



JUDGE OF ELECTION HANDBOOK

2007

**February 27 –
Municipal General Election**

**April 17 –
Municipal Runoff and Supplementary
Aldermanic Elections (if necessary)**

WWW.CHICAGOELECTIONS.COM



Issued by the

Board of Election Commissioners
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(For the hearing impaired only)
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Table of Contents

Chapter 1: Important Information About This Election	1
Chapter 2: Important Information about Judges of Election.	4
Chapter 3: Who’s Allowed in the Polling Place.	7
Chapter 4: Check Election Supplies	10
List of Supplies	10
Illustration of ESC	11
Chapter 5: Setting Up the Polling Place	12
Ballot Scanner Troubleshooting Guide	20
Touchscreen Voting Unit Troubleshooting Guide	27
Chapter 6: During Voting Hours.	32
Who May Vote	36
Provisional Ballots	40
Issuing Ballots	44
Issuing Touchscreen Voter Cards	46
Spoiled Ballot Procedure	52
Assistance for Voters with Disabilities	53
Chapter 7: Closing the Polls.	56
Election Terms	65
Forms Index	67
Index	71

1

Important Information About This Election

All judges of election must read this handbook so that they may familiarize themselves with the equipment and procedures that will be utilized at the election(s).

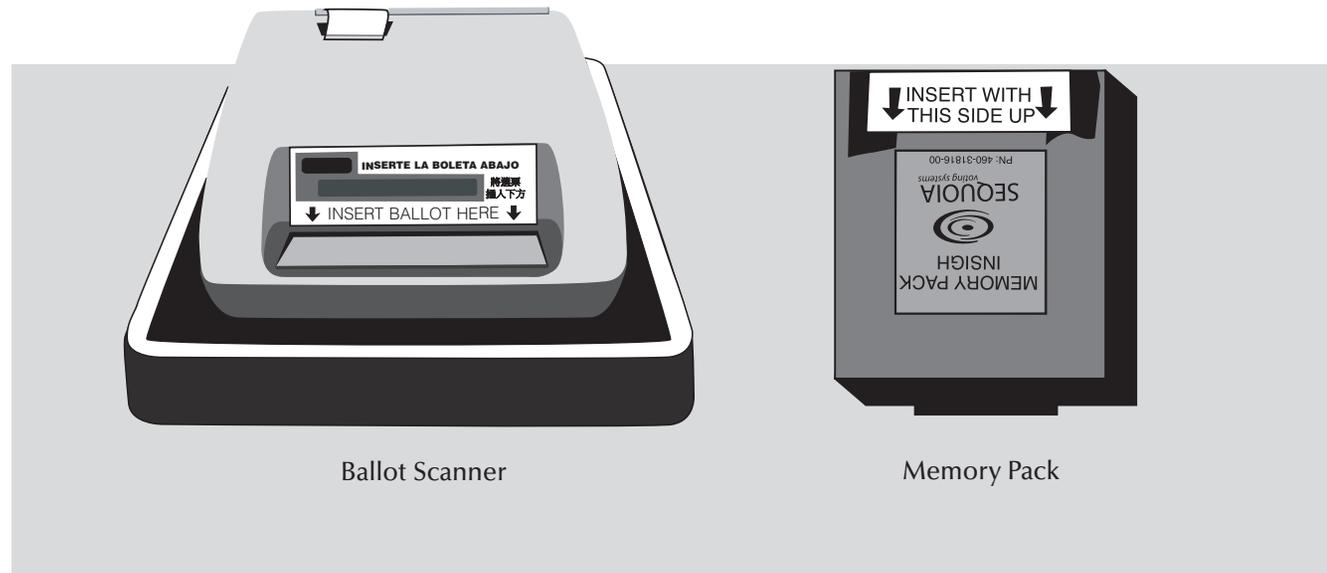
These include:

Optical Scan Voting Unit

(Ballot Scanner)—Every precinct will have an optical scan voting unit, which consists of a ballot scanner, ballot box and official ballots. Voters will make their choices by marking the ballot that contains the offices and names of candidates. The voters will use a ballot marker to connect the arrow to the right of the candidates'

names. Once the voter completes his or her voting, the ballot will be fed into the ballot scanner. The scanner will read the ballot choices, and inform the voter of possible errors, such as, voting for too many candidates for the same office (overvote), not voting for any candidates (blank ballot) and no judge's initials.

Memory Pack—The memory pack is located inside the ballot scanner. YOU DO NOT NEED TO INSERT THE MEMORY PACK. It will store the votes cast on the ballot scanner and will be used to transmit the results to the Board's office after the polls close.



Ballot Scanner

Memory Pack

Ballot Box—The ballot scanner unit will sit atop a ballot box, which will store the voted ballots. The ballot box will be assembled by the judges of election prior to the opening of the polls.

Touchscreen Voting Unit—Every precinct will have a touchscreen voting unit. The touchscreen unit is designed to allow people with disabilities, such as the blind, to vote privately and independently. The touchscreen unit comes with audio headphones and a controller to guide the sight-impaired through the balloting process. However, if the touchscreen is not in use by

a disabled person, any voter may request to cast their ballot on this equipment. The touchscreen voting unit also incorporates a printed record of each vote so that voters may review a paper record of their selections, prior to finalizing their ballot. The paper ballot is retained within the touchscreen unit to provide a permanent printed record of the election.

Results Cartridge—The results cartridge is located inside the touchscreen. **YOU DO NOT NEED TO INSERT THE RESULTS CARTRIDGE.** It will store the votes cast on the touchscreen and will be used to transmit the results to the Board's office after the polls close.



Ballot Box



Touchscreen



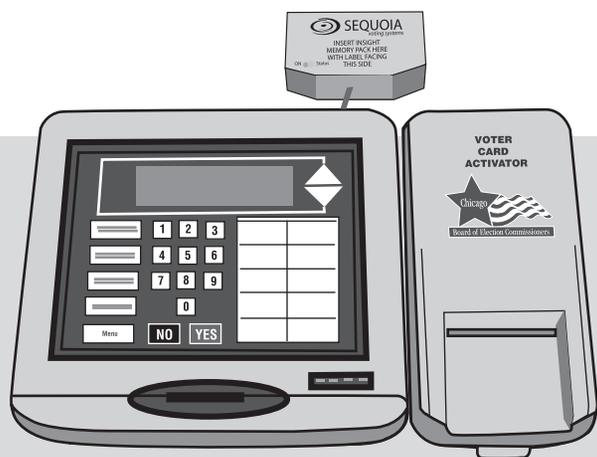
Results Cartridge

Voter Card Activator—The voter card activator has multiple tasks. It activates a voter card for the touchscreen unit based upon the ballot style for each voter. After the polls close, the activator consolidates the results from the touchscreen and the ballot scanner and produces results tapes as a paper record of the final vote totals. It also transmits the consolidated results to the Board's central computer.

Voter Card—The voter card is used to activate the touchscreen voting unit. The judge of election will activate the card and give it to the voter. The card is longer than in previous elections, therefore, a portion of the card will stick out when the card is inserted. This will make it easier to insert and will prevent the card from becoming stuck inside the unit.

Early Voting—State law allows for voters to cast their ballots during the 22nd through the 5th day prior to an election. This law means that many of the voters in your precinct may have voted early. They cannot cancel this vote and cast a ballot on election day. A list will be provided of all persons who voted early. Any voter who votes Early **cannot** vote in the polling place on election day.

PLEASE NOTE: Illinois law no longer requires that absentee ballots be counted in the polling place. Instead they will be counted at the Board's central office. Individuals who requested an absentee ballot prior to election day may vote in the polling place after the required affidavit is completed. See page 43 for these procedures.



Voter Card Activator



Voter Card

ELECTION CENTRAL

Legal, investigative, procedural and language assistance (312)269-7870

(Election Day only 5:00 am–10:00 pm)

EQUIPMENT/SUPPLIES

Problems with equipment or missing supplies (773)247-4065

(Election Eve (Monday)
5:00 pm–7:00 pm,
Election Day 5:00 am–10:00 pm)

2

Important Information About Judges of Election

All judges of election must arrive at the polling place no later than 5:00 am on election day.

All judges, who attended a mandatory full-credit training class prior to either the November 2006, February 2007 or April 2007 elections, will receive \$50 for attending the class. Judges are only required to attend one full-credit training class.

No additional payment is given for attending a refresher training class. You must work at your assigned polling place on election day in order to receive the \$50 payment for training.

Appointment/Assignment

If you have been assigned, but cannot serve as a judge of election, please call the judge of election department at 312-269-7984 prior to election day. If you have been assigned as the key envelope judge, but do not want the responsibility, call the judge of election department at 312-269-7984.

The Board of Elections appoints a minimum of 5 judges of election to serve in each election precinct. In even-numbered precincts, 3 Democratic judges and 2 Republican judges are assigned; in odd-numbered precincts, 3 Republican judges and 2 Democratic judges are assigned. Some precincts may have more than 5 judges assigned.

Judges of election who are assigned to work outside their home precinct should call the Board of Elections at 312-269-7967 to find out about voting prior to election day.

It is imperative that you report to the precinct indicated on your assignment letter. Reporting to a precinct where you are not assigned may result in either no payment or a delay in payment. If you are unsure of your assignment, call the judge of election department at 312-269-7984.

It is important that each judge of election:

- 1) Wear the appropriate badge for the political party that they are representing (be sure to fill in your name and the precinct and ward where you are assigned);
- 2) Read and sign the Oath of Office for Assigned Judge of Election (Form 9);
- 3) Complete and sign the Judge of Election Pay Voucher (Form 194)

Polling Place Administrators

In most polling places, a polling place administrator has been assigned to assist the judges of

election with the electoral process, particularly the technical aspects of operating the voting equipment. The polling place administrators are temporary employees of the Board of Elections and have received extensive training. They are being assigned to polling place locations and, in some instances, will assist multiple precincts.

They do not have the same authority as the judges, but are there to assist you in your election duties.

The polling place administrator must not sign the Judge of Election Pay Voucher (Form 194). Instead, they must sign the Polling Place Administrator Payroll Sheet and Payroll Card. Both documents must be returned with the Judge of Election Pay Voucher (Form 194) in the Black Return Bag. The payroll sheet and payroll card are located in Envelope 1.

Please welcome them to your polling place.

Swear-In Judges

If an assigned judge of election does not report to the polling place on election day, the other judges may “swear-in” a person to serve as a judge. This person must be a registered voter within the precinct and must represent the same political party as the assigned judge who has not arrived. You cannot swear-in a person earlier than 6:15 am. It is possible that the assigned judge is simply running late. If the assigned judge does report for duty, the swear-in judge must leave and the assigned judge must begin working. Both of these individuals will sign the Pay Voucher (Form 194) indicating the exact hours worked (for example: swear-in judge 6:15 am to 8:30 am and assigned judge from 8:30 am to the close of the polls).

If all of the assigned judges have reported to the polling place, you may not swear-in any extra judges. If you feel you are in need of extra help, even if all of the assigned judges have reported to the polling place, please call ELECTION CENTRAL at 312-269-7870.

The polling place administrator cannot be sworn in as a swear-in judge.

Stand-By Judges

Stand-by judges are trained agents of the Board of Election Commissioners and do not represent a political party. They are available to any precinct that may need assistance in the opening or closing of the polling place, where assigned judges have not reported and you are unable to swear-in another person to work. Please call ELECTION CENTRAL at 312-269-7870 if you require stand-by judge assistance. Once the stand-by judges have assisted you in opening or closing the polling place, they must return to the Board’s office.

Student Judges

A student judge is a high school senior who may or may not be 18 years of age or a registered voter. Illinois law allows for these individuals to serve as judges of election. Student judges share the same authority, pay and responsibilities as all other judges in the precinct.

Responsibilities of Judges of Election

1. Conduct the election fairly and properly.

- A. Judges of election are required to follow the instructions set forth in this handbook. ***If you are unsure or unclear of any instructions or procedures contained in this handbook, please call the Board at 312-269-7984 (prior to election day) or ELECTION CENTRAL at 312-269-7870 (on election day).***
- B. The Board of Elections may remove any judge for misbehavior or neglect of duty.
- C. Judges may not remove other judges. Call ELECTION CENTRAL 312-269-7870 if there is a problem.

2. Keep control of the polling place.

- A. You, the judges of election, are in complete control of the polling place. You have the authority and responsibility to keep the peace and to cause any person to

be removed for interfering with the election process or violating any election laws. You must call ELECTION CENTRAL at 312-269-7870 before removing any individual.

- B. Make sure the voting equipment is set up properly and is not tampered with during voting hours. If any voting equipment or materials have been damaged or are not working properly, you must immediately call EQUIPMENT/SUPPLIES at 773-247-4065.
- C. Enforce the no smoking or drinking of alcoholic beverages rule. Some polling places do not allow food or drink in the voting room. You must follow the instructions set forth by the polling place owner.

3. Share election duties

- A. All judges must share the responsibilities, by rotating duty stations during the day.
- B. All decisions must be made by a majority vote of all judges.

C. There is not a chief or head judge. All judges have equal authority.

4. Keep the polling place open and operating between the hours of 6:00 am and 7:00 pm

- A. All judges must report to their assigned polling place no later than 5:00 am on election day.
- B. The polling place must be opened promptly at 6:00 am and not be closed until 7:00 pm. Voters who are in line before 7:00 pm must be allowed to vote.
- C. If necessary, judges may leave the polling place, one at a time, for a reasonable amount of time.

5. Maintain the Campaign Free Zone

Electioneering is prohibited within 100 feet of a polling place. Such behavior includes the soliciting of votes, wearing candidate buttons or badges, hanging campaign posters, distributing sample ballots or campaign literature, and talking about candidates, political parties and/or referenda.

Each polling place will have two 18" blue cones with the wording "No electioneering beyond this point" printed on each cone in English, Spanish and Chinese. A 100 foot cord will be provided for you to measure and mark off the 100 foot area.

The 100 feet is measured from the room where voting is conducted. However, the following applies:

- A. If a polling place room is located within a building that is a public or private school, a church, an organization founded for the purpose of religious worship or a private business, and the distance of 100 feet ends within the interior of the building, then the cones shall be placed outside the building at each entrance used by voters. Also, a church or private school may choose to apply the Campaign Free Zone to its entire property. Then the cones must be placed near the property boundaries leading to the entrances used by the voters.

B. If the polling place is located within a private or public building, other than a school, church or private business, and the polling place room is located on the ground floor, then the cones shall be placed 100 feet from each entrance to the polling place room. If the 100 feet ends within the building, the cones shall be placed at the exact spot where the 100 feet ends.

- C. If the polling place is located in a private or public building, other than a school, church or private business, and on a floor above or below the ground floor, then the cones shall be placed 100 feet from the nearest elevator or staircase used by voters on the ground floor to access the floor where the polling place is located. If the 100 feet ends within the building, the cones shall be placed at the exact spot where the 100 feet ends.

Electioneering is allowed, by law, beyond the Campaign Free Zone during the time that a polling place is open on election day. Individuals have the right to engage in political discussions, pass out literature, etc. on any polling place property while the polls are open, as long as they are beyond the Campaign Free Zone.

Board of Elections personnel will be available on election day to assist judges who are having difficulty marking off the Campaign Free Zone. Please call ELECTION CENTRAL at 312-269-7870 if you are in need of assistance.

Remember: Only the area within the Campaign Free Zone is the responsibility of the Judges of Election. You are not required to monitor or patrol the area outside of the Campaign Free Zone.

3

Who's Allowed in the Polling Place

Voters, while in the process of voting, are allowed in the polling place without any type of credential. All other individuals must have a credential in order to enter the polling place.

They include:

Board of Elections Field Investigators or Agents

Board Field Investigators have an official credential to show judges of election. The investigators keep this credential. However, if a Field Investigator handles election materials, then they must give a letter of authority (from the Board of Elections) to the judges. The letter of authority should be returned in Envelope 47E.

The Field Investigator will periodically check on the polling place during the day. Other agents from the Board of Elections may appear at your polling place. All Board of Elections' agents must present proper credentials.

Other Law Enforcement Officers

After displaying their official credentials, representatives of the United States Attorney's Office, the Illinois Attorney General's Office, the Cook County State's Attorney's Office, the Chicago Corporation Counsel's Office and the State Board of Elections, are entitled to:

- Enter the polling place;
- View the polling place and election procedures;
- Station themselves where they can see the information on the applications for ballot;
- Handle and inspect the applications for ballot, affidavits, pollwatcher credentials and voting equipment.

In any precinct where election materials are handled, the representative shall surrender to the judges of election a copy of a letter of authority from the Board of Elections containing the name of the

representative. No representative from any other office is authorized to handle election materials. The letter of authority should be returned in Envelope 47E.

Call ELECTION CENTRAL at 312-269-7870 should any questions arise.

Chicago Police Officers

Chicago Police Officers are assigned to periodically visit polling places. In some precincts, a police officer is stationed in the polling place. If a police officer is needed for an election-related matter, call ELECTION CENTRAL, at 312-269-7870. If there is an issue involving public safety, call 911.

Media and Exit Pollsters

Members of the news media are issued a special media credential that authorizes admission to the polling place to photograph, with the permission of the judges and voters. Media personnel may not, in any way, interfere with the conduct of the election.

Members of the news media and other authorized organizations presenting “exit polling” credentials to the judges of election may interview voters outside the polling place, even if they are within the Campaign Free Zone.

POLLWATCHERS

A pollwatcher is a person who represents a candidate, political party, citizens’ organization, or a proponent or opponent of a question of public policy. The following are examples of who might be a pollwatcher:

Candidate
Precinct Captain
Alderman/Committeeman
Checker/Watcher

Although these individuals may use these terms to describe themselves, they are all POLLWATCHERS. All pollwatchers must be registered voters in the State of Illinois. A pollwatcher is required to have a credential in order to stay in the polling place and observe.

Number of Pollwatchers allowed in a **precinct** at the same time are:

- Two (2) pollwatchers per candidate;
- Two (2) pollwatcher per political party;
- One (1) pollwatcher per qualified citizens’ organization;
- One (1) pollwatcher per proponent or opponent of a question of public policy.

A credential is issued by the Board of Elections and stamped or signed by a candidate whose name appears on the ballot, or the presiding officer of a citizens’ organization. The credential must be signed by the pollwatcher and given to the judges when the pollwatcher enters the polling place. Return all credentials in Envelope 47E.

Pollwatchers may substitute for each other during the day as long as the number of pollwatchers in a precinct, at the same time, does not exceed the number allowed. Each pollwatcher must present and surrender their own credential to the judges of election. If a majority of the judges of election determine that the polling place has become overcrowded with pollwatchers so as to interfere with the orderly conduct of the election, the judges shall, by lot, limit pollwatchers to a reasonable number. Call ELECTION CENTRAL at 312-269-7870 for assistance.

Pollwatcher conduct

Pollwatchers, with proper credentials, may remain in the polling place all day. They may station themselves where they can see the actions of the judges. Pollwatchers may not interfere with the orderly conduct of the election and may not handle election materials. Pollwatchers may bring violations of the law or improper procedures to the judges’ attention.

Pollwatchers may call
ELECTION CENTRAL
at 312-269-7870 with
questions.

To enter a polling place:

- A. The pollwatcher must give the judges of election a credential;
- B. The pollwatcher must have a separate credential for each precinct visited;
- C. The pollwatcher may leave and return without an additional credential.

Before the polls open pollwatchers may:

- A. Observe as the equipment is checked and the polling place set up;
- B. Inspect the voting equipment;
- C. View the election materials and forms, but not handle the election materials;

During voting hours pollwatchers may:

- A. Stand or sit close enough to observe all proceedings and view all reasonably requested records relating to the conduct of the election, provided the secrecy of the ballot remains intact;
- B. Not be within 5 feet of the ballot scanner or touchscreen unit while voters are voting;
- C. Hear the judges of election call the voter's name and address;

- D. Inspect the voting equipment when not in use by voters;
- E. Challenge the qualifications or identity of a person appearing to vote;
- F. Bring questions or concerns to the attention of the judges of election.

Sample: Pollwatcher Credentials

The image displays three sample forms for pollwatcher credentials in Chicago. Each form is titled 'POLLWATCHER CREDENTIAL FOR A CANDIDATE' (Form 242C), 'POLLWATCHER CREDENTIAL FOR THE REPUBLICAN PARTY' (Form 242R), or 'POLLWATCHER CREDENTIAL FOR THE DEMOCRATIC PARTY' (Form 242D). The forms are filled out with sample information, including names, addresses, and signatures. The forms include instructions for the pollwatcher's duties, such as inspecting voting equipment, observing the voting process, and reporting any irregularities to the judges of election. The forms also specify the rules of conduct for pollwatchers, including the requirement to remain within 5 feet of the voting booth and not to handle election materials.

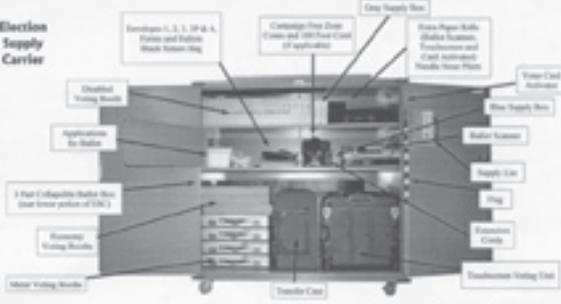
After the polls close, pollwatchers may:

- A. Observe the consolidating of the results;

- B. Obtain an Official Election Results Report, only after the judges have printed the results tapes needed to complete their duties.

4

Check Election Supplies



Election Supply Carrier

Envelope 1, 2, 3, 4
Forms and Ballots
Black Return Bag

Disabled Voting Booth

Applications for Ballot

1 Pair (Optional) Ballot Box
(See lower portion of ESC)

Emergency Voting Booths

Motor Voting Booths

Transfer Case

Clear Supply Box

Forms Paper Rolls
(Ballot System, Touchscreen and Card Reader and Needle Vote Files)

Voter Card Activator

Clear Supply Box

Ballot System

Supply Case

Flag

Emergency Chair

Touchscreen Voting Unit

General Municipal Election February 27, 2007

SUPPLY LIST FORM 21

Check this list against the supplies contained in the blue metal Election Supply Carrier (ESC). If any materials are missing, call 312-269-7870 as soon as possible.

Official Ballots

Ballot Privacy Screens (30)

Curbside Voting Privacy Screens

Forms 14 Applications for Ballot with Signatures

Black Return Bag with Forms 83

Multi Language Book

Extension Cord(s) (1)

Demonstration Ballots (Orange)

Ballot Scanner

Ballot Box (1 pair)

Touchscreen Voting Unit

Voter Card Activator

Protective Bubble Bag

Blue Transfer Case with Voted Ballot plastic bag

No Electioneering Consent (2) (if applicable)

100 foot cord (if applicable)

Metal Voting Booths

Economy Voting Booths

Disabled Voting Booth with chair

American Flag

Box of Extra Paper Rolls and Needle Vote Files

Gray Supply Box with: Forms 18 "Ballot Envelope" (1 pack), pens(3), outlet adapter(2), marking tape(1), scissors(1), rubber fingers(2), economy light(4), large ballot viewer(2), & anti-static wipe(1)

Blue Supply Box with: Voter Cards(5), Ballot Scanner key(3), Ballot reader(10 + 2 with pipper)(12), Voter Card Activator Key(1), telephone covers(3 pairs) and seats (red(1), yellow(1), green(2), orange(1) and blue with bar top(1)

Envelope 1 containing Information for the Precinct

Forms 4 Oath of Office for Swear-In Judges

Forms 9 Oath of Office for Assigned Judges

Forms 163 Judge of Election Badges

Forms 194 Judge of Election Pay Voucher

PFA Pencil Card

PFA Pencil Sheet

PFA Badge

Envelope 47E

Envelope 48E

Specimen Ballots

Precinct Poll Sheet

Precinct Address Outline

Polling Place Locations

Ward Map

Receiving Station Location Map

Precinct Referendum Notice (if applicable)

Envelope 2 containing Signs

Forms 28 "Information and Services" sign

Forms 137 "Polling Place" sign

Forms 177A "Accessible Entrance" sign or equivalent

Forms 177A "Alternate Entrance" sign or equivalent

Forms 256 "We Speak Your Language" sign

Forms 281 "ID Required" sign

Forms 283 "Voter's Bill of Rights" sign

Forms 285 "Voting Instructions" sign

Forms 287P "Provisional Voting Information" sign

Envelope 3 containing Voting Forms

Forms 1 Consolidated Voter's Affidavit (Chinese)

Forms 15 Consolidated Voter's Affidavit (Spanish)

Forms 1A "Notice to Person Providing Assistance"

Forms 145C Appl. For Ballot (Spanish/Chinese)

Forms 48 Cancellation of Absentee Ballot Affidavit

Envelope 9 "Spoiled Ballot"

Touchscreen Instructions (Spanish/Chinese)

Envelope 3P containing Provisional Voting Materials

Forms 274P Provisional Voter Affidavit

Forms 274PS Provisional Voter Affidavit (Spanish)

Forms 274PC Provisional Voter Affidavit (Chinese)

Envelope P Provisional Voter Affidavit Carrier Enc.

Envelope 4 containing Closing Items

Envelope W "Write In Votes"

Envelope B "Damaged Ballots"

Envelope 14E

Envelopes 65E, 66E, 71E, & 72E

Forms 99 Certificate of Results (1)

**Missing Supplies?
Call 773-247-4065**

- All election equipment and supplies are delivered to the polling place in the blue Election Supply Carrier (ESC). This ESC is on wheels, which can be locked to make it stationary.
 - One judge will be given the key to the ESC and should contact the other judges to arrange to visit the polling place the day before the election to check the equipment and supplies. The polling place administrator also will be provided with the ESC key.
1. **Open the Election Supply Carrier (ESC).**
 - A. Make sure the correct ESC for your precinct and ward was delivered to the polling place. There is a sticker on each side of the ESC, which indicates the precinct and ward.
 - B. Break the green seal.
 - C. Using the ESC key, unlock the door and remove the key. In order to open the door, push on the area where the key was inserted. This will release the latch and open the doors. Do not attempt to break the lock on the ESC. You must use the key to unlock the ESC.
 2. **Check that the proper equipment and supplies, for your precinct and ward have been delivered to the polling place.** The Supply List (Form 21) located on the ESC door, should be used to verify that the correct supplies have been delivered.

