



PROJECT V.O.T.E.
(Voting Opportunities Through Education)

REFERENCE GUIDE

APPLICATIONS TO VOTE	1
BALLOTS	1
BALLOT JAMS	1
BALLOTS – REJECTED BY TABULATOR	1
BALLOTS - SAMPLES	1
BALLOTS - SECURITY	1
CAMPAIGNING AT THE POLLS	1
CAMPAIGN LITERATURE, SIGNS AND POSTERS, ETC.	1
CANNED AIR	2
CANDIDATE/PROPOSAL INFORMATONAL SHEETS	2
EXIT POLLING	2
HELP – Oakland County, Constance Spak/Tracy Ward (248) 858-0560	2
HOURS THE POLLS ARE OPEN	2
INK RIBBONS	2

PAPER ROLLS	2
POLL BOOK	2
POWER FAILURE	2
POLLING LOCATION SET-UP	2
POLL WORKERS	3
"PRINT TOTALS" KEY	3
PROM PACKS (MEMORY UNITS)	3
STATIONS AND WORK AREA	3
(b) STATIONS – 1st STATION – APPLICATIONS TO VOTE.....	3
(c) STATIONS – 2nd STATION – BALLOT ISSUING AND POLL BOOK.....	3
(d) STATIONS – 3rd STATION – VOTING AREA.....	3
(e) STATIONS – 4th STATION – TABULATOR.....	4
SUPPLIES	4
TABULATOR BALLOT BINS	4
TABULATION EQUIPMENT ASSEMBLY	4
TABULATION EQUIPMENT OPENING	4
TABULATOR POWER	4
TALLY PREPARATION	4
TABULATOR PUBLIC COUNTERS	5
TESTING	5
VOTING AREA	5
VOTERS LIST	5

OPENING PROCEDURES	6
DAILY OPERATIONS	8
CLOSING PROCEDURES	9

APPLICATIONS TO VOTE

Each voter completes an Application to Vote. Confirm that the application is filled out completely and signed by the voter.

BALLOTS

Each school will be given a supply of generic ballots. There is an option for ordering specialized pre-printed custom ballots, at a cost to be born by the participating unit. Custom ballots can be ordered from Ed Stevens of Printing Systems, Inc. (PSI) located at 12680 Delta Drive Taylor, MI 48180 or by calling (734) 946-5111, ext. 228. PSI supplies several municipalities with their ballots and election supplies. Remember customized ballots may require custom programming which will also be a cost to the participating unit.

BALLOT JAMS

Carefully lift one side of the Tabulator and pull the ballot out of the bottom of the Tabulator with both hands to avoid ballots from tearing and jamming. Ballots should never be removed at an angle; pull the ballot straight out of either the feed area or the bottom. If a ballot is not visible, turn off the Tabulator and open the side of the Tabulator; attempt to roll the wheels near the front of the Tabulator until the ballot is visible then carefully pull out the ballot. Extreme ballot jams may require assistance from one of the contact individuals.

BALLOTS – REJECTED BY TABULATOR

The Poll Worker stationed at the Tabulator may have to explain to the voter why the Tabulator has rejected their ballot. The Poll Worker should discreetly explain:

That the voter has:

- “OVER-VOTED” a contest or proposal
- Has not cast any votes (BLANK BALLOT)
- Voted with an incorrect pen

Direct the voter back to the ballot issuing station to receive a new ballot.
REMEMBER to place the bad ballot in a “SPOILED” ballot envelope.

BALLOTS - SAMPLES

Sample Ballots should be posted to instruct voters on marking their ballots as well as candidate/proposal indicators.

BALLOTS - SECURITY

Remember to keep all of the un-voted ballots in a secure location to protect the integrity of your election.

CAMPAIGNING AT THE POLLS

Campaigning within the polls should not be permitted.

CAMPAIGN LITERATURE, SIGNS AND POSTERS, ETC.

A person should not post, display, or distribute in any campaign literature in a Polling Location.

CANNED AIR

Prior to each election, completely clean the ballot pathway with canned air.

