

**Kankakee County Clerk
Dan Hendrickson**

Election Judge Manual

Important Phone Number

(815) 937-2990



Website: www.kankakeecountyclerk.gov

Cover photographs: Clark E. Erickson, Circuit Judge of the 21st Judicial Circuit.

Photos, from top right, clockwise, are: Barn off 113, Limestone Township; Frank Lloyd Wright house, Kankakee; Kankakee River, at the Kankakee River State Park; Tree and sunset, Essex Township; Building in snow, Momence; Kankakee County Court House, Kankakee.

Staff members: Chief Deputy Laurie Thatcher; Deputies Carla Anderson, Felicia Fatima, Kim Williams, Colleen Thomas, Kimberly Caruso, Kayra Perkins and Danny Kent.

Welcome Judges

The Kankakee County Clerk's Office works very hard all year to ensure that elections run smoothly, but we can't do it alone. Each election cycle, we count on you and other election judges to make sure that each election is conducted fairly and successfully and that voters leave the polling place confident in the democratic process and eager to return on the next Election Day.



We have prepared this manual to assist you in carrying out your Election Day duties, including how to prepare for Election Day; how to set up and operate the polling place; how to process voters; how to close the polling place and reconcile the ballots after voting ends; how to ensure that all voters receive the high quality service that the County Clerk's Office expects; and how to interact with people with special needs. We hope you find this manual helpful.

Thank you for your service!

Sincerely,

A handwritten signature in black ink that reads "Dan Hendrickson". The signature is written in a cursive, flowing style.

Dan Hendrickson
Kankakee County Clerk



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About Elections

Election judges serve at different types of elections during even- and odd-numbered years. Here is a brief overview of when and why each election occurs.

General Primary

- The General Primary is held the third Tuesday in March in even-numbered years.
- The General Primary is held for established political parties to nominate their candidates for the General Election.
- Positions to be elected during a General Primary include:
 - Precinct Committee persons
 - State Central Committee persons
 - Delegates to National Conventions
 - Referenda
 - Questions of public policy

General Election

- The General Election is held on the first Tuesday after the first Monday in even-numbered years in November.
- The General Election is held to elect candidates for federal, state, legislative, county, and judicial offices.
- Referendums and other questions that may appear during a General Election include:
 - Judicial retention questions
 - Referenda
 - Questions of public policy
 - Amendments to the Constitution

Consolidated Primary

- If necessary, the Consolidated Primary is held on the last Tuesday in February to nominate candidates in municipalities that elect established and non-partisan candidates.

Consolidated Election

- The Consolidated Election is held in odd-numbered years, usually on the first Tuesday in April.
- The Consolidated Election is held for municipal, township, library trustees, park district, school district, and community college district offices. Referenda may also be on the ballot.



The Election Judge Team

There is no head election judge; all election judges have equal authority and responsibility on Election Day. Each precinct has five election judges who are responsible for the conduct of the election. General responsibilities include:

- Protecting the rights of voters.
- Ensuring the proper and legal conduct of the election.
- Setting up and breaking down the polling place.
- Handling any questions or issues that may arise.
- Collecting the ballot privacy cover and pen.
- Issuing “I Voted” sticker.

Throughout the day, election judges rotate between the following stations to perform different duties in order to reduce errors and appearances of fraud.

Stations 1 and 2 – Application Judges

The two election judges – one from each political party – at Stations 1 and 2 are responsible for:

- Looking up and checking in voters in the e-pollbook.
- Registering voters using the e-pollbook.
- Ensuring the voter’s signature matches the stored electronic signature.



Station 3 – Verification Judge

The election judge at Station 3 is responsible for:

- **Receiving the ballot application from the election judges at Stations 1 and 2.**
- If the voter needs to vote on the FVT Touchscreen machine then election judge must take the voter to the machine and scan their ballot application to bring their ballot up on the screen.
- **Offering demonstrations and instructions on laminated Demonstration Ballots to all voters who want to vote on paper.**
- **Passing the ballot application, to the election judge at Station 4.**
- Checking the numbers on the OVO Optical Scan machine to ensure they balance with the e-pollbooks.

Station 4 – Ballot Distribution Judge

The election judge at Station 4 is responsible for:

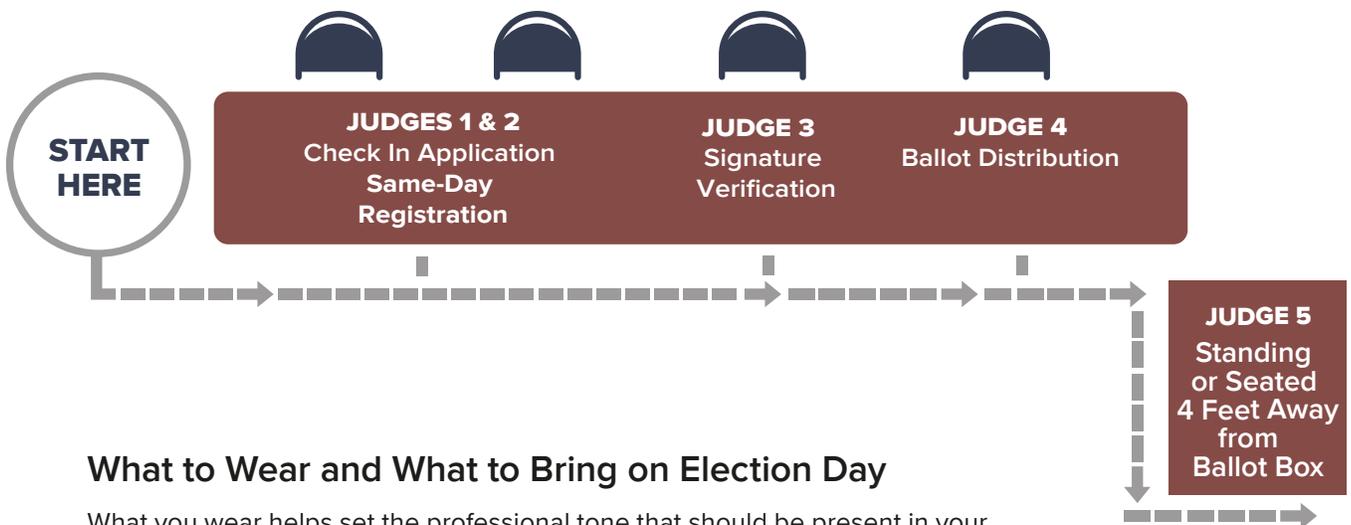
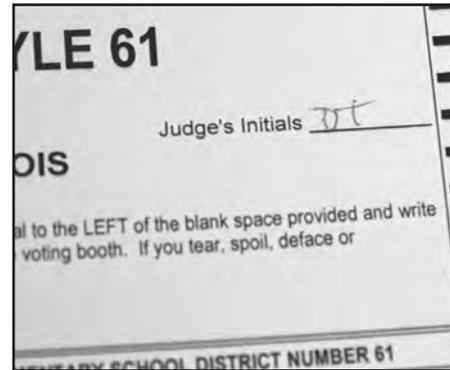
- Issuing the appropriate initialed ballot, pen, and ballot privacy cover and directing the voter to a voting booth.
- Placing the ballot application inside the box provided.
- Processing spoiled ballots, when required.

The Election Judge Team

Station 5 – Ballot Box Judge

The election judge at Station 5 is responsible for:

- **Standing at least 4 feet from the Optical Scan machine and ensuring the secrecy of the voted ballot.**
- **Checking the voted ballot to ensure it contains the election judge's initials.**
- Marking all FVT Touchscreen ballots on the back with their initials in red without looking at the voters voted ballot.
- **Collecting the ballot privacy cover and pen.**
- **Issuing "I Voted" sticker.**



What to Wear and What to Bring on Election Day

What you wear helps set the professional tone that should be present in your polling place at all times. On Election Day, select clean, comfortable, and appropriate attire.

It's essential that election judges not show political preference toward any party or candidate. Do not wear any political or campaign items. Clothing should have no rips, tears, or stains. Please do not wear cologne, perfume, or aftershave, which may affect sensitive people. You may wear patriotic colors. Bring a sweater or jacket in case the temperature in the room is cool.

Election judges should remember to bring the following items to the polling place on Election Day: food and drink for the day; a light sweater or jacket; and any medications needed.



General Election Judge Information

Do not bring any of the following items to the polling place on Election Day: radios, materials with political content or advertising, televisions, pets, or alcoholic beverages.

Effective Communication

Communicating effectively with the public in the polling place on Election Day is essential. There are many ways of communicating with people around us. We can communicate through body language and facial expressions, as well as words and sounds.

The key to communicating effectively is to make sure that you and the person you are interacting with truly understand the messages you are sending to one another.

In other words, you are on the same page.

- Really listen to what the person is saying and then repeat back what you heard in your own words or actions. This is called active listening.
- Then, provide positive feedback, letting the other person know exactly what you can do and what his or her options are.
- Most importantly, keep a positive attitude, relax, and just be yourself.
- Be patient, be courteous, and have a pleasant attitude. Put yourself in the voter's place, and simply interact with him or her the same way that you would like to be treated.

Using these skills will always result in a successful interaction.

Handling Site Emergencies

While site emergencies are infrequent, it's always good to be prepared. In any emergency, your first concerns should be your own safety, the safety of your co-workers, and the safety of any voters in the polling place.

- **During a Tornado Warning:** Head for shelter to the lowest level of the building or if no lower level the farthest corner of the room away from the windows .
- Early on Election Day, make sure to identify all exits from your polling place. Also, locate the fire extinguisher, alternative telephones, and fire alarm handles, if any, to pull in case of an emergency.
- In the case of a medical emergency or other emergency requiring assistance from the Police Department, Fire Department, or medical personnel, always dial 911. Remember, when using a dedicated line, you may have to dial 9 first to get an outside line.
- It is imperative that you always give a definitive location within your building so that emergency responders can find you quickly.



- If you must leave your polling place due to weather or a fire, do not panic.
- Go to a safe place as instructed by emergency personnel. When the emergency is under control, call the County Clerk's Office to report the situation.
- Remember, always stay calm and try to keep the voters calm.
- The safety of you and your co-workers is our first concern.

The Evening Before Election Day

On the evening before Election Day, election judges must ensure the Ballot Box, flag, and metal polling place sign are in the polling place and accessible.

When setting up the polling place, keep in mind that each room is unique, and that some of the set-up may be completed the day or evening before Election Day.

Here is a general guide for laying out the room:

- Keep the flow streamlined to establish an orderly flow of traffic throughout the polling place and provide election judges the ability to observe all activity.
- Set up Stations 1 and 2 near the entrance to the polling place.
- Set up the e-pollbooks at Stations 1 and 2.
- Set up Station 3 next to Stations 1 and 2.
- Set up Station 4 next to Station 3.
- Set up the FVT Touchscreen machine and the voting booths away from the entrance to the polling place to allow for voter privacy.
- Place the OVO Optical Scan machine at Station 5, near the exit of the polling place.

First, set up the tables and chairs for the stations.

If the polling room is secure, put together and arrange the voting booths and post any informational signage.

Remove the informational signs from the For Setup Red Pouch and post them in the polling place in an area easily visible to all voters.

Election Day Schedule

On Election Day, all election judges must report to the polling place by 5:00 A.M.

Prepare the remaining items that were not set up the day before in the polling place between 5:00 A.M. and 6:00 A.M.

- At 6:00 A.M., an election judge announces the polls are open.
- Voters are processed from 6:00 A.M. to 7:00 P.M.
- At 7:00 P.M., an election judge declares the polls closed.



General Election Judge Information

Display All Signs

Judges should display signs, sample ballots and instructions in the following manner or as instructed by the Election Authority:

1. Polling Place Signs:

- One sign for the door to indicate the entrance to the polling place
- One sign at the street indicating the correct entrance to the polling place. This sign will be provided to you from your Election Authority, separate from your polling place supplies.

On the evening before Election Day, election judges must ensure the Ballot Box, flag, and metal polling place sign are in the polling place and accessible.

2. Sample Ballot:

For the General Primary and Consolidated Primary Elections, display inside the polling place sample ballots for each party and ballot style, nonpartisan candidates and referenda. For the General and Consolidated General Elections, display sample ballots of each ballot style.

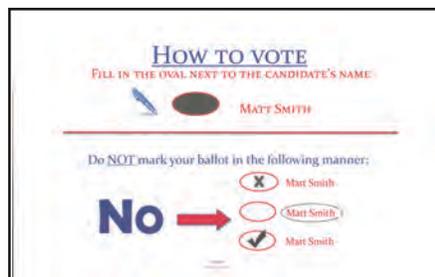
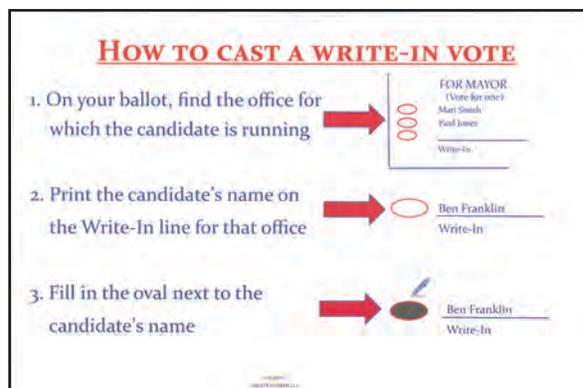
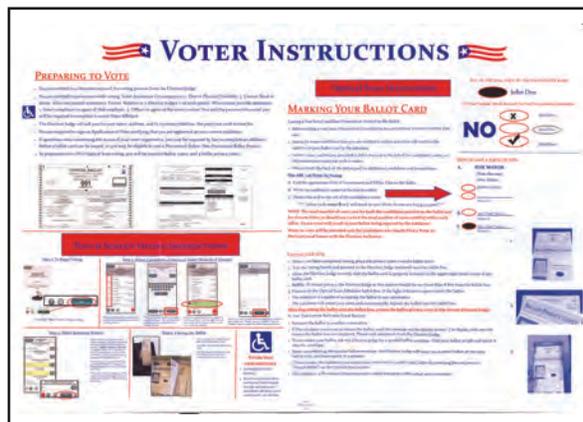
3. Instructional Posters:

- Place instructional posters (which include instructions for marking your ballot, touchscreen voting and casting a write-in vote) in and around the polling place.

4. Instructional Signs:

Place one “HOW TO VOTE,” “HOW TO CAST A WRITE-IN VOTE” and “ATTENTION” instruction sign in each voting booth.

NOTE: IF YOU ARE SHARING A POLLING PLACE WITH ANOTHER PRECINCT(S) THEN YOU WILL ONLY HAVE 1 SET OF SIGNS TO HANG THROUGHOUT THE POLLING LOCATION



Election Judge Team Priorities on Election Morning

Election judges must arrive at the polling place by 5:00 A.M. If an election judge does not report to the polling place, first attempt to call him or her, before contacting the County Clerk's Office for a replacement. If a replacement cannot be provided, a person of the same political affiliation as the missing election judge may be sworn in after 6:15 A.M.

- Collect and check all pollwatcher credentials from Pollwatchers who enter the polling place.

Each election judge is administered the oath, swearing or affirming to uphold the constitution of the United States and the constitution of the State of Illinois. All election judges sign the oath and the expense sheet printed on the reverse side. Return the form to the inside cover of the Notebook.

- Fill out and affix a nametag.
- Check to ensure all supplies and equipment are present in the polling place. If any supplies are missing, contact the County Clerk's Office.



**POLLWATCHER CREDENTIALS
TO THE JUDGES OF ELECTION**

In accordance with the provisions of the Election Code, the undersigned:
 hereby appoints _____ and resident at _____
 in the County of _____ Township of _____
 State of Illinois and who is duly registered to vote from this address
 to sit as a pollwatcher in the _____ ward of the _____
 Township of _____ at the General Primary Election of March 15, 2010

Don Henderson
 Signature of Election Authority Signature of Appointing Authority

 County Clerk This Party Official, Candidate, or Election Registrar Present at Registration Station

Under penalties provided by law pursuant to 10 ILCS 905-10:
 The undersigned pollwatcher certifies that he or she
 resides at _____
 in the County of _____ Township of _____
 State of Illinois, and is duly registered to vote from that address.

OATH OR AFFIRMATION OF JUDGE OF ELECTION

NOTE: Before any vote is taken, each judge of Election shall subscribe to the oath.

STATE OF ILLINOIS
 County of _____
 Precinct No. _____

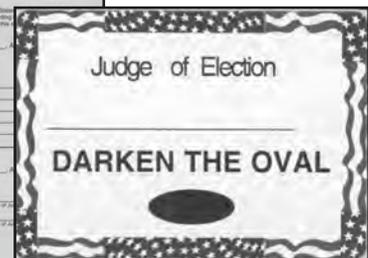
I do solemnly swear (or affirm, as the case may be) that I will support the Constitution of the United States and the State of Illinois, that I will faithfully discharge the duties of the office of Judge of Election, according to a further affirm that an a registered voter that I am entitled to vote at this Election unless the High School senior voting as an election judge under the provisions of Public Act 91-020.

Subscribed and sworn to before me this _____ day of _____
 Signature of Judge Administering Oath

 Signature of Judge Being Sworn

TO FILL VACANCY OF JUDGE OF ELECTION
 Subscribed and sworn to before me this _____ day of _____
 Signature of Judge Administering Oath

 Signature of Judge Being Sworn



Typical Polling Place Setup



Preparing the Polling Place

Setting up the Voting Machines and Equipment

After completing your preliminary duties, it's time to prepare the polling place and set up the voting machines and equipment.

There are three types of machines and equipment available at all polling places in Kankakee County:

E-Pollbook

The e-pollbook contains voter information and is used to check in voters.

OVO Optical Scan Machine

The OVO Scan machine is an electronic scanning device that records and counts ballots.

FVT Touch Screen Machine

The FVT machine is an electronic voting machine used to cast ballots and assist voters with disabilities, so they may cast their ballots privately and independently. Federal law requires that every polling place have voting equipment available for voters with disabilities.”

