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PROFESSIONAL CONDUCT

Cortland County Board of Elections has zero tolerance for expressions of discrimination, bias, harassment, or negative stereotyping toward any person or group.

- **Treat all people with respect.**
- **Address each person in a courteous and professional manner – BOTH Verbally and Non-Verbally (non-verbal communication can have more impact than verbal communication).**
- **Do NOT make comments or have discussions about ethnic backgrounds, sexual orientation, age, or disabilities of voters or co-workers.**
- **Do NOT discuss candidates or issues.**
- **With regard to all voters, particularly those with disabilities:**
 - a) **Do NOT automatically give assistance.**
 - b) **Talk directly to the person (do not direct your conversation to the person with them).**
 - c) **Respect their comfort zone (do not touch or pat the person; or their wheelchair, if they have one).**

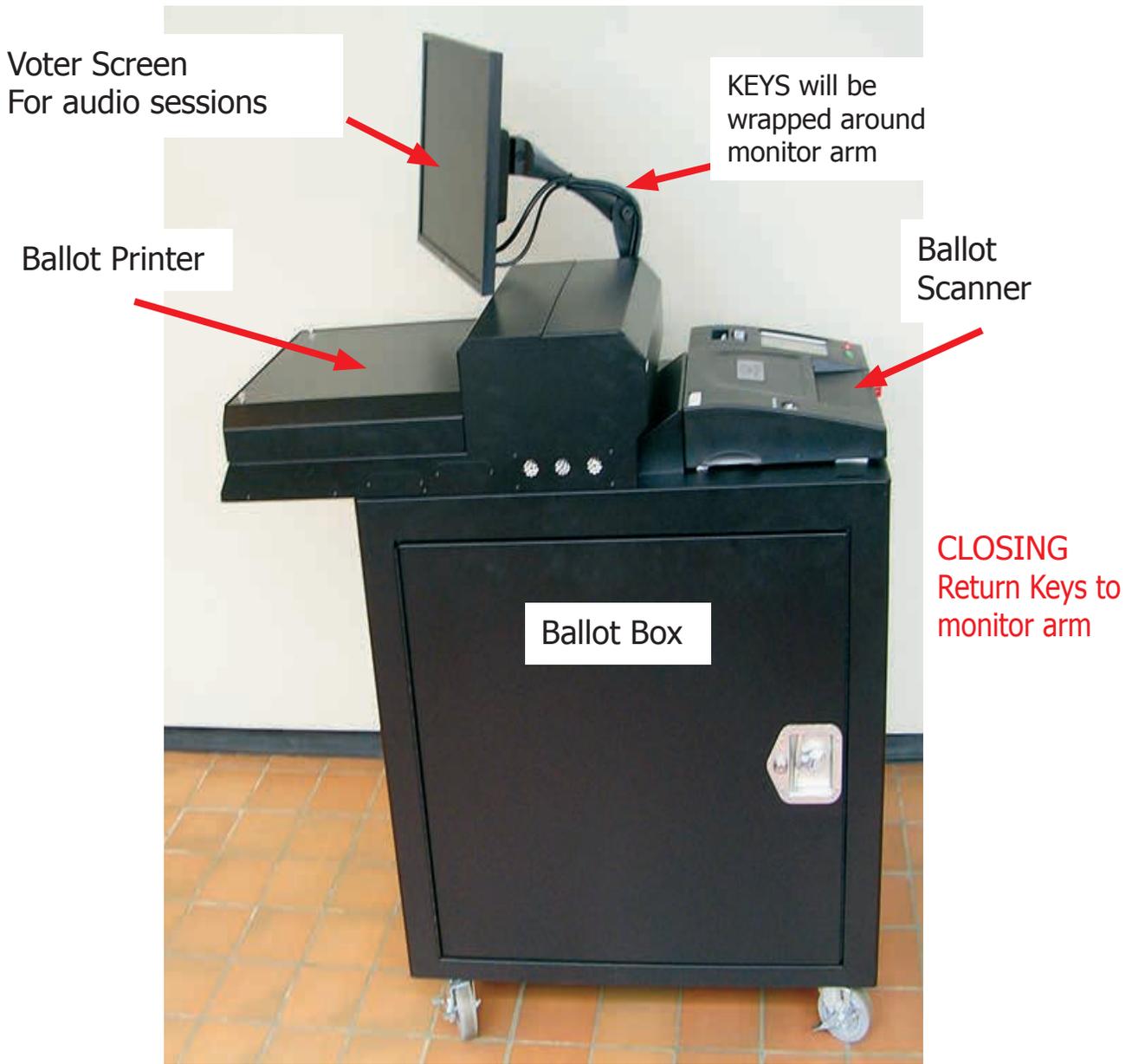
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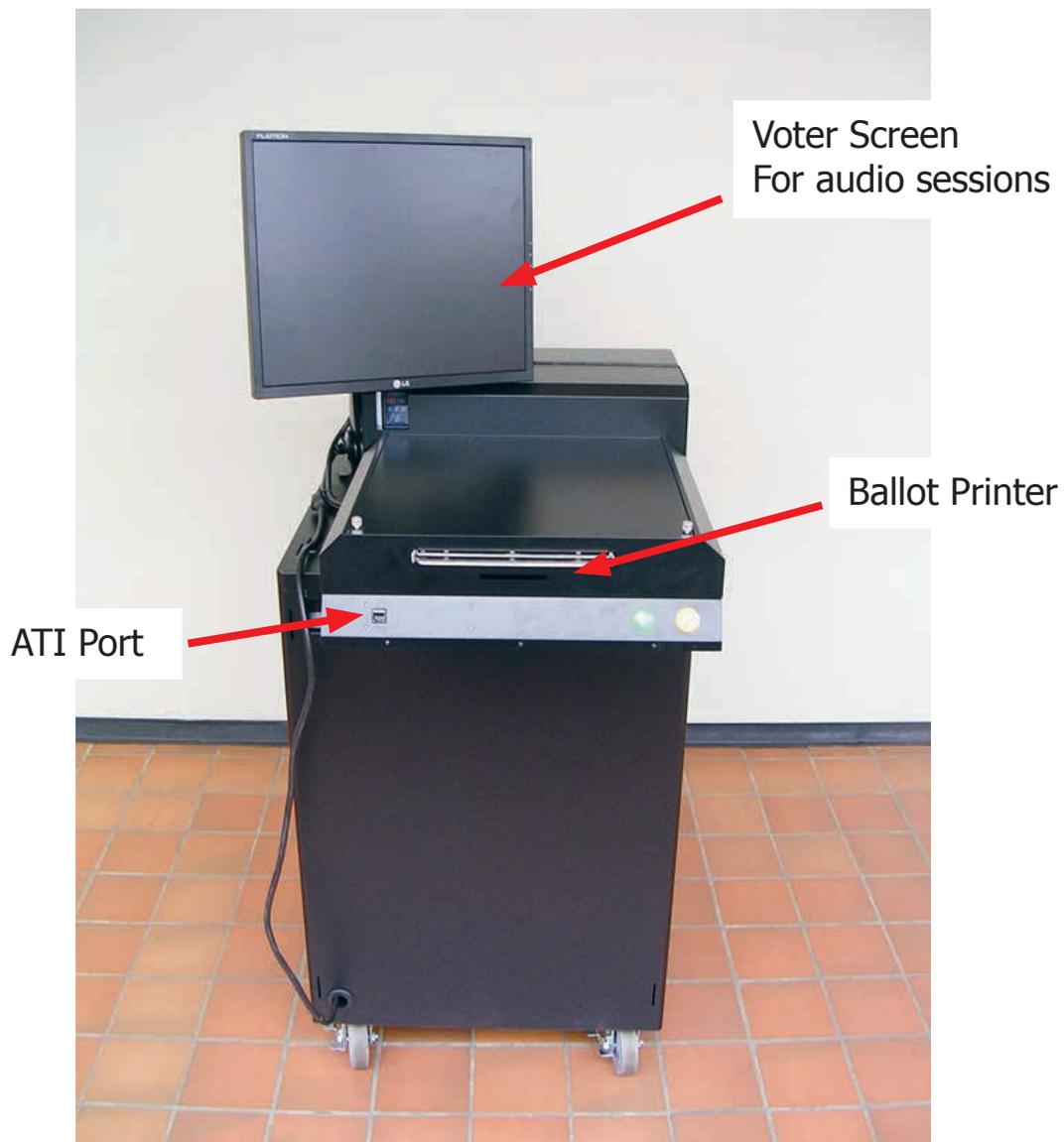
OVERVIEW

The Cortland County Board of Elections would like to thank you for the service you provide. We appreciate that it is a hard and tiring job (long day) but you always do a great job for us!

