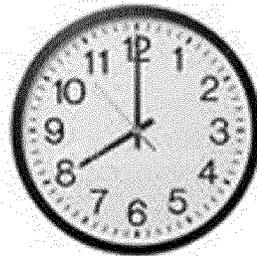


## Closing the Polls

- \* Polls close at 8:00 p.m.
- \* Polling place open to public after voting ends



At 8:00 p.m., the Head Judge announces that the polls are closed. Persons in line are allowed to complete the voting process. It's recommended that an election judge stand at the back of the line at 8:00 p.m. to determine the last voter. After the last person in line has voted, the polling place is open for observation. The public may watch the closing process, but cannot interfere. The Head Judges will follow the "Closing the Polls Checklist" and assign duties accordingly.

## Closing Activities

- \* Close Touch Writer using closing directions
- \* Disassemble voting booths
- \* Take down signs, maps, flag
- \* Empty ballot box
- \* Complete all required forms
- \* Pack supply box
- \* Close the Ballot Counter

Head judges will assign closing the polls tasks, including, closing the Touch Writer, completing forms, taking down the flag, signs, posters and voting booths. Supplies and materials should be neatly repacked in the provided containers.

*2016 Election Judge Guide Page 36*

Closing the Ballot Marker

Closing the ballot marking device

## Auxiliary Compartment

- \* Check compartment and remove ballots
- \* Insert into ballot counter
- \* Duplicate ballots, if necessary
  - \* Two judges required
  - \* Refer to Election Judge Guide



Before closing the ballot counter,

Check the Auxiliary Compartment for ballots. All ballots in the compartment must be inserted into the ballot counter following the instructions on page 39 of the Election Judge Guide.

If a ballot is damaged or marked in a way that cannot be read by the ballot counter, two election judges of different major political parties must duplicate the ballot.

When the judges have completed filling in the boxes on the duplicate ballot, they'll compare the original and duplicated ballot for accuracy.

Original and duplicated ballots must be numbered. Label ballots as "original 1" and "duplicate 1". Number subsequent ballots consecutively. Note the reason for duplication on the duplicate ballot.

The duplicate ballot is inserted into the ballot counter. The original

ballot is placed into the “Duplicate Ballot Envelope”.

*2016 Election Judge Guide Page 36*

## Closing the Ballot Counter

A couple of differences.... New Brighton will not be using banker boxes for Ballots. We will be using special cardboard ballot boxes that can be sealed with a numbered seal. Instead of the certification form being wrapped around the sides, the certification form will be placed on the end so it is clearly visible on a shelf.

## Voted Ballots

- \* Two judges from opposing parties remove the voted ballots from the ballot box
- \* Place the voted ballots in the transfer cases
- \* Complete transfer case certificates
- \* All election judges sign certificate
- \* Seal the transfer cases

Place the voted ballots into the transfer cases provided.

Complete a certificate for each transfer case used and seal the cases.

After a general election, write-ins will be tallied the next day at Election Headquarters. They are no longer tallied at the polling place.

