



Election Day Preparation

Tuesday Elections

- Commissioners must report by **5:30 a.m.** with voting beginning at **6:00 a.m.**

Saturday Elections

- Commissioners must report to the precinct by **6:30 a.m.** with voting beginning at **7:00 a.m.**

Election Day Preparation

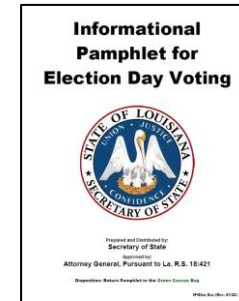
- Commissioners are strongly encouraged to “early vote”
- Remember to pack your meals, drinks, and snacks. At no time can anyone leave the precinct to run errands, pick up food, etc.
- You can bring a book, crossword puzzles or needlework but **NO** newspaper, TV, or radio which might contain political commentary. Commissioners are not allowed to engage in political discussion while working at the polls.
- You are **not allowed** to have anyone stay at the precinct and visit with you



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
- Open the supply and audio machines
- Set up voting machines
- Post required materials for public view
- Complete the safety inspection form
- Organize and fill out paperwork
- Complete machine certificate section #1
- Affidavit of Payroll and Non-Disclosure (partial completion)
- Process 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 |
| | | | |
| | | | |
| | | | |

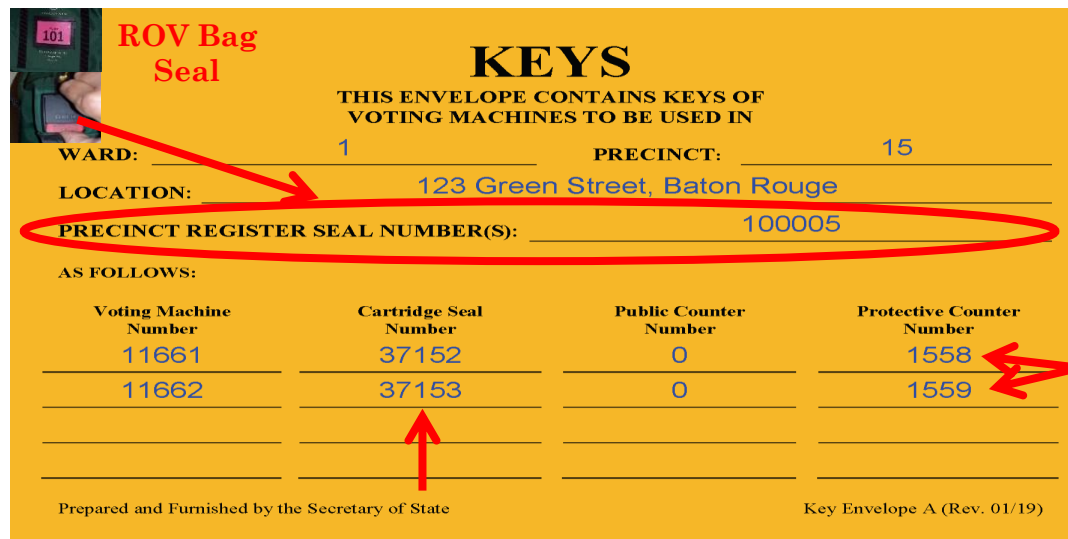
Prepared and Furnished by the Secretary of State

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



ROV Bag Seal

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:

