Precinct Election Official Standards & Training Manual

Bay County, Florida

Submitted by:

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Goal:
The Official Standards & Training Manual was developed to ensure uniformity in creating and filling all Precinct Election Official positions.

Synopsis:
This document provides the user with standard training processes for Precinct Election Official personnel positions. Updates are made continually and Precinct Election Officials are given access to view this document via our website. Content of the document includes:

- position flow chart
- training courses and descriptions
- responsibilities of each position
- approval and dismissal guidelines
- education standards
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<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Revision Made</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/06/07</td>
<td>Complete Renovation</td>
</tr>
<tr>
<td>06/15/07</td>
<td>Corrections</td>
</tr>
<tr>
<td>07/19/07</td>
<td>Change Poll Worker to Precinct Election Official / Change training from 2 to 2½ hours and from 3 to 4 hours.</td>
</tr>
<tr>
<td>08/02/07</td>
<td>Updated to reflect all training/hands on procedures and office standards.</td>
</tr>
<tr>
<td>03/31/08</td>
<td>Complete Renovation</td>
</tr>
<tr>
<td>05/08/08</td>
<td>Minor change</td>
</tr>
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   B. INSPECTOR CERTIFICATION CONTINUING EDUCATION/DEPUTY CERTIFICATION (CID-CE) PREPARATION
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B. Early Voting Certification (EVC) Preparation
C. Early Voting Certification (EVC) Learning Objectives
## II. DEFINITIONS/ABBREVIATIONS

### A. Office Personnel Assignments Code Table

<table>
<thead>
<tr>
<th>Code Designation</th>
<th>Title</th>
<th>Q.C. I.D.</th>
</tr>
</thead>
<tbody>
<tr>
<td>RABD</td>
<td>Registration/Absentee Ballot Deputy</td>
<td>8</td>
</tr>
<tr>
<td>ADAD</td>
<td>American Disabilities Act Deputy</td>
<td>10</td>
</tr>
<tr>
<td>BCSOE</td>
<td>Bay County Supervisor of Elections</td>
<td>25</td>
</tr>
<tr>
<td>CPD</td>
<td>Candidate and Precinct Election Official Deputy</td>
<td>21</td>
</tr>
<tr>
<td>CAD</td>
<td>Chief Administrative Deputy</td>
<td>7</td>
</tr>
<tr>
<td>CTD</td>
<td>Chief Technology Deputy</td>
<td>17</td>
</tr>
<tr>
<td>EETM</td>
<td>Election Equipment Testing Member(s) (Assigned Each Election)</td>
<td>(Assigned Each Election)</td>
</tr>
<tr>
<td>EDT</td>
<td>Equipment Delivery Team (Assigned Each Election)</td>
<td>N/A</td>
</tr>
<tr>
<td>FVRSD</td>
<td>Florida Voter Registration (FVRS) Deputy</td>
<td>40</td>
</tr>
<tr>
<td>FDES</td>
<td>Florida Division of Election Staff</td>
<td>N/A</td>
</tr>
<tr>
<td>TD</td>
<td>Technology Deputy</td>
<td>10</td>
</tr>
<tr>
<td>TOD</td>
<td>Temporary Office Deputy</td>
<td>5</td>
</tr>
<tr>
<td>VMDD</td>
<td>Voter Mapping &amp; Demographics Deputy</td>
<td>13</td>
</tr>
</tbody>
</table>
### B. Abbreviations and Definitions Table

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absentee Ballot</td>
<td>A paper ballot mailed to the voter upon request; must be returned to SOE Office by 7:00 p.m. on election day</td>
</tr>
<tr>
<td>ADA</td>
<td>American Disabilities Act</td>
</tr>
<tr>
<td>Affirmation Certificate</td>
<td>Form used as a preliminary step for Provisional Ballot Process</td>
</tr>
<tr>
<td>Assistant Clerk</td>
<td>Precinct Election Official who opens Touch Screen Voting System in collaboration with Touch Screen Specialist; also in charge of the polling place in the absence of the Clerk on election day</td>
</tr>
<tr>
<td>Audio Ballot</td>
<td>Ballot which is read to voter by Touch Screen Voting System; voter listens via headphones and presses desired buttons to cast vote</td>
</tr>
<tr>
<td>BCSOE</td>
<td>Bay County Supervisor of Elections</td>
</tr>
<tr>
<td>BOD</td>
<td>Ballot on Demand</td>
</tr>
<tr>
<td>Canvassing Board</td>
<td>Panel comprised of a county court judge, chair of the county commission, and the Supervisor of Elections; determines the eligibility of votes in question</td>
</tr>
<tr>
<td>CAUTION</td>
<td>When indicated, failure to perform will affect additional areas</td>
</tr>
<tr>
<td>Clerk</td>
<td>Precinct Election Official in charge of the polling place on election day also assists M100 Tabulator Specialist with opening the M100 Tabulator Voting System Case which connects to Touch Screen Voting System; contains print (for printing zero tape &amp; tapes of election results) and modem (for transmission of election results to SOE Office); also used to transport election equipment/materials at close of election. Sworn Precinct Election Official assigned to maintain order at polling place on election day</td>
</tr>
<tr>
<td>Deputy</td>
<td>Department of Elections</td>
</tr>
<tr>
<td><strong>Definition</strong></td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td></td>
</tr>
<tr>
<td><strong>DRE</strong></td>
<td>Direct Recording Equipment</td>
</tr>
<tr>
<td><strong>Early Voting</strong></td>
<td>A period of time designated to allow all registered voters to vote in predetermined locations in lieu of voting at their assigned polling place on election day</td>
</tr>
<tr>
<td><strong>Early Voting Assistant Manager</strong></td>
<td>In absence of Early Voting Manager, in charge of the Early Voting Site</td>
</tr>
<tr>
<td><strong>Early Voting Deputy</strong></td>
<td>Sworn Precinct Election Official assigned to maintain order at Early Voting Site; Primary assists voters at the Early Voting Registration Counter or Ballot Issue (BOD) Table</td>
</tr>
<tr>
<td><strong>Early Voting Inspector</strong></td>
<td>Precinct Election Official in charge of Early Voting Site</td>
</tr>
<tr>
<td><strong>Election Board</strong></td>
<td>Clerk, Assistant Clerk, Touch Screen Specialist, Inspectors, and Deputy assigned to work at polling place on election day</td>
</tr>
<tr>
<td><strong>ES&amp;S</strong></td>
<td>Election Systems &amp; Software</td>
</tr>
<tr>
<td><strong>EVWS</strong></td>
<td>Early Voting Work Station</td>
</tr>
<tr>
<td><strong>F.S.</strong></td>
<td>Florida Statute</td>
</tr>
<tr>
<td><strong>FAC</strong></td>
<td>Florida Administrative Code</td>
</tr>
<tr>
<td><strong>FSASE</strong></td>
<td>Florida State Association of Supervisors of Elections</td>
</tr>
<tr>
<td><strong>FVRS</strong></td>
<td>Florida Voter Registration System</td>
</tr>
<tr>
<td><strong>HAVA</strong></td>
<td>Help America Vote Act</td>
</tr>
<tr>
<td><strong>Inspector</strong></td>
<td>Precinct Election Official whose primary responsibility is to assist voters at the Registration Table or Ballot Issue Table; also assembles and disassembles voting booths</td>
</tr>
<tr>
<td><strong>M100 Clerk Procedures/Audit Document</strong></td>
<td>Document used on election day by Clerk describing chronological election process responsibilities</td>
</tr>
<tr>
<td><strong>M100 Election Card</strong></td>
<td>PC Card (PCMCIA Standard) used to store coded information and election totals for the M100</td>
</tr>
<tr>
<td><strong>Definition</strong></td>
<td><strong>Description</strong></td>
</tr>
<tr>
<td>----------------</td>
<td>----------------</td>
</tr>
<tr>
<td><strong>M100 Tabulator</strong></td>
<td>ES&amp;S Model 100; precinct-specific voter-activated paper ballot count and vote tabulation system using intelligent mark recognition (IMR) visible light technology. Precinct Election Official who opens the M100 Tabulator Voting System in collaboration with Clerk; also assists voters with issues which may arise when message appears on screen of M100 Tabulator.</td>
</tr>
<tr>
<td><strong>M100 Tabulator Specialist</strong></td>
<td>ES&amp;S Model 650; high speed paper ballot counter and vote tabulation system using optical mark read (OMR) technology; used at the central office for absentee tabulation and required recounts.</td>
</tr>
<tr>
<td><strong>M650 Tabulator</strong></td>
<td>Personalized Electronic Ballot Activator (Yellow Band) used to open close Touch Screen Voting System.</td>
</tr>
<tr>
<td><strong>Master PEB</strong></td>
<td>Registered voter assigned by a candidate or political party and authorized by SOE to observe conduct at the polls.</td>
</tr>
<tr>
<td><strong>Poll Watcher</strong></td>
<td>Voting location assigned within the precinct.</td>
</tr>
<tr>
<td><strong>Polling Place</strong></td>
<td>Area in the polling place where voters actually cast ballot.</td>
</tr>
<tr>
<td><strong>Polling Room</strong></td>
<td>General category which includes all members of the election board.</td>
</tr>
<tr>
<td><strong>Precinct Election Official</strong></td>
<td>Personalized Electronic Ballot Activator (Purple Band); used to issue voter ballot on Touch Screen Voting System. Precinct PEB (Purple Band) used.</td>
</tr>
<tr>
<td><strong>Precinct PEB</strong></td>
<td>Alphabetical listing of all voters within a given precinct.</td>
</tr>
<tr>
<td><strong>Precinct Register</strong></td>
<td>A process in which a conditional ballot is issued to a voter whose eligibility cannot be determined or has been challenged.</td>
</tr>
<tr>
<td><strong>Provisional Process</strong></td>
<td>Tape printed from all voting equipment during the closing polls for voting; shows totals of all votes cast in that precinct on election day.</td>
</tr>
<tr>
<td><strong>Results Tape</strong></td>
<td>A ballot replica used to familiarize voters with the layout of the official ballot.</td>
</tr>
<tr>
<td><strong>Sample Ballot</strong></td>
<td>An area at the polling place designated for candidates or their representatives to actively campaign; must be outside a 100 foot radius of the polling place.</td>
</tr>
<tr>
<td><strong>Solicitation Area</strong></td>
<td>with Assistant Clerk; also inserts PEB into the Touch Screen Voting System to activate ballot for voter and assists with TS voter issues.</td>
</tr>
<tr>
<td><strong>Touch Screen Specialist</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Definition</strong></td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td></td>
</tr>
<tr>
<td><strong>Touch Screen Specialist</strong></td>
<td></td>
</tr>
<tr>
<td>Document used on election day by Touch Screen Specialist describing chronological election process responsibilities</td>
<td></td>
</tr>
<tr>
<td><strong>Procedure/Audit Manual</strong></td>
<td></td>
</tr>
<tr>
<td><strong>TS Election Card</strong></td>
<td></td>
</tr>
<tr>
<td>Compact Flash Card/TS Election Card used to store coded information of iVotronic Touch Screen System</td>
<td></td>
</tr>
<tr>
<td><strong>TS Unit</strong></td>
<td></td>
</tr>
<tr>
<td>Touch Screen</td>
<td></td>
</tr>
<tr>
<td><strong>WARNING</strong></td>
<td></td>
</tr>
<tr>
<td>When noted, indicates damage may occur that will result in replacement or re-installation of hardware or software</td>
<td></td>
</tr>
<tr>
<td><strong>Zero Tape</strong></td>
<td></td>
</tr>
<tr>
<td>Tape printed from all voting equipment during opening the polls for voting; verifies that no votes have been previously cast</td>
<td></td>
</tr>
</tbody>
</table>
III. MANUAL OVERVIEW

INTRODUCTION

Welcome to the process of democracy, and to the methods and number of personnel needed to conduct smooth ethical elections for the voters of Bay County.

