</tr>
<tr>
<td>Observer by 5 or More Candidates</td>
<td>130</td>
</tr>
<tr>
<td>Challenge of Right of Person to Vote</td>
<td>131</td>
</tr>
</tbody>
</table>
GENERAL ELECTION – NOVEMBER 7, 2006
SUPPLY LISTING FOR PRESIDING JUDGES

Canvas Supply Bag Labeled w/ District, Ward and Precinct
(Orange label indicates keys to voting locations provided)

Zone Supply Checklist – A list of items to be returned to the zone
Table Tent Sign for Precinct Identification
Authority to Vote Envelopes (2)
(You may combine Authority to Vote Slips from more than one voting machine)
Signature Poll Book (A - K and L - Z)
Precinct Workbook
Voter Registration Listings (3 sets – Pink, Green and White covers)
Provisional Ballot Application Forms (2 part carbonless workbook)

Supply Folder – Includes the following items:
Sample Ballots – Post all pages on the wall of precinct
Supply Listing for Presiding Judges
Precinct Street Listings (2 sets) Post one and keep one at precinct table
Ward Voting Locations
Ward Map – post on the wall
Notice to Provisional Voters aka Judge Carr Notice (2)
Notice of Candidate Withdrawals (if applicable) Post a copy at precinct table, post in each voting
machine and post on the wall
Write-in Candidate Instructions (if applicable) – Keep at precinct table. Show to voters who
inquire about write-in candidates
Cell Phone Instruction Sheet
Processing Voters Flow Chart
Voter Opinion Cards (20) – Hand out to voters who may wish to express an opinion
Assigning the Voter Cards for precinct officials (5)

Pen Kit (Envelope containing 6 ink pens, roll of masking tape, 100 ft ball of string,
Election Official Name Tags, and 2 rubber fingers)

Authority to Vote Pads (in pad form) 2 Pads (White)
Numbered 1001 through 1400 and 1401-1800

Precinct Election Official Instruction Manual/Voting Machine Checklist

Absentee Voters List (whenever applicable)

Packet of Signs:
Alpha Class Signs - Tape to front of table to indicate where lines are to form.
Voting Machine Instruction Card for the ES&S iVotronic Voting Machine
Voting Rights Information
Election Day Guidelines
No Smoking Signs (2)
Notice of Double Voting Signs (2)
Voting Today Signs (5)
Board of Elections - Address/Phone # Cards - Tear off and give to voters as needed.

Zone Supply Checklist – A list of items to be returned to the zone

Supplies located in the supply compartment of the voting machine security cart include:
Compartment # 1 – Flags, No Campaigning Beyond this Point Signs, Extension Cords, Wire
Cutters, Large envelope for the return of non-zone supplies.
Compartment #2 – Voting Machine Supply Pack (red tamper tape security seals for security cart
locks), blue plastic seals for voting machines, portable printer, Master PEB, at least 2 Supervisor
PEBs, Headphones), VOTR (Voter Official Tabulation Results) Book (includes machine
assignment list and zone map)***VOTR Binder is to be returned to zone with Flash Cards from
ALL machines, Master PEB and Supervisor PEBs, and one copy of the zero and results tape).
I Voted Today Stickers, Static (alcohol) Wipes, and Full Page Magnifying Glass, 2 Red PEB
Aprons and County Street Listing with Voting Locations

Cellular Phone in Labeled Bag (Instruction sheet for use provided above)
Key to voting machine security cart attached

All items marked with fluorescent zone sticker and listed on zone supply checklist must be
returned to the zone drop-off location.
OATH OF JUDGE OF ELECTIONS/PAYROLL RECORD

STATE OF OHIO, COUNTY OF FRANKLIN, vs.

I do solemnly swear under penalty of perjury that I will support the Constitution of the United States of America and the Constitution of the State of Ohio, and its laws, that I have not been convicted of a felony or any violation of the election laws, that I will discharge to the best of my ability, the duties of the Judge of Elections to which I have been assigned, for Precinct ______

______ of Ward _____________

______ of Township, City or Ward _____________

in the County of Franklin, in the election to be held on November 7, 2006 as required by law and the rules and instructions of the Board of Elections of said County; and that I will endeavor to prevent fraud in such election, and will report immediately to said Board any violations of the election laws which come to my attention, and will not disclose any information as to how any elector voted which is gained by me in the discharge of my official duties.

Numbers of workers serving: _____________

<table>
<thead>
<tr>
<th>NAME</th>
<th>Position</th>
<th>Political Party Represented</th>
<th>Time Reporting</th>
<th>Please Print Full Mailing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>In</td>
<td>Out</td>
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<tr>
<td>Prior:</td>
<td>President</td>
<td>Judge</td>
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<tr>
<td>Sign:</td>
<td></td>
<td></td>
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<tr>
<td>Prior:</td>
<td>Judge</td>
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<tr>
<td>Sign:</td>
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<td>Prior:</td>
<td>Judge</td>
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<td>Sign:</td>
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<td>Prior:</td>
<td>Judge</td>
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<tr>
<td>Sign:</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Oath of office to be administered to all precinct election officials by the President Judge

All workers must sign this affidavit to receive payment

***Please obtain a social security number and phone number for workers appointed on Election Day***

City-Village-Township             Ward              Precinct
IN CASE OF VACANCY

Certificate of Appointment of Judge to Fill Vacancy and Oath.