This will be the permanent manual. As changes come along, pages will be updated. This manual will be at the polling place. This manual will take you from the beginning of your day to the end of your day, primaries, generals and everything in between.

We are always polite and nice. If you ever have any problems at your poll site, call us at 753-5032 so we can assist you.

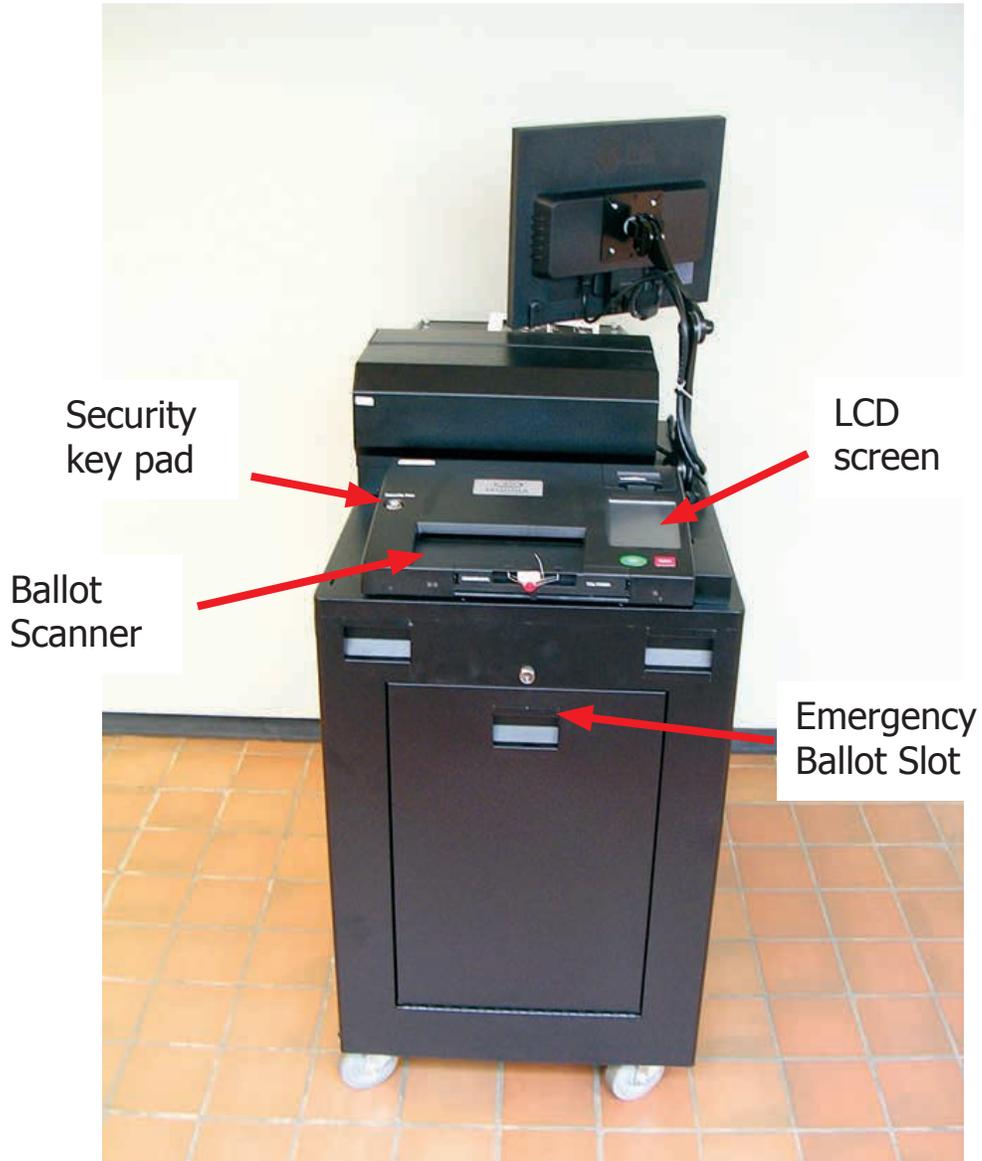




Voter Screen
For audio sessions

Ballot Printer

ATI Port



As always, if you ever have any questions for us, call the office at (607) 753-5032

Location of Seals on Ballot Machine



Keys Are To Be Located On Machine During Voting Hours.