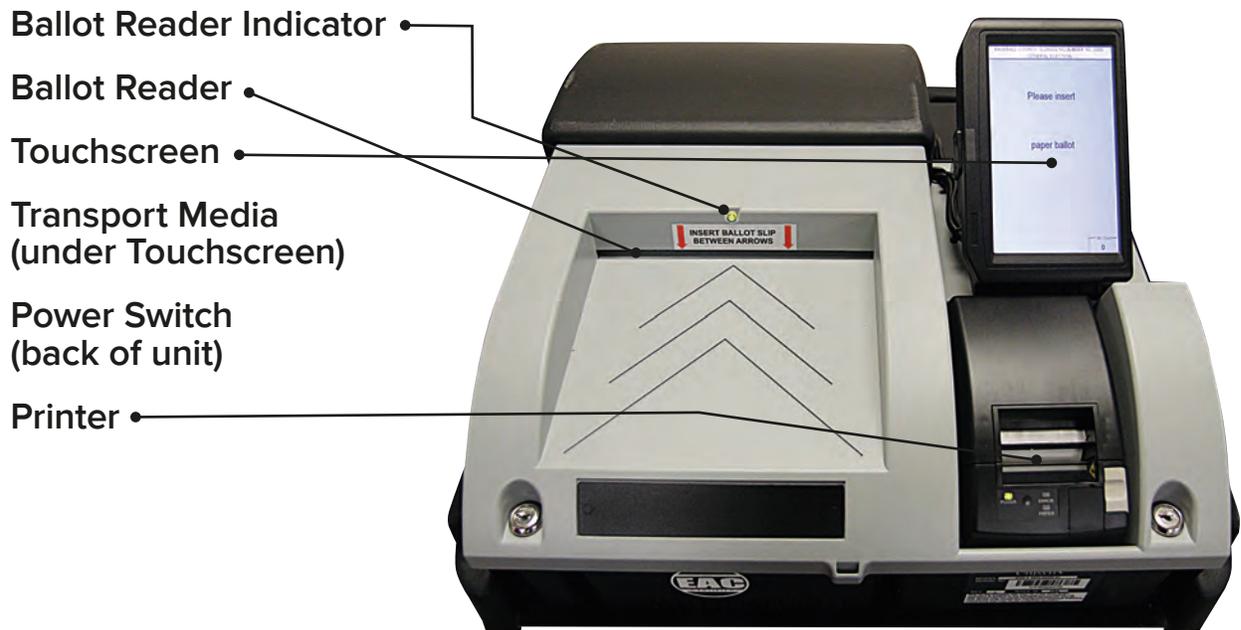


Equipment Diagrams

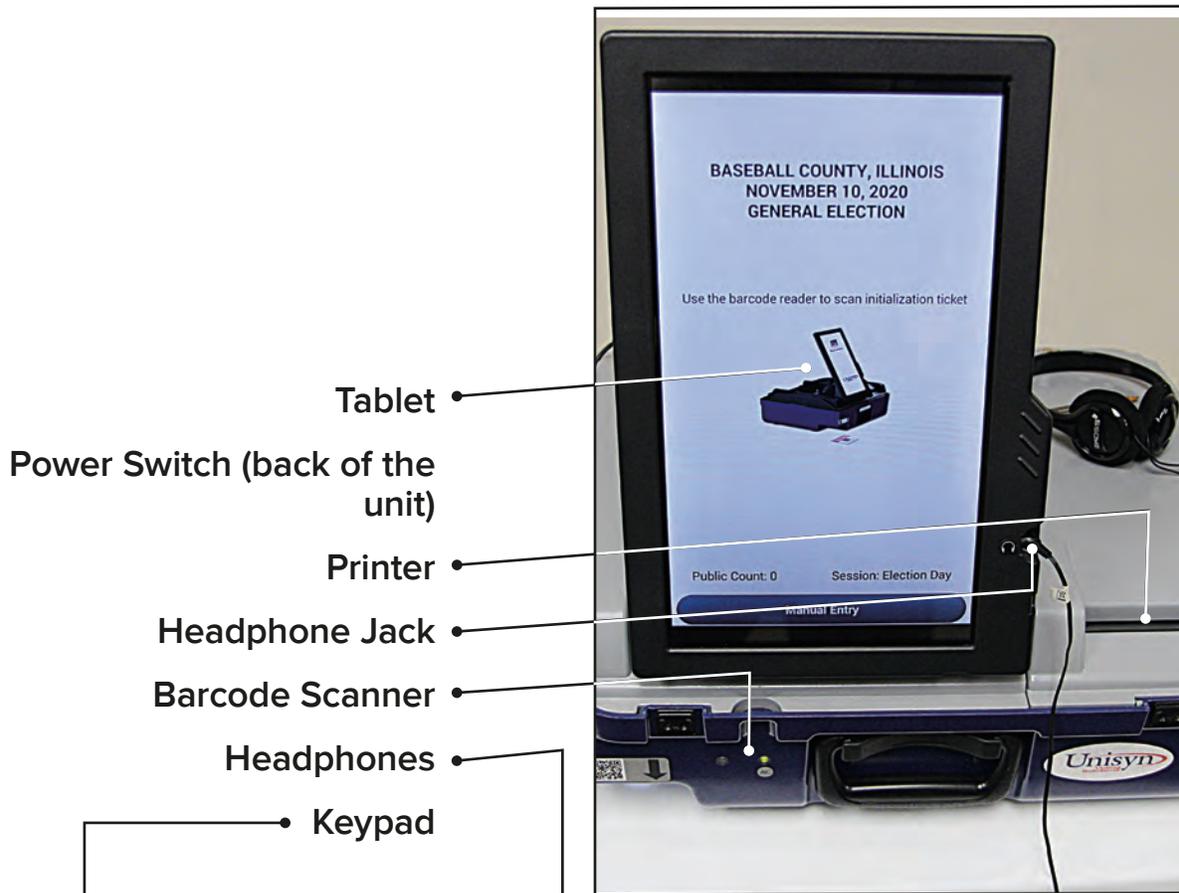
e-Pollbook



UNISYN OVO Tabulator Diagram



UNISYN FVT Touchscreen



Setting Up The Stations

After the voting machines and equipment are up and running, set up the five stations.

Setting Up Stations 1 and 2

At Stations 1 and 2, ensure the following supplies are present: the Notebook – including the Ballot Entitlement Chart and other reference materials; Start Here sign; two e-pollbooks; black pens and Affidavits.



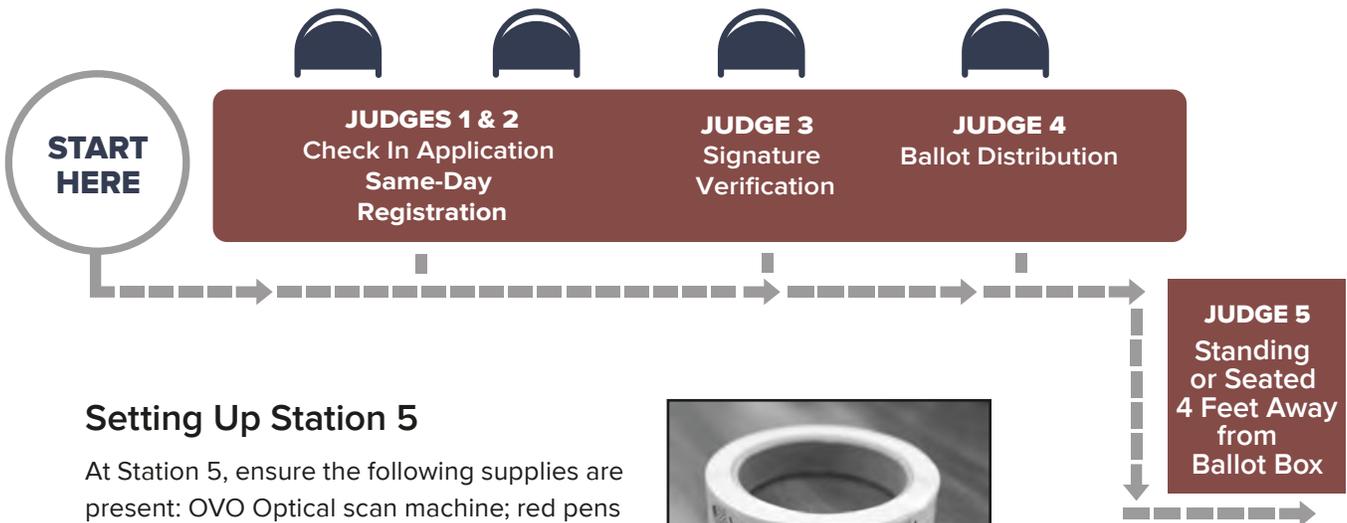
Setting Up Station 3

At Station 3, ensure the following supplies are present: black ink pens; OVO Optical Scan narrative sheet and the FVT Touchscreen narrative sheet; Demonstration Ballot; dry erase pens; Kleenex and Balance Sheet located in notebook.



Setting Up Station 4

At Station 4, ensure the following supplies are present: ballots; ballot privacy covers; red pens; black ink pens; Spoiled Ballot materials; red envelope for new registrations and/or changes of address and names; and the pencil box for ballot applications.



Setting Up Station 5

At Station 5, ensure the following supplies are present: OVO Optical scan machine; red pens and “I Voted” stickers.



Setting Up the Hotspot, Printer and E-Pollbook

The hot spot must be plugged in and turned on in order to receive any supplemental data.

1. Begin by removing the hot spot and power cord from the box.
2. Plug one end of the power cord into the side of the hot spot.
3. Next, press and hold the POWER button on the side of the hot spot to turn it on. Wait for MiFi to appear on the screen.

Once fully connected, the display looks similar to a cell phone display. Ensure the hot spot has a good signal by checking the bars at the top left of the screen. If the hot spot does not have a good signal, try placing it in a different area or close to a window in the polling place.

Throughout the day, tap the POWER button to wake up the hot spot display to confirm connectivity.

Now that the hot spot is set up, you are ready to set up the printer.

The printer must be plugged in and turned on in order to print ballot applications.

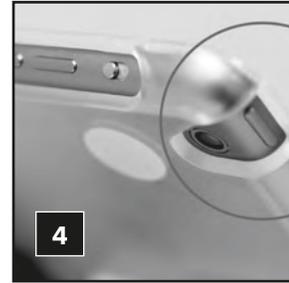
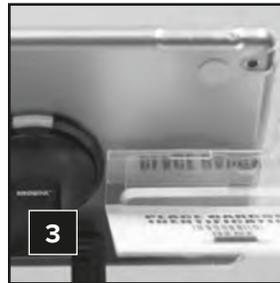
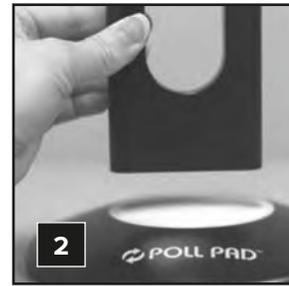
1. Begin by removing the printer, adaptor, and power cord from the box.
2. Plug one end of the power cord into the back of the printer and the other end into the brick (transformer). Plug the power cord into a power outlet, using an extension cord if necessary.
3. Next, turn on the printer. A green light appears on the front panel. If the green light does not appear, check the power cord connections, and ensure the outlet has power.
4. Check that a blue light is on, which indicates the wireless printing connection is successful.



Setting Up the Hotspot, Printer and E-Pollbook

Lastly, set up the e-pollbook.

1. Begin by fitting the left side of the e-pollbook into the open side of the stand's shell. Press the e-pollbook in along the edges of the shell until the e-pollbook clicks into place.
2. Press the buttons on the side of the stand, and then attach the shell to the stand. Release the buttons, and spin the stand until it clicks.
3. Slide the ID Clip onto the back of the shell, and adjust the angle, if necessary. Place the e-pollbook in the stand.
4. Next, press the button at the top left edge of the e-pollbook to turn it on. Slide your finger on the screen to unlock the e-pollbook. Verify that the correct polling place appears, that the precinct count total is correct, that the check-in count is zero, that the battery life is close to full, and that the green printer icon appears indicating the printer is connected.
5. Press the green printer icon, and press Test Print to print a sample receipt.
6. Next, press GET STARTED.



You are now ready to check-in voters.



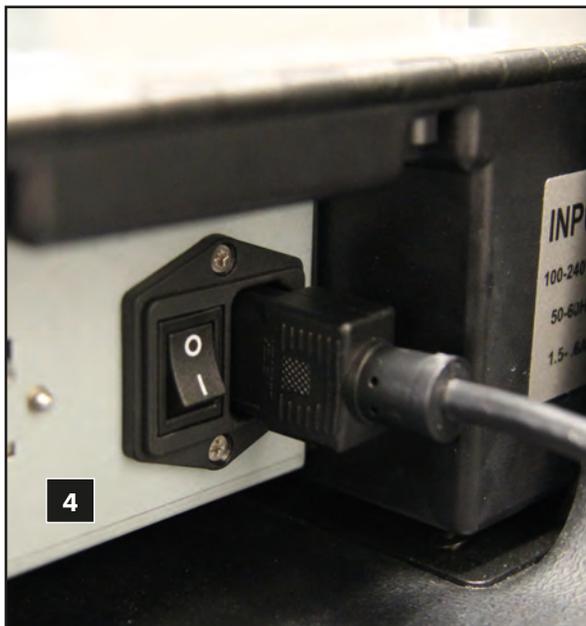
Setting Up the Ballot Box

1. There are 2 locks on the rear of the ballot box. To open the Emergency (Auxiliary) Ballot Bin insert the blue key into the right—side lock and turn the key to the left.
2. Use the black knob on the front of the Emergency (Auxiliary) Ballot Bin to swing the bin down towards the floor. Verify that there are no ballots in the bin. If ballots are found, call your Election Authority.
3. Lift the bin back up and lock it into place. Put the blue key in the lock on the left—side and take off the Emergency (Auxiliary) Ballot Bin. The opening to the main ballot box will be exposed. Check to make sure the ballot box is empty. Lock the door back into place.
4. Once the Ballot Box has been checked for ballots, seal the top and bottom of the Ballot Box with the red tug tights, if not already done for you.



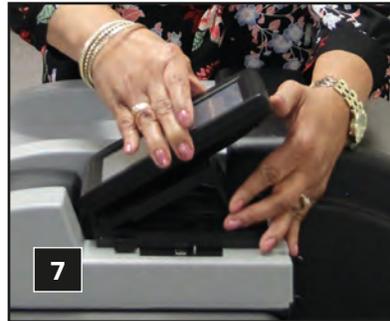
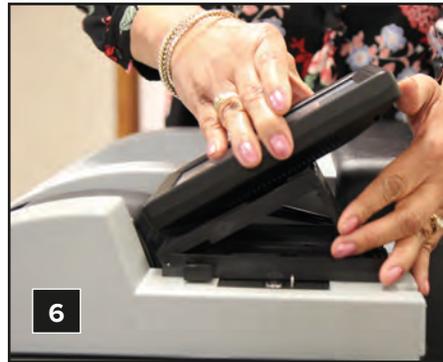
Setting Up the OVO Optical Scan Machine and Printing the Zero Count Report

1. Locate the black ballot box and the optical scan tabulator. Place the tabulator on the black ballot box and slide away from you.
2. Using the blue key, lock the tabulator into place by turning the locks to the right.
3. Plug the tabulator power cord into the power source on the back of the tabulator. Plug the other end of the power cord into the power supply.
4. Power on the tabulator by toggling the switch so the "I" is in the down position. (I is on and O is off).

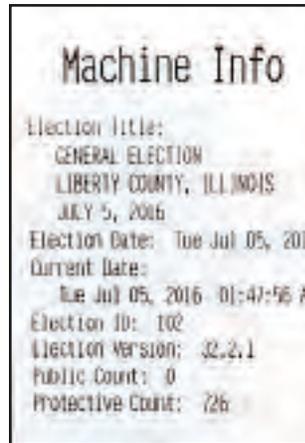


Setting Up the OVO Optical Scan Machine and Printing the Zero Count Report

5. On the right-hand side of the tabulator you will find a display screen. It could be in the shipping position.
6. Gently lift the screen from the top back edge and move the kickstand back until it stops.
7. The display screen should rest on its kickstand.
8. The tabulator will go through a series of system verification tests to ensure it is working properly. This process takes a couple of minutes. The display screen will show the various applications. If any of these show an error, call your Election Authority immediately.
 - **Checking application hardware and systems**
 - **Initializing** Passed
 - **Server** Passed
 - **TM** Passed
 - **CF** Passed
 - **Hard Disk** Passed
 - **Printer** Passed
 - **Reader** Passed
9. The **Election Password Screen** will appear next. Type in the password provided by your Election Authority and press "**Enter**."

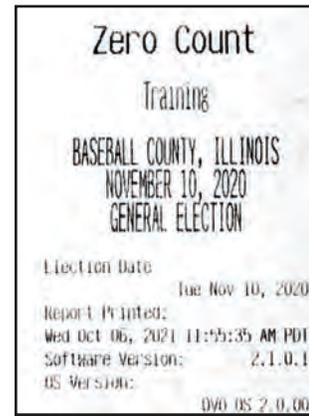


- 10. When the systems check is complete, the tabulator will print a "MACHINE INFO" Report. Remove this report from the tabulator printer and place it with the precinct records.



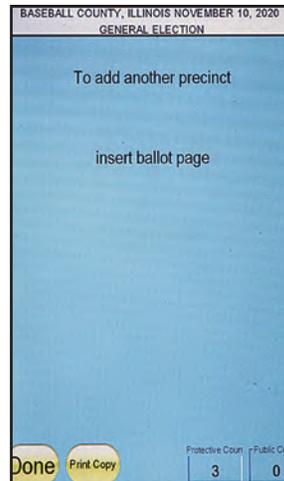
10

- 11. A "ZERO COUNT" Report will be printed immediately after the "MACHINE INFO" Report. There will be one "ZERO COUNT" per ballot style. Examine the "ZERO COUNT" reports making sure all candidates and propositions are correct and the vote count is zero. Sign each "ZERO COUNT" report, for your precinct, and retain per the Election Authority instructions.



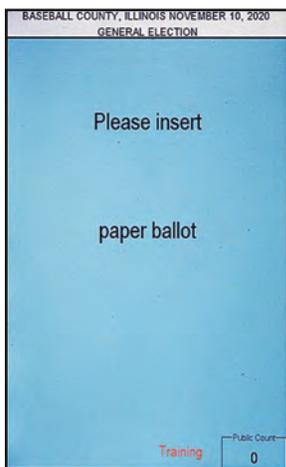
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- 12. The "Insert ballot page to add a new precinct" screen opens. Press "DONE."



12

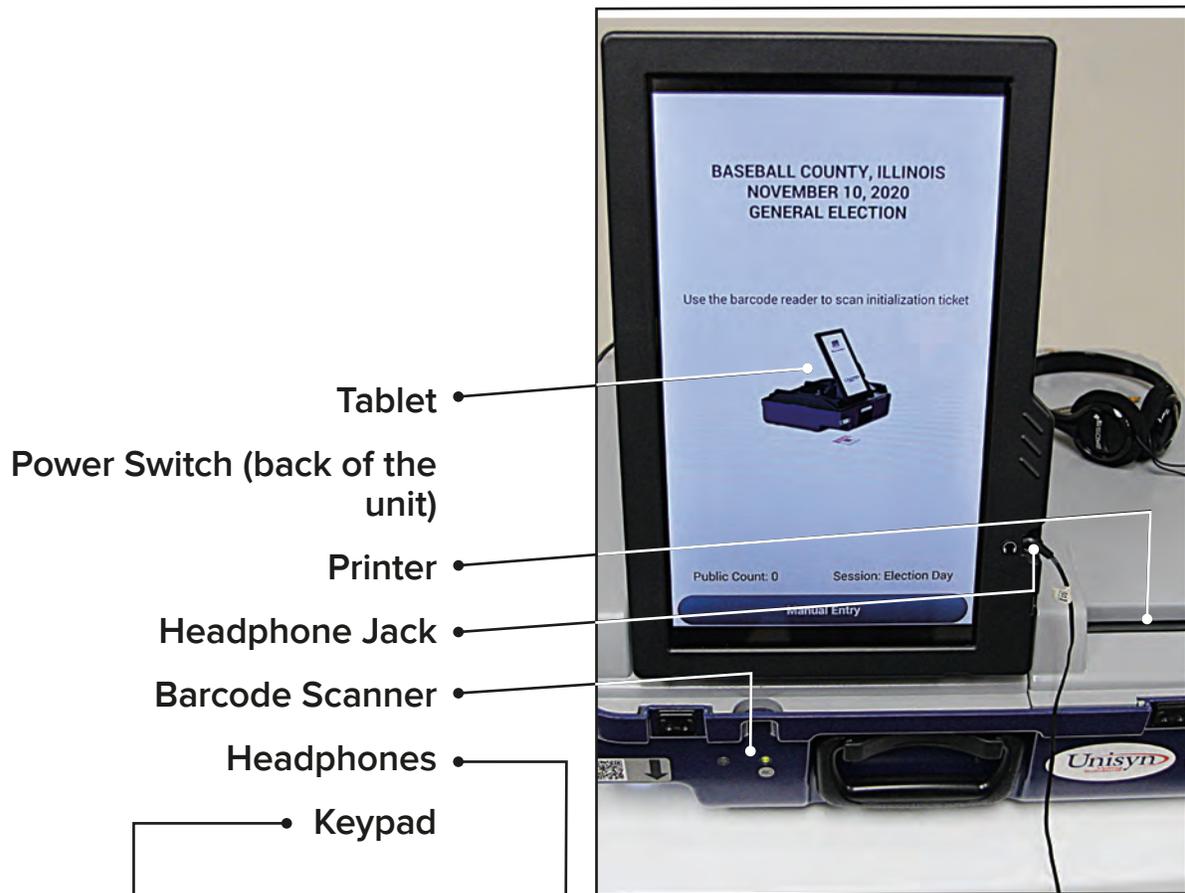
- 13. The Voting Screen appears stating: "Please insert paper ballot." The OVO Tabulator is now ready and ballots may be inserted



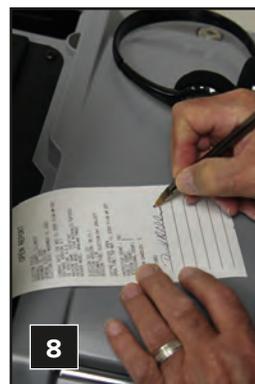
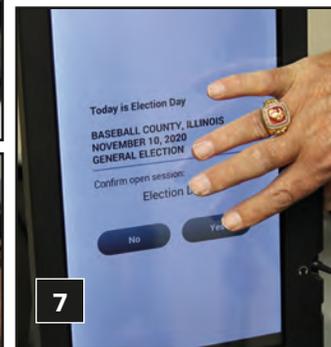
13



Setting Up the FVT Touchscreen Machine and Preparing the FVT Touchscreen Machine for Voters



1. Locate the FVT Touchscreen case and place it on a flat level surface. Unlock and remove the case cover. Set the cover aside in a safe location to prevent it from becoming lost or damaged.
2. The FVT Touchscreen uses one power cord. Plug the cord into the back of the FVT Touchscreen machine and into the power source.
3. The tablet will be in a reclined position. Carefully lift the tablet and place in a comfortable position so the voters can easily read the screen.
4. To lock the kickstand into place, push the kickstand pin through the hole in the kickstand's slide and into the electrical cover.
5. Remove the keypad and headphones from the compartment behind the tablet. Place the keypad beside the FVT Touchscreen. Plug the headphones into the FVT screen on the right hand side.
6. Power on the FVT Touchscreen by toggling the switch so that the "I" is in the down position. (I is on and O is off).
7. The ELECTION DAY SCREEN opens asking for Confirmation that it is Election Day. Press "YES."
8. An "OPEN REPORT" will print. Sign and keep with your precinct records.
9. The WELCOME SCREEN will open. The FVT Touchscreen is ready for voting.



