

# 6 MANAGING THE POLLING PLACE DURING VOTING HOURS

Election Day runs from 6:00 am to 7:00 pm. There are three stations at the precinct as well as the Registration Table. This chapter has information about who should be at each station, what materials the Judges need at each station, and what the responsibilities are at each station. There are also instructions for the Registration Table. Additionally, you will find information for helping voters.

Before the polls open at 6:00 am, the polling place must be set up. This includes setting up Judges' Stations #1-3 and the Registration Table. Judges should decide who will work at which station. Coordinators should go where they will be most helpful. See Chapter 1 for more information about Coordinator tasks. All poll workers should oversee the polling place to make sure it is a safe and welcoming environment.



**IMPORTANT:** Make sure the stations are set up thoroughly but quickly. You must open the polls at 6:00 am exactly.

## OPENING THE POLLS

At 6:00 am, announce that the polls are open. The Judges' Stations and Registration Table should be set up and ready for voters.

### Greeting Voters and Overseeing the Polling Place

Make sure that a poll worker is welcoming voters as they enter the polling site on Election Day. If lines form, make sure that voters know where to stand while they are waiting. Is there a Judge or Coordinator who isn't currently helping a voter or working with equipment? That Judge or Coordinator can check in with the voters in line. The following are helpful suggestions:

- Make sure voters are in the correct precinct.
- Check if voters are registered.
- Thank voters for their patience if there are long waits.

Throughout the day as voters move through the stations, you may give gentle reminders such as the following:

- "Take your ballot from the touchscreen printer to the ballot scanner."
- "Make sure the Judge initialed your paper ballot."
- "Please ask for help if needed."

It is important the voters have a pleasant voting experience. Pay attention to the flow of voters and anything that might need your attention throughout the day outside of Stations #1-3 and the Registration Table.



## JUDGES' STATION #1

Two Judges (one Democrat and one Republican) must sit at Station #1. Their duties include the following activities:

- Searching for voters in the e-poll book
- Issuing Applications for Ballot (Form 14)
- Processing affidavits (sworn statements showing voters have the qualifications to vote)
- Verifying voters' signatures
- Activating voter cards for touchscreen

### Station #1 - Processing Voters and Activating Cards for Touchscreen

**Make sure that you have all items you need at Station #1.**

- ☐ Clipboards and Pens
- ☐ Electronic Poll Book with Card Activator (1)
- ☐ Voter Cards
- ☐ Large Ballot Viewer
- ☐ Signature Guide
- ☐ Headphone Covers for Audio
- ☐ **Form 1** Consolidated Voter Affidavits (1S – Spanish; 1C – Chinese, if needed; 1P – Polish, if needed; 1H – Hindi, if needed; 1K – Korean, if needed; 1T – Tagalog, if needed)
- ☐ **Form 1A** Notice of Person Providing Assistance Form
- ☐ **Form 11** Precinct Notification slips for redirecting voters in the wrong precinct
- ☐ **Form 14** Applications for Ballot (a pad of blank, white forms located inside the emergency ballot box portion of the ESC)
- ☐ **Form 15** Correction Report (located inside the Form 14 Application for Ballot pad)
- ☐ **Envelope 47E** Return of Cancelled Vote-by-Mail Ballots, Completed Oaths, Affidavits and Pollwatcher Credentials
- ☐ **Form 118** Election Judge Sign-up for voters to sign up to receive information on serving as an Election Judge (to be returned in Envelope 47E)
- ☐ **Form 276P** Provisional Voter Affidavit/Ballot Envelope

## CHECKING IN VOTERS AND ACTIVATING VOTER CARDS FOR TOUCHSCREEN

### Filling out the Application for Ballot (Form 14)

Station #1 is the first station that voters will approach. You should greet voters in a friendly and professional manner. When voters approach Station #1, it is very important to communicate clearly. Remember, some voters may need additional help. Complete steps #1-4 to check in voters.

1. First, give the voter a blank Application for Ballot (Form 14) and a clipboard and pen. Voters will fill out the following information about themselves:

- Name
- Address
- Year of birth
- Party preference (in Primary Elections only)

Then, voters should also sign their name after filling out the other information.

Do you need additional information to check the identity of a voter? In the **Identification** tab of the e-poll book, there is a list of things you can ask the voter, like the last two digits of the voter's social security number (SSN).

### Assisting Voters with the Application for Ballot (Form 14)

WHAT IF . . .	THEN . . .
The voter needs assistance signing their name on the form?	The voter can use the signature guide to assist with signing in the box. Find the signature guide in the Gray Supply Box.
A voter cannot sign their name?	The voter can make a mark on the Application for Ballot (Form 14). This mark should match the image of the voter's mark in the e-poll book.
A voter cannot complete a form or has a visual disability?	Ask the voter for the information on the form and complete the entire form for the voter, except for the signature.

**REMEMBER:** Do not ask for identification from voters unless the e-poll book instructs you to do so or the voter has been challenged.



## Sample - Application for Ballot (Form 14)

2. **Take the Application for Ballot (Form 14) from the voter.** Make sure it is complete. Call out the voter's name, address and party affiliation (for Primary Elections only).

3. Then look up the voter in the e-poll book using the **2-1 method**: Enter the **first two (2) letters of the voter's last name** and the **first (1) letter of the voter's first name**.



**NOTE:** The e-poll book doesn't recognize apostrophes in names. For example: O'BRIEN must be entered as OBRIEN.

You can use spaces or hyphens for last names. SMITH-JONES or SMITH JONES is okay.

4. **Look for the voter's name in the e-poll book.** Tap the side arrows to move the screen down to look through the names to find the voter you are looking for. To choose a name, tap anywhere in the row with that voter's name.

5. **Get the information you need for the Application for Ballot (Form 14).** Once you've selected the correct voter, you will see the following voter information:

- Voter's precinct and ward
- Voter's ballot style
- Voter's Voter Registration Number (VRN)

**Write this information in the upper right hand corner of the Application for Ballot (Form 14).**



**NOTE:** You can find Applications for Ballot (Form 14) in Spanish, Chinese (if needed in your precinct), Polish (if needed in your precinct), Hindi (if needed in your precinct), Korean (if needed in your precinct), and Tagalog (if needed in your precinct) in Envelope 3.

FORM 14

**JUDGES USE ONLY**

PCT:	Application Number
WARD:	← Judge MUST complete this section
BALLOT STYLE:	
VRN:	

**CITY OF CHICAGO  
APPLICATION FOR BALLOT  
CERTIFICATE OF REGISTERED VOTER**

**GENERAL ELECTION  
TUESDAY, NOVEMBER 3, 2020**

---

**SECTION I - TO BE COMPLETED BY VOTER - PLEASE PRINT**

Name (Print) \_\_\_\_\_

Address \_\_\_\_\_

Year of Birth \_\_\_\_\_

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

← Voter signs here

*Signature of Voter*

---

**SECTION II - ELECTION JUDGE COMPLETE THIS SECTION:**

<p><b>Check box if the person:</b></p> <p><input type="checkbox"/> Voted by Affidavit/Affirmation</p> <p><input type="checkbox"/> Was Assisted in Voting</p> <p><input type="checkbox"/> Was Challenged</p> <p><input type="checkbox"/> Spoiled a ballot and received another</p> <p><input type="checkbox"/> Voted a Provisional Ballot</p>	<p><b>Registration &amp; Signature verified by:</b></p> <p style="text-align: center;">← Judge initials here</p> <p style="text-align: center;">Election Judge Initials</p>
--	---

Board of Election Commissioners      Lance Gough, Executive Director



## Issuing the Voter Application for Ballot (Form 14)

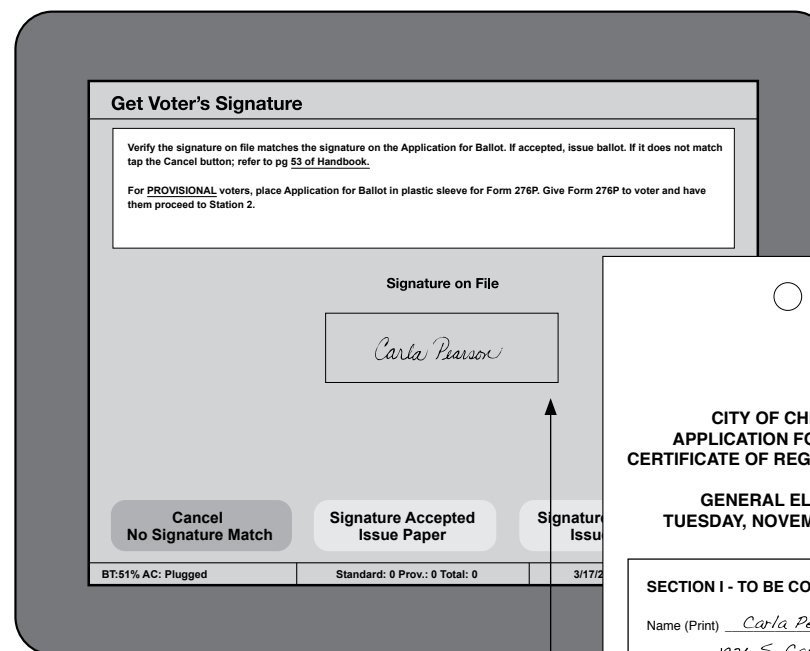
Is the voter's information correct and the voter is eligible to vote? Then, complete steps #1-4 below. Voter eligibility starts on page 50.

1. Tap the **Issue Standard Ballot** button. You will see the voter's ballot style. If it is a Primary Election, you will also choose the voter's party from the menu. If the voter is a Federal Offices Only voter, tap the **Federal Voter** box. More information about Federal voters is on page 51.
2. Next, tap **Issue Ballot**. Compare the signature on the Application for Ballot (Form 14) and the signature of the voter shown on the screen, pictured right.
3. **Do the signatures match?** If the two signatures match, tap **Signature Accepted Issue Paper** button or **Signature Accepted Issue Card** button for voters that choose to use the touchscreen. Initial the Application for Ballot (Form 14) in the bottom right hand corner.
4. Tell the voter to go to Station #2 to get a paper ballot or activate a voter card if voter chooses to use the touchscreen voting unit. It's the voter's choice. Don't forget to ask voters if they need additional help. Please provide additional help to voters as needed.

**Congratulations! You have checked in the voter.**

### What if the signatures don't match?

If the signatures don't match, you may ask the voter for the last two digits of the voter's social security number (SSN).



Electronic Poll Book (e-poll book)

If you chose the wrong voter, tap **CANCEL** and enter the password located in the red ballot scanner box. If you need assistance, call ELECTION CENTRAL at 312-269-7870.

To access the **Voter's Record** to check the SSN, you will need to cancel the search and start over. When you again reach the **Voter's Record** for this voter, go to the **Identification** tab in the **Voter's Record** on the e-poll book. Verify the last two digits of the SSN. Then, click the **Issue Ballot** button. Sometimes, there is no SSN listed.

### What if the signatures don't match and you cannot verify the voter's SSN?

Then, please see page 53 to handle this situation as a challenge. What is a *challenge*? A challenge happens when you, another Judge, another voter, or a poll watcher questions if someone is eligible to vote.