*2016 Election Judge Guide Page 36*

## Unused Ballots & Supplies

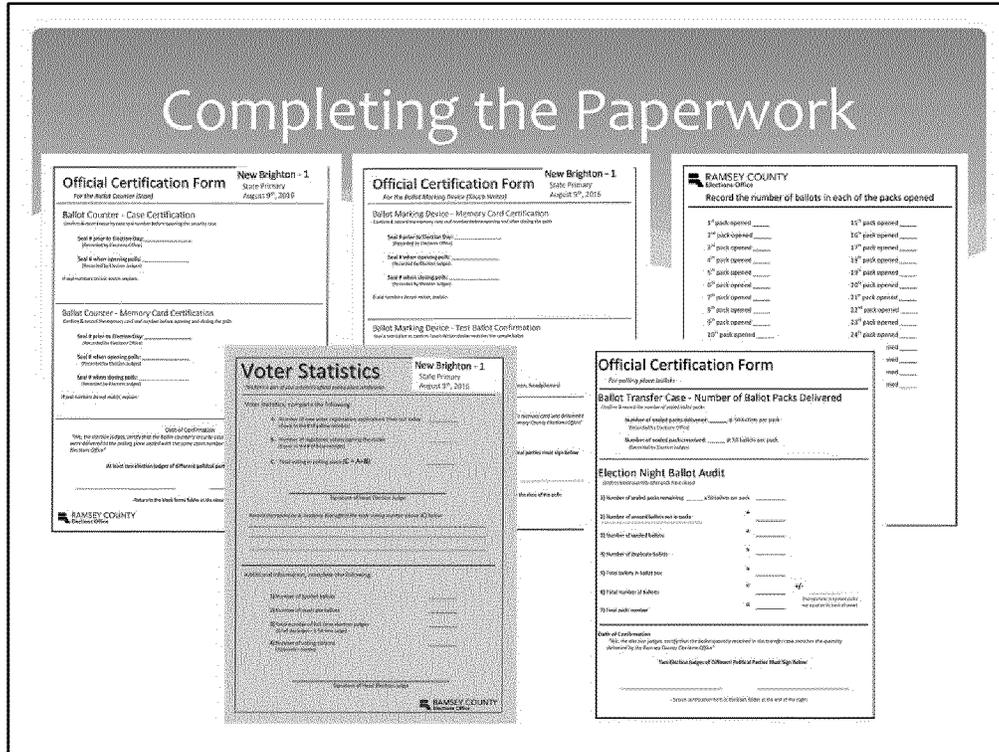
- \* Clean up the voting are
  - Throw away trash
  - Anything moved needs to be moved back
- \* Arrange in a neat pile the things that stay at the Polling Place
  - Voting Booths (Disassembled)
  - Election Machine Tables (Disassembled)
  - Flag (Disassembled)

It is important to bring all of your materials and supplies back to City Hall on Election Night. Your Head Judge will explain how to pack things up on Election Night.

## Unused Ballots & Supplies

- \* Everything else comes back to City Hall Election Night
  - Blue Bin with neatly packed supplies
  - Green bin with forms
  - Box(es) of unused ballots (secured)
  - Voted Ballots (secured)
  - ALL election machines