The Polls are Open — The Voting Process

Promptly at 6:00 A.M., unlock the doors and announce the polls are open. Voting must start at 6:00 A.M. sharp!

Here is a basic description of the voting process:

The voter first arrives at Stations 1 and 2 and states his or her name, address, and for primaries only, party affiliation.

Two election judges from different political parties look up and check in the voter in the e-pollbook.

At Station 3, The voter is offered a demonstration and instructions on a laminated Demonstration Ballot if the voter needs to vote on the FVT, they will be provided instructions.

At Station 4, the voter is issued the appropriate initialed ballot, a pen, and a ballot privacy cover and is directed to an available voting booth to vote the ballot.

At Station 5, the election judge checks that the ballot was initialed by the election judge at Station 4, and the voter inserts the ballot into the OVO Optical Scan machine. If the voter voted on the FVT Touchscreen machine then the voter must turn the ballot that printed out over so that the judge at Station 5 can initial the back. The voter must keep the ballot in the privacy cover to secure the privacy of the ballot. Then the voter inserts the voted ballot into the OVO Optical Scan machine and returns the pen and ballot privacy cover. The election judge then issues an “I Voted” sticker and thanks the voter for coming to the polls.

About Ballot Styles

If more than one ballot style is being issued in your precinct, verify you have the correct ballot styles.

In primary elections, confirm you have ballots for each party.

Always ensure voters are given the correct ballot.



Voters may only vote on races for the voting districts where they live. The ballot style for each voter is displayed on their ballot application to vote.



Processing Voters at Stations 1 and 2

Checking In Voters Using the E-Pollbook

Voters may go to either election judge at Stations 1 and 2. The election judges at Stations 1 and 2 must include one Republican and one Democratic judge.

First, greet the voter and ask him or her to state his or her name, address, and for primary elections only, party affiliation.

There are two e-pollbooks for the election judges to use to process voters.

If the voter provides his or her Driver's License or State ID, place the ID in the ID Clip holder.

1. Press SCAN BARCODE.

If they don't have an ID—go to step #3

When a match for the voter is found, select the current voter.

Instruct the voter to sign the E-Pollbook, and then compare the signature to the signature stored in the e-pollbook.

For a primary election, ask the voter which party ballot he or she would like and input the information into the e-pollbook.

2. Next, a ballot application prints. Hand the ballot application to the election judge at Station 3.

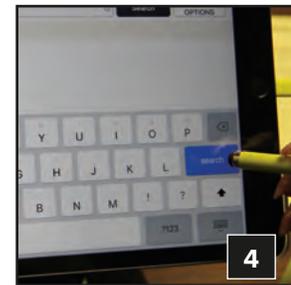
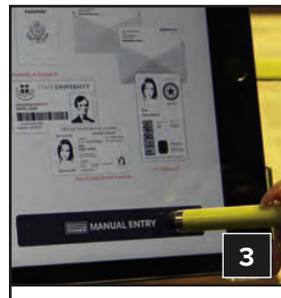
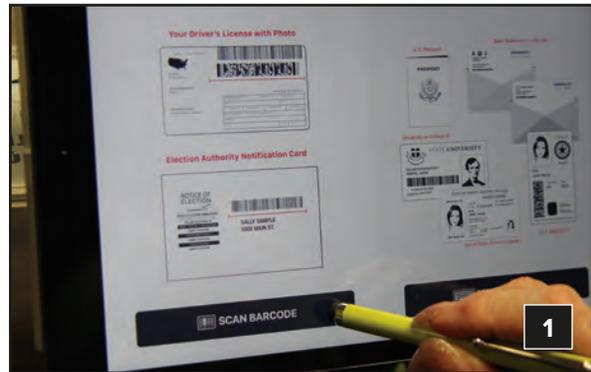
3. If a voter does not have his or her Driver's License or State ID, manually do a check-in

4. Next, enter the first three characters of the voter's last name and first three letters of the first name, and then press SEARCH. A list of voter records appears that matches your search.

Select the correct voter from the list displayed.

For a primary election, ask the voter which party ballot he or she would like and input the information into the e-pollbook.

Instruct the voter to sign the E-Pollbook, and then compare the signature to the signature stored



in the e-pollbook. Press accept and a ballot application prints.

Hand the ballot application to the election judge at Station 3.

Processing Voters at Station 3

The election judge at Station 3 receives the ballot application from the election judge at Station 1 or 2 and confirms the voter in front of him or her is the person on the ballot application.

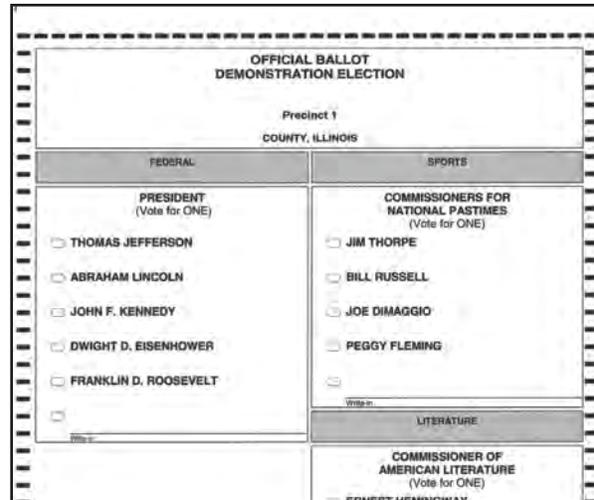
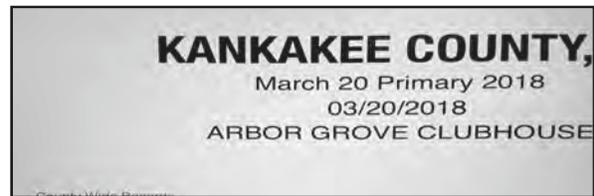
If a voter requires or requests the use of the Touchscreen, the Election Judge will escort the voter to the Touchscreen device, scan the barcode on their application, give a short verbal presentation about the touchscreen including the different devices the voter may operate. Determine, with the help of the voter, if any additional devices, such as headphones or the keypad, will be used for marking the ballot. Explain that once the voter is done voting a ballot the touchscreen will print out a ballot and this **MUST** be inserted into the OVO tabulator in order for their ballot to count. Give the voter a ballot privacy cover to use. Remind them to have their ballot initialed by the judge at Station 5 when they are done, before it is inserted into the OVO Optical Scan machine.

If the headphones are required, plug them into the area indicated for head phones. The keypad is always plugged into the touchscreen.

Otherwise, offer demonstrations and instructions on laminated Demonstration Ballots to voters who want to vote on paper. Remind the voter to completely fill in the oval next to his or her selections.

Hand the ballot application to the election judge at Station 4.

Every two hours, check the numbers on the OVO Optical Scan machine and ensure they balance with the e-pollbooks. Record all the numbers on the balance tracking sheet provided, which is located in the notebook.



Processing Voters at Stations 4 & 5

Station 4

Select the correct ballot for the voter, and initial it in red ink in the upper right-hand corner. DO NOT PRE-INITIAL BALLOTS. Process one voter at a time.

Issue the voter a single ballot (ensuring the ballots are not stuck to one another), a black pen, and a ballot privacy cover. Then direct the voter to the voting booth.

Place the ballot application in the box provided.

After the voter has finished marking the ballot, he or she places the ballot behind the ballot privacy cover so that the votes are covered and secrecy is maintained, but the election judge's red initials are showing.

Station 5

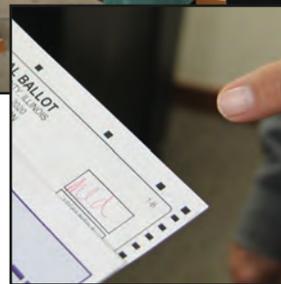
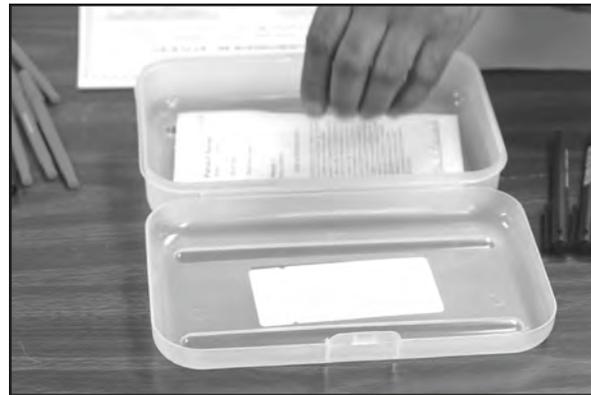
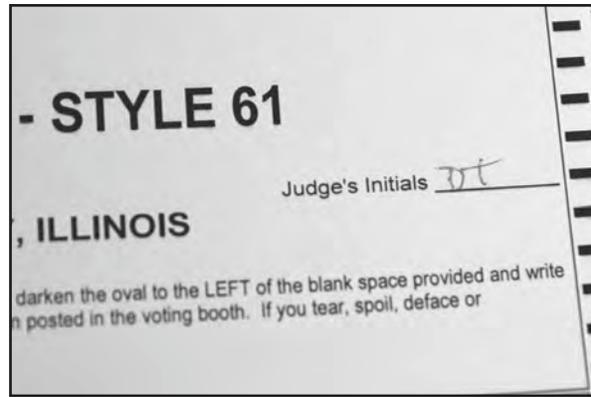
The election judge must stand at least 4 feet from the OVO Optical Scan machine to allow for voter privacy.

As the voter approaches the OVO Optical Scan machine, check the ballot to ensure the election judge's red initials are on the ballot and then direct the voter to carefully insert the ballot into the OVO Optical Scan machine and allow it to be pulled from the ballot privacy cover and into the machine. If voting on the FVT Touchscreen machine, the election judge must initial the back of the ballot before it is inserted into the OVO Optical Scan machine. The vote count in the lower right hand corner of the screen increases by one.

Collect the pen and the ballot privacy cover from the voter.

Hand the voter an "I Voted" sticker.

Periodically check the voting booths to remove materials – such as pens or ballot privacy covers – that voters leave behind.



Preparing The FVT Touchscreen for Voters

Initiating a voting session on the FVT Touchscreen will depend on the requirements of the Election Authority. A session can be started by a Barcode or Manual Entry.

Barcode:

1. Scan the correct precinct and ballot style barcode provided by the Election Authority underneath the scanner. You will find the voter's correct ballot style number on their Application to Vote. If the election is a Primary, choose the correct barcode with not only the voter's BALLOT STYLE but also the PARTY.
2. The voter's precinct and ballot style will show up. Verify it is correct and the voter presses the "START" button to begin their voting session.

Use the barcode scanner to initialize a voting session for each voter using the FVT Touchscreen.

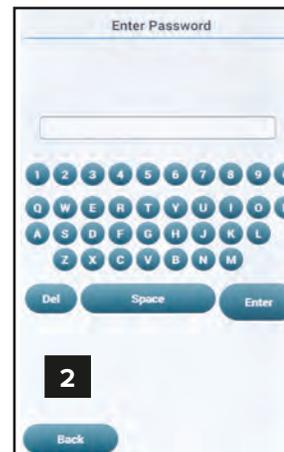
If the barcode does not work, call your coordinator for instructions on manual entry.



Manual Entry

1. Press the “MANUAL ENTRY” button at the bottom of the WELCOME SCREEN.
2. The PASSWORD ENTRY screen opens. Type in the Election Password provided by the Election Authority. Press the “ENTER” button.
3. The PRECINCT ID ENTRY screen opens. Type the voter’s correct Ballot Style Number (Ballot Styles are found on the voter’s application). Press the “ENTER” button. For example, if a voter needs ballot style 56, type in 56 and press enter.
4. If the election is a Primary, press the voter’s party.
5. The voter’s precinct and ballot style will show up. Verify it is correct and the voter presses the “START” button to begin their voting session.

Use the password to initialize a voting session for each voter using the FVT Touchscreen



Reasons for Issuing a Provisional Ballot

Not all voters meet the requirements for regular voting.

Provisional voting:

- Ensures qualified voters have a chance to vote.
- Reduces confrontation.

There are 7 reasons for issuing a provisional ballot:

- 1.** The person's name does not appear on the official list of eligible voters for the precinct in which the person seeks to vote, and the person has refused an opportunity to register at the polling place or another grace period registration site.
- 2.** The person's voting status has been challenged by an election judge, a Pollwatcher, or any legal voter and that challenge has been sustained by a majority of the election judges.
- 3.** A federal or state court order extends the time for closing the polls beyond the time period established by State law, and the person votes during the extended time period.
- 4.** The voter registered to vote by mail and is required to present identification when voting either in person or by early voting ballot, but fails to do so.
- 5.** The voter's name appears on the list of voters who voted during the early voting period, but he or she claims to not have voted during the early voting period.
- 6.** The voter received a vote by mail ballot, but did not return the vote by mail ballot to the election authority.
- 7.** The voter attempted to register to vote on Election Day, but failed to provide the necessary documentation.

Remember: Offer Grace Period Registration and Voting to a voter PRIOR to issuing a provisional ballot. Contact your Election Authority's Office with questions regarding Provisional Voting.

Call the County Clerk's Office before issuing a Provisional Ballot. Preauthorization must be given prior to issuing a Provisional Ballot.



Processing a Provisional Ballot

If the voter is only eligible to vote a Provisional Ballot, verify that the voter is in the correct precinct. Contact the County Clerk's Office to locate the correct polling place if the voter is not in the correct precinct.

Instruct the voter to complete the application to vote and the first section of the provisional voter affidavit.

Complete the second section of the provisional voter affidavit and mark the reason for voting a provisional ballot.

Remove the yellow copy of the provisional voter affidavit, which is used as the receipt of ballots issued.

Issue the voter a Provisional Ballot and a Secrecy Provisional Ballot Envelope.

After the voter has marked the ballot, instruct him or her to seal the Provisional Ballot inside the Secrecy Provisional Ballot Envelope and return it to the election judge at Station 3. **Never insert a Provisional Ballot into the Optical Scan machine.**

Hand the voter the receipt of ballots issued.

The voter has seven calendar days after the election to follow up with the County Clerk's Office to prove he or she is eligible to vote.

Instructions for Provisional Voting ELECTION AUTHORITY COPY

1. Voter must complete the affidavit and sign in the space provided.
2. In the "TO BE COMPLETED BY JUDGE OF ELECTION" box:
 - Judge must check the appropriate boxes
 - Judge must sign their name in the space provided
3. Issue the voter the appropriate Provisional Ballot and the Secrecy Provisional Ballot Envelope.
4. After voting, the voter must seal the ballot in the Secrecy Provisional Ballot Envelope and return it to a Judge of Election.
5. Give the voter the last copy of this affidavit (Voter Copy).
6. Place the two remaining copies of this affidavit in the Provisional Ballot & Affidavit Envelope.
7. Place the sealed Secrecy Provisional Ballot Envelope, containing the voted ballot, into the Provisional Ballot & Affidavit Envelope.
8. The Provisional Ballot & Affidavit Envelope must be placed in the Provisional Ballot Carrier Pouch.

L 59879 **AFFIDAVIT OF PROVISIONAL VOTER** TAX CODE
 TO BE COMPLETED BY VOTER: TWP. PCT.
(Please Print)

Last Name (Include Suffix) First Name Middle Initial Telephone Number
 _____) _____

Legal RESIDENCE (DO NOT CHECK IF OUT OF STATE)
 House Number & Street Name Apt. Number City or Village Zip Code

Date of Birth (MM/DD/YYYY) Social Security Number (or last four digits) Drivers License Number State I.D. Card Number
 ____/____/____ -____-____ -____-____ -OR- ____-____-____-____

State of Illinois, County of _____ I do solemnly swear (or affirm) that: I am a citizen of the United States; I am 18 years of age or older; I have resided in the State of Illinois and in the election precinct in which I reside for 30 days preceding this election; I have not voted in this election; I am a duly registered voter in every respect; and I am eligible to vote in this election.

At minimum, you are required to include either:
 (A) the last 4 digits of your Social Security Number or
 (B) your Driver's License Number or State I.D. Card Number
 (C) Social Security Number

____ Date

 SIGNATURE OF VOTER

TO BE COMPLETED BY JUDGE OF ELECTION:
 Reason for Provisional Ballot (Check All that Apply) Party Ballot Given to Voter (Check ONE if Primary)

The voter's name does not appear on the official list of eligible voters for the precinct. Republican Republican
 The voter's name has been challenged and the challenge has been sustained by a majority of the judges. Democratic Other
 A Federal or State court order has extended the voting hours beyond 7 p.m. and the voter cast his/her ballot after 7 p.m. These ballots must be kept separate. Absentee Other
 The voter registered by mail and was required to provide ID at the polling place but failed to do so.
 The voter's name appears on the list of voters who voted during the early voting period, but votes claims not to have voted during the early voting period.
 The voter received an absentee ballot but did not return the absentee ballot to the election authority.

 SIGNATURE OF JUDGE OF ELECTION

Supporting Facts or Comments of the Judge of Election or Voter:

PBV-1010S LIBERTY SYSTEMS LLC, SHREVEPORT, LA REVISED AUGUST 2011

SECRECY PROVISIONAL BALLOT ENVELOPE

DATE OF ELECTION _____

PROVISIONAL BALLOT STYLE _____

PRECINCT NAME _____

Party Ballot Given to Voter (Check ONE if Primary)

Republican
 Democratic
 Other _____
 Nonpartisan

Why Your Ballot is Provisional

- Your name does not appear on the list of registered voters for this precinct.
- Your registration status has been challenged and the challenge has been sustained by a majority of the judges.
- A Federal or State court order has extended the voting hours beyond 7 p.m. and the voter cast his/her ballot after 7 p.m. These ballots must be kept separate.
- You registered to vote by mail and are required to provide ID at the polling place but failed to do so.
- Your name appears on the list of voters who voted during the early voting period, but votes claims not to have voted during the early voting period.
- You received an absentee ballot but did not return the absentee ballot to the election authority.