Note—Do not:

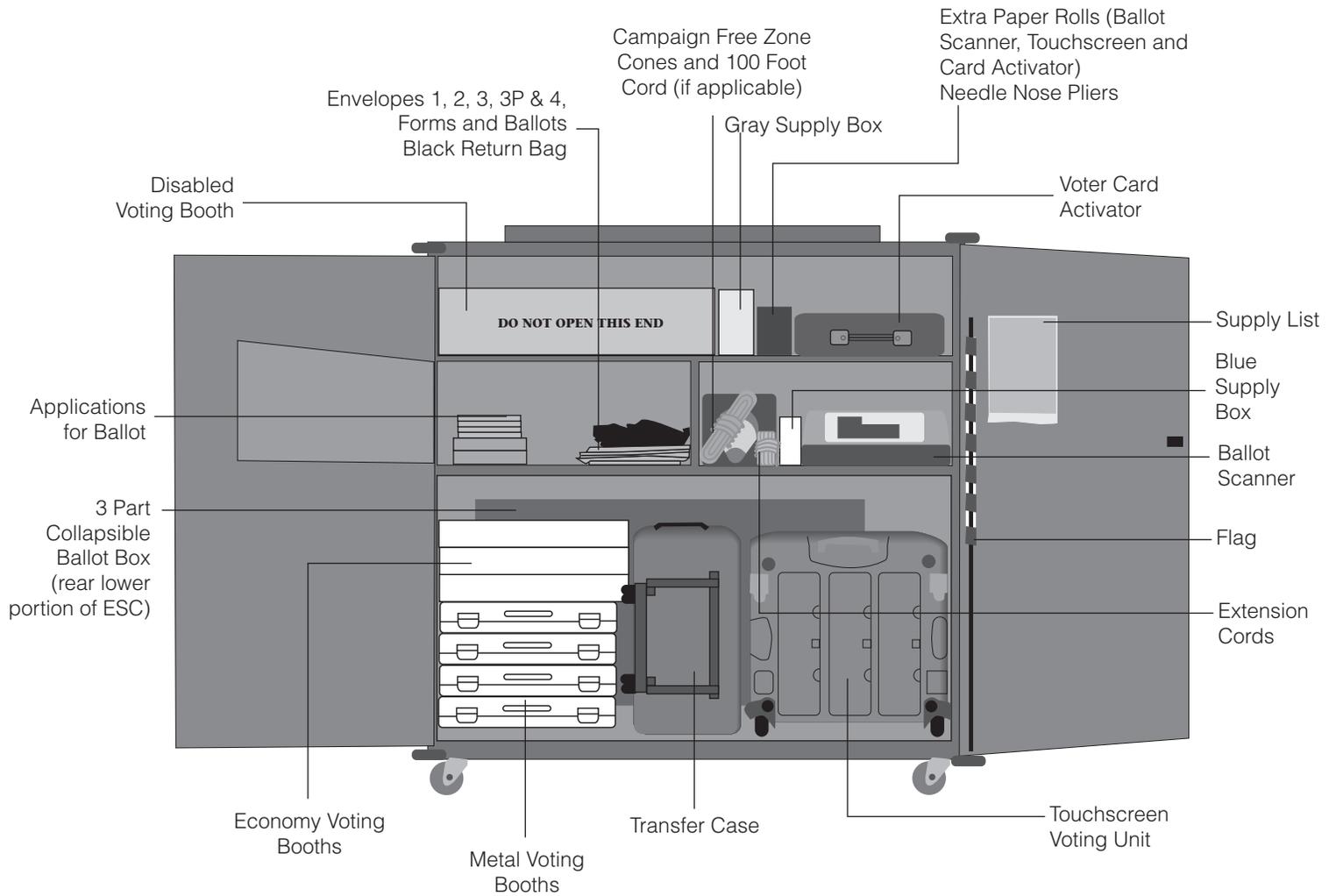
 - unwrap the plastic from the ballots
 - sign or initial any forms
 - plug in any of the voting equipment or attempt to test it.

If any supplies are missing, call EQUIPMENT/SUPPLIES at 773-247-4065.

3. Return all supplies to the ESC and lock it.

- A. Remove a green seal from the blue supply box.
- B. Close both doors and lock the ESC. Make sure the latch is secured.
- C. Place the seal through the hole in the middle of the door and secure seal.

Inside the Election Supply Carrier (ESC)



5

Setting Up the Polling Place

ELECTION DAY - 5:00 AM TO 6:00 AM

■ **ALL JUDGES OF ELECTION AND POLLING PLACE ADMINISTRATORS MUST REPORT TO THE POLLING PLACE NO LATER THAN 5:00 AM**

■ Pollwatchers, with proper credentials, may enter at 5:00 am to view the setting up of the polling place.

■ No one, including judges of election, may vote before 6:00 am.

■ The polling place administrator will assist the judges with setting up the voting equipment.

1. CHECK POLLING PLACE FOR A PORTABLE RAMP

Some polling places will have a ramp delivered in order to make it accessible to voters with disabilities. The ramp will be put in place by the Board of Elections and will be in place by 5:45 am. Do not remove the ramp until the polling place closes at 7:00 pm.

2. OPEN THE ESC

A. Make sure the correct ESC, for the precinct and ward you have been assigned to, was delivered to the polling place. There is a sticker on each side of the ESC, which indicates the precinct and ward.

B. Break the green seal.

C. Using the ESC key, unlock the door and remove the key. In order to open the door, push on the area where the key was inserted. This will release the latch and open the doors.

D. Place the flag at the door of the polling place.

3. CHECK THAT YOUR ESC CONTAINS THE EQUIPMENT AND SUPPLIES FOR YOUR PRECINCT AND WARD

The Supply List (Form 21) is located on the ESC door, as well as, on page 10.

4. JUDGE OF ELECTION OATH OF OFFICE AND BADGE

Read and sign the Oath of Office for Assigned Judges (Form 9). Wear the badge of the political party you are representing. Fill in your name and the precinct and ward where you are working. You must wear the badge for the duration of the day. Swear-In Judges must read and sign the Oath of Office for Swear-In Judge (Form 4).

5. POLLING PLACE ADMINISTRATOR BADGE

The polling place administrator must fill in his or her name and precinct and ward where they are working. In polling places with more than one precinct, they must indicate the precinct and ward where they were assigned. The badge must be worn for the duration of the day.

6. CAMPAIGN FREE ZONE MATERIALS

- 2 - 18" Blue Cones
- 100 foot cord

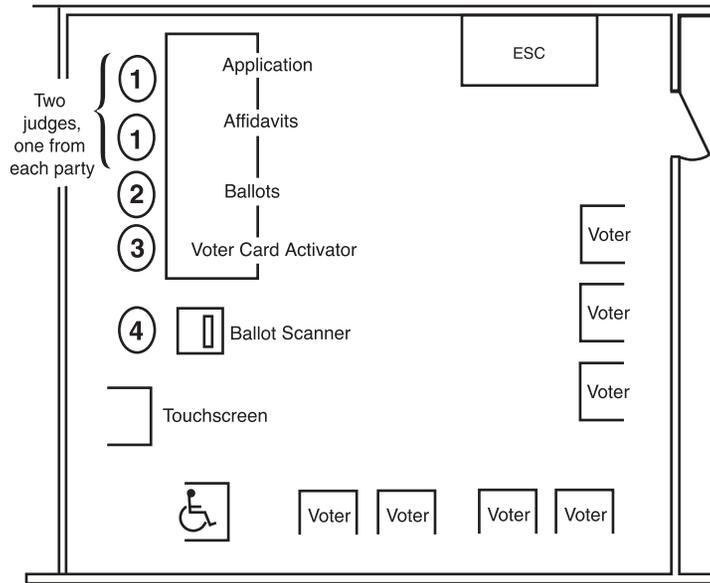
Each polling place will have the Campaign Free Zone materials delivered to it in the ESC. In a polling place with more than one precinct, only one set of materials will be provided.

Immediately call
EQUIPMENT /SUPPLIES
at 773-247-4065

- If you do not have a key to the ESC. Do not attempt to break the lock.
- If any supplies are missing.
- If you do not have the correct equipment.

SUGGESTED POLLING PLACE ARRANGEMENTS

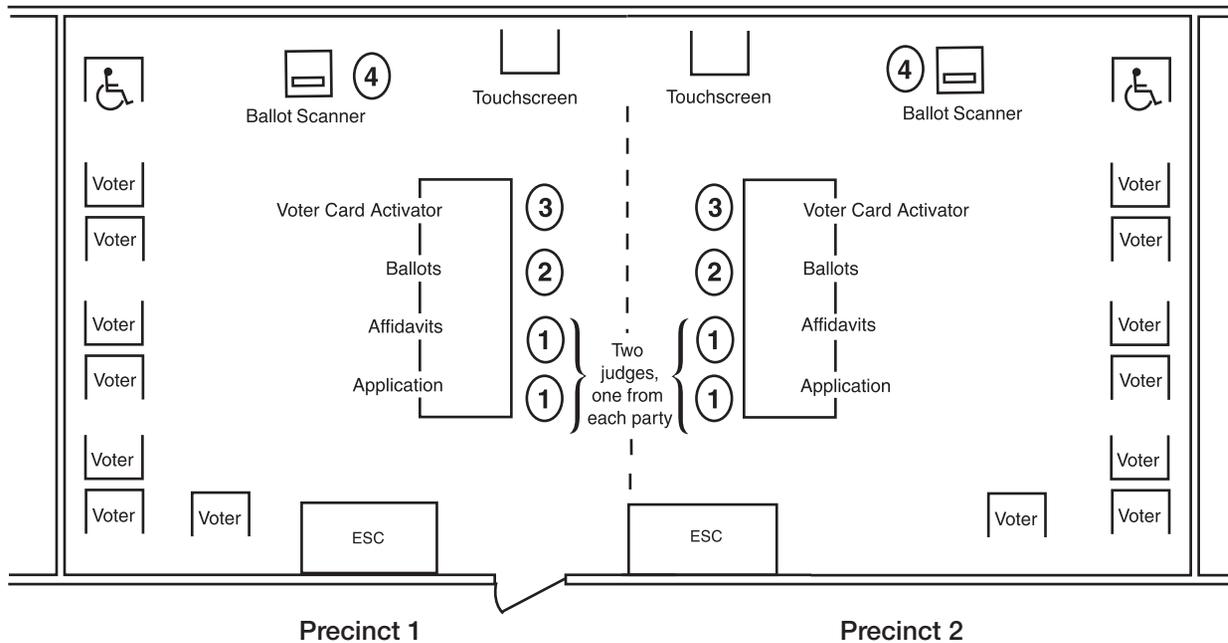
Single Precinct



ELECTION CENTRAL
 Legal, investigative, procedural and
 language assistance (312)269-7870
 (Election Day only 5:00 am–10:00 pm)

EQUIPMENT/SUPPLIES
 Problems with equipment or missing
 supplies (773)247-4065
 (Election Eve (Monday)
 5:00 pm–7:00 pm,
 Election Day 5:00 am–10:00 pm)

Double Precinct

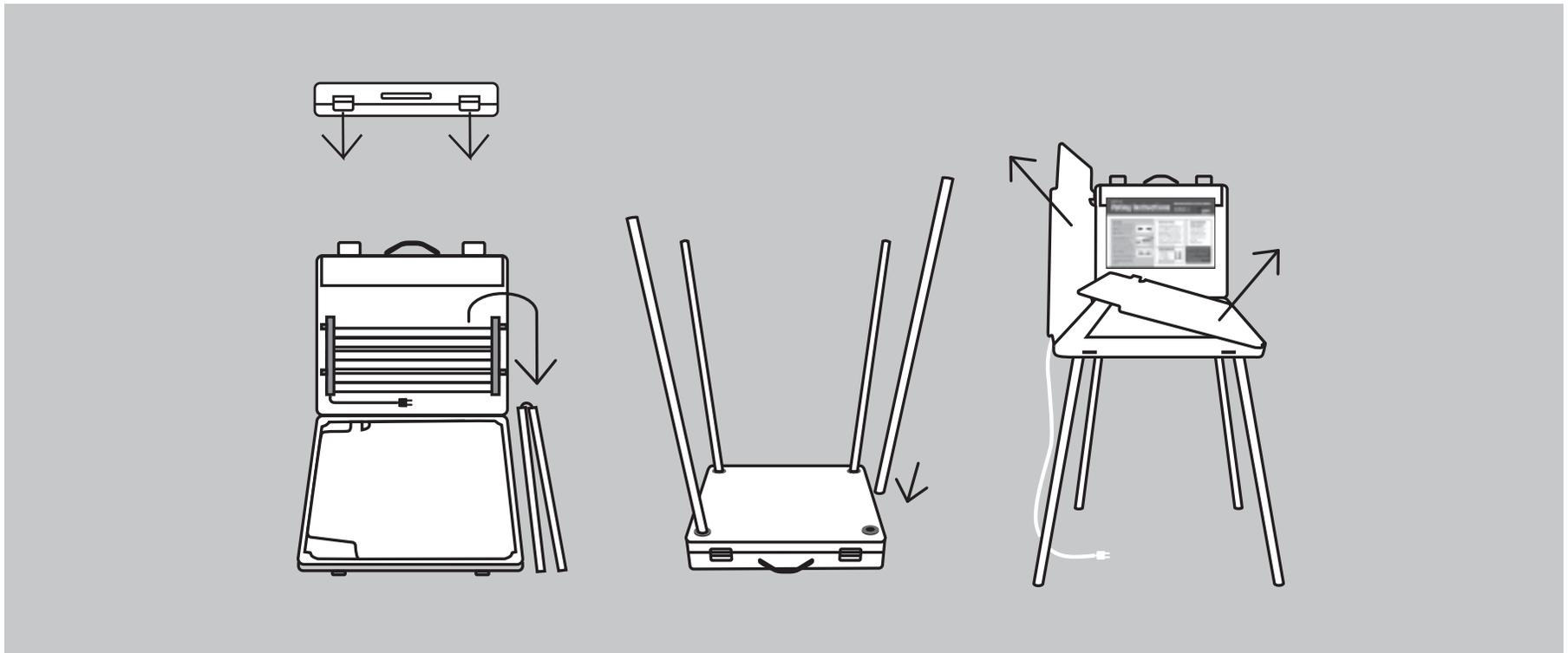


7. ASSEMBLY OF METAL VOTING BOOTHS

Every ESC contains 4 metal voting booths and 3 economy voting booths (Pollstars). Space permitting in the polling place, you should set up every booth.

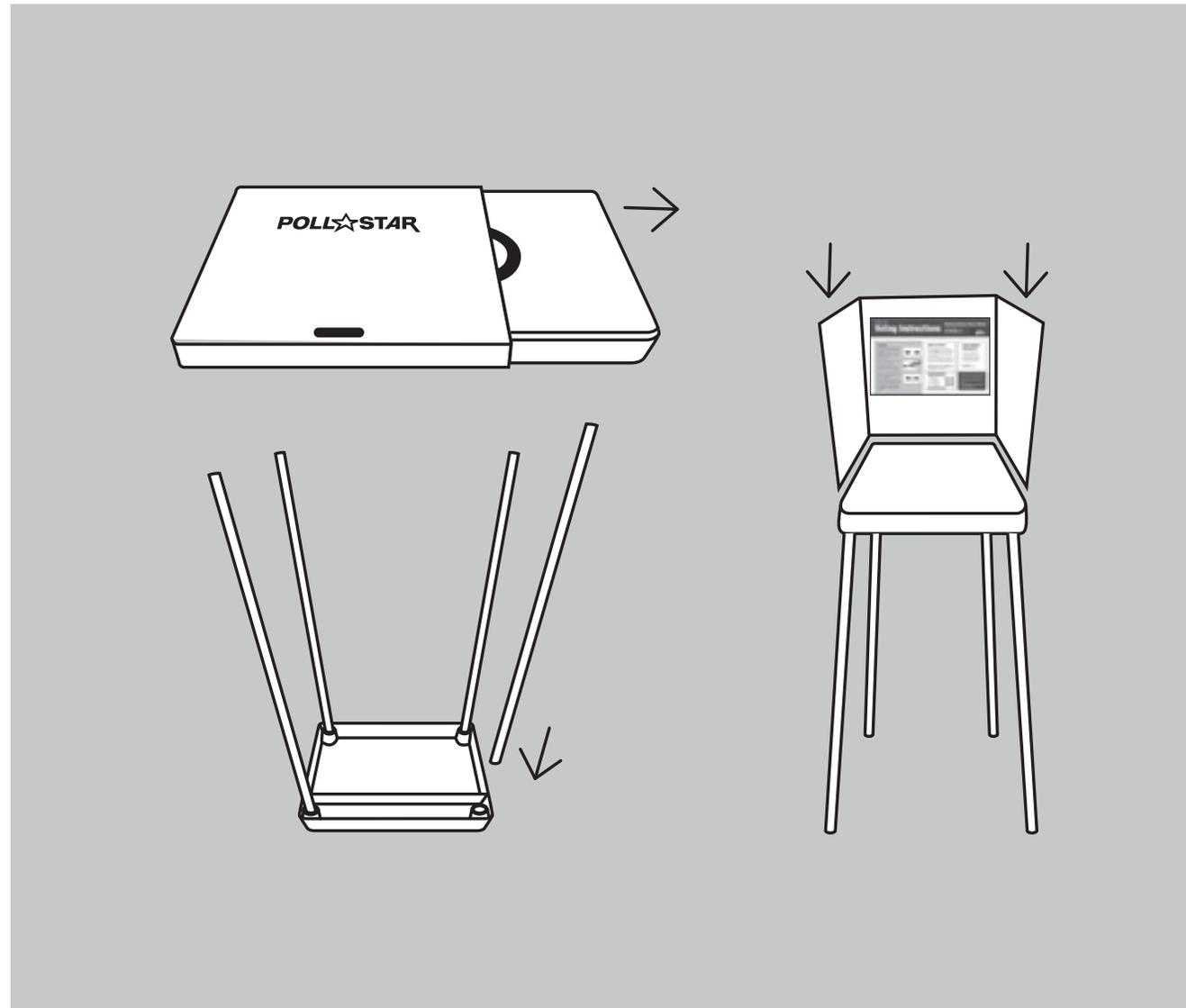
The metal voting booths no longer contain a ballot booklet. Instead, they have been fitted with a flat writing surface.

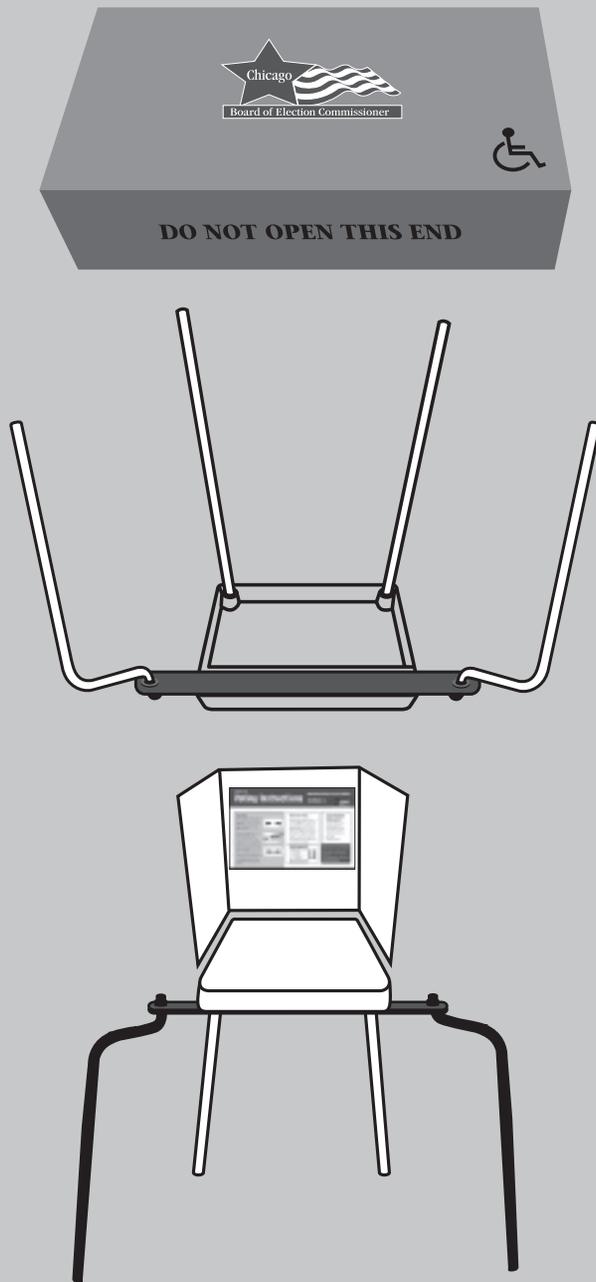
- A. Remove all metal voting booths from the ESC.
- B. Place the booth on a table with the Board of Elections sticker facing up and open the case.
- C. Remove the legs from the lid and put each leg section together.
- D. Close and lock the lid. Turn the case over on the table. Insert the legs, one at a time, into each hole on the bottom of the booth. Push the legs in tightly using twisting motion until snug.
- E. Pick up booth, turn over carefully (making sure the legs are secured) and stand on legs. Open and hold lid; unwrap electric cord at bottom of lid.
- F. Tape the Voting Instructions sign (Form 255) to the privacy screen. Form 255 can be found in Envelope 2.
- G. Hook side panels to lid using clips at the top of each panel.



8. ASSEMBLY OF ECONOMY VOTING BOOTHS (POLL-STARs)

- A. Slide booth from container.
- B. Put each leg section together. Insert the legs, one at a time, into each hole on the bottom of the booth.
- C. Turn booth over and put privacy screen into slots on base.
- D. Steady booth by spreading legs slightly.
- E. Tape the Voting Instructions sign (Form 255) to the privacy screen.
- F. Hang a clip-on light fixture, found in the gray supply box, on the privacy screen.





9. ASSEMBLY OF DISABLED VOTING BOOTH.

A voting booth, specially designed for voters with disabilities, must be assembled and available for any voter's use.

- A. The components for the disabled voting booth are in a large gray box found in the ESC. (See picture at left.)
- B. Slide the voting booth out of the box.
- C. Put straight legs into holes at the rear of the base. Put curved legs into holes in the front of the base. You will notice that the table has been equipped with an extension to make the legs wider. The curved legs can be widened to make for easier entry by a voter in a wheelchair or scooter.
- D. Turn booth over, put privacy screen into slots on top of base and steady by spreading the legs.

- E. Tape the Voting Instructions sign (Form 255) to the privacy screen.
- F. Assemble chair by pulling out on the arms and pressing down on the seat. Place chair and booth where a voter with a disability or elderly voter may use it.
- G. Do not allow voters to apply weight or lean on the disabled voting booth.

10. ARRANGE THE VOTING BOOTHS IN THE POLLING PLACE

Put the open side of each voting booth towards a wall, if possible. (See diagram on page 13). It is important that each voter has privacy while voting. Plug in the electric cords and plug booths into each other. Make sure the electric cords will not cause a voter to trip and fall. Use tape to secure the cords to the floor, if necessary.

11. ASSEMBLY OF THE BALLOT BOX FOR THE BALLOT SCANNER

The components for the ballot scanner ballot box are located in the ESC. Make sure to follow the instructions and illustrations shown so that the ballot box and ballot scanner are set up correctly.

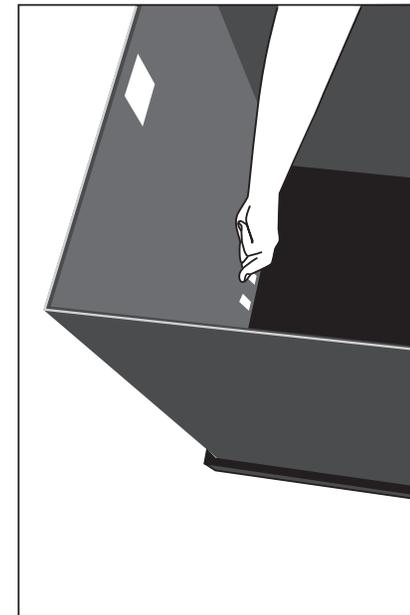
- A. Remove the three components (top, bottom and collapsible body) from the ESC.
- B. Place the bottom of the box on the ground.
- C. Unfold the collapsible body into a box and place on bottom. Secure the bottom to the body by using the Velcro straps. **The white arrow and the Board seal are on the front of the box.**
- D. Place the top of box on the body. The white arrow on the top must line up with the white arrow on the body.
- E. Secure the top to the body by using the Velcro straps.
- F. Place ballot scanner on the top of the ballot box making sure that the front of the ballot scanner is facing the front of the ballot box.



17-C(1)



17-C(2)



17-C(3)

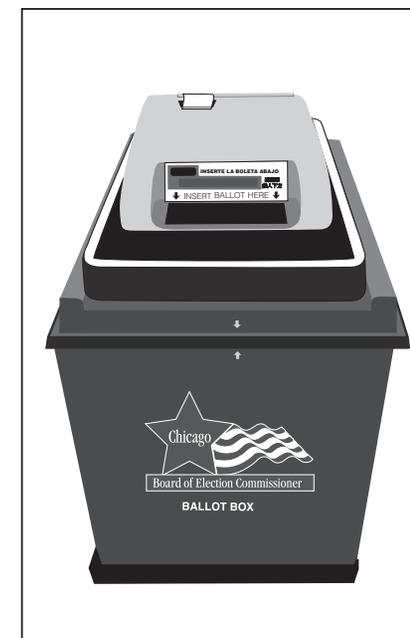
- G. Secure ballot scanner to ballot box by threading the seal through the holes.