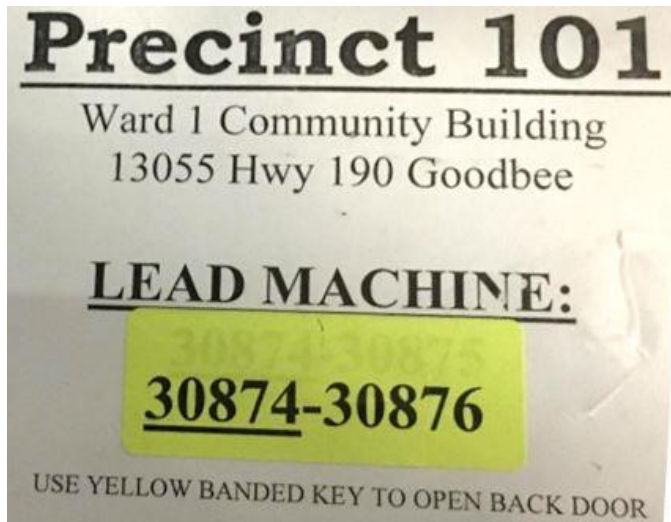
| Voting Machine Number | Cartridge Seal Number | Public Counter Number | Protective Counter Number |
|-----------------------|-----------------------|-----------------------|---------------------------|
| <u>11661</u> | <u>37152</u> | <u>0</u> | <u>1558</u> |
| <u>11662</u> | <u>37153</u> | <u>0</u> | <u>1559</u> |
| <u> </u> | <u> </u> | <u> </u> | <u> </u> |
| <u> </u> | <u> </u> | <u> </u> | <u> </u> |

Prepared and Furnished by the Secretary of State

Key Envelope A (Rev. 01/19)

Opening the Supply Machine

The “**supply machine**”, also known as the lead machine, has a label on the top. It should be opened first as it contains most of your election supplies found in a green canvas bag.

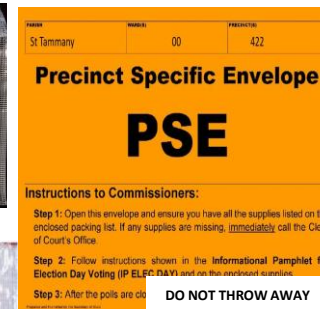


Opening the Supply Machine

In the **green canvas bag**:

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- **General forms zipper bag** with all recyclable forms
- **Precinct Specific Envelope** which contains all your election specific materials and signs that should be posted
- **Clear plastic zipper bag** for election night cartridges and machine tapes which will be delivered to the Clerk's office on election night (**pg. 67**)
- Election night checklist, safety checklist, incident report, and tell us about your day
- Blue Painters Tape
- Informational Pamphlet for Election Day Voting (IP-ELECT DAY)
- Yellow Pad
- Pens
- Laminated Audio Voting Keypad Quick Chart
- Page Magnifier and Magnifying Ruler
- Braille Book for Audio Voting Instructions (AVK-B)
- Federal Election Only - Braille Book for Federal Elections/Provisional Voting Information (CI-S1) in the Braille Book Envelope (BBE)



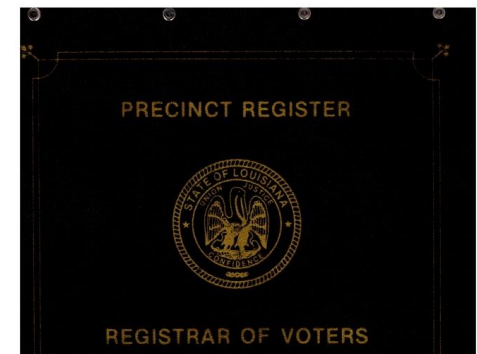
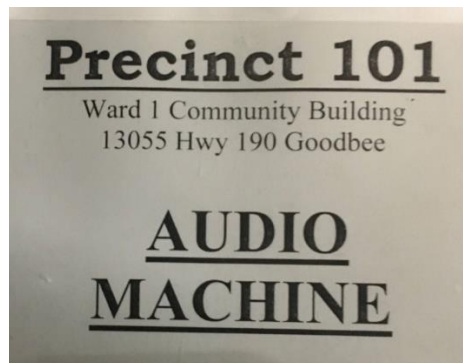
Opening the Audio Machine

The “audio machine” (your second machine) also has a label on the top. It contains a sealed **green nylon** bag, also known as the ROV bag.



