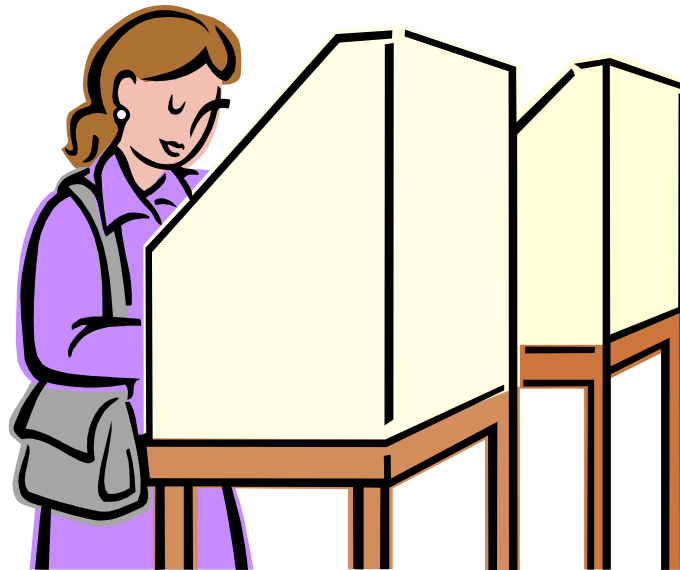




Inspector Training

Updated August 2022



Election Officers and Police Officers

- **Warden**- Officer in charge of the polling place – 1 per precinct
- **3 types of Clerks:**
 - ✓ **Precinct Clerk** keeps the written records and assists the Warden
 - ✓ **Ballot Clerk** does the same but at the ballot table
 - ✓ **Town Clerk** supervises the election and workers
- **Inspectors**- are responsible for checking in and checking out voters
- **Ballot Box Inspector/Observer** is responsible to make sure all voters check out before casting their ballots in the ballot box at the correct precinct.
- **Tellers** count the write-ins at the end of the night.
- One **Police Officer** is present inside the polling place. Others are outside.
- **Registrars** are responsible for the voting list.

Set-up and Public Examination of Voting Equipment

- The bulk of the set-up occurs the day(s) before the election
- State Primary/Election Day - Wardens arrive by 5:15 a.m., Clerks arrive by 5:30 a.m., and Inspectors and Observers are at their tables by 6:00 a.m. to check poll pads and count ballots. Polls open at 7:00 a.m. Tellers arrive later in the day. Town Election hours start one hour later.
- The polling location must be open to the public at least 30 minutes before the polls open to voting in order to permit public inspection of the equipment and the zero tapes. We are open approximately one hour prior.
- The election officers must open the ballot box publicly to show that the box is empty.
- Immediately after the ballot box is inspected, it is locked and the keys are given to the police officer and Wardens who will keep the keys while the polls are open.

Who may vote in this Election?

- All registered voters in the Town of Hanover!
 - Their party registration does not matter.
 - The last day to register to vote is now 10 days prior to an election.

Who is Allowed Inside the Active Voting Area?

- Election Officials
- Voters in the process of voting
- Police Officers with the permission of the Warden
- Representatives of the Town Clerk's Office
- Children may accompany a voter within the area if no disruption is created, but they should not handle the ballot unless the adult voter requires assistance from the child.
- Persons providing voter assistance (if permitted by Warden)

Ballots at Check-In Tables

- The ballots are brought to the check-in tables by the ballot clerks. There are 2 ballots for a Primary Election, one for a State or Town Election. As you run low on ballots you must ask the **warden or clerk for your precinct** for additional ballots; they will make arrangements and will keep related records.
- All ballots must be accounted for by precinct.
- Ballots may not be taken from another check-in table!

Check-In

- Be friendly and welcoming! Election Day is always one of the highlights of the year!
- By law, when a voter arrives at the check-in table, even if you know them, the voter **must state their first and last name** to the inspector who **must repeat it** loud enough for any observers to hear. The inspector will enter the first few letters of each (first and last name) into the poll pad. More than one name may appear.
- Ask for the middle initial and any suffix (Jr., Sr., III, etc.) to confirm, especially in case of members of the family with the same name.
- Also by law, the voter must **state their street number and street name**. The inspector **needs to repeat the address** and select the correct voter on the poll pad.

