

ELECTION TERMS

Affidavit - A written statement about someone's qualifications to vote. The statement is also signed by the person, who promises that the information is true.

Ambiguous Marked Ballot - A mark was detected that was not clear enough to show the voter's intent.

Application for Ballot (Form 14) - The form a voter signs to apply for a ballot. It contains the signature of the voter and information about the identity of the voter. The voter and the Election Judge must complete the form. The voter cannot receive a ballot until the Judge makes sure that the Form 14 is complete and the Judge processes the voter in the e-poll book.

Appointment Period - The two year period that a Judge is considered active. The Judge must attend a training class at the beginning of each appointment period. During this period, the Circuit Court of Cook County confirms the Judge.

Assistance in Voting - The act of helping a person to vote. Voters with a physical disability or voters who cannot speak, read, or write English may ask for help voting. Use the Consolidated Voter's Affidavit (Form 1). Mark boxes 3 or 4 if you or someone else helps a voter cast a ballot.

Audio Ballot with Headphones - A type of ballot that voters with visual impairments can use to vote privately and independently. It includes an audio ballot and headphones on the touchscreen voting

unit. The Judges will activate a voter card with the audio ballot. Voters who use a sip-and-puff device can also use the audio ballot and headphones.

Ballot Box - The box that holds the votes. The ballot box has three parts: top, bottom, and the main part, which collapses down. The Judges put together the ballot box. Once put together, the ballot box has two sections: the front section for ballots with write-in votes and the back section for ballots without write-in votes. The ballot scanner will separate ballots into the front and back sections of the ballot box. The ballot scanner sits on top of the ballot box.

Ballot Missing Judge's Initials - The ballot scanner will not accept any ballots without a Judge's initials. Ballots printed by the touchscreen must be initialed by a Judge before the voter inserts their ballot into the scanner.

Ballot Scanner - The machine that records the votes cast on the paper ballots. The ballot scanner will reject ballots that aren't initialed by a Judge or are overvoted, blank, or defective. It is sometimes called a scanner in this handbook.

Ballot Style - The three digit number that tells the Judges which ballot the Judges should give the voter. The ballot style is in the voter's record in the e-poll book.

Ballot Viewer - A plastic magnifier that makes the print on the Official Ballots larger.

Bilingual Judge - A Judge who can provide language assistance to voters who don't speak English.

Black Return Bag - The large black bag with handles and wheels. A Judge uses this bag to return materials to the Receiving Station. There is a list of the materials that shows what needs to go in the Black Return Bag at the end of the day. This list can be found inside the Black Return Bag. The Judge must seal the Black Return Bag before leaving the polling place.

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

Campaign-Free Zone - The area outside the polling place room where electioneering is not allowed. This area must be marked off by the two blue cones found in the ESC.

Card Activator - The device attached to the e-poll book stand that will activate voter cards for the touchscreen voting unit.

Cast Button - A green button on the front of the ballot scanner. The Judge uses this button to cast ballots that contain overvotes or are blank, if the voter wants to cast the ballot despite the issue. The Judge will explain that the voter is choosing to cast the ballot instead of getting a new ballot.

Certificate of Results (Form 80) - The form that Judges use to record the number of votes cast. Judges place a copy of the Official Results Tape from the ballot scanner with each copy of Form 80.

Challenge - When a Judge, poll watcher, other voter, or anyone else objects to the Judges about a person's identity or qualification to vote.

Combination Polling Place - A polling place that has more than one (1) precinct. Each precinct has its own Judges but may share Coordinator(s). This is different than a **split precinct**.

Credential - An official document all poll watchers must show poll workers to be in the polling place. For government officials, it may be their official government badges.

Curbside Voting - A type of voting used by a voter who is unable to enter a polling place. Two Judges, one from each political party, will bring the voting materials to the voter if the voter can't make it to the polling place. Judges are never allowed to go 50 ft or more from the entrance of the polling place in curbside voting.

Defective ballot - A ballot that was misprinted or has a tear and the ballot scanner cannot read it.

Early Voting - A time when voters can vote before Election Day. This time is from the 15th day before the election through the Monday before the election. A voter does not need a reason to vote early. People who voted during Early Voting can't vote in the polling place on Election Day. They already voted.

Election Day Registration - The process to register voters on Election Day. The voter must:

- Have the correct voter registration identification
- Be in the correct precinct
- Have lived at the registration address for at least 30 days before the election

Electioneering - When someone tries to persuade other people at the polling place about who or what to vote for. It also includes wearing buttons or badges or having signs for a candidate, party, or ballot question. None of this is allowed within the Campaign-Free Zone at the polling place.

Election Supply Carrier (ESC) - The big blue box on wheels. It is delivered to the polling place before Election Day. It holds all the equipment, supplies, and materials for the election.

Electronic Poll Books (e-poll books) - The tablets used to find and register voters on Election Day. There are two (2) e-poll books in each precinct. Place one e-poll book with accessories at Station #1. Place another e-poll book with accessories at the Registration Table. Judges use e-poll books to process and register voters. You can look up voters in the e-poll book registered within the precinct and anywhere in the City of Chicago. Any voter who receives a ballot should be checked in on the e-poll book.

Federal Office Only Ballot - A type of ballot for a voter who meets all three of these requirements:

- Moved more than 30 days before the election
 - Still lives in the City of Chicago
 - Doesn't want to update their registration
- The voter can choose to vote for only federal candidates. Can only be voted on the touchscreen.

Hybrid Ballots - Ballots that have candidates for either the Democratic OR Republican parties and also the Green Party.