JUDGES USE ONLY	
PCT: 1	Application Number
WARD: 3	
BALLOT STYLE: 3	
VRN: 12345EB	

**CITY OF CHICAGO  
APPLICATION FOR BALLOT  
CERTIFICATE OF REGISTERED VOTER**

**GENERAL ELECTION  
TUESDAY, NOVEMBER 3, 2020**

**SECTION I - TO BE COMPLETED BY VOTER - PLEASE PRINT**

Name (Print) Carla Pearson

Address 1926 S. Canalport Ave

Year of Birth 1962

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

Carla Pearson  
Signature of Voter

**SECTION II - ELECTION JUDGE COMPLETE THIS SECTION:**

<b>Check box if the person:</b> <input type="checkbox"/> Voted by Affidavit/Affirmation <input type="checkbox"/> Was Assisted in Voting <input type="checkbox"/> Was Challenged <input type="checkbox"/> Spoiled a ballot and received another <input type="checkbox"/> Voted a Provisional Ballot	<b>Registration &amp; Signature verified by:</b>  Election Judge Initials
---	---

Board of Election Commissioners      Lance Gough, Executive Director

Application for Ballot (Form 14)



## Making Corrections to the Registration Record with Correction Report (Form 15)

Do you need to make certain types of corrections to a voter's registration record in the e-poll book? Then use the Correction Report (Form 15) found in the back of the Applications for Ballot (Form 14) book.

### Documenting Minor Corrections

Have you or the voter found a mistake in the voter's registration record? Then use the Correction Report (Form 15) to note minor corrections for the Board to review.

Minor corrections may include:

- Misspelled name
- Typo in the address
- Incorrect year of birth
- Incorrect last 2 digits of SSN

On the Correction Report (Form 15), the Judge should fill out:

- The name and address exactly as it appears in the e-poll book
- The type of correction needed on the correction line and any related information such as the correct spelling, etc.

### Making Corrections Because A Voter's Registration Status Has Changed

Do you know that a voter's registration status has changed? Has the voter moved or died? Then you will also use the Correction Report (Form 15) to note that information.

Do the following steps:

1. Write the name and address that appears in the e-poll book.
2. Provide any other information you or another poll worker have, if it is available. Here are some examples:
  - Do you know the new address of a voter? Write the new address so that the Board can send a notice to the voter.
  - Do you know that a voter has died? You should make a note on Form 15. The Board will contact the Illinois Vital Records System or send a notice to the deceased voter's family to check if this is true. If the Board can't confirm that the voter has died, the voter's registration status will be challenged in future elections.



**NOTE: What if the voter has a name or address change, but the voter still lives in the precinct?** Don't use the Correction Report (Form 15) in those situations. Tell the voter to go to the Registration Table to update the information.

### After the Polling Place Closes

After the polling place closes, all Judges must sign the bottom of the Correction Report (Form 15). Take the report from the back of the Application for Ballot (Form 14) pad. Place it on the Used Application for Ballot spindle at the end of the night.

## Sample Correction Report (Form 15)

### CORRECTION REPORT

Pct: \_\_\_\_\_ Ward: \_\_\_\_\_

Use this form to report any errors found on the Applications for Ballot. Enter deceased, duplicate, misspelled name, etc below. This report should be removed and must be placed on top of the Application Spindle.

NAME
ADDRESS
CORRECTION

NAME
ADDRESS
CORRECTION

NAME
ADDRESS
CORRECTION

NAME
ADDRESS
CORRECTION

NAME
ADDRESS
CORRECTION

**Each Judge of Election must sign his/her name below.**

_____ Signature Judge of Election	_____ Signature Judge of Election	_____ Signature Judge of Election
_____ Signature Judge of Election	_____ Signature Judge of Election	_____ Signature Judge of Election

(Use reverse side if necessary)

FORM 15



## STATION #1: UNDERSTANDING WHO MAY VOTE



**NOTE:** The voters in these categories may vote without registering on Election Day. Anyone else who needs to register should go to the Registration Table.

### 17-Year-Old Voters

In Primary elections, 17-year-olds may register and vote as long as they will be 18 years old by the General Election and meet all other voter eligibility requirements.

### Voters Registered in the Correct Precinct

Any voter listed in the e-poll book as a registered voter in the precinct and who currently lives at the address listed in the e-poll book **may vote**. **These voters don't need to sign an affidavit**, or sworn statement, about why they are allowed to vote.

Other people who fall into one of the categories listed in this section may also vote without registering in the precinct on Election Day. **These voters will need to complete an affidavit**, or sworn statement. The statement explains the voters' qualifications to vote. See the sample Consolidated Voter's Affidavit (Form 1) on pages 51-52.

**REMINDER:** Do not ask for identification from voters unless the e-poll book instructs you to do so or the voter has been challenged.

### Voters Who Must Use the Consolidated Voter's Affidavit (Form 1)

You, as the Judge, must fill out the affidavit. The voter must sign to verify the information is correct. Mark the appropriate box (#1-5) with a check mark on the front of the form. Also, make sure the supporting sections on the back are signed as needed. Do you live within the precinct and are you acquainted with the voter? Then, you, as Judge, can sign the matching affidavit on the back of Form 1 as the **Registered Voter**.

You can find Spanish, Chinese (if needed), Polish (if needed), Hindi (if needed), Korean (if needed) and Tagalog (if needed) copies of Form 1 in Envelope 3.

### Use the Consolidated Voter's Affidavit (Form 1) for any of the situations below:

#### The Voter Has Moved in the Last 30 Days – See Box # 1

Has the voter moved within 30 days before the election but still lives in the State of Illinois? Then, the voter must complete Form 1, and write a check mark in Box #1. Complete the Supporting Affidavit A on the back of Form 1 or have the voter show you two pieces of acceptable identification.

#### The E-Poll Book Shows VBM Issued or VBM Rejected – See Box #2

Does the e-poll book show the voter requested a vote by mail ballot? Then, the voter must complete Form 1 and write a check mark in Box #2. The voter must also write a check mark on the form next to the reason that applies:

- ☐ I have submitted my Vote By Mail ballot, or a portion of my torn or mutilated Vote By Mail ballot, to the Election Judges for cancellation.
- ☐ I have applied for, but never received my Vote By Mail ballot.
- ☐ I received a notice that the Board rejected my Vote By Mail ballot.
- ☐ I returned my Vote By Mail ballot, but the Board did not receive it.



**NOTE:** Place cancelled Vote by Mail ballots in Envelope 47E along with the voter's completed Form 1, Consolidated Voter's Affidavit.

### A Voter Needs Assistance in Voting – See Box #3 or #4

Does the voter qualify for assistance in voting? Then the voter may ask the Judges for help. The voter can also bring someone to help with the process.

A voter who is unable to speak, read, or write the English language must complete Form 1 and write a check mark in Box #3. Make sure Supporting Affidavit B on the back of the form is completed. See pages 51-52 about language assistance and who may help these voters.

A voter who is unable to mark a ballot because of a physical disability must complete Form 1 and write a check mark in Box #4. Make sure Supporting Affidavit B on the back of the form is completed. See pages 70-72 for information on assisting elderly voters and voters with disabilities and who may help these voters.



Intoxication is not a valid reason for a voter to get help voting.

**Reminder:** A voter who uses the audio ballot, audio-visual ballot, or sip-and-puff ballot is not required to complete Form 1. Do you have questions about these types of ballots? Call the Board's Disability number at 312-578-8816.

### A Voter Moved More Than 30 Days Ago Within the City of Chicago – Box #5

Did the voter move to a new address within the City of Chicago more than 30 days before the election and doesn't wish to update their registration? Then, the voter may vote a Federal Offices Only ballot.

First, complete Form 1 and write a checkmark in Box #5. The voter must sign Form 1. Then, activate a Federal Offices Only voter card. These voters can only vote using the touchscreen voting unit.

### Assisting Speakers of Languages Other Than English

According to the law, the Board must provide election materials in English, Spanish, Chinese, Polish, Hindi, Korean and Tagalog.

Does a voter not speak English? The voter may bring someone to help with voting. These people aren't allowed to assist voters:

- A voter's employers
- Representatives of the voter's employer
- Officers or agents of the voter's union

What if the voter needs help but didn't bring anyone to help? Then, two Judges total, one (1) Democrat and one (1) Republican, should help the voter.

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

**CHICAGO BOARD OF ELECTION COMMISSIONERS  
CONSOLIDATED VOTER'S AFFIDAVIT**

STATE OF ILLINOIS )  
COUNTY OF COOK ) SS.

**FORM 1**  
Rev. 11/2020

I, \_\_\_\_\_, do solemnly swear (or affirm) that I am a citizen of  
the United States, of legal voting age, that I have resided in this State and in this precinct and ward for 30 days next  
preceding this election (or I have moved as indicated below), that I have not voted at this election, that I am a duly qualified  
voter in every respect and that I reside at \_\_\_\_\_.

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

**1. CHANGE OF ADDRESS less than 30 days**  
I have changed my address within the last 30 days from \_\_\_\_\_  
to the address shown above.  
**Complete Supporting Affidavit A on back OR two forms of I.D. required.**  
If Supporting Affidavit A on back is not completed, then two pieces of identification must  
be presented, **both** with current residence address, one postmarked within the last 30 days.  
Specify the type of I.D. and record the number.  
Identification: 1. \_\_\_\_\_ 2. \_\_\_\_\_

**2. VOTE BY MAIL BALLOT**  
I am listed on the Vote By Mail Voter List but  
☐ I have submitted my Vote By Mail Ballot, or a portion of my torn or mutilated Vote By  
Mail Ballot, to the judges of election for cancellation.  
☐ I applied for, but never received, my Vote By Mail Ballot.  
☐ I received a notice that the Board rejected my Vote By Mail Ballot.  
(Judges: Confirm using the e-poll book. Ballot status is rejected.)  
☐ I returned my Vote By Mail Ballot, but the Board did not receive it.  
(Judges: Confirm using the e-poll book. Ballot status is issued.)