Voter Issues

- Sometimes a voter will be in the wrong precinct line. The poll pad will indicate which precinct they should be in. Direct them to the appropriate line.
- If a voter is not listed in the poll pad and insists that they are registered to vote, **direct them to the Registrars who will check the master voter list. The Registrars will send them to a Warden if they still can't find them!**
- When in doubt of how to proceed... **Call the Warden.**
- **DO NOT TURN ANY VOTER AWAY!**

Inactive voters

- Inactive voters are voters with “INACTIVE” next to their name on the poll pad
- They were **designated “inactive” because they did not appear on or respond to their town census**
- **DO NOT TURN ANY VOTER AWAY!**
- Call the Warden! The voter will have to fill out an “Affirmation of Current and Continuous Residence” – Warden will handle next steps (including if they don’t have a matching ID, the voter will also have to become a “challenged voter”)
- **The completed “Affirmation” (handout) must be returned to the inspector.** The Inspector will submit to their “Affirmation” to their Precinct Clerk.

New affirmation of Current and Continuous Residence

- (handout)

Voters with “ID required”

- Voters with “ID required” must show identification with the name and the address where they are registered. If they show an ID that has their name and address (as they are registered), they may be given a ballot.
- Acceptable forms of ID include a driver’s license, current photo ID issued by the RMV or other State agencies, current utility bill, paycheck or other government document showing voter’s name and address. **QUESTIONS? CALL THE WARDEN!**
- For voters who have “ID required” next to their names but do not have proper identification - **Call the Warden!** They have to cast a provisional ballot!

DO NOT TURN ANY VOTER AWAY!

Before Handing a Voter a Ballot

- Dem's have to take a Dem ballot, Rep's have to take a Rep ballot, no choice – by law!
- Unenrolled (“independent”) voters in particular – make sure they know which ballot they want before you give them one!
- Verbally confirm the voter's information before handing them a ballot. One more confirmation screen will appear on the poll pad before you can close out the transaction.
- If a voter comes in to vote in person and they have already requested an absentee or early ballot – Call the Warden!

Giving the voter a ballot

- Check off which ballot they receive in the poll pad once they have their ballot
- Once you have entered it in the poll pad, the voter cannot change their mind! State Law!

Absentee Ballots

Absentee ballots are delivered to the polls during the day. Whenever time permits, poll workers will process these ballots, but preferably not during meal times when staffing is thinner.

- Voters who have applied for absentee ballots will appear on the poll pad as having done so.
- The Warden or Clerk will read the name and address of voter from the inner envelope at the check-in table.
- Inspector at the check-in table will look for the name and address on the poll pad, repeat the absentee voter's name out loud, and check the voter's ballot in. The Clerk or Warden may need to provide a passcode to allow the check-in.
- The Clerk or Warden then brings the ballot to the Check-Out Inspector who has the voter receipt, and confirms the voter's name and address. The Clerk or Warden opens the absentee envelope and inserts the ballot into the ballot box.
- An absentee ballot that is rejected by the machine for any reason must be inserted in the auxiliary compartment and hand-counted at the end of the night.

Spoiled Ballots

- Voters who state they made a mistake in marking their ballot may request a new ballot – **Call the Warden!**
- If a voter spoils a second ballot, the voter may obtain a third ballot. **Call the Warden! No more than 3!**
- Any ballot that is spoiled by a voter is marked “Spoiled” by the Warden and sealed in an envelope at the ballot table without being examined.
- These events are recorded in the Precinct Clerk’s log

Unusual Check-In Situations

- If the voters name doesn't appear on the poll pad...**Send them to the Registrars!**
- If the voter does not have ID and it is required...**Call the Warden!**
- If the voter is wearing or carrying political shirts, buttons or signs and will not remove the item after you ask them politely...**Call the Warden!**

Challenged Ballots

Any person may challenge a voter for any legal cause, which includes challenging absentee ballots.

The ballot must be challenged at the time the voter checks in. Inspectors can challenge a voter!

Possible reasons for challenging:

- an inactive voter who doesn't have ID
- a voter is not who they say they are
- a voter does not live where they say they live
- a voter is not registered in the correct district
- a voter is not qualified to vote by absentee ballot
- a voter was not registered to vote by the close of registration
- a voter is not a United States citizen
- a voter has already cast a ballot

All challenged voters must be referred to a Warden!

Check-out table

- A poll pad printer will be at this station.
- As voter checks in up front, a slip with their name and address will simultaneously be produced by the printer at the check out table in back.
- The Check-out inspector will gather slips as they print out. As voters complete their ballots and head toward the tabulator, the inspector must STOP THEM and ask them for their name and address
- The Check-Out Inspector finds the corresponding voter's slip and files the voter's slip in the receipt box alphabetically.
- This provides yet another paper trail if needed!