PURPOSE

The purpose of this document is to ensure uniformity in creating and filling all Precinct Election Official personnel positions.

SCOPE

This document provides the user with standard training processes for Precinct Election Officials (PEO). Each segment specifically identifies the responsibilities, duties, and compensation of the training and certification process.
IV. GUIDANCE AND COMMUNICATIONS

Federal Statutes:
NONE

State Statutes:
97.021 Definitions
97.041 Qualifications to register to vote
100.011 Opening and closing of polls, all election expenses
101.733 Election emergencies; purpose; election emergency contingency plan
102.012 Inspector and clerk to conduct election
102.014 Poll worker recruitment and training
102.021 Compensation of inspectors, clerks, deputy
102.031 Maintenance of good order at polls

Administrative Rules:
NONE

Forms:
ES PCT 164 M100 Clerk Procedures/Audit Document
ES PCT 168 Touch Screen Specialist Procedures/Audit Manual
ES PCT 172 Polling Place Standards and Procedures
ES PEO 40 MEC Education PowerPoint
ES PEO 40a MEC CE Education PowerPoint
ES PEO 26 MEC Test Master Election Certification
ES PEO 28 MEC Evaluation Master Election Certification
ES PEO 40b Jeopardy Training Game PowerPoint
ES PEO 42 CT Education PowerPoint
ES PEO 42a CT-CE PowerPoint
ES PEO 43 CI Education PowerPoint
ES PEO 43a CID-CE Education PowerPoint

Equipment:
Blue Security Cart (Stocked for Precinct Election Day or Early Voting)
M100 Tabulator Voting System
Touch Screen Voting System
Voting Equipment Transport Cart (Stocked for Precinct Election Day or Early Voting)
Voting Booths
Precinct and ADA Signs
V. TRAINING MODULE

PRECINCT ELECTION OFFICIAL TRAINING MODULE

MEC - (8 Hours)
(Master Election Certification)
CLERK, ASSISTANT CLERK, TOUCH SCREEN SPECIALIST

MEC - CE - (4 Hours)
(Master Election Certification Continuing Education)
CLERK, ASSISTANT CLERK, TOUCH SCREEN SPECIALIST

Probation (One Time)

CT - (2½ Hours)
(M100 Tabulator Specialist Certification)

Probation (One Time)

CT - CE - (2 Hours)
(Certified M100 Tabulator Specialist Continuing Education)

CI - (3 Hours)
(Inspector Certification)
NO DEPUTIES

CID - CE - (2½ Hours)
(Certified Inspector Continuing Education)
INCLUDES DEPUTIES – (1 Hour)
VI. TRAINING COURSES AND DESCRIPTIONS

- All Precinct Election Officials must attend Sensitivity Training which occurs within the first hour of each training session. Future plans are to make this course available online.

- The number of classes for Primary and General Elections range between 10 and 24. To meet this requirement, two to three classes are conducted per day. Two make-up classes are held at the SOE office. Municipal training varies according to the number of municipal elections.

- Currently, MEC, MEC-CE, CT, CT-CE, and EVC courses are conducted at the Supervisor of Elections Office. CI and CID-CE courses are conducted at Gulf Coast Community College Student Union East Building. In order to reserve the dates and times, reservations should be made as early as possible.

<table>
<thead>
<tr>
<th>CLASS</th>
<th>DESCRIPTION</th>
<th>ATTENDEES</th>
<th>CLASS LENGTH</th>
<th>MAXIMUM CLASS SIZE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MEC</strong></td>
<td>Master Election Certification (New Clerks, Assistant Clerks, &amp; Touch Screen Specialists)</td>
<td>New individuals or other Precinct Election Officials interested in becoming Clerk, Assistant Clerk, or Touch Screen Specialist must attend and successfully complete this course.</td>
<td>8 Hours</td>
<td>12</td>
</tr>
<tr>
<td>CLASS</td>
<td>DESCRIPTION</td>
<td>ATTENDEES</td>
<td>CLASS LENGTH</td>
<td>MAXIMUM CLASS SIZE</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>MEC-CE</td>
<td>This continuing education class updates Precinct Election Officials on all aspects of conducting successful elections, as well as hands-on training of the M100 Tabulator and Touch Screen Voting Systems. Each training participant completes hands-on equipment test.</td>
<td>Experienced Precinct Election Officials interested in remaining in the positions of Clerk, Assistant Clerk, or Touch Screen Specialist must attend and successfully complete this course.</td>
<td>4 Hours</td>
<td>12</td>
</tr>
<tr>
<td>CI</td>
<td>This is an intensive course focusing on the responsibilities of the Registration Table Inspector and Ballot Issue Table Inspector. Each training participant receives hands-on instruction on how to complete all forms involved with Inspector position as well as assembly and disassembly of voting booths.</td>
<td>Individuals who have never worked as inspector for any election or who have not attended MEC must attend this class.</td>
<td>3 Hours</td>
<td>25</td>
</tr>
<tr>
<td>CLASS</td>
<td>DESCRIPTION</td>
<td>ATTENDEES</td>
<td>CLASS LENGTH</td>
<td>MAXIMUM CLASS SIZE</td>
</tr>
<tr>
<td>-----------------------</td>
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</tr>
<tr>
<td>CID-CE</td>
<td>Inspector Certification Continuing Education (Experienced Inspectors, All Deputies)</td>
<td>This continuing education course focuses on the responsibilities of the Registration Table Inspector, Ballot Issue Table Inspector, and Deputy. Deputies are dismissed after the first hour.</td>
<td>2.5 Hours (Deputy – 1st Hour)</td>
<td>100</td>
</tr>
<tr>
<td>CT-M100</td>
<td>Tabulator Specialist Certification (New M100 Tabulator Specialists)</td>
<td>This is an intensive course focusing on the responsibilities of the M100 Tabulator Specialist. Each training participant receives hands-on equipment instruction.</td>
<td>3 Hours</td>
<td>12</td>
</tr>
<tr>
<td>CT-CE M100</td>
<td>Tabulator Specialist Continuing Education ( Experienced M100 Tabulator Specialists)</td>
<td>This continuing education course focuses on the responsibilities of the M100 Tabulator Specialist. Each training participant receives hands-on equipment training.</td>
<td>2.5 Hours</td>
<td>12</td>
</tr>
<tr>
<td>CLASS</td>
<td>DESCRIPTION</td>
<td>ATTENDEES</td>
<td>CLASS LENGTH</td>
<td>MAXIMUM CLASS SIZE</td>
</tr>
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<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td><strong>EVC</strong></td>
<td><strong>Early Voting Certification</strong></td>
<td>Individuals serving as EV Deputy are dismissed after the first hour. Inspectors are dismissed after the third hour. Managers/Assistant Managers remain for the entire four hours. Individuals interested in serving and remaining in these positions must attend and successfully complete this course.</td>
<td>4 Hours</td>
<td>20</td>
</tr>
<tr>
<td>(All Early</td>
<td>Voting Staff)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
VII. PRECINCT ELECTION OFFICIALS (PEO) STAFFING

A. Election Day Staffing at Precinct

<table>
<thead>
<tr>
<th>Clerk (1 per Precinct)</th>
<th>Responsibilities</th>
<th>Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must attend one-time Master Election Certification (MEC) training and a four-hour Master Election Certification Continuing Education (MEC-CE) refresher training before each election thereafter.</td>
<td>Serves as ultimate authority at the precinct; responsible for all precinct functions as directed by the SOE and election laws of the State of Florida</td>
<td>$200.00 (election day)</td>
</tr>
<tr>
<td></td>
<td>Picks up the precinct and election keys and other materials on the day before the election</td>
<td>$100.00 for MEC (Certification Course - 8 Hours) (Flat Rate; One Time Only)</td>
</tr>
<tr>
<td></td>
<td>Following M100 Clerk Procedures/Audit Document and in conjunction with M100 Tabulator Specialist, ensures proper set-up of M100 Tabulation System</td>
<td>$10.00 per hour for MEC-CE (Continuing Education - 4 hours) ($40.00)</td>
</tr>
<tr>
<td></td>
<td>Delegates tasks among other Precinct Election Officials to ensure polling place is set up and ready for voters prior to 7:00 a.m. and closed promptly at 7:00 p.m. unless otherwise directed by SOE Office</td>
<td></td>
</tr>
</tbody>
</table>
**Assistant Clerk (1 per Precinct)**

Must attend one-time Master Election Certification (MEC) training and a four-hour Master Election Certification Continuing Education (MEC-CE) refresher training before each election thereafter.

| Responsibilities       | Assists the Clerk with his/her duties and follows the Clerk’s direction and instruction  
|                       | Following Touch Screen Specialist Procedures/Audit Manual and in conjunction with Touch Screen Specialist, ensures proper set-up of Touch Screen Voting System  
|                       | Substitutes for Clerk in case of absence  
|                       | Acts as the floater, when needed  
| Compensation          | $150.00 (election day)  
|                       | $100.00 for MEC (Certification Course - 8 Hours) (Flat Rate; One Time Only)  
|                       | $10.00 per hour MEC-CE (Continuing Education - 4 hours) ($40.00)  

## Touch Screen Specialist (1 per Precinct)

Must attend one-time Master Election Certification (MEC) training and a four-hour Master Election Certification Continuing Education (MEC-CE) refresher training before each election thereafter.

<table>
<thead>
<tr>
<th>Responsibilities</th>
<th>Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Following Touch Screen Specialist Procedures/Audit Manual and in conjunction with Assistant Clerk, ensures proper set-up of Touch Screen Voting System</td>
<td>$150.00 (election day)</td>
</tr>
<tr>
<td>Instructs voters on operation of the Touch Screen</td>
<td>$100.00 for MEC (Certification Course - 8 Hours) (Flat Rate; One Time Only)</td>
</tr>
<tr>
<td>Follows the Clerk’s direction and instruction</td>
<td>$10.00 per hour for MEC-CE (Continuing Education - 4 hours) ($40.00)</td>
</tr>
<tr>
<td><strong>M100 Tabulator Specialist (1 per M100 Tabulator)</strong></td>
<td></td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Must attend one-time M100 Tabulator Specialist Certification (CT) training and a 2 1/2-hour M100 Tabulator Specialist Continuing Education (CT-CE) refresher training before each election thereafter.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Responsibilities</strong></th>
<th>Following M100 Clerk Procedures/Audit Document and in conjunction with Clerk, ensures proper set-up of M100 Tabulation System</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Follows the Clerk’s direction and instruction</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Compensation</strong></th>
<th>$140.00 (election day)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$40.00 for CT (Certification Course - 3 Hours) (Flat Rate; One Time Only)</td>
</tr>
<tr>
<td></td>
<td>$10.00 per hour for CT-CE (Continuing Education – 2 1/2 Hours) ($25.00)</td>
</tr>
</tbody>
</table>
### Inspector (1 for each Precinct Register; 2 minimum for Ballot Issue for security purposes)

- **Base Line** – 800 voters per Precinct Register for determining the number of inspector(s) needed at the Registration Table(s).