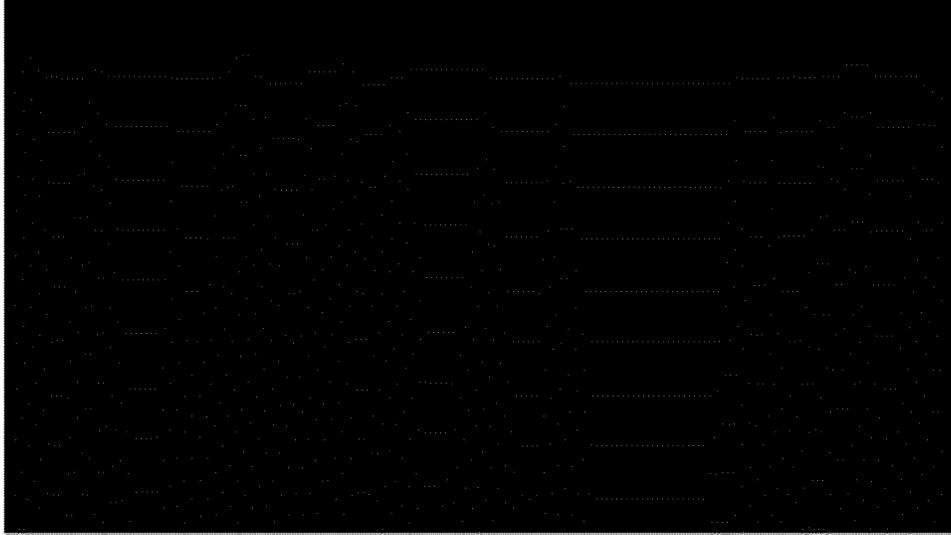
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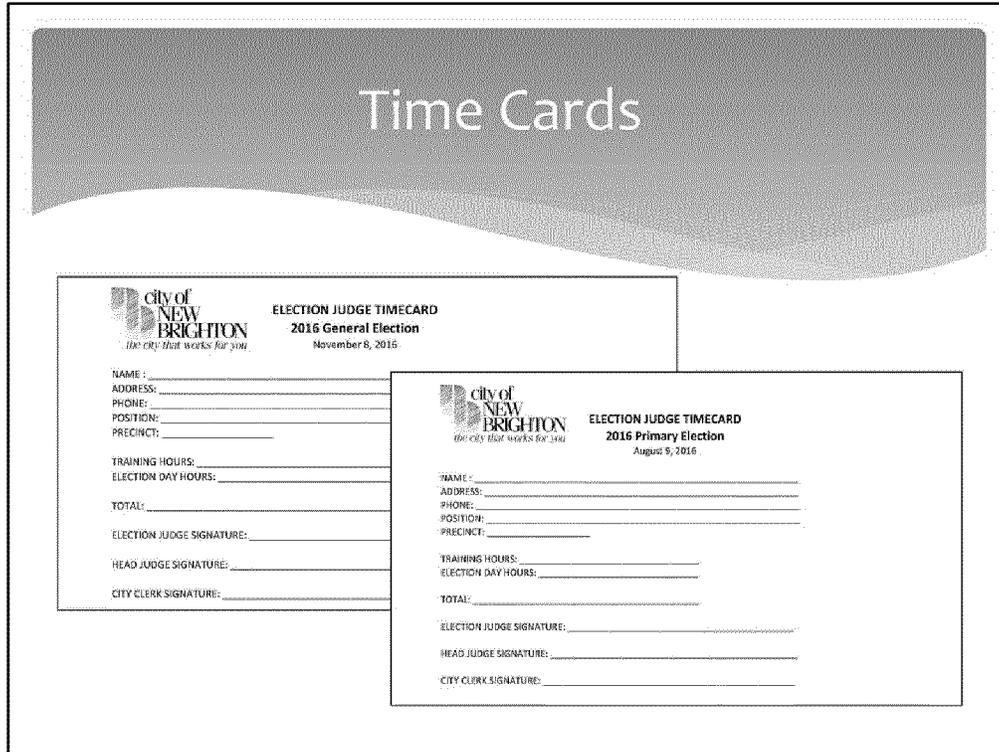


All judges work together as a team to support the Head Judge in recording and reconciling the election statistics.

- Three Results Tapes must be printed on election night – one for the State, one for the County and one for the City
- All blanks on ALL results tapes must be filled in and all three results tapes must be signed by ALL election judges working at the polling place at the time
  - All three Official Precinct Certification Forms must be completed – Ballot Counter, Ballot Marking Device AND Ballots AND
  - the Voter Statistics Worksheet.

## Completing the Paperwork





Each judge should complete a time sheet and sign it. The time sheets will be with your supplies.

If you complete and submit your W-2, your Payroll system enrollment form and your direct deposit form before August 1st, you can expect a check for your training and primary election work (plus any other hours that you work) by September 2<sup>nd</sup>.

You can expect to be paid again for your work at the General election by December 9<sup>th</sup>.

# Closing the Polls

- \* Election Materials Return Receipt
- \* Required items

## ELECTION MATERIALS RETURN RECEIPT

PRECINCT 1B Chapel Hill Church ELECTION State General Election  
DATE: November 4, 2014

**ONLY** THE MATERIALS LISTED HERE SHOULD BE RETURNED TO CITY HALL.

*The following items must be checked by Head Judges.*

### IN TRANSFER CASE

- VOTED BALLOTS. Sealed in transfer case(s) with transfer case certificate(s) completed and red numbered seal(s). **DO NOT INCLUDE BLANK UNVOTED BALLOTS HERE**

### IN TOTE BAG

- Results Tape Envelope "A" (unsealed) containing:
  - Results Tapes (Includes Zero Tape and two copies of results intact) – **Completed & signed by judges**

CITY HALL INITIALS
Check-In Time:
_____
_____
_____
_____

The Head Judge will use the "Election Materials Return Receipt" to assemble, with the assistance of the precinct judges, all items listed on the form. Using one vehicle, the Head Judge and Assistant (or one other judge) will bring the required items to City Hall.