**ASSISTED VOTER**  
**3. CANNOT READ, WRITE OR SPEAK ENGLISH OR**  
I cannot read, write or speak the English language and hereby request assistance.  
**Complete Supporting Affidavit B on back.**  
**OR**  
**4. PHYSICAL DISABILITY**  
By reason of a physical disability of \_\_\_\_\_,  
I am unable to mark my ballot and hereby request assistance.  
**Complete Supporting Affidavit B on back.**

**FEDERAL OFFICES ONLY BALLOT (MUST VOTE ON TOUCHSCREEN)**  
**5. CHANGE OF ADDRESS more than 30 days ago within the City of Chicago**  
I formerly resided at \_\_\_\_\_, Chicago,  
I am registered to vote at that address, I have moved more than 30 days prior to the  
election, and I now reside at the address listed above. (Voter must be at the precinct for  
the former address and must complete Application for Ballot)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ A.D.  
\_\_\_\_\_  
Judge of Election

Date of Birth (optional) \_\_\_\_\_  
Signature of Voter \_\_\_\_\_

**RETURN THIS AFFIDAVIT IN ENVELOPE 47E**

Judge Checks Appropriate Box

Judge Signs Here

Voter Signs Here

Judge Completes Name and Address



## Sample – Consolidated Voter's Affidavits Form 1 (back)

STATE OF ILLINOIS ) ) SS. COUNTY OF COOK )	<b>SUPPORTING AFFIDAVITS</b> <b>Judge of Election - you must</b> <b>complete and sign box B at bottom.</b>
<b>A</b>	<b>Complete when box 1 on the front is checked if voter does not present two forms of I.D.</b>  I, _____, do solemnly swear (or affirm), that I am a resident of this precinct and entitled to vote at this election; that I am well acquainted with the person whose vote is now offered; that I verily believe such person to have been an actual bona fide resident and registered voter of this precinct and that he/she maintained a legal residence therein at some time within the 30 days next preceding this election.  <div style="text-align: right;">_____ Signature of Registered Voter</div>
<b>B</b>	<b>Complete when box 3 or 4 on the front is checked.</b>  I/we do hereby certify that at this election, I/we are qualified and gave assistance to _____ whose sworn statement appears on the reverse side. I further state that I did not attempt to influence the voter's choice of candidate(s), party or votes in relation to any public question and have cast the ballot as directed by the voter. Under the penalties prescribed in Article 29 of the Election Code, the undersigned certifies that the statements set forth in this certification are true and correct.  <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 30%;">           _____            Signature of Person Selected by Voter for Assistance         </div> <div style="width: 10%; text-align: center;">           OR {         </div> <div style="width: 30%;">           _____            Signature of Democratic Judge             _____            Signature of Republican Judge         </div> </div>
<b>C</b>	<b>Judge of Election - you must complete and sign where indicated.</b>  Signed and sworn to before me this _____ day of _____, _____.  <div style="text-align: center;">           _____  <b>Judge of Election</b>            (Cannot be either judge who signed box B affidavit)         </div>

Judge  
Signs Here

You or the person who the voter brought with them to help must complete the Supporting Affidavit B on the back of the Affidavit (Form 1). Give a copy of Form 1A to the person who will help. You must also note that the voter received help. Write a check mark in the **Was Assisted in Voting** box on the Application for Ballot (Form 14) in Section II.

Complete Form 1 before you help a voter (or allow someone else to help a voter) on the ballot scanner or touchscreen unit.

What if your precinct doesn't have paper ballots in Chinese, Polish, Hindi, Korean or Tagalog? The touchscreen can also provide the voter with Chinese, Polish, Hindi, Korean, Tagalog, Urdu, Gujarati, Russian, Ukrainian or Arabic versions of the ballot. Do voters need to speak with someone who speaks the same language? There are speakers of Spanish, Chinese, Polish, Hindi, Korean and Tagalog available. Call ELECTION CENTRAL at 312-269-7870.

### Voters Who Are Experiencing Homelessness

Are you checking in a voter who may be experiencing homelessness? Under Illinois law, individuals who are homeless may vote. A voter who is experiencing homelessness may have a non-traditional residence.

What is a non-traditional residence? This could be a:

- Day shelter
- Park bench
- Private residence
- Shelter
- Space under a bridge
- Street corner
- Tent

A person who is homeless uses their mailing address to vote. This mailing address is recognized as the residence for voting purposes. This residence could include a shelter or private residence, for example. The mailing address must match the address of the voter's registration.

Do you or another Judge know that a building like a shelter or a church is not usually used as a residence? The building may still be used as a residence for voting purposes.



## CHALLENGING A PERSON'S RIGHT TO VOTE

Judges, poll watchers, or other voters (called *challengers* here) may challenge a voter's right to vote based on the voter's qualifications or identity.



**NOTE:** The fact that a voter has a disability or is perceived to have a disability or has a guardian does not affect a voter's right to vote and is not a legal basis to challenge a voter's qualifications.

What happens in a challenge situation? The challenger must give a reason for objecting. The challenger must tell the objection to the Judges. The challenger shouldn't talk to the person being challenged. Then, the Judges vote on the challenge.

### How to Decide a Challenge

The Judges must be fair and impartial when they decide to uphold or deny a challenge. A voter must have the chance to show proof of their identity or qualifications to vote before the Judges decide on the challenge.

Judges should do the following in the case of a challenge:

- Ask the voter to show current identification with the voter's name, address, and photograph, if available.
- Ask the voter to verify information in the voter's file in the e-poll book (year of birth or last two digits of their social security number).
- Ask the challenger to give proof for the challenge, if the challenge is not based on information that you, the Judge, have.

After the Judges have reviewed all the information they have, all Judges must vote on the challenge.

- **Do the majority of judges agree that the voter is qualified to vote?** Then, the voter may vote. The voter doesn't need to complete an affidavit. The challenge is rejected.
- **Do the majority of the Judges agree that the voter is not qualified to vote in the precinct?** Then, the Judges must tell the voter the reason for their decision. You must still allow the voter to vote with a provisional ballot.



**NOTE:** Election Coordinators do not have the right to vote on these challenges.

### What if someone challenges a voter who may be homeless?

Judges, poll watchers, or other voters (called *challengers* here) may challenge a voter's right to vote based on the voter's qualifications or identity. What happens in a challenge situation? The challenger must give a reason for objecting. The challenger must tell the objection to the Judges. The challenger shouldn't talk to the person being challenged. Then, the Judges vote on the challenge. **Read more about this process in the next column. You will decide if the voter is eligible to vote like you would with any other voter. But the type of identification might be different.**

Do you need to check the identification items of a person who may be homeless? One of the identification items must prove the voter's mailing address matches the voter's registration address.

To prove the mailing address and registration address are the same, a voter who is homeless may show you:

- A piece of mail addressed to the voter and mailed to the address on the registration card
- A statement or a letter from a person like a case manager, homeowner, or religious leader that states the voter is allowed to use the mailing address
- An ID card issued by a homeless shelter showing the name and mailing address of the voter

You can accept a post office box as a mailing address. But it must include a specific street address.



**IMPORTANT:** Do you have questions about helping voters who may be experiencing homelessness? Call ELECTION CENTRAL at 312-269-7870.



## VOTING A PROVISIONAL BALLOT


 **IMPORTANT:** Provisional voters must vote using the touchscreen voting unit.

Provisional ballots are cast by certain voters but not counted on Election Day. The Board has 14 days after Election Day to process provisional ballots. Voters who are voting provisional ballots will receive a Provisional Voter Affidavit/Ballot Envelope (Form 276P) at Station #1 or the Registration Table.

Any voter who falls into one (or more) of the following categories below must be offered a provisional ballot and allowed to vote a provisional ballot if the voter chooses. All provisional voters must vote using the touchscreen voting unit.

- The voter isn't found in the e-poll book, and the voter refused to register in the voter's precinct.
- Someone challenged a voter's status, and the Election Judges agree with the challenge. In other words, the Judges agree that the voter isn't eligible to vote in that precinct.
- The voter registered to vote by mail, was required to show ID before voting, and was unable to do so.
- The voter's record shows they voted during the early voting period, but the voter claims not to have voted during early voting.
- The voter received a Vote By Mail ballot but did not return the Vote By Mail ballot to the Board. The voter also didn't return it to the Judges.
- The voter tried to register to vote on Election Day but didn't have the correct documentation.
- A Federal or State Court has ordered the extension of voting hours past 7 pm.\*

\*If your precinct needs to stay open late, the Board will tell you before the polling place closes. They will give you instructions on what to do.

 **IMPORTANT:** Before you issue a person a provisional voter card, you must give the voter the choice to register in the correct precinct on Election Day. Please use the instructions on page 62. Please call the Board at 312-269-1604 if you have questions about provisional voting.

If the voter's address is outside of the precinct boundaries, you must instruct the voter to go to the correct polling place. If the person insists on voting a provisional ballot in the wrong precinct, the person must be allowed to do so.

**Does the polling place have more than one precinct?** Make sure the voter is at the correct precinct.

### Completing a Provisional Voter Affidavit

The voter wants to continue on and vote using a provisional ballot. The voter must complete a special affidavit first. An affidavit is a sworn statement that someone has the qualifications to vote. The voter and a Judge must complete the 3-part Provisional Voter Affidavit (Form 276P) before the voter may vote. The voter must also fall into one of the categories mentioned. The voter may give information to the Judges to support the claim that they are a registered voter. Place additional proof from the voter, including the Application for Ballot, in the clear plastic sleeve on the back side of the affidavit.

### To issue a Provisional Voter Affidavit (Form 276P), complete steps #1-9:

1. Have the voter complete Section B of the affidavit. Make sure it is filled out completely.
2. Complete Section A of the affidavit. Include the reason that the voter is voting a provisional ballot. Make sure to include any facts that support or oppose the reason. If the voter is in the incorrect precinct and insists on voting in the incorrect precinct after being re-directed, tap Voter in wrong precinct issue provisional. Tap Provisional and enter the voter's information from Section B. Once you've entered all the required information, tap Issue Ballot.
3. The voter's Application for Ballot (Form 14) should be placed in the clear plastic sleeve on the back of the Form 276P. Do not number or spindle Applications for Ballot (Form 14) for provisional voters.
4. Write the provisional ID # from the e-poll book onto Section A, the date of the Election and the precinct and ward of your polling place site **where the voter is attempting to vote. If you determine the voter is registered in another precinct and ward, don't write that precinct and ward on the Provisional Affidavit.** Write your precinct's information.
5. Tap Issue Provisional Ballot. The e-poll book will give you the ballot style based on the voter's address and available ballot styles in that precinct. Record the ballot style found in the e-poll book on the Provisional Voter Affidavit (Form 276P). Select the reason you are issuing a provisional ballot from the drop down menu. If it is a Primary Election, you will choose the voter's party from the menu. Tap Issue Provisional Ballot. Tap Signature Accepted Issue Card. Insert card into the voter card activator. Wait for the card to activate.



## Sample Provisional Voter Affidavit

6. Give the Provisional Affidavit (Form 276P), the voter card and a purple provisional privacy sleeve to the voter.
7. **Provisional voters must vote using the touchscreen.**



**NOTE:** Never insert a provisional ballot into the ballot scanner.

8. Once the voter has finished voting, they must take their printed ballot inside a privacy sleeve to Station #2 for a Judge's initials. After their ballot has been initialed the voter must fold their ballot and place their ballot inside the Provisional Ballot Envelope (Form 276P). Remove the pink carbon copy of the Provisional Voter Affidavit. Give it to the voter. Tell the voter to read the information on the pink copy.
9. Place the sealed Provisional Voter Affidavit/ Ballot Envelope (Form 276P) in Envelope P – Provisional Ballot Carrier Envelope.



**IMPORTANT:** What if a voter spoils an Official Provisional ballot? The voter must return to Station #2 to spoil their ballot. The Judge at Station #2 will write "spoiled" across the ballot and place the spoiled provisional ballot inside Envelope P. The voter will need to return to Station #1 or the Registration Table for a new provisional voter card. Refer to steps #1-5 on page 54 for issuing a new provisional voter card.