Note: There is a divider inside the box that creates two sections. The ballot scanner will separate ballot cards, with write-in votes, into the front section of the ballot box. Ballot cards without write-in votes will fall into the back section of the ballot box.

The arrows on the top and body of the ballot box must be pointing together and the front of the ballot scanner must face the front of the ballot box.



17-D



17-F

12. SET UP THE BALLOT SCANNER

Ballot Scanner must remain plugged in ALL DAY! If there is a power outage, immediately call ELECTION CENTRAL at 312-269-7870.



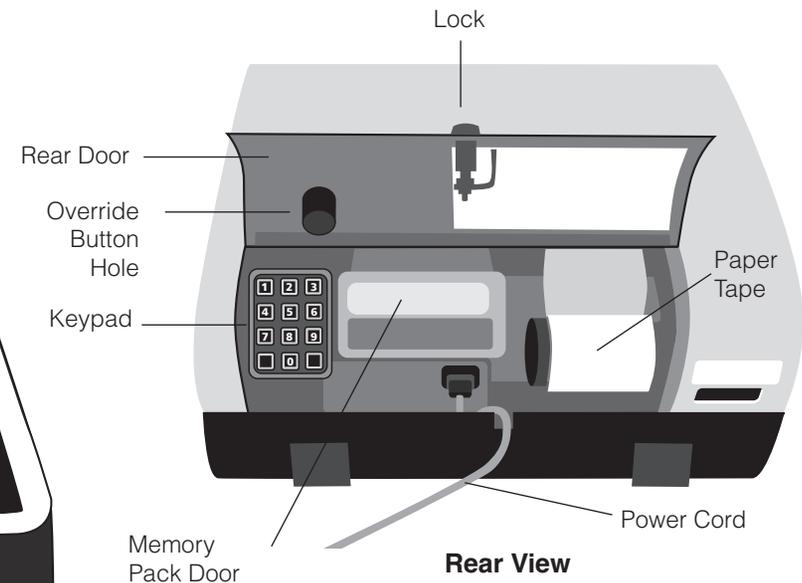
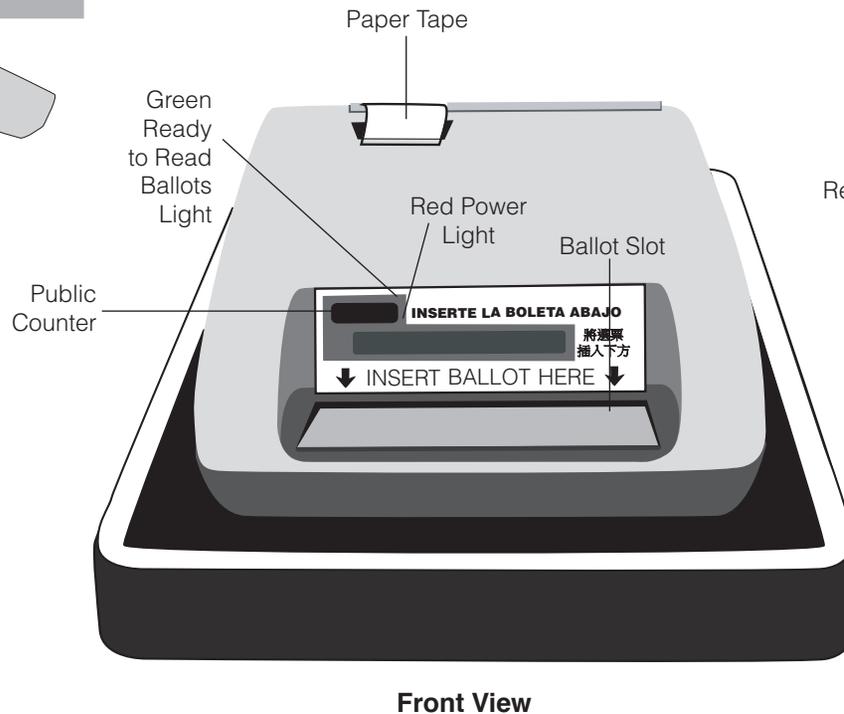
The ballot scanner has a public counter, a paper tape and keypad. The public counter will count the number of ballots accepted by the ballot scanner, and the paper tape will display messages and instructions to the judges of election. The keypad is located on the back of the ballot scanner (underneath the door).

A. Remove ballot scanner key from blue supply box. Unlock rear door of ballot scanner and verify that red seal is attached to memory pack door. If memory pack door is slightly opened, push door closed. Make sure the power cord is plugged into the rear of the ballot scanner.

B. Plug the power cord into extension cord, if necessary, and then into 3-hole electrical outlet. If the precinct does not have a 3-hole outlet, plug the cord into the special adapter, found in the gray supply box, and then into a 2-hole electrical wall outlet.

C. As soon as the ballot scanner is plugged in, it will begin operating. Make sure the red power light (on the front of scanner) is ON.

BALLOT SCANNER



(THE MEMORY PACK WILL BE INSIDE THE SCANNER UPON DELIVERY TO THE POLLING PLACE)

```

=====
SEQUOIA OPTECH INSIGHT
21st Century Optical Ballot Counting System!
=====

HPX. K/K1. 42. 050816. 1100
HARDWARE DIAGNOSTICS PASSED

APX 2.12 050905. 1320
Insight serial number is 503,421
Protective counter number is 127

TUES., FEBRUARY 27, 2007 5:15:00 AM
5:15:10 ALL CHECKSUMS O.K.
=====
CHICAGO GENERAL ELECTION
=====
Election parameter data created from
EMS database of 12:00:00 PM, 02/01/07

TUES., FEBRUARY 27, 2007 5:15:11 AM
=====
BALLOT REPORT
=====
Insight serial number is 503,421
Protective counter number is 127

Precinct 0001
- COUNTED _____ 000
- NOT COUNTED _____ 000
= TOTAL BALLOTS CAST _____ 000
=====

```

19-D/E

D. A morning zero tape will automatically print from the ballot scanner. DO NOT SIGN OR REMOVE THE MORNING ZERO TAPE! It must remain attached to the ballot scanner until after the polls close.

```

TUES., FEBRUARY 27, 2007 5:15:11 AM

Precinct 0001, Ward 51
Current ballots cast = 000

Polls open, OK to read ballots

```

19-F

E. After the zero tape prints, the message “ALL CHECKSUMS O.K.” must appear on the tape under the date of the election and the time of day.

F. Review the bottom of the tape. The following information should appear:

- date of election and time of day
- precinct and ward
- current ballots cast = 000
- polls open, OK to read ballots

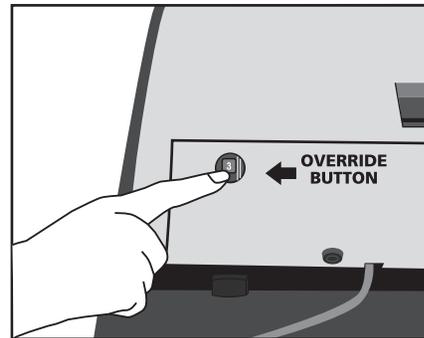
G. Every judge should become familiar with the override button. It is visible through the hole in the door on the back of the ballot scanner and is the number 3 on the keypad.

This button will be pressed if a voter wants to override an overvoted or blank ballot.

- H. The green “Ready to Read Ballots” light should be ON. This means the ballot scanner is ready to accept ballots. Close and lock the rear door of the ballot scanner and place key back in the blue supply box.
- I. Verify that the public counter is at 0000. Once the voting begins, the public counter will count the number of ballots that

have been accepted by the ballot scanner. After the first ballot is accepted, the paper tape will print a message and advance the paper. It will not print or advance for every ballot accepted thereafter, unless a ballot error is detected.

J. The paper tape will display messages to the judges on how to process overvoted, blank, uninitialed, defective or jammed ballots.



19-G

Troubleshooting Guide For Ballot Scanner

Category	Scenario	Action
POWER	The scanner power cord is accidentally unplugged from AC outlet or from the back of the unit.	Plug the power cord back into the electrical outlet or the back of the unit. Header information will print and scanner is ready to continue processing ballots.
	After the unit is plugged in, the scanner will not print the morning zero tape and the public counter shows 0000. The red and green lights may or may not be on.	<p>Check cord connection to the electrical outlet and check that the cord is connected to the ballot scanner in the rear access compartment. You will need to use key to unlock door on ballot scanner.</p> <p>Plug the ballot scanner into a different electric outlet.</p> <p>Refer the problem to the Polling Place Administrator OR if problem still occurs, call EQUIPMENT/SUPPLIES at 773-247-4065.</p>
	Power failure/outage at the polling place	<p>Proceed with the election, process ballots using the ballot box portion of the ESC until power is restored. (Refer to page 52 for instructions.)</p> <p>When power is restored, plug in ballot scanner.</p> <p>Refer the problem to the Polling Place Administrator OR call ELECTION CENTRAL at 312-269-7870.</p>
PUBLIC COUNTER	When opening the polls on election morning, the public counter shows a number instead of 0000.	<p>The ballot scanner may not have been initialized. Proceed with the election using the ballot box portion of the ESC. (Refer to page 52 for instructions.)</p> <p>Refer the problem to the Polling Place Administrator OR call EQUIPMENT/SUPPLIES at 773-247-4065.</p>
FIRST BALLOT CAST IS REJECTED	First ballot cast on election morning is rejected and message “jammed ballot” is printed on the tape.	<p>Check to make sure that the slots on the bottom of the ballot scanner correspond with the slots on the top of the ballot box. You will need to break the seal in order to lift ballot scanner.</p> <p>Refer the problem to the Polling Place Administrator OR call EQUIPMENT/SUPPLIES at 773-247-4065.</p>

Category	Scenario	Action
THE BALLOT SCANNER DOES NOT ACCEPT BALLOTS	During voting hours the ballot scanner stops accepting ballots.	Check to make sure that the red and green lights are on, if not, check that the power cord is plugged into outlet or extension cord. If the power cord is plugged in, try another outlet. If power is not restored, continue election process using the ballot box portion of the ESC. (Refer to page 52 for instructions.) Refer the problem to the Polling Place Administrator OR call EQUIPMENT/SUPPLIES at 773-247-4065.
	The ballot scanner stops processing and a checksum error message prints.	Continue processing ballots using the ballot box portion of the ESC. (Refer to page 52 for instructions.) Refer the problem to the Polling Place Administrator OR call EQUIPMENT/SUPPLIES at 773-247-4065.
PAPER ROLL	Red line begins to show on the edge of tape.	The paper roll is running out of paper. Refer the problem to the Polling Place Administrator OR call EQUIPMENT/SUPPLIES at 773-247-4065.
BALLOT ERROR	Ballots marked incorrectly by the voter and returned to the voter with message "Overvoted Office" or "Blank Ballot."	Voter has choice of correcting their ballot or leaving it "as is" (override the message). To override, press the override button (number 3) on the back of the ballot scanner.
	"No Initials"	Voter must remove ballot from ballot scanner and return to judge at Station #2 for initials. You cannot override a ballot that has not been initialed by an election judge.
	Ballots that have physical ballot errors such as light printing, torn, or wrinkled.	To avoid ballot jams, ballots that are torn or wrinkled should be duplicated and not inserted into ballot scanner. Ballots that are returned due to light printing, should be surrendered and the voter receive a new ballot to vote. <i>(continued)</i>

Troubleshooting Guide For Ballot Scanner *(continued)*

Category	Scenario	Action
BALLOT ERROR <i>(continued)</i>	“Defective ballot” or “Startbar detect”	<p>When the ballot is returned with a “Startbar detect” or defective ballot error, the defective ballot should be re-inserted in a different orientation, the ballot may have entered the ballot scanner skewed and the tabulator was not able to read it correctly. If the ballot continues to be rejected, you should spoil the ballot and issue the voter a new one.</p> <p>There may be marks on the ballot which are creating the defective ballot message. Instruct the voter to check that no marks have been made outside the target areas, including the judge’s initials’ box.</p>
	“Wrong security ID”	“Wrong Security ID” message means that the ballot does not match the ballot coding for that precinct or split, The voter surrenders the ballot and receives correct ballot for their precinct or split.
BALLOT JAM	Ballot is jammed and cannot be removed or is torn inside the ballot scanner.	<p>Carefully try to remove the ballot.</p> <p>Refer the problem to the Polling Place Administrator OR call EQUIPMENT/SUPPLIES at 773-247-4065.</p> <p>Continue voting process by placing ballots into the ballot box portion of the ESC. (Refer to page 52 for instructions.)</p>
	Ballot is jammed in the process of voting.	The ballot scanner will print the message that the ballot “has been processed” or that the “ballot has not been processed”.
	“Ballot Has Been Processed”	If the ballot has been processed, pull the ballot from the slot and drop into the corresponding bin of the ballot box.
	“Ballot Has Not Been Processed”	If the ballot has not been processed, pull the ballot from the slot and re-insert the ballot into the ballot scanner to be counted.

13. SET UP OF TOUCHSCREEN VOTING UNIT (Two judges and the polling place administrator must set up the touchscreen)

Removal of Audio Components, Leg Assembly and Power Cord

- A. The touchscreen should be placed on the floor with the storage covers facing up. The storage covers are marked "Audio", "Leg Assembly" and "Power Cord". Also, the yellow and black holes will be facing up.



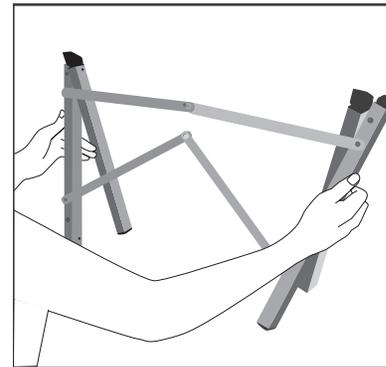
NOTE: If easier for the judges, this step could be performed with the unit on a table.

- B. Remove each cover and remove the contents. Replace the covers. Unit should remain on the floor or table. Place power cord and audio headphones and strap to the side.

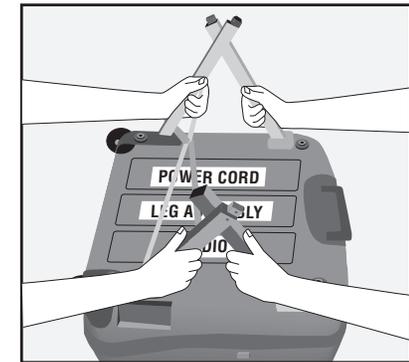
Assembly of Legs

NOTE: The leg assembly is a one-piece unit.

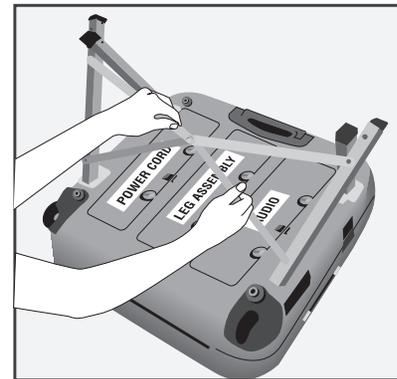
- A. Pull the leg assembly apart so that the upper brace is fully extended and the lower brace is bent upward. AT THIS POINT, THE UPPER AND LOWER BRACES ARE NOT CONNECTED.
- B. Place the black bottom ends into the black slots. Place the yellow bottom ends into the yellow slots. Press the legs into the slots until you hear a "click".
- C. Once the legs are securely in place, insert the pin located on the upper brace into the hole located on the lower brace. The braces should resemble an "X".



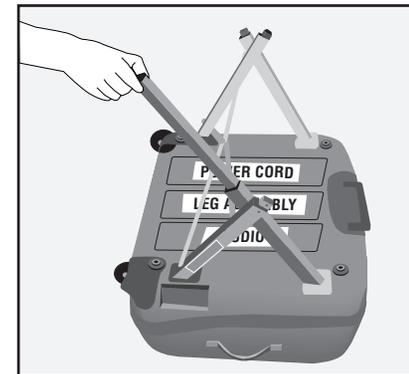
23-A



23-B



23-C



23-D

- D. Extend the lower portions of each leg until the retention pins "click" into place. Make sure the legs are completely extended.
- E. Two judges should carefully roll the unit on its side with the main handle facing up and then lift the unit off the floor or table and onto its legs.



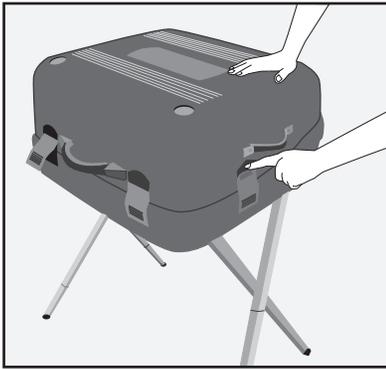
23-E

Opening the touchscreen unit

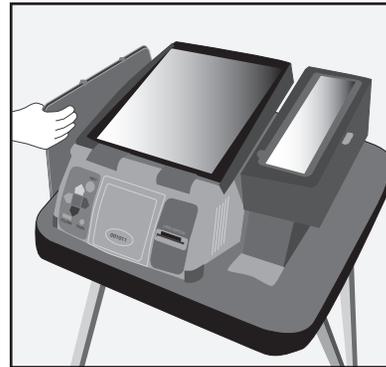
- A. Unfasten the four latches and remove the lid. Each latch has a silver locking tab, which must be pushed to the left for the latch to be unlocked. Place the lid inside the ESC.
- B. Remove the privacy panels and curtain from the unit and set aside.

NOTE: THE PRINTER IS ATTACHED TO THE TOUCHSCREEN UNIT AND MUST REMAIN ATTACHED. MAKE SURE THE CABLE IS SECURELY PLUGGED INTO THE PRINTER AND THE TOUCHSCREEN.

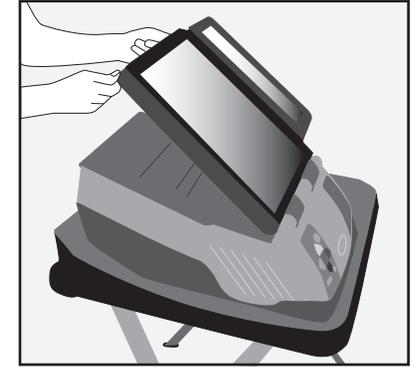
- C. Gently raise the screen and printer and place the positioning bar in the second position. Printer cable should be plugged into both the printer and touchscreen.
- D. Attach the left privacy panel to the left side of the touchscreen. Attach the right privacy panel to the right side of the printer. You will hear a click when the



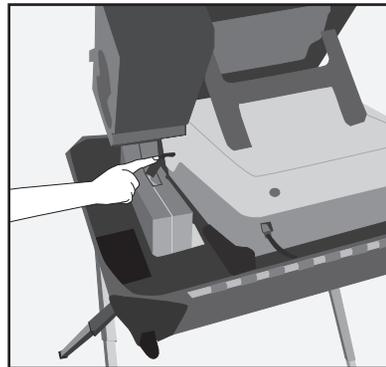
24-A



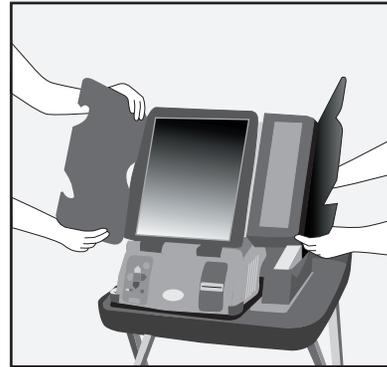
24-B



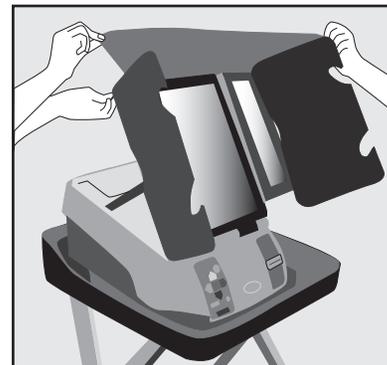
24-C-1



24-C-2



24-D-1



24-D-2

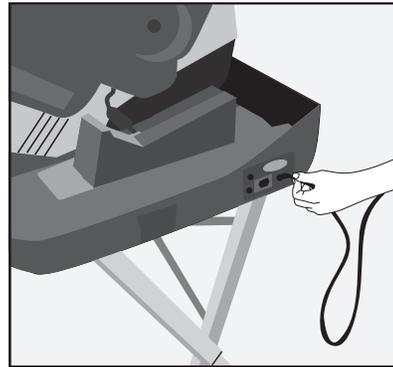
privacy panels are completely inserted. Using the Velcro, attach the privacy curtain to the top portion of the privacy panels. The privacy curtain should be attached so that the flap covers the back of the touchscreen and printer.



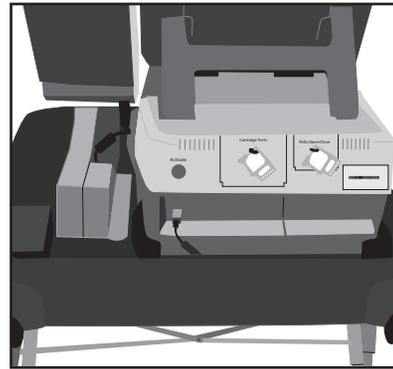
24-D-3

Powering Up the Touchscreen

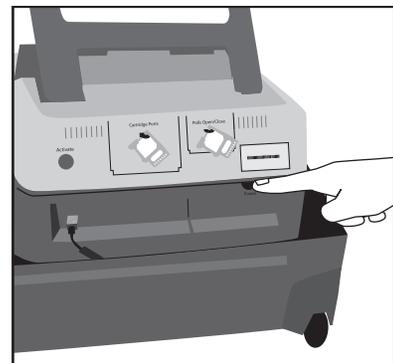
- A. Plug the power cord into the right side of the touchscreen then into either a wall outlet or extension cord. Make sure the cord will not cause a voter to trip and fall. Use tape to secure the cord to the floor, if necessary. Once the unit is plugged in, the green AC ON light must be lit, if not, plug into a different outlet. The AC ON light is located above the plug on the right side of the unit.
- B. Verify that a red seal is on the Cartridge Ports (results cartridge) door. If the seal is missing, immediately call ELECTION CENTRAL at 312-269-7870.
- C. Press the red Power switch located on the back of the unit.
- D. The unit will take a few minutes to power up. Wait for instructions that will appear on the screen.



25-A



25-B



25-C

- E. When the message *“Ready to Open Official Election Polls. To begin voting move the dial to OPEN”* appears on the screen, break the yellow seal on the Polls Open/Close door and open the door (remove the red seal that is located under the door). Turn dial to OPEN. Close the door and secure with the red seal.



25-E

Important: The polls must remain OPEN all day. Make sure the red seal is placed on the door.

- F. Once the polls have been opened, an Official Zero Proof Report will print on the printer. **DO NOT PRESS THE “ZERO PROOF REPORT” BUTTON.** Verify that your precinct and ward is printed on the zero tape.

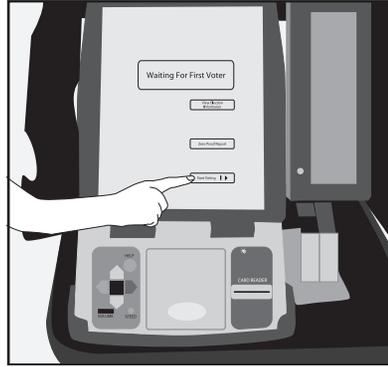
The Official Zero Proof Report must not be removed from the printer at this point. Make sure the pollwatchers in your precinct view the zero tape.

Paper Tape

```

*****
OFFICIAL ELECTION PROOF REPORT
*****
Date 02/27/2007      Time 5:15 AM
Serial Number                36317
Protective Counter          35
Public Counter              0
Poll Site                   Location 1
Polling Place ID            0101
    
```

- G. After the zero proof report finishes printing, the screen will display the message “Waiting For First Voter”. Touch “Start Voting”.
- H. You will notice two green lights on the front of the touchscreen, one on the printer and one below the screen. If the green light on the printer is flashing have the Polling Place Administrator correct the problem or call EQUIPMENT/SUPPLIES at 773-247-4065.
- I. Verify that the public counter located at the bottom of the screen shows 0. If not, call EQUIPMENT/SUPPLIES at 773-247-4065.
- J. The front of the touchscreen should be facing a wall, so that the voter can have privacy while voting.



26-G



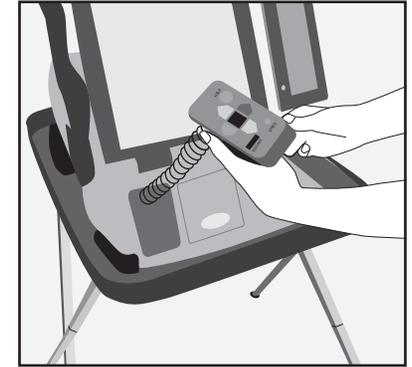
26-H

Attaching the Audio Headphones

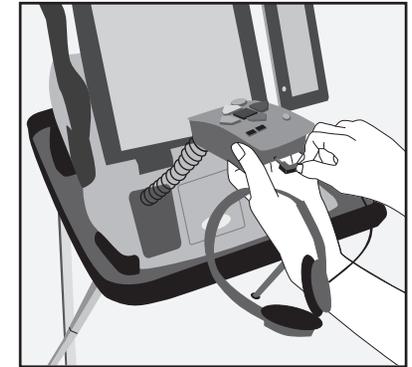
NOTE: ONLY ATTACH THE HEADPHONES WHEN A VOTER IS USING THE AUDIO BALLOT. DO NOT LEAVE HEADPHONES PLUGGED INTO THE CONTROLLER ALL DAY. NOTE: THE AUDIO CONTROLLER IS ATTACHED TO THE TOUCHSCREEN. IT MUST BE PULLED OUT FROM THE UNIT TO USE.

