

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.**