Inside the ROV bag you will find:

- **Precinct register** (a black binder with an alphabetical listing of registered voters in the precinct) and map



Opening the Audio Machine

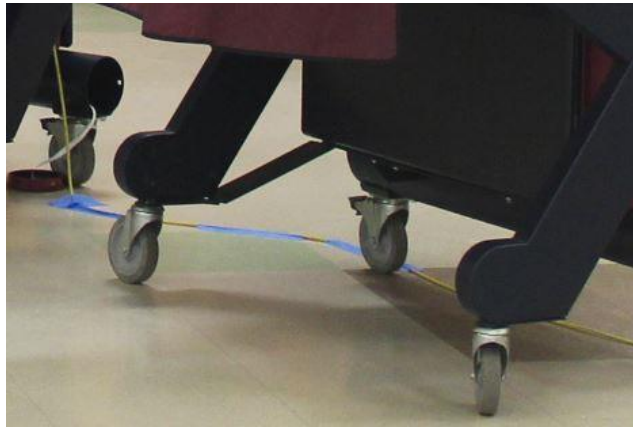
- Break the zipper's **red** seal & place in the **green** canvas supply bag
- This seal number must be recorded on #7 on section #1 of the machine certificate (*pg. 30*)
- The **audio ballot equipment** in the **black** bag, will also be included in your audio machine (*pg. 26*)
- **DON'T** open this bag unless this equipment is needed



Always Think Safety

Precinct setup:

- Secure all power cords with painter's tape
- Make sure the floors are not wet or slippery
- Access to emergency doors should NOT be blocked
- Make sure to lock the voting machine's wheels



Always Think Safety

Inspect the location's premises:

- Make sure there are enough working lights outside or in the parking areas for voter's safety
- Walking path should be free of any obstructions or potential tripping hazards
- Report any issues immediately to our Elections Department and document them in the Notations of Irregularities form. Use a ball point pen and press firmly.



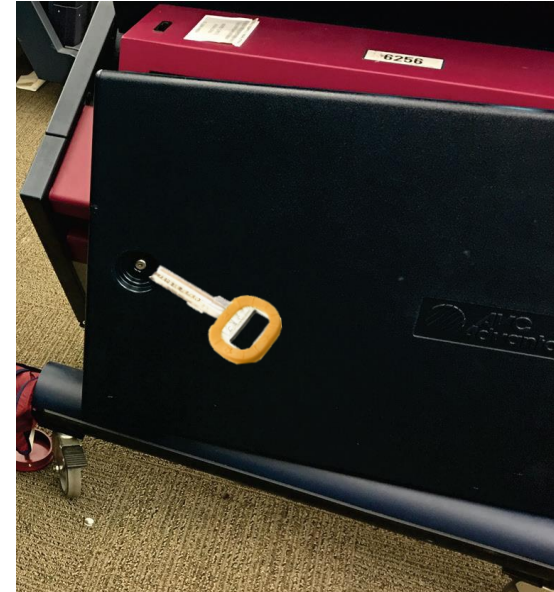
| NOTATION OF IRREGULARITIES IN THE CONDUCT OF THE ELECTION | | | |
|---|--|------------------------------------|------------------------------------|
| Election Date: _____ | | Parish: _____ | Ward: _____ Precinct: _____ |
| <small>Commissioners should make a notation of irregularities observed during the election, including but not limited to: (1) the security of the polling place or voting machines; (2) the physical condition of the voting machines or election materials; (3) if a voting machine's zero-proof report does not register zero; (4) if ballot numbers listed on the key envelope A do not match the serial numbers on the voting machine(s) or precinct register; and (5) any other matter affecting vote totals, such as if you hear a "beep" when you make a selection and you therefore have more votes in the precinct register and/or not the number of votes on the voting machine(s). Include your name, time, description, and resolution to any issues.</small> | | | |
| 1. _____ | | | |
| 2. _____ | | | |
| 3. _____ | | | |
| 4. _____ | | | |
| 5. _____ | | | |
| 6. _____ | | | |
| 7. _____ | | | |
| Commissioner Signatures: | | | |
| _____ Commissioner Signature | | _____ Commissioner Signature | _____ Commissioner Signature |
| _____ Commissioner Printed Name | | _____ Commissioner Printed Name | _____ Commissioner Printed Name |