Follow these steps when a voter requests an audio ballot:

- Lift the audio controller away from the unit. Plug the headphones into the bottom of the controller.
- Place a set of headphone covers on the headphones. After the voter uses the headphones, remove and dispose of the used covers and replace with new covers. Place the remaining headphone covers at Station #3.
- The headphones can be placed on the back of the unit when not in use by a voter.



26-A



26-A

Troubleshooting Guide For Touchscreen Unit

Category	Scenario	Action
POWER	Accidentally turn power switch OFF.	Turn power switch back to ON.
	Green power light on back of unit is not lit	Check cord connections. You may need to plug unit into a different outlet. Refer the problem to the Polling Place Administrator OR call EQUIPMENT/SUPPLIES at 773-247-4065.
	Blank screen	Refer the problem to the Polling Place Administrator OR call EQUIPMENT/SUPPLIES at 773-247-4065.
	Power failure/outage at Polling Place	The Touchscreen unit has a back-up battery which will keep the unit operating for 1 hour after the power failure. Immediately call ELECTION CENTRAL at 312-269-7870.
MANUAL ACTIVATION	If card activator fails	Switch touchscreen to manual activation. Refer the problem to the Polling Place Administrator OR call EQUIPMENT/SUPPLIES at 773-247-4065.
INVALID VOTER CARD MESSAGE	Remove card	Press and release the green button on the back of the touchscreen unit.
	"Vote save error. Ballot Cast"	To remove the voter card, press and release the green activate button on the back of the touchscreen. Confirm to the voter that their ballot has been completed and cast. Wipe the voter card chip (on reverse side of card) with a soft cloth. If needed, check the card status by pressing Card Status on the voter card activator and inserting the voter card.
	"Vote save error. Ballot Not Cast"	To remove the voter card, press and release the green activate button on the back of the touchscreen. Activate a new voter card and have the voter re-vote. Wipe the old voter card chip (on reverse side of card) with a soft cloth.

(continued)

Troubleshooting Guide For Touchscreen Unit *(continued)*

Category	Scenario	Action
CARD STUCK	<p>Voter card will not eject from the touchscreen unit.</p> <p>Voter card inserted, but screen does not change or “Please contact poll worker” message appears</p>	<p>Press and release the green button on the back of the unit or press and hold the red power switch until the screen goes completely dark. Turn the unit back on by pressing and holding the red power switch for one second. The card should eject once the unit powers on. If the card remains stuck, pull the card out using the extension or the pliers (located inside the ESC).</p> <p>If voter card remains inside unit, call EQUIPMENT/SUPPLIES at 773-247-4065.</p>
VOTER FLED	Voter left polling place while in the process of voting.	Refer the problem to the Polling Place Administrator OR call ELECTION CENTRAL at 312-269-7870.
CANCEL ACTIVATION	If voter gets the wrong ballot style.	Cancel activation. Refer the problem to the Polling Place Administrator OR call ELECTION CENTRAL at 312-269-7870.
TOUCHSCREEN PRINTER	Printer paper low	Ensure that the cable is securely plugged into the printer and the touchscreen (if connected properly, paper is low and should be replaced). All judges of election must sign the end of the used paper roll and place inside the transfer case. Refer the problem to the Polling Place Administrator OR call EQUIPMENT/SUPPLIES at 773-247-4065.
TOUCHSCREEN PRINTER	Printer offline	If green light on printer is flashing or printer offline/printer error message appears. Ensure that the cable is securely plugged into the printer and the touchscreen. Press Retry on the screen (if available). Refer the problem to the Polling Place Administrator OR call EQUIPMENT/SUPPLIES at 773-247-4065.
TOUCHSCREEN PRINTER	Printer jam	Unplug power on printer. Refer the problem to the Polling Place Administrator OR call EQUIPMENT/SUPPLIES at 773-247-4065.
DIRTY TOUCHSCREEN	Periodically checking for fingerprints	Clean screen with anti-static wipe provided in gray supply box. Do not use any other product to clean the screen.

14. SETTING UP THE VOTER CARD ACTIVATOR

The voter card activator has a message window that will display messages to the judges of election. Some of the messages will remain until they are cleared by the judges. Press either YES or NO to clear the screen.

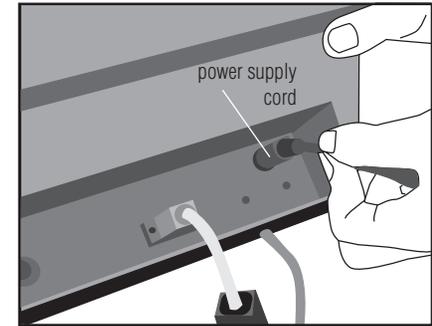
A. Verify that the voter card activator is for the correct precinct and ward by looking at the sticker located on the unit.

If the voter card activator is not for your precinct, immediately call EQUIPMENT/SUPPLIES at 773-247-4065.

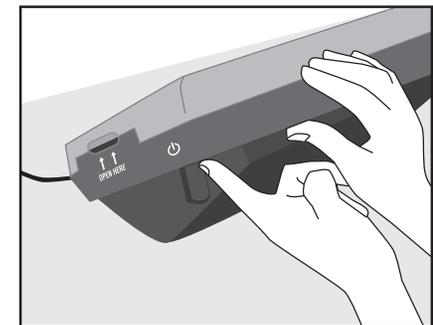
B. The power cord and power supply should be attached. The power supply is plugged into the back of the unit and the power cord should be plugged into either a wall outlet or extension cord.

C. Turn the power to ON. The power switch is located under the left side of the unit. There is no door covering the power switch.

The voter card activator must be turned ON before the opening of the polls.

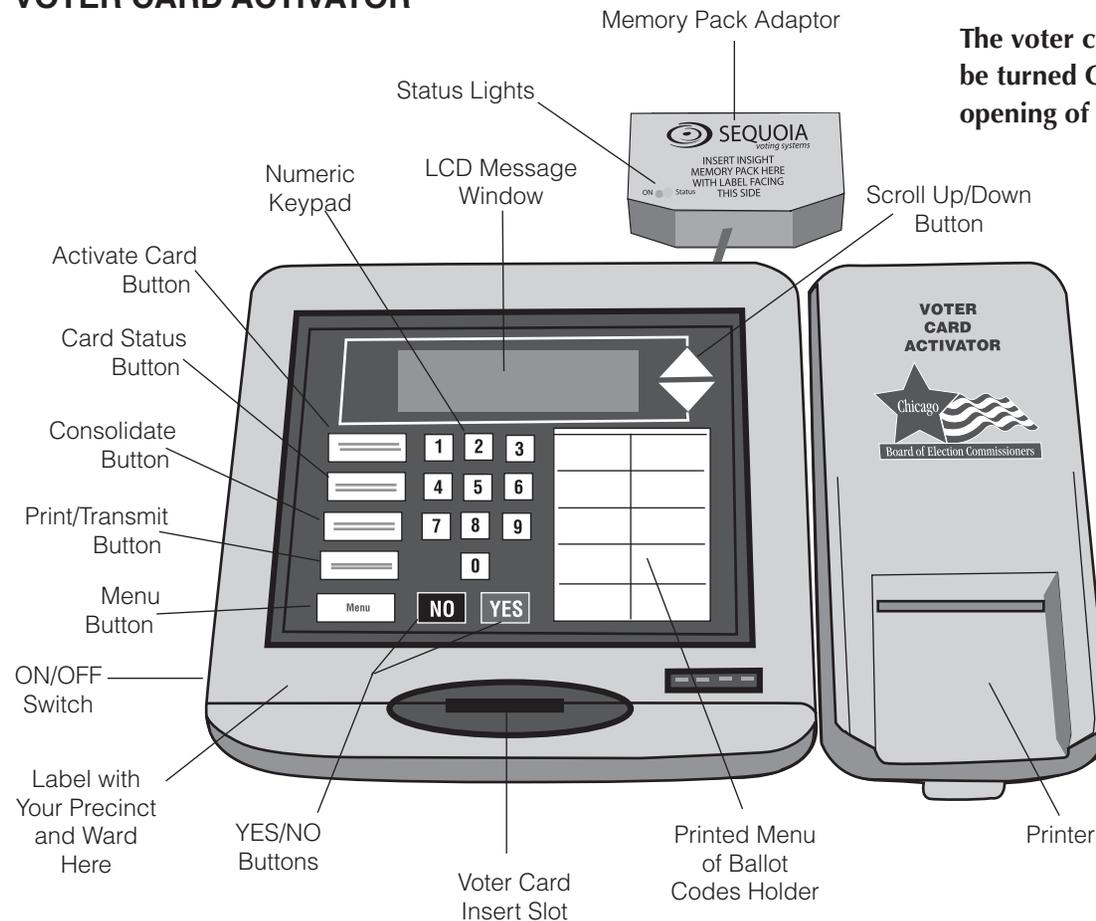


29-B

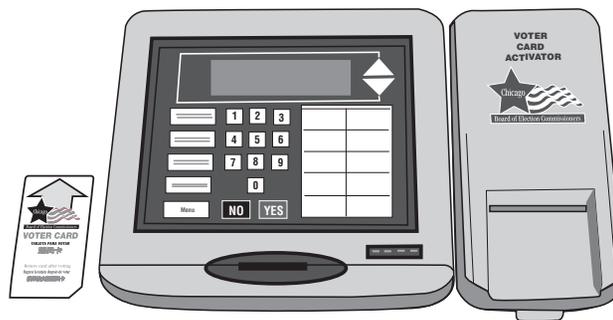
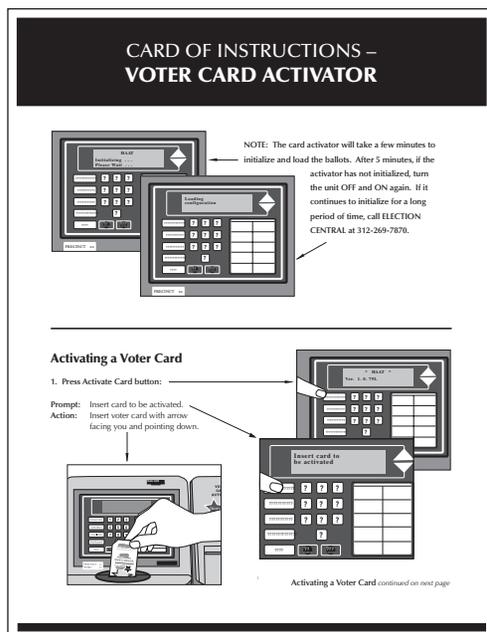


29-C

VOTER CARD ACTIVATOR



- D. The voter card activator will take a few minutes to power up.
- E. After the unit is powered up, press “Menu”, then the number 5 (print), then the number 4 (zero report), then the number 1 (all precincts). A zero report will begin to print. Remove the zero report and place inside the transfer case.
- F. Remove the voter cards from the blue supply box and place next to the voter card activator. Each precinct is being supplied with 5 voter cards, which can be reactivated during election day. It is important that the voters are instructed to return the voter cards to the judges after voting. **Do not pre-activate voter cards. Voter cards should only be activated after the voter has been verified.**
- G. Make sure the card of instructions is placed next to the voter card activator.



15. POST ALL SIGNS CONTAINED IN ENVELOPE 2

- Form 25 “Information and Services” sign
- Form 177 “Polling Place” sign
- Form 177A “Accessible Entrance” sign (if applicable)
- Form 177AE “Alternate Entrance” sign (if applicable)
- Form 250 “We Speak Your Language” sign
- Form 251 “ID Required” sign
- Form 253 “Voter’s Bill of Rights” sign
- Form 255 “Voting Instructions” sign
- Form 255P “Provisional Voting Information” sign
- “How to Vote Your Ballot” sign

Polling Place

Colegio Electoral 投票站

6am - 7pm
Tuesday, February 27, 2007
Municipal General Election



bill of rights for all voters

declaración de derechos para todos los votantes
所有投票者的權利

You have the right to:

- Cast your ballot in a non-disruptive atmosphere free of interference.
- Vote if you're in line by 7 p.m.
- Vote by affidavit if your registration is challengingly challenged.
- Vote at your old polling place if you have moved within 30 days of the election.

information and services

información y servicios 資訊與服務

Precinct
Hacienda / 權站

Ward
Overlook / 區



Polling Place

Colegio Electoral 投票站

6am - 7pm
Tuesday, February 27, 2007
Municipal General Election

Martes, Febrero 27, 2007
Elección General Municipal




Judges: Immediately post this sign in a prominent location in the polling place.

Provisional Voting Information

Información para votar provisionalmente 臨時投票信息

Why Vote Ballot in Provisional

Instructions for Provisional Voters

FORM 255

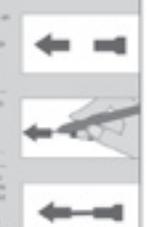
Voting Instructions

Instrucciones Para Votar 投票指示

TO VOTE:

WRITE-IN VOTES:

AFTER MARKING YOUR BALLOT:



"We Speak Your Language!"

Verbal assistance in the electoral process is available in several languages including Spanish and Chinese

Call Election Central 312-269-7870

"¡Nosotros Hablamos Su Idioma!"

Asistencia verbal en el proceso electoral está disponible en varios idiomas incluyendo Español y Chino

Llame a la Central de Elección al 312-269-7870

我們能說您的語言！

提供多種語言為您講述投票之程序，包括西班牙文及中文

致電選舉中心 312-269-7870

I. D. Requirements

Requisitos de identificación/要求出示身份證明

ATTENTION VOTERS

APPLICABLE TO ALL

APPLICABLE TO ALL



6

During Voting Hours

Election Day 6:00 am to 7:00 pm

At 6:00 am announce that
the polls are open!!

**PRIOR TO OPENING THE
POLLING PLACE, THE
JUDGES MUST DECIDE ON
DUTY STATIONS AND SET
UP THE JUDGES' TABLE.**

JUDGES' STATION #1

Two judges, one from each political party, must sit at Station #1. Their duties include: issuing Applications for Ballot (Form 14); processing of affidavits and verifying voters' signatures.

Items That Must Be Placed At Station #1:

Form 14 Application for Ballot Spindle with Blue Cover
Correction Sheet
Signature Capture Form

Form 1 Consolidated Voter Affidavits (1S, Spanish; 1C, Chinese, if applicable)

Form 1A Notice of Person Providing Assistance

Form 48 Cancellation of Absentee Ballot Affidavit

Form 276P Provisional Voter Affidavit

Envelope 47E Return of Completed Oaths, Affidavits and Pollwatcher Credentials

Envelope 48E Return of Form 48 Supplemental Poll List

Precinct List of Early Voting and Grace Period Voters*

Precinct List of Absentee Voters*

*These lists will be included in the Election Judge Key Envelope. It is imperative that you refer to these lists prior to issuing a ballot.

For voters who require foreign language assistance, call ELECTION CENTRAL at 312-269-7870

IF YOU NEED TO VERIFY A VOTER'S REGISTRATION OR DETERMINE IF THE VOTER IS IN THE CORRECT PRECINCT, CALL 312-269-1604.

PROCESSING OF VOTERS

1. Ask voter's name and address.

Find the pre-printed Application for Ballot (Form 14) and carefully tear it out of the pad at the perforation.

The left side of the Application for Ballot contains a digitized image of the voter's signature. There is no longer a Signature Book. You will use the signature contained on the Application for Ballot to compare the voter's signature.

Important: Check the Precinct List of Early Voting and Grace Period Voters. If a voter's name appears on the list, that person cannot vote in the polling place on election day. Call ELECTION CENTRAL at 312-269-7870 if a voter, whose name appears on the list, insists on voting.

Also check the Precinct List of Absentee Voters. If a voter's name appears on the list, refer to page 43 for procedures on processing the voter.

2. The voter verifies his or her name and address on pre-printed application.

3. The voter must sign the Application for Ballot in "Signature of Voter" box.

4. Call out loud the voter's name and address.

Note: Spanish and Chinese (if applicable) facsimiles of Form 14 are included in your supplies.

Sample - Application for Ballot Form 14

Voter Name: AURELO, ISABEL
Voter Address: 1234 W MAIN ST
Precinct: 001
Ward: 01
Voter ID Number: 98765DM
Date: FEBRUARY 27, 2007

Use the following Ballot Style: 123

CITY OF CHICAGO
APPLICATION FOR BALLOT
CERTIFICATE OF REGISTERED VOTER
MUNICIPAL GENERAL ELECTION
TUESDAY, FEBRUARY 27, 2007
Pct: 001
Ward: 01

A U R E L O , I S A B E L

Judges: Fill in the oval if the person:

<input type="radio"/> Voted by Affidavit/Affirmation	Registration Verified By:	Application Number:
<input type="radio"/> Was Assisted in Voting		
<input type="radio"/> Was Challenged	Judge's Initials:	
<input type="radio"/> Spoiled a ballot and received another		

Name: AURELO, ISABEL
Address: 1234 W MAIN ST
Date of Birth: 8/8/1945

VOTER:
 Sign this certificate and return it to the same judge. After your signature has been verified the judge will return the form to you. You must then present the form to the judge issuing the official ballot. I hereby certify that I am registered from the address above and am qualified to vote.

Signature of Voter

Board of Election Commissioners **Lanceough, Executive Director** **Trademark as applied is retained**

Digitized
Voter Signature

Judge
Tear Here

Voter
Sign Here

Judge
Initial Here

5. Compare voter’s signature.

Both judges must compare the signature on the left side of the Application for Ballot, which is attached to the spindle, to the signature voter placed in the “Signature of Voter” box.

Voter Name: AURELIO ISABEL
 Voter Address: 1234 W MAIN ST
 Precinct: 061
 Ward: 01
 Voter ID Number: 86753098
 Date: FEBRUARY 27, 2007
 Use the following Ballot Style: **123**
 Date of Birth: 5/5/1945
 Last 4 digits of SSN: 5002
 Voter's signature: *Aurelio Isabel*

6. Judges approve signature.

One judge must initial the “Registration Verified By” box on the application.

If the signatures do not compare or the voter is otherwise challenged, consult Page 40.

7. No signature on left side of Application for Ballot.

Have the voter sign the Signature Capture Form. The judge must print the voter’s name and Voter I.D. Number, which is located on the left side of the Application for

CITY OF CHICAGO
 APPLICATION FOR BALLOT
 CERTIFICATE OF REGISTERED VOTER
 MUNICIPAL GENERAL ELECTION
 TUESDAY, FEBRUARY 27, 2007
 AURELIO ISABEL
 Name: AURELIO ISABEL
 Address: 1234 W MAIN ST
 Date of Birth: 5/5/1945
 Signature of Voter: *Aurelio Isabel*
 Signature of Judge: _____
 Registration Verified By: _____
 Date: _____

Ballot (Form 14). Ask the voter to provide specific information contained on the left side of their Application for Ballot (date of birth or social security number).

8. Give approved Application for Ballot to voter.

Once the Application for Ballot (Form 14) has been approved and initialed by judges, give it to the voter.

WHAT IF?

A. More than one pre-printed Application for Ballot for a voter.

Remove all applications for that voter and clip them together. Make a note of the duplicate applications on the Correction Sheet.

CITY OF CHICAGO
 APPLICATION FOR BALLOT
 CERTIFICATE OF REGISTERED VOTER
 MUNICIPAL GENERAL ELECTION
 TUESDAY, FEBRUARY 27, 2007
 AURELIO ISABEL
 Name: AURELIO ISABEL
 Address: 1234 W MAIN ST
 Date of Birth: 5/5/1945
 Signature of Voter: *Aurelio Isabel*
 Signature of Judge: _____
 Registration Verified By: _____
 Date: _____

Pink Form 14

B. Pink pre-printed Application for Ballot.

Voter's registration was challenged as a result of the mail canvass. Voter must complete Box #2 on the Consolidated Voter's Affidavit (Form 1).

C. Both pink and white pre-printed Application for Ballot for a voter.

Remove both and have voter sign white application, provided

the voter still resides at the same address. Clip both applications together and make a note of the duplicate applications on the Correction Sheet.

D. Gray pre-printed Application for Ballot.

Voter is required to provide identification prior to voting. Acceptable identification is as follows:

- a current and valid photo ID, or
- a current utility bill, bank statement, government check, paycheck or other government document that shows the voter's name and address.

This voter *will not* be required to complete an affidavit after providing the acceptable identification. The judges are not required to indicate what type of identification was provided.

If the voter does not have identification, refer to Pages 40 and 47 for procedures on Provisional Ballots.

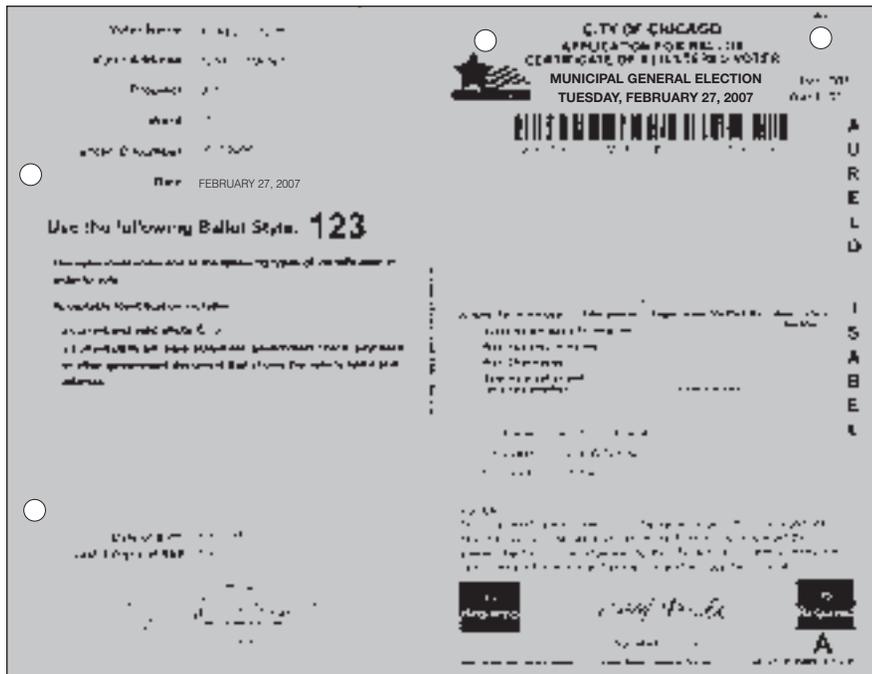
E. No pre-printed Application for Ballot, but voter's name is on the printed pollsheet or the supplemental poll list.

Remove blank Application for Ballot from back of pad and print voter's name on it. Voter must print his or her address and sign the blank application. The voter must complete Box #1 on the Consolidated Voter's Affidavit (Form 1).

F. Voter makes mistake on pre-printed application.

Judge and voter must complete a blank application and clip it to the pre-printed application.

Note: Voters who are physically disabled and want to vote using the audio ballot on the touchscreen unit should be directed to Station #3 for issuance of a voter card. Voters with disabilities must be given priority to the touchscreen unit. Non-disabled voters will have to wait to use the touchscreen unit if a disabled voter, who wishes to vote on the touchscreen unit, is in your polling place. Voters who are voting a Provisional Ballot must also vote on the touchscreen unit.



Gray Form 14

WHO MAY VOTE

IF YOU NEED TO VERIFY A VOTER'S REGISTRATION OR DETERMINE IF THE VOTER IS IN THE CORRECT PRECINCT, CALL 312-269-1604.

Only those individuals who fall into one of the categories listed may vote in the precinct on election day.

1. Pre-printed Application for Ballot (Form 14).

Any voter who has a pre-printed Application for Ballot (Form 14) and who currently resides at the address listed on the application, may vote without signing an affidavit, unless his or her qualifications are successfully challenged or his or her name appears on the Precinct List of Early Voting and Grace Period Voters.

2. Voting by Consolidated Voter's Affidavit (Form 1)

An affidavit is a sworn statement made in support of a person's qualifications to vote. Depending on the reason, the judge must complete the affidavit, the appropriate box on the front of the form must be checked and supporting affidavits on the back must be signed or two pieces of acceptable identification must be provided. A judge of election can sign a supporting affidavit as a "Registered Voter" if the judge lives within the precinct.

Spanish and Chinese (if applicable) facsimiles of Form 1 are included in the supplies.

The categories for Form 1 are as follows:

A. No Application for Ballot (Form 14) - Box #1

Name is on printed poll sheet or supplemental list of voters for this precinct, but there is no Application for Ballot (Form 14) with signature. **Complete Supporting Affidavit A** on back.

B. Canvass Challenge - Box #2

A voter whose registration was challenged during the mail canvass, but still resides at the address listed on the pink Application for Ballot (Form 14). Voter must complete the Affidavit (Form 1), check Box #2 and provide acceptable identification to the judges of election.

Acceptable identification includes:

- driver's license
- social security card
- utility bill
- employee or student identification card
- credit card
- civic, union or professional association membership card
- public assistance card
- library card

A verification of registration card is NOT acceptable.

C. Change of Address - Box #3

A voter who has moved within 30 days prior to the election and still resides within the State of Illinois. Voter must complete the Affidavit (Form 1), check Box #3 and complete the Supporting Affidavit B on the back of the form or provide two pieces of acceptable identification.

D. Assisted Voter - Box #4 or #5

A voter, who qualifies for assistance, must make request to the judges of election for assistance.

A voter, who is unable to speak, read or write the English language, must complete the Affidavit (Form 1) check Box #4 and complete the Supporting Affidavit C on the back of the form.

A voter who, because of a physical disability, is unable to mark his or her ballot must complete the Affidavit (Form 1) check Box #5 and complete the Supporting Affidavit C on the back of the form.

Sample – Consolidated Voter's Affidavits Form 1 (front)

STATE OF ILLINOIS)
 COUNTY OF COOK) SS.