OPENING THE POLLS

Inspectors must arrive at their poll place 1 hour before the polls open, for a primary you'll be there at 11:00 a.m., for a general election, 5:00 a.m.

In order to open the poll place, you have to have at least one Democratic inspector and one Republican inspector. If you have two of the same kind, please call our office ***IMMEDIATELY*** so we can get a person to you. We must have our polls open in a timely manner. Also please call us if the polling place is still locked when you get there. Our number again is: **753-5032**

Everyone shows up on time and you are going to split up into two teams (a team is one Democratic and one Republican inspector). Each team will be responsible for a certain job; opening the machine, organizing paperwork, setting up the room, setting up the privacy booths, placing signs up, etc.

MESSAGE TO INSPECTORS

As an Election Inspector, you play an essential role in the process that enables citizens the opportunity to exercise their constitutional right to vote. The impression that you leave with voters influences their view of the election system. We trust that you, as a representative of your county board of elections and your political party, will perform your duties in order to give voters confidence in the fairness and effectiveness of the election process.

PREPARING THE VOTING MACHINE

When inspectors arrive at the poll, the ImageCast will be at the poll site, covered.

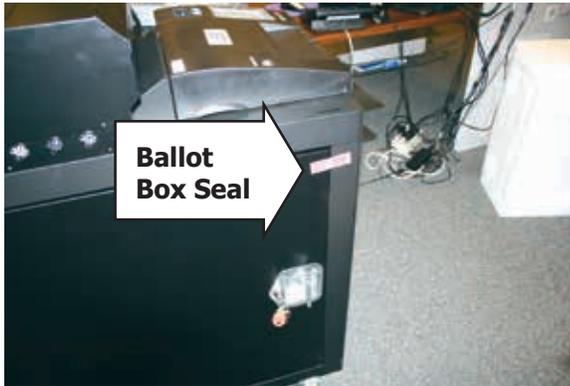


1. Uncover machine, folding the cover as well as you can.
2. Take off the two foam pieces, putting them aside, out of the way.



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3. Remove seal from ballot box door.



The keys to open the ballot box are located around the monitor arm (see pp. 2). Remove the keys and open the ballot box being very careful to remove the ballot box seal. Record the ballot box seal number on the "Security Seals/Tags Report" and place the seal on the reverse side of the "Security Seals/Tags Report" (see pp. 9). The ballot box seal number also must be recorded on the **CANVASS REPORT** under "Before the Polls Open" (see pp. 75-80). The "Security Seals/Tags Report" will be located with the Canvass Report.

4. Remove the blue bag.
5. Remove the red bag.
6. Empty all contents from the blue bag.
7. Empty items needed for the day from the red bag.

DO NOT LOCK THE BALLOT BOX DOOR YET!

8. Carefully replace the now empty blue bag into the now empty ballot box.
9. You will lock the ballot box door only after the machine has been turned on.
(See section "Turning On The Machine")

Security Seals/Tags Report

County	CORTLAND	
Town/City/AD		
Election District		
Voting Machine ID:		
Polis Open Report		
	County Board Installed	Opening Seal/Tag Number
Seal/Tag Location	Seal/Tag Number	
#1 Ballot Box		
#2 ATI Port		
#3 Printer Seal		
#4 Printer CF Card		
#5 Poll Worker Memory Card Door		
#6 Administrator Memory Card Door		
#7 Thermal Tape Seal		
#8 I Button Pouch Opening		
#9 I Button Pouch Closing		
#10 Blue Bag Closing		
Inspector- Installed Daytime Replacement (if any) Seal/Tag Number		
#1		
#2		
#3		
#4		
#5		
#6		
#7		
#8		
#9		
#10		
Polis Close Report		
	Poll Closed Seal/Tag Number	County Board Received Seal/Tag Number
Blue Bag		
#2		
#3		
#4		
#5		
#6		
#7		
#8		
#9		
#10		

Please sign your names & place all Voided seals on the back of this page.