  **NOTE**

  *(A minimum of 2 inspectors shall be assigned to the Ballot Issue Table for any election.)*

- **Primary Election** - one Inspector for each ballot party type.

  All new Inspectors must attend a one-time Inspector Certification (CI) training and a 2 1/2 hour Inspector Certification Continuing Education (CID-CE) refresher training before each election thereafter.

<table>
<thead>
<tr>
<th>Responsibilities</th>
<th>Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verifies voter eligibility from Precinct Register and issues appropriate Ballot Issue Slip or Card</td>
<td>$130.00 (election day)</td>
</tr>
<tr>
<td>Completes Ballot Issue Slip indicating appropriate ballot for voter</td>
<td>$30.00 for CI (Certification Course - 3 Hours) (Flat Rate; One Time Only)</td>
</tr>
<tr>
<td>Assembles and disassembles voting booths</td>
<td>$10.00 per hour for CI-CE (Continuing Education – 2 1/2 Hours) ($25.00)</td>
</tr>
<tr>
<td>Follows Clerk’s direction and instruction</td>
<td></td>
</tr>
</tbody>
</table>
### Deputy (1 per Precinct)

Deputy training is performed in conjunction with the Inspector Certification Continuing Education (CID-CE). The first hour focuses on Deputy responsibilities. All Precinct Election Officials serving as Deputy must attend this class and be deputized by the Bay County Sheriff's Office.

<table>
<thead>
<tr>
<th>Responsibilities</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintains order and security at the polling place</td>
<td></td>
</tr>
<tr>
<td>Places precinct and directional signs in appropriate locations at polling places</td>
<td></td>
</tr>
<tr>
<td>Assures candidate and media adherence to solicitation boundaries</td>
<td></td>
</tr>
<tr>
<td>Greets and assists the voters entering and exiting the polling place</td>
<td></td>
</tr>
<tr>
<td>Asks voters to remove photo and signature ID from wallet and turn off all electronic devices</td>
<td></td>
</tr>
<tr>
<td>Distributes “I VOTED” stickers to exiting voters</td>
<td></td>
</tr>
<tr>
<td>Follows Clerk’s direction and instruction</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Compensation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$110.00 (election day)</td>
<td></td>
</tr>
<tr>
<td>$10.00 per hour training (1 Hour) ($10.00)</td>
<td></td>
</tr>
</tbody>
</table>
B. Election Day Staffing at SOE Office

<table>
<thead>
<tr>
<th>Technical Rover (4 per Election)</th>
</tr>
</thead>
<tbody>
<tr>
<td>This four-hour course focuses on PEO conformance with policies and procedures as trained by Supervisor of Elections or designated training staff.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Responsibilities</th>
<th>Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assures standardized precinct set-up</td>
<td>$200 flat rate (election day)</td>
</tr>
<tr>
<td>Provides precinct solutions</td>
<td>Mileage reimbursement based on current standard rate (all mileage must be logged)</td>
</tr>
<tr>
<td>Monitors and verifies all precinct actions</td>
<td>Meals reimbursement based on current standard rate</td>
</tr>
<tr>
<td>Corrects and/or provides delivery of any emergency equipment or supplies</td>
<td></td>
</tr>
<tr>
<td>Files a final report of each precinct visited or problem resolution</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone Bank (3 per Election)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Same day training as directed by the SOE or SOE designee</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Responsibilities</th>
<th>Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Answer phone; field questions from voters &amp; PEOs</td>
<td>$10.00 per hour on Election Day</td>
</tr>
<tr>
<td>Change voter addresses using FVRS per voter or PEO</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Technical Support (3 per Election)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Responsibilities</th>
<th>Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Answer phone; field technical questions from PEOs regarding equipment or procedural issues</td>
<td>$10.00 per hour on Election Day</td>
</tr>
</tbody>
</table>
| **Media Liaison (1 per Election)**  
| Full-time staff member of Supervisor of Elections Office |
| **Responsibilities** | Answer phone; field media questions in the absence of Supervisor of Elections |
| **Compensation** | Current hourly compensation |

| **Absentee Ballot Processor (6 - 9 per Election)**  
| Same day training as directed by the SOE or SOE designee |
| **Responsibilities** | Open and sort Absentee Ballots in presence of Supervisor of Elections and Canvassing Board  
Teams of 3: First individual removes secrecy sleeve with ballot inside; second individual removes ballot from secrecy sleeve; third individual unfolds ballot  
Duplicate damaged ballots as required  
Teams of 3: First individual reads ballot choice; second individual marks ballot choice as read; third individual serves as quality control and security |
| **Compensation** | $10.00 per hour |
## C. Early Voting Staffing

<table>
<thead>
<tr>
<th><strong>Early Voting Site Manager (1 per Early Voting Site)</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Must attend Early Voting Certification (EVC) training for each election</strong></td>
<td></td>
</tr>
<tr>
<td>Responsibilities</td>
<td>Serves as ultimate authority at the Early Voting Site; responsible for all precinct functions as directed by the SOE and election laws of the State of Florida</td>
</tr>
<tr>
<td></td>
<td>Picks up the site and election keys and other materials on the day before Early Voting begins</td>
</tr>
<tr>
<td></td>
<td>Insures proper set-up, opening and closing (daily audits) of the Early Voting Site</td>
</tr>
<tr>
<td></td>
<td>Returns designated election materials to the SOE Office at the end of Early Voting</td>
</tr>
<tr>
<td>Compensation</td>
<td>$140.00 (per day of Early Voting)</td>
</tr>
<tr>
<td></td>
<td>$10.00 per hour for EVC training (4 hours)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Early Voting Site Assistant Manager (1 per Early Voting Site)</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Must attend Early Voting Certification (EVC) training for each election</strong></td>
<td></td>
</tr>
<tr>
<td>Responsibilities</td>
<td>Assists the Manager with his/her duties and follows the Manager’s direction and instruction</td>
</tr>
<tr>
<td></td>
<td>Substitutes for Manager in event of absence</td>
</tr>
<tr>
<td></td>
<td>Acts as the floater, when needed</td>
</tr>
<tr>
<td>Compensation</td>
<td>$120.00 (per day of Early Voting)</td>
</tr>
<tr>
<td></td>
<td>$10.00 per hour for EVC training (4 hours)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Early Voting Inspector (3 for Front Counter; 3 for Ballot Issue (BOD))</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Must attend Early Voting Certification (EVC) training for each election</strong></td>
<td></td>
</tr>
<tr>
<td>Responsibilities</td>
<td>Verifies voter eligibility using FVRS System and issues appropriate Early Voting Certificate</td>
</tr>
<tr>
<td></td>
<td>Selects and prints the correct ballot for the voter</td>
</tr>
<tr>
<td></td>
<td>Follows Manager’s direction and instruction</td>
</tr>
<tr>
<td>Compensation</td>
<td>$80.00 (per day of Early Voting)</td>
</tr>
</tbody>
</table>
$10.00 per hour for EVC training (3 hours)

**Early Voting Deputy (2 per Early Voting Site)**  
Must attend Early Voting Certification (EVC) training for each election. All Early Voting Staff serving as Deputy must attend this class and be deputized by the Bay County Sheriff’s Office.

<table>
<thead>
<tr>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintains order and security at the Early Voting Site</td>
</tr>
<tr>
<td>Greets and assists the voters entering and exiting the Early Voting Sites</td>
</tr>
<tr>
<td>Asks voter to remove photo and signature ID from wallet and turn off all electronic devices</td>
</tr>
<tr>
<td>Distributes “I VOTED” stickers to exiting voters</td>
</tr>
<tr>
<td>Follows Manager’s direction and instruction</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>$80.00 (per day of Early Voting)</td>
</tr>
<tr>
<td>$10.00 per hour for EVC training (1 hour)</td>
</tr>
</tbody>
</table>
### D. Pre-Election Staffing

| Public Logic & Accuracy (L & A) Testing (6 per election; number varies with Municipal Elections) |
| Same day training as directed by the SOE or SOE designee |
| **Responsibilities** | Verify that all election equipment functions properly |
|                        | Follow all testing tasks as directed |
| **Compensation**       | $10.00 per hour (8 -10 hours) |

**Initial Absentee Ballot Mailing** (6 per election; or 3 persons per each 1000 ballots mailed)  
(35-45 days prior to Election)  
Same day training as directed by the SOE or SOE designee

| **Responsibilities** | Mail Absentee Ballots as directed by the SOE or SOE designee |
| **Compensation**     | $10.00 per hour |

**Absentee Ballot Processing** (6 -9 per election)  
(6 days prior to Election)  
Same day training as directed by the SOE or SOE designee

| **Responsibilities** | Open and sort Absentee Ballots in presence of Supervisor of Elections and Canvassing Board  
Duplicate damaged ballots as required |
| **Compensation**     | $10.00 per hour |

**Delivery Team**  
Must have a Current and Appropriate Florida/Military Drivers License  
Additional training and testing is also conducted at SOE Office by designated SOE Staff.

| **Responsibilities** | Ensures all equipment is properly delivered to each precinct.  
Provides a detailed log of all actions conducted, as well as a timeline for each action |
| **Compensation**     | $500 flat rate for delivery and pick-up of equipment  
(Possible $100.00 Bonus for zero issues/defects) |
VIII. PRECINCT ELECTION OFFICIAL APPROVAL AND DISMISSAL GUIDELINES

A. Position Approval Guidelines (Primary, General, & Municipal)

- All Precinct Election Officials must complete an application form. This is a one-time submission as long as active PEO status is maintained.
- All new Precinct Election Officials must read orientation materials and pass an orientation test before attending training.
- All new Precinct Election Officials must interview with the Precinct Election Official Coordinator or designated SOE Staff.
- After successfully completing the orientation materials, each new applicant will be assigned one of the following training courses:
  - Master Election Certification (MEC - Clerk, Assistant Clerk, or Touch Screen Specialist).
  - Inspector Certification (CI - Registration Table Inspector, Ballot Issue Table Inspector).
  - Inspector Certification Continuing Education and Deputy Certification (CID-CE).
  - M100 Tabulator Specialist Certification (CT – M100 Tabulator Specialist).

B. Position Approval Guidelines (Early Voting)

- All Early Voting Precinct Election Officials must have successfully completed Early Voting Certification.
- Prior to each election, Early Voting Precinct Election Officials must attend a four-hour group Early Voting Certification.