CHICAGO BOARD OF ELECTION COMMISSIONERS
CONSOLIDATED VOTER'S AFFIDAVIT

FORM 1
 P. 1/2006

I, _____, do solemnly swear (or affirm) that I am a citizen of _____
PLEASE PRINT NAME

the United States, of the age of 18 years or over, that I have resided in this State and in this precinct and ward for 30 days next preceding this election (or I have moved as indicated below), that I have not voted at this election, that I am a duly qualified voter in every respect and that I reside at _____
PLEASE PRINT ADDRESS

CHECK APPROPRIATE BOXES AND COMPLETE SUPPORTING AFFIDAVITS ON REVERSE SIDE (if necessary)
(Refer to Judge of Election Handbook for complete instructions)

<input type="checkbox"/>	1. NO APPLICATION FOR BALLOT (Form 54)	My name appears on the printed poll sheet or supplemental list of voters for this precinct and my name has not been erased or withdrawn from the registration records. Complete Supporting Affidavit A on back.
<input type="checkbox"/>	2. CANVASS CHALLENGE	I still reside at the above address and was canvassed in error at the last canvass and I have provided the judges of election with two pieces of identification, one with my current residence address. No Supporting Affidavit required. Two pieces of identification must be presented, one with current residence address. Specify the type of identification, and record the number. Identification: 1. _____ 2. _____
<input type="checkbox"/>	3. CHANGE OF RESIDENCE	I have changed my address within the last 30 days from _____ to the address shown above within the State of Illinois. Complete Supporting Affidavit B on back OR two forms of I.D. required. If Supporting Affidavit B on back is not completed, then two pieces of identification must be presented, both with current residence address, one postmarked within the last 30 days. Specify the type of I.D. and record the number. Identification: 1. _____ 2. _____
<input type="checkbox"/>	4. CANNOT READ, WRITE OR SPEAK ENGLISH	I cannot read, write or speak the English language and hereby request assistance. Complete Supporting Affidavit C on back.
	OR	
<input type="checkbox"/>	5. PHYSICAL DISABILITY	By reason of a physical disability of _____ I am unable to mark my ballot and hereby request assistance. Complete Supporting Affidavit C on back.
<input type="checkbox"/>	6. ARMED FORCES	I have been engaged in the military or naval service of the United States within the last 60 days and, because of such service, I have been unable to register to vote and I have maintained a legal residence in this precinct for 30 days next preceding this election. Complete Supporting Affidavit D on back.
<input type="checkbox"/>	7. CHANGE OF NAME	I am the same person now registered under the name of _____ and that I still reside in said precinct. No Supporting Affidavit required.
Intentionally left blank		
Subscribed and sworn to before me this _____ day of _____, 20____ A. D.		Date of Birth _____
_____ Judge of Election		_____ Signature of Voter

RETURN THIS AFFIDAVIT IN ENVELOPE 47E

Judge Complete Name and Address

Judge Check Appropriate Box

Judge Sign Here

Voter Sign Here

Language Assistance

As required by Section 203 of the Federal Voting Rights Act, the Board of Elections provides election materials in English, Spanish and Chinese.

Judges of election may provide assistance to foreign speaking voters by using the book “We Speak Your Language”, which provides voting instructions in 16 languages. If verbal assistance in a foreign language is required, call ELECTION CENTRAL at 312-269-7870.

The voter may be assisted by a person of his or her choice. If the voter needs assistance, but has no one to assist him or her, two judges, one from each political party, shall assist the voter.

Both the person giving assistance and a judge of election must complete the Supporting Affidavit C on the back of the Affidavit, Form 1. The person giving assistance must be handed a copy of Form 1A. The judge of election must also indicate that the voter received assistance by checking the “Was Assisted in Voting” box on the Application for Ballot (Form 14).

Intoxication is not a valid reason for receiving assistance in voting.

No voter maybe assisted by the voter’s employer or agent of that employer or an officer or agent of the voter’s union.

Voters may receive formal assistance on either the ballot scanner or the touchscreen unit after the Form 1 has been completed.

A voter who uses the audio controller and headphones is not required to complete Form 1.

E. *Members of the United States Armed Forces or Veterans - Box #6*

Members of the United States Armed Forces on active duty or veterans separated from active duty within 60 days prior to the election (who have resided in the precinct for 30 days) may vote without being registered to vote. Voter must provide proof of the above and complete the Affidavit (Form 1), check Box #6 and complete Supporting Affidavit D on the back of the form. A spouse or dependent of a person in this category does not qualify to vote under this provision and must be registered to be eligible to vote. Voters must complete blank Application for Ballot (Form 14).

F. *Change of Name - Box #7*

Voter who has changed his or her name, but continues to reside within the precinct and is registered to vote under the former name, may vote after completing the Affidavit (Form 1) and checking Box #7. This affidavit will be used to cancel the voter’s registration under his or her previous name and register him or her under the new name.

Challenging a Person's Right to Vote

A voter may be challenged on the basis of qualifications or identity by a judge of election, a pollwatcher or by another voter. The challenger must state a specific reason for objecting to a person's right to vote. **The challenger must direct the objection to the judges of election and not to the person being challenged.**

Guidelines for Deciding a Challenge

The judges must be fair and impartial in deciding whether to uphold or deny the challenge. The voter must have the opportunity to present evidence as to his or her identity or qualifications to vote before the judges decide on the challenge.

Judges of Election should:

- Ask the voter to display current identification with his or her name, address and photograph, if available.
- Ask the voter to provide specific information contained on the left side of their Application for Ballot (date of birth or social security number).
- Ask the challenger to provide proof to substantiate his or her challenge, if the challenge is not based on first-hand knowledge.

After all evidence has been given, all judges of election must vote on the challenge.

- If a majority of the judges reject the challenge, the voter may vote without completing an affidavit.

- If a majority of the judges agree that the voter is not qualified to vote in the precinct, the voter must be advised of the reason for the judges' decision and the voter must be permitted to vote a Provisional Ballot. Polling place administrators do not have the right to vote on these challenges.

VOTING A PROVISIONAL BALLOT

To verify if a voter is in the correct precinct, call 312-269-1604

Any voter who falls into one (or more) of the following categories may vote a provisional ballot:

- No pre-printed Application for Ballot (Form 14) and name not listed on the Precinct Poll Sheet or Supplemental Poll List for the precinct in which the person seeks to vote.

- Voter is challenged by a judge of election, pollwatcher or voter and a majority of the judges of election agree with the challenge.
- First time, mail-in registrant who is required to provide ID, but does not have any ID. Pre-printed Application for Ballot (Form 14) is gray for this voter. Voter must submit ID to the Board of Elections within 48 hours of the close of the polls in order for their provisional ballot to be counted.
- Voting during a Court ordered extension of polling place hours.*

*If this category involves your precinct, you will be notified prior to the close of the polling place and given proper instructions on how to carry out this process.

Before issuing the person a provisional ballot, a judge of election must verify that he or she is in the correct precinct by checking to see if the voter's address is within the precinct boundaries. A judge may look at the precinct poll sheet containing the addresses of registered voters in the precinct or the judge may call the **Board of Elections at 312-269-1604**. If the voter's address is outside of the precinct boundaries, the judges of election must instruct the voter to go to the correct polling place. The judges of election or the voter may call the **Board of Elections at 312-269-1604**.

If the polling place has more than one precinct, make sure the voter is at the correct precinct.

IF THE PERSON INSISTS ON CASTING A PROVISIONAL BALLOT IN THE WRONG PRECINCT, THE PERSON MUST BE PERMITTED TO DO SO. HOWEVER, THE JUDGES OF ELECTION MUST INFORM THE PERSON THAT *HIS OR HER PROVISIONAL BALLOT WILL NOT BE COUNTED.*

Completing a Provisional Voter Affidavit

The voter and a judge of election must complete the 3-part Provisional Voter Affidavit (Form 276P) prior to voting. The voter may provide information to the judges to support his or her claim to be a registered voter. Additional documentation supplied by the voter should be placed in the plastic sleeve on the reverse side of the affidavit.

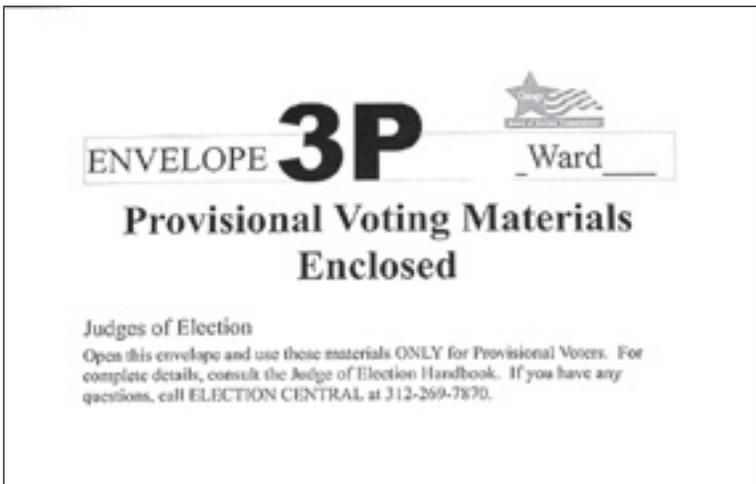
The process for issuing a Provisional Voter Affidavit (Form 276P) is as follows:

1. Write the date of election, the precinct and the ward on the top portion of the affidavit.
2. Complete Section A of the affidavit, including the reason for voting a provisional ballot.
3. You must determine the correct ballot style to give to the voter. If the voter has a pre-printed Application for Ballot (Form 14), the ballot style will be listed on the left side of the application.

Print the ballot style on the Provisional Voter Affidavit (Form 276P). If there is no pre-printed Application for Ballot (Form 14) and you cannot determine the correct ballot style, call the **Board of Elections at 312-269-1604**.

4. Have the voter complete Section B. Make sure it is filled out completely.
5. If the voter has a pre-printed Application for Ballot (Form 14) have the voter sign the application and place it in the plastic sleeve. **Do not number the Application for Ballot.**
6. Give the Provisional Voter Affidavit (Form 276P) to the voter and have the voter proceed to Station #3. Also, instruct the voter to read the Provisional Ballot Information Sign (Form 255P) that is posted in the polling place.

Voters who are voting a provisional ballot must vote on the touchscreen voting unit.



PROVISIONAL VOTING MATERIALS

PROVISIONAL VOTER AFFIDAVIT Form 276P Rv. 2/07

_____ Date of Election _____ Precinct _____ Ward

PLASTIC SLEEVE
 Open flap here to insert the Generated Provisional ID Report* printed by the Card Activator, along with any other supporting documentation.

*This must be included in the plastic sleeve.

IMPORTANT: The Provisional Voter Affidavit on the reverse side must be completed by both the Judge and Voter

1. Make sure the Affidavit is filled out completely, including the reason for voting a provisional ballot; the voter's ballot style; the voter's name, address and signature.
2. Remove the pink copy of the Provisional Voter Affidavit and give it to the Voter. Direct the Voter to read the instructions on the back side of the Provisional Voter Affidavit.
3. The original Provisional Voter Affidavit must remain attached to this card.
4. Activate a provisional ballot voter card. Record the Provisional ID # in the space provided on this Affidavit. The Provisional ID # is on the Generated Provisional ID Report printed by the Card Activator.
5. Place the receipt and any supporting documentation, given to you by the voter, inside the plastic sleeve above.
6. Direct the voter to the touchscreen voting unit. Remember: Voters with disabilities must be given priority to the touchscreen voting unit.
7. Instruct the voter to return the voter card to the judge at Station #3 once they complete voting.
8. Place this Affidavit in the Provisional Voter Affidavit Carrier Envelope P (located at Station #3).

State of Illinois) Form 276P
 County of Cook) SS. Rv. 2/07

PROVISIONAL VOTER AFFIDAVIT

SECTION A (must be completed by a Judge of Election)
 Date of Election: _____ Precinct: _____ Ward: _____
 Provisional ID #: _____ Ballot Style: _____
(Print on Generated Provisional ID Report generated by the Card Activator)

Check the reason(s) the person is voting a provisional ballot:

- No pre-printed application for ballot and name not listed on the precinct poll sheet or supplemental poll list for the precinct in which the person seeks to vote
- Voting status has been challenged and the judges of election agree with the challenge
- A Federal or State Court has ordered the extension of voting hours beyond 7 PM
- Voter registered to vote by mail and was required to show ID before voting and was unable to do so

Fact(s) that support or oppose the allegation that the person is not eligible to vote:

Signature of Judge: _____ Printed name of Judge: _____

SECTION B (must be completed by Voter)
YOUR MUST INCLUDE ALL INFORMATION REQUESTED BELOW IN ORDER FOR THE AFFIDAVIT TO BE PROCESSED. INCOMPLETE AFFIDAVITS MAY CAUSE THE PROVISIONAL BALLOT TO NOT BE COUNTED.
PRINT CLEARLY

1. Last Name	First Name	Middle
2. Home Address	Apartment #	
3. Zip Code		
4. Day of Birth (month/day/year)	5. Sex	6. Telephone #
7. U. S. Driver's License #	OR 8. State ID #	OR 9. Last 4 Digits

I affirm that I: am a citizen of the United States; am 18 years of age or older; have resided in this State and in this precinct for 30 days preceding this election; have not voted in this election; am a duly registered voter in every respect; and am eligible to vote in this election.

Signature of Voter (must include signature)

BOARD OF ELECTION COMMISSIONER'S ORIGINAL

PROVISIONAL VOTER AFFIDAVIT CARRIER ENVELOPE

Precinct _____
 Date of Election _____

THIS ENVELOPE MUST REMAIN ON THE JUDGE'S TABLE AT STATION 3

Instructions to Judges of Election:

- 1) Fill in Precinct, Ward and Date of Election above.
- 2) Place only the completed Provisional Voter Affidavits (Form 276P), in this envelope. After 7:00 pm, count the number of Provisional Voter Affidavits (Form 276P) inside this envelope.

Number of Completed Provisional Voter Affidavits enclosed _____
 This number must be recorded on the Certificate of Results, Form 88.

- 3) Seal this envelope and have each judge sign her name across the flap.
- 4) Return this envelope to the designated Receiving Station for your Ward along with other materials to be returned.

ONLY COMPLETED PROVISIONAL VOTER AFFIDAVITS (FORM 276P) ARE TO BE PLACED INSIDE THIS ENVELOPE. UNSEEN PROVISIONAL VOTING MATERIALS MUST BE PLACED INSIDE THE ENVELOPE.

By _____

Cancellation of Absentee Ballot Affidavit, Form 48

If a voter's name appears on the Precinct List of Absentee Voters, they must complete this affidavit prior to voting. The voter must indicate which category authorizes his or her voting in the polling place.

1. I have submitted my absentee ballot to the judges of election for cancellation.
2. I have submitted a portion of my torn and/or mutilated absentee ballot to the judges of election for cancellation.

Sample – Absentee Ballot Affidavit Form 48

STATE OF ILLINOIS COUNTY OF COOK	CHICAGO BOARD OF ELECTION COMMISSIONERS CANCELLATION OF ABSENTEE BALLOT AFFIDAVIT	FORM 48 5-1100 PR _____ WR _____
-------------------------------------	-------------------------------------------------------------------------------------------------	-------------------------------------------

I, _____, do solemnly swear (or affirm) that I am a citizen of the
PLEASE PRINT NAME

United States, of the age of 18 years or over, that I have resided in this State and in this precinct and ward for 30 days next preceding this election, that I have not voted at this election (other than by absentee as indicated below), that I am a duly qualified voter in every respect and that I reside at _____
PLEASE PRINT ADDRESS

PLEASE CHECK ONE OF THE FOLLOWING CATEGORIES.

1. I have submitted my absentee ballot to the judges of election for cancellation.

2. I have submitted a portion of my torn and/or mutilated absentee ballot to the judges of election for cancellation.

3. I applied for but never received my absentee ballot.

4. I received a notice that the Board rejected my absentee ballot.
Judges: Please confirm using the Precinct List of Absentee Voters (if Ballot Status is "R")

5. I returned my absentee ballot but the Board did not receive it.
Judges: Please confirm using the Precinct List of Absentee Voters (if Return Date is blank)

Subscribed and sworn to before me this _____ Date of Birth _____
day of _____, 20____, A.D. Signature _____
Judge of Election _____

RETURN THIS AFFIDAVIT IN ENVELOPE 48E

3. I applied for, but never received, my absentee ballot.
4. I received a notice that the Board rejected my absentee ballot.
5. I returned my absentee ballot but the Board did not receive it.

Once this form has been completed, both the voter and a judge of election must sign the form.

Form 48 must be returned to the Receiving Station in Envelope 48E.

JUDGES' STATION #2

One judge, from either party, must sit at Station #2. The duties include: initialing and issuing ballots; numbering the Applications for Ballot (Form 14) and placing them on the white spindle.

Items That Must Be Placed At Station #2:

- Official Ballots
- Privacy Sleeves
- Ballot Markers
- Ballot Markers with Grippers
- Orange Demonstration Ballots
- Large Ballot Viewer
- Spindle with White Cover for completed Applications for Ballot (Form 14)
- Envelope S – Spoiled Ballots

IMPORTANT:

The white spindle, containing numbered Applications for Ballot (Form 14) must be placed between Station #2 and Station #3. Voters should be processed one at a time; there must never be voters at Station #2 and

Station #3 at the same time. This could create a duplication of numbers on the Applications for Ballot (Form 14)

ISSUING OF BALLOTS

1. Ensure that the Application for Ballot (Form 14) has been initialed by a judge of election. If not, the voter must return to Station #1 for signature verification and judge's initials.
2. Number the completed Application for Ballot (Form 14). Numbers should be placed in the "Application Number" box beginning with the number 1 or the next consecutive number.
3. After the application has been numbered, place it on the white spindle with the number 1 being on the bottom. If you have voided an Application for Ballot, place it on the spindle, but do not number the voided application.

Sample Demonstration Ballot

BALLOT STYLE 1 Chicago Demonstration Ballot
Boleta De Demostración De Chicago

To vote, fill in the arrow.
Vote for only one candidate per office unless otherwise indicated. If you made an error, or want to change your vote, ask the Judge of Election for a new ballot.
For write-in candidates, fill in the candidate name in the blank space provided, and fill in the arrow.
Para votar, llene la flecha.
Vote solamente por un candidato en cada contienda, a menos de que se indique lo contrario. Si cometió un error, o desea cambiar su voto, pida una boleta nueva al Jefe de Elecciones.
Para votar por candidatos por escrito, escriba el nombre del candidato en el espacio proporcionado en blanco, y llene la flecha.

President
01

Word
00

Judge's Initials

CANDIDATES - CANDIDATOS

For United States Senator
Para Senador de los Estados Unidos
Vote for One - Votar por Uno

(1) Carl Sandburg PARTY NO. 1
(2) Ernest Hemingway PARTY NO. 2
(3) Stephen King PARTY NO. 3

For Secretary of State
Para Secretario de Gobernación
Vote for One - Votar por Uno

(4) Oprah Winfrey PARTY NO. 1
(5) Jerry Springer PARTY NO. 2

For Governor & Lt. Governor
Para Gobernador y Teniente Gobernador
Vote for One - Votar por Uno

(6) Michael Jordan PARTY NO. 1
(7) Tiger Woods PARTY NO. 2
(8) Mike Tyson PARTY NO. 3
(9) Rocky Sullivan PARTY NO. 4

For County Treasurer
Para Tesorero del Condado
Vote for One - Votar por Uno

(10) Bill Gates PARTY NO. 1
(11) Bernard Trump PARTY NO. 2
(12) Stephen Jobs PARTY NO. 3

For County Commissioner of Public Works
Para Comisionado de Obras
Vote for One - Votar por Uno

(13) Madonna PARTY NO. 1
(14) Jennifer Lopez PARTY NO. 2
(15) Britney Spears PARTY NO. 3
(16) Gwen Stefani PARTY NO. 4
(17) Christina Aguilera PARTY NO. 5

For Mayor
Para Alcalde
Vote for One - Votar por Uno

(18) Julia Roberts PARTY NO. 1
(19) Tom Cruise PARTY NO. 2
(20) Charlize Theron PARTY NO. 3

For City Treasurer
Para Tesorero de la Ciudad
Vote for One - Votar por Uno

(21) Tommy Hilfinger PARTY NO. 1
(22) Steven Kurata PARTY NO. 2

For City Clerk
Para Secretario de la Ciudad
Vote for One - Votar por Uno

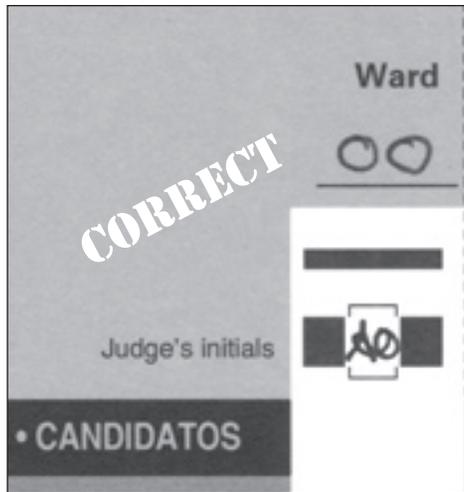
(23) Ray Rogers PARTY NO. 1
(24) Fred Rogers PARTY NO. 2

For Commissioner of Arts
Para Comisionado de Artes
Vote for Two - Votar por Dos

(25) Matt Damon PARTY NO. 1
(26) Sean Penn PARTY NO. 2
(27) George Clooney PARTY NO. 3
(28) Howard Stern PARTY NO. 4
(29) Robin Williams PARTY NO. 5

Vote Both Sides
Vote en ambos lados ▶

Sample Judge's Initials (Correct)



4. Using the ballot marker, initial only the ballot being issued. The initials must be contained within the box. **DO NOT MARK OUTSIDE THE BOX OR UNDERLINE THE INITIALS.** If marks are made outside the box, the ballot could be rejected as Defective. Keep the initials inside the box.

- A. There is an invisible line that runs down the center of the initials box. The initials must cross this invisible line.
- B. Make sure the initials do not go outside the box. Marks made outside the box could result in a Defective ballot.

C. Do not underline the initial either inside the box or outside the box. Marks made outside the box could result in a Defective ballot.

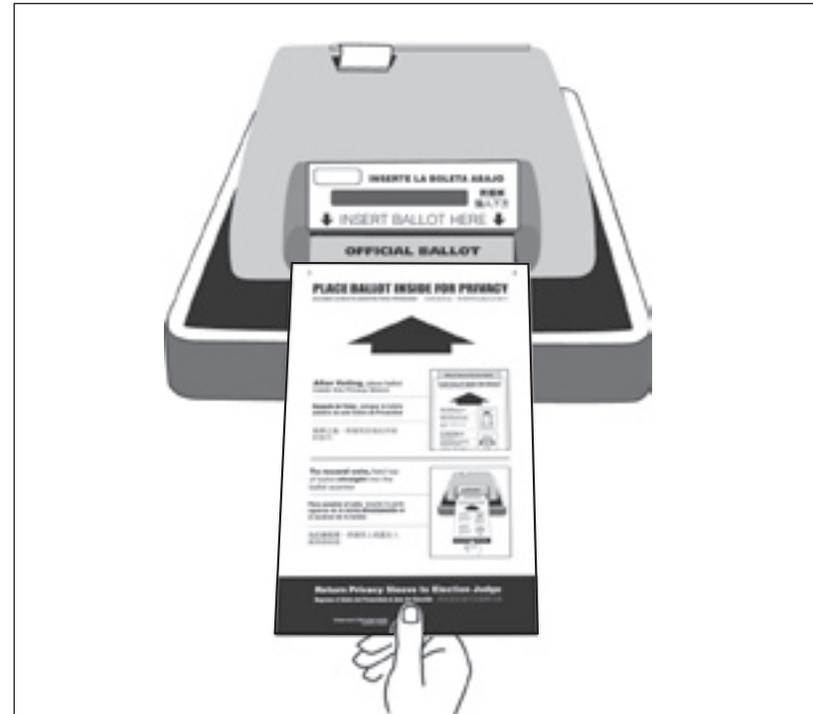
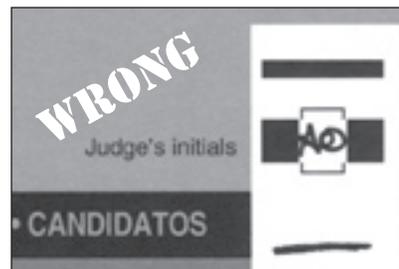
Incorrect Judge's Initials (A)



Incorrect Judge's Initials (B)



Incorrect Judge's Initials (C)



Also, indicate the precinct and ward on the lines provided on the ballot.

- 5. Issue a privacy sleeve and ballot marker to the voter and instruct them to place the ballot inside the sleeve when they leave the voting booth and proceed to the ballot scanner.
- 6. Offer a demonstration to the voter on how to correctly mark the ballot. Use the ORANGE

demonstration ballot to allow the voter to practice. The demonstration ballots are not to leave the judges' table.

- 7. **After voting, the voter should proceed to the ballot scanner (Station #4). The voter must return the privacy sleeve and the ballot marker to the judge at Station #4. A Ballot Receipt (Form 10) should be issued at Station #4 after the voter has completed voting.**

JUDGES' STATION #3

One judge, from either party, must sit at Station #3. The duties include: activating voter cards; numbering the Applications for Ballot (Form 14) and placing them on the white spindle; and issuing Ballot Receipts (Form 10).

Items That Must Be Placed At Station # 3:

- Voter Card Activator
- Voter Cards
- Card of Instructions for Voter Card Activator
- Ballot Receipts (Form 10)
- Headphone Covers for Audio Headphones
- Spindle with White Cover for completed Applications for Ballot (Form 14)
- Envelope P – Provisional Voter Affidavit Carrier Envelope

IMPORTANT:
Again, only process voters one at a time so there is no duplication of numbers on the Applications for Ballot (Form 14).

Refer to pages 47-49 for instructions on activating voter cards for provisional ballots and audio ballots.

ISSUING VOTER CARDS FOR TOUCHSCREEN UNIT

NOTE: Do not pre-activate voter cards. The voter cards should only be activated after a voter has been verified.

1. Ensure that the Application for Ballot (Form 14) has been initialed by a judge of election. If not, the voter must return to Station #1 for signature verification and judge's initials.

