

Election Day Preparation

- For Saturday July 11 and Saturday August 15 elections
Commissioners must report to the precinct by 6:00 a.m. to set up the voting location for social distancing and wear their PPE. Voting should begin at **7:00 a.m.**
- For **Tuesday Elections**, Commissioners must report by **5:30 a.m.** with voting beginning at **6:00 a.m.**
- Commissioners are strongly encouraged to “early vote”
- Remember to pack your meals, drinks, and snacks. At no time can anyone leave the precinct to run errands, pick up food, etc.
- You can bring a book, crossword puzzles or needlework but **NO** newspaper, TV, or radio which might contain political commentary. Commissioners are not allowed to engage in political discussion while working at the polls.

Election Day Preparation

Review your election materials the day before the election

- Look at your “SOS info pamphlet” and refresh your knowledge of the forms and procedures you’ll be using
- Review any agenda that you received at the specific school or in the mail
- NEVER rely on your memory. Laws, procedures, and forms keep changing

Election Day Etiquette

- **YOU** are an extension of the SOS and COC office
- Your attire, personal appearance, and hygiene should be professional but comfortable
- Shorts, low-cut blouses, short skirts, and “sleepwear” are **NOT** appropriate for election day
- Dress in neutral colors so no voter believes you belong to a certain party or are supporting a candidate



Election Morning Procedures

- C-I-C receives the voting machine keys from the Custodian
- C-I-C administers the Oath to the Commissioners
- C-I-C directs the Commissioners to their opening duties
- Opening of the supply and audio machines
- Setting up voting machines
- Posting required materials for public view
- Completing the safety inspection form
- Organizing and filling out paperwork
- Completing machine certificate section #1
- Affidavit of Payroll and Non-Disclosure (partial completion)
- Processing supplemental listing(s)—if required
- Inspect the surrounding areas of the facility to ensure that no political signage is within the 600 foot radius. This should also be done throughout the day. Please call the Clerk of Court's Elections department with any concerns.

Voting Machine Keys

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- The Deputy custodian gives the “A” key envelope directly to the C-I-C
- The **voting machine numbers** are listed on the front of the envelope. Verify that they match your actual machine numbers

KEYS			
THIS ENVELOPE CONTAINS KEYS OF VOTING MACHINES TO BE USED IN			
WARD:	1	PRECINCT:	15
LOCATION:	123 Green Street, Baton Rouge		
PRECINCT REGISTER SEAL NUMBER(S):	100005		
AS FOLLOWS:			
Voting Machine Number	Cartridge Seal Number	Public Counter Number	Protective Counter Number
→ 11661	37152	0	1558
→ 11662	37153	0	1559

Prepared and Furnished by the Secretary of State

Key Envelope A (Rev. 01/19)

Voting Machine Keys

Also, listed on the front of the envelope is the **precinct register seal number (ROV bag seal)**, **cartridge seal number**, and the **protective counter number** for each machine. Verify that each of these numbers are accurate.

- The precinct register seal number is found on the **red** plastic tab on the ROV bag
- The cartridge seal number is found on the **red** plastic tab that is threaded through the plastic lid covering the results cartridge in the back of the machine
- The protective counter number is the number of votes cast over the life of the machine. It's found on the left hand side of the voting machine operator panel window

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PRECINCT REGISTER SEAL NUMBER(S): 100005

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<u>11662</u>	<u>37153</u>	<u>0</u>	<u>1559</u>

Prepared and Furnished by the Secretary of State
Key Envelope A (Rev. 01/19)

Opening the Supply Machine

The “**supply machine**” has a label on the top of the machine. It should be opened first as it contains most of your election supplies.



Opening the Supply Machine

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SUPPLIES INCLUDE:

A large **green** canvas bag that contains:

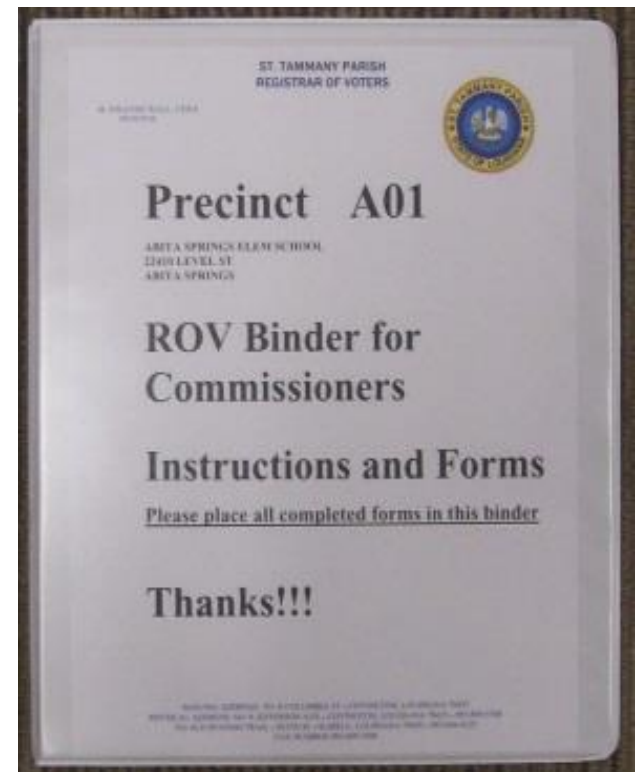
- General Forms Clear Plastic Zipper bag with all recyclable forms
- Precinct Specific Envelope which contains all your election specific materials and signs that should be posted
- A clear plastic pouch for election night cartridges and machine tapes which will be delivered to the Clerk's office on election night (*pg. 67*)
- The election night checklist, safety checklist, incident report, the "Tell Us About Your Day" form, page magnifier, braille booklet(s), pens, blue tape, and color pads will also be included in this bag

Opening the Audio Machine

The “audio machine” (your second machine) also has a label on the top and contains the following:

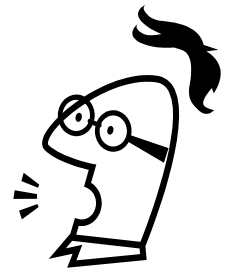
A sealed **green** *nylon* bag that contains:

- Your **precinct register** (a **black** binder with an alphabetical listing of registered voters in the precinct) and map
- A white binder that includes precinct signs for the table or machines, additional ROV forms and end of night seal for ROV bag



Opening the Audio Machine

- Break the zipper's **red** seal & place in the **green** canvas supply bag —————→
- This seal number must be recorded on #7 on section #1 of the machine certificate
- The **audio ballot equipment** in the **black** bag, will also be included in your audio machine (*pg. 26*)
- **DON'T** open this bag unless this equipment is needed



Opening the Polls

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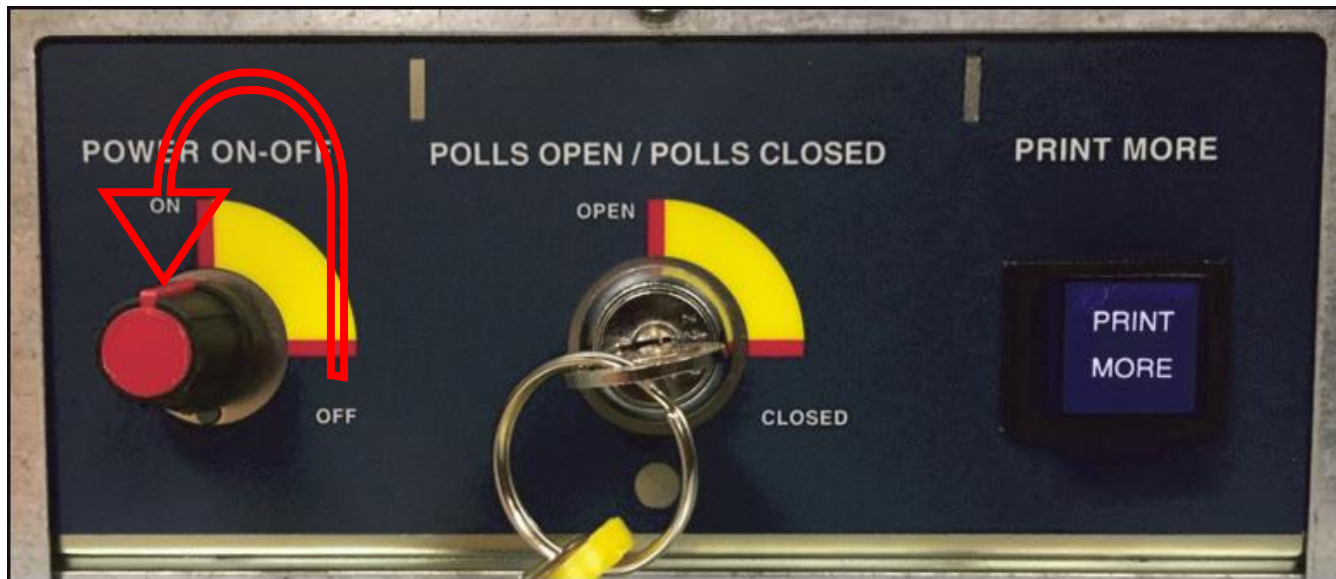
- Use the “**YELLOW CAPPED key**” to open the back door of the AVC voting machine
- Remove the operator panel
- Place it on either side of machine