You may submit additional information to the Election Authority (County Clerk or Board of Election Commissioners) to verify your voting status. The information must be received by the Election Authority no later than the close of business on the row-day following Election Day.

What must be completed at the polling place?

- Fill out the affidavit you receive from the election judge. You will receive a copy.
- An election judge will mark the affidavit to indicate the reason your vote is provisional. The judge will place the original affidavit and any documentation you provide in the clear plastic pouch on the front of the envelopes.
- An election judge will issue a ballot to you. The judge will also give you the provisional ballot envelope.
- After you have completed voting, place the provisional ballot inside the secrecy envelope, seal it and return to the election judge. If you spoil your ballot, ask a judge for a new ballot. Do not seal the spoiled ballot in the envelope.

PROVISIONAL VOTER'S BALLOT
VOTER: SEAL BALLOT IN THIS ENVELOPE
TO BE OPENED ONLY BY THE ELECTION AUTHORITY
 RETURN THIS SEALED SECRECY PROVISIONAL BALLOT ENVELOPE TO THE JUDGES OF ELECTION

PBV-102 For Election Authority Use Only

Place the Secrecy Provisional Ballot Envelope, the provisional voter affidavit, and the application to vote inside the Provisional Ballot and Affidavit Envelope so that the information is displayed in the see-through window.

PROVISIONAL BALLOT & AFFIDAVIT ENVELOPE

Party Ballot Given to Voter
(Check ONE if Primary)

Republican

Democratic

Libertarian (if applicable)

Nonpartisan

OTHER

- 1) Voter must complete the affidavit of Provisional Voter and sign in the space provided.
- 2) Judge of Election must complete and sign the bottom portion of the affidavit.
- 3) Voter is given the last copy of the completed affidavit (voter copy).
- 4) Judge of Election places the affidavit copies in this envelope with the voter information viewable through the window.
- 5) Voter inserts the voted Provisional Ballot into the Secrecy envelope and seals the envelope.
- 6) Judge of Election places the voter's sealed Secrecy Provisional Ballot Envelope into the Provisional Ballot & Affidavit Envelope.
- 7) The Provisional Ballot & Affidavit Envelope is placed in the Provisional Ballot Carrier Pouch.

PBV-103
Revised August 2013
LIBERTY SYSTEMS LLC - WHEATON, IL

Place the Provisional Ballot and Affidavit Envelope inside the Provisional Ballot Carrier Pouch.

PROVISIONAL BALLOT CARRIER POUCH

PRECINCT NAME

Provisional ballots to be returned to the Election Authority.

Number of voted	GENERAL	REPUBLICAN	DEMOCRATIC	NONPARTISAN	OTHER

(FOR USE IN PRIMARY ONLY)



Handling Special Voter Circumstances

Use the Ballot Entitlement Chart to determine how to handle special voter circumstances:

Voter Has Moved Within Jurisdiction

If the voter has moved more than 30 days within the jurisdiction and did not transfer registration, the voter must complete an application to vote and an Address Correction for Fail-Safe Voter.

The voter may only vote a federal ballot in the old polling place; **or if the voter prefers to vote a full ballot, the voter must register to vote through Grace Period Registration and Voting at one of the designated locations.**

SAMPLE BALLOT ENTITLEMENT CHART		
BALLOT ENTITLEMENT CHART - A GUIDE FOR ILLINOIS ELECTION JUDGES		
Close of Regular Registration is Election Day		
Grace Period Registration and Voting in the EA Office, polling place or other designated locations require the voter to provide 2 forms of identification*		
Circumstance of Voter	Required Forms or Action	Ballot Type the Voter is Qualified to Vote
(1) Registered voter who is registered at the correct provided address listed on your verification forms (poll book or application)	Application	Voter is qualified for a full ballot at his/her polling place or any designated early voting site
(2) Registered voter who moved more than 30 days within the jurisdiction and did not transfer his/her registration	Registration is required through Grace Period Registration and Voting*	Voter is not qualified for a ballot; UNTIL the voter registers to vote through Grace Period Registration and Voting at one of the designated locations**
(3) Registered voter who moved more than 30 days out of the jurisdiction and did not transfer his/her registration	Registration is required through Grace Period Registration and Voting*	Voter is not qualified for a ballot; UNTIL the voter registers to vote through Grace Period Registration and Voting at one of the designated locations**
(4) Registered voter who moved within 30 days out of his/her precinct, but still resides in the state, and did not transfer registration	Application and Voter Affidavit	Voter is qualified to vote a full ballot in his/her old polling place; the voter may update his/her registration through Grace Period Registration and Voting at one of the designated locations and cast a ballot for the districts and offices designated for his/her new address**
(5) Registered voter who moved during the 27 day period prior to the election in the same precinct	Application and Voter Affidavit	Voter is qualified to vote a full ballot; OR the voter may update his/her registration through Grace Period Registration and Voting at one of the designated locations and cast a ballot for the districts and offices designated for his/her new address**
(6) Registered voter who changed his/her name before the election, still resides in the same precinct, is otherwise qualified, and did not update his/her registration information	Application and Voter Affidavit	Voter is qualified to vote a full ballot at his/her polling place or designated early voting site
(7) Registered voter who changed his/her name before the election, moved outside of his/her precinct, prior to , and did not transfer or update his/her registration information	Registration is required through Grace Period Registration and Voting*	Voter is not qualified for a ballot; UNTIL the voter registers to vote through Grace Period Registration and Voting at one of the designated locations**

Grace Period Registration and Voting in the EA Office, polling place or other designated locations require the voter to provide 2 forms of identification
For information regarding Provisional Voting please refer to the reverse of this chart or Page 2
 PROVISIONAL VOTING

Voter Has Moved Outside Jurisdiction

If the voter has moved more than 30 days outside of the jurisdiction and did not transfer registration, the voter is not qualified for a ballot until **he or she registers to vote through Grace Period Registration and Voting at one of the designated locations.**

Voter Has Moved Outside Precinct

If the voter moved within 30 days outside of the precinct, but still resides in the State of Illinois, and did not transfer registration, the voter must complete an application to vote and a Voter Affidavit. The election judge marks the applicable statement and fills in any blanks in the statement on the Voter Affidavit.

The voter is qualified to vote a full ballot in the old polling place; **or the voter may update his or her registration through Grace Period Registration and Voting at one of the designated locations and cast a ballot for the districts and offices designated for his or her new address.**

Voter Has Moved Within Precinct

If the voter moved during the 27-day period before the election in the same precinct, the voter must complete an application to vote and a Voter Affidavit. The election judge marks the applicable statement and fills in any blanks in the statement on the Voter Affidavit. The voter is qualified to vote a full ballot in the old polling place; **or the voter may update his or her registration through Grace Period Registration and Voting at one of the designated locations and cast a ballot for the districts and offices designated for his or her new address.**

Voter Has Changed Name

If the voter changes his or her name before the election, still resides in the same precinct, and is qualified to vote, but did not update his or her registration information, update the voter's information in the e-pollbook.

Instruct the voter to:

- Sign the pollpad and place the registration slip inside the red envelope provided.

The voter is qualified to vote a full ballot at his or her polling place or designated voting site.

If the voter changes his or her name before the election, moved outside of the precinct, and did not update his or her registration, **the voter is not qualified for a ballot until the voter registers to vote through Grace Period Registration and Voting at one of the designated locations.**

Voter Unable to Register Due to Military Service

Although State law does not require showing an ID to vote, a voter who resides in the precinct, but is unable to register due to military or naval service that occurred 60 days prior to the election, may vote at the polling place on Election Day if he or she completes the Military Form.

Voter Must Present Identification

A person who applies to register to vote by mail, but fails to provide adequate proof of identity, is flagged in the voter e-pollbook as needing to present identification.

The voter may present one of the following forms of identification in order to be allowed to vote:

- Driver's license or State ID
- Utility bill
- Bank statement
- Government check
- Paycheck
- Lease or contract for residence
- Student ID and mail addressed to address of residence
- Other government document

The identification presented must show the name and address the voter indicated when registering.

Cannot Locate Voter in the E-Pollbook

If a voter does not show up in the precinct search in the e-pollbook, try searching the whole county database system.

If the voter's record still does not show up, the election judge must register the voter.

Follow the step by step instructions as follows on the e-pollbook

- Are you a US Citizen
- Are you 18 years of age before or on the next General Election

If you answered "Yes" to both then proceed



Registering A Voter Through The Pollbook

- 1.** Fill in – name, address and date of birth. Email and phone are optional – hit “Continue”
- 2.** Fill in – Street Number and street name (This should auto populate, always use the list shown.)
- 3.** If you choose a street from the list make sure the correct city and zip code went into those fields. – hit “Continue” (For spelling, punctuation or abbreviation of street names refer to your list of registered voters located in your notebook).
- 4.** The next screen is your ballot style information – hit “Continue”
- 5.** This screen you will input the 2 forms of ID that the voter must provide and their gender – hit “Continue”.
- 6.** Fill in the drop down box whether the voter had driver’s license or state ID or will provide last four digits of their social security number. Choose one of the options from here.
- 7.** Input the Driver’s license number or state id or social security number. (For a Primary only select party). – hit “Continue”
- 8.** Screen will come up for previous voter information or change of name – if none then hit “Continue”.
- 9.** Have the voter sign the epollpad – hit “Continue”.
- 10.** Verify all information that you input in the system is correct, if so then initial on the e-pollpad with the stylus or your finger and hit “Submit”.
- 11.** The first slip prints out the voter registration slip. It is placed in the red envelope provided. The second slip will print out and will be your ballot application slip-pass this slip down to station 3 for verification.

Spoiling a Ballot

If a voter makes a mistake on a ballot, he or she returns the ballot to the election judge at Station 4.

- Write “Spoiled” on the ballot, and then instruct the voter to place the Spoiled Ballot into the spoiled ballot envelope.
- Issue the voter a new initialed ballot.

Reasons for Challenging a Voter’s Right to Vote

An election judge is obligated to challenge a person’s right to vote if the judge believes that person is not a qualified voter. A Pollwatcher or any legal voter may also issue a challenge.

The challenger must state a specific reason for challenging a person’s right to vote. Some reasons for challenging a voter’s right to vote include:

- The voter no longer resides at the given address and refuses the opportunity to change his or her address within the grace period.
- The person attempting to vote is not the same person as registered.
- The voter has already voted.
- There is no record that the person is registered, and the person refuses the opportunity to register through grace period registration.

A majority of the election judges determines whether to overrule or sustain a challenge. Contact the County Clerk’s Office if you have any questions.

PRECINCT NAME AND NUMBER

JUDGES OF ELECTION SHALL SEAL IN THIS ENVELOPE

DEFECTIVE AND SPOILED BALLOTS

(BALLOTS DAMAGED OR SPOILED BY VOTERS BY ACCIDENT OR MISTAKE AND CANCELLED VOTE BY MAIL BALLOTS, RETURNED TO THE JUDGES AND REPLACED)

FROM THE _____ ELECTION HELD _____ (Insert Month, Day, Year)
_____ COUNTY, ILLINOIS.

THIS ENVELOPE IS FOR USE BEFORE 7:00PM ONLY

NUMBER DEFECTIVE BALLOTS _____

NUMBER SPOILED BALLOTS _____

NUMBER CANCELLED BALLOTS _____



Write-In Votes, Emergency Bin

How to Cast Write-In Votes

Election judges are supplied with the Declaration of Intent to be a Write-in Candidate, which is a list that contains all of the candidates who have filed to be a write-in candidate.

A voter may vote for a declared write-in candidate by finding the office for which the candidate is running on the ballot and printing the candidate's name on the write-in line for that office. The spelling of the candidate's name does not have to be exact. The use of stamps or stickers to indicate the candidate's name is prohibited.

Next, fill in the oval next to the write-in candidate's name.

Using The Emergency (Auxiliary) Ballot Bin

If for any reason during the day the OVO Tabulator stops working, call the Election Authority. Do not remove the tabulator from the ballot box, leave the repairs for the technician or Election Authority. Follow the instructions below to continue collecting the completed ballots via the use of the "Emergency (Auxiliary) Ballot Bin."

1. Turn the Ballot Box around so the Emergency (Auxiliary) Ballot Bin is accessible to all voters.
2. Instruct voters to drop the ballot into the Emergency (Auxiliary) Ballot Bin
3. Once the OVO Tabulator is fixed leave the ballots in the Emergency (Auxiliary) Ballot Bin until after 7 p.m. After 7 p.m., the Judges will feed each ballot into the tabulator.

This must be done before closing the polls on the OVO tabulator.



2



3

Assisting Voters

Assisting Voters

Assistance is the actual casting of a vote for a voter by a person specified by the voter in the privacy of the voting booth. Only those voters who genuinely require assistance may be given assistance.

Illinois law states that the following people may receive assistance in the polling place:

- Persons with disabilities
 - Persons who are visually impaired
- and
- Persons who cannot read or write the English language

Any person of the voter's choice may provide assistance, except for an officer or agent of the voter's employer or union. Two election judges, one from each political party, may also assist the voter.

If a voter requires assistance, instruct the voter to complete the assisted voter affidavit and sign it. The voter's assistant also signs the assisted voter affidavit.

Place the assisted voter affidavit in the red envelope and the voter's application to vote in the pencil box.

The assistant accompanies the voter to the voting booth and casts the vote as directed by the voter. The assistant may never attempt to persuade or influence how the voter votes, or give anyone information on how the voter voted.

Remember that instruction – using a Demonstration Ballot to illustrate how to mark a ballot or explaining how to use the voting equipment – does not require a voter to complete an affidavit.



Suggestions For Common Courtesies And Guidelines

- 1.** Judges should be considerate of the extra time it might take for a person who has a disability to get things done and give unhurried attention to a person who has difficulty speaking.
- 2.** Judges should speak directly to the person who has the disability rather than to a companion.
- 3.** Judges should speak calmly, slowly and directly to a person that you believe to be hearing impaired. Your facial expressions, gestures and body movements help in understanding. Do not shout or speak in the person's ear. If full understanding is doubtful, write a note to the person.
- 4.** Before pushing someone in a wheelchair, ask if you may do so and how you should proceed.
- 5.** Judges should greet a person who is visually impaired by verbally letting the person know who and where you are. Provide a guiding device such as a ruler or card for signing forms. When offering walking assistance, allow the person to take your arm and tell him or her if you are approaching steps or inclines.
- 6.** Admit dogs that assist people with disabilities into all buildings. Such dogs are highly trained and need no special care other than that provided by the owner. Never distract, pet or feed the dog.
- 7.** Federal law allows voters with disabilities to receive the assistance of another person in the voting booth.
- 8.** Remember that all voters deserve courteous attention when exercising their right, as citizens to vote.

Assisting The Voter With The OVO Tabulator

Instruction means demonstrating to the voter in full view of everyone in the polling place the proper method of marking the ballot. Use a demonstration ballot to instruct the voter in the following manner. You should not use an official ballot for demonstrations.

DEMONSTRATION BALLOT

1. The pen provided is required to mark the ballot sheet in order for votes to record accurately. Tell the voter that smudges and stray marks may interfere with the proper counting of the ballot. Under no circumstances may a Judge indicate how to vote for a particular candidate or influence the voter in any way.
2. Tell the voter not to vote for more candidates than the number indicated for each office on the ballot sheet. Let the voter know if there are candidates on both sides of the ballot.
3. If the voter makes a mistake, makes a stray mark or damages the ballot, he or she can return the spoiled ballot to the Judges and receive a new ballot.
4. The voter places the voted ballot behind the Privacy Cover in such a manner as to allow viewing of the Election Judge initials.
5. If the voter requests instruction on how to complete a write-in vote, point out the space on the ballot provided for write-in votes and explain what is required for a write-in vote to be valid.

OFFICIAL BALLOT
BASEBALL COUNTY, ILLINOIS
NOVEMBER 10, 2020
GENERAL ELECTION
001
LIBERTY #1

Susan B. Anthony
COUNTY CLERK

JUDGES INITIALS

To vote completely darken the oval to the left of your choice, like this . To cast a write-in vote, darken the oval to the left of the blank space provided and write the candidate's name in that space. For specific information, refer to the card of instruction posted in the voting booth. If you tear, soil, deface or erroneously mark this ballot, return it to the election judge and obtain another.

FEDERAL FOR PRESIDENT AND VICE PRESIDENT OF THE UNITED STATES (Vote for one) <input type="radio"/> (THOMAS JEFFERSON (ABRAHAM LINCOLN) <input type="radio"/> (JOHN F. KENNEDY (DWIGHT D. EISENHOWER)	REPRESENTATIVE FOR REPRESENTATIVE IN THE GENERAL ASSEMBLY ONE HUNDRED AND SECOND REPRESENTATIVE DISTRICT (Vote for one) <input type="radio"/> WILLIAM FAULKNER <input type="radio"/> JOHN STEINBECK
FOR UNITED STATES SENATOR (Vote for one) <input type="radio"/> FRANKLIN D. ROOSEVELT <input type="radio"/> JAMES THORPE	COUNTY FOR COUNTY CLERK (Vote for one) <input type="radio"/> SINCLAIR LEWIS <input type="radio"/> AMELIA EARHART
CONGRESSIONAL FOR REPRESENTATIVE IN CONGRESS TENTH CONGRESSIONAL DISTRICT (Vote for one) <input type="radio"/> WILLIAM RUSSELL <input type="radio"/> JOSEPH DIMAGGIO	FOR SHERIFF (Vote for one) <input type="radio"/> ORVILLE WRIGHT <input type="radio"/> NEIL ARMSTRONG
LEGISLATIVE FOR STATE SENATOR FORTY-FIFTH LEGISLATIVE DISTRICT (Vote for one) <input type="radio"/> PEGGY FLEMING <input type="radio"/> ERNEST HEMINGWAY	FOR CORONER (Vote for one) <input type="radio"/> GEORGE WASHINGTON <input type="radio"/> FRANKLIN D. ROOSEVELT <input type="radio"/> Write-in
	COUNTY BOARD FOR MEMBERS OF THE COUNTY BOARD DISTRICT ONE (Vote for one) <input type="radio"/> JOHN ADAMS <input type="radio"/> SUSAN WALKER

Barcode: B-22-OVO



Assisting The Voter With The FVT Touchscreen

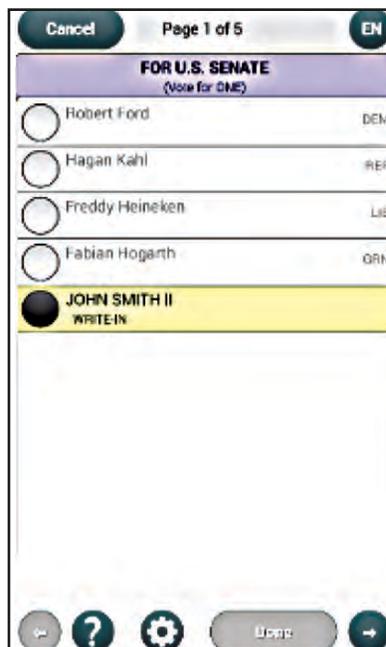
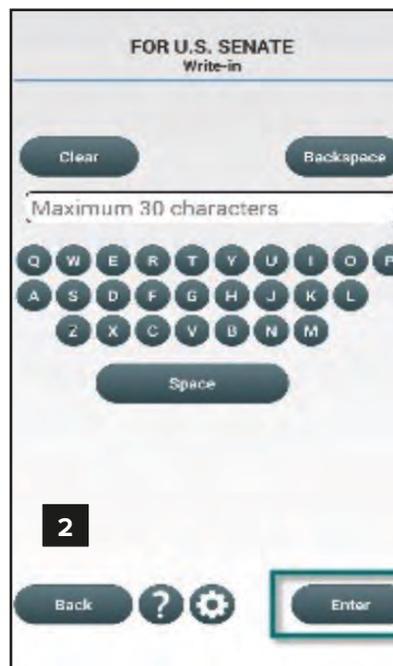
The FVT Touchscreen ballot will contain all contests the voter is eligible to vote on. If a write-in is allowed for a contest the voter will have the option to enter the write-in candidate.