CANDIDATE/PROPOSAL INFORMATIONAL SHEETS

Candidate and proposal choices should be listed on a supplemental informational sheet for the voter to use in conjunction with the ballot. Voters will vote their ballots by connecting the arrow to the right of the number, which corresponds, to the candidate number on the informational sheets.

EXIT POLLING

Students participating in Exit Polling should remain at least 20 feet from the Polling Location doorway.

HELP – Oakland County, Constance Spak/Tracy Ward(248) 858-0560

HOURS THE POLLS ARE OPEN

Post signs indicating the hours the polls will be open. Announce the opening and closing of the polls. Anyone in line at the close of the polls should be allowed to vote.

INK RIBBONS

Unlock the Tabulator side lock. Carefully review how the ribbon is installed. The ribbon feeds from a clockwise position. Remove the used ribbon and replace it similarly. Turn the ribbon to tighten any slack in the ribbon. Relock the side lock. Ribbons can be purchased through ES&S, Election Systems & Software at www.essvote.com. The product number is BRC #900-26194-00

PAPER ROLLS

Replace paper rolls when pink ink appears on tape. Remove the used roll by depressing the two metal extensions holding the used roll. Insert the new paper roll similarly. A picture of the procedure and paper direction is located on the back Tabulator door. Paper Rolls can be purchased through ES&S, Election Systems & Software at www.essvote.com. The product number is BRC #26585-00

POLL BOOK

A Poll Book is a booklet used to record the name of the voter. The Poll Worker assigned to the Poll Book records the names of voters listed on the Application to Vote.

POWER FAILURE

If there is a power failure, ballot jam or a machine problem, have the voter put their ballot in the auxiliary bin. Feed the ballots into the Tabulator once it is up and running again.

POLLING LOCATION SET-UP

- Applications to Vote
- Poll Book and Ballot Issuing
- Voting Stations
- Tabulator

POLL WORKERS

Poll Workers should be impartial workers and/or a balance of Poll Workers should represent each candidate or each side of a ballot proposal. Poll Workers should show integrity in the election process at all times.

"PRINT TOTALS" KEY

- If you want to close the polls, press the "0" key and the vote totals will begin to print.
- If you do not want to close the polls, press the "9" key and the vote totals will not print.

After printing the vote totals, turn off the power source on the surge protector and unplug the surge protector from the wall outlet. Carefully remove the Prom Pack. Unplug the Tabulator from the surge protector, fold the cord back into the Tabulator head and lock the Tabulator head with the red key. Return the surge protector to the supply tub..

PROM PACKS (MEMORY UNITS)

The PROM Pack is programmed with the generic ballot. It accumulates the votes throughout the election.

Memory (PROM) Packs are secured behind the brass door in the back of the Tabulator. To remove the PROM Pack, unlock the rear door; open the brass door (make sure the power is off); lift up on the lever; slide the lever to the right; pull out the PROM Pack.

PROM Packs have two batteries. Batteries should be replaced every four-years. To change the batteries, open the PROM Pack with an Allen wrench; remove one battery; replace it with a new battery; then remove the second battery and replace it with a new battery. Both batteries should never be removed at the same time, as it will cause the programming on the memory (PROM) Pack to be erased. Verify that the contact tabs are holding the batteries securely in place so that the memory (PROM) Pack operates properly.

STATIONS AND WORK AREA

- Arrange the voting areas in a manner that allows the voter to cast their ballot in secret.
- Check to see that there is a Number 2 pencil at each voting location.
- Place Tabulator as far away as possible from the area of circulation to protect the secrecy of the ballot.

(b) STATIONS – 1st STATION – APPLICATIONS TO VOTE

- Have each voter complete an Application to Vote.
- Find and highlight the voter's name on the Voter's List.

(c) STATIONS – 2nd STATION – BALLOT ISSUING AND POLL BOOK

- The Poll Worker receives the Application to Vote form from the voter and writes the voter's name and ballot number in the Poll Book.
- The voter is handed the ballot inside a secrecy folder, and is directed to a voting area.
- Secure the un-voted ballots to protect the integrity of your election.

(d) STATIONS – 3rd STATION – VOTING AREA

- Voter votes their ballot at the voting area with a Number 2 pencil.