**Provisional Voter Affidavit**

State of Illinois )  
County of Cook )

FORM 276P  
Rv. 11/20

**Section A - Election Judge must complete Section A**

Date of Election 11 / 3 / 2020 Precinct 01 Ward 01 Ballot Style: 1

Provisional ID # \_\_\_\_\_

For Primary Only → Political party requested by voter \_\_\_\_\_

**Mark the reason(s) this person is voting a provisional ballot:**

☐ The voter wasn't found in the e-pol book and didn't want to register in the correct precinct or at a grace period registration site.

☐ The voter received a Vote By Mail ballot. The voter did not bring the ballot and says the ballot wasn't returned to the Board.

☐ The voter mailed in the voter registration form and needed to show a valid ID but couldn't show a valid ID.

☐ The voter tried to register to vote but didn't have two forms of ID.

☐ Records show that the voter already voted in this election. The voter disagrees.

☐ A voter's voting status was challenged, and the Election Judges agree with the challenge.

☐ A court ordered voting hours to continue past 7 p.m.

Tell the Board any other details about why this person is eligible or ineligible to vote: \_\_\_\_\_

**Judge Sign Here →** Kristi Thomas Printed name of Judge Kristi Thomas

**Section B - Voter must complete Section B**

**Directions for Voter:** You must include **all** of the information below and sign your name. Your provisional ballot might not count if this Affidavit is not **correct, clear, and complete**.

Last Name <u>Jones</u>	First Name <u>Kathleen</u>	Middle <u>M</u>
Street Address <u>2538 Holmes St</u>		Apt or Unit # Zip Code <u>60625</u>
Date of Birth <u>08 / 14 / 58</u> (month/day/year)	Female <input checked="" type="checkbox"/> Male <input type="checkbox"/>	Telephone # <u>(312) 809-6442</u>
Email (optional)		
Choose One: SS# (Last 4 digits) OR IL State ID # OR IL Driver's License # One: XXX-XX-____ <u>1123-3456-6789</u>		

I swear or affirm that the following statements are true:

- I am a United States citizen.
- I have not already voted in this election.
- I am a registered voter.
- I have lived in this precinct for at least 30 days.
- I am of legal voting age.
- I am eligible to vote in this election.


**Voter Sign Here →** Kathleen M. Jones

Board of Election Commissioners Original

The completed Provisional Ballot (Form 276P) must be placed inside the Provisional Affidavit/Ballot Envelope by the voter.

**REMINDER:** Never attempt to insert a provisional ballot into the ballot scanner. The voter must place their provisional ballot inside of the Provisional Voter Affidavit (Form 276P). Their Application for Ballot (Form 14) is placed in the clear plastic sleeve of the form. Do not number or spindle Applications for Ballot (Form 14) for provisional voters.





# 3P


This envelope contains  
**PROVISIONAL VOTING MATERIALS**

**Judges of Election**

Open this envelope and use these materials **ONLY** for Provisional Voters. For complete details, consult the Judge of Election Handbook. If you have any questions, call ELECTION CENTRAL at 312-269-7870.

# PROVISIONAL BALLOT CARRIER ENVELOPE

---



P

Precinct \_\_\_\_\_ Ward \_\_\_\_\_

Date of Election \_\_\_\_\_

---

THIS ENVELOPE MUST REMAIN ON THE JUDGE'S TABLE AT STATION 2.

**Instructions to Judges of Election:**

- 1) Fill in Precinct, Ward and Date of Election above.
- 2) Place only the VOTED Provisional Ballots sealed inside the Provisional Ballot Envelope (Form 276P) in this envelope.  
After 7:00 pm, count the number of Provisional Ballot Envelopes inside this envelope.

**NUMBER OF VOTED PROVISIONAL BALLOTS (FORM 276P) ENCLOSED?**

This number must be recorded on the Form 80-Certificate of Results. \_\_\_\_\_

- 3) Place any "SPOILED" Provisional Ballots inside this envelope. Do not place "Spoiled" ballots in the Provisional Ballot Envelope 276P.  
NUMBER OF SPOILED PROVISIONAL BALLOTS ENCLOSED? \_\_\_\_\_
- 4) Seal this envelope and each judge must sign his/her name across the flap.
- 5) Return this envelope to the designated Receiving Station for your Ward along with other materials to be returned.

---

ONLY VOTED PROVISIONAL BALLOTS (SEALED INSIDE THE PROVISIONAL BALLOT ENVELOPE - FORM 276P) AND SPOILED PROVISIONAL BALLOTS ARE TO BE PLACED INSIDE THIS ENVELOPE.

UNUSED PROVISIONAL VOTING MATERIALS MUST BE PLACED INSIDE THE ESC.

## Test General Election Ballot

Chicago, Illinois  
Tuesday, November 3, 2020

Judge's Initials

**Michael B. Hyman**  
BLANK CONTEST

**Joan E. Powell**  
BLANK CONTEST

**Patrick J. Sherlock**  
BLANK CONTEST

**Maureen Ward Kirby**  
BLANK CONTEST

**Edward A. Arce**  
BLANK CONTEST

**James N. O'Hara**  
BLANK CONTEST

**Mauricio Araujo**  
BLANK CONTEST

**Thomas J. Byrne**  
BLANK CONTEST

**Ann Collins-Dale**  
BLANK CONTEST

**Donna L. Cooper**  
BLANK CONTEST

**Anna Helen Demac**  
BLANK CONTEST

**Diana L. Kenworthy**  
BLANK CONTEST

**Pamela Elizabeth L.**  
BLANK CONTEST

**Jackie Marie Portm**  
BLANK CONTEST

**Pat Rogers**  
BLANK CONTEST

**Dominique C. Ross**  
BLANK CONTEST

**Kristyna Colleen Ry**  
BLANK CONTEST

**Debra B. Walker**  
BLANK CONTEST

**Ursula Wolowski**  
BLANK CONTEST

**Anthony C. "Tony"**  
BLANK CONTEST

**Caroline Kate More**  
BLANK CONTEST

**Thomas J. Carroll**  
BLANK CONTEST

**Cynthia Y. Cobbs**  
BLANK CONTEST

**Daniel J. Kubasiak**  
BLANK CONTEST

**Andrea M. Buford**  
BLANK CONTEST

**Pamela McLean Me**  
BLANK CONTEST


**Chris Lawler**  
BLANK CONTEST

**John Michael Allegi**  
BLANK CONTEST

**Kristal Rivers**  
BLANK CONTEST

**Ballot Style**  
61  
Precinct

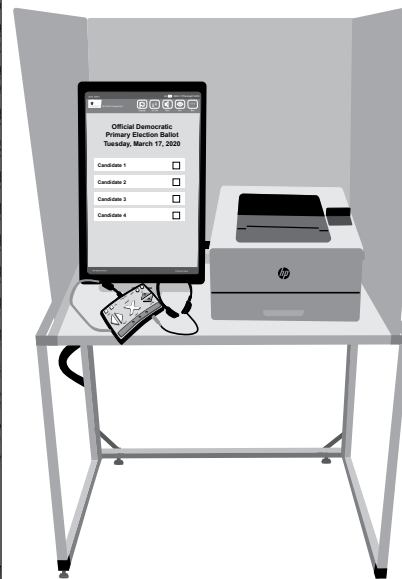
**Ward 10 Precinct 01**



**Provisional**

**Activation Code**  
  
100100

<p><b>Constitution Amendment</b> Vote for Yes</p> <p><b>President &amp; Vice Pres</b> Vote for (Howie Hawkins &amp; Angela Walker (GRN))</p> <p><b>US Senator</b> Vote for Richard J. Durbin (DEM)</p> <p><b>US Representative 2nd</b> Vote for Theresa J. Raborn (REP)</p> <p><b>State Senate - 13th</b> Vote for Robert Peters (DEM)</p> <p><b>State Rep - 25th</b> Vote for Curtis J. Tarver II (DEM)</p> <p><b>MWRD Commissioner</b> Vote for M Cameron "Cam" Davis (DEM)</p> <p><b>Vote for Tammie Felicia Vinson (GRN)</b> Vote for Rachel Woies (GRN)</p> <p><b>State's Attorney</b> Vote for Patrick W. "Pat" O'Brien (REP)</p> <p><b>Circuit Court Clerk</b> Vote for Barbara Bellar (REP)</p> <p><b>Supreme Ct (Freeman)</b> Vote for P. Scott Neville, Jr. (DEM)</p> <p><b>Appellate Ct. (Neville)</b> Vote for Michael B. Hyman (DEM)</p> <p><b>App Ct (Simon)</b> Vote for Sharon O. Johnson (DEM)</p> <p><b>Circuit Judge (Bellows)</b> Vote for Tiesha L. Smith (DEM)</p>	<p><b>Circuit Judge (Caghan)</b> Vote for Kelly Marie McCarthy (DEM)</p> <p><b>Cir Jud (Foght)</b> Vote for Ayalah</p> <p><b>Circuit Jud</b> Vote for (DEM)</p> <p><b>Circuit Jud</b> Vote for (DEM)</p> <p><b>Circuit Jud</b> Vote for (DEM)</p> <p><b>Cir Jud (Mc)</b> BLANK C</p> <p><b>Circuit Jud</b> BLANK C</p> <p><b>Circuit Jud</b> BLANK C</p> <p><b>Circuit Jud</b> BLANK C</p> <p><b>Circuit Jud</b> BLANK C</p> <p><b>Circuit Jud</b> BLANK C</p> <p><b>Subcjr 1 (H)</b> BLANK C</p> <p><b>Subcjr 1 (C)</b> BLANK C</p> <p><b>Aurella Ma</b> Vote for</p> <p><b>Mary Kath</b> Vote for</p>	<p><b>Michael P. Toomin</b> Vote for Yes</p> <p><b>James Patrick Flannery, Jr.</b> Vote for No</p>
--	---	--



2/2

Envelope 3P (front and back)

Provisional Ballot  
Provisional ballots must **not** be inserted into the ballot scanner



## Provisional Voting Materials

**Insert Provisional Ballot and Fold Here**

FORM 276P  
Rv. 3/20

**Provisional Voter Affidavit / Ballot Envelope**

↓ Plastic Sleeve – For Judge ↓

Open the flap here to insert Application for Ballot and any supporting documentation.  
Reminder: The ballot goes inside the envelope, not this plastic sleeve.

**Provisional Ballot Directions for Election Judges**

Complete Section A on the Affidavit on the back of this envelope. The voter completes Section B. Then:

- Make sure the information on the Affidavit is correct, complete, and clear. It must include:
  - The reason for voting a provisional ballot
  - The voter's ballot style
  - Political party choice (Primary Election Only)
  - The voter's name, address, and signature as well as the Judge's signature
  - Provisional ID#

**Note:** Make sure to insert the following into the plastic sleeve:

  - Application for Ballot
  - Any documentation that supports that the voter is eligible to vote
- Give the voter the pink copy of the Provisional Voter Affidavit as a receipt. Tell the voter to read the instructions on the back of it. Make sure the original Affidavit (white top copy) stays attached to this envelope.
- Activate a provisional voter card. Give the voter the provisional voter card and this envelope. Direct the voter to the touchscreen voting unit.
 

**Note:** Make sure to remind the voter not to seal the envelope and return it to you after voting.
- After the voter returns the envelope with the ballot inside to you, initial the ballot, seal it inside the envelope and place it in Envelope P with any other provisional ballots.

