

## **BALLOT CLERK**

- ARRIVE:** 5:00 AM  
6:00 AM Polls **MUST** be open.
- COUNT:** **BEFORE** polls open record the number of ballot packages received  
In the Moderator Return. (Ballot Clerk section)  
**Verify you have the correct ballots for your *District*.**  
**NO BALLOTS** are to be issued before 6 AM.
- DUTIES:** The accounting and reporting of all ballots **BEFORE, DURING and AFTER** the Election is your responsibility. Always greet the Voter courteously, thank them for voting and answer any questions.
- SIGN:** You will sign and attest for ballots on the Moderator Return at closing.  
Sign your payroll sheet in the morning.
- INSPECT:** Check for printing errors, extremely light print, misaligned text, stray markings, blotches, bent/torn ballots, missing or messy coding marks on the edges of the ballots. **DO NOT USE THESE BALLOTS.**
- SET UP:** **TAPE** a “Sample” Ballot, Ballot Instructions and Voter’s Instructions to the table.
- INFORM:** Hand Voter a ballot and privacy sleeve. Inform Voter that ballot pens and magnifying sheets are in the voting booth and have Voter fill in the **ENTIRE** oval for their candidates. **PRIVACY IS IMPORTANT.**
- HOURLY:** **TOTAL** every hour your “markings” on your tally sheet. This total should match with the total of the Official Checker and the total on the tabulator.
- SPOILED BALLOTS:** If a Voter makes a mistake, a new ballot may be issued once the old ballot has been returned. A Voter is entitled to as many ballots as necessary. No explanation needed. When receiving back, the spoiled ballot, make sure you put this ballot in a privacy sleeve. **ALWAYS** protect the Voter’s privacy with a privacy sleeve. A Voter’s ballot should **NEVER** be left uncovered.
- Once a ballot is spoiled, write “**SPOILED**” on one side of the ballot with a ballot-marking pen. Mark through the “timing marks/bar coding” on the edge of the ballot. Do **NOT** view ballot. Insert **SPOILED** ballot in your Spoiled Ballot Envelope. Inform Moderator and make a note on your tally sheet.

**ABANDONED  
BALLOTS:**

These ballots must be returned to you and **CAN NOT BE PROCESSED** in the tabulator. Using a ballot-marking pen write “**ABANDONED**” on one side, and mark through the “timing marks/bar coding” on one edge of the ballot and insert in Spoiled Ballot Envelope. Inform Moderator and make a note on your tally sheet.

**WRITE IN  
CANDIDATES:**

The Voter must write in the person’s name and fill in the “Oval” for their write-in candidate so the tabulator will recognize their write-in vote. Please explain this to the Voter.

**CLOSING:** **COUNT** all SPOILED ballots and record this number on the front of the Spoiled Ballot Envelope.

**SIGN and SEAL** this envelope and bring to the Moderator to be placed with the used ballots.

**ANSWER** questions on the Moderators Return (Ballot Clerk section).

**COUNT** the number of ballot packages opened during the day, the total number of un-opened packages and “loose” unused ballots. **Keep ALL UNUSED ballots separate from USED ballots.**

**CELL PHONES/FOOD/DRINKS SHOULD BE KEPT AWAY FROM ALL  
VOTING MATERIALS.**