1. After pressing the “START” button, the voter presses the circle next to the name of the candidate they wish to vote for or the write-in option.
2. If the voter selects the write-in option, a keyboard opens. The voter types the candidate’s name and presses the “ENTER” button.

The write-in candidate’s name appears in the write-in box.

3. Press the right arrow button at the bottom of the screen to move to the next contest or measure.

The voter may also use their finger to “SWIPE” forward or backward through their ballot.



4. A voter cannot overvote any race. If they make an incorrect selection, they must deselect their current option and reselect the correct choice. Once the voter has viewed every contest the “DONE” button will be enabled. If a voter has not viewed all contests the “DONE” button will not be enabled.

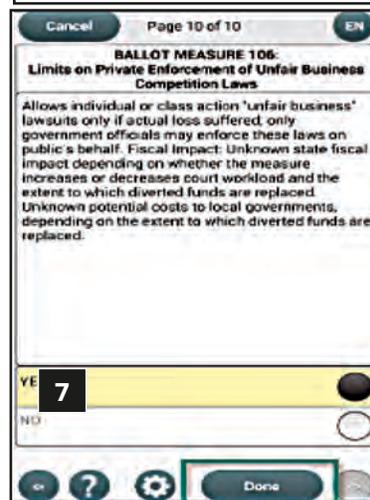
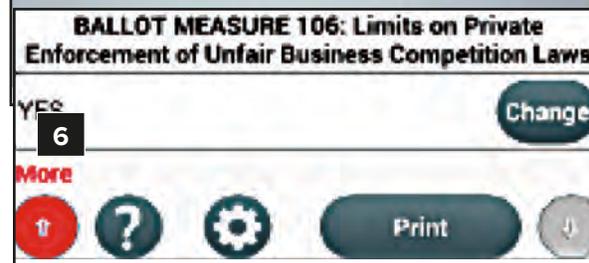
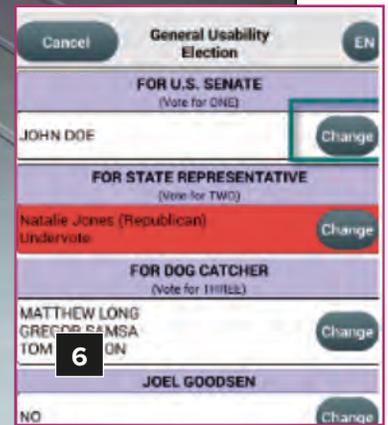
5. Press the “DONE” button to begin the BALLOT SUMMARY REVIEW.

After the voter has made all their ballot selections, they will be prompted to perform a BALLOT SUMMARY REVIEW. During the review the voter will be able to make changes to any of their selections or correct an undervote, by clicking the “CHANGE” button next to the contest they wish to change. All races that a voter has skipped or undervoted will be shown in bright red. This is to alert the voter to a potential error.

6. If making any changes, the voter must press “DONE” to return to the SUMMARY REVIEW screen and finish the review.

7. When the voter has reviewed the entire ballot, the “PRINT” button is enabled. The voter presses “PRINT” to print the paper ballot.

The voter places the printed paper ballot into a privacy cover, allowing for the Judge to be able to put their initials on the backside of the ballot (unless directed otherwise by your Election Authority) and deposit the ballot in between the two red arrows on the OVO Tabulator in order for the ballot to be cast.



FVT Keypad Functionality

1. Tempo Capabilities:

The keypad has a button to increase or decrease the tempo of the audio. The purple button at the top left side of the keypad allows the voter to speed up or slow down the play of the audio.

2. Keypad Volume Capability:

The keypad has a button to increase or decrease the volume of the audio. The orange button at the top right side of the keypad allows the voter to increase or decrease the volume of the audio.

3. Directional Buttons:

- Directional buttons are used to navigate through the ballot screen.
- The right yellow button moves the voter forward through the contest list.
- The left yellow button moves the voter backward through the contest list.
- The yellow up button and yellow down button cycles the voter through the candidates available for the contest.

4. Select Button:

Will allow a candidate or object to be selected. The green button will allow voters to select a specific candidate or answer to a question.

5. Repeat Button:

The Repeat button will allow the last sentence read on the screen to be repeated. The blue button will repeat the last sentence read on the screen. It will also restart the audio when manually paused.

6. Pause Button:

The Pause button stops the audio function. The reddish button will stop the audio function. To restart the session, press the blue REPEAT

When entering a write-in candidate, the yellow directional buttons will move through the keypad alphabetically.



Processing a Curbside Voter

A voter may request, in writing, to vote curbside no later than the day before Election Day.

The County Clerk's Office notifies election judges of the voters who have requested to vote curbside.

- Two election judges, one from each political party, bring an application to vote out to the voter, who should be no more than 50 feet away from the entrance to the polling place. After the voter completes the application to vote, the two election judges bring it back inside the polling place to verify the signature.
- Once the verification process has been completed, the two election judges deliver an initialed ballot, pen, and ballot privacy cover to the voter.
- The voter marks the ballot in privacy, and then the election judges carry the ballot inside the ballot privacy cover into the polling place.
- After the election judges insert the ballot into the Optical Scan machine, they return to the curbside voter to let him or her know the voting process is complete.

Contact the County Clerk's Office with any questions about the curbside voting process.



Closing the Polls & General Closing Duties

At 6:30 P.M., announce that the polls will close in a half hour.

At 7:00 P.M., an election judge announces the polls are closed. Station an election judge behind the last person in line to establish the end of the line for voters.

All voters in line at 7:00 P.M. may vote, but those arriving after 7:00 P.M. must be pleasantly, but firmly, turned away.

Take down all outside signs, and lock the door, if possible.



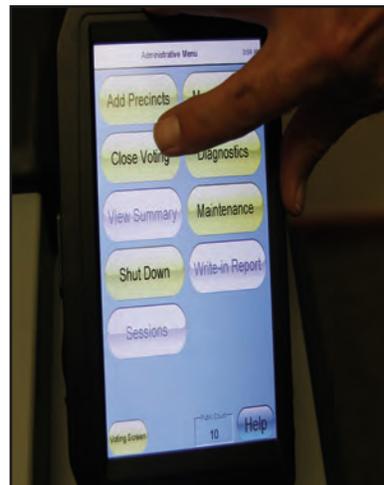
General Closing Duties

Open the emergency bin and remove any ballots. Insert the ballots into the OVO Optical Scan machine.

Complete the final check of the number of ballot application from both e-pollbooks against the number of ballots cast on the OVO Optical Scan machine.

Print two copies of the result tape from the OVO Optical Scan machine and then follow the directions for closing and returning the OVO Optical Scan machine and the FVT Voting equipment.

Sign the results tape from the OVO Optical Scan machine and then place one copy of each in the clear plastic zippered bag and post the second for public viewing.



Counting Ballots

Collect all the ballots from the OVO Tabulator.

Count and record the total number of valid write-in ballots on the Write-In Tally Sheet. If there are no write-in ballots, write "NONE" across the Write-In Tally Sheet.

All election judges sign and date the form.

NOTICE
The election judges are required to record write-in votes only for those candidates who have filed a Declaration of Intent to be a Write-In Candidate. The County will supply the judges with a list of all candidates who have filed a Declaration of Intent to be a Write-In Candidate.

TALLY SHEET OF VOTES CAST FOR WRITE-IN CANDIDATES

At the _____ election held _____ 20____
in the City or Township of _____ Precinct No. _____
County of _____ State of Illinois

We hereby certify that the following is a true and correct tally of votes cast for write-in candidates at the aforesaid election.

SIGNATURE OF JUDGES OF ELECTION

Judge's Signature

NAME OF OFFICE	NAME OF CANDIDATE	PARTY AFFILIATION	VOTES CAST	5	10	15	20	25	30	35	40	45	50	TOTAL	TOTAL CAST
			Optical Scan												
			Touch Screen												
			Optical Scan												
			Touch Screen												
			Optical Scan												
			Touch Screen												
			Optical Scan												
			Touch Screen												
			Optical Scan												
			Touch Screen												
			Optical Scan												
			Touch Screen												
			Optical Scan												
			Touch Screen												

JUDGES OF ELECTION NOTE!
TALLY SHEET MUST BE SIGNED BY ALL JUDGES AND RETURNED IN THE ENVELOPE PROVIDED. IF NO WRITE-IN VOTES HAVE BEEN TALLIED, WRITE "NONE" ACROSS THE TALLY SHEET

PRECINCT _____

C-160STS
LIBERTY SYSTEMS LLC

Place the Write-In Tally Sheet inside the clear plastic zippered bag.

Place all voted and unvoted ballots into the ballot bag.

Counting Ballots

45

Completing Election Night Paperwork

Complete the following forms and envelopes:

- Official Ballot Record
- Spoiled ballot envelope
- Election Expense Bill
- Provisional Ballot information
- Form Return Envelope

Completing the Official Ballot Record

1. The number of ballots supplied should have already been recorded in the morning on the Official Ballot Record.
2. Begin completing the Official Ballot Record by recording the total number of check-ins from the main screen on each of the E-Pollbooks in Box 2.
3. Record the total number of ballots counted by the OVO Optical Scan machine in Box 3. (This line should be the same as number 2).
4. Record the total number of voted Provisional Ballots in Box 4.

Finally, all election judges sign and date the Official Ballot Record, verifying the information recorded is true and correct.

OFFICIAL BALLOT RECORD

RECORD THE NUMBER OF BALLOTS ISSUED BY THE ELECTION AUTHORITY

1 Enter the number of Ballots supplied in the delivery case (see Certificate of Inspection) Total

RECORD THE NUMBER OF CHECK-INS FROM MAIN SCREEN ON POLLPADS (write N/A in pollpad 3 box if you are not issued a third pollpad)

2 Enter the number of Check-ins from Pollpads Pollpad 1 + Pollpad 2 + Pollpad 3 = Total

RECORD THE NUMBER OF BALLOTS COUNTED BY THE TABULATOR

3 Enter the number of voted ballots counted by the OVO Optical Scan machine Total Ballots Counted by OVO machine (OVO Optical Scan Machine Count)

PROVISIONAL BALLOTS – RECORD THE TOTAL NUMBER OF VOTED PROVISIONAL BALLOTS AS RECORDED ON THE PROVISIONAL BALLOT CARRIER POUCH

4 Enter the number of VOTED Provisional Ballots as recorded on the Provisional Ballot Carrier Pouch Total VOTED Provisional Ballots

We further certify that the foregoing is a true and correct accounting of all Ballots Issued and to be counted by the Election Authority and that the undersigned actually served as Judges of Election on _____ in the specified Precinct and the polls were opened at 6:00 a.m. and closed at 7:00 p.m.

Judges Signature

Judges Signature

Judges Signature

Judges Signature

Date

PRECINCT JUDGES DO NOT WRITE BELOW THIS POINT

COUNTING CENTER JUDGES USE ONLY

Ballot number _____ Total _____

Shutting Down and Packing Up the E-Pollbook

Shut down the e-pollbook by pressing the button at the top left edge of the e-pollbook, and then slide your finger to power off. Remove the e-pollbook from the stand and pack it up.

Unplug the printer, and pack up the printer, adaptor, and power cord into the box.

Press and hold the POWER button to shut down the hot spot. Unplug the hot spot, and pack up the hot spot and power cord into the box.



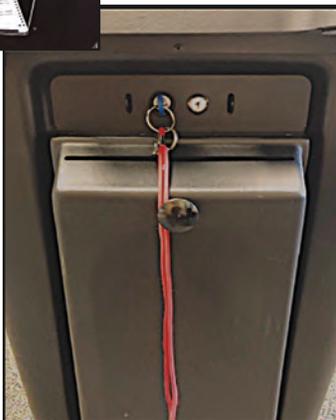
Closing The Polls Ballot Box

1. Using the blue key, insert it into the right-side lock and unlock the Emergency (Auxiliary) Ballot Bin. If there are ballots in the bin these **MUST** be put through the OVO Tabulator **BEFORE** the Election is closed.

Lift the Emergency (Auxiliary) Ballot Bin after you check for ballots and lock it back in place.

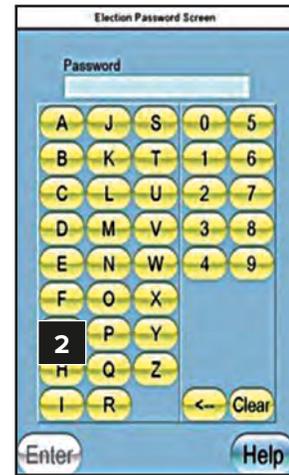
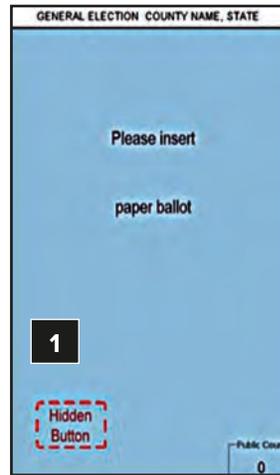
2. Using the blue key, insert it into the left-side lock and remove the Emergency (Auxiliary) Ballot Bin. You are now able to see the opening to the main ballot bin.

Take out all ballots and place them into the traveling case your Election Authority has instructed you to transport them in. Lock the Emergency (Auxiliary) Ballot Bin back into place. Place the Return Case Seal on the suitcase unless the Election Authority tells you otherwise.



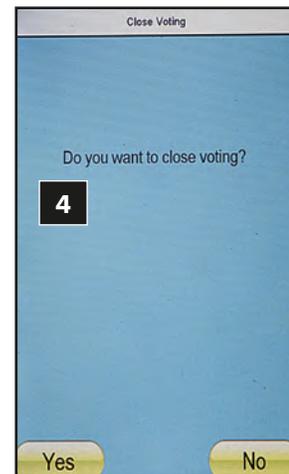
Closing The Polls OVO Tabulator

1. Once all ballots have been removed from the Emergency (Auxiliary) Ballot Bin and run through the tabulator, check the public count in the lower right corner. This number should equal your number of Applications to Vote or your electronic pollbook count. If these numbers do not match, call the Election Authority before going any further. Then press the “HIDDEN BUTTON” on the lower left corner of the tabulator’s display screen. You will not see an actual button with the words, “Hidden Button.”



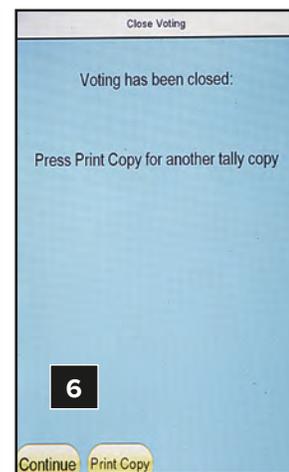
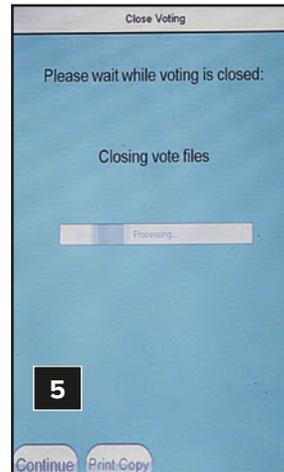
Public Count

2. The ELECTION PASSWORD SCREEN will appear. Type in the election password, as provided by the Election Authority, and press “ENTER.”
3. The ADMINISTRATIVE MENU screen appears with various selections. Press “CLOSE VOTING.”
4. The CLOSE VOTING screen opens asking if you want to close voting. Press “YES.” The next screen will ask “Are you sure?” Press “YES.”



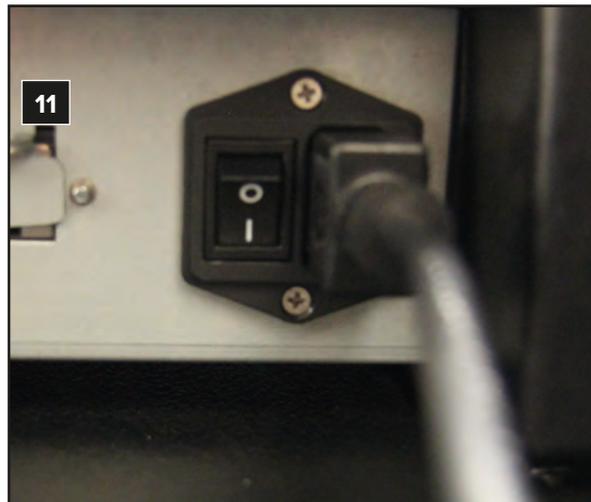
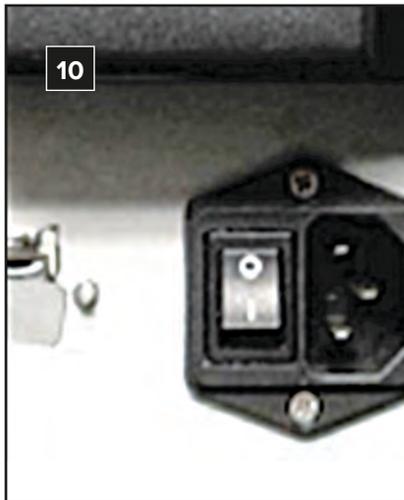
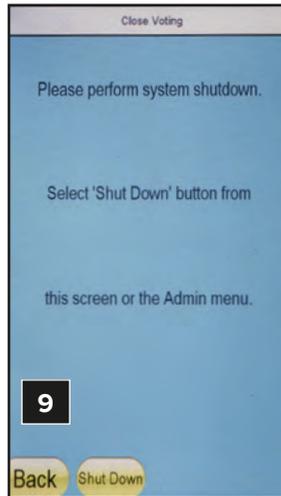
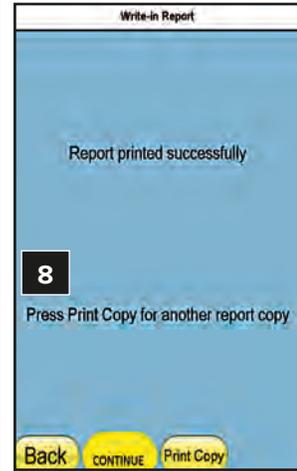
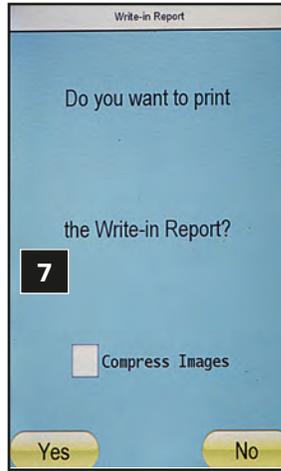
Once voting is closed, the OVO Tabulator is disabled from reading further ballots and the system cannot return to an open voting state.

5. Wait a few minutes while the votes are processed. The “ELECTION SUMMARY REPORT” will print by precinct. All Judges should sign the Election Summary Report for their precinct.
6. A minimum of 2 copies are required of the Election Summary Report, press the “PRINT COPY” button for additional reports. When all copies have been printed, press the “CONTINUE” button on the left side of the screen.