C. Position Dismissal (Primary, General, Municipal, & Early Voting)

- After first incidence of non-conformance to standards, Early Voting Precinct Election Official is counseled, placed on Probation and given the opportunity to attend continuing education at a lower level position.
- After second incidence of non-conformance to standards, Early Voting Precinct Election Official is dismissed.
IX. EDUCATION STANDARDS - MASTER ELECTION CERTIFICATION (MEC)

A. Master Election Certification (MEC) Syllabus (8 Hours)

1. Sensitivity Training
2. Organizational Chart
3. Contents of Blue Security Cart
4. Voting Equipment Transport Cart
5. Set Up of the Polling Place
6. Layout of the Polling Place
   a) Polling Place Diagram
   b) Registration Table Set Up
   c) Ballot Issue Table Set Up
   d) Notices Board Set Up
7. Oaths and Payroll
8. M100 Precinct Verification
9. Components of M100 Voting System
   a) M100 Tabulator
      (1) Message Display Screen
      (2) Keys
      (3) Key Access Door
      (4) M100 Election Card and Modem Access Door
   b) Gray Ballot Box and Two Side Access Doors
   c) Emergency Bin
10. Opening the M100 System for Voting (Clerk and Touch Screen Specialist)
a) Explanation of M100 Clerk Procedures/Audit Document

b) M100 Power Connection (with Touch Screen Voting System)

c) Printing Zero Tape

11. Touch Screen Voting System

a) Components of Touch Screen Voting System

   (1) Touch Screen Display Unit

      (a) Touch Screen Unit PEB Slot

      (b) Touch Screen Election Card

   (2) Touch Screen Voting Booth

   (3) Communications Case

      (a) Master Personal Electronic Ballot (PEB) Activator (Yellow Band)

      (b) Precinct Personal Electronic Ballot (PEB) Activator (Purple Band)

      (c) Printer Selector Switch and Green Lights

12. Touch Screen Connection and Verification

a) Explanation of Touch Screen Specialist Procedures/Audit Manual

b) Touch Screen Power Connection (with M100 Voting System)

c) Touch Screen Precinct Verification

13. Opening the Touch Screen System (Assistant Clerk and Touch Screen Specialist)

a) Printing Zero Tape

b) Opening Terminal for Voting

c) Storage of Master and Precinct PEB Activators During Election

14. Touch Screen Display Maintenance During Election

15. Voting Processes
a) Registration Table Processes
(1) Precinct Register
(2) I.D. Requirements
(3) Address Verification
(4) Signature Verification
(5) Ballot Issue Slip or PEB Issue Card Actions
(6) Direct voter to Ballot Issue Table

b) Ballot Issue Table Processes
(1) Issue M100 Paper Ballot
   (a) Ballot Issue Slip Actions
   (b) Issue Correct M100 Paper Ballot
   (c) Secrecy Sleeve
   (d) Direct Voter to Voting Booth
(2) Issue TS Visual Ballot
   (a) PEB Issue Card Actions
   (b) Select Ballot for Voter
   (c) Voter Instructions
   (d) Review Ballot (Voter)
   (e) Cast Ballot (Voter)

16. Voter and Voting Issues
a) Precinct Register Codes and Actions Required
b) Forms Associated with Voter Issues (Voter Registration Forms, Address Change, Name Change, etc)
c) M100 Tabulator Paper Voting System
   (1) Spoiled Ballot Instructions
   (2) Under Votes (Standards and Procedures Manual)
   (3) Over Votes (M100 Only) (Standards and Procedures Manual)
   (4) Regular Hours or Extended Hours Provisional Ballot Process
d) Touch Screen Voting System
   (1) Audio Ballot
   (2) Cancel Ballot
   (3) Under Votes (Standards and Procedures Manual)
   (4) Regular Hours or Extended Hours Provisional Ballot Process
e) Street Index Book

17. Closing the Polls Deputy/Inspector Closing Responsibilities
a) M100 System (Clerk and M100 Tabulator Specialist)
   (1) Print Election Totals Tape
   (2) Election Data Transmission via Modem
   (3) Prepare Audit Sheet (M100 Clerk Procedures/Audit Document)
   (4) Obtain the M100 Election Card from the M100 Tabulator
   (5) Disconnect the M100 System
   (6) Post-Election Pack-Up of Equipment/Materials (coordinate with Assistant Clerk & TS Specialist)

b) Touch Screen System (Assistant Clerk and Touch Screen Specialist)
   (1) Closing (Touch Screen Specialist Procedure/Audit Manual)
   (2) Print Election Totals Tape
   (3) Election Data Transmission via Modem
   (4) Record final public count (Touch Screen Specialist Procedure/Audit Manual)
   (5) Obtain the Touch Screen Election Card from Touch Screen Unit
   (6) Post-Election Pack-Up of Equipment/Materials (coordinate with Clerk and M100 Specialist)
   (7) Disassemble the Touch Screen System

18. Question and Answer Session
19. WRITTEN TEST
   LUNCH (12:30 to 1:30)
20. Hands-On Training and Evaluation (1:30 to 5:00 (3½ Hours)
   a) Phase One 1:30 to 3:00 p.m.
      1½ hours to setup the precinct and open the M100 and Touch Screen
   b) Phase Two 3:00 to 3:30 p.m.
      30 minutes to cast ballots on M100 and Touch Screen plus 1
provisional ballot on each machine and 1 spoiled ballot.

c) Phase Three 3:30 to 5:00 p.m.
1½ hours to close down and pack up precinct
B. Master Election Certification (MEC) Preparation

PARTICIPANTS

- New Clerk
- New Assistant Clerk
- New Touch Screen Specialist

INSTRUCTOR PREPARATION (Minimum of 1 Lead Instructor and 1 Assistant Instructor)

- Arrive at training site no later than 30 minutes prior to scheduled training
- Review assigned training materials; assure all contain current information
- Know statutory requirements

TRAINING MATERIALS REQUIRED

- ES PEO 40 MEC Education PowerPoint
- ES PEO 40a Jeopardy Training Game PowerPoint
- M100 Tabulator Voting System
- Touch Screen Voting System
- Voting Equipment Transport Cart
- Blue Security Cart (stocked as if sending to Precinct)
C. Master Election Certification (MEC)

Learning Objectives

GENERAL

- The Clerk is in charge of the polling place and directs all activities as determined by the Supervisor of Elections Office.
- The Clerk is also the Chairperson of the Precinct Election Board comprised of all other Precinct Election Officials (PEO) within the precinct.
- IMPORTANT: M100 Clerk Procedures/Audit Document (ES 164 PCT) is your main tool for opening and closing the polls. Make sure you follow the instructions and initial each step.

BEFORE POLLS OPEN

- IMPORTANT: All of the steps for setting up the polling place are outlined in the M100 Clerk Procedures/Audit Document (ES 164 PCT). Please follow it step by step.
- The Clerk will ensure that all of the Precinct Election Officials are present.
- The Assistant Clerk will swear in the Clerk.
- Remember that the public and media may be present while the precinct is being set up but must vacate by 6:50 a.m.
- The Clerk will:
  - swear in all other Precinct Election Officials.
  - delegate tasks among the PEOs to ready the polling place prior to 7 a.m.
  - set up the polling place following the layout in the M100 Clerk Procedures/Audit Document (ES 164 PCT).
  - ensure that all of the required supplies and materials are provided.
  - prepare the M100 Tabulation Voting System (with the M100 Tabulator Specialist) for voting and initial each step.
  - ensure that the pathways are clear from obstructions and safe for voters.
  - verify the PEOs are identified with name badges.
  - always be available for any problems that may arise.
ensure that the Polling Place Standards and Procedures document is followed for each form.
ensure that the correct forms are used and that they are properly completed.
always call the office when a question concerning a voter’s status (such as, voter not in precinct register, voter is questioning his/her party affiliation, etc.).
be as discreet as possible when discussing a situation with a voter.
ensure that all steps are followed when processing a provisional or spoiled ballot.
complete an Incident Report Form for any problems that occur throughout election day.

AFTER POLLS CLOSE

- IMPORTANT: All of the steps for breaking down the polling place are outlined in the M100 Clerk Procedures/Audit Document (ES 164 PCT). Please follow it step by step.

- The Clerk will:
  - assign PEOs to collect supplies and materials and place them in their respective locations.
  - ensure the polling place is clean.
  - guarantee that all of the required materials (i.e. voted ballots, election card) are returned to the election office on election night.
  - remember that the public and media may be present during set up and closing process -- after the voting has ended and while the totals are being printed and after.
  - assure all equipment and materials are packed for return as delivered.

MEC - HANDS-ON

- M100
  - Feed 25 ballots into the M100.
  - Follow the Polling Place Standards and Procedures document when encountering an error.
  - Regular Ballots
  - Under Votes
  - Over votes
  - Spoiled Ballot
- M100 Provisional Process

- Touch Screen
  - Make sure that the correct ballot style is selected.
  - Cancel a ballot.
  - TS Provisional Process.
X. EDUCATION STANDARDS - MASTER ELECTION CERTIFICATION CONTINUING EDUCATION (MEC – CE)

A. Master Election Certification Continuing Education (MEC-CE)

Syllabus (4 Hours)

1. Sensitivity Training
2. Organizational Chart
3. Contents of Blue Security Cart
4. Voting Equipment Transport Cart
5. Refresher Set Up of the Polling Place
6. Refresher Layout of the Polling Place
   a) Polling Place Diagram
   b) Registration Table Set Up
   c) Ballot Issue Table Set Up
   d) Notices Board Set Up
7. Oaths and Payroll
8. Refresher M100 Precinct Verification
9. Refresher Components of M100 Voting System
   a) M100 Tabulator
      (1) Message Display Screen
      (2) Keys
      (3) Key Access Door
      (4) M100 Election Card and Modem Access Door
   b) Gray Ballot Box and Two Side Access Doors
   c) Emergency Bin
10. Refresher Opening the M100 System for Voting (Clerk and Touch Screen Specialist)
a) Explanation of M100 Clerk Procedures/Audit Document

b) M100 Power Connection (with Touch Screen Voting System)

c) Printing Zero Tape

11. Refresher Touch Screen Voting System
   a) Components of Touch Screen Voting System
      (1) Touch Screen Display Unit
          (a) Touch Screen Unit PEB Slot
          (b) Touch Screen Election Card
      (2) Touch Screen Voting Booth
      (3) Communications Case
          (a) Master Personal Electronic Ballot (PEB) Activator (Yellow Band)
          (b) Precinct Personal Electronic Ballot (PEB) Activator (Purple Band)
          (c) Printer Selector Switch and Green Lights

12. Refresher Touch Screen Connection and Verification
   a) Explanation of Touch Screen Specialist Procedures/Audit Manual
   b) Touch Screen Power Connection (with M100 Voting System)
   c) Touch Screen Precinct Verification

13. Refresher Opening the Touch Screen System (Assistant Clerk and Touch Screen Specialist)
   a) Printing Zero Tape
   b) Opening Terminal for Voting
   c) Storage of Master and Precinct PEB Activators During Election

14. Refresher Touch Screen Display Maintenance During Election

15. Refresher Voting Processes
a) Registration Table Processes
   (1) Precinct Register
   (2) I.D. Requirements
   (3) Address Verification
   (4) Signature Verification
   (5) Ballot Issue Slip or PEB Issue Card Actions
   (6) Direct voter to Ballot Issue Table

b) Ballot Issue Table Processes
   (1) Issue M100 Paper Ballot
       (a) Ballot Issue Slip Actions
       (b) Issue Correct M100 Paper Ballot
       (c) Secrecy Sleeve
       (d) Direct Voter to Voting Booth
   (2) Issue TS Visual Ballot
       (a) PEB Issue Card Actions
       (b) Select Ballot for Voter
       (c) Voter Instructions
       (d) Review Ballot (Voter)
       (e) Cast Ballot (Voter)