State of Illinois )  
 ) SS.  
 County of Cook )

FORM 276P  
 Rv. 11/20

**Provisional Voter Affidavit**

**Section A - Election Judge must complete Section A**

Date of Election \_\_\_\_/\_\_\_\_/20\_\_\_\_ Precinct\_\_\_\_ Ward\_\_\_\_ Ballot Style: \_\_\_\_

Provisional ID # \_\_\_\_\_

For Primary Only →

 Political party requested by voter \_\_\_\_\_

**Mark the reason(s) this person is voting a provisional ballot:**

☐ The voter wasn't found in the e-poll book and didn't want to register in the correct precinct or at a grace period registration site.

☐ The voter received a Vote By Mail ballot. The voter did not bring the ballot and says the ballot wasn't returned to the Board.

☐ The voter mailed in the voter registration form and needed to show a valid ID but couldn't show a valid ID.

☐ The voter tried to register to vote but didn't have two forms of ID.

☐ Records show that the voter already voted in this election. The voter disagrees.

☐ A voter's voting status was challenged, and the Election Judges agree with the challenge.

☐ A court ordered voting hours to continue past 7 p.m.

**Section B - Voter must complete Section B**



## Issuing Voter Cards for Touchscreen Voting Unit

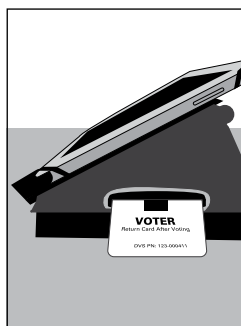
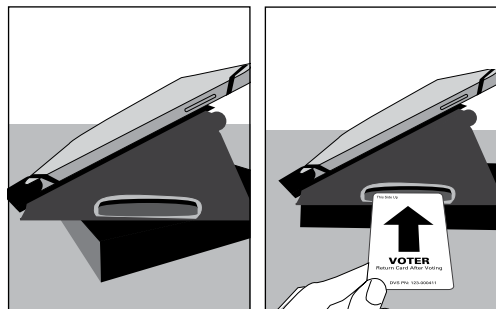
If a voter chooses to vote using the touchscreen voting unit one of the Judges at Station #1 or the Registration Table will activate a voter card and provide instructions to the voter.

### Activating a Voter Card

Follow steps #1 - 9 for voters using the touchscreen voting unit.

1. Find the voter in the e-poll book
2. Verify voter's name, address and year of birth
3. Record the precinct, ward, ballot style and VRN on the voter's Form 14, Application for Ballot. Tap Issue Ballot.
4. Select the voter's party from the menu (for Primary Elections only). Tap Issue Ballot.

5. Verify the signature on the voter's Form 14, Application for Ballot matches the signature on the e-poll book. Tap Signature Accepted Issue Card. Insert voter card into card activator with chip facing down.



6. Wait for voter card to activate. Remove card and issue to voter.

7. Place the Application for Ballot (Form 14 or top portion of Form 14Reg) on the white spindle.
8. Give the voter a privacy sleeve. Tell the voter to go to the touchscreen voting unit. Tell the voter to review the instruction card on the right privacy panel of the touchscreen voting unit. Finally, tell the voter to wait until the ballot is printed before removing the voter card. The voter will then take the printed ballot inside a privacy sleeve to the ballot scanner to be initialed by the Judge at Station #3, page 68. After the ballot is initialed, tell the voter to insert their ballot into the ballot scanner.





**IMPORTANT: You aren't allowed to show voters how to use the touchscreen unit. They must review the instruction panel.**

You may be asked to read the instruction panel out loud if a voter has a visual disability or cannot read well.

Do you need help in managing the touchscreen unit? See pages 98-101 for solutions to problems you may find with voters using the touchscreen voting units.

9. After voting, the voter must return the voter card and privacy sleeve to you or another Judge at Station #3. Issue an "I Voted" sticker once the voter gives you back the voter card and privacy sleeve.

### Activating a Voter Card for an Audio or Sip-and-Puff Ballot

An audio ballot allows voters with visual impairments to vote privately. A sip-and-puff ballot allows voters to vote privately using their own sip-and-puff device. Sip-and-puff technology is used to send signals to the touchscreen using air pressure by inhaling or exhaling on a straw, tube, or wand. Follow steps #1-9 to activate a voter card for an audio ballot.

1. Find the voter in the e-poll book
2. Verify voter's name, address and year of birth
3. Record the precinct, ward, ballot style and VRN on the voter's Form 14, Application for Ballot. Tap Issue Ballot.

4. Select the voter's party from the menu (for Primary Elections only). Tap the audio ballot checkbox and then tap Issue Ballot.
5. Verify the signature on the voter's Form 14, Application for Ballot matches the signature on the e-poll book. Tap Signature Accepted Issue Card. Insert voter card into card activator with chip facing down. Wait for voter card to activate.
6. Place the Application for Ballot (Form 14 or top portion of Form 14Reg) on the white spindle. If you have voided an Application for Ballot, place it on the spindle, but do not number it.
7. You should tell the voter to go to the touchscreen unit. Assist with the audio controller, headphones or sip-and-puff device if needed. Make sure the voter has the headphones on or their sip-and-puff device connected to the audio controller. You must stay at the touchscreen while the voter inserts the voter card and select the language and device for the voter. Ask the voter if they would like the screen to be black while they vote, this is called a privacy mask. Instruct the voter to contact a poll worker once they have finished voting.



**NOTE:** If the voter would like to use their own headphones, the Judge should plug the voter's headphones into the audio controller.

If the voter didn't bring headphones, dispose of used covers and replace them with new covers.

If a voter has a visual impairment, ask the voter if he or she would like to be guided and how the voter wishes to be guided. Before physically guiding the voter to the touchscreen voting unit, provide detailed verbal instructions as to where the touchscreen is located.

For voters with visual impairments, tell the voter that the chip should be at the bottom of the card when inserting it into the touchscreen card slot.

8. After the voter has printed their ballot, ask if you can assist them in removing the ballot from the printer, placing it in a privacy sleeve and bringing it to Station #3 (ballot scanner) to be initialed by a Judge. Make every effort not to view the voter's ballot choices. After the ballot is initialed, tell the voter to insert their ballot into the ballot scanner.



**IMPORTANT: The voter's ballot is not cast until they have inserted it into the ballot scanner.**

9. After voting, the voter must return the voter card and privacy sleeve to you or another Judge at Station #3. Issue an "I Voted" sticker once the voter gives you back the voter card and privacy sleeve.

### Activating a Voter Card for Federal Offices Only Ballot

Follow activation instructions and select Federal Offices only box. Refer to page 51.

### Activating a Voter Card for Provisional Ballot

Follow activating a voter card instructions and select Issue Provisional Ballot. Refer to pages 54 - 57.

### Manual Activation

Refer to page 101.



## COMMON E-POLL BOOK PROBLEMS AND SOLUTIONS AT STATION #1

Here are some common problems and solutions you may find.

### PROBLEM #1: You can't find the voter listed in the correct precinct in the e-poll book.

**SOLUTION:** Try one of these ways to find the voter.

1. First, **check the spelling** of the voter's name. Then, expand the search by selecting **Search City**. If you find the voter, tap in the voter's row to open the **Voter Record** screen. Tap the **Precinct Details** tab at the top to find the voter's correct precinct information.
2. **What if that doesn't work?** Tap the **Find By Address** tab and type the voter's address. If nothing comes up, tap the checkbox under the address to search for alternate street names for the voter's street. Tap on the correct voter from the list.
3. **What if you still can't find the voter?** You can also check the precinct poll sheet found in Envelope 1 that lists all registered voters.

#### The voter lives in this precinct but the voter is not registered to vote.

Send them to the Registration Table. By law, voters may use Election Day Registration with the correct forms of identification.

**What if you found the voter's information, but the voter is in the wrong precinct?** Tell the voter to go to the correct precinct shown on the e-poll book in the **Precinct Details** tab. You can share this information in one of the following ways:

- Text the information to the voter. Tell the voter that the Board doesn't record voter phone numbers. Also tell the voter that standard text messaging rates will apply.
- Write the information on the Precinct Notification sheet, and hand it to the voter.

#### The voter will need to go to the correct precinct to vote. What if the voter still wants to vote at this polling place?

Issue the voter a Provisional Affidavit Form (276P) and provisional voter card. See pages 54-57 for more information on provisional ballots.

### PROBLEM #2: The voter lives outside of the City of Chicago and refuses to vote in the correct jurisdiction.

**SOLUTION:** If the voter insists on voting in the wrong precinct, issue the voter a Provisional Affidavit Form (276P) and provisional voter card. See pages 54-57 for more information on provisional ballots.

### PROBLEM #3: The voter is registered in a different precinct.

**SOLUTION:** Give the voter the correct precinct information with a text notification or the Precinct Notification Slip (Form 11). If the voter insists on voting in the wrong precinct, issue the voter a Provisional Affidavit Form 276P and provisional voter card. See pages 54-57 for more information on provisional ballots.

### PROBLEM #4: The voter moved to a new address and is in the precinct of the new address, but the voter is still registered at the former address in the former precinct.

**SOLUTION:** Tell the voter to go to the Registration Table. See page 62 for more information.

### PROBLEM #5: A registered voter moved to a new address and did not update their registration but is in the precinct of the old address.

**SOLUTION:** Give the voter the correct precinct information with a text notification or the Precinct Notification Slip (Form 11). If the voter insists on voting at your precinct, which is not the correct precinct, give the voter a Consolidated Voter's Affidavit (Form 1). Activate a voter card at Station #1 for a Federal Offices Only ballot. A Federal Offices Only voter activation card allows the voter to vote for federal candidates, which are not affected by precinct. Federal Offices Only voters can only vote using the touchscreen voting unit. See page 51 for more information.



## COMMON E-POLL BOOK PROBLEMS AND SOLUTIONS (CONTINUED)

**PROBLEM #6:** The voter lives outside the precinct and is not registered to vote.

**SOLUTION:** Give the voter the correct precinct information with a text notification or the Precinct Notification Slip (Form 11). If voter insists on voting in the wrong precinct, issue voter a Provisional Affidavit Form 276P and provisional voter card. See pages 54-57 for more information.

**PROBLEM #7:** The voter's status is listed as inactive in the e-poll book. There will be a pink screen in the voter's record to show the voter is inactive.

**SOLUTION:** If a voter registration card is mailed but sent back to the Board, the voter may be listed as inactive. Does the voter still live at the address listed in the e-poll book? Then they don't need to produce identification or complete Form 1. Ask the voter if the voter still lives at the address listed in the e-poll book. If the voter does still live there, make sure the voter has filled out Form 14.

**Has the voter moved to another address within the City of Chicago?** The voter may update the voter's registration and vote. Tell the voter to go to the Registration Table. See page 62 for more information on voter registration.

If a voter isn't able to update registration information, the voter may vote a Federal Offices Only ballot. The voter must first complete Form 1 and check off Box #5. Activate a voter card at Station #1 for Federal Offices Only ballot. In this situation, voters may only vote using the touchscreen voting unit.

**PROBLEM #8:** A voter makes a mistake on the Application for Ballot (Form 14).

**SOLUTION:** Write *void* across the incorrect Application for Ballot (Form 14). Give the voter a new Application for Ballot (Form 14). Place the incorrect application with the correct application on the spindle. Only number the correct application.