(e) STATIONS – 4th STATION – TABULATOR

- Direct the voter to the Tabulator and instruct them to insert the ballot into the Tabulator without the secrecy folder.

SUPPLIES

Confirm that your Polling Location has the following supplies:

Memory (PROM) Pack inside Tabulator	Poll Book
Tabulator w/ Tabulator Ballot Box	Extension Cord
Surge Protector for Tabulator	Tabulator Tape
Secrecy Folders (Manila Folders)	Number 2 Pencils
Applications to Vote	Pencil Sharpener
Candidate/Proposal Instructions for Marking Ballot	Tables and Chairs
“SPOILED” Ballot Envelope	

TABULATOR BALLOT BINS

Prior to Opening of the Polls:

- Open all three compartments of the Tabulator ballot bin and make sure they are empty.
- Lock all Tabulator ballot bin doors.

TABULATION EQUIPMENT ASSEMBLY

- Place the wood dividers in slots provided.
- Place the top of the blue ballot box on top of the bottom of the unit.
- Lock the to side locks.
- Lift the steel cover to its open position, with the two ballot slots exposed.
- Place the Tabulator on top of the assembled blue ballot box, by lining up the two metal pegs and sliding the Tabulator into place. Ballots fall into the ballot box through the two slots.

TABULATION EQUIPMENT OPENING

- Unlock the rear door of the Tabulator (red key).
- Remove the power cord.
- Re-lock the door and remove the key.

TABULATOR POWER

Plug the Tabulator directly into a surge protector and then plug the surge protector into a 120V AC outlet (use an extension cord if necessary). The red power-on light on the front of the Tabulator will come on. A Zero Tape Report will print. This report shows all of the contests and propositions. All vote totals and the Public Counter must be zero.

Do not tear off the Zero Totals Tape. It stays on the Tabulator until the Close of the Polls. The entire election Tabulator activity will be recorded on this tape.

TALLY PREPARATION

Compare number of voters listed in the Poll Book with Applications to Vote and the number of voters on the public counter on the Tabulator. They should agree.

TABULATOR PUBLIC COUNTERS

Check the front of the Tabulator:

- **RED LIGHT ON** - Indicates the Tabulator is on.
- **GREEN LIGHT ON** - Indicates the Tabulator is ready to accept ballots.
- **PUBLIC COUNTER LIGHT ON** - *MUST* be set at "000".

TESTING

Ballots and programming should be tested prior to the usage of new ballot deliveries or new programming. Mark a several sample ballots, by voting for all options, and feed into the Tabulator. Print a Totals Tape and confirm that the Tabulator recorded the votes correctly. REMEMBER to zero out the Tabulator after testing.

VOTING AREA

Set up several tables where voters can sit down and mark their ballots in secrecy.

VOTERS LIST

Eligible voters list should indicate the names of all voters. Voters' names should be highlighted when a ballot is issued.

OPENING PROCEDURES

OPENING PROCEDURES

TABULATOR -

- Tabulator Keys - there are three (3) keys:

Green	Tabulator ballot box
Red	Back of Tabulator Memory (PROM) Pack
Gold	Side of Tabulator – CAUTION only open in an emergency to remove a ballot jam

- Unlock the back of the Tabulator
- Remove power cord
- Re-lock the door – REMOVE the Tabulator key

TABULATOR POWER - Plug the Tabulator into surge protector and then into 120V AC outlet; use an extension cord if needed. The red power-on light on the front of the Tabulator will come on. A report will print:

- **Zero Tape Report** - this is the opening report. It shows all contests and proposals. All vote totals MUST be zero. Do not tear off the Tabulator Tape, it stays attached to the Tabulator until the CLOSE OF THE POLLS and is attached to the Totals Tape. The entire election will be recorded on this tape.

PUBLIC COUNTERS DISPLAY - Check the front of the Tabulator:

- **RED LIGHT ON** - Indicates the Tabulator is on
- **GREEN LIGHT ON** - Indicates the Tabulator is ready to accept ballots
- **PUBLIC COUNTER LIGHT ON** - *Must* be set at "000"
"THE POLLS ARE NOW OPEN"

Voting may begin at this time. Use the Auxiliary bin in the case of a power outage or ballot jam.