Closing The Polls OVO Tabulator

7. The “WRITE-IN REPORT” screen appears. Uncheck the box next to “Compress Images” and press ‘YES.’ If there are no valid write-in races, this screen will not appear and continue to step 9.
8. A screen will open asking if you want additional copies of the WRITE-IN Report. A minimum of two copies are required, press “PRINT COPY” to print additional copies. When you have finished printing all required copies, press “CONTINUE.”
9. The Close Voting screen appears and asks you to perform a system shutdown. Press the “SHUT DOWN” button. The system will ask you again, “Are you sure?” press ‘YES.’
10. Wait 20 seconds for the screen to go black. To turn off the tabulator, toggle the switch so that the “O” is in the down position. (I is on and O is off.)
11. Remove the power cord from the power source and then from the plug in the back of the tabulator.



Removing The TM Stick

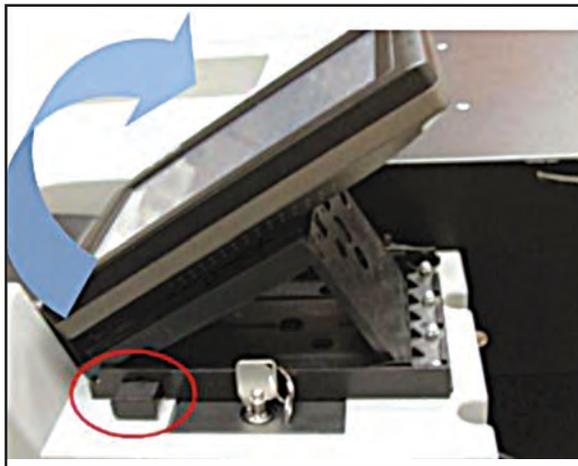
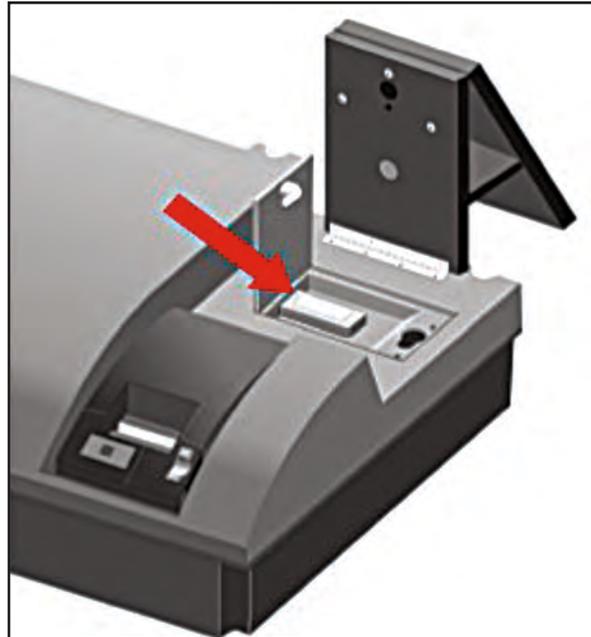
Warning: Complete This Section If You Have Been Instructed To Remove The TM Stick (Transport Media) Stick From The Tabulator.

The TM Stick is the device which contains all your election data.

1. Once the Tabulator is powered off, press and hold the button on the right side of the screen. While holding this button, lift the screen to expose the TM Compartment. Break the security seal and use the barrel key to open the TM Compartment.
2. Gently pull to remove the TM. Place the TM Stick WHERE THE Election Authority has requested for transport. For example, an envelope. Put the TM Compartment lid back on the tabulator and lock it in place. Return the screen to the down position.

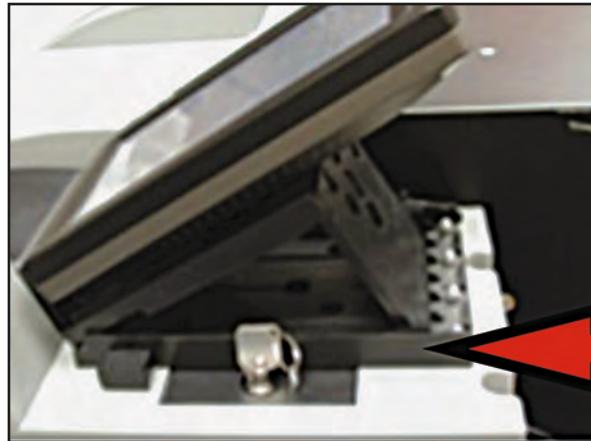
Press Hold and Lift

Use barrel key to open TM Compartment.



Preparing The OVO Tabulator For Transport

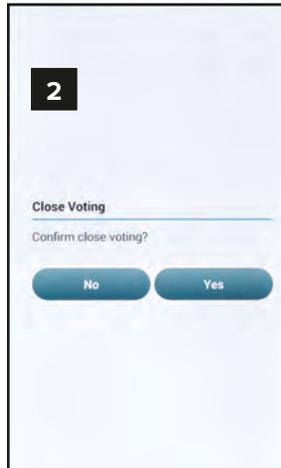
1. If the kickstand is in the operating position, lift the display screen, fold the kickstand against the back of the screen. Lay the display screen down.
2. Unlock the Tabulator from the ballot box using the blue key provided then place the Tabulator into the bag provided and follow instructions from the Election Authority for returning your equipment.



Barcode Method and Manual Method

Barcode Method

1. At the “WELCOME SCREEN” scan the “ORANGE CLOSE” barcode.
2. The CLOSE VOTING screen appears requesting confirmation to close voting. Press “YES” to continue with the closing process. A second confirmation will appear. Press “YES.”
3. The CLOSE REPORT will print. All Judges must sign the CLOSE REPORT. Keep with the open and zero reports. Now continue to Step 8 on page 73.



Manual Method

1. At the WELCOME SCREEN press the “MANUAL ENTRY” button
2. Enter the Election Password provided by the Election Authority. Press “ENTER.”
3. The PRECINCT ID ENTRY screen will open. Select the “ADMIN” button in the upper right hand corner.



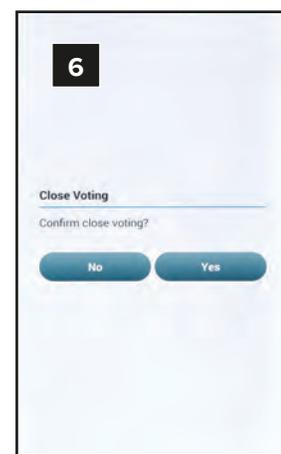
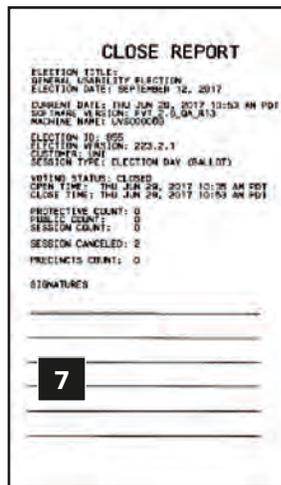
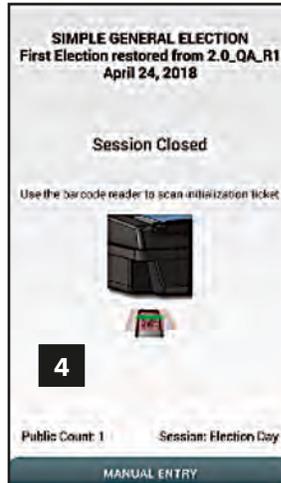
- On the ADMIN screen, press the “CLOSE VOTING TAB” on the LEFT PANEL, FIRST.

First Second

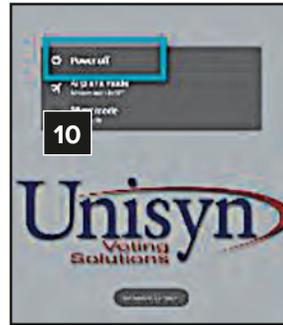
- Press CLOSE VOTING on the RIGHT PANEL, SECOND.
- The CLOSE VOTING screen appears requesting confirmation to close voting. Press “YES” to continue with the closing process. A second confirmation screen will appear. Press “YES.”
- The CLOSE REPORT will print. All Judges must sign the CLOSE REPORT. Keep with the open and zero reports.
- The SESSION CLOSED screen notifies the Election Judges that the voting session is closed and no other ballots may be generated.

Shutting Down The FVT Touchscreen

- Locate the pin tool provided by the Election Authority and insert it into the right side bottom opening underneath the headphone jack on the tablet. Hold it until the power off screen appears.



10. A screen will display with several options. Press the "POWER OFF" button.
11. The FVT Touchscreen then tells you that the tablet will shut down. Press the "OK" button to complete the power off process.
12. Toggle the switch so the "O" is in the down position to turn off the FVT Touchscreen (I is on and O is off) and then remove the power cord next to the switch.



Preparing The FVT Touchscreen For Transport

13. Return the ADA keypad, power cord and headphones to the shipping compartment.
14. Remove the kickstand pin and carefully return the tablet to the shipping position.
15. Place the case cover on the FVT, close the two front clasps and lock the cover in place.
16. Follow return instructions as provided by the Election Authority.



Packing and Delivering Supplies

Before leaving the polling place, you must complete the following tasks.

Clear Plastic Zippered Bag

(MUST BE HAND CARRIED into the County Clerk's office)

Place the following supplies into the clear plastic zippered bag:

- Completed Official Ballot Record
- One signed copy of the OVO Optical Scan machine "Zero Count Sheet"
- One signed copy of the OVO Optical Scan machine "Election Summary Report"
- One Transport Media (TM) Stick taken out of the OVO Optical Scan machine
- Completed Certificate of Inspection
- Completed Write-In Tally Sheet

Provisional Ballot Carrier Pouch

(MUST BE HAND CARRIED into the County Clerk's office)

Return the Provisional Ballot Carrier Pouch – which contains all the Provisional Ballot and Affidavit Envelopes – to the County Clerk's Office.

Machines and Equipment

(See step-by-step instructions for shutting down and packing up the e-pollbook, OVO Optical Scan machine and FVT Touchscreen machine in previous section).

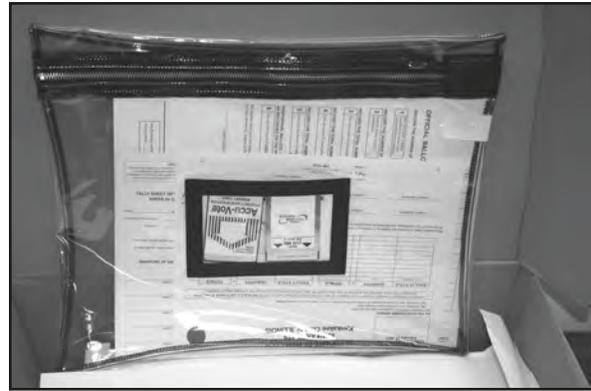
Pack up the OVO Optical Scan machine into the blue case.

Pack up the FVT Touchscreen machine and place the cover on it.

Pack up the e-pollbooks,

Disassemble the voting booths.

Return machines, voting booths and precinct kits to the County Clerk's Office. **REMEMBER YOUR WIFI.**

The image shows a "PROVISIONAL BALLOT CARRIER POUCH" form. At the top, it says "PROVISIONAL BALLOT CARRIER POUCH" with a blue dot to the right. Below that is a box for "PRECINCT NAME". Underneath is the instruction "Provisional ballots to be returned to the Election Authority." followed by a table for "Number of voted". The table has columns for "GENERAL", "REPUBLICAN", "DEMOCRATIC", "NONPARTISAN", and "OTHER". Below the table is the note "(FOR USE IN PRIMARY ONLY)". At the bottom, it says "TO BE USED AFTER THE POLLS CLOSE TO RETURN THE PROVISIONAL BALLOTS BACK TO THE ELECTION AUTHORITY." There is a small logo at the very bottom.

Packing and Delivering Supplies

Ballot Bag

Pack up all voted and unvoted ballots into the ballot bag. Return the ballot bag to the County Clerk's Office.

Precinct Kit

Pack the following supplies inside the Precinct Kit and return to the County Clerk's Office:

- Form Return Envelope
- Notebook
- All other supplies

Restoring the Room

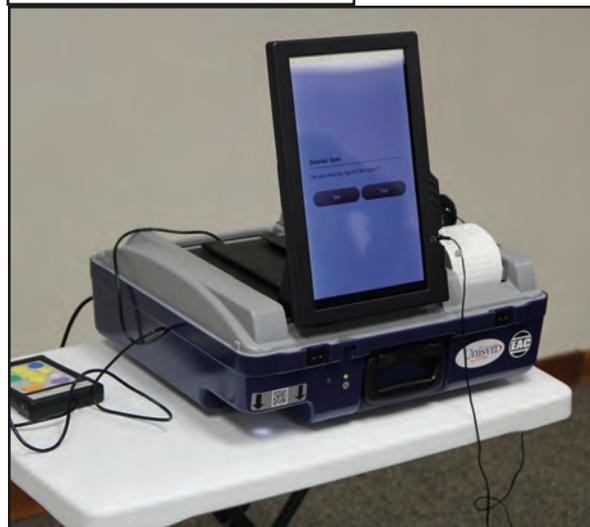
Please leave the polling place cleaner than you found it.

Before leaving for the night, make sure the following duties are complete:

- All supplies are packed.
- All signs are taken down from the polling place.
- All tables and chairs have been returned to their proper places.
- All garbage has been picked up and the room has been restored to its original condition.

After all these tasks have been completed, two election judges, one from each political party, must return the supplies to the County Clerk's Office.

Election Day has come to a close. Thank you for serving as an election judge!



Trouble Shooting the Equipment

Here are some of the most common equipment problems you may encounter on Election Day and how to troubleshoot them. If the following actions do not resolve the issue, call the County Clerk's Office.

Printer Troubleshooting (e-pollbook printer)

If the printer is not printing:

1. Ensure the printer is turned on.
2. Check that the printer is plugged into a power outlet.

If the printer is still not printing, the paper might be installed incorrectly. Correctly install the paper by:

1. Opening the printer and removing the paper roll.
2. Placing the paper roll back into the printer, and feeding the paper from the bottom of the roll to the top of the printer.
3. Close the printer.

If the printer is still not printing, press the printer icon, and press Pair and Connect from the menu.



Hot Spot Troubleshooting

If the sync cloud is red:

1. Tap the POWER button.
2. If the display wakes up, verify there is a good WiFi signal and the device count is correct.

If the display does not wake up:

1. Check that the hot spot is plugged in.
2. Hold the POWER button until MiFi appears.
3. After the hot spot turns on, verify there is a good WiFi signal and the device count is correct.

Scanning IL Driver's License or State Identification Card Troubleshooting

If the barcode is not scanning:

1. Check to see if the barcode is lined up properly. If not, place the ID barcode within the frame on the e-pollbook screen, ensuring it is in the center of the window.
2. Check to see if a glare from the lighting in the room might be affecting the scanning. If yes, adjust the ID or move the stand and resume.
3. Check to see if the barcode may be damaged.
4. Check to see if the voter is registered.
5. The DMV record for the person may not match the voter registration record for the person.

If the barcode is still not scanning, manually search for the voter.

OVO Tabulator Error Message

Ballot Jammed After Cast Special Handling Required

- PROBLEM: The tabulator's screen shows an error message
 - "Ballot Jammed after Cast - Special Handling Required.
 - EXPLANATION: A ballot has jammed after being cast. The ballot needs to be retrieved from the Ballot Reader on the Tabulator and dropped into the ballot box.
 - STEPS TO TAKE:
1. If the ballot was ejected back to the voter, DO NOT re-insert the ballot into the Ballot Reader. This ballot has been cast. Proceed as outlined below. The election password might be required to be entered to continue.
 2. Unlock the front of the Tabulator, pull the Tabulator forward and drop the voted ballot into the ballot box.
 - CONTINUE WITH VOTING
 - BALLOT JAMMED BEFORE CAST SPECIAL HANDLING REQUIRED
 - PROBLEM: The tabulator's screen shows an error message
 - "Ballot Jammed before Cast - Special Handling Required.
 - EXPLANATION: A ballot has jammed before being cast. The ballot needs to be retrieved from the Ballot Reader and re-inserted.
 - STEPS TO TAKE:
- 1 The ballot was ejected back to the voter. Have the voter look over the ballot to make sure there are not any erroneous marking errors.
 2. Have the voter re-insert the ballot into the tabulator.

CONTINUE WITH VOTING



Overvoted And Undervoted

Ballots Rejected By The OVO Tabulator

The following information pertains to ballots rejected by the tabulator with either an overvoted and/or undervoted race. Rejection of undervoted ballots will only occur in an election year with statewide constitutional candidates.

If the tabulator rejects a ballot, the following reasons could apply:

- 1.** The ballot could contain a race where the voter voted for MORE candidates than allowable (an overvote).
- 2.** The ballot could contain a race where the voter DID NOT VOTE for the full number of candidates allowable. THIS SITUATION APPLIES ONLY WHEN A STATEWIDE CONSTITUTIONAL CANDIDATE IS ON THE BALLOT.
- 3.** Both (1) and (2) could apply.

If the tabulator rejects a ballot, it will tell you that a Ballot Alert has occurred. It will list the race and what is wrong with it (NOT HOW THE VOTER VOTED). Instruct the voter to look for the following on the tabulator screen:

- A. That a Ballot alert has occurred.
 - B. What race could have an error.
 - C. What the error could be.
- 1.** Overvote: If a race has too many votes thus causing an over voted race, the voter can spoil the ballot and get a new one.

OR

The voter can ignore the overvoted office by overriding the ballot alert. Either the voter or a judge may be asked to check the box next to "ACCEPT BALLOT" on the screen. A message will appear, informing the voter, the overvoted race will not be counted. The voter can now reinsert the ballot.

- 2.** Undervote: If a race does not have the full number of allowable votes, the voter can mark the race with the additional allowable votes.

OR

The voter can ignore the undervoted office by overriding the ballot alert. Either the voter or a judge may be asked to check the box next to "ACCEPT BALLOT" on the screen. The voter can now reinsert the ballot.

- D. If a ballot is both undervoted and overvoted, the Tabulator will list all alerts in the order they appear on the ballot. The voter can change any, all or none of these races. The voter can then reinsert their ballot and if an alert pops up the voter can check mark the "Accept Ballot" box.

Using The Emergency (Auxiliary) Ballot Bin

If for any reason during the day the OVO Tabulator stops working, call the Election Authority. Do not remove the tabulator from the ballot box, leave the repairs for the technician or Election Authority. Follow the instructions below to continue collecting the completed ballots via the use of the “Emergency (Auxiliary) Ballot Bin.”

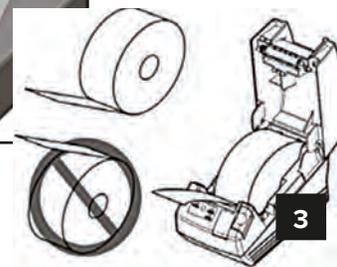
1. Turn the Ballot Box around so the Emergency (Auxiliary) Ballot Bin is accessible to all voters.
2. Instruct voters to drop the ballot into the Emergency (Auxiliary) Ballot Bin
3. Once the OVO Tabulator is fixed leave the ballots in the Emergency (Auxiliary) Ballot Bin until after 7 p.m. After 7 p.m., the Judges will feed each ballot into the tabulator.

This Must Be Done Before Closing The Polls On The OVO Tabulator

Replacing The Paper Roll OVO Tabulator

An on screen error message appears when the OVO Tabulator printer has run out of paper. If instructed to replace the paper roll, use the paper rolls that have been supplied for you. If not, call the Election Authority.

1. Lift the display screen, fold the kickstand against the back of the screen and lay the display screen down. Press and hold the button to the right side of the tabulator display screen to lift up. Press and hold button.
2. Open the printer cover by pressing the cover-open lever on the bottom right side of the printer. Remove the used paper roll.
3. Insert the new paper roll with the paper feed coming up from the bottom (not hanging over the top). The paper feed end of the roll should face the front of the printer.
4. Pull out a small amount of paper and then close the cover. Press down on both sides of the cover to latch it securely. The printer will then reset by chopping off the paper. Remove the excess paper and throw away.