Disposition: Original (White) is put in the Clear Zipper Bag for delivery to the Clerk of Court. Duplicate (Yellow Copy) goes in the 5-10 Secretary of State Envelope, and Duplicate (Pink Copy) goes in the POW Register of Voters Envelope.
Prepared and Forwarded by the Secretary of State

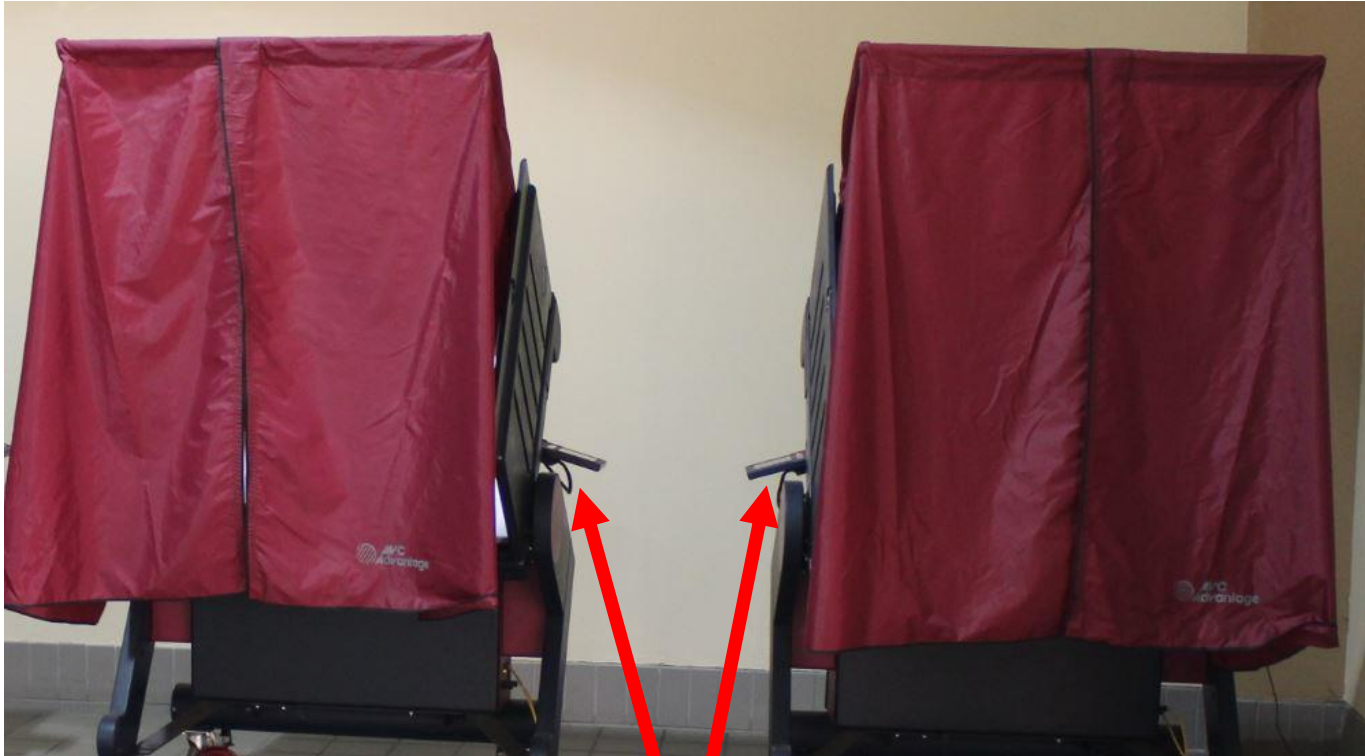
Opening the Polls

Pg. 17

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



Opening the Polls

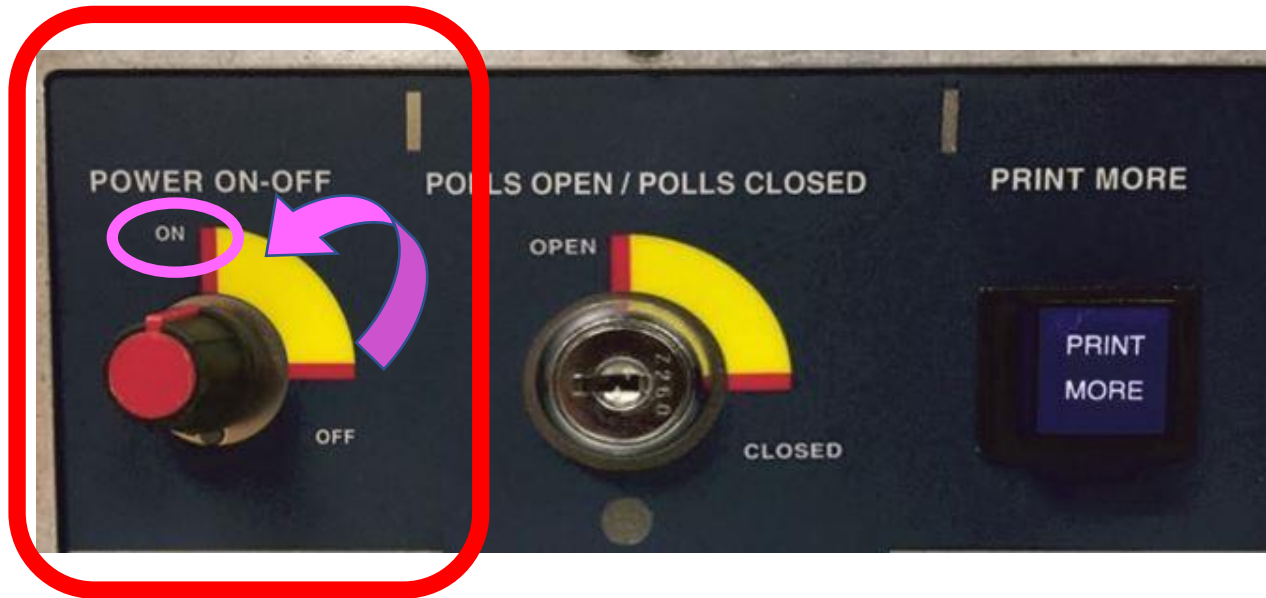