**PROBLEM #9:** The voter's record displays the following message: "Show ID."

**SOLUTION:** The voter must show identification before voting. Acceptable identification includes one of the following items:

- A current and valid government issued photo ID
- A current utility bill, bank statement, government check, paycheck, or other government document (federal, state, or local) that shows the voter's name and address
- A photo ID issued by a school, college or university with either of the following items:
  - ❖ A copy of the applicant's lease for a residence
  - ❖ Any postmarked mail delivered to the voter at the voter's current residence

This voter isn't required to complete an affidavit after showing you the acceptable identification. You also don't need to note what type of identification the voter showed you. **Is the voter unable to show identification?** Then, see pages 54-57 for procedures on provisional ballots.

**PROBLEM #10:** There is no signature on file in the e-poll book.

**SOLUTION:** Ask the voter to provide you with the last two digits of the voter's social security number (SSN) or year of birth. Compare to the information in the e-poll book.

**PROBLEM #11:** You see that you accidentally chose the wrong voter in the e-poll book when you review the signature comparison screen.

**SOLUTION:** If you chose the wrong voter, tap **CANCEL** and enter the password located in the red ballot scanner box. If you need assistance, call ELECTION CENTRAL at 312-269-7870. Search again and select the correct voter.

**PROBLEM #12:** You selected the wrong voter, but you realize it after the voter casts a ballot.

**SOLUTION:** Please immediately call ELECTION CENTRAL at 312-269-7870 to fix the situation.

**PROBLEM #13:** You already checked in a voter but voter wants to vote on touchscreen.

**SOLUTION:** Manually activate touchscreen voting unit, see page 101.



## REGISTERING VOTERS AT THE REGISTRATION TABLE

The Coordinator or Judge at the Registration Table will complete the following duties:

- Register new voters
- Edit a voter's address
- Edit a voter's name
- Activate voter cards

Voters who are registering for the first time, editing their names, or editing their addresses will need to show two forms of ID. At least one form of ID must show the address that matches the voter's address on the voter's Registration Application/Application for Ballot (Form 14Reg). Please see page 65 for more information on acceptable forms of ID. The voter will still receive a paper ballot at Station #2 or a voter card at the Registration Table, depending on the voter's preference.

### Registration Table - Registering Voters

**Make sure you have all these items at the Registration Table.**

- ☐ Clipboards and Pens
- ☐ Electronic Poll Book with Card Activator (1)
- ☐ Voter Cards
- ☐ List of Acceptable IDs
- ☐ Voter Registration Table Signage
- ☐ Form 11 Precinct Notification slips for redirecting voters in the wrong precinct
- ☐ Form 14Reg Combined Registration Application/Application for Ballot,
- ☐ Envelope 48E for returning registration forms
- ☐ Form 276P Provisional Voter Affidavit/Ballot Envelope
- ☐ Headphone Covers for Audio

### Registering New Voters

If the Judges at Station #1 are unable to find the voter in the e-poll book or the precinct list of voters and the voter lives in the precinct, you will register the voter to vote. See steps #1-7.

1. **Double-check the e-poll book.** Ask for the voter's name and enter it into the e-poll book to double-check the voter's registration status.
  - If the voter is found and the information is correct, process the voter using the Application for Ballot, (Form 14). No registration is necessary.
  - If the voter is found and the voter has moved to a new address in this voting precinct, follow instructions for **Editing Names and Addresses** on pages 63-64.
  - If the voter is not found in the precinct or citywide, tap the **Voter Not Found, Issue Ballot** button. Then go to Step #2.

2. **Find the address.** Tap **Find Address** and type in the voter's house number, street direction, and all or part of the street name. Choose the correct address from the list. If voter has an apartment number, you will need to type it in on the address tab.
3. **Issue the voting forms.** If the address is within the precinct, issue the voter a combined Registration Application/Application for Ballot (Form 14Reg).

**Top part:** Have the voter select the voter's party (for use in Primary elections only). The voter should write their name, address, and year of birth.

Form 14Reg - Combined Registration Application /Application for Ballot

**Bottom part:** The voter should mark the box for new voters, answer the citizenship question, and answer the age question.

The voter will also complete all fields on the bottom part. If the voter was registered at another address before, the voter should include that previous address on the form. They will then sign and date the form. The voter should return the form when it is completed.

If the voter is unable to complete the form or has a visual disability, ask the voter for this information and complete the form for them, except for the signature. They should sign their own signature. Please be patient when waiting for a response.



### What if the address is not in the precinct?

Tell the voter to go to the correct precinct shown on the e-poll book. You can share this information in one of the following ways:

- Text the information to the voter. Tell the voter that the Board does not record voter phone numbers. Also tell the voter that standard text messaging rates will apply.
- Write the information on the Precinct Notification sheet and hand it to the voter.

If the voter is visually impaired or is unable to read a written notice, tell the voter the address or ask if you can provide it in a different way.

4. Ask the voter for two forms of ID. At least one of which must show the voter's registration address. Please see page 65 for the list of acceptable IDs. Compare the voter's IDs to the information listed on the form.
5. Use the Form 14Reg to complete the **Address**, **Name**, and **Previous Address** tabs on the e-poll book. You will write the VRN found in the e-poll book on the Form 14Reg.

6. Tap **Issue Ballot** on the e-poll book. Use the information found on the **Voter Details** screen to complete the precinct, ward, ballot style, and VRN on the top part of Form 14Reg.

7. Separate the bottom from the top part of the form. Place the bottom part in the Registration Envelope (Envelope 48E). Hand the voter the top part of Form 14Reg. Then, tell the voter to go to Station #2 for a paper ballot or activate a voter card if voter chooses to use the touchscreen voting unit. The top portion of Form 14Reg will be numbered and spindled at Station #2 by a Judge.

## Editing Addresses and Names

Is the voter already registered to vote but moved within the City of Chicago or changed names? You will also update these address and name changes at the Registration Table. Voters will need to update these changes to vote a standard, full ballot on Election Day. Follow steps #1-8.

1. Ask the voter for the voter's former registration information (name, address) and search for the voter citywide. Verify the voter's former registration address/name and year of birth. Then, choose the correct voter. Once you have chosen the correct voter, tap the **Edit Voter** button.
2. Once you are in the voter's record, you can make changes to addresses and names.

- A. **To change a voter's address:** tap **Edit Address** and type in the voter's current house number, street direction, and all or part of the street name. Select the correct address from the list. If voter has an apartment number, you will need to type it in on the address tab.

If the address falls within the same precinct where the voter is trying to register, go to step 3.

### What if the voter's current address is not in the precinct?

Then tell the voter to go to the correct precinct shown on the e-poll book. You can share this information in one of these ways:

- Text the information to the voter. Tell the voter that the Board does not record voter phone numbers. Also tell the voter that standard text messaging rates will apply.
- Write the information on the Precinct Notification sheet and hand it to the voter.



## Form 14Reg

If the voter is visually impaired or is unable to read a written notice, tell the voter the address or ask if you can provide it in a different way. **The voter will need to go to the correct precinct to vote.**

3. **To change a voter's name:** Tap on the **Name** tab to change the voter's name. Change the voter's name and **go to step 4.**

4. Have the voter complete Form 14Reg.

**Top part:** Have the voter select their party (for use in Primary elections only). The voter should write their name, address, and year of birth.

**Bottom part:** The voter marks that they are changing their address or name, answers if they are a citizen and answers if they will be 18 years old by the next General Election on November 3, 2020. The voter should also complete the rest of the form. Then they should sign, date, and return it to you.

If the voter is unable to complete the form or has a visual disability, ask the voter for this information and complete the form for them, excluding the signature portion. Please be patient when waiting for a response.

5. Ask the voter for two forms of ID. At least one form of ID must show their current address. Please see the list on page 65 for acceptable IDs. Compare the voter's IDs to the information listed on the form. If the voter is changing their name, at least one ID must show the new name.
6. Confirm the voter's information in the **Address, Name, and Previous Address** tabs in the e-poll book. You will write the VRN found in the e-poll book on the Form 14Reg.

7. Tap **Issue Ballot** on the e-poll book. Use the information found on the Voter Details screen to complete the precinct, ward, ballot style and VRN on the top portion of Form 14Reg.

8. Separate the bottom from the top part of the form. Place the bottom part in the Registration Envelope. Hand the voter the top part of Form 14Reg. Tell the voter to go to Station #2 for a paper ballot or activate a voter card if voter chooses to use the touchscreen voting unit. The top portion of Form 14Reg will be numbered and spindled at Station #2 by a Judge.

Voter takes to Station #2 for paper ballots

Judge/Coordinator places in Envelope 48E



## Acceptable Identification

Voters who are registering for the first time or editing names or addresses must show two forms of ID. At least one form of ID must include the registration address. These forms of ID may include:

- Passport or Military ID
- Driver's License or State ID card
- College/University/School/Work ID
- Vehicle registration card
- Lease, mortgage or deed to home
- Credit or debit card
- Social Security, Medicaid or Medicare card
- Insurance card
- Civic, union or professional membership card
- LINK/Public Aid/Department of Human Services card
- Illinois FOID card
- Municipal ID

**Other types of acceptable identification include mail addressed to a voter, such as:**

- Bill, transcript, or report card from school
- Bank statement, pay stub, or pension statement
- Utility, medical or insurance bill
- Official mail from any government agency

**What if the voter does not have two forms of ID?** Then, the voter must vote a provisional ballot. See pages 54-57.

You will enter the provisional voter in the e-poll book. On the **Voter Record** screen, tap the **Issue Provisional Ballot** button.

**Do not place the Form 14REG on the spindle for a provisional voter.** Instead, insert the completed Form 14Reg into the plastic sleeve on the Provisional Affidavit (Form 276P). Mark the checkbox on the front of the Provisional Affidavit (Form 276P) that the voter did not have the necessary documentation.



**IMPORTANT:** Provisional voters can only use the touchscreen for voting.

## Registering a Voter Who is Experiencing Homelessness

Are you assisting a voter who may be experiencing homelessness? **Under Illinois law, individuals who are homeless may vote.** A voter who is experiencing homelessness may have a non-traditional residence. What is a non-traditional residence? This could be a:

- Day shelter
- Park bench
- Private residence
- Shelter
- Space under a bridge
- Street corner
- Tent

To register to vote, the individual must show a mailing address used as a residence for voting purposes. This mailing address can include places such as a shelter, private residence, or day shelter, for example. The applicant must complete Form 14Reg and must provide two forms of identification containing the applicant's name. At least one of the two forms of ID must show proof that the applicant may use the mailing address.

To prove the mailing address and registration address are the same, a voter who is homeless may show you:

- A piece of mail addressed to the voter and mailed to the address on the registration card
- A statement or a letter from a person like a case manager, homeowner, or religious leader that states the voter is allowed to use the mailing address
- An ID card issued by a homeless shelter showing the name and mailing address of the voter

**NOTE:** By law, a voter may use Election Day Registration and cast a ballot if the voter registers in the correct precinct with the correct types of identification.