16. Refresher Voter and Voting Issues
a) Precinct Register Codes and Actions Required

b) Forms Associated with Voter Issues (Voter Registration Forms, Address Change, Name Change, etc)

c) M100 Tabulator Paper Voting System
   (1) Spoiled Ballot Instructions
   (2) Under Votes (Standards and Procedures Manual)
   (3) Over Votes (M100 Only) (Standards and Procedures Manual)
   (4) Regular Hours or Extended Hours Provisional Ballot Process

d) Touch Screen Voting System
   (1) Audio Ballot
   (2) Cancel Ballot
   (3) Under Votes (Standards and Procedures Manual)
   (4) Regular Hours or Extended Hours Provisional Ballot Process

e) Street Index Book

17. Refresher Closing the Polls

a) Deputy/Inspector Closing Responsibilities

b) M100 System (Clerk and M100 Tabulator Specialist)
   (1) Print Election Totals Tape
   (2) Election Data Transmission via Modem
   (3) Prepare Audit Sheet (M100 Clerk Procedures/Audit Document)
   (4) Obtain the M100 Election Card from the M100 Tabulator
   (5) Disconnect the M100 System
   (6) Post-Election Pack-Up of Equipment/Materials (coordinate with Assistant Clerk & TS Specialist)
c) Touch Screen System (Assistant Clerk and Touch Screen Specialist)

   (1) Closing (Touch Screen Specialist Procedure/Audit Manual)

   (2) Print Election Totals Tape

   (3) Election Data Transmission via Modem

   (4) Record final public count (Touch Screen Specialist Procedure/Audit Manual)

   (5) Obtain the Touch Screen Election Card from Touch Screen Unit

   (6) Post-Election Pack-Up of Equipment/Materials (coordinate with Clerk and M100 Specialist)

   (7) Disassemble the Touch Screen System

18. Hands-On (1 1/2 hours)

   a) Phase One (45 minutes)
      Set up the precinct and open the M100 and Touch Screen

   b) Phase Two (30 minutes)
      Cast ballots on M100 and Touch Screen including 1 provisional ballot on each machine and 1 spoiled ballot

   c) Phase Three (45 minutes)
      Close down and pack up precinct materials and equipment.
B. Master Election Certification
Continuing Education (MEC-CE) Preparation

PARTICIPANTS

- New Clerk
- New Assistant Clerk
- New Touch Screen Specialist

INSTRUCTOR PREPARATION (Minimum of 1 Lead Instructor and 1 Assistant Instructor)

- Arrive at training site no later than 30 minutes prior to scheduled training
- Review assigned training materials; assure all contain current information
- Know statutory requirements

TRAINING MATERIALS REQUIRED

- ES PEO 40 MEC-CE Education PowerPoint
- ES PEO 40a Jeopardy Training Game PowerPoint
- M100 Tabulator Voting System
- Touch Screen Voting System
- Voting Equipment Transport Cart
- Blue Security Cart (stocked as if sending to Precinct)
C. Master Election Certification
Continuing Education (MEC-CE)
Learning Objectives

GENERAL

- The Clerk is in charge of the polling place and directs all activities as determined by the Supervisor of Elections Office.
- The Clerk is also the Chairperson of the Precinct Election Board comprised of all other Precinct Election Officials (PEO) within the precinct.
- IMPORTANT: M100 Clerk Procedures/Audit Document (ES 164 PCT) is your main tool for opening and closing the polls. Make sure you follow the instructions and initial each step.

BEFORE POLLS OPEN

- IMPORTANT: All of the steps for setting up the polling place are outlined in the M100 Clerk Procedures/Audit Document (ES 164 PCT). Please follow it step by step.
- The Clerk will ensure that all of the Precinct Election Officials are present.
- The Assistant Clerk will swear in the Clerk.
- Remember that the public and media may be present while the precinct is being set up.
- The Clerk will:
  - swear in all other Precinct Election Officials.
  - delegate tasks among the PEOs to ready the polling place prior to 7 a.m.
  - set up the polling place following the layout in the M100 Clerk Procedures/Audit Document (ES 164 PCT).
  - ensure that all of the required supplies and materials are provided.
  - prepare the M100 Tabulation Voting System (with the M100 Tabulator Specialist) for voting and initial each step.
  - ensure that the pathways are clear from obstructions and safe for voters.
  - verify the PEOs are identified with name badges.
always be available for any problems that may arise.
ensure that the Polling Place Standards and Procedures document is followed for each form.
ensure that the correct forms are used and that they are properly completed.
always call the office when a question concerning a voter’s status (such as, voter not in precinct register, voter is questioning his/her party affiliation, etc.).
be as discreet as possible when discussing a situation with a voter.
ensure that all steps are followed when processing a provisional or spoiled ballot.
complete an incident report for any problems that occur throughout election day.
assist with any problems that may arise.
ensure that all of the PEOs are present.
follow the M100 Clerk Procedures/Audit Document (ES 164 PCT) step by step when opening and closing the polls.
call the office when a question concerning a voter’s eligibility to vote or if a voter is questioning his/her status (such as, party affiliation, address).
ensure that all problems are documented on the Incident Report Form.

Question and Answer Session

AFTER POLLS CLOSE

IMPORTANT: All of the steps for breaking down the polling place are outlined in the M100 Clerk Procedures/Audit Document (ES 164 PCT). Please follow it step by step.
The Clerk will:
- assign PEOs to collect supplies and materials and place them in their respective locations.
- ensure the polling place is clean.
- guarantee that all of the required materials (i.e. voted ballots, election card) are returned to the election office on election night
- remember that the public may be present while the precinct is closed.

MEC-CE HANDS-ON

M100
Feed 10 ballots into the M100.

Follow the Polling Place Standards and Procedures document when encountering an error.

- Regular Ballots
- Under Votes
- Over votes
- Spoiled Ballot
- M100 Provisional Process

Touch Screen

- Make sure that the correct ballot style is selected.
- Cancel a ballot.
- TS Provisional Process.
XI. EDUCATION STANDARDS - INSPECTOR CERTIFICATION (CI)

A. Inspector Certification (CI) Syllabus (3 Hours)

1. Sensitivity Training
2. Organizational Chart
3. Set Up of the Polling Place
4. Layout of the Polling Place
5. Voting Equipment Transport Cart
6. Contents of Red Supplies Bag
7. Contents of Orange Printed Materials Bag (Refresher)
8. Registration Table Set Up
   a) Alpha Signs
   b) Precinct Register
   c) I.D. Requirements
   d) Address Verification
   e) Signature Verification
   f) Ballot Issue Slip or PEB Issue Card Actions
   g) Direct Voter to Ballot Issue Table
9. Ballot Issue Table Set Up
   a) Issue M100 Paper Ballot
      (1) Ballot Issue Slip Actions
      (2) Issue Correct M100 Paper Ballot
      (3) Secrecy Sleeve
      (4) Direct Voter to Voting Booth
   b) Issue TS Visual Ballot
      (1) PEB Issue Card Actions
      (2) Direct Voter to Touch Screen Specialist
10. Inspector Closing Responsibilities
11. Hands-On Voting Booth Assembly/Disassembly
B. Inspector Certification (CI) Preparation

PARTICIPANTS

- New Inspectors

INSTRUCTOR PREPARATION (Minimum of 1 Lead Instructor and 1 Assistant Instructor)

- Arrive at training site no later than 30 minutes prior to scheduled training
- Review assigned training materials; assure all contain current information
- Know statutory requirements

TRAINING MATERIALS REQUIRED

- ES PEO 43 CI (Inspector) Education PowerPoint
- Voting Equipment Transport Cart
- Blue Security Cart (stocked as if sending to Precinct)
C. Inspector Certification (CI) Learning Objectives

REGISTRATION - BEFORE POLLS OPEN

- The Clerk will assign duties to the inspectors to assist in setting up the polling place.
- Verify that all required materials are at the Registration and Ballot Issue Table.
- Precinct Registers cover complete alphabet
- Alpha Signs
- Ballot Issue Slips
- Polling Place Standards and Procedures Manual
- If there are precinct register supplements, mark them accordingly either “Absentee Requested” or “Voted Absentee” in the register by the voter’s name.
- Observe the registration area to make sure it is safe and secure.

REGISTRATION - DURING ELECTION HOURS

- Registration Table Inspector (General Practices of the Registration Table Inspector)
- Greet the voter promptly and courteously.
- Ask for photo and signature identification.
- Find voter’s name in Precinct Register and ask voter to state his/her address.
- Ask voter to sign Precinct Register by his/her name and compare signature to that on voter’s I.D.
- If approved, initial box next to voter’s name. If signature is different, notify the Clerk.
- If the voter’s name is not in the precinct register, contact the Clerk
- When giving the voter a Ballot Issue Slip, state aloud the party affiliation, and direct him/her to Ballot Issue Table.
- When giving the voter a PEB Issue Card, state aloud the party affiliation, and direct him/her to Touch Screen Specialist.
- Important!!! In primary elections, be sure to indicate the correct party affiliation on the Ballot Issue.
Inform the voter that a ballot will not be issued without a ballot issue slip.

NEVER engage in personal or political (i.e. ballot issues or candidates) conversations with voters.

NEVER turn the voter away. ALWAYS call the Clerk if there are any problems.

NEVER accept an absentee ballot from the voter. They must submit it to the Election Office by 7 p.m. The exception to this rule is if the voter is “surrendering” his/her absentee ballot in order to vote at the polling place.

What if the voter’s name is not in the register?
- Ask if the voter has ever been registered under a different name. If “no”, call the Clerk. If “yes”, search the precinct register again. If you cannot find it the second time, call the Clerk.
- Ask the voter if his/her address has changed. Both yes and no answers will have to involve the Clerk.
- If you are working a primary election, verify the voter’s eligibility by checking the party affiliation. If the party affiliation is in question, call for the Clerk.
- NEVER turn a voter away because his/her name does not appear in the poll register. Always call the Clerk!

What if a voter presents a “Precinct to Precinct” Transfer Form?
- Ask the voter for photo and signature I.D.
- Call the Clerk and await further instructions.

What if the precinct register has “Absentee Requested” by the voter’s name?
- Call the Clerk and await further instructions.

What if the precinct register has “voted” by the voter’s name?
- Explain this to the voter. If the voter questions or denies this, call the Clerk and await further instructions.

What if the voter’s signature is different?
- Call the Clerk and await further instructions.

What if the voter can’t provide the proper identification?
- Call the Clerk and await further instructions.
REGISTRATION - AFTER POLLS CLOSE

➢ Once the last voter has voted and left the polling place, assist the Clerk in break down of the polling place.

➢ Ensure the supplies used during the day are placed back into the appropriate bags.

BALLOT ISSUE TABLE BEFORE POLLS OPEN

➢ The Clerk is in charge and will assign duties to the inspectors to assist in setting up the polling place.

➢ Verify that you have all of the required materials and supplies are at the ballot issue table.

♦ All ballot styles
♦ Secrecy sleeves
♦ Ballot Issue Slip
♦ Ballot Stub Boxes

➢ Observe the ballot issue table to ensure it is safe and secure.

BALLOT ISSUE TABLE DURING ELECTION HOURS

➢ Greet the voter promptly and courteously.