Judicial Privacy - The privacy of judicial judges and their families. They are allowed to ask that their address be hidden. In some cases you will not see the address of these voters. *Judicial privacy does not apply to Election Judges.*

Key Judge - A Judge who gets an envelope with the key to the ESC and other supplies such as the seal cutters. The Key Judge will work with the Coordinator to contact all the Judges before Election Day.

Letter of Authority - A special letter that allows a poll watcher to look at and touch election materials on Election Day.

Lowered Voting Booth - A voting booth designed for voters who use a wheelchair or need to sit in a chair while voting. Voters who use the lowered voting booth will vote on a paper ballot. The lowered voting booth also has a chair for voters who cannot stand for long periods of time. The booth can also be used by any other voters.

Memory Cards - They are located in the front of the ballot scanner behind the administrator and poll worker doors. They record all votes cast. The memory cards will already be in the ballot scanner when it is delivered to the polling place. Then, the Judges will transmit the results, remove the memory cards and place inside White Return Box.

Modem - A device that the Judges attach to the ballot scanner that securely connects the scanner to our server. The Judges must attach the modem in the morning for a connection test, and then again after the polls close to transmit results.

Morning Zero Tape - Receipt from the ballot scanner that shows how many votes have been cast.

Official Ballots - The paper ballot that has the names of the candidates, offices, and questions on the ballot. The voters use a ballot marker to fill in the circles for the candidates, offices, and questions they choose.

Official Results Tape - The tape that the ballot scanner prints after the polls are closed. It shows the results from the ballots that were cast on Election Day.

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

Plastic Pointer - A stylus that a Judge uses to turn on the ballot scanner.

Polling Place - The building/room where voting happens.

Poll Watcher - A representative of a candidate, political party or civic organization who is allowed, by law, to be in the precinct and watch the election process. All poll watchers must give a credential, or special paperwork, to the Judges.

Poll Worker Card - This card give Judges and Coordinators administrative access to the touchscreen. They will use it to open and close polls on the touchscreen. They may also use this card to clear error messages or manually activate the touchscreen.

Precinct - A political and geographic boundary that voters live in. Your address determines which precinct you vote at on Election Day.

Provisional Ballot - A ballot that is cast by certain types of voters. These ballots aren't counted on Election Day. The Board of Elections has 14 days after the election to process provisional ballots. A provisional voter can contact the Board to find out if the provisional ballot was accepted or rejected. Voters will use the touchscreen to vote provisionally.

Receiving Station - The place where all the required election materials are taken at the end of the night. See the back cover of the handbook to find your Receiving Station.

Referenda - Questions on the ballot that voters vote on.

Results Transmission Tape - The tape that prints from the ballot scanner after transmitting results. This tape must be returned in the White Return Box.

Return Button - A button on the scanner that the Judge will use if the voter wishes to correct an issue with their ballot such as an overvote or blank ballot.

Security Key - Black plastic key used on the ballot scanner to open and close polls. This key will also be used to clear any ballot jams on scanner.

Split Precinct - Areas where people live in the same precinct but may live across different political boundaries. A split precinct has more than one ballot style.

If the Judge issues a paper ballot:

The ballot must match the ballot style from the Application for Ballot (Form 14) to the ballot style on the Official Ballot.

If a voter uses the touchscreen voting unit: Judges must activate a voter card using the e-poll book.

Spoiled Ballot - An Official Ballot that a voter made a mistake on. The Official Ballot must be returned to the Judges. The Judge should give the voter a new Official Ballot.

Stand-by Central - A place during Election Day where extra Coordinators and Judges wait until they are needed at a polling place.

Touchscreen Printer - The printer connected to the touchscreen voting unit that will print a voters ballot if they choose to vote on the touchscreen. The voter will then insert that ballot into the ballot scanner.

Touchscreen Voting Unit - The voting unit designed for voters with disabilities. Voters with visual impairments can vote privately and independently by using the audio ballot and headphones. Voters who use a sip-and-puff device also can use the audio ballot on the touchscreen. Other voters may also choose to use the touchscreen voting unit.

Transfer Case - The large blue case with a handle and wheels. It is used to return materials to the Receiving Station on election night. There is a list of the materials that need to be returned in the plastic window on the outside of the Transfer Case. The Transfer Case must be sealed before leaving the polling place.

Transmission - Sending the votes from the ballot scanner to the Board's servers.

Undervote - What happens when a ballot is missing a vote for certain offices. These offices include the offices of Governor, Lieutenant Governor, Attorney General, Secretary of State, Comptroller, or Treasurer. A voter can correct an undervoted ballot or decide to keep it the way it is.

Used/Broken Seal Bag - The bag that holds all the seals from any election equipment as the Judges remove them. The bag with the seals is returned to the Receiving Station in the Black Return Bag.

Verizon Jetpack - Connects the e-poll books to the Board's computer servers.

Voter Card - The card used to activate the touchscreen voting unit. The Judge activates the voter card using the e-poll book. The Judge also uses the voter card to activate a provisional ballot, an audio ballot and a federal offices only ballot. The voter card does not contain any other information about the voter.

Voter Registration Number - The number assigned to the voter by the Board's Voter Registration Department. It is made up of a combination of 7 letters or numbers.

Ward - Chicago is divided into 50 areas called wards. There are many precincts in a ward.

White Return Box - This box is returned in the Black Return Bag at the end of the night. It should contain the memory cards (2) from the ballot scanner, the first copy of the Official Results Tape, the Results Transmission Tape, Poll worker card, modem, Verizon Jetpack (without cord) and the security key.

Write-In Tape - Prints two copies after the Official Results Tape. One copy must be returned to the Receiving Station in Envelope W and the other in Envelope 71E.