## JUDGES' STATION #2

A Judge from either party may sit at Station #2. The duties at this station include all of these tasks:

- Initialing and issuing paper ballots
- Numbering Applications for Ballot (Form 14 or top portion of Form 14Reg)
- Placing the Applications for Ballot on the white spindle.

**IMPORTANT:** The white spindle holds the completed Applications for Ballots (Form 14 or top portion of Form 14Reg). Place it at Station #2.

### Judges' Station #2 - Voting with Paper Ballots

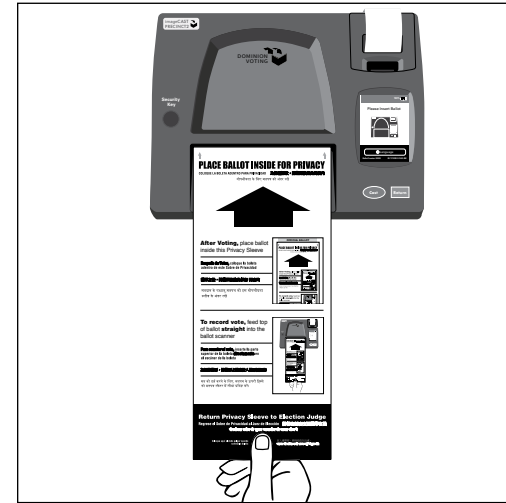
**Make sure that you have all items you need at Station #2.**

- ☐ Ballot Markers (sharpies)
- ☐ Large Ballot Viewer
- ☐ Orange Demonstration Ballots
- ☐ Official Ballots with Ballot Styles
- ☐ Privacy Sleeves
- ☐ Spindle for completed Applications for Ballot (Form 14 or top portion of Form 14Reg)
- ☐ Envelope P – Provisional Ballot Carrier Envelope
- ☐ Envelope S – Spoiled Ballots

## Issuing Paper Ballots

Follow steps #1-9 to issue a paper ballot.

1. Make sure a Judge has initialed the Application for Ballot (Form 14 or top part of Form 14Reg). If not, the voter must return to Station #1 or the Registration Table for signature verification and Judge's initials.
2. Number the completed **Applications for Ballot** (Form 14 or top part of Form 14Reg). Numbers should be placed in the **Application Number** box beginning with the number 1 or the next consecutive number.
3. After the application has been numbered, place it on the white spindle with the application marked #1 being on the bottom. If you have voided an Application for Ballot, place it on the spindle. **Don't number the voided application.**
4. Find the ballot with the same ballot style (and party in Primary elections) that matches the ballot style (and party in Primary elections) on the Application for Ballot (Form 14) or top part of Form 14Reg.
5. Find the **Judge's Initials** box in the upper right corner. Use the ballot marker to write your initials. Only complete one ballot at a time. The initials must be contained within the box. Don't mark outside the box.
6. Give the voter a privacy sleeve, a ballot marker, and the ballot. Tell the voter to place the ballot inside the sleeve after they leave the voting booth. Point out where the ballot scanner is and tell the voter to go to the ballot scanner at Station #3 when they are done voting. Tell them they will also return the privacy sleeve and ballot marker to the Judge there when they are done.
7. Offer to show the voter how to correctly mark the ballot. Use the orange demonstration ballot to allow the voter to practice. The demonstration ballots must stay at the Judges' table. Then direct the voter where to vote.
8. After voting, the voter should go to the ballot scanner (Station #3). A Judge will give the voter an "I Voted" sticker. Read more about Station #3 on page 68.
9. Does the voter need assistance? Help the voter as needed. See page 70-72 for the types of assistance you can provide voters.



Voters will take the ballot to the ballot scanner at Station #3 when they are done voting.



## Issuing Ballots in Split Precincts

In some precincts, there is more than one election district within the precinct boundary. For example, two voters may be voting at your precinct but have different ballots with different candidates because they may live in different congressional districts. This means there is more than one ballot style you will be giving out to voters. These precincts are called *split precincts*. It is important that you issue each voter the correct ballot style.

In split precincts, there will be a plastic sleeve attached to the ballot box portion of the ESC. Inside the plastic sleeve, there will be a special list that shows all ballot styles for the precinct and a map. During set-up, a Judge or Coordinator should have placed all the ballot styles (and parties in Primary elections) at Station #2.

Every voter's ballot style is found in the e-poll book. The Judges then write the ballot style on the Application for Ballot (Form 14) or on the top part of Form 14Reg, as appropriate.

Are you having problems identifying a voter's correct ballot style number? Contact the Board at 312-269-1604.

## Paper Ballots

Make sure that you issue the correct ballot with the correct ballot style to the voter.

## Spoiled Ballot Procedures

A spoiled ballot is a ballot that has a mistake, is overvoted, or blank. If a voter makes a mistake or if the ballot is overvoted or blank, the voter may be issued a new ballot. Follow steps #1-5 for spoiling a ballot:

1. Print the word **SPOILED** clearly across the front and back of the ballot and write your initials.
2. Fold and place the spoiled ballot in Envelope S – Spoiled Ballots. Don't seal Envelope S until after the close of the polls.
3. Go back to the voter's spindled Application for Ballot (Form 14) and mark the box **Spoiled a ballot and received another**.
4. Initial a new ballot. Give the new ballot to the voter.



**NOTE:** If a voter spoils a ballot from the touchscreen voting unit, tell the voter to return to Station #1 or Registration Table for a new voter card after you have spoiled their touchscreen ballot.

5. Direct the voter to any open voting booth.

Here are some examples of the TWO BALLOTS you will see on Election Day. Each voter receives TWO BALLOTS – an A ballot and a B ballot.



## JUDGES' STATION #3

One Judge from either party is assigned to Station #3. If you are assigned to Station #3, you will oversee the ballot scanner. You will initial ballots and instruct voters to cast ballots using the ballot scanner. The Judge can be from either party (D or R).

### Judges' Station #3 - Using the Ballot Scanner

**Make sure these materials are at your station.**

- ☐ Ballot Markers (sharpies)
- ☐ "I Voted" Stickers

After voting, the voter should place the ballot inside the privacy sleeve and then go to the ballot scanner. The voter must hold the sleeve at the bottom and insert the ballot into the ballot scanner. See image at right. Tell the voter not to hold the ballot too tightly as they feed it into the ballot scanner.

After using the touchscreen voting unit, the voter will bring their printed ballot to Station #3, inside a privacy sleeve. You, the Judge must initial the paper ballot with the ballot still inside the privacy sleeve. The voter then must hold the sleeve at the bottom and insert the ballot into the ballot scanner.

**IMPORTANT:** The ballot scanner will not accept a ballot without a Judge's Initials.

**REMEMBER:** Only feed one ballot at a time into the ballot scanner!

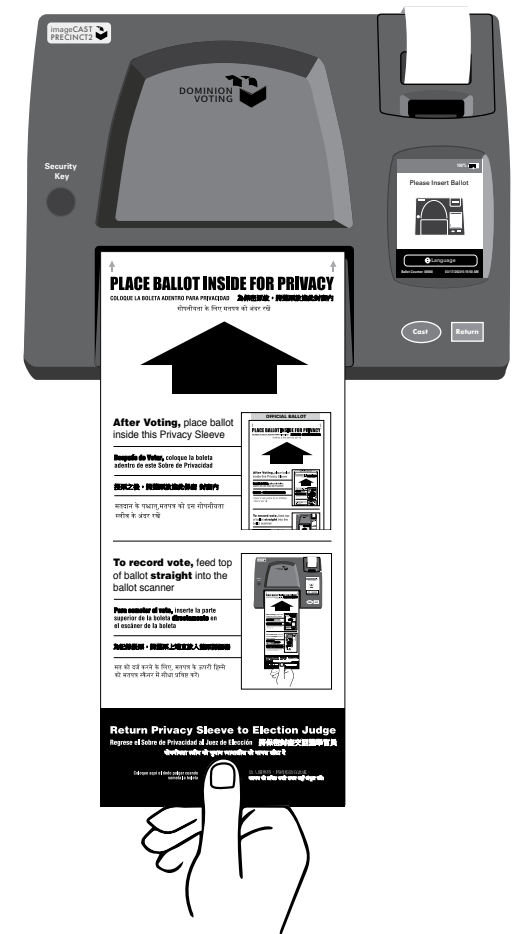
Instruct the voter to stay at the ballot scanner until their ballot is accepted. You should never stand directly over the ballot scanner when the voter is inserting the ballot. Give the voter privacy while they're inserting the ballot or when they're reviewing the ballot if it is returned. The screen will notify the voter if there is anything wrong with their ballot. If the voter wishes to correct their ballot, the Judge should press return for the ballot to eject.

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

The ballot scanner will notify the voter of the following issues:

- **No Judge's initials** - There were no Judge's initials.
- **Overvoted ballot** - The voter voted for too many candidates for an office.
- **Blank ballot** - No votes were cast for any candidate or ballot questions or the ballot was improperly marked.
- **Misread ballot** - The ballot was damaged and cannot be accepted by the ballot scanner.
- **Invalid ballot style** - The ballot style that was inserted was for a different precinct.
- **Ambiguous Mark ballot** - A mark was detected that was not clear enough to show the voter's intent.

**IMPORTANT:** Provisional ballots must not be inserted in the ballot scanner.



Ballot Scanner



## COMMON BALLOT SCANNER ERRORS

Below are the messages you will see on the ballot scanner screen if the ballot is rejected and what to do for each message.

MESSAGE ON BALLOT SCANNER SCREEN	
<b>Ballot Missing Initials or Precinct #</b>	<p>If this is a ballot from the touchscreen printer, instruct the voter to place the ballot inside the privacy sleeve so that you, the Judge at Station #3 can initial their ballot. If this is a ballot issued at Station 2, instruct the voter to place the ballot inside the privacy sleeve and return to Station 2 for the Judge's initials. You cannot cast a ballot without Judge's initials.</p>
<b>Overvote</b>	<p>If an overvote happens, make sure to read the message on the ballot scanner screen. First, ask the voter if they want to correct the ballot or leave it the way it is. Explain to the voter that, if the ballot is processed the way it is, the votes for the office/referenda where the overvote occurred won't be counted. All other votes cast correctly will be counted.</p> <p><b>The Judges must not review the voter's ballot.</b></p> <p>If the voter wants the ballot to be processed the way it is, press the <b>green Cast</b> button.</p> <p>If the voter wants to correct the ballot, press the <b>red Return</b> button and have the voter remove the ballot from the ballot scanner. Tell the voter to return to Station #2 for a new ballot.</p> <p>The Judge at Station #2 should write <i>SPOILED</i> on the ballot, fold it, and place it in Envelope S.</p>
<b>Blank Ballot</b>	<p>Make sure that the voter followed the instructions on how to correctly mark ballot choices. If needed, have the voter return to Station #2 for a demonstration. <b>The Judges must not look at the voter's ballot.</b></p> <p>Ask the voter if they want to correct the ballot or leave it the way it is. Does the voter want to process the ballot the way it is? Then, press the <b>green Cast</b> button.</p> <p>Does the voter want to correct the ballot? Then, press the <b>red Return</b> button and have the voter remove the ballot from the ballot scanner. Tell the voter to return to Station #2 for a new ballot.</p> <p>The Judge at Station #2 should write <i>SPOILED</i> on the ballot, fold it, and place it in Envelope S.</p>
<b>Misread Ballot</b>	<p>This type of message means that a defective ballot cannot be read by the ballot scanner.</p> <p>The voter should pull the ballot out and insert it again in a different way into the ballot scanner.</p> <p>There may be marks on the ballot which are causing the defective ballot message. Tell the voter to check that no marks have been made outside the target areas, including the Judge's initials' box. If the ballot error message still appears, pull the ballot out of the ballot scanner. Have the voter return to Station #2 for a new ballot. The voter will need to vote again.</p>
<b>Invalid Ballot</b>	<p>This type of message means that a ballot with an incorrect ballot style was inserted into the ballot scanner.</p> <p>If this is a polling place with more than one precinct, make sure the voter is at the correct ballot scanner. If they are at the wrong ballot scanner, pull the ballot out and tell the voter to go to the correct ballot scanner.</p> <p>If you have any problems with the ballot scanner, refer the problem to the Election Coordinator or call EQUIPMENT/SUPPLIES at 773-247-4065.</p> <p>Once the ballot is accepted by the ballot scanner, the voter must return the privacy sleeve and ballot marker to Station #2. Then, you should issue an "I Voted" sticker.</p> <p><b>IMPORTANT: IF A BALLOT IS STUCK IN THE BALLOT SCANNER, YOU SHOULD REMOVE IT FROM THE MACHINE, NOT THE VOTER.</b></p>

All messages above are found on the ballot scanner screen.