Ballot Box Inspectors/Observers

- Ask the voter if he/she has checked out and verify precinct.
- **ONLY THE VOTER HANDLES THEIR VOTED BALLOT.** Children are not supposed to/should not feed the ballot into the machine!
- If a ballot does not go through the scanner on the first try, instruct the voter to try again by turning the ballot over or by turning it upside down. THE MACHINE WILL DISPLAY A MESSAGE; PLEASE READ THE MESSAGE AND PROCEED ACCORDINGLY.
- **Call the Warden if there continues to be a problem with feeding the ballot into the scanner!**

*If a ballot continues to be rejected and the voters does not wish to receive another ballot, the voter should place the ballot into the left side/auxiliary opening of the ballot box . The ballot will be hand counted when the polls close.

- If a ballot is abandoned on top of the voting machine, the Ballot Box Inspector should put the ballot into the auxiliary opening of the ballot box to be hand counted when the polls close.

Ballot box error messages

- **“You filled in too many ovals in 1 contest” (will show which race) – too many marks, or “overvote”** – Return and spoil the ballot with Warden or cast the ballot – race will not be counted
- **“You filled in too few ovals in 1 contest” (will show which race)** – voter can return and re-mark, override and cast, or spoil their ballot with the Warden
- **“Possible Errors on Ballot” – both under and overvotes on same ballot** – The voter can review or return and re-mark their ballot. After review, the voter can cast their.
- **“Unreadable marks”** on ballot can be returned or cast, spoiled by Warden or inserted in auxiliary slot
- **“Blank ballot”** – can return or cast blank ballot
- **“Unable to eject ballot”** – ballot has been read and counted, just hasn’t fallen into box – Warden (only) will retrieve and insert into box
- **“Ballot couldn’t be read”, Error scanning ballot” or “Error detecting ballot”**– ballot has not been read or counted – Voter or Warden will retrieve the ballot and it will be reinserted through the DS200

Ballot box issues

- **Ballot box** shall not be opened nor any ballot removed from it until the polls are closed. However, the regulations do allow that if it is necessary to make room for more ballots or to remove jammed or stuck ballots, the Warden in the presence of the election officers can open the box and press down the ballots or remove them into a storage container (in the presence of a police officer). However, the ballots must be placed in a securely locked container and stay in public view.
- Election Workers cannot start counting ballots until after polls close.

Provisional Ballots

- **All Provisional Ballots are handled by a Warden**
- **Who gets one:**
 - Any person claiming the right to vote but whose name does not appear on the poll pad voter list.
 - In no case should a person's name be added to a poll pad on election day. Even if they have a receipt from the RMV, they should still cast a provisional ballot.
 - Voters listed on the voting list but need to show ID and do not have acceptable identification. (The poll pad will show ID next to their name.)
- **Options for the Voter:** The first option is go to the office of the local election official for a search of records (but the office is usually closed). The second option is to simply vote on a provisional ballot, which is handled by the Warden. The Town Clerk will be back and forth from Town Hall as needed in order to check provisional voters.

What is Prohibited within the Voting Area?

- Ballot selfies/Cell phone use – No one may use a cell phone within the polling area, except the Warden or Town Clerk **(and only if they are resolving a voting issue)**
- Smoking
- Animals, except properly identified service animals
- Political buttons, shirts, hats or other political paraphernalia within 150 feet of the polling place. Voters must remove these items if they have them or leave the area without voting. They can return once the items are removed.

Observers

- **Observers must be allowed in the polling location, behind the guardrail and outside the actual voting area, unless they are disorderly or obstruct the access of voters.**
- **What they CAN do:**
 - Keep notes, and mark their own voting lists
 - Listen as the poll workers announce the names of the voters (which must be loud enough for the observers to hear)
 - Challenge a voter's ballot for any legal cause
- **What they CANNOT do:**
 - Request the names and addresses of voters or speak to the poll workers or the voters directly.
 - Interfere with the check-in process in any way.
 - Talk on cell phones or make recordings; however, they can use electronic devices if they are silenced.
 - Go beyond the designated area/past the guardrail

Observers (2)

- **What to do if observers become a problem:**
- **Call the Warden.**
- The presiding officer (Town Clerk, Warden), pursuant to their authority to maintain order and decorum in the polling place, and to prevent interference with the voters, may determine that the number of observers, or their behavior, is disruptive. Should they so determine, the presiding officer may ask the candidates to “pool” the information gathered by a smaller number of observers. 950 C.M.R. § 54.04 (22)
- If an observer is disruptive, the Warden may ask the observer to leave the polling location.
- If you get any requests for the number on the ballot box, pursuant to 950 C.M.R. § 54.04 (25), **the presiding officer** shall, when requested, make a statement of the figure on the ballot box register. This number is also posted outside in the hallway/cafeteria.