## Closing the Polls

- \* Please plan for extra time at City Hall for drop off
- \* Head Judges will work with staff to check in
  - All supplies
  - All forms – includes review

Please plan for extra time at City Hall for drop off

Head Judges will work with staff to check in

- All supplies
- All forms – includes review

# Learning Exercise



Please return to your seat in  
**15 Minutes**





It is very important that everyone working in the polling place understand how to use Master Lists and Precinct Finders.

I am going to pass out some activity packets. I would like you to split yourselves up into # teams of two election judges to work together to read the directions and complete the activity.

You may work in here, go outside, go in the hallway, wherever you can best work. Please meet back in this room in 20 minutes to review the answers. Feel free to find me or ask an experienced Election Judge if you have questions or need assistance.

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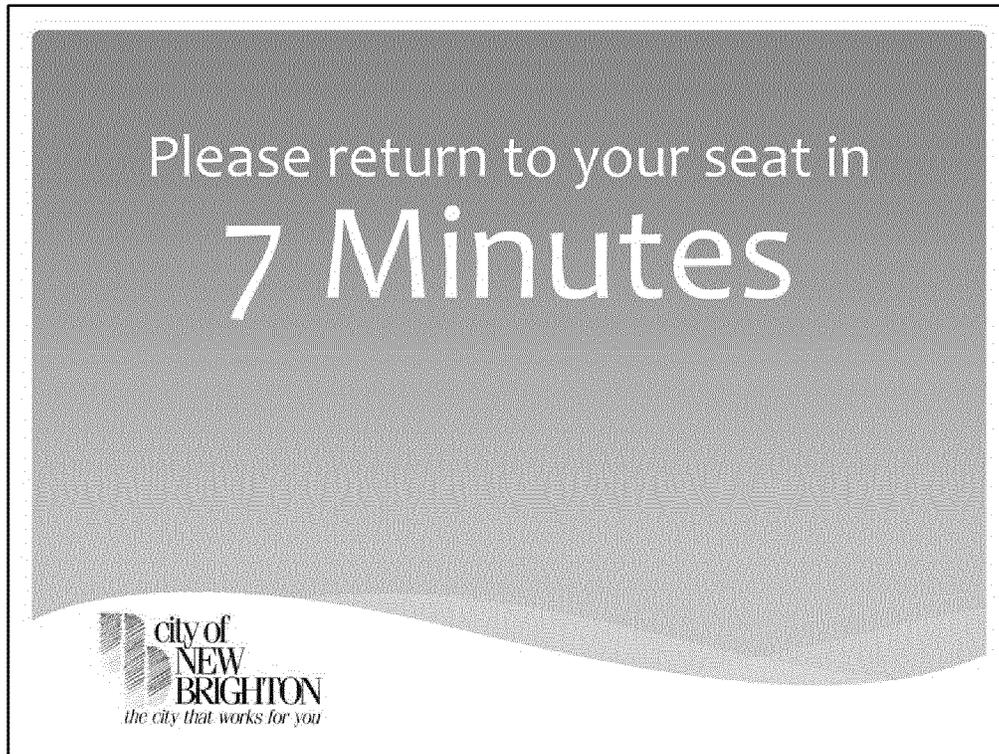