Position the control panels facing each other, so the commissioner activating the machines doesn't have to keep walking around the machines

Opening the Polls

Pg. 18

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

Pg. 19

- 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

Pg. 19

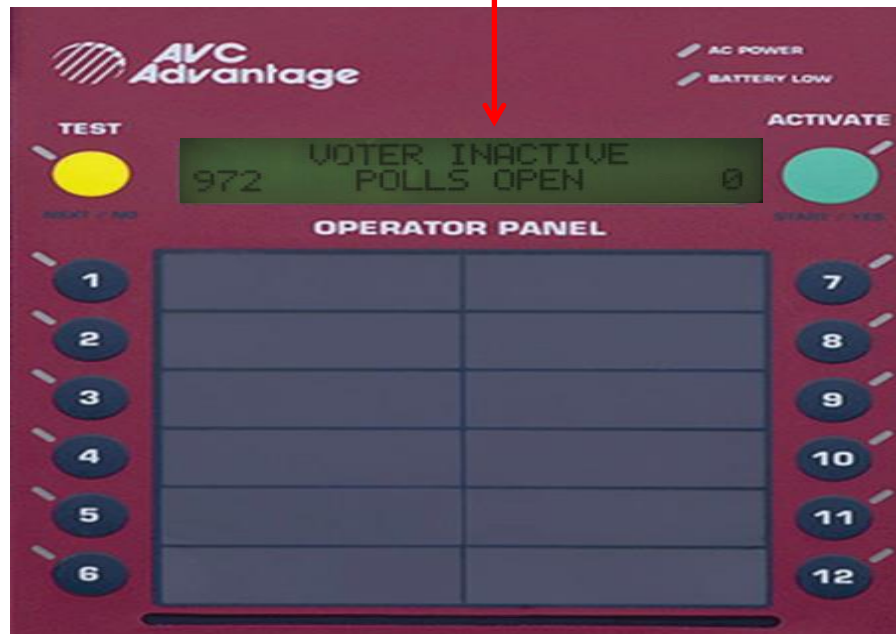
Using the “**SILVER** key”, put key into poll switch and turn the key $\frac{1}{4}$ turn to the left to the “**OPEN**” position, then remove the key.
(Be careful not to jiggle or force this switch – it causes big problems!)