2. Number the completed Application for Ballot (Form 14). Numbers should be placed in the "Application Number" box beginning with the number 1 or the next consecutive number.

IMPORTANT: THERE ARE PROMPTS WHICH APPEAR ON THE MESSAGE WINDOW THAT WILL REMAIN UNTIL CLEARED BY A JUDGE. PRESS YES OR NO TO CLEAR THE SCREEN.



3. Press Activate Card on the card activator and follow the prompts:

Prompt: "Insert card to be activated";

Action: Insert voter card with arrow facing you and pointing down;

Prompt: "Enter ballot code and press YES";

Action: Press 1 (The ballot code for all precincts is the number "1");

Prompt: "Activating Card";

Action: Wait until card is activated;

Prompt: "Card activated please remove"

Action: Remove card and issue to voter

4. Spindle Application for Ballot (Form 14). After application has been numbered, place it on the white spindle. If you have voided an Application for Ballot, place it on the spindle, but do not number it.

5. Direct the voter to the touchscreen voting unit. Instruct the voter to review the instruction card on the right privacy panel of the touchscreen voting unit.

YOU CANNOT DEMONSTRATE HOW TO VOTE ON THE TOUCHSCREEN UNIT, VOTERS MUST REVIEW THE INSTRUCTION PANEL.

6. After voting, the voter must return the voter card to the judge at Station #3. Issue a Ballot Receipt (Form 10) once the voter has returned the voter card.

NOTE: During the day, one judge should check for fingerprints or smudges on the touchscreen. If necessary, use the anti static wipe, which is located in the gray supply box, to clean the screen. ***Do not use any other product to clean the touchscreen.***

Activating a Provisional Ballot Voter Card

1. The voter must give the Provisional Voter Affidavit (Form 276P) to the judge at Station #3.

2. Make sure the voter and the judge at Station #1 have completed the Provisional Voter Affidavit (Form 276P), including the reason for voting a provisional ballot; the voter's ballot style; the voter's name, address and signature.

3. Press Menu, the number 1 on the keypad (provisional ballot) and follow the prompts:

Prompt: "Insert card to be activated";

Action: Insert voter card with arrow facing you and pointing down;

Prompt: "Enter ballot code and press YES";

Action: Press 1 (The ballot code for all precincts is the number "1");

Prompt: "Activating Card";

Action: Wait until card is activated;

Prompt: "Card activated please remove"

Action: Remove card and issue to voter

4. Once the voter card is activated, a Generated Provisional ID Report will print from the card activator. The message window will show a Provisional ID # (which will also be included on the ID Report).

- You must record the Provisional ID # on the Provisional Voter Affidavit (Form 276P). Place the ID Report inside the plastic sleeve on the Provisional Voter Affidavit (Form 276P).
- Give the voter the pink copy of Provisional Voter Affidavit (Form 276P).

48-5

Generated Provisional ID Report

Date: 02/27/07 11:01 AM

Provisional ID: A1-4163

Form 276P

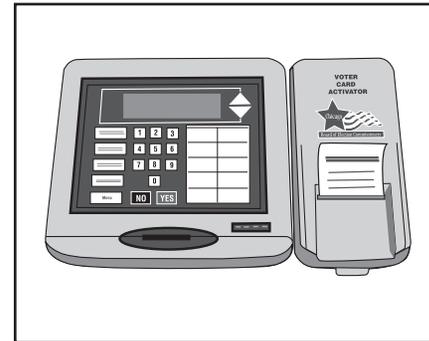
State of Illinois)
County of Cook) SS. Form 276P Rv. 11/06

PROVISIONAL VOTER AFFIDAVIT

SECTION A (must be completed by a Judge of Election)

Date of Election 2 / 27 / 07 Precinct 01 Ward 00

Provisional ID: A1-4163 Ballot Style: 00
(Number from receipt issued by card activator)



Activating a Voter Card for an Audio Ballot

- Ensure that the Application for Ballot (Form 14) has been initiated by a judge of election. If not, the voter must return to Station #1 for signature verification and judge's initials.
- Number the completed Application for Ballot (Form 14). Numbers should be placed in the "Application Number" box beginning with the number 1 or the next consecutive number.
- Press Menu, the number 2 on the keypad (audio ballot) and follow the prompts:
 - Prompt: "Insert card to be activated";
 - Action: Insert voter card with arrow facing you and pointing down;
 - Prompt: "Enter ballot code and press YES";
 - Action: Press 1 (The ballot code for all precincts is the number "1");
 - Prompt: "Activating Card";
 - Action: Wait until card is activated;
- Remind the voter that if they are required to provide the Board of Elections with additional documentation in order for their provisional ballot to be counted, they must do so within 48 hours of the close of the polls. The Board's address is included on pink copy of the affidavit.
- Voter must return the voter card to Station #3 once they have completed their ballot. Provisional voters are not issued a ballot receipt.**
- Place completed Provisional Voter Affidavit (Form 276P) inside Envelope P.**

Prompt: "Card activated please remove"

Action: Remove card and issue to voter

4. Spindle Application for Ballot (Form 14). After application has been numbered, place it on the white spindle. If you have voided an Application for Ballot, place it on the spindle, but do not number it.

5. The judge at Station #3 should direct the voter to the touchscreen unit and assist with the audio controller and headphones, if needed. A judge must remain at the touchscreen until the voter inserts the voter card. Once the voter inserts the card, follow the instructions on the screen by checking the headphone connection and pressing OK.

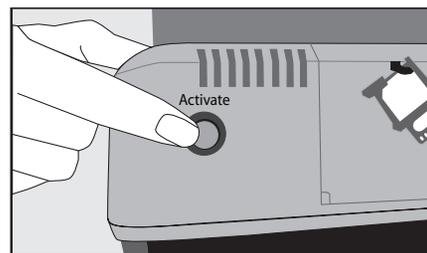
Once the voter finishes voting, unplug the headphones, remove and dispose of the used covers and replace with new covers. If the voter wishes to use his or her own headphones, the judge should plug the voter's headphones into the audio controller.

For visually impaired voters, inform the voter that the lower right corner of the voter card is cut so that the voter will know how to insert it into the touchscreen unit.

6. **After voting, the voter must return the voter card to the judge at Station #3. The judge at Station #3 may assist the voter in returning the voter card, if necessary. Issue a Ballot Receipt (Form 10) once the voter has returned the voter card.**

Activating a Voter Card for an Audio/Visual or Sip & Puff Ballot

The green activate button on the back of the touchscreen must be used to activate the following types of ballots:



49-1

Audio Visual Ballot

This function is for a voter who chooses to vote a ballot that uses both the audio and visual ballot. While using this function, the voters can hear the audio ballot but must make their choices by touching the screen.

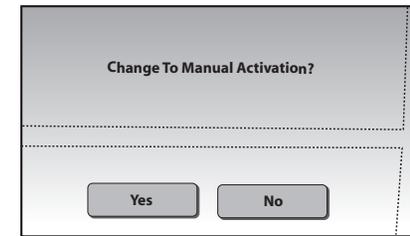
SIP & PUFF Ballot

Voters who use the Sip and Puff ballot will bring their own Sip and Puff Device.

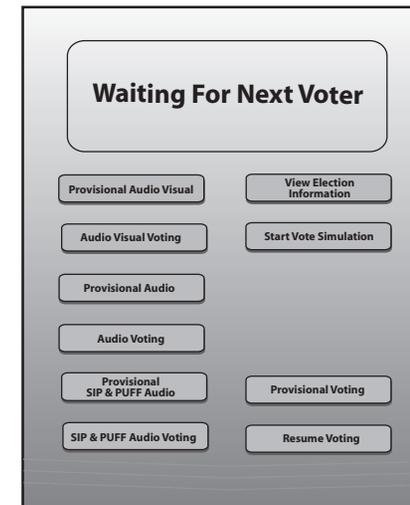
NOTE: You will need to know the voter's ballot style in order to activate a ballot. Refer to the Application for Ballot (Form 14) to determine the voter's ballot style.

To activate these ballots, you must:

1. Press and hold the green activate button until you hear one beep, release the button and press and hold it again until you hear a second beep;
2. Press Yes for Manual Activation (if this screen does not appear, press and hold the green activate button again until you hear a third beep);
3. Press Audio Visual Voting or SIP & PUFF Audio Voting (if this voter is voting a Provisional ballot, press Provisional Audio Visual or Provisional SIP & PUFF);



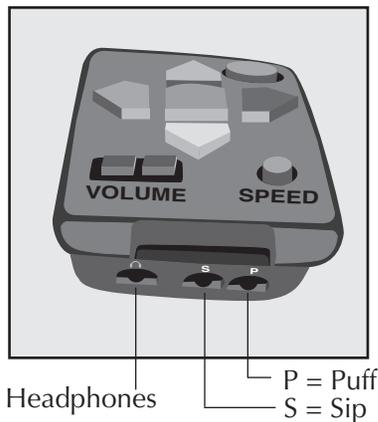
49-2



49-3

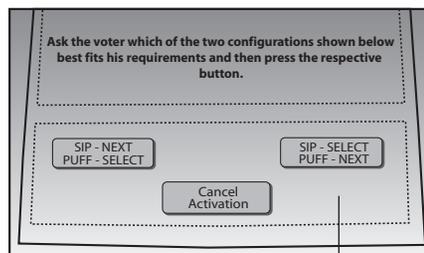
IMPORTANT: Make sure the headphones are plugged into the audio controller. Ask the voter if they require assistance with the headphones.

4. For the SIP & PUFF Audio Voting, plug the SIP & PUFF device into the audio controller (S = Sip, P = Puff);



When the “waiting for next voter” screen appears:

1. Press and release (do not hold) the green button and the ballot style screen will appear;
2. Choose the voter’s ballot style.



For SIP & PUFF voting:

The voter will choose the configuration that they prefer to use:

SIP for Next and PUFF for Select or SIP for Select and PUFF for Next

After the voter finishes voting

1. The “waiting for next voter” screen will appear;
2. Press and hold the green activate button until you hear one beep, release the button and press and hold it again until you hear a second beep;
3. Press Yes for Auto Activation (if this screen does not appear, press and hold the green activate button again until you hear a third beep);

Checking the Status of a Voter Card

You can check the status of a voter card by using the ‘Card Status’ button on the card activator.

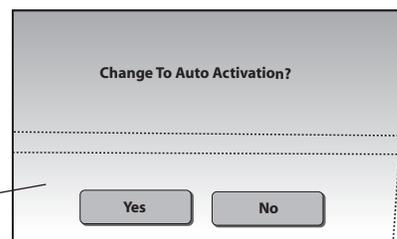
Press the Card Status button and follow the prompts:

Prompt: “Insert card to be checked”;

Action: Insert voter card with arrow facing you and pointing down;

Prompt: “To check card press YES”

Action: Press Yes



50-3

If voter card was activated and used, the following message will appear:

“Used...date of election and time”

If voter card was activated and not used, the following message will appear:

“Not Voted...ballot code...date of election and time”

If a voter attempts to insert a voter card into the touchscreen after he or she votes, the following message will appear on the touchscreen:

“The voter card is not valid. Please ask for assistance”

To eject the voter card, the judge must press and release the green button on the back of the touchscreen unit.

JUDGES' STATION #4

One judge, from either party, is assigned to Station #4.

Item to be placed at Station #4:
Ballot Receipts (Form 10)

After voting, the voter should place the ballot inside the privacy sleeve and proceed to the ballot scanner. With the ballot inside the privacy sleeve, the voter must hold the sleeve at the bottom and insert the ballot into the ballot scanner. Instruct the voter not to hold the ballot too tightly as they are feeding it into the ballot scanner.



The judge at Station #4 should never stand directly over the ballot scanner when the voter is inserting the ballot. Give the voter privacy while inserting their ballot or when reviewing the ballot if it is rejected.

If the ballot is accepted, the public counter will increase by one. The paper tape will not advance.

The ballot scanner will reject ballots for the following reasons:

- No judge's initials;
- Overvoted ballot (voted for too many candidates within an office);
- Blank ballot (no votes cast for any candidate or referenda or ballot was improperly marked).
- Defective ballot (ballot that was damaged and cannot be accepted by the ballot scanner)
- Wrong ballot style (the ballot style inserted was for a different precinct)

If a ballot is rejected, the following messages will appear on the paper tape:

Ballot Missing Initials or Precinct #

Voter must take ballot back to Station #2 for judge's initials and precinct number. Be sure to instruct the voter to place their ballot inside the privacy sleeve. **You cannot override a ballot without judge's initials.**

IMPORTANT: IF AN OVERVOTE OR BLANK BALLOT OCCURS, DO NOT REMOVE BALLOT FROM BALLOT SCANNER UNTIL THE VOTER DECIDES IF THEY WANT TO CORRECT THEIR BALLOT OR LEAVE IT "AS IS".

Overvote

Ask the voter if they want to correct their ballot or leave it "as is". Explain to the voter that, if the ballot is processed "as is", the votes for the office/referenda where the overvote occurred will not be counted. All other votes cast correctly will be counted.

The judges must not review the voter's ballot.

If voter wants the ballot to be processed "as is", press the "Override" button (number 3) on back of the ballot scanner. If voter wants to correct ballot, remove the ballot from the ballot scanner and instruct the voter to return to Station #2 for a new ballot.

The overvoted ballot must be marked spoiled, folded and placed in Envelope S.

No Votes Recorded

Ensure that the voter followed the instructions on how to properly mark their ballot choices. If necessary, have the voter return to Station #2 for a demonstration. **The judges must not review the voter's ballot.**

Ask the voter if they want to correct their ballot or leave it “as is”. If the voter wants the ballot to be processed “as is”, press the “Override” button (number 3) on the back of the ballot scanner. If the voter wants to correct the ballot, remove it from the ballot scanner and instruct the voter to return to Station #2 for a new ballot.

The blank ballot must be marked spoiled, folded and placed in Envelope S.

Defective Ballot - A

Defective or damaged ballots that cannot be read by the ballot scanner.

Pull the ballot out and insert it again into the ballot scanner. If the ballot error message still appears, pull the ballot out of the ballot scanner and have the voter return to Station #2 for a new ballot.

There may be marks on the ballot which are creating the defective ballot message. Instruct the voter

to check that no marks have been made outside the target areas, including the judge’s initials’ box.

Defective Ballot – B

Ballot with incorrect ballot style was inserted into the ballot scanner.

If this is a polling place with more than one precinct, make sure the voter is at the correct ballot scanner. If not, pull the ballot out and direct the voter to the correct ballot scanner.

If you have any problems with the ballot scanner, refer the problem to the Polling Place Administrator or call EQUIPMENT/SUPPLIES at 773-247-4065.

Once the ballot is accepted by the ballot scanner, the voter must return the privacy sleeve and ballot marker to the judge at Station #4 and the judge should issue a Ballot Receipt (Form 10).

Spoiled Ballot Procedures

If a voter makes a mistake or if the ballot is overvoted or blank, the voter may be issued a new ballot. Follow these procedures for spoiling a ballot:

1. Print “SPOILED” across the front and back of the ballot and initial.
2. Fold and place the spoiled ballot in Envelope S – Spoiled Ballots. Do not seal Envelope S until after the close of the polls.
3. Mark the oval “Spoiled ballot – received another” on the voter’s Application for Ballot (Form 14) on the white spindle.
4. Initial a new ballot. Remember to fill in the precinct and ward.
5. Direct voter to any voting booth.

EMERGENCY INSTRUCTIONS

During Voting Hours

If the ballot scanner stops operating properly, refer the problem to the polling place administrator. If there is a power outage, immediately call ELECTION CENTRAL at 312-269-7870.

While the polling place administrator inspects the ballot scanner, you should:

1. Make sure the ballot box portion of the ESC is empty.
2. Use an orange seal to secure ballot box. Orange seals are located in the blue supply box.
3. As voters finish voting, they must drop the ballot into the ballot box on the left side of the ESC. The privacy sleeve is not deposited into the ballot box.
4. Do not remove these ballots until after the polls close. See Page 56 for instructions on processing these ballots.

Assistance for the Elderly and Voters with Disabilities

1. Inaccessible Polling Places

An elderly voter or a voter with a disability who cannot enter a polling place that is inaccessible may:

- Request assistance in entering the polling place; or
- Request to vote outside the polling place.

If the voter requests assistance in entering the polling place, judges of election may give such assistance provided it can be given safely. Such assistance may include, but is not limited to, opening doors or escorting the voter to an alternate building entrance that is accessible.

If the voter requests to vote outside the polling place, two judges of election, one from each political party, shall deliver an Application for Ballot (Form 14); a ballot; a ballot marker and a curbside voting privacy sleeve to the voter at the nearest point to the entrance of the polling place that the voter can reach. That point may be in an automobile at the street curb or parking lot nearest the polling place. However, a ballot cannot be delivered to the voter more than 50 feet from the entrance to the building in which the polling place is located.

The voter is be required to complete the entire voting process, including the Application for Ballot (Form 14). The judges of election shall compare the voter's signature with the signature on the left side of the application. One of the judges of election must fill in the precinct and ward and initial the ballot scan ballot before giving it to the voter. The voter must be allowed to mark his or her ballot in secrecy.

After the voter has completed his or her ballot and placed the ballot inside the privacy sleeve, the two judges of election shall, without opening the privacy sleeve or inspecting the ballot, return to the polling place and give it to the judge of election at Station #4. This judge will insert it into the ballot scanner.

If the voter requires assistance in marking his or her ballot, follow the procedures for "Assistance in Voting". (See Page 54.)

Any elderly voter or a voter with a disability, who requests assistance in entering the polling place or who votes outside the polling place may make such request to the Board of Elections before election day. If such request is given and the voter provides the hour in which he or she expects to arrive to vote, the Board of Elections will notify the judges of election who will check the building entrance at 10 minute intervals during the designated hour of the voter's arrival.

On election day, an elderly voter or a voter with a disability may request assistance from the judges of election through a cell phone call, by a notification device or by sending someone into the polling place to alert the judges of election that assistance is being requested.

Signs Indicating Accessibility Route to Polling Place

If the accessible entrance to the polling place is different from the one used by other voters, make sure the Alternate Voter Entrance Sign (Form 177AE) which was mailed with the polling place sign, has been posted. If the polling place owner or manager has not posted it, remove the sign from Envelope 2 and post it with the arrow facing in the correct direction immediately in a prominent position near the polling place sign. Also post the Accessible Entrance Sign (Form 177A) at the accessible entrance.

The Information and Services Sign (Form 25) included in Envelope 2, is printed in very large type, in order for visually impaired voters to read it. Post the sign on the wall of the polling place.

Door Bells

Polling places that have heavy doors are equipped with door bells, which are placed just outside the entrance to the polling place. When the voter rings the bell, a judge of election will come and open the door for the voter.

Threshold Ramps

Polling places where the door threshold is such that a voter in a wheelchair has difficulty entering, are equipped with threshold ramps. The threshold ramps will make for easier entry into the polling place.

In addition, judges of election assigned to a polling place that is not physically accessible should frequently check the entrance to determine if there are voters in need of assistance.

2. Assistance in Voting

The touchscreen voting unit is equipped with an audio ballot and headphones. Along with a port for the headphones, the audio controller also contains ports for a sip and puff device, which the voter will bring with them to the polling place.

A voter may also choose to vote the audio/visual ballot, which will allow the voter to hear the ballot through the headphones and see the ballot on the screen. While voting an audio/visual ballot, the voter must make their selections on the screen, they cannot use the audio controller.

A physically disabled voter may also request assistance from a person of his or her choice or by two judges, one from each political party. No voter may be assisted by an employer or an agent of that employer or an officer or agent of the voter's union. Intoxication shall not be regarded as a physical disability.

The following are the procedures for a voter who requests assistance:

A. At Station #1, the voter must complete the Application for Ballot (Form 14) and the judges of election must compare the voter's signature and initial the application.

Voter receiving assistance must complete Box #5 on Form 1. Persons providing assistance must also complete Form 1. Other than judges of election, persons providing assistance must also be given a copy of Form 1A.

B. The voter will bring the application for ballot (Form 14) to the judge of election at Station #2 or #3. Remember: If Station #2 or Station #3 is busy, the voter will have to wait until both stations are free.

C. The judge of election at Station #2 or #3 (depending on which voting system the voter chooses) must number the Application for Ballot (Form 14) place it on the white spindle and initial and issue an ballot scan ballot or voter card to the voter. Remember to also include the precinct and ward on the ballot scan ballot.

D. The judge of election shall direct the voter to any open voting booth or to the touchscreen voting unit.

In the voting booth or at the touchscreen voting unit, those providing the assistance cannot attempt to influence the voter's choice of candidates, party or issues on the ballot and shall mark the ballot as directed by the voter. All vote choices are to remain confidential.

Courtesies

- Be alert to the needs of voters with disabilities.
- Be considerate of the extra time it might take for the elderly or a person with a disability to complete the voting process.
- Provide unhurried attention to a person who has difficulty speaking.
- Speak directly to the person who has a disability rather than to a companion who may be along.
- Speak calmly, slowly and directly to a person who is deaf or hard of hearing.
- Do not shout or speak in a person's ear.
- If full understanding is doubtful, write a note to the person who is deaf or hard of hearing.
- Before providing assistance to someone in a wheelchair, ask if you may do so and how you should proceed.
- Greet a person who is blind or visually impaired by letting the person know who and where you are.

3. Voting Aids

Touchscreen Voting Unit with Audio Ballot and Headphones

The judges of election will activate the audio ballot on the voter card, which the voter will insert into the touchscreen voting unit. Judges may assist the voter with the audio controller and the headphones. Disposable covers will be available for the headphones.

Sip and Puff Device

While using the audio ballot and headphones, a voter may also use a sip and puff device (provided by the voter). The sip and puff device should be plugged into the audio controller, to the right of the port where the headphones are plugged in. The touchscreen voting unit must be activated manually when using a sip and puff device. A judge may place the headphones on the voter and set the audio controller either in the voter's lap or attach it to the voter's wheelchair.

Audio/Visual Ballot

Along with an audio ballot, the voter also has the option of viewing their choices on the screen or having the screen remain blank. The touchscreen must be activated manually when using the audio/visual ballot. When using the audio/visual ballot, the voter must use the screen when making their ballot choices. They cannot use the audio controller if the ballot is displayed on the screen.

This type of assistance is not formal assistance in voting and no affidavit is needed. If the voter requests formal assistance, follow the procedures for Assistance in Voting.

Large Ballot Viewers

Ballot viewers, which are specially designed to enlarge the print on the ballot are available in all polling places. To use properly, the viewer should be held by the blue ball handle.

Ballot Marker Grippers

Two ballot markers for the ballots have been equipped with pen grippers. These grippers make it easier for voters to mark their choices on the ballot.

7

Closing the Polls

Election Day 7:00 pm

At 6:30 pm announce that the polling place will close in 30 minutes. At 7:00 pm announce that the polls are closed. Bring in the flag. Lock the polling place door or ask the police officer to stop other voters from entering the polling place. However, voters in line at 7:00 pm, no matter how long the line, must be allowed to vote.

Pollwatchers, with proper credentials, may remain in the polling place after the polls close. Pollwatchers must remain inside the polling place. If they leave after 7:00 pm, you do not have to allow them to re-enter. Field investigators, stand-by judges and any federal, state, county or city law enforcement official on election day assignment may enter and remain in the polling place before and after the polls close.

ABSENTEE BALLOTS WILL NO LONGER BE COUNTED AT THE POLLING PLACE. INSTEAD THEY WILL BE COUNTED AT THE BOARD'S CENTRAL OFFICE.

Open Envelope 4 and remove ALL items.

As you proceed with closing the polls, you will need to record information on the Certificate of Results (Form 80), which is located in Envelope 4.

EMERGENCY INSTRUCTIONS

After the Polls Close.

If the ballot scanner stopped operating during voting hours and voted ballots were placed inside the ballot box located in the ESC, you must:

- A. Break the orange seal on the ballot box;
- B. Remove voted ballots from the ballot box;
- C. Insert each ballot into the ballot scanner;
- D. If a ballot is rejected, press the "Override" button (number 3) located on the back of the ballot scanner;
- E. If a ballot is rejected because of no judge's initials, determine if the ballot was issued properly and, if so, initial the ballot with the ballot marker and re-insert it into the ballot scanner.
- F. If a ballot is defective or damaged, see page 57 for Processing Defective or Damaged Ballots.

Processing Defective or Damaged Ballots

If the ballot scanner stopped working during the day and ballots were placed inside the ballot box located within the ESC, it is possible that the ballot scanner will not accept these ballots. If this happens, two judges, one from each political party, must make duplicate ballots.

- A. every ballot that cannot be read by the ballot scanner must be marked "Damaged Ballot" and numbered starting with the number "1".
- B. Make sure you choose the same ballot style as the damaged ballot.
- C. At the top of the new ballot, write "Duplicated Damaged Ballot" and give it the same number as the damaged ballot. Do not write this information in the area where the candidates' names or referenda are listed.

D. Initial the duplicated damaged ballot, fill in the precinct and ward and mark the same choices from the damaged ballot.

E. Insert the "Duplicated Damaged Ballot" into the ballot scanner.

F. Place the "Damaged Ballot" inside Envelope D – Damaged Ballots.

Record the number of completed Provisional Voter Affidavits (Form 276P)

- A. All completed Provisional Voter Affidavits (Form 276P) must be placed in Envelope P and returned to the receiving station. The receipt that is produced by the card activator and any supporting documentation that the voter provided must be placed inside the plastic sleeve on the affidavit, along with the voter's pre-printed Application for Ballot (Form 14), if applicable.
- B. Count the number of completed Provisional Voter Affidavits (Form 276P) and record that number on the outside of Envelope P.

C. Record the number of completed Provisional Voter Affidavits (Form 276P) on each copy of the Certificate of Results (Form 80).

D. If a voter or judge made a mistake on a Provisional Voter Affidavit (Form 276P) and the affidavit was spoiled, it must be placed inside Envelope P. You do not need to record the number of spoiled Provisional Voter Affidavits.