Assistance to Voters

- If a voter informs the warden that due to a disability or the inability to read or understand English that they need assistance completing the ballot, they may designate a person of their choice to assist them.
- Assistance may also be provided through the use of the AUTOMARK Machine.
- As an alternative, the voter may request that two election officers, not of the same political party, accompany the voter into the voting booth.

AutoMark Handicapped Accessible Voter Terminal

- The AutoMark can be used by any voter, but is designed to provide assistance to voters who are unable to mark an optical scan paper ballot due to physical impairment. Accessibility features include a touch screen with zoom and contrast features, a keyboard marked with Braille and an audio ballot feature. After the ballot is marked, it is fed into the same ballot box as all other voted ballots. Make sure it's in the right precinct!

150 Foot Rule

What is prohibited within 150 feet of a polling location?

- No dogs or other pets within 150' of the polls except service animals.
- The posting, exhibition, circulation, or distribution of material—including posters, stickers, cards, handbills, placards, pictures or circulars—intended to influence the action of the voter at the current election; G.L. 54, § 65;
- The solicitation of votes for or against, or any other form of promotion or opposition of, any person or political party or position on a ballot question, to be voted on at the current election; 950 C.M. R. § 52.03(22)(d); 53.03(22)d); 53.03(18)(d), 54.04(22)(d);
- Holding any campaign sign; handing any person literature intended to influence the voter's action at the polls; wearing any campaign buttons or identifying signage; soliciting a person's vote for or against a candidate or question on the ballot; or, distributing stickers;
- Gathering signatures on nomination papers or initiative petitions. G.L. c. 54, § 65.

150 Foot Rule (2)

- **What is allowed within 150 feet of the polling place?**
- Exit polling
- Meeting and greeting voters by a person who is not a candidate and not campaigning for a candidate at the current election.

- **Who enforces the 150 Foot Rule?**
- The presiding officer (Town Clerk, Warden) at the polling place enforces the various requirements of the 150-foot rule. The police officer detailed to each polling place protects the election workers and aids in enforcing the laws relating to elections. Furthermore, the presiding officer at the polls may request that the police officer take into custody any person who by disorderly conduct interrupts or disturbs the proceeding of an election officer.

- If anyone hinders or harasses voters on their way into the polling places, the presiding officer will have them removed to beyond the 150-foot zone.

Closing the Polls

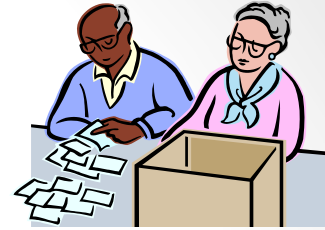
- The polls must close at 6:00 p.m. for a Town Election, 8:00 p.m. for a State Primary or State Election – Town Clerk will announce the polls closed.
- A voter in line at the close of the polls must be allowed to vote.
- If there is a line, the police officer or other qualified person must be stationed at the end of the persons waiting to vote to ensure that no other voters are allowed to vote. If the number of people in line warrants it, the Warden will give each waiting voter a card signifying that they were in line on time to vote.
- The closing process must not begin until all voters have cast their ballots. Ballots may be in transit from the ballot box at Town Hall! Wait for the “all clear” at your precinct!
- Public must be allowed to watch the closing and counting process outside the voting area itself – doors remain unlocked.
- Voting lists and all ballots removed from the ballot box must be kept in open view of the voters present until enclosed and sealed up. All proceedings in the canvass and counting of votes shall be public and in open view of the voters.

Closing the Polls (2)

- Only election officers may take part in the actual process of counting and sealing the voting materials
- **The totals from the poll pad need to match the total on the DS200 LED display AND the DS200 tape - PLUS any hand counts that did not go through the machine.**
- Poll workers must look through ALL ballots in the DS200 vote tabulator.
 - Ballots in the auxiliary bin (ballots that were not read by the machine) must be hand counted. Put them in one “batch” envelope for the tellers.
 - Those ballots from the main bin with write-ins must be hand counted. Put them in another separate “batch” envelope for the tellers.
 - The rest of the ballots can be put into groups of 50 and in envelopes. “The recount begins as soon as the polls close!”

Closing the Polls (3)

- Pack up your poll pad and printer and turn it in to the Clerk or Warden for your precinct. Turn in unused ballots to ballot table.
- All evening election workers should carefully preserve and remove all election set up material from the polling location before leaving for the night, such as removing papers, taking down signs, collecting pens, and assisting the Wardens as required. **NOTHING** is thrown away!
- Make sure you sign out!



**Thank you for serving the
Town of Hanover as an
Election Officer!**