➢ Ask the voter for his/her ballot issue slip. NEVER issue a ballot without an issue slip.

➢ In primary elections, state aloud the party affiliation of the ballot the voter is being issued.

➢ Have the voter fill in the oval and sign on the ballot stub. Filling in the oval is only to demonstrate that the voter knows how to properly mark his/her ballot.

➢ If you need to demonstrate how to mark a ballot, NEVER point within the body of the ballot. Always use the ballot stub oval or point to the instructions on the ballot.

➢ Initial the ballot stub.

➢ Give the ballot along with a privacy sleeve to the voter.

➢ Instruct the voter to use the ballot pen in the privacy booth; then proceed to the M100 after marking his/her ballot.

➢ Direct the voter to a privacy booth and then to the M100 once they are done marking the ballot.

➢ Never engage in personal or political conversations with the voters.
- Thank the voter for coming to vote.
- For spoiled ballot instructions, contact the Clerk.
BALLOT ISSUE TABLE AFTER POLLS CLOSE

- Once the last voter has voted and left the polling place, assist the Clerk as directed in disassembling the polling place.
- Ensure that all of the ballot issue slips are in the ballot issue slip box.
- Ensure that all of the ballot stubs are in the ballot stub box.
- Assist the Clerk with sealing the ballot issue slip, ballot stub, and provisional/spoiled ballot boxes.
- Ensure the supplies used during the day are placed back into the supplies bag and/or the black security tub.

INSPECTOR GENERAL REVIEW AND QUESTIONS

- Refer all problems and unusual situations to Clerk.
- Assist as directed by the Clerk in assembling and disassembling the polling place
- Ensure the area around the ballot issue table is safe and secure.
- Serve voters promptly and courteously and thank them for coming to vote
- Never give the voter his/her ballot until you get the ballot issue slip
- In primary elections, state aloud the party affiliation of the ballot being issued.
- Voter must always fill in the oval and sign on the ballot stub.
- You must always initial stub before ballot can be issued.
- Always give voter privacy sleeve.
- Always remind voters to mark ballots with pens provided in voting booths ONLY.
- For spoiled ballots NEVER LOOK AT OR TOUCH VOTER’S BALLOT.
- No voter can be issued more than 3 ballots.
- Never engage in personal or political conversations with the voters.
- When discussing a matter with the Clerk and/or voter, always make it as private as possible.
A. Inspector Certification Continuing Education/Deputy Certification (CID-CE) Syllabus (2 ½ Hours)

1. Sensitivity Training
2. Organizational Chart
3. Refresher - Set up of the Polling Place
4. Refresher - Layout of the Polling Place
5. Refresher - Voting Equipment Transport Cart
6. Deputy Set-up
   a) Location of Notices and Notices Board Set Up
   b) Location of Outside Signs and Cones
7. Deputy Responsibilities
   a) Inside
   b) Outside
8. Deputy Reminders
9. Deputy Closing Responsibilities
10. Deputy Question and Answer Session (Deputy Dismissed)
11. Refresher Contents of Red Supplies Bag
12. Refresher Contents of Orange Printed Materials Bag
13. Refresher Registration Table Set Up
    a) Alpha Signs
    b) Precinct Register
    c) I.D. and I.D. Requirements
    d) Address Verification
    e) Signature Verification
    f) Ballot Issue Slip or PEB Issue Card Actions
    g) Direct Voter to Ballot Issue Table
14. Refresher Ballot Issue Table Set Up
   a) Issue M100 Paper Ballot
      (1) Ballot Issue Slip Actions
      (2) Issue Correct M100 Paper Ballot
      (3) Secrecy Sleeve
      (4) Direct Voter to Voting Booth
   b) Issue TS Visual Ballot
      (1) PEB Issue Card Actions
      (2) Direct Voter to Touch Screen Specialist

15. Refresher Hands-On Voting Booth Assembly/Disassembly
B. Inspector Certification Continuing Education/Deputy Certification (CID-CE) Preparation

PARTICIPANTS

- Deputies
- Experienced Inspectors

INSTRUCTOR PREPARATION (Minimum of 1 Lead Instructor and 1 Assistant Instructor)

- Arrive at training site no later than 30 minutes prior to scheduled training
- Review assigned training materials; assure all contain current information
- Know statutory requirements

TRAINING MATERIALS REQUIRED

- ES PEO 43 CID (Deputy/Inspector) Education PowerPoint
- Voting Equipment Transport Cart
- Blue Security Cart (stocked as if sending to Precinct)
C. Inspector Certification Continuing Education/Deputy Certification (CID-CE) Learning Objectives

**DEPUTY BEFORE POLLS OPEN**

- Place the precinct sign (w/ flag) in a highly visible spot outside the entrance of the polling place.
- Place directional precinct signs in the most suitable locations.
- Make sure the entrance and exit pathways are clear from obstructions and safe for voters.
- Post yourself at the entrance of the polling place upon opening of polls and remain there throughout the day.

**DEPUTY AFTER POLLS CLOSE**

- When the Clerk announces “The polls are closed” (7 p.m.), stand behind the last voter in line. When the last voter leaves the polling place, begin removing signs and assist with disassembling the polling place.
- IMPORTANT! It is your primary responsibility to maintain order in the polling place. Public is allowed in the polling place while the votes are being tabulated, but they cannot interfere with the process.

**DEPUTY INTERACTIONS WITH VOTERS**

<table>
<thead>
<tr>
<th>DO</th>
<th>DON’T</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stand by the entrance and greet the voters promptly and courteously.</td>
<td>Never turn a voter away. If there are any questions, direct the voter to the Clerk.</td>
</tr>
<tr>
<td>Ask the voter to have the proper identification ready.</td>
<td>Never inspect the voter’s identification.</td>
</tr>
<tr>
<td>Maintain traffic flow into the precinct during the day.</td>
<td>Do not engage in personal or political (i.e. candidates or ballot issues) conversations with the voters.</td>
</tr>
<tr>
<td>Be as discreet as possible when dealing with a voter’s situation.</td>
<td>Never let a voter leave with a ballot.</td>
</tr>
<tr>
<td>Remind all voters to turn off all electronic devices.</td>
<td>Do not hold or keep voter’s personal items.</td>
</tr>
</tbody>
</table>
Ask for assistance from the Clerk if a voter is disruptive. If necessary and with permission of the Election Board, summon law enforcement to remove disruptive individuals from the polling place. **Never use physical force to resolve problems. Call the Clerk and await further instructions.**

**Allowed in the polling place:** PEOs, official poll watchers, SOE staff, persons there to vote, persons assisting a voter who have permission of the Election Board, law enforcement officers or emergency personnel (in emergency situations). Media is allowed only during setup and closing of polling place. If there are any questions, please ask the Clerk for assistance. **Never allow media into the polling place during voting hours.**

Solicitors MUST be outside 100 feet in any direction of the entrance and/or the exit of the polling place. **Never tell solicitors to leave the area. The Clerk and the SOE Office will work together if there are any problems.**

Never take an Absentee Ballot from a voter. Direct them to the Clerk. **Never allow food or drinks into the polling place.**

Never allow a voter to enter while smoking. **Never allow a voter to enter while smoking.**

**REGISTRATION - BEFORE POLLS OPEN**

- The Clerk will assign duties to the inspectors to assist in setting up the polling place.
- Verify that all required materials are at the Registration and Ballot Issue Table.
- Precinct Registers cover complete alphabet
- Alpha Signs
- Ballot Issue Slips
- Polling Place Standards and Procedures Manual
- If there are precinct register supplements, mark them accordingly either “Absentee Requested”, “Voted Absentee” or “Voted Early” in the register by the voter’s name.
- Observe the registration area to make sure it is safe and secure.
REGISTRATION - DURING ELECTION HOURS

➢ Registration Table Inspector (General Practices of the Registration Table Inspector)

➢ Greet the voter promptly and courteously.
➢ Ask for photo and signature identification.
➢ Find voter’s name in Precinct Register and ask voter to state his/her address.
➢ Ask voter to sign Precinct Register by his/her name and compare signature to that on voter’s I.D.
➢ If approved, initial box next to voter’s name. If signature is different, notify the Clerk.
➢ If the voter’s name is not in the precinct register, contact the Clerk.
➢ When giving the voter a Ballot Issue Slip, state aloud the party affiliation, and direct him/her to Ballot Issue Table.
➢ When giving the voter a PEB Issue Card, state aloud the party affiliation, and direct him/her to Touch Screen Specialist.
➢ Important! In primary elections, be sure to indicate the correct party affiliation on the Ballot Issue Slip.
➢ Inform the voter that a ballot will not be issued without a ballot issue slip.
➢ NEVER engage in personal or political (i.e. ballot issues or candidates) conversations with voters.
➢ NEVER turn the voter away. ALWAYS call the Clerk if there are any problems.
➢ NEVER accept an absentee ballot from the voter. They must submit it to the Election Office by 7 p.m. The exception to this rule is if the voter is “surrendering” his/her absentee ballot in order to vote at the polling place.
➢ What if the voter’s name is not in the register?
   ♦ Ask if the voter has ever been registered under a different name. If “no”, call the Clerk. If “yes”, search the precinct register again. If you cannot find it the second time, call the Clerk.
   ♦ Ask the voter if his/her address has changed. Both yes and no answers will have to involve the Clerk.
   ♦ If you are working a primary election, verify the voter’s eligibility by checking the party affiliation. If the party affiliation is in question, call for the Clerk.
♦ NEVER turn a voter away because his/her name does not appear in the poll register. Always call the Clerk!

➤ What if a voter presents a “Precinct to Precinct” Transfer Form?
  ♦ Ask the voter for photo and signature I.D.
  ♦ Call the Clerk and await further instructions.

➤ What if the precinct register has “Absentee Requested” by the voter’s name?
  ♦ Call the Clerk and await further instructions.

➤ What if the precinct register has “voted” by the voter’s name?
  ♦ Explain this to the voter. If the voter questions or denies this, call the Clerk and await further instructions.

➤ What if the voter’s signature is different?
  ♦ Call the Clerk and await further instructions.

➤ What if the voter can’t provide the proper identification?
  ♦ Call the Clerk and await further instructions.

REGISTRATION -AFTER POLLS CLOSE

➤ Once the last voter has voted and left the polling place, assist the Clerk in break down of the polling place.

➤ Ensure the supplies used during the day are placed back into the appropriate bags.

BALLOT ISSUE TABLE BEFORE POLLS OPEN

➤ The Clerk is in charge and will assign duties to the inspectors to assist in setting up the polling place.

➤ Verify that you have all of the required materials and supplies at the ballot issue table.
  ♦ All ballot styles
  ♦ Secrecy sleeves
  ♦ Ballot Issue Slip
  ♦ Ballot Stub Boxes

➤ Observe the ballot issue table to ensure it is safe and secure.

BALLOT ISSUE TABLE DURING ELECTION HOURS
- Greet the voter promptly and courteously.
- Ask the voter for his/her ballot issue slip. Never issue a ballot without an issue slip.
- In primary elections, state aloud the party affiliation of the ballot the voter is being issued.
- Have the voter fill in the oval and sign on the ballot stub. Filling in the oval is only to demonstrate that the voter knows how to properly mark his/her ballot.
- If you need to demonstrate how to mark a ballot, NEVER point within the body of the ballot. Always use the ballot stub oval or point to the instructions on the ballot.
- Initial the ballot stub.
- Give the ballot along with a privacy sleeve to the voter.
- Instruct the voter to use the ballot pen in the privacy booth; then proceed to the M100 after marking his/her ballot.
- Direct the voter to a privacy booth and then to the M100 once they are done marking the ballot.
- Never engage in personal or political conversations with the voters.
- Thank the voter for coming to vote.
- For spoiled ballot instructions, contact the Clerk.