### Emergency Instructions: The Ballot Scanner Stops During Voting Hours

If there is a power outage, immediately call ELECTION CENTRAL at 312-269-7870.

If the ballot scanner stops working correctly, refer the problem to the Election Coordinator.

While the Coordinator examines the ballot scanner, you should:

1. Make sure the ballot box portion of the ESC is empty.
2. Take an orange seal from the Unused Seal Bag, and record the seal number on the Seal Accountability Form (Form 3). Seal the auxiliary ballot box closed using the orange seal.
3. As voters finish voting, they must drop ballots into the ballot box on the left side of the ESC. The privacy sleeve is not deposited into the ballot box. Voters should leave the privacy sleeves at Station #3.
4. Do not remove these ballots until after the polls close. See pages 102-103 for instructions on processing these ballots.

## ASSISTING ELDERLY AND VOTERS WITH DISABILITIES

You should ask voters whether they need assistance and what kind of assistance they will need. Always ask permission before touching a person or a person's mobility device, such as a wheelchair, or other assistive device.

### Accessibility at Polling Places

An elderly voter or a voter with a disability who cannot enter a polling place may request:

- Assistance in entering the polling place
- Curbside voting, or registering/voting outside the polling place

Has a voter asked for assistance in entering the polling place? Judges may give such assistance if it can be given safely. Such assistance may include, but is not limited to:

- Opening doors
- Escorting the voter to an alternate building entrance that is accessible

Under no circumstances should a voter be lifted or carried into the polling place.

Is a voter requesting to vote outside of the polling place? Two Judges, one from each political party, must give the following items to the voter:

- An Application for Ballot (Form 14 or Form 14Reg if they are not registered to vote)
- A ballot
- A ballot marker
- A curbside voting privacy sleeve

The voter must be at the nearest point to the entrance of the polling place that the voter can reach. That point may be in a car at the street curb or in a parking lot nearest the polling place. You can't deliver a ballot to the voter more than 50 feet from the entrance to the polling place building.

The voter must still complete the entire voting process. This includes completing the Application for Ballot (Form 14 or Form 14Reg if they are not registered to vote). The Judges should then return to the polling place. They will compare the voter's signature with the signature on file for the voter in the e-poll book. See page 48 for more information. One of the Judges must fill in the precinct and ward and initial the ballot before giving it to the voter. The voter must still be allowed to mark the ballot in secret.

The voter will complete voting and place the ballot inside the privacy sleeve. Then, the two Judges must return to the polling place. They must not open the privacy sleeve or look at the ballot. They should give it to the Judge at Station #3. This Judge will insert it into the ballot scanner.

Does the voter need assistance marking a ballot? Follow the procedures for "Assistance in Voting." (See pages 50-52)

### Before Election Day

Any elderly voter, a voter with a disability, or any voter with limited mobility who would like help entering the polling place or who needs to vote outside the polling place may make a request to the Board before Election Day.

If the voter makes this request and the voter gives the hour when the voter expects to arrive to vote, the Board will tell the Judges at that precinct about this voter. The Judges should check the building entrance every ten minutes during the expected hour of the voter's arrival.



## Treating Voters with Courtesy and Respect

Be alert to the needs of voters with disabilities, the elderly, and all other voters. Be aware that not all disabilities are visible and be available to help any voter who needs your assistance.

- Be considerate of the extra time it might take for the elderly or a person with a disability to complete the voting process.
- Provide unhurried attention to a person who has difficulty speaking or writing.
- Speak calmly, slowly, and directly to a person who is deaf or hard of hearing. Do not shout or speak in a person's ear. If full understanding is doubtful, write a note to the person who is deaf or hard of hearing.
- Speak directly to the person who has a disability rather than to a companion.
- Ask someone how they prefer to be assisted, and then follow their instructions. Before you provide assistance to a voter using a wheelchair, ask if you may do so and how you should proceed.
- Greet a person who is blind or visually impaired by letting the person know who and where you are. (E.g. "My name is Joe. I'm standing to your right, behind a table.")

## Providing Additional Assistance On Election Day

An elderly voter, a voter with a disability, or any voter with limited mobility may ask for assistance from the Judges. A person may call, ring the doorbell, or send someone into the polling place to let the Judges know that the voter needs assistance.

## Increasing Access

### Signs Showing an Alternate Entrance to the Polling Place

If the accessible entrance to the polling place is different from the one used by other voters, make sure the Alternate Entrance Sign (Form 177AE) has been posted. If you realize it has not been posted already by the polling site staff, immediately remove the sign from Envelope 2. Post it with the arrow facing in the correct direction in a position near the polling place sign where voters are likely to see it. Also, post the Accessible Entrance Sign (Form 177A) at the accessible entrance.

One Judge should follow the same path that voters will follow from the entrance(s). Make sure that voters are properly directed to the polling place and signs are posted clearly.

The Need Help Voting? Sign (Form 25) in Envelope 2 is printed in very large type so that voters with visual impairments can read it. Post the sign on the wall of the polling place in a place where it can be easily seen and read.

### Door Bells

Some polling places that are inaccessible will have doorbells to allow a voter to let the Judges know a voter is outside. The Coordinator will find out ahead of time if your polling place has a doorbell and is required to answer the doorbell promptly when alerted.

### Threshold Ramps

At polling places where the 'natural' threshold of the door is more than ½ inch in height, a threshold ramp can be used to aid voters who use wheelchairs or other mobility devices in crossing the threshold.

Judges assigned to a polling place that is not physically accessible should check the entrance often to determine if there are voters in need of assistance.

## Providing Assistance in Voting

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

A voter may also choose to vote the audio-visual ballot, which allows the voter to hear the ballot through the headphones and see the ballot on the screen. While voting an audio-visual ballot, the voter must make selections on the screen. They cannot use the audio controller.

A voter with a disability may also ask for help from a person of his or her choice or by two Judges, one from each political party. No voter may be helped by an employer or a representative of that employer or an officer or agent of the voter's union.

Please note: Intoxication is not regarded as a disability.

## Reminders About Procedures for Voters Who Ask for Assistance

### Station #1/Registration Table

At Station #1 or the Registration Table, the voter completes the Application for Ballot (Form 14) or Combined Registration Application/ Application for Ballot (Form 14Reg). Then, the Judges compare the voter's signature (if the voter is already registered). The Judge also initials the application. Is the voter registering to vote or editing name or address information? Then, a Judge or Election Coordinator must check the voter's identification.



**What if the voter is unable to complete the form or has a visual disability?** Then, the Judge will need to ask the voter for this information. The Judge will complete the form for them, except for the signature portion. The voter should sign their own name. Please be patient when waiting for a response.

**What if a voter cannot sign their name?** Then the person can make a mark on the Application for Ballot (Form 14). Do you need more information to verify the identity of the voter? You can ask for more information found in the **Identification** tab, like year of birth and last two digits of the SSN.

The voter receiving assistance must complete Box #4 on Form 1. Anyone providing assistance must also complete Form 1. Other than Judges, a person who gives assistance must also get a copy of Form 1A.



**Please refer to the Polling Place Accessibility Guide and the Election Coordinator Accessibility Checklist (Form 21-ADA) in the ESC for further instructions about your accessibility-related duties.**

### **Stations #1, #2 or Registration Table** **Judges will assist at Stations #1, #2 or Registration Table.**

The voter will bring the Application for Ballot (Form 14 or Form 14Reg) to the Judges at Station #2 for a paper ballot. If a voter chooses to use the touchscreen voting unit, their voter card will be activated at Station #1 or the Registration Table.

Judge at Station #2 must number the Application for Ballot (Form 14 or Form 14Reg). The Judge will place it on the white spindle. Then, the judge will initial and issue a paper ballot. Remember to also include the precinct and ward on the ballot. If voter chooses to vote on the touchscreen voting unit, a voter card will be issued at Station #1 or Registration Table.

The Judge should tell the voter to use any open voting booth or the touchscreen voting unit. In the voting booth or at the touchscreen voting unit, anyone providing assistance cannot try to influence the voter's choice of candidates, party, or issues on the ballot. That person must mark the ballot as directed by the voter. All vote choices must remain confidential.

### **Understanding Available Voting Aids**

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

#### **Touchscreen Voting Unit with Audio Ballot and Headphones**

Judges will activate the audio ballot on the voter card using the e-poll book. Then, the Judge will direct the voter to the touchscreen voting unit. Judges may assist the voter with the audio controller and the headphones. The headphone jack is located on the bottom right of the audio controller. There are disposable covers for the headphones, or the voter can bring their own headphones. The Judge will select the voter's preferred language and device on the screen. Refer back to the touchscreen operation instructions on page 59 for activating the device.

#### **Sip-and-Puff Device**

While using the audio ballot and headphones, a voter may also use a sip-and-puff device, which the voter will bring. The sip-and-puff device should be plugged into the audio controller to the left of the port where the headphones are plugged in. At the request of the voter, a Judge may place the headphones on the voter and ask where to place the audio controller.

The voter also can view their choices on the screen or have the screen stay blank. When the screen is visible, the voter can use the screen or controller when making ballot choices. To make the screen blank, select the privacy mask button on the top right of the screen.

#### **Large Ballot Viewers**

Ballot viewers enlarge the print on the ballot. They are available in all polling places in the Gray Supply Box. To use properly, tell the voter to hold the blue ball handle.

#### **Signature Guides**

Each precinct has signature guides to assist a voter when signing their name to the Application for Ballot (Form 14) or other forms that need a signature. The Judge should place the signature guide over the signature line and direct the voter where to write their signature. The signature guides will be located in the Gray Supply Box.

**Do you have questions about assisting voters with disabilities?** Call the Board's Disability number at 312-578-8816.