Special Election – November 7, 2006

Precinct __________________________ of Ward __________________________

____________________________ Township, City of Village

Worker 1: WE HEREBY CERTIFY, that

an Election Official in this precinct, was absent on the day of the election at the time fixed for meeting before the
hour fixed for opening the polls, thereupon the Presiding Judge, with the concurrence of a majority of the remaining
Judges, appointed

____________________________ a qualified elector of the same political party as that of the absentee

to fill the vacancy pending action by the Board of Elections.

Worker 2: WE HEREBY CERTIFY, that

an Election Official in this precinct, was absent on the day of the election at the time fixed for meeting before the
hour fixed for opening the polls, thereupon the Presiding Judge, with the concurrence of a majority of the remaining
Judges, appointed

____________________________ a qualified elector of the same political party as that of the absentee

to fill the vacancy pending action by the Board of Elections.

Said Election Official thereupon was duly sworn as required by law.

Witness our hands this 7th day of November 2006.

__________________________
Presiding Judge

__________________________
President Official

__________________________
President Official

Steps for using this form to appoint a precinct election official.

1.) Call the precinct election officials desk to report all vacancies.
2.) If you find someone that wants to fill the vacancy and work the polls, complete
   this form
3.) Administer the “Oath of Judge” and have replacement worker sign payroll
   affidavit and provide payroll information. Workers appointed on Election Day
   should also provide their social security number and phone number on the
   payroll slip.
4.) Call the precinct election officials desk to report that the vacancy has been filled
   and provide the name and contact information via the phone to the precinct
   election official coordinator for the party of the replacement worker.
CERTIFICATE No. 1  

(BEFORE THE OPENING OF THE POLLS)  
(To be completed by the Presiding Judge and Election Officers)

Storage Cart Tamper Safe Security Tape # ________ and # ________

Record the seal number from the red tamper tape security seal located over key hole of storage cart locks.

Please remove the seal prior to inserting the key into the lock.

WE HEREBY CERTIFY: That on this 7th day of November 2006, before the polls were open the voting machine(s) were delivered to our voting location. Said machine boxes were sealed and locked in the storage/transportation cart and were also sealed individually.

<table>
<thead>
<tr>
<th>VOTING MACHINE NUMBER</th>
<th>BLUE MACHINE SEAL NUMBER</th>
<th>GREEN TAMPER TAPE SEAL ON FLASHCARD COMPARTMENT</th>
<th>BLUE TAMPER TAPE NUMBER</th>
<th>PROTECTIVE COUNTER NUMBER</th>
<th>PUBLIC COUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Lower Right Corner of Machine/Doors Open)</td>
<td>(Top of Doors)</td>
<td>(Top of machine/Doors Open)</td>
<td>(Back of machine)</td>
<td>(Read from &quot;0&quot; tape)</td>
<td>(Should be 0)</td>
</tr>
</tbody>
</table>

Note: If public count is not "0", do not use the voting machine and call 462-4100 for assistance.

Please verify that the date and time displayed on the screen of each voting machine is correct as you open your precinct. If not correct, continue to open the machine and use the machine, but report the discrepancy to 462-4100 immediately.

Only record the green tamper tape security seals.
**Do not** remove the seals or the flash memory cards at this time.

Remarks:
CERTIFICATE No. 2

(AFTER THE CLOSING OF THE POLLS)
(To be completed by the Presiding Judge and Election Officers)

<table>
<thead>
<tr>
<th>VOTING MACHINE NUMBER</th>
<th>BLUE TAMPER TAPE NUMBER</th>
<th>PROTECTIVE COUNTER NUMBER</th>
<th>PUBLIC COUNT</th>
<th>BLUE MACHINE SEAL NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Lower Right Corner of Machine Doors Open)</td>
<td>(Back of Machine)</td>
<td>(Read from &quot;Result&quot; tape)</td>
<td>(Read from &quot;Result&quot; tape)</td>
<td>(Replacement found in supply pack)</td>
</tr>
</tbody>
</table>

WE HEREBY CERTIFY: That on this 7th day of November 2006, after the polls were closed and last voter had voted the voting machines listed below were immediately closed, tabulated, memory devices removed and returned to the storage/transportation cart. Said storage/transportation cart was secured with lock and red tamper tape security seals provided.

Note: If blue tamper tape seal number is different from the seal number recorded on Certificate #1, provide a brief description of reason on the line below.

After each voting machine is closed and the results tapes run, remove the green tamper tape security seals over flash memory card compartment, slide compartment open and remove flash memory cards.

Remarks: ____________________________________________________________

Storage Cart Tamper Tape Security Seals # ___________ and # ___________
Record red tamper safe security tape provided and place over lock holes once voting machines are secured in storage cart.

ELECTION DAY BALANCE SHEET

Please record the public count from each voting machine at the times specified. Once the information is recorded on the form, add the public count from the individual machines to obtain the total for that time of day. The number of persons voting on the voting machine should match the number of authority-to-vote slips issued, plus the number of provisional voters casting ballots on the machines, minus the number of fleeing voters.

If your numbers do not match, please make a note at the bottom of the page to explain the discrepancy.

<table>
<thead>
<tr>
<th>VOTING MACHINE NUMBER</th>
<th>9 a.m. Public Count Reading (Displayed on blue screen)</th>
<th>1 p.m. Public Count Reading (Displayed on blue screen)</th>
<th>4 p.m. Public Count Reading (Displayed on blue screen)</th>
<th>Final Public Count Reading (After the polls close)</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

TOTAL

*Note* If touching the black screen does not cause the screen to turn blue and display the information needed, please check the power supply to the machines (check light on power bar) and/or check for a dislodged power plug (small black plug at top of machine).

# of Provisional Ballots Processed ________ # of Canceled Ballots ________

Remarks: ____________________________