Opening the Polls

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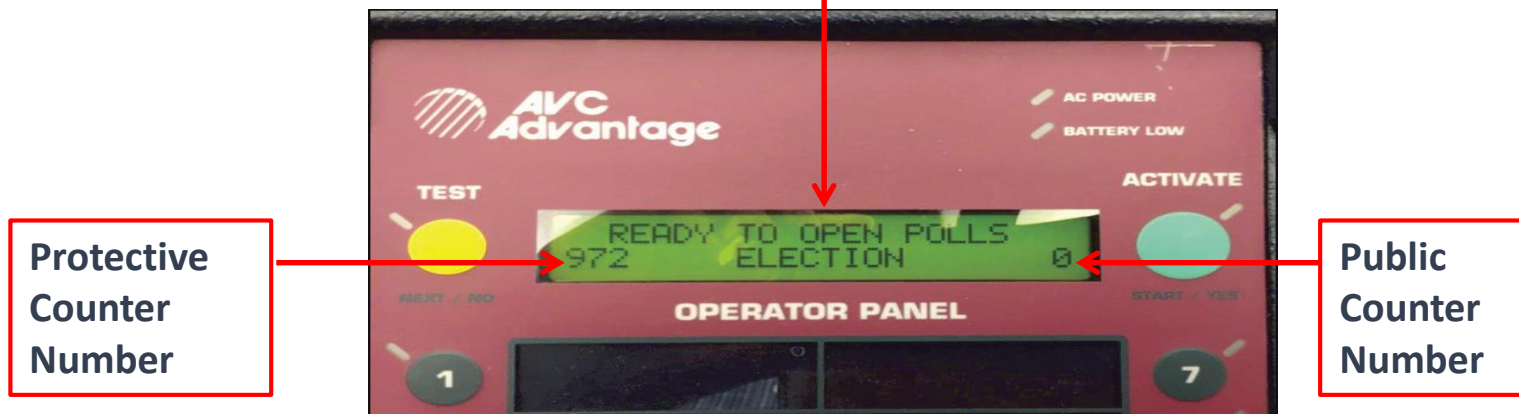
Look for the **RED** POWER SWITCH and turn it $\frac{1}{4}$ turn to the left to the “**ON**” position & wait for “Ready to Open Polls Election” to appear on the operator panel



Opening the Polls

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- When the voting machine has completely powered on, compare the **protective counter** number (lifetime number of votes on the machine), on the operator panel to the number listed on the “A” key envelope
- **The public counter** number (number of votes for that specific Election on the machine), must be “0”
- If the protective counter number doesn’t match or the public counter number is not “0” you must call the Elections Department immediately
- The operator panel will read “READY TO OPEN POLLS ELECTION”



Opening the Polls

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Using the “**SILVER** key”, put key into poll switch and turn the key $\frac{1}{4}$ turn to the left to the “**OPEN**” position, then remove the key.
(Be careful not to jiggle or force this switch – it causes big problems!)



Opening the Polls

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Your operator panel will now read “VOTER INACTIVE/POLLS OPEN”