E. If you did not have any provisional voters in your precinct, record the number 0 on the outside of Envelope P and return it to the receiving station.

F. Record the ward, precinct and date of election on the outside of Envelope P.

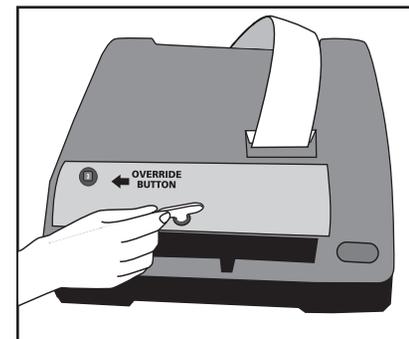
G. Place all UNUSED Provisional Voter Affidavits (Form 276P) inside the ESC.

Closing the Ballot Scanner and Removing the Memory Pack

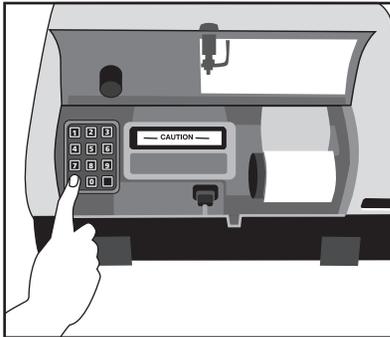
Check that all voted ballots have been inserted into the ballot scanner. Make sure there are not any voted ballots inside the ESC ballot box.

1. Unlock ballot scanner rear door.

Remove the ballot scanner key from the blue supply box. Unlock the rear door of the ballot scanner located on the back of the unit.



56-1



58-2

2. Close the polls on the ballot scanner.

Press the "Print Totals" button. The following messages will appear on the tape:

- Message: Have all absentee ballots been read?
If YES, press 0;
If NO, press 9

NOTE: THERE WILL NOT BE ANY ABSENTEE BALLOTS IN THE PRECINCT. MAKE SURE ALL BALLOTS HAVE BEEN READ.

- Message: Ready to close polls?
If YES, press 0;
If NO, press 9

3. Printing of the Results Tape.

If you have answered YES by pressing 0 to both messages, the results tape will immediately begin to print.

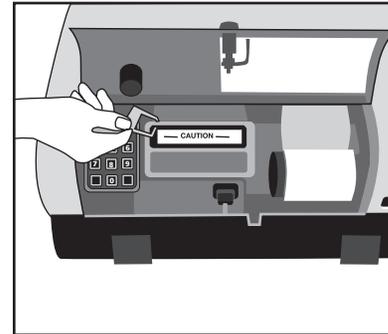
4. Record the number from the public counter on each copy of the Certificate of Results (Form 80).

5. Remove the morning zero/report tape from the Ballot Scanner.

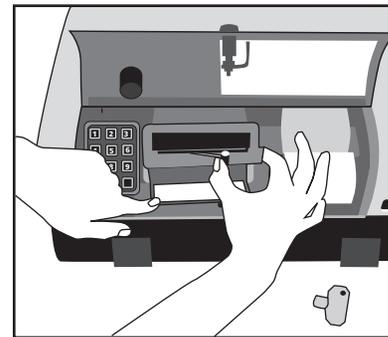
Tear the printed tape off the ballot scanner and place inside the transfer case.

DO NOT GIVE COPIES OF THE BALLOT SCANNER PRINTED TAPE TO THE POLLWATCHERS.

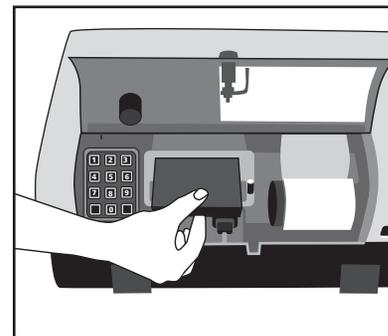
6. **Unplug the Ballot Scanner and Remove Memory Pack.** The ballot scanner must be unplugged before removing the memory pack.



58-6 (a)



58-6 (b)



58-6 (c)

To remove memory pack you must:

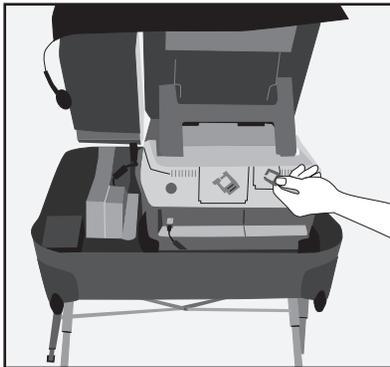
- Break the red seal on the memory pack door.
- Hold the memory pack door open; lift the lever up and slide it to the right. The memory pack will partially slide out.
- Remove the memory pack.
- Slide the lever back into its original position and close the memory pack door.
- Close and lock the ballot scanner rear door. Place the key back inside the blue supply box.

IMPORTANT: THE JUDGES MUST KEEP POSSESSION OF THE MEMORY PACK WHILE IN THE POLLING PLACE. DO NOT LEAVE ON A TABLE UNATTENDED.

Closing the Touchscreen and Removing the Results Cartridge

1. Close Polls.

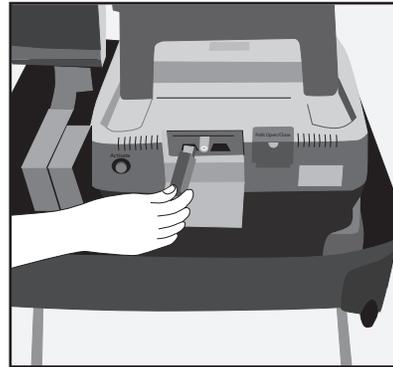
Break the red seal located on the Polls Open/Close door and open the door. Move the dial to Close. The results tape will automatically print. You do not need to press the “Results Report” button.



59-1

2. Recording the Public Counter number.

Record the number from the Public Counter (located on the lower left side of the screen) on each copy of the Certificate of Results (Form 80)



59-4

3. Turn Power OFF.

Press the Power switch (do not hold). The unit will take a few minutes to completely power down and the screen will become blank.

4. Remove the Results Cartridge.

Make sure the unit has completely powered down and the screen is blank before removing the results cartridge. Break the red seal on the Cartridge Ports door and open the door. Remove the results cartridge.

IMPORTANT: THE JUDGES MUST KEEP POSSESSION OF THE RESULTS CARTRIDGE WHILE IN THE POLLING PLACE. DO NOT LEAVE ON A TABLE UNATTENDED.

5. Remove the Paper Roll from the Touchscreen Printer.

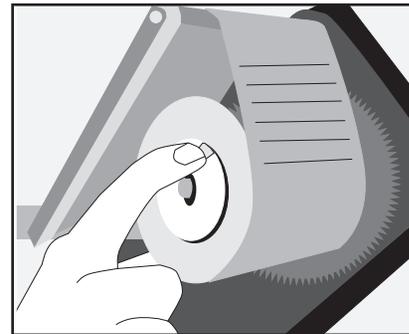
NEW

The printer is to remain attached to the touchscreen. **DO NOT REMOVE PRINTER.**

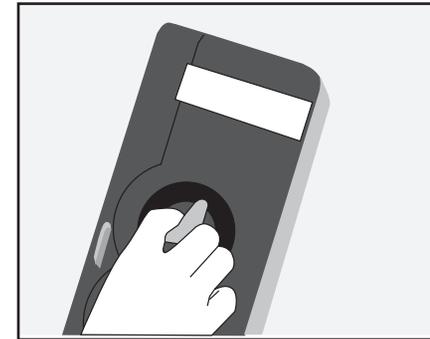
Break the red seal, A) twist off the wing nut and B) remove the printer cover. C) Tear or cut the paper between the two rollers (on the face of the printer). D) Push the yellow locking tab and slide the used paper roll and black sleeve off the yellow reel. Place the printer cover back on the printer.

6. Sign and place used paper roll inside the transfer case.

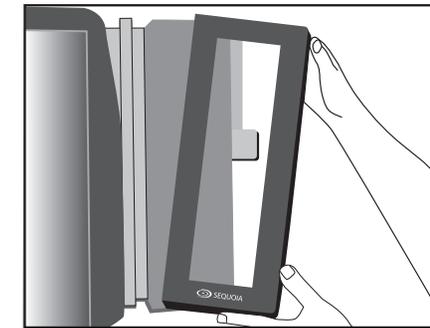
All judges of election must sign at the end of the used paper roll. Tape the loose end of the paper to the roll and place the used paper roll inside the transfer case.



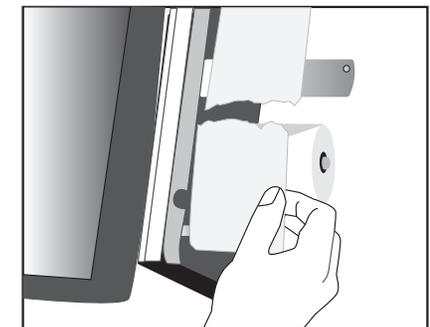
59-5-D



59-5-A



59-5-B



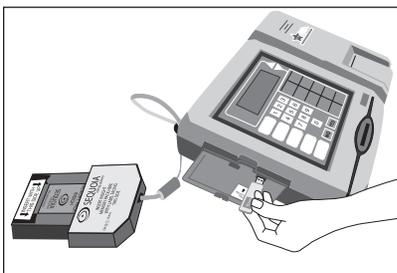
59-5-C

Consolidating and Transmitting the Results and Printing the Results Tapes

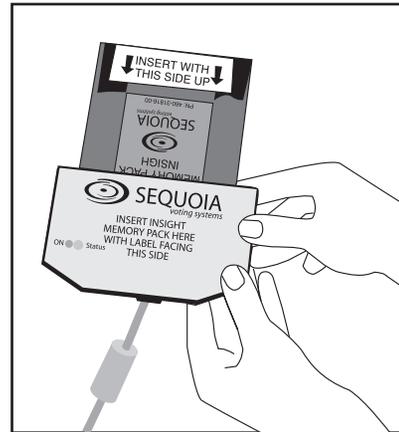
The voter card activator will consolidate the results from the memory pack and results cartridge at the same time. **DO NOT CONSOLIDATE THESE DEVICES SEPARATELY.**

Consolidating the Results

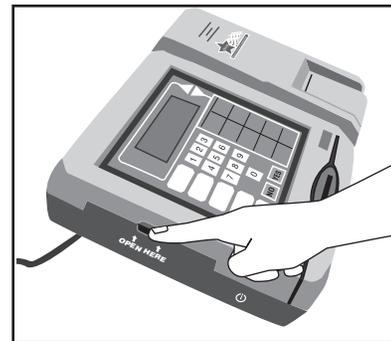
1. Insert the Memory Pack into the adapter connected to the voter card activator. **When the blue light goes on, push the memory pack into the adapter a little further.**
2. Open the left side door on the card activator.
3. Insert the Results Cartridge into the left side of the card activator in the USB 2 port.



60-3



60-1



60-2

4. With both the Memory Pack and Results Cartridge inserted into the card activator, press the "Consolidate" button.
5. The message window will read "Consolidating" and show the serial # of the ballot scanner and the touchscreen.

6. A Consolidation Receipt will print once consolidation has completed. Review the receipt to determine if the consolidation was successful. Do not remove the Consolidation Receipt.

IF CONSOLIDATION IS SUCCESSFUL, DO NOT REMOVE THE MEMORY PACK OR RESULTS CARTRIDGE AT THIS POINT.

IMPORTANT: IT IS POSSIBLE THAT CONSOLIDATION MAY FAIL ON ONE OR BOTH OF THE DEVICES. YOU MUST CHECK THE CONSOLIDATION RECEIPT TO FIND OUT IF CONSOLIDATION WAS SUCCESSFUL OR IF IT FAILED.



60-4

PROTECTIVE BUBBLE BAG

PCT _____ WARD _____

The following items must be placed inside this bag. Once the items have been placed inside, check off the boxes to verify that the items are inside:

- Ballot Scanner Memory Pack
- Touchscreen Results Cartridge
- Consolidation Receipt

If Consolidation FAILS on either the memory pack or results cartridge, or both, do not press the Print/Transmit button. A Consolidation Receipt will be produced and must be placed inside this bag. No Transmission Receipt or Official Election Results Reports will be produced.

- Transmission Receipt
- Official Election Results Report

Transmission: (check one) Success Failed

No Transmission Attempted (Consolidation Failed)

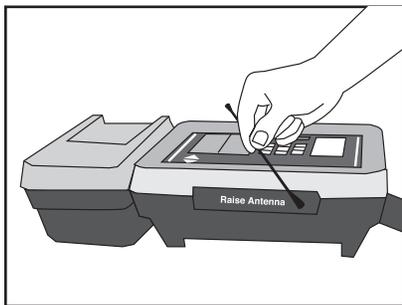
This bag, with its contents, must be returned to the Receiving Station in the Black Return Bag.

DO NOT PLACE THIS BAG INSIDE THE TRANSFER CASE!

IF CONSOLIDATION FAILS, DO NOT PROCEED WITH TRANSMITTING AND PRINTING. TURN THE UNIT OFF, REMOVE THE MEMORY PACK, THE RESULTS CARTRIDGE AND THE CONSOLIDATION RECEIPT AND PLACE ALL 3 INSIDE THE BUBBLE BAG. CHECK 'NO TRANSMISSION ATTEMPTED' ON THE PROTECTIVE BUBBLE BAG AND RETURN THE BUBBLE BAG TO THE RECEIVING STATION.

Transmitting and Printing the Official Election Results Report

1. Raise the antenna located on the back of the card activator.



61-1

2. Press the "Print/Transmit" button.
3. The message window will ask, "Have you consolidated all cartridges? YES/NO"
4. Once you are sure consolidation was successful on both the memory pack and the results cartridge, press YES.

5. The message window will read 'transmitting'. Once transmission has occurred, a Transmission Receipt will print. Review the receipt to determine if transmission was successful. Immediately following the Transmission Receipt, the Official Election Results Reports will begin to print. The card activator will print 12 Official Election Results Reports. Each judge must sign at the bottom of every Official Election Results Reports. The first Official Election Results Report will also contain the Consolidation Receipt and Transmission Receipt. You must place these tapes inside the bubble bag.



The second Official Election Results Report must be taped to a wall where all pollwatchers can view it.

Attach one of the Official Election Results Reports to each of the five Certificates of Results (Form 80).

If transmission fails, do not attempt to transmit again. Check "Transmission Failed" on the label on the protective bubble bag. If the transmission is successful, check "Transmission Success."

6. The remaining Official Election Results Reports may be issued to the pollwatchers.

To print additional reports:

Press the Menu button, then the number 5, then the number 4;

Press the number 1 and YES;

This function will produce one report. Repeat the steps until the number of reports needed is printed.

PROTECTIVE BUBBLE BAG

PCT _____ WARD _____

The following items must be placed inside this bag. Once the items have been placed inside, check off the boxes to verify that the items are inside.

Ballot Scanner Memory Pack

Touchscreen Results Cartridge

Consolidation Receipt
If Consolidation Fails, do not alter the memory pack or results cartridge, or BSR. Do not press the Print/Forward button. A Consolidation Receipt will be produced and must be placed inside this bag. No Transmission Receipt or Official Election Results Reports will be produced.

Transmission Receipt

Official Election Results Report

Transmission: (check one) Success Failed

No Transmission Attempted (Consolidation Failed)

This bag, with its contents, must be returned to the Receiving Station in the Black Return Bag.

DO NOT PLACE THIS BAG INSIDE THE TRANSFER CASE!

Sample – Form 80

Form 80 Precinct: _____ Ward: _____

BOARD OF ELECTION COMMISSIONERS FOR THE CITY OF CHICAGO

CERTIFICATE OF RESULTS FOR THE MUNICIPAL GENERAL ELECTION – Tuesday, February 27, 2007

PLEASE FOLLOW THESE INSTRUCTIONS

1. All information requested on Form 80 must be completed on each copy of the Form 80. Please be sure to complete both sides of this form.
2. Each Judge must sign, in the space provided, on the back of each copy of the Form 80.
3. Each Judge must sign at the bottom of each of the Official Election Results Report (the results tape printed from the card activator).
4. Attach a signed Official Election Results Report to each completed Form 80. Place one completed and signed copy of the Certificate of Results, Form 80, with an Official Election Results Report attached, in Envelope 100, 101, 102, 103, and 104. Also, place one completed and signed copy of the Certificate of Results, with an Official Election Results Report attached, inside the Transfer Case.

STATE OF ILLINOIS COUNTY OF COOK

We, the Judges of the Municipal General Election, do hereby certify that the polls were open from 6:00 a.m. to 7:00 p.m. on the 27th day of February, 2007.

We further certify:

Number of Ballot Boxes (Paper Ballots) from the Board of Election Commissioners

(1) Total Number of Official Ballots _____

Number of Ballot Boxes (from Ballot Scanner) Returned

(2) Total Spoiled Ballots (from Envelope 1) _____

(3) Total Damaged Ballots (from Envelope 2) _____

(4) Total Unread Ballots _____

(5) Total (add lines 2-4) _____

Number of Ballots Cast from Public Counters

(6) Total Official voted ballots (from Ballot Scanner Public Counter) _____

(7) Total Touchscreen voted ballots (from Touchscreen Public Counter) _____

(8) Total (add lines 6 and 7) _____

Number of Ballots Cast from the Official Election Results Report (see Card Activator)

(9) Total Qualified Votes from Official Election Results Report (from Card Activator) _____

(10) Total Provisional votes from Official Election Results Report (from Card Activator) _____

(11) Total Votes Cast from Official Election Results Report (from Card Activator) _____

(12) Total number of Applications for Ballot (Form 14) (see card) _____

(13) Total number of Provisional voter Affidavits (from Envelope 3) _____

(14) Total (add lines 12 and 13) _____

Lenora Gough – Executive Director
Board of Election Commissioners for the City of Chicago

7. Turn the unit OFF and remove the Memory Pack and Results Cartridge. Insert the Memory Pack, Results Cartridge and first Official Election Results Report (with Consolidation Receipt and Transmission Receipt attached) inside the bubble bag. Complete the label on the outside of the bubble bag.

The Bubble Bag must be returned to the receiving station in the black return bag.

8. You must review the Official Election Results Reports and determine if any valid write-in votes have been cast. To do so, look at the area at the bottom of the taped marked "Write In Detail (Edges)". If a name(s) appears under this column, refer to the list of valid write-in candidates and, if the candidate is valid, record the information on each copy of the Certificate of Results, (Form 80).

9. **Remove the voted ballots from the ballot box.**

Cut the tie bar seals on the side of the ballot scanner. Lift ballot scanner off the ballot box and place it inside the ESC. Lift the top of ballot box off the collapsible body (make sure to unfasten the Velcro straps under top). Remove the voted ballots from the front section of the ballot box, which contains ballots with write-in votes. See Step 10 Processing voted ballots with valid write-in votes for processing write-in votes. Remove the voted ballots from the back section of the ballot box.

10. **Processing voted ballots with valid write-in votes.**

Write in votes may only be counted for candidates who have filed a Declaration of Intent with the Board of Elections. The list of valid write-in candidates will be delivered in the Election Day Envelope. You must check each office for write-in votes.

For assistance in processing valid write-in votes, call ELECTION CENTRAL at 312-269-7870.

The ballot scanner will separate ballots with write-in votes and deposit them into the front section of the ballot box. This includes ALL write-in ballots, not just the ones with valid write-in votes. The judges must review each write-in vote to verify if the write-in vote and candidate are valid.

A. Review each office to determine if a write-in vote was cast.

B. A write-in vote must contain the following:

- Name of Write-In Candidate;
- A solid mark in the target area;
- A judge's initials on the ballot;
- No identifying marks.

C. Consult the list of write-in candidates to determine whether any write-in votes may be counted. If there are no valid write-in candidates on the list, proceed to Steps 11 and 12.

D. If a valid write-in vote is present for a candidate whose name appears on the list of valid write-in candidates, you must complete the reverse side of each copy of the Certificate of Results (Form 80) with all the required information.

E. Fold and place all voted ballots,  with valid write-in votes, in Envelope W. Place Envelope W inside the TRANSFER CASE.

F. If an overvote is created, as a result of a write-in vote, it will be corrected by the Board's Canvassing Board during the official canvass.

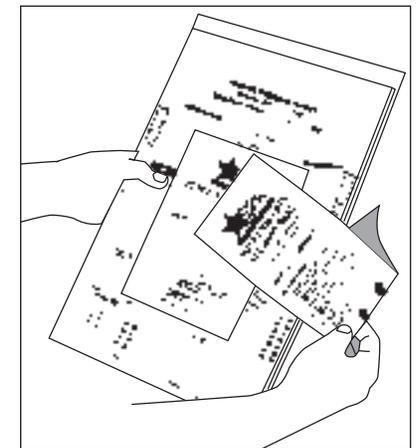
G. You must also record the number of valid write-in votes from the touchscreen unit on the Certificate of Results (Form 80). See Step 8 for procedures for processing these write-in votes.

11. **Place voted ballots inside plastic bag and close bag.**

Remove the plastic bag from the transfer case. Place the ballots inside the plastic bag and close the bag. Record the precinct and ward on the label.

12. **Seal and sign the bag.**

Place the Voted Ballots Security Seal over the recloseable seal. Record the precinct and ward on the seal. All judges of election must affix their signature on the security seal.



62-12

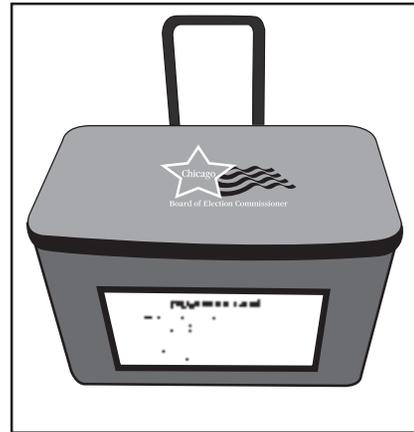
Count all spoiled ballots.

1. Remove and count the ballots marked "Spoiled" from Envelope S.
2. Enter the number of spoiled ballots on each copy of the Certificate of Results (Form 80).
3. Return the ballots to Envelope S and seal the envelope.
4. All judges of election must sign across the sealed flap.
5. Place Envelope S into the transfer case.

Count all damaged ballots.

1. Remove and count the ballots marked "Damaged Ballot" from Envelope D.
2. Enter the number of damaged ballots on each copy of the Certificate of Results (Form 80).
3. Return the ballots to Envelope D and seal the envelope.
4. All judges of election must sign across the sealed flap.

5. Place Envelope D into the transfer case.



Transfer Case

Count all UNUSED ballots.

1. Count the number of unused official ballots (do not include the orange demonstration ballots). There are 50 ballots to a bundle.
2. Enter the number of **unused** official ballots on each copy of the Certificate of Results (Form 80).
3. Place unused ballots inside the ESC.

Complete the Certificate of Results (Form 80) and Sign.

1. Make sure each copy of the Certificate of Results (Form 80) is completed. Do not leave any lines blank. If you do not have any spoiled, objected to or damaged ballots indicate 0 on those lines.
2. All judges of election must sign each Certificate of Results (Form 80) where indicated.
3. Place copies of the Certificate of Results (Form 80) in Envelopes 65E, 66E, 71E and 72E. An Official Election Results Report from the card activator must be attached to each Certificate of Results.
4. Seal the envelopes and sign across each flap.
5. A completed Certificate of Results (Form 80), with an **NEW** Official Election Results Report attached, must be placed inside the transfer case.

IMPORTANT:

All items on the "List of Items to be returned to the Receiving Station," which is included in the plastic sleeve on the outside of the transfer case, must be placed inside the transfer case.

- Official Zero Proof Report from Card Activator
- Sealed plastic bag containing voted ballots
- Envelope S - Spoiled Ballots
- Envelope D - Damaged Ballots
- NEW** ■ Envelope W - Write-In Ballots
- Tape from Ballot Scanner
- NEW** ■ Certificate of Results (Form 80) with Official Election Results Report attached
- NEW** ■ Paper Roll(s) (from Touchscreen Printer).
LEAVE PRINTER ATTACHED TO THE TOUCHSCREEN.

After ensuring that all items listed above have been placed inside the transfer case, zipper the transfer case closed and secure with a red seal.

DO NOT PLACE TOUCHSCREEN RESULTS CARTRIDGE OR BALLOT SCANNER MEMORY PACK INSIDE TRANSFER CASE OR ESC!!!!

Place the following items in the ESC.

All equipment and unused election supplies must be placed back inside the ESC. Make every attempt to return these items in the same location as when the ESC was delivered (check the Supply List, Form 21). All voting equipment that you assembled must be disassembled and placed back inside the ESC.

Items to be placed inside the ESC include:

- All unused supplies;
- All unused official ballots;
- All orange demonstration ballots;
- Ballot Privacy Sleeves and Curbside Voter Privacy Sleeve;
- Blue supply box;
- Gray supply box;
- Voting aids;

- Blue cones and measuring tape;*
- Touchscreen voting unit;
- Card activator;
- Ballot scanner;
- Ballot box (top, bottom and collapsible body);
- Metal, economy and disabled voting booths;
- Flag (on door);
- All extension cords.

*These items must be returned to the same ESC that they were delivered in to the polling place.

Once all the items are placed back inside the ESC:

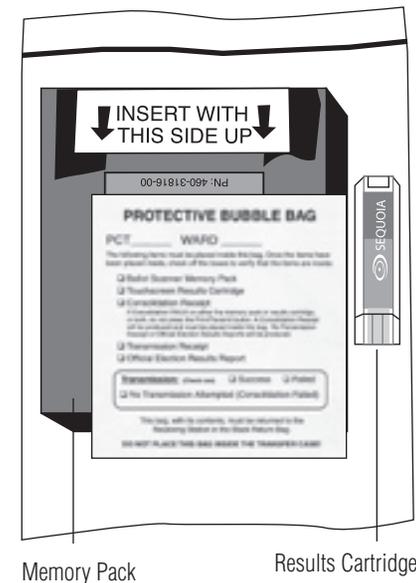
Close the ballot box portion.