**BALLOT ISSUE TABLE AFTER POLLS CLOSE**

- Once the last voter has voted and left the polling place, assist the Clerk as directed in disassembling the polling place.
- Ensure that all of the ballot issue slips are in the ballot issue slip box.
- Ensure that all of the ballot stubs are in the ballot stub box.
- Assist the Clerk with sealing the ballot issue slip, ballot stub, and provisional/spoiled ballot boxes.
- Ensure the supplies used during the day are placed back into the supplies bag and/or the black security tub.

**INSPECTOR GENERAL REVIEW AND QUESTIONS**

- Refer all problems and unusual situations to Clerk.
- Assist as directed by the Clerk in assembling and disassembling the polling place
➢ Ensure the area around the ballot issue table is safe and secure.
➢ Serve voters promptly and courteously and thank them for coming to vote
➢ Never give the voter his/her ballot until you get the ballot issue slip
➢ In primary elections, state aloud the party affiliation of the ballot being issued.
➢ Voter must always fill in the oval and sign on the ballot stub.
➢ You must always initial stub before ballot can be issued.
➢ Always give voter privacy sleeve.
➢ Always remind voters to mark ballots with pens provided in voting booths ONLY.
➢ For spoiled ballots NEVER LOOK AT OR TOUCH VOTER’S BALLOT.
➢ No voter can be issued more than 3 ballots.
➢ Never engage in personal or political conversations with the voters.
➢ When discussing a matter with the Clerk and/or voter, always make it as private as possible.
XIII. EDUCATION STANDARDS - M100 TABULATOR SPECIALIST CERTIFICATION (CT)

A. M100 Tabulator Certification (CT) Syllabus (2 1/2 Hours)

1. Sensitivity Training
2. Organizational Chart
3. Set Up of the Polling Place
4. Layout of the Polling Place
5. Oaths and Payroll
6. Components of M100 Voting System
   a) Tabulator Cover
   b) Message Display Screen
   c) M100 Election Card and Modem Access Door
   d) Gray Ballot Box
   e) Emergency Bin
7. M100 Voting System Set-up
   a) M100 Precinct Verification
   b) Keys
   c) Key Access Door
   d) Two Side Access Doors
8. Opening the M100 System (Clerk and M100 Tabulator Specialist)
   a) Explanation of M100 Clerk Procedures/Audit Document
   b) M100 Power Connection (with Touch Screen Voting System)
   c) Printing Zero Tape
9. Voter and Voting Issues
a) Spoiled Ballot
b) Under Votes (Standards and Procedures Manual)
c) Over Votes (M100 Only) (Standards and Procedures Manual)
d) Regular Hours or Extended Hours Provisional Ballot Process
10. Closing the M100 System (Clerk and M100 Tabulator Specialist)
   a) Print Election Totals Tape
   b) Print Election Totals Tape
   c) Election Data Transmission via Modem
   d) Obtain the M100 Election Card from the M100 Tabulator
   e) Disconnect the M100 System
   f) Post-Election Pack-Up of Equipment/Materials (coordinate with Assistant Clerk & TS Specialist)

11. Question and Answer Session

12. Hands-On Training and Evaluation (1½ Hours)
   a) Phase One - Setup and open the M100
   b) Phase Two - Cast 25 ballots on M100; observe and resolve error messages
   c) Phase Three - Close down and pack up equipment
B. M100 Tabulator Certification (CT)
Preparation

PARTICIPANTS

➢ New M100 Tabulator Specialists

INSTRUCTOR PREPARATION (Minimum of 1 Lead Instructor and 1 Assistant Instructor)

➢ Arrive at training site no later than 30 minutes prior to scheduled training
➢ Review assigned training materials; assure all contain current information
➢ Know statutory requirements

TRAINING MATERIALS REQUIRED

➢ ES PEO 42 CT (M100) Education PowerPoint
➢ M100 Tabulator Voting System
➢ Polling Place Standards and Procedures Manual
➢ Blue Security Sleeves
C. M100 Tabulator Specialist Certification (CT) Learning Objectives

M100 TABULATOR SPECIALIST - BEFORE POLLS OPEN

➢ Upon completion of assigned duties, verify that the M100 area is supplied with required materials.
➢ Ensure that under and over vote example sheet is attached to the M100.
➢ Designate a place for the secrecy sleeves.
➢ Place “Stop Here” sign

M100 TABULATOR SPECIALIST - DURING ELECTION HOURS

➢ Never view or touch a voter’s ballot.
➢ Direct the voter to the M100.
➢ Instruct the voter on correct procedure for inserting the ballot into the M100.
➢ Ensure next voter remains behind the “Stop Here” sign.
➢ Take the secrecy sleeve from the voter.
➢ Thank the voter for casting the ballot.
➢ Periodically return secrecy sleeves to the Ballot Issue Table

M100 TABULATOR ISSUES DURING - ELECTION HOURS

➢ If a ballot jam occurs and the ballot is visible, instruct the voter to carefully remove the ballot from the machine. Ask the voter to reinsert the ballot into the machine.
➢ If a ballot jam occurs and the ballot is not visible, assure the voter that the ballot was counted. Notify the Clerk, open one of the ballot box side doors, clear the jam, close and lock the door. DO NOT reinsert the ballot. The Clerk will document the incident.
➢ If the M100 beeps after the voter inserts the ballot, read the error message on the screen. The errors and the appropriate actions are listed below.
➢ If the secrecy sleeve is pushed too far into the M100, the M100 will beep and will not accept the ballot. Once the M100 stops beeping, instruct the voter to reinsert the ballot more slowly.
Ballot has an “Over-Vote”:

- Advise the voter that he/she has an over-vote and hand the voter an over-vote example sheet.
  - Ask the voter if he/she would like to be issued a new ballot to correct the problem or if he/she chooses to have the ballot accepted as is.
If the voter chooses to be issued a new ballot, ask him/her to press the “RETURN” button. The ballot will slide out of the machine. Instruct the voter to place the ballot back into the secrecy sleeve and notify the Clerk.

If the voter chooses to accept the ballot as is, have the voter press the “ACCEPT” button. Advise voter that contests with over votes will not be counted.

NEVER press a button for the voter.

Blank Ballot:

- As discreetly as possible, ask the voter if he/she understands the error message.
- Advise the voter that he/she may choose to accept the ballot as is or to return the ballot and correct it.
- If the voter chooses to accept the ballot, ask him/her to press the “accept” button.
- If the voter chooses to correct the ballot, ask him/her to press the “return” button and place the ballot inside the secrecy sleeve. Give the voter an under-vote example sheet and ask if he/she needs further explanation. Direct the voter to a privacy booth.
- NEVER press a button for the voter.
- NOTE: If the voter leaves before correcting the problem, notify the Clerk.

M100 TABULATOR SPECIALIST AFTER POLLS CLOSE

- Shall assist Clerk with:
  - Closing the M100 Tabulator System.
  - Removal of the M100 Election Card for storage placement in the Touch Screen Communications Case for return to SOE Office on Election Night.
  - Removal of Paper Ballots from the M100 Gray Ballot Box.
  - Placing ballots into the “Voted Ballots” boxes.
  - Sealing the “Voted Ballots” boxes.
XIV. EDUCATION STANDARDS – M100 TABULATOR SPECIALIST CERTIFICATION CONTINUING EDUCATION (CT-CE)

A. M100 Tabulator Specialist Certification Continuing Education (CT-CE) Syllabus

1. Sensitivity Training
2. Organizational Chart
3. Set Up of the Polling Place
4. Layout of the Polling Place
5. Oaths and Payroll
6. Refresher Components of M100 Voting System
   a) Tabulator Cover
   b) Message Display Screen
   c) M100 Election Card and Modem Access Door
   d) Gray Ballot Box
   e) Emergency Bin
7. Refresher M100 Voting System Set-up
   a) M100 Precinct Verification
   b) Keys
   c) Key Access Door
   d) Two Side Access Doors
8. Refresher Opening the M100 System (Clerk and M100 Tabulator Specialist)
   a) Explanation of M100 Clerk Procedures/Audit Document
   b) M100 Power Connection (with Touch Screen Voting System)
   c) Printing Zero Tape
9. Refresher Voter and Voting Issues
a) Spoiled Ballot  
b) Under Votes (Standards and Procedures Manual)  
c) Over Votes (M100 Only) (Standards and Procedures Manual)  
d) Regular Hours or Extended Hours Provisional Ballot Process  

10. Refresher Closing the M100 System (Clerk and M100 Tabulator Specialist)  
a) Print Election Totals Tape (Placed in Touch Screen Comm. Case.)  
b) Print Election Totals Tape (Posted on Precinct Polling Place Door)  
c) Election Data Transmission via Modem  
d) Obtain the M100 Election Card from the M100 Tabulator  
e) Disconnect the M100 System  
f) Post-Election Pack-Up of Equipment/Materials (coordinate with Assistant Clerk & TS Specialist)  

11. Question and Answer Session  

12. Hands-On Training and Evaluation (1 Hour)  
a) Phase One - Setup and open the M100  
b) Phase Two - Cast 10 ballots on M100; observe and resolve error messages  
c) Phase Three - Close down and pack up equipment
B. M100 Tabulator Certification
Continuing Education (CT - CE)
Preparation

PARTICIPANTS

➢ Experienced M100 Tabulator Specialists

INSTRUCTOR PREPARATION (Minimum of 1 Lead Instructor and 1 Assistant Instructor)

➢ Arrive at training site no later than 30 minutes prior to scheduled training
➢ Review assigned training materials; assure all contain current information
➢ Know statutory requirements

TRAINING MATERIALS REQUIRED

➢ ES PEO 42 CT-CE (M100) Education PowerPoint
➢ M100 Tabulator Voting System
➢ Polling Place Standards and Procedures Manual
➢ Blue Security Sleeves
C. M100 Tabulator Specialist
Certification Continuing Education
(CT - CE) Learning Objectives

M100 TABULATOR SPECIALIST - BEFORE POLLS OPEN

- Upon completion of assigned duties, verify that the M100 area is supplied with required materials
- Ensure that under and over vote example sheet is attached to the M100.
- Designate a place for the secrecy sleeves.
- Place “Stop Here” sign

M100 TABULATOR SPECIALIST - DURING ELECTION HOURS

- Never view or touch a voter’s ballot.
- Direct the voter to the M100.
- Instruct the voter on correct procedure for inserting the ballot into the M100.
- Ensure next voter remains behind the “Stop Here” sign.
- Take the secrecy sleeve from the voter.
- Thank the voter for casting the ballot.
- Periodically return secrecy sleeves to the Ballot Issue Table

M100 TABULATOR ISSUES DURING ELECTION HOURS

- If a ballot jam occurs and the ballot is visible, instruct the voter to carefully remove the ballot from the machine. Ask the voter to reinser the ballot into the machine.
- If a ballot jam occurs and the ballot is not visible, assure the voter that the ballot was counted. Notify the Clerk, open one of the ballot box side doors, clear the jam, close and lock the door. DO NOT reinser the ballot. The Clerk will document the incident.
- If the M100 beeps after the voter inserts the ballot, read the error message on the screen. The errors and the appropriate actions are listed below.
If the secrecy sleeve is pushed too far into the M100, the M100 will beep and will not accept the ballot. Once the M100 stops beeping, instruct the voter to reinsert the ballot more slowly.