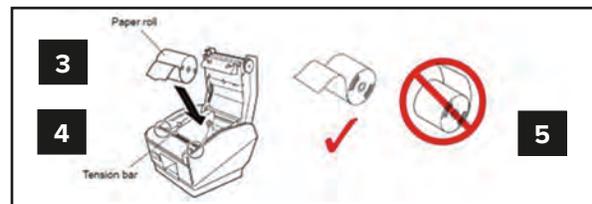
5. Put the display screen back into the operating position.



Replacing The Paper Roll FVT Touchscreen

An on screen error message appears when the FVT Touchscreen printer is out of paper. If instructed to replace the paper roll, use the paper rolls that have been supplied to you. If not, call the Election Authority before moving forward.

1. Use the blue key that has been provided to unlock the gray printer cover on the right side of the device. Remove this cover and set to the side.
2. Open the printer lid by pressing the lever at the bottom right of the printer.
3. Remove the used paper roll.
4. Insert the new paper roll with the paper feed coming up from the bottom (not hanging over the top). The paper feed end of the roll should face the front of the printer.
5. Pull out a small amount of paper and then close the cover. Press down on both sides of the cover to latch it securely. The printer will reset by chopping off this small amount of excess paper. Throw the paper away.
6. Put the printer cover back on by inserting the front of the cover first, so the grooves lock into place. Using the blue key, lock the back of the cover into place.



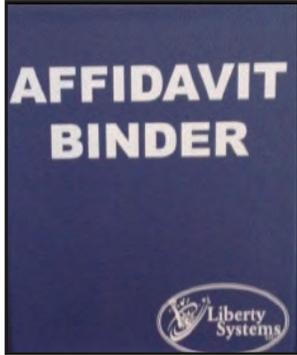
Supplies

Blue Precinct Bag

The Following Supplies Are Included In
The Standard Precinct Kit As Provided By
Liberty Systems, Llc



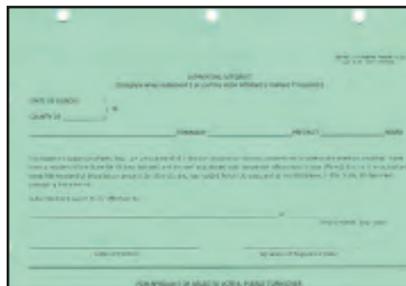
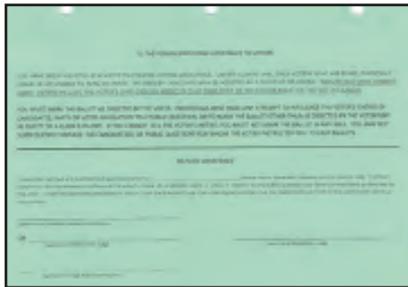
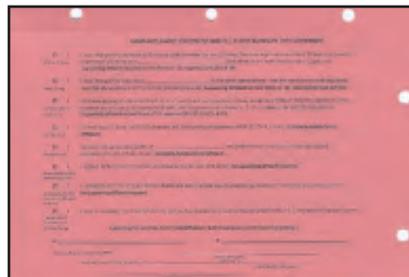
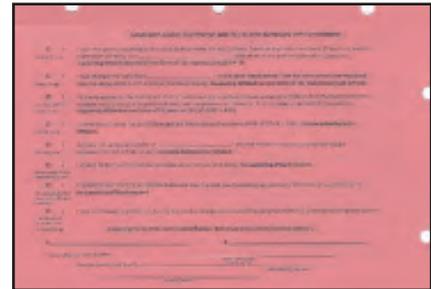
Affidavit Binder (Found In The Blue Precinct Bag)



Affidavit Binder

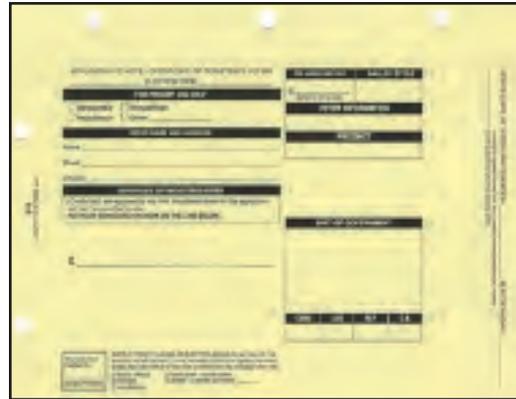
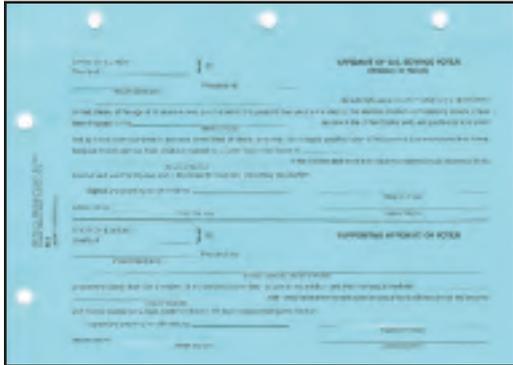
Contains The Following Forms

- B-2a Voter Affidavit—Front (Salmon Form)
- B-2a Voter Affidavit—Back (Salmon Form)
- C-4 Moved Within 30 Days (Light Purple Form)
- B-2b Supporting Affidavit-Front (Green Form)
- B-2b Oath Of Assistance - Back (Green Form)



Supplies

- B-3 Affidavit Of U.S. Military Voter (Blue Form)
- B-10 Address Correction Fail Safe Voter (Light Gray Form)
- B-14 Voter Code Correction (White Form)

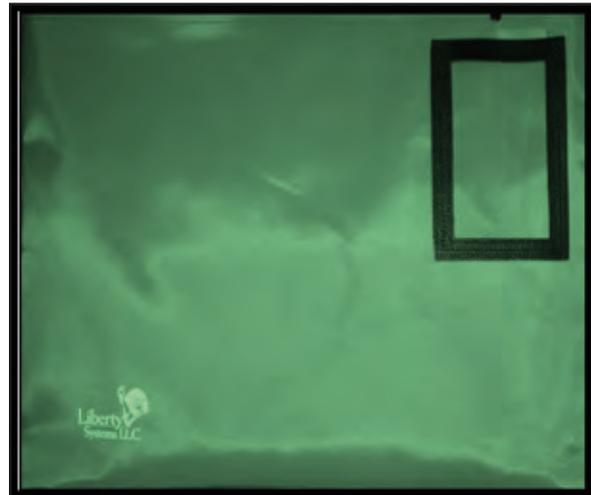
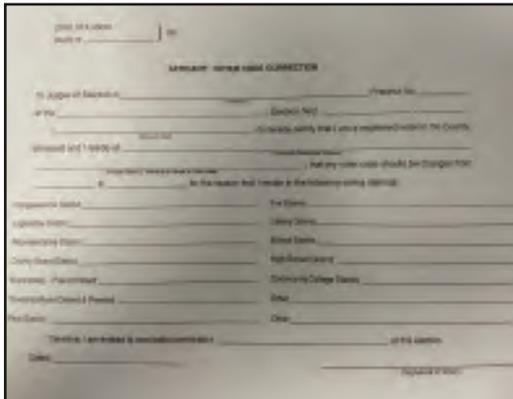


- B-5 Blank Application To Vote (Yellow Form)

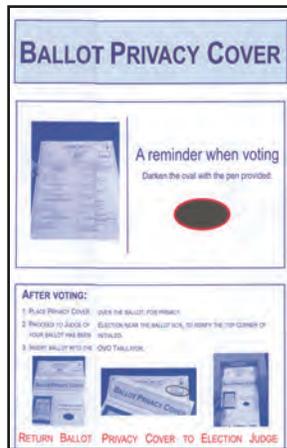
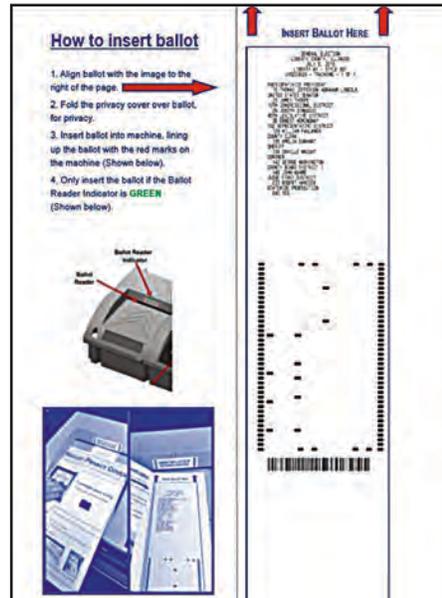
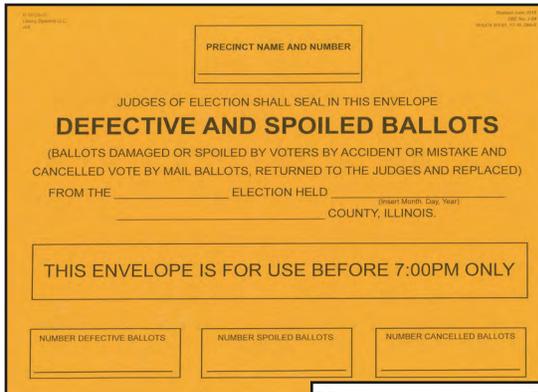
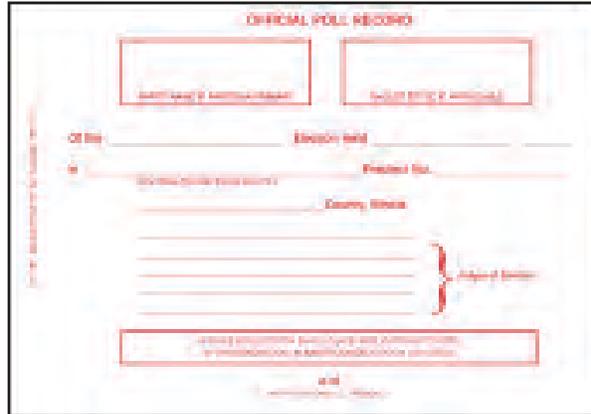
Green Bag

(Found In The Blue Precinct Bag)

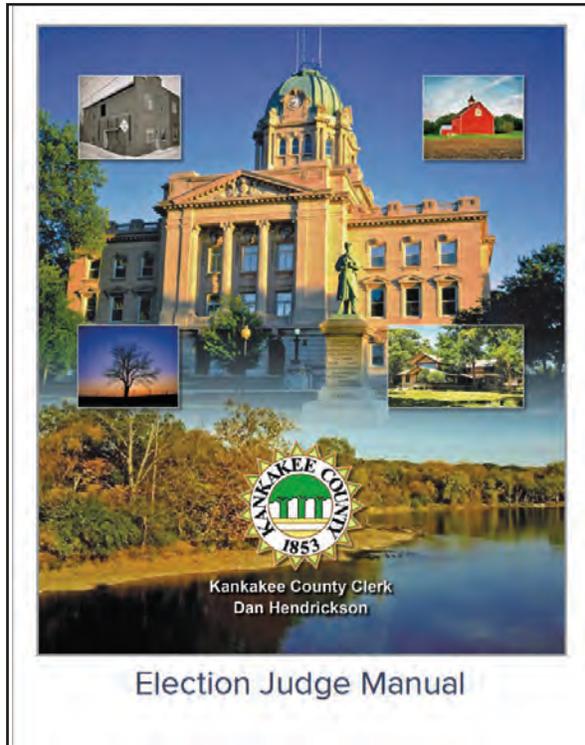
The Green Bag Contains The Following Paperwork



- A-2 Start Here Sign
- A-35 Official Poll Record Cover
- B-21 UNI Ballot Privacy Cover
- B-20 Spoiled Ballot Envelope
- B-22 OVO Tabulator Demonstration Ballot
- B-16-OS-G Defective And Spoiled Ballot Envelope



Supplies



NARRATIVE FOR DEMONSTRATING HOW TO VOTE USING THE FREEDOMVOTE TOUCHSCREEN TABLET

1. The election judge will initiate the voter's ballot by scanning the correct barcode or entering on the PRECINCT ID screen the correct Precinct Ballot Style (and chosen Party in a Primary). The ELECTION SCREEN will open.
2. The voter will press the START button at the bottom of the ELECTION SCREEN to begin voting.
3. The voter has the option of voting the Freedomvote Touchscreen independently of the keypad and headphones or with them.
4. The Freedomvote Touchscreen will present each office and referendum allowing the voter to mark their ballot with the display screen or one of the voting input devices provided. The voter will navigate through the ballot contest by contest.
5. The voter can change their vote by touching the originally selected candidate to remove the vote and touch the new candidate to cast the new vote.
6. To enter a write-in candidate's name, touch the WRITE-IN section. A keyboard will appear. The voter enters the name of the write-in candidate and then presses ENTER.
7. When the voter has seen all ballot pages and completed their ballot, the DONE button is enabled. The voter presses the DONE button and the Ballot Summary Review will appear.
8. The voter must step through the entire ballot using the red down arrow at the bottom of the page. Changes can be made at this time. After reviewing all selections the PRINT button will be enabled.
9. After the voter has made all desired selections and changes and the ballot's accuracy is confirmed, the voter presses the PRINT button at the bottom of the screen and the Freedomvote Touchscreen will print a paper ballot with the voter's selections.
10. The voter then places the paper ballot into a secrecy folder. Keeping their selection private, leave the voting booth and allow the ballot box judge to initiate the back of the ballot. The voter inserts the ballot into the OVO Optical Scan Tabulator. The Freedomvote Touchscreen does not store votes.

USING THE HEADPHONES AND/OR KEYPAD

Using audio assistance earphones, a blind or limited vision voter can use the keypad to navigate through the ballot or by using the touch capabilities of the Touchscreen Tablet. Deaf or hearing impaired voters can utilize audio assistance earphones and vary the volume of the presentation or read the ballot via the Freedomvote Touchscreen display.

B-23-FVT
 Liberty Systems LLC
 November 2017
 v18

NARRATIVE FOR DEMONSTRATING HOW TO COMPLETE THE OVO OPTICAL SCAN BALLOT AND USE THE OVO OPTICAL SCAN VOTING DEVICE

(USE LAMINATED BALLOTS FOR DEMONSTRATION)

1. Carefully read the instructions on the ballot and on surrounding visual aids.
2. Note the number of candidates you may choose for each office, and **be careful not to overvote**. The number you may vote for is clearly designated. Be sure to check the back of the ballot sheet for additional candidates/referenda.
3. **Use only the pen provided** to mark your ballot. If you use a different writing instrument, you risk not having your ballot read by the OVO tabulator.
4. Use the pen provided to **completely darken the oval** next to the candidate(s) or referendum option of your choice. Do not make stray marks on the ballot sheet outside the areas designated for casting a vote, as this may cause your ballot to be rejected.
5. If you are casting a **write-in vote**, clearly write the name of the candidate on the appropriate line and **darken the oval** next to that candidate's name. **If you do not darken the oval, your vote will not count for this candidate.** Write-in votes are recorded only for those candidates who file a Declaration of Intent to be a write-in candidate.
6. When you are done voting the ballot, and you are satisfied that you have made the choices you intended, cover your ballot with the Ballot Privacy Cover provided to you, keeping the judges initials at the top visible. Keeping your selection private, leave the voting booth and allow the ballot box judge to verify your ballot is properly initialed. If it has not been initialed, you will be instructed to return to the ballot issuing judge, where he/she will consider that ballot "spoiled" and issue a new ballot to be voted. The same procedures to vote would apply.
7. If you find that you have made a mistake while voting, fold the ballot to conceal the voted area, mark it "spoiled" and advise the judge that issued you the ballot. A voter's spoiled ballot envelope will be issued to you. Seal the spoiled ballot in the envelope and return it to the ballot judge. The judge will issue you a new ballot, and you may repeat the voting process described above.
8. Once the judge has verified that the ballot has been initialed, and you are satisfied with your vote, proceed to the ballot box.
9. Standing in front of the ballot box with the Privacy Cover over the ballot, insert only the ballot into the OVO tabulator. **Note: You, the voter, insert the ballot, not an Election Judge.**
10. If the tabulator accepts your ballot as marked, return the Privacy Cover and pen to the Election Judge stationed near the ballot box. You are done voting.
11. **If you have overvoted a ballot**, the OVO unit will "reject" it by ejecting it back to you. Place the Privacy Cover over the ballot and advise the nearest judge that this has taken place. That judge will indicate that you have **two choices**. You may review your overvoted ballot and allow it to be tabulated, knowing that the overvoted office/referendum **will not** be counted (the other correctly voted offices/referenda **will** count). You will feed the ballot into the OVO tabulator as before, but the judge will be present to use a bypass mechanism on the tabulator to allow it to accept the overvoted ballot. You would then be done voting. **OR** you may "spoil" that ballot, and be issued a new ballot to be voted on, using the same procedures described above. You would insert your own new ballot into the OVO unit, and if accepted this time, you would be done voting.

B-23-OVO
 Liberty Systems LLC
 June 2018
 v18

- C-16 UNI Write-In Tally Sheet— 3 Part Form
- C-42P UNI Statement Of Ballot Form
Primary Election 3 Part Form
- C-42G UNI Statement Of Ballot Form
General Election 3 Part Form

NOTICE
The election judges are required to record write-in votes only for those candidates who have filed a Declaration of Intent to be a Write-In Candidate. The County will supply the judges with a list of all candidates who have filed a Declaration of Intent to be a Write-In Candidate.

TALLY SHEET OF VOTES CAST FOR WRITE-IN CANDIDATES

At the _____ election held _____ 00
in the City or Township of _____ Precinct No. _____
County of _____ State of Illinois

We hereby certify that the following is a true and correct tally of votes cast for write-in candidates at the aforesaid election.

SIGNATURE OF JUDGES OF ELECTION

Judge's Signature

Judge's Signature

Judge's Signature

NAME OF OFFICE	NAME OF CANDIDATE	PARTY AFFILIATION	VOTES CAST	5	10	15	20	25	30	35	40	45	50	TOTAL	TOTAL CAST
			Optical Scan												
			Touch Screen												
			Optical Scan												
			Touch Screen												
			Optical Scan												
			Touch Screen												
			Optical Scan												
			Touch Screen												
			Optical Scan												
			Touch Screen												
			Optical Scan												
			Touch Screen												
			Optical Scan												
			Touch Screen												

OFFICIAL BALLOT RECORD

RECORD THE NUMBER OF BALLOTS ISSUED BY THE ELECTION AUTHORITY

PRECINCT NUMBER _____
POLLING PLACE _____

1 Enter the number of Ballots supplied in the delivery case (see Certificate of Inspection) Total _____

2 Enter the number of Check-ins from Pollpads Pollpad 1 = _____ Pollpad 2 = _____ Pollpad 3 = _____ Total _____

RECORD THE NUMBER OF BALLOTS COUNTED BY THE TABULATOR

3 Enter the number of voted ballots counted by the OVO Optical Scan machine Total Ballots Counted by OVO machine (OVO Optical Scan Machine Count) _____

PROVISIONAL BALLOTS - RECORD THE TOTAL NUMBER OF VOTED PROVISIONAL BALLOTS AS RECORDED ON THE PROVISIONAL BALLOT CARRIER POUCH

4 Enter the number of VOTED Provisional Ballots as recorded on the Provisional Ballot Carrier Pouch Total VOTED Provisional Ballots _____

We further certify that the foregoing is a true and correct accounting of all ballots issued and to be counted by the Election Authority and that the undersigned actually served as Judges of Election on _____ in the specified Precinct and the polls were opened at 6:00 a.m. and closed at 7:00 p.m.