Close both doors, secure the latch and lock the door with the key. Place a green seal on the outside of the door. Place ESC key in the Black Return Bag (for return to the receiving station).

Place the following items in the Black Return Bag (replaces the brown shopping bag) for return to the Receiving Station.

- Bubble bag containing the results cartridge, memory pack and first copy of Official Election Results Report (with Consolidation Receipt and Transmission Receipt attached).

IMPORTANT: COMPLETE THE FORM ON THE OUTSIDE OF THE BUBBLE BAG.



- Envelope 14E containing completed Applications for Ballot (Form 14) with white cover
- Envelopes 65E, 66E, 71E and 72E
- Envelope 47E containing completed oaths, affidavits and pollwatcher credentials
- Envelope 48E containing Form 48 Cancellation of Absentee Ballot Affidavits
- Envelope P containing completed Provisional Voter Affidavits (Form 276P)
- Judge of Election Pay Voucher (Form 194)
- NEW** ■ Polling Place Administrator Payroll Sheet and Payroll Card
- ESC key(s)
- Unused Applications for Ballot (Form 14) with blue cover.

Please leave the polling place neat and clean.

THANK YOU FOR SERVING AS A JUDGE OF ELECTION!

Election Terms

Affidavit - A sworn statement presented in support of a person's qualifications to vote.

Application for Ballot (Form 14) - The form a voter signs to apply for a ballot, which contains the signature of the voter and information relating to the identity of the voter.

Assistance - The act of helping a person to vote. Only voters with a physical disability or voters, who cannot speak, read or write English are entitled to request assistance.

Audio Ballot with Headphones - Visually impaired voters can vote privately and independently by using the audio ballot and headphones on the touchscreen voting unit. The judges will activate a voter card with the audio ballot. Voters who use a sip and puff device can also use the audio ballot and headphones.

Ballot Box - The ballot scanner will sit atop a ballot box, which will store the voted ballots. The ballot box consists of three parts; top, bottom and collapsible body and will need to be assembled by the judges. The ballot box has two sections, the front section for ballots with write-in votes and the back section for ballots without write-in votes. The ballot scanner will automatically separate ballots into the front and back sections of the ballot box.

Ballot Scanner - The unit used to record the votes cast on the ballots. The ballot scanner will reject ballots that are not initialed by a judge, overvoted or blank.

Ballot Style - The three digit number that determines which ballot a voter should be issued. The ballot style can be found on the voter's pre-printed Application for Ballot (Form 14).

Ballot Viewer - A plastic magnifier that enlarges the print on the ballot scan ballots.

Blank Ballot - A ballot with no votes cast on it or marks that cannot be read by the ballot scanner.

Campaign Free Zone - The area outside the polling place room where electioneering is prohibited. This area must be marked off by the two blue cones.

Certificate of Results (Form 80) - The form used to record the number of votes cast. A copy of the Official Election Results Report from the card activator must be attached to each Form 80.

Challenge - An objection made to the election judges concerning a person's identity or qualifications to vote.

Credential - An official document presented by all pollwatchers in order to remain in the polling place.

Curbside Voting - A method of voting used by a voter who is unable to enter an inaccessible polling place. Two judges, one

from each political party, will bring the voting materials to the voter at a point where forward motion is no longer possible, but in no case shall the judges go beyond 50 feet from the entrance of the polling place.

Disabled Voting Booth - A voting booth that is designed for voters in wheelchairs. Voters who utilize the disabled voting booth will vote on the ballot. The disabled voting booth also has a chair for voters who cannot stand for long periods of time. When not in use by a disabled voter, the booth can be used by non-disabled voters.

Early Voting - From the 22nd day through the 5th day before the election, voters can vote at Early Voting sites designated by the Board of Elections. A voter does not need a reason to early vote, but must provide a government issued photo ID when requesting an early voting ballot. Persons who cast early voting ballots *cannot* vote in the polling place on election day.

Electioneering - The urging of a vote for or against a candidate, political party or referendum. This includes the wearing of campaign buttons, badges or signs, distribution of campaign literature or verbal communication.

Election Supply Carrier (ESC) - The big blue box that is delivered to the polling place prior to election day and contains all the equipment, supplies and materials.

Memory Pack - The device that will record the votes cast on the ballot scanner. The memory pack will be in the ballot scanner when delivered to the polling place. After all ballots have been processed, the judges will remove the memory pack and consolidate the results (with the results cartridge) in the voter card activator.

Official Ballots - The paper ballot that will contain the names of the candidates, offices and referenda. The voters will use a ballot marker to complete the arrows for the candidates of their choice.

Official Election Results Report - The tape which is printed by the voter card activator that contains the consolidated results from the touchscreen unit and the ballot scanner.

Override Button - The #3 button on the ballot scanner keypad, which, at the voter's discretion, can be used to override ballots that contain overvotes or are blank.

Overvoted Ballot - A ballot that contains more votes than allowed for an office.

Pollwatcher - A representative of a candidate, political party or civic organization who is allowed, by law, to be in the precinct and observe the election process. All pollwatchers must surrender a credential to the judges.

Precinct Poll Sheet - List of registered voters within a precinct. List is arranged by street addresses.

Provisional Ballot - A ballot that is cast by certain categories of voters, but is not counted on election day. Voters who vote a provisional ballot will vote on the touchscreen voting unit. The Board of Elections has 14 days after the election to process provisional ballots. A provisional voter can contact the Board to find out if the provisional ballot was accepted or rejected.

Results Cartridge - The device that will record the votes cast on the touchscreen voting unit. The results cartridge will be in the touchscreen unit when delivered to the polling place. After the polls close, the judges will remove the results cartridge and consolidate the results (with the memory pack) in the voter card activator.

Spoiled Ballot - An ballot scan ballot on which a voter has made a mistake. The ballot scan ballot must be returned to the judges and a new ballot scan ballot will be issued.

Touchscreen Printer - The touchscreen unit contains a printer which will create a paper record of every vote cast on the unit.

Touchscreen Voting Unit - The voting unit specifically designed for voters with disabilities. Visually impaired voters can vote privately and independently by using the audio ballot and headphones. Voters who use a sip and puff device also can use the audio ballot on the touchscreen.

Transfer Case - The large blue case (with a handle and wheels) that is used to return materials to the receiving station on election night. The list of materials required to be returned will be contained in the plastic window on the outside of the transfer case.

Voter Card - The card used to activate the touchscreen voting unit. The voter card will be activated with the ballot style of the voter. The voter card also is used to activate a provisional ballot and an audio ballot. The voter card will not contain any other information regarding the voter.

Voter Card Activator (Card Activator) - The device used to 1) activate voter cards for the touchscreen; 2) consolidate the votes cast from the results cartridge (touchscreen unit) and memory pack (ballot scanner); and 3) print Official Election Results Reports and transmit the results to the Board's central computer.

Forms Index

Form 1 Consolidated Voter's Affidavit is used by voters who are required to complete an affidavit prior to voting. The reasons for completing the Form 1 are outlined on the form. Make sure the affidavit is completed in full. Form 1 is located in Envelope 3 and all completed Form 1's must be returned in Envelope 47E. Spanish and Chinese facsimiles are also available.

PAGE REFERENCES
36, 37, 38, 39,
54

Form 10 Ballot Receipt is issued to all voters (except provisional voters) when they finish voting. For voters who use the touchscreen unit, the ballot receipts will be issued at Station #3 once the voter has returned the voter card. For voters who use the ballot scan ballot, the ballot receipts will be issued at Station #4 once the voter has returned the privacy cover and ballot marker.

45, 46, 47,
49, 51

Form 14 Applications for Ballot (white) is required to be completed by all voters who vote on election day. The applications are pre-printed with the voter's name, address and other information relative to the voter. The applications are delivered in the ESC in a spindle with a blue cover. When a voter applies to vote, the judges will remove the right side of the application (at the perforation) and give it to the voter to sign. The left side of the application contains an image of the voter's signature, which the judges will use to make a signature comparison. Once the comparison is made, the application will be initialed and numbered by the judges and placed on a spindle with a white cover. After the polls close, both the blue covered spindle (with unused applications) and the white covered spindle

32, 33, 34, 35,
36, 38, 40, 41,
44, 45, 46, 47,
48, 49, 52, 53,
54, 57, 64

(with completed applications) are placed inside the black return bag for return to the receiving station. Blank applications for ballot are included in the back of the booklet for voter's who do not have a pre-printed application. Spanish and Chinese facsimiles are also available.

PAGE REFERENCES

Form 14 Application for Ballot (Gray) - This application is the same as the white application; except that this voter registered to vote by using the mail-in registration form and is required to provide acceptable identification prior to voting. If identification is provided, this voter does not need to complete an affidavit. If the voter does not provide identification, they can vote a provisional ballot. In order for the provisional ballot to be counted, the voter must, within 48 hours after the polls close, provide the Board with identification. The types of acceptable identification are included on the application.

35, 40

Form 14 Application for Ballot (Pink) - This application is the same as the white application; except that this voter was challenged during the Board's mail canvass. The voter may vote after completing the Consolidated Voter's Affidavit (Form 1) and providing two pieces of identification. The types of acceptable identification are included on the application.

34, 35

	PAGE REFERENCES
Form 21 Supply List contains the equipment, supplies and materials located in the Election Supply Carrier (ESC), all of which the judges will need to run the polling place on election day. If the phrase “if applicable” appears next to an item, it means that your ESC may not contain that particular item.	10, 12, 64
Envelope 47E Envelope for Return of Credentials, Oaths and Affidavits - This includes all completed Consolidated Voters’ Affidavits (Form 1) and Pollwatcher Credentials. The Correction Sheet and the Signature Capture Form must also be returned in Envelope 47E.	7, 8, 64
Form 48 Cancellation of Absentee Ballot Affidavit is completed by a voter who requested an absentee ballot, but appears in the polling place on election day to vote.	32, 43, 64
Form 48E Envelope for Return of Form 48 Cancellation of Absentee Ballot Affidavit - All completed Form 48's must go into Envelope 48E and be delivered to the receiving station.	32, 43, 64
Form 80 Certificate of Results is used to keep track of all ballots and votes cast. An Official Election Results Report (from the card activator) must be attached to each Form 80. The reverse side of the form contains information regarding write-in	56, 58, 61, 62, 63

	PAGE REFERENCES
candidates and votes and must be completed by the judges. All judges of election must sign the Form 80. Once completed, these forms are placed in Envelopes 65E, 66E, 71E and 72E. A completed Form 80, with an Official Election Results Report attached, must also be placed inside the transfer case.	
Form 194 Judge of Election Pay Voucher must be completed by all judges in order for the Board to issue payment for working on election day. The payroll voucher is located in Envelope 1 and must be returned to the receiving station in the black return bag.	4, 64
Form 255 Voting Instructions Sign is placed, by the judges, in the metal, economy and disabled voting booths. Use tape to secure the signs to the booths. The sign is located in Envelope 2 and can remain in the voting booths when closing the polls.	14, 15, 16, 31
Form 276P Provisional Voter Affidavit is used by voters who fall into certain categories. The affidavit is a 3-part form and must be completed by both the voter and a judge. The pink copy of the affidavit is given to the voter as a receipt. On the reverse side of the affidavit there is a plastic sleeve in which the Generated Provisional ID Report (issued by the card activator), the pre-printed application for ballot (Form 14, if any) and any supporting documentation given by the voter should be placed. Voters who vote a provisional ballot will use the touchscreen voting unit. The provisional voter affidavits are located in Envelope 3P and must be returned in Envelope P.	41, 42, 48, 57, 64

PAGE REFERENCES

Ballot Privacy Sleeve - Used to provide secrecy of the ballot once the voter has completed voting. The privacy sleeves are located inside the ESC and should be returned to the ESC when the polls close.

Official Election Results Report is the tape produced by the voter card activator once the results from ballot scanner memory pack and touchscreen results cartridges have been consolidated. The tape is attached to each Certificate of Results (Form 80). All judges must sign at the bottom of the Official Election Results Report.

Correction Sheet - This form is included with the applications for ballot on the blue spindle. If a voter or a judge finds an error on a voter's application for ballot, the judge must make note of the error on the correction sheet. Return the Correction Sheet in Envelope 47E.

Morning Zero/Report Tape - The morning zero tape will automatically print once the ballot scanner is plugged in on election morning and must remain attached to the ballot scanner all day. When the ballot scanner is closed after all the ballots have been processed, the report tape will print. The report tape will contain the ballot error messages that occurred during election day and the unofficial results from the ballots processed by the unit. The morning zero/report tape should be removed from the ballot scanner and placed inside the transfer case. Do not give copies of this tape to anyone inside the polling place.

PAGE REFERENCES

Polling Place Administrator Payroll Sheet and Payroll Card - These forms must be completed by the polling place administrator (if applicable). No judge of election should complete or sign these forms. Both forms must be returned with the Judge of Election Pay Voucher (Form 194) in the black return bag.

Seals - There are various seals included in your supplies and on the equipment. They are located in the blue supply box.

Red Seals - Red means STOP. Do not break a red seal until after the polls close. Red seals are on the following equipment when delivered to the polling place: the ballot scanner memory pack door; the touchscreen printer, the results cartridge door and the Polls Open/Closed door (after the polls have been opened). A red seal will be placed on the transfer case after all the required items have been placed inside.

Yellow Seal - Yellow means CAUTION. The touchscreen unit Polls Open/Closed door will have a yellow seal on it when delivered to the polling place. After the unit is turned ON, the judge will break the yellow seal, open the door, remove the red seal and OPEN the polls. Once the polls have been opened, the judge will close the door and place the red seal on the door.

	PAGE REFERENCES
<p>Green Seal - Green means GO. The ESC will have a green seal on the outside door when delivered to the polling place. The judges will break the seal and use the ESC key to unlock the door. DO NOT BREAK THE LOCK ON THE ESC. If the judges visit the polling place prior to election day to check the supplies make sure you place another green seal on the door before you leave. After all the necessary equipment, supplies and materials are placed back inside the ESC on election night, close and lock the ESC and place another green seal on the door.</p>	10, 11, 12
<hr/>	
<p>Orange Seal - There is no real reason, we just like the color orange. The orange seal will be used to secure the ballot box inside the ESC. In the event you ballot scanner stops working on election day, remove all items from the ballot box, close it and secure it with an orange seal. The open slot on the left side of the ESC is for the depositing of ballots if the ballot scanner is not working.</p>	52, 56
<hr/>	
<p>Signature Capture Form - This form is used when a voter's signature is missing from the Application for Ballot (Form 14). The voter must sign the form and the judge must print the voter's name and Voter ID number which is located on the application. Return the Signature Capture Form in Envelope 47E.</p>	32, 34
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Index

A

- Absentee Ballots 3
 - Cancel 43
- Affidavits
 - Form 1 36
 - Form 48 43
 - Form 276P 41, 42, 48
- Application for Ballot
 - checking signatures 34
 - illustration 33
 - initialed by judge 34
 - numbered 44
 - spindled 44
 - spoiled ballot 52
- Appointment of Judges 4
- Arranging the Polling Place 13
- Assistance for the Elderly and Voters with Disabilities 53-55
- Assistance
 - affidavit for 36
 - recorded on application 38
 - who may be assisted 54
 - who may assist 38

B

- Ballot
 - counting unused 63
 - damage 57
 - demonstrator 44
 - duty station 44
 - initialed by judge 45, 51
 - privacy sleeve 45, 51
 - spoiled 52
 - uninitialed 51
- Ballot Box
 - after polls close 62, 64
 - before polls open 17
 - placing ballot scanner 17
 - removing ballots 62
 - sealing 17
- Ballot Scanner
 - ballot box 17
 - defective ballot 57
 - memory pack 2, 18, 57, 58, 60, 63, 64
 - no judges initials 51
 - override 19, 51, 56
 - overvote 51
 - results tape 58
 - setting up 18
 - troubleshooting 20-22
 - zero tape 19

C

- Campaign Free Zone 6
- Certificate of Results
 - completing 63
 - recording write-in votes 62
 - signing 63
- Challenge
 - affidavit 36
 - decided by judges 40
 - identification 36
 - provisional ballot 41
- Checking of Supplies 10, 11
- Credentials
 - pollwatchers 8
 - retained by judge 8
 - who needs them 7, 8

D

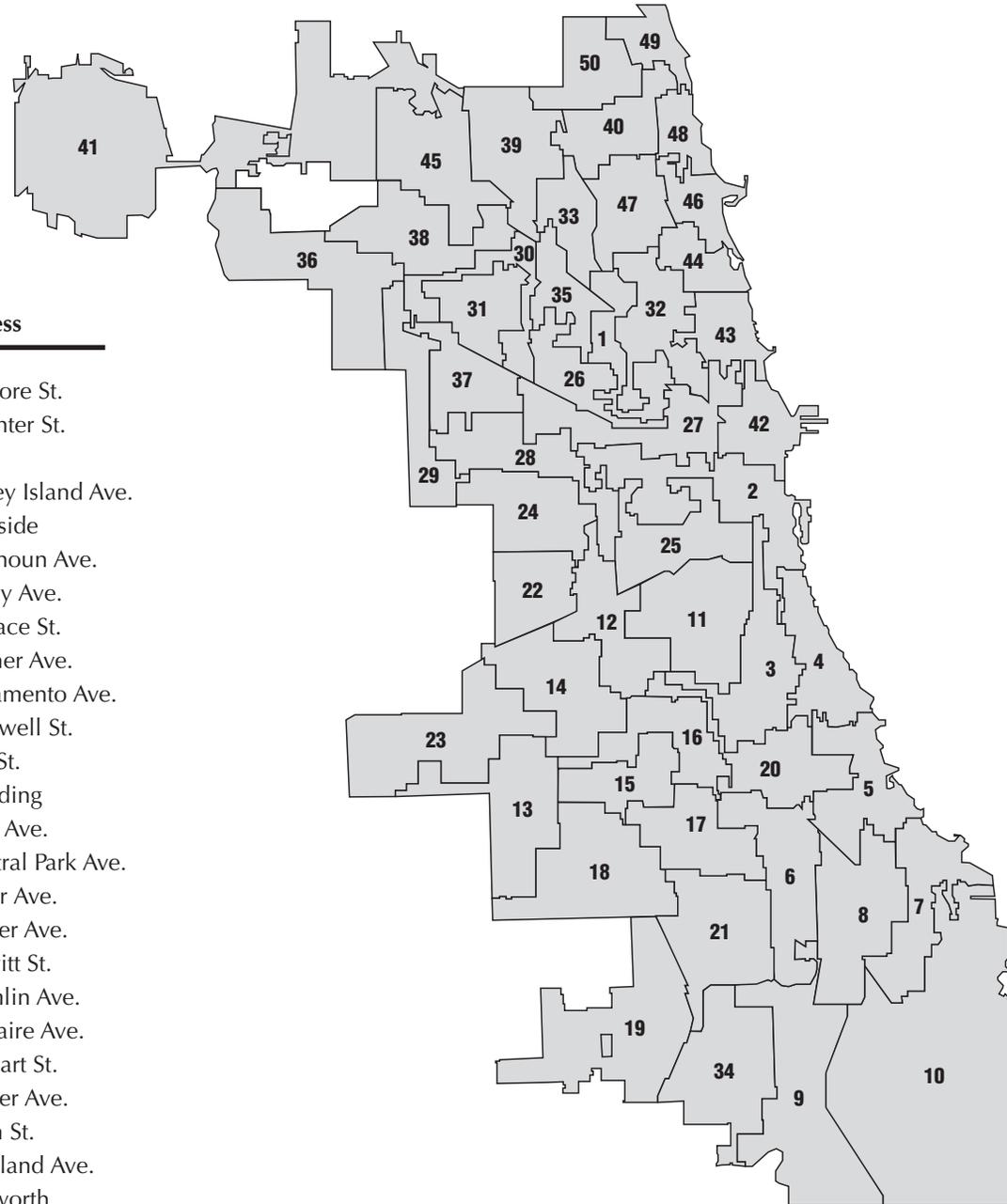
- Disabled Voters Aids . 48-50, 53-55

E

- Election Judges
 - arrive 4
 - badges 4
 - control of polling place 5
 - decisions 5
 - equality 5
 - initials 34, 45
 - oath 4
 - removal 5
 - responsibilities 5
 - standby 5
 - student 5
 - swear-in 4
- Election Supply Carrier (ESC)
 - checking supplies 10, 11
 - closing 64
 - emergency ballot box 52
 - opening 12
- Electioneering 6
- F -K
- Field Investigator 7

<p>L</p> <p>Law Enforcement Official7</p> <p>M - N</p> <p>Memory Pack</p> <p> bubble bag 64</p> <p> consolidating 60</p> <p> receiving station 64</p> <p> removing from scanner 58</p> <p>O</p> <p>Official Election Results Report</p> <p> additional reports 61</p> <p> Certificate of Results . . .61, 62</p> <p> pollwatchers9</p> <p>Opening Polls</p> <p> Ballot Scanner 18</p> <p> Touchscreen 25</p> <p>P - Q</p> <p>Polling Place Administrator</p> <p> duties 4</p> <p> payroll sheet and card . . 4, 64</p> <p>Provisional Ballot</p> <p> affidavit. 41, 42, 48</p> <p> reasons for40</p> <p> voting47</p>	<p>R</p> <p>Receiving Station</p> <p> what to take 63, 64</p> <p> where are they ibc</p> <p>Results Cartridge</p> <p> bubble bag.64</p> <p> consolidating59</p> <p> removing from touchscreen 58</p> <p> return to receiving station . .64</p> <p>S</p> <p>Sealing</p> <p> ballot box17</p> <p> open/close polls door . . .25</p> <p> transfer case64</p> <p>Signatures, Comparing Voter's 34</p> <p>Signatures of Judges</p> <p> on certificate of results . . .63</p> <p> on envelopes.62, 63, 64</p> <p> on consolidated totals tape 61</p> <p> on payroll voucher 4, 64</p> <p>Swear-in Judge. 4</p> <p>Supplies</p> <p> list10</p> <p> missing 10, 11</p> <p> return to receiving station. 63, 64</p>	<p>T - U</p> <p>TouchScreen</p> <p> after polls close59</p> <p> audio voting . . 26, 48, 49, 50</p> <p> before polls open23</p> <p> open/close polls.25</p> <p> printer.24</p> <p> privacy panels.24</p> <p> results cartridge 2</p> <p> seals.25</p> <p> voter card30</p> <p> troubleshooting27, 28</p> <p>Transfer Case</p> <p> items place inside63</p> <p> return to receiving station .63</p> <p> sealing64</p> <p>Troubleshooting Guide</p> <p> ballot scanner.20</p> <p> touchscreen27</p> <p>V</p> <p>Vacancy, Election Judge 4</p> <p>Valid Write-in Vote62</p> <p>Vote</p> <p> challenge of right to40</p> <p> optical scan ballot44</p> <p> provisional ballot.40</p> <p> touchscreen46</p>	<p>Voter Card</p> <p> activating46</p> <p> audio ballot48</p> <p> duty station46</p> <p> return47, 48</p> <p>Voter Card Activator</p> <p> activating audio ballot . . .48</p> <p> activating voter card46</p> <p> after polls close60</p> <p> antenna.61</p> <p> before opening polls. . . .29</p> <p> consolidating results60</p> <p> during voting46</p> <p> illustration30</p> <p> memory pack adapter . . .60</p> <p> transmission of results . . .61</p> <p>Voting hours32</p> <p>W - Z</p> <p>Write-in Votes</p> <p> recording62</p> <p> valid.62</p>
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Two judges, one from each political party, should return all required items to the receiving station on election night.



Wards	School	Address
1 & 27	Andersen School	1148 N. Honore St.
2 & 25	Galileo Scholastic Academy	820 S. Carpenter St.
3 & 4	M.L. King High School	4450 S. Ellis
5 & 20	Hyde Park Career Academy	6220 S. Stoney Island Ave.
6 & 8	Arthur Ashe School	8505 S. Ingleside
7 & 10	Bright School	10740 S. Calhoun Ave.
9 & 34	Songhai Learning Center	11725 S. Perry Ave.
11 & 12	McClellan School	3527 S. Wallace St.
13 & 23	Pasteur School	5825 S. Kostner Ave.
14 & 22	Gunsaulus School	4420 S. Sacramento Ave.
15 & 16	Gage Park High School	5630 S. Rockwell St.
17 & 21	Mahalia Jackson School	917 W. 88th St.
18 & 19	Owen School	83rd & Spaulding
24 & 28	Melody School	412 S. Keeler Ave.
26 & 35	Funston School	2010 N. Central Park Ave.
29 & 37	Frederick Douglass School	543 N. Waller Ave.
30 & 31	Nixon School	2121 N. Keeler Ave.
32 & 47	Coonley School	4046 N. Leavitt St.
33 & 39	Haugan School	4540 N. Hamlin Ave.
36 & 38	Foreman High School	3235 N. Leclair Ave.
40 & 48	Jamieson School	5650 N. Mozart St.
41 & 45	Farnsworth School	5415 N. Linder Ave.
42 & 43	Ogden School	24 W. Walton St.
44 & 46	LeMoyné School	851 W. Waveland Ave.
49 & 50	Sullivan High School	6631 N. Bosworth



Important Phone Numbers

Absentee Ballot Department (312)269-7967
Judges of Election Department..... (312)269-7984
Polling Places Department..... (312)269-7976
Registration Department..... (312)269-7960
To verify proper Precinct Polling Place (312)269-1604

For any individual who requires verification of registration status..... (312)269-1604
TTY (for the hearing impaired and deaf)..... (312)269-0027

ELECTION CENTRAL

Legal, investigative, procedural and language assistance (312)269-7870
(Election Day only from 5:00 am to 10:00 pm)

EQUIPMENT/SUPPLIES

Problems with equipment or missing supplies..... (773)247-4065
(Election Eve (Monday) from 5:00 pm to 7:00 pm,
Election Day from 5:00 am to 10:00 pm)