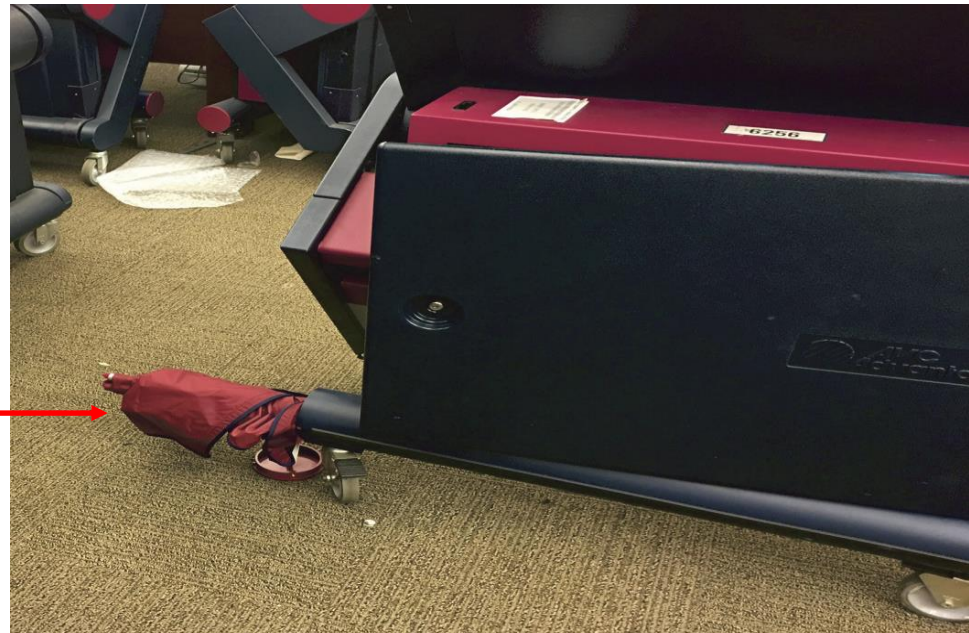


The AVC machine will now start to automatically print a “**zero proof**” report. Once that report is printed, you must verify all the information is accurate, fill in the date, have all Commissioners sign, and post at the entrance of the precinct.

While the zero proof report is printing, set up the front of each AVC machine



5. Retrieve the privacy curtain from the storage tube located at the bottom of the voting machine. To do this, push in one of the small release buttons, pull the cap off and remove the curtain _____



After Machine Setup

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When the printer completely stops printing, carefully tear off the zero proof report from the printer:

- **Lock the back of the machine**
- **Place the machine keys inside the “B” key envelope and seal the envelope. All the Commissioners must sign and place the envelope in a secure location.**

VOTING MACHINE KEY ENVELOPE (DURING ELECTION)

PARISH	WARD or DISTRICT	PRECINCT
ST. TAMMANY		420

BEFORE election, Commissioners fill in voting machine number in blanks and sign below.

30967	_____	_____
30968	_____	_____

We hereby certify we have sealed in this envelope the keys which belong to the VOTING MACHINES NUMBERED ABOVE:

COMMISSIONER [Signature] COMMISSIONER [Signature]

COMMISSIONER [Signature] COMMISSIONER [Signature]

COMMISSIONER-IN-CHARGE [Signature]

DURING election, Commissioners keep this envelope sealed. →→→→ **KEYS SEALED DURING VOTING**

If keys to the voting machine are needed during the election by an election official for repair, execute certificate on back of envelope.

AFTER election, Commissioners remove keys to close voting machines. Put this envelope in the C-03 envelope if any machine was opened for repair. If no machine was opened for repair, please discard this envelope.

B-02 (Rev. 4/08) Issued by SECRETARY OF STATE

Machine Certificate #1

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1. Time the machine keys were delivered and machine serial numbers
2. Machine Cartridge Seal Numbers
3. Public Counter Numbers (found on machine's operator panel)
4. Protective Counter Numbers (found on machine's operator panel)
5. Any visible damage to the machines
6. Compare data on zero report to data on ballots
7. Precinct Register Seal (ROV Bag Seal)

MACHINE CERTIFICATES - MC-52

INSTRUCTIONS: USE A BALL POINT PEN - PRESS FIRMLY

WE THE UNDERSIGNED COMMISSIONERS for WARD 01, PRECINCT 01, PARISH OF East Baton Rouge, STATE OF LOUISIANA, hereby certify that we have recorded and verified the following information in accordance with the provisions of the election code.

I. CERTIFICATE NO. 1 - FILLED IN AT THE OPENING OF POLLS

1. At 6:30 a.m., voting machine keys were delivered. Key numbers were compared to machine serial numbers. Machine serial numbers were the following:
2. SEAL NUMBERS were compared to cartridge seal number on the Key Envelope A. Cartridge seal numbers were the following:
3. PUBLIC COUNTER NUMBERS (right side of the operator panel) were the following (should be zero):
4. PROTECTIVE COUNTER NUMBERS (left side of the operator panel) were the following:
5. List any visible damage prior to the start of the election to a voting machine by serial number:
6. Check the Official Zero Proof Reports to make sure all are zeros (000) and then compare report to sample ballot and AVC ballot on the machine face to confirm they are the same. (Yes or No)...
7. The Precinct Register was delivered with seal number(s): 547651

	MACHINE	MACHINE	MACHINE	MACHINE	MACHINE	MACHINE	MACHINE
Serial #	1167	1168	1169	1170			
Seal #	1111	2222	3333	4444			
Public Counter #	0	0	0	0			
Protective Counter #	1125	1000	1100	1200			
Visible Damage	None	None	None	None			
Report, Sample & AVC Ballot Match? (Yes/No)	Yes	Yes	Yes	Yes			



ROV Bag Seal