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Inspector Signature - at least two (2) - one from each party

Signature _____

Signature _____

Signature _____

Signature _____

Inspector Initial

Inspector Signature - at least two (2)

Signature _____

Signature _____

Signature _____

Signature _____

Ballot Box Seal

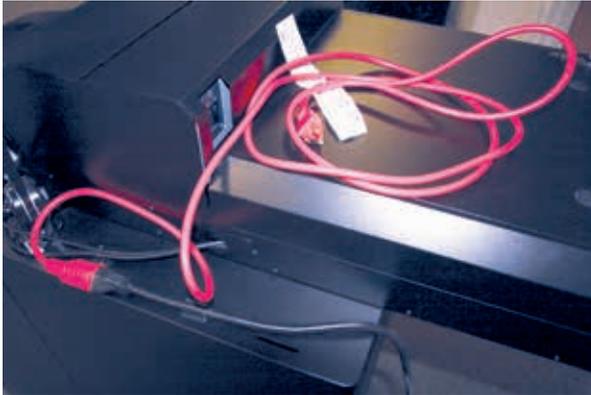
[Empty box for Ballot Box Seal]

ATTI Seal

[Empty box for ATTI Seal]

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10. Unclip the plug with the extension cord and plug into the outlet nearest the machine.



11. Lock the wheels so the machine doesn't roll if you aren't on carpeting.



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TURNING ON THE MACHINE

1. Press power button on.



2. **IF AFTER YOU HAVE POWERED ON THE MACHINE, YOU HEAR A SERIES OF FOUR (4) BEEPS, THAT MEANS YOUR MACHINE IS NOT PLUGGED IN, OR THE OUTLET HAS NO POWER TO IT.**

3. When the machine starts beeping continuously, put the ibutton (security key) on the security key spot.



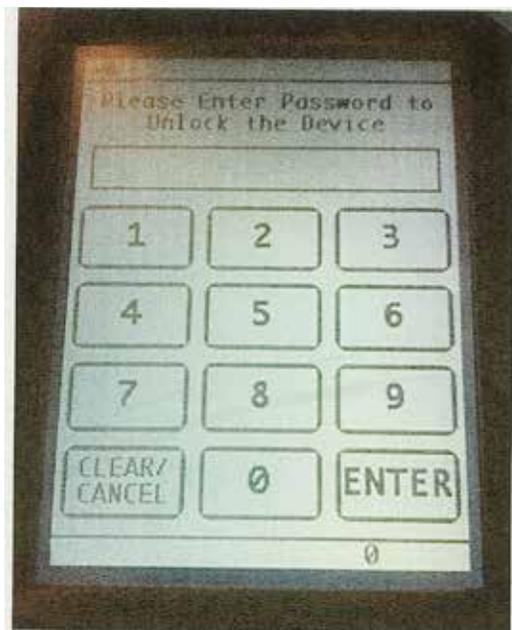
4. **The screens pictured on pp. 13-16 will appear. Follow directions.**

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**WHILE WAITING FOR THE GREEN LIGHT TO COME ON,
CONTINUE TO SET UP**

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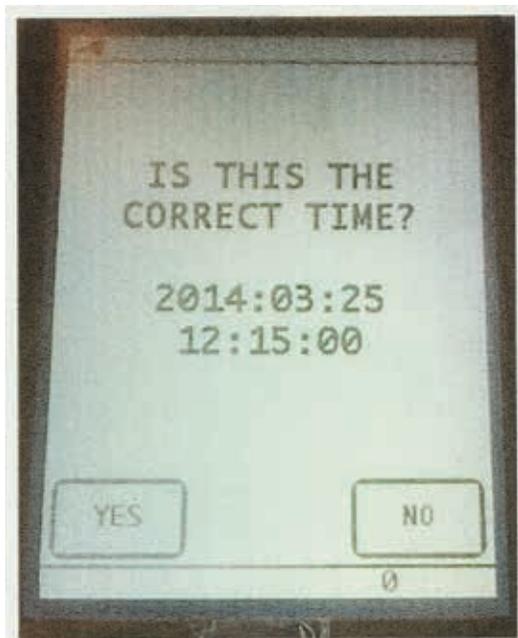


Use ibutton, not your fingers.
PASSCODE