FLAG DISPLAY

Display a flag inside the voting area.

BALLOTS

Confirm that ballots have been included in your supplies. Make sure to keep the un-voted ballots secure to protect the integrity of your election.

SUPPLY CHECKLIST

Confirm the following supplies:

Memory (PROM) Pack inside Tabulator	Poll Book
Tabulator w/ Tabulator Ballot Box	Extension Cord

Surge Protector for Tabulator	Tabulator Tape
Secrecy Folders (Manila Folders)	Number 2 Pencils
Applications to Vote	Pencil Sharpener
Candidate/Proposal Instructions for Marking Ballot	Tables and Chairs
"SPOILED" Ballot Envelope	

TABULATOR BALLOT BOX

- Open and inspect all three compartments of the Tabulator ballot box
- Confirm that all compartments are empty
- Lock all Tabulator ballot box doors
- Remove the Tabulator key

VOTING STATIONS:

- Arrange an area for voting. Confirm that voters are able to cast their ballots in secrecy.
- Confirm that there is a Number 2 pencil at each voting area.
- Confirm that the Tabulator is facing a wall, as far away as possible but still accessible to the voter to protect voter secrecy.
- Arrange Work Stations with required daily supplies as follows:
 - 1st STATION** Applications to Vote (make sure #2 pencils are available)
 - 2nd STATION** Poll Book and Ballot Issuing – Write Voter's name in Poll Book and issue Ballots, place in secrecy folder
 - 3rd STATION** Voting Stations (make sure #2 pencils are available)
 - 4th STATION** Tabulator – Make sure the ballot only is placed into the Tabulator. Secrecy Folders fed into the Tabulator will cause a severe jam. USE CAUTION.

DAILY OPERATIONS

DAILY OPERATIONS

1st STATION – APPLICATIONS TO VOTE:

Voter completes and signs using a Number 2 pencil.
Find and highlight the voter's name on the Voter's List.

2nd STATION - ISSUING BALLOT AND SECRECY FOLDER:

- Ballots are issued.
- The Poll Worker receives the Application to Vote and writes the name of the voter in the Poll Book.
- Voter is handed a ballot inside the secrecy folder.
- Direct voter to the next available voting area
- Protect ballots at all times.

“SPOILED” BALLOT REMINDER - When issuing a replacement ballot, remember to place the bad ballot inside the **“SPOILED”** Ballot envelope. DO NOT re-enter voter information in the Poll Book.

3rd STATION – VOTING AREAS:

- Voter is directed to the next available voting area and allowed to vote in privacy.
- Check areas and confirm:
 - Number 2 pencils are still available
 - Areas do not contain campaign literature

4th STATION - TABULATOR:

- **VOTE TABULATOR** - Instruct the voter to insert their ballot into the Tabulator without the secrecy folder.
- **REJECTED BALLOTS** – Instruct the voter to cover their ballot and inform the voter the reason for the rejection. Give the voter instructions for getting a new ballot.
- Return secrecy folder to Third Station for re-issue

CLOSING PROCEDURES

CLOSING PROCEDURES

TALLY:

Compare number of voters listed in the Poll Book against the number of completed Applications to Vote and the number of voters on the public counter on the Tabulator. They should agree.

TALLY REPORTS:

- Unlock the rear door of the Tabulator (red Tabulator key).
- PRESS THE "PRINT TOTALS" KEY
 - If you want to close the polls, press the "0" key
 - If you do not want to close the polls, press the "9" key

The TOTALS Tape should remain attached to the Original Zero Tape

- Unplug the Tabulator
- Unplug the Tabulator from the surge protector.
- Pack the Tabulator power cord into the back of the Tabulator
- Lock the Tabulator door
- Start putting away extra supplies just prior to the Close of the Polls
- Return everything to its original location
- Return the electrical cord and surge protector to the supply tub.

ASSISTANCE???

CONTACT INFORMATION

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Election Systems & Software, www.essvote.com