Opening the Polls

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

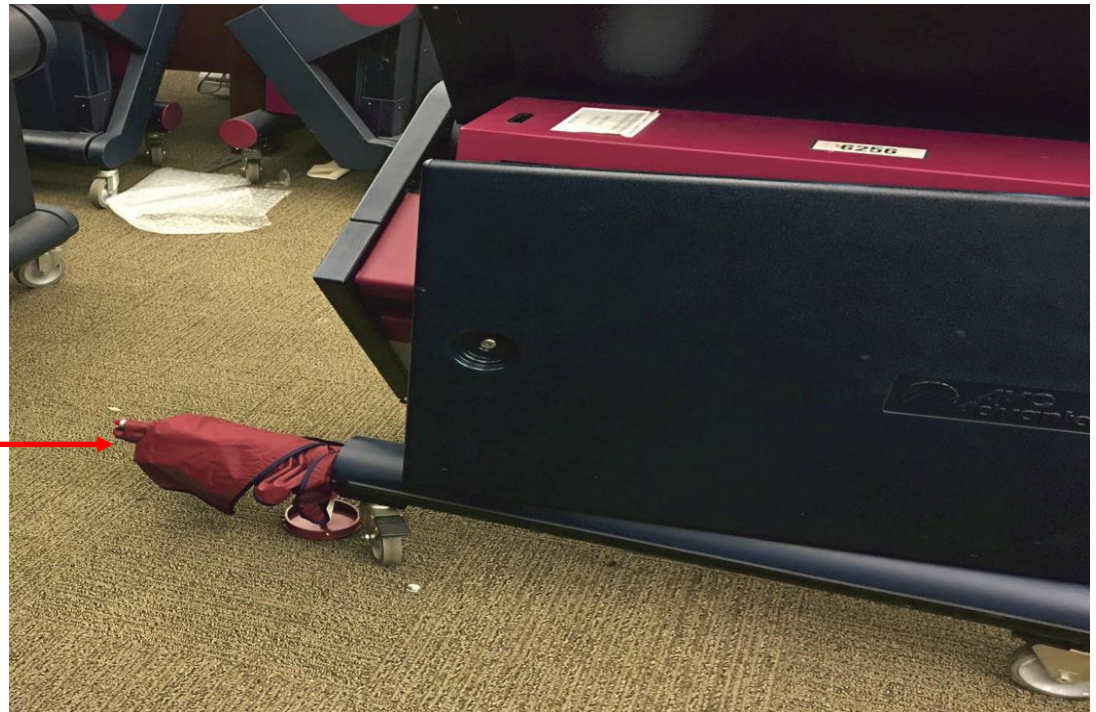


The AVC machine will now start to automatically print a “**zero proof**” report. Once that report is printed, you must verify all the information is accurate, fill in the date, have all Commissioners sign, and post at the entrance of the precinct.