Judge's Signature

Judge's Signature

Judge's Signature

Judge's Signature

Date

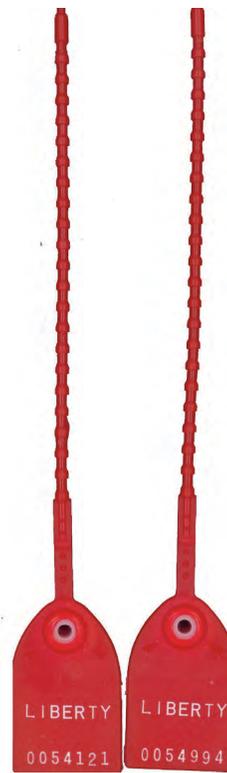
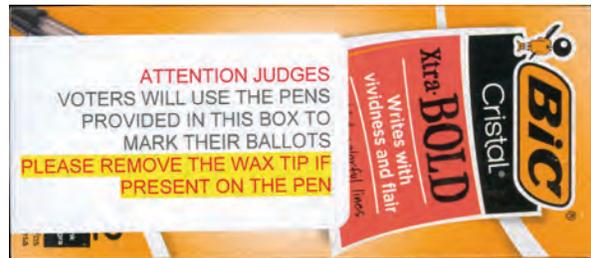
1853
JANUARY 1853 - JANUARY 1853
COUNTY CLERK AND ONLY
No to be done until after election on the date on for the delivery number of ballots counted by the tabulator



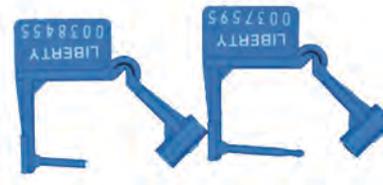
Supplies

Precinct Supply Bag (Found In The Blue Precinct Bag)

- SB-1 Supply Bag
- Black Pens
- Red Pens
- Ballot Box Seals



- Scissors
- Highlighter
- Rubber Bands
- Blue Security Locks
- Masking Tape
- Binder Clips Used To Attach Signs To Voting Booths
- Thumb Tacks
- Writing Pad
- Extra Spindles & Fasteners
- Rubber Fingers
- Letter Opener
- I Voted Stickers
- Dry Erase Marker For Demonstration
- Scotch Tape
- Kleenex
- Judges Name Badge
- Tabulator Cleaning Kit

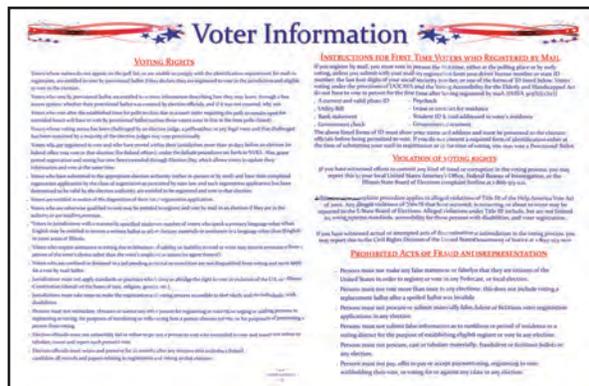
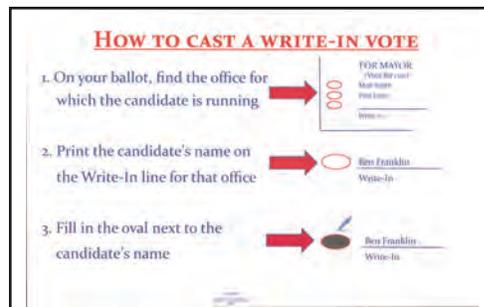
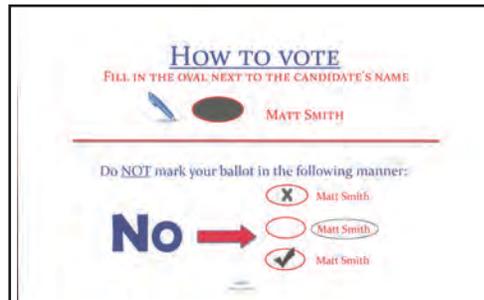
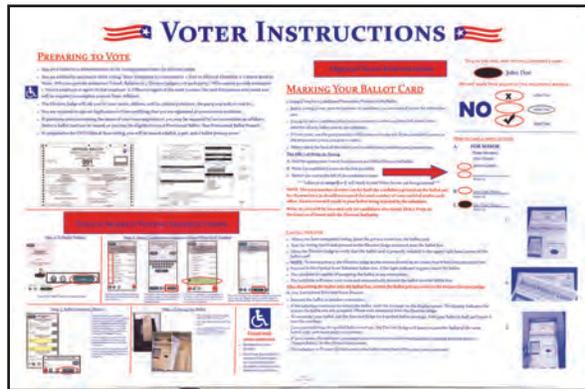


Supplies

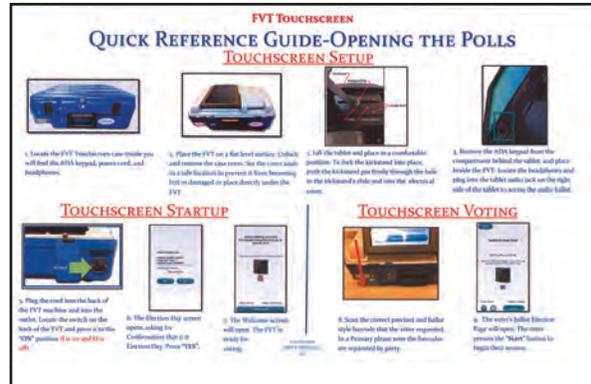
Red Polling Place Bag (Found With Polling Place Supplies)

The red polling place bag contains the following instructional signs.

- A-51 OVO How To Vote Sign
- A-52 OVO How To Cast A Write-In Vote Poster
- A-53 OVO Tabulator Attention Voters Poster
- A-56 FVT Voter Instruction Poster (FVT Touchscreen Users)
- A-98 Information And Services Poster



- A-49 OVO Tabulator Open Polls
- A-49 FVT Touchscreen Open Polls
- A-5 No Electioneering Sign
- A-4 Polling Place Sign
- A-8 No Smoking Sign
- A-50 Handicap Sign
- A-3 No Guns Sign
- Emergency Response Guide
- R-1 For Use After Polls Close Envelope
- A-54 Notice To Voters (Used In Elections Involving State Constitutional Races)



Supplies



ELECTION DAY EMERGENCY RESPONSE GUIDE

IMPORTANT CONTACT INFORMATION

Statewide Terrorism and Intelligence Center (STIC) (877) 455-7842
stic@illinois.gov

Illinois State Board of Elections (ISBE)
Springfield: (217) 782-4141
Chicago: (312) 814-6440

NOTE

ALL CRITICAL INFORMATION CAN ALSO BE REPORTED IN THE ILLINOIS ELECTIONS **HOT CONNECT**

Severe Weather RESPONSE STEPS

1. Weather safe: Secure ballots and voting equipment.
2. Time permitting, evacuate to a safe location.
3. If unable to evacuate, take shelter under a table, heavy object.
4. Stay away from power sources, power lines, power lines, gas lines, and windows.
5. Follow directions of emergency response personnel.
6. Notify STIC via email, phone or HOTC Connect.

Violent Incident RESPONSE STEPS

1. When or if it is safe to do so:
 - Call 911.
 - Secure ballots and voting equipment.
 - Evacuate the polling place.
 - Record and report incident details to the Fusion Center (STIC).
2. For active shooter, terrorist attack, or workplace violence: call, hide, fight.
3. For bomb threat or suspicious object: keep everyone away from the object.

CONTACT LOCAL LAW ENFORCEMENT ABOUT ANY SUSPICIOUS BEHAVIOR AT YOUR POLLING PLACE

Fire/Fire Alarm RESPONSE STEPS

1. Clear 9-1-1.
2. Direct voters to evacuation route.
3. If safe, secure ballots and voting equipment.
4. Proceed to designated assembly "staging".
5. Take a head count. Take note of and report any missing persons to emergency personnel.
6. Notify STIC via email, phone, or HOTC Connect.

Cybersecurity Incident RESPONSE STEPS

1. Take note of any unauthorized or unusual activity.
2. Take the compromised device offline (disconnect it from the Internet and from Wi-Fi).
3. Record any information you entered into a fraudulent website.
4. Report the incident to IT Professional and STIC.
5. Change your passwords by logging into the next session from a different computer.



NOTICE TO VOTERS

IF THE TABULATOR RETURNS YOUR BALLOT, THE FOLLOWING REASONS COULD APPLY:

- YOUR BALLOT COULD CONTAIN AT LEAST ONE RACE THAT HAS RECEIVED MORE VOTES THAN ALLOWABLE (OVER-VOTED).
- YOUR BALLOT COULD CONTAIN AT LEAST ONE RACE THAT DID NOT RECEIVE ANY VOTES (BLANK-VOTED). APPLIES TO STATE CONSTITUTIONAL OFFICES ONLY.

BOTH OF THE ABOVE COULD APPLY.

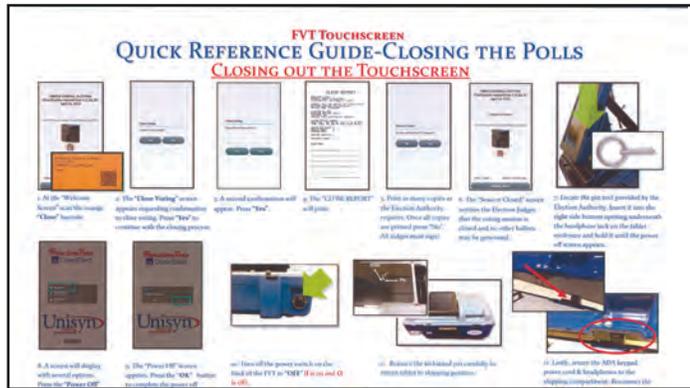
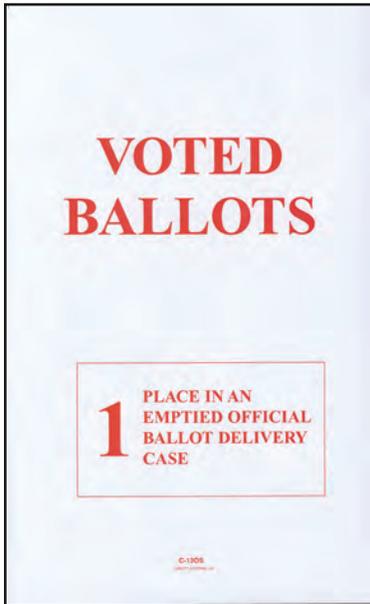
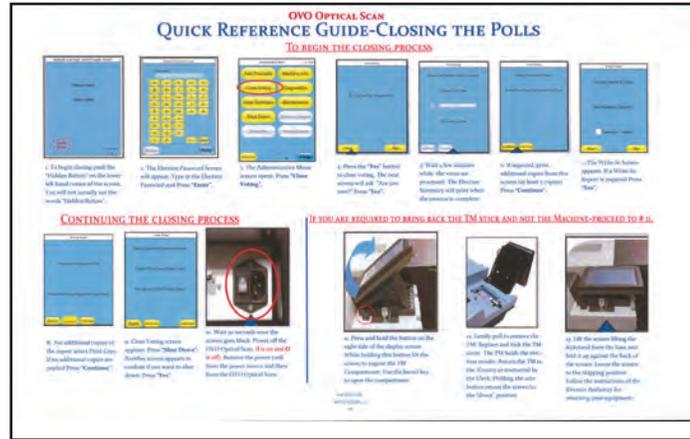
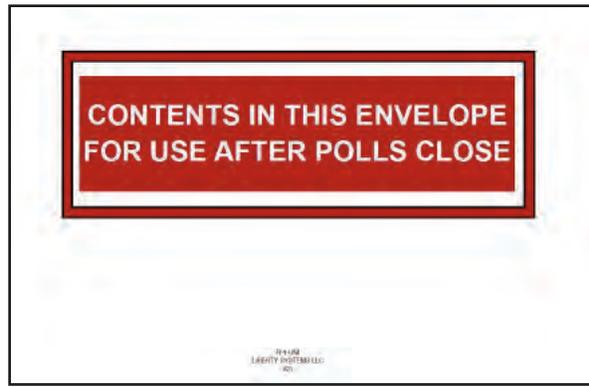
IF ANY OF THE ABOVE SITUATIONS HAVE AN EFFECT ON YOUR BALLOT, THE FOLLOWING SOLUTIONS APPLY:

- IF YOU HAVE OVER-VOTED YOUR BALLOT (CAST MORE VOTES THAN ALLOWABLE), THE ELECTION JUDGE CAN SPOIL YOUR BALLOT AND ISSUE A NEW BALLOT ALLOWING YOU TO VOTE FOR THE PROPER NUMBER OF CANDIDATES; OR
- THE ELECTION JUDGE OVER-RIDES THE OVER-VOTE AND ALLOWS YOUR BALLOT TO BE CAST AS VOTED. ALL RACES WILL RECEIVE VOTES AS CAST EXCEPT CANDIDATES IN THE OVER-VOTED RACE RECEIVES NO VOTES.
- IF YOU HAVE NOT VOTED A RACE ON YOUR BALLOT (CAST NO VOTES FOR ANY CANDIDATE IN A RACE), YOU CAN RETURN TO THE BOOTH AND VOTE FOR AT LEAST ONE CANDIDATE IN EACH RACE; OR
- THE ELECTION JUDGE OVER-RIDES THE BLANK VOTED RACE AND ALLOWS YOUR BALLOT TO BE CAST AS VOTED. ALL RACES WILL RECEIVE THE VOTES CAST ON YOUR BALLOT AS MARKED.
- YOU MAY CHOOSE TO CAST YOUR BALLOT WITHOUT CORRECTING ANY OVER-VOTES AND/OR BLANK-VOTED RACES. CANDIDATES SELECTED IN OVER-VOTED RACES WILL NOT RECEIVE VOTES.



**R-1 For Use After Polls Close Envelope
(Found Inside The Red Polling Place Bag)
White Envelope With Red Label Contains
The Following Paperwork**

- A-49 OVO Tabulator Closing The Polls
- A-49 FVT Touchscreen Closing The Polls
- C-17 Election Official Sign
- C-13 OS Voted Ballots Cover



Glossary of Election Terms

Affidavit	Sworn statement form, sworn and subscribed to.
Affiliation	To associate as a member, as in, a political party or organization.
Americans with Disabilities Act (ADA)	The ADA is a federal law that was enacted by Congress in 1990 and signed into law on July 26, 1990 by President George H. W. Bush. The ADA is a wide-ranging civil rights law that prohibits, under certain circumstances, discrimination based on disability.
Audio Ballot	A ballot in which a set of offices is presented to the voter in spoken, rather than written, form.
Ballot	The official presentation of all of the contests to be decided in a particular election.
Ballot Style	The ballot style you receive will be determined by your place of residence.
Campaign Free Zone	A campaign free zone prohibits advertising pertaining to any candidate, proposition or political party. No one is to wear a campaign button, display political literature or engage in any political discussion within the restricted area. The campaign free zone consists of the polling room and the distance within 100 horizontal feet of any such room. Any person who violates this section is in contempt of court.
Cast Ballot	Ballot that has been deposited by the voter in the ballot box or electronically submitted for tabulation.
Challenged Ballot	Ballot provided to individuals who claim they are registered and eligible to vote but whose eligibility or registration status cannot be confirmed when they present themselves to vote. Once voted, such ballots must be kept separate from other ballots and are not included in the tabulation until after the voter's eligibility is confirmed.

Glossary of Election Terms

Curbside Voting	In any election or referendum, if any qualified voter is able to travel to the voting place, but because of age or physical disability and physical barriers encountered at the voting place is unable to enter the voting enclosure to vote in person without physical assistance, that voter shall be allowed to vote either in the vehicle conveying that voter or in the immediate proximity of the voting place.
Early Voting	Broadly, voting conducted before election day where the voter completes the ballot in person at a county office or other designated polling place or ballot drop site prior to election day.
Election Authority	The appropriate Election Authority (i.e. the County Clerk or the Board of Election Commissioners) conducts all elections. Contact your Election Authority if you have questions or problems on Election Day.
Electioneering	Electioneering is working for, against, or in the interest of a candidate, party or proposition. Electioneering is prohibited within the campaign free zone.
Electronic Poll Book	An electronic poll book is typically either hardware, software or a combination of the two that allows elections officials to review and/or process voter information during an election but does not actually count votes. This software or hardware is used in place of paper-based poll books, which are typically three-ring binders. Often, the functions of an electronic poll book include voter lookup, verification, identification, precinct assignment, ballot assignment, voter history update and other functions such as name change, address change and/or redirecting voters to correct voting location.
Federal Voting Assistance Program	FVAP exists to (1) assist uniformed services and overseas voters exercise their right to vote so that they have an equal opportunity with the general population to have their vote counted; (2) assist the states in complying with the relevant federal laws, and advise them on ways to best comply and (3) advocate on behalf of the uniformed services and overseas voters, identifying impediments to their ability to exercise their right to vote, and proposing methods to overcome those impediments.



Glossary of Election Terms

Federal Write-in Absentee Ballot (FWAB)	The Federal Write-In Absentee Ballot is a write-in ballot for use by overseas American citizens. Under the Uniformed and Overseas Citizens Absentee Voting Act, the ballot was created for citizens who “have made a timely application for but have not received their regular ballot from the state or territory, subject to certain conditions.”
Optical Scan System	System by which votes are recorded by means of marks made in voting response fields designated on one or both faces of a ballot card or series of cards. An optical scan system reads and tabulates ballots, usually paper ballots, by scanning the ballot and interpreting the contents.
Overvote	Voting for more than the maximum number of selections allowed in a contest.
Precinct	Election administration division corresponding to a contiguous geographic area that is the basis for determining which contests and issues the voters legally residing in that area are eligible to vote on.
Provisional Ballot	Ballot provided to individuals who claim they are registered and eligible to vote but whose eligibility or registration status cannot be confirmed when they present themselves to vote. Once voted, such ballots must be kept separate from other ballots and are not included in the tabulation until after the voter’s eligibility is confirmed. In some jurisdictions this is called an affidavit ballot.
Sample Ballot	The county board of elections shall produce sample ballots, in all the necessary ballot styles of the official ballot, for every election to be held in the county. The sample ballots shall be given an appearance that clearly distinguishes them from official ballots. The county board shall distribute sample ballots to the chief judge of every precinct in which the election is to be conducted. The chief judge shall post a sample ballot in the voting place and may use it for instructional purposes. The county board of elections may use the sample ballot for other informational purposes.
Split Precinct	A precinct that contains an election district subdivision, e.g., a water district or school board district, requiring an additional ballot configuration.
Spoiled Ballot	Ballot that has been voted but will not be cast.

Glossary of Election Terms

Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)	The UOCAVA is a United States federal law signed in 1986 dealing with elections and voting rights for United States citizens residing overseas.
Undervote	Occurs when the number of choices selected by a voter in a contest is less than the maximum number allowed for that contest or when no selection is made for a single choice contest.
Valid Vote	Vote from a ballot or ballot image that is legally acceptable according to state law.
Voted Ballot	Ballot that contains all of a voter's selections and has been cast.
Voting Booth	A voting booth is an enclosure in a polling station where voters are able to cast their vote in private to protect the secrecy of the ballot.
Voting Equipment	All devices, including the voting machine, used to display the ballot, accept voter selections, record voter selections, and tabulate the votes.
Voting Machine	The mechanical, electromechanical and electric components of a voting system that the voter uses to view the ballot, indicate his/her selections, and verify those selections. In some instances, the voting machine also casts and tabulates the votes.
Write-In Voting	To make a selection of an individual not listed on the ballot. In some jurisdictions, voters may do this by using a marking device to physically write their choice on the ballot or they may use a keypad, touch screen or other electronic means to enter the name.



Thank You, Judges



Kankakee County Clerk

Kankakee County Administration Building
189 E. Court St • Kankakee, IL 60901

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