Ballot has an “Over-Vote”:

- As discreetly as possible, advise the voter that he/she has an over-vote and hand the voter an over-vote example sheet.
- Ask the voter if he/she would like to be issued a new ballot to correct the problem or if he/she chooses to have the ballot accepted as is.
If the voter chooses to be issued a new ballot, ask him/her to press the “RETURN” button. The ballot will slide out of the machine. Instruct the voter to place the ballot back into the secrecy sleeve and notify the Clerk.

If the voter chooses to accept the ballot as is, have the voter press the “ACCEPT” button. Advise voter that contests with over votes will not be counted.

NEVER press a button for the voter.

NOTE: If the voter leaves before correcting the problem, notify the Clerk.

**Blank Ballot:**

As discreetly as possible, ask the voter if he/she understands the error message.

Advise the voter that he/she may choose to accept the ballot as is or to return the ballot and correct it.

If the voter chooses to accept the ballot, ask him/her to press the “ACCEPT” button. Advise voter that contests with over votes will not be counted.

If the voter chooses to correct the ballot, ask him/her to press the “RETURN” button and place the ballot inside the secrecy sleeve. Give the voter an under-vote example sheet and ask if he/she needs further explanation. Direct the voter to a privacy booth.

NEVER press a button for the voter.

NOTE: If the voter leaves before correcting the problem, notify the Clerk.

**M100 TABULATOR SPECIALIST AFTER POLLS CLOSE**

 Assist Clerk with:

- closing the M100 Tabulator System
- removal of the M100 Election Card and locate in Comm Case for return to SOE Office on Election Night
- removal of ballots from the M100
- placing ballots into the “Voted Ballots” boxes.
sealing the “Voted Ballots” boxes.
XV. EDUCATION STANDARDS – EARLY VOTING CERTIFICATION (EVC)

A. Early Voting Certification (EVC) Syllabus (4 Hours)

1. Sensitivity Training
2. Organizational Chart
3. Deputy
   a) Notices Board Set Up
   b) Deputy/Inspector Closing Responsibilities
   c) (Deputies Dismissed)
4. Contents of Blue Security Cart
5. Explanation of Early Voting Audit/Procedures Manual
6. Layout of the Early Voting Site
   a) Early Voting Site Diagram
   b) Registration Counter
7. Registration Counter Login
8. Registration Counter Processes
   a) ID Requirement
   b) Selection of Correct Voter
   c) Address Verification
   d) Signature Validation
   e) Print Early Voting Certificate
   f) Direct voter to Ballot Issue (Ballot on Demand) Table
9. Ballot on Demand Login Procedure
10. Ballot Issue (Ballot on Demand) Table Processes
    a) Table Set Up
    b) Laptop/Printer Connection
    c) Ballot Stock from Ballot Stock Security Tower
    d) Ballot on Demand Login Procedure
    e) Direct Voter to Voting Booths
11. Opening the M100 System (Manager and Assistant Manager)
   a) M100 Early Voting Site Verification
   b) Components of M100 Voting System
      (1) M100 Tabulator
          (a) Message Display Screen
          (b) M100 Election Card and Modem Access Door Keys
          (c) Key Access Door
      c) Gray Ballot Box / Two Side Access Doors
      d) Emergency Bin
      e) M100 Power Connection (with Touch Screen Voting System)
      f) Printing Zero Tape

12. Opening Touch Screen Voting System
   a) Touch Screen Precinct Verification
   b) Explanation of Touch Screen Specialist Procedures/Audit Manual
   c) Components of Touch Screen Voting System
      (1) Touch Screen Display Unit
          (a) Touch Screen Unit PEB Slot
          (b) Touch Screen Election Card
      (2) Touch Screen Voting Booth
      (3) Communications Case
          (a) Master Personal Electronic Ballot (PEB) Activator (Yellow Band)
          (b) Precinct Personal Electronic Ballot (PEB) Activator (Purple Band)
          (c) Printer Selector Switch and Green Lights
          (d) Modem Selector Switch and Red Lights
d) Touch Screen Power Connection (with M100 Voting System)

e) Opening Terminal for Voting
   (1) Printing Zero Tape
   (2) Storage of Master and Precinct PEB Activators During Election

13. Touch Screen Display Maintenance During Election

14. Oaths and Payroll

15. Issue M100 Paper Ballot
   a) Issue Correct M100 BOD Paper Ballot
   b) Direct Voter to Voting Booth/Secrecy Sleeve

16. Issue TS Visual Ballot
   a) PEB Issue Card Actions
   b) Select Ballot for Voter
   c) Voter Instructions
   d) Review Ballot (Voter)
   e) Cast Ballot (Voter)

17. Voter and Voting Issues
a) Forms Associated with Voter Issues (Voter Registration Forms, Address Change, Name Change, etc)

b) M100 Tabulator Paper Voting System

   (1) Spoiled Ballot Instructions
   (2) Under Votes (Standards and Procedures Manual)
   (3) Over Votes (M100 Only) (Standards and Procedures Manual)
   (4) Provisional Ballot Process

c) Touch Screen Voting System

   (1) Audio Ballot
   (2) Cancel Ballot
   (3) Under Votes (Standards and Procedures Manual)
   (4) Provisional Ballot Process

d) Daily Audit/Closing the Polls

   (1) M100 System (Manager and Assistant Manager)
       (a) Prepare Audit Sheet (Early Voting Audit/Procedures Manual)
       (b) Closing and Disconnect the M100 System
       (c) Remove Ballots from Gray Ballot Box
   (2) Touch Screen System (Manager and Assistant Manager)
       (a) Prepare Audit Sheet (Early Voting Audit/Procedures Manual)
       (b) Closing and Disconnect TS Voting System

18. Question and Answer Session

19. Hands-On Training
B. Early Voting Certification (EVC) Preparation

PARTICIPANTS

- Experienced Precinct Election Officials interested in staffing Early Voting Site

INSTRUCTOR PREPARATION (Minimum of 1 Lead Instructor and 1 Assistant Instructor)

- Arrive at training site no later than 30 minutes prior to scheduled training
- Review assigned training materials; assure all contain current information
- Know statutory requirements

TRAINING MATERIALS REQUIRED

- ES PEO 44 Early Voting Certification (EVC) Education PowerPoint
- Early Voting Registration Counter
- Voting Booths
- M100 Tabulator Voting System
- Touch Screen Voting System
- Ballot on Demand Laptop
- Ballot on Demand Printer
- Gray Ballot Stock Security Tower with Ballot Stock
- Voted Ballot Boxes, Early Voting Certificate Boxes, Ballot Stub Boxes
- Polling Place Standards and Procedures Manual
- Blue Security Sleeves
C. Early Voting Certification (EVC)
Learning Objectives

GENERAL

➢ The Early Voting Manager is in charge of the Early Voting Site and directs all activities as determined by the Supervisor of Elections Office.

➢ The Early Voting Assistant Manager is also the Chairperson of the Precinct Election Board comprised of all other Early Voting Precinct Election Officials (PEO) within the Early Voting Site.

➢ IMPORTANT: Early Voting Audit/Procedures Manual is your main tool for opening and closing the Early Voting Site. Make sure you follow the instructions and initial each step.

BEFORE POLLS OPEN

➢ IMPORTANT: All of the steps for setting up the Early Voting Site are outlined in the Early Voting Audit/Procedures Manual. Please follow it step by step.

➢ The Early Voting Manager will ensure that all of the Early Voting Precinct Election Officials are present.

➢ The Assistant Manager will swear in the Manager.

➢ Remember that the public and media may be present while the Early Voting Site is being set up but must vacate at least 10 minutes before voting begins.

➢ The Early Voting Manager will:
  ♦ swear in all other Early Voting Precinct Election Officials.
  ♦ delegate tasks among the EVPEOs to ready the Early Voting Site prior to scheduled voting time.
  ♦ set up the polling place following the layout in the Early Voting Audit/Procedures Manual.
  ♦ ensure that all of the required supplies and materials are provided.
  ♦ prepare the M100 Tabulation Voting System (with Early Voting Assistant Manager) for voting and initial each step.
  ♦ ensure that the pathways are clear from obstructions and safe for voters.
 campground

- verify the EVPEOs are identified with name badges.
- always be available for any problems that may arise.
- ensure that the Polling Place Standards and Procedures document is followed for each form.
- ensure that the correct forms are used and that they are properly completed.
- always call the SOE office when a question concerning a voter’s status (such as, voter is questioning his/her party affiliation, etc.).
- be as discreet as possible when discussing a situation with a voter.
- ensure that all steps are followed when following the Provisional or Spoiled Ballot Processes.
- complete an Incident Report Form for any problems that occur throughout Early Voting period.

EACH DAY AFTER POLLS CLOSE

- The Clerk will:
  - assign EVPEOs to collect supplies and materials and place them in their respective locations.
  - ensure the Early Voting Site is clean.
  - guarantee that all of the required materials (i.e. voting equipment, voted ballots,) are put away in their proper locations at the end of each day.
  - remember that the public and media may be present during set up and closing process -- after the voting has ended and while the totals are being printed and after.
  - assure all equipment and materials are packed for return as delivered.

EARLY VOTING - HANDS-ON

- Front Registration Counter
  - Registration Login Procedure
  - ID Requirement
  - Selection of Correct Voter
  - Address Verification
- Signature Validation
- Print Early Voting Certificate
- Direct voter to Ballot Issue (Ballot on Demand) Table

- Ballot Issue Table
  - Issue M100 Paper Ballot
    - Issue Correct M100 BOD Paper Ballot
    - Direct Voter to Voting Booth/Secrecy Sleeve
  - Issue TS Visual Ballot
    - PEB Issue Card Actions
    - Select Ballot for Voter
    - Voter Instructions
    - Review Ballot (Voter)
    - Cast Ballot (Voter)

- Voter and Voting Issues
  - Forms Associated with Voter Issues (Voter Registration Forms, Address Change, Name Change, etc)
  - M100 Tabulator Paper Voting System
    - Spoiled Ballot Instructions
    - Under Votes (Standards and Procedures Manual)
    - Over Votes (M100 Only) (Standards and Procedures Manual)
    - Provisional Ballot Process
  - Touch Screen Voting System
    - Audio Ballot
    - Cancel Ballot
    - Under Votes (Standards and Procedures Manual)
    - Provisional Ballot Process

- Daily Audit/Closing the Polls
  - M100 System (Manager and Assistant Manager)
    - Prepare Audit Sheet (Early Voting Audit/Procedures Manual)
    - Closing and Disconnect the M100 System
- Remove Ballots from Gray Ballot Box
- Touch Screen System (Manager and Assistant Manager)
  - Prepare Audit Sheet (Early Voting Audit/Procedures Manual)
  - Closing and Disconnecting TS Voting System