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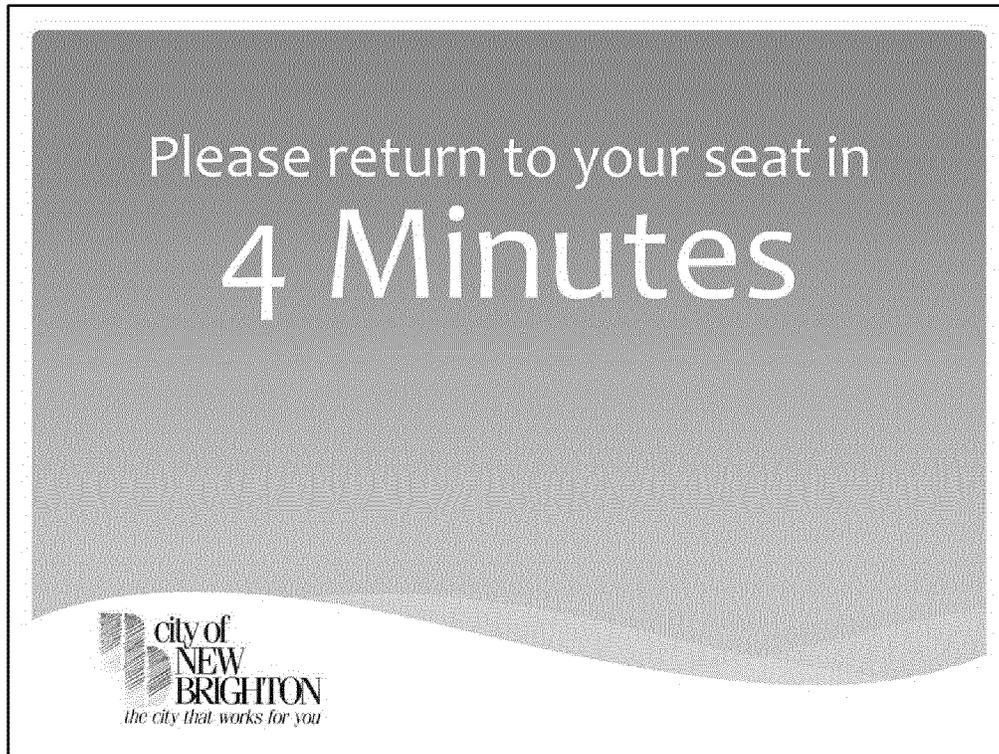


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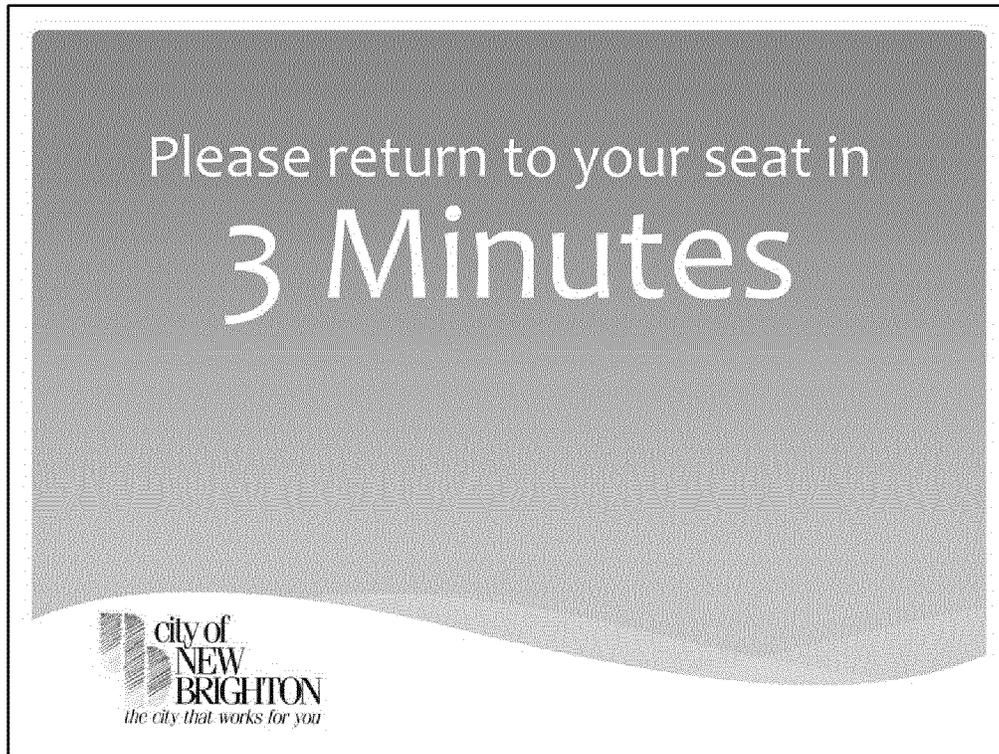


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# Questions



Thank you for  
Serving Your Community!