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 | <i>[Signature]</i> | COMMISSIONER | <i>[Signature]</i> |
| COMMISSIONER | <i>[Signature]</i> | COMMISSIONER | _____ |
| COMMISSIONER-IN-CHARGE | <i>[Signature]</i> | | |

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

Pgs. 29-30

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

| | MACHINE | MACHINE | MACHINE | MACHINE | MACHINE | MACHINE | MACHINE |
|--|------------------------------------|---------|---------|---------|---------|---------|---------|
| 1. At <u>6:30</u> a.m., voting machine keys were delivered. Key numbers were compared to machine serial numbers. Machine serial numbers were the following: | Serial # | 1167 | 1168 | 1169 | 1170 | | |
| 2. SEAL NUMBERS were compared to cartridge seal number on the Key Envelope A. Cartridge seal numbers were the following: | Seal # | 1111 | 2222 | 3333 | 4444 | | |
| 3. PUBLIC COUNTER NUMBERS (right side of the operator panel) were the following (should be zero): | Public Counter # | 0 | 0 | 0 | 0 | | |
| 4. PROTECTIVE COUNTER NUMBERS (left side of the operator panel) were the following: | Protective Counter # | 1125 | 1000 | 1100 | 1200 | | |
| 5. List any visible damage prior to the start of the election to a voting machine by serial number: | Visible Damage | None | None | None | None | | |
| 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)... | Report, Sample & AVC Ballot Match? | Yes | Yes | Yes | Yes | | |

7. The Precinct Register was delivered with seal number(s): 547651

ROV Bag Seal



OFFICIAL ELECTION ZERO PROOF REPORT

Date 4/5/2016 Time 6:40

Serial Number #1 on MC 1167

Protective Counter #4 on MC 1125

Public Counter #3 on MC 0

Precinct/District
WARD 1 Precinct 32 B

Polling Place ID 1033202

Ballot Version
Report Source Internal Machine Memory

EAST BATON ROUGE PARISH
GENERAL ELECTION
APRIL 5, 2016

| Candidate Totals | | Total |
|-----------------------|-----|-------|
| Candidate | *** | *** |
| * LAW ENF DS PROP | | (1) |
| C2 | | |
| D12 YES | | 0 |
| D13 NO | | 0 |
| * P/W MET CNCL PROP 1 | | (1) |
| C14 | | |
| D24 YES | | 0 |
| D25 NO | | 0 |
| * P/W MET CNCL PROP 2 | | (1) |
| E2 | | |
| F13 YES | | 0 |
| F14 NO | | 0 |

Election Officers
Please Complete Before
Processing the First Voter
We the undersigned Election Officers do
hereby certify that on the 5
day of April 20 16 the Public
Candidate, and Question Counters were
found to be zero and the Protective
Counter read 1125 before the Polls
were Opened.

Signed:

Joseph King
Janet Lee
Sharon Law
Louis Black

MACHINE CERTIFICATES - MC-52

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| | MACHINE | MACHINE | MACHINE | MACHINE | |
|--|---|---------|---------|---------|------|
| 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: | Serial # | 1167 | 1168 | 1169 | 1170 |
| 2. SEAL NUMBERS were compared to cartridge seal number on the Key Envelope A. Cartridge seal numbers were the following: | Seal # | 1111 | 2222 | 3333 | 4444 |
| 3. PUBLIC COUNTER NUMBERS (right side of the operator panel) were the following (should be zero): | Public Counter # | 0 | 0 | 0 | 0 |
| 4. PROTECTIVE COUNTER NUMBERS (left side of the operator panel) were the following: | Protective Counter # | 1125 | 1000 | 1100 | 1200 |
| 5. List any visible damage prior to the start of the election to a voting machine by serial number: | Visible Damage | None | None | None | None |
| 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)... | Report, Sample & AVC Ballot Match? (Yes/No) | Yes | Yes | Yes | Yes |
| 7. The Precinct Register was delivered with seal number(s): | | | | | |

#2 on MC
Machine Cartridge
Seal Number, red
seal located in the
back of the machine



#7 on MC
ROV Bag Seal



#6 on MC
Check zero proof
reports and make
sure all "Zeros"
match with sample
ballot and AVC
ballot on the
machine face.

Fill in the Date of
Election

ALL Commissioner's
Signatures

Remember to post one Zero proof report
per machine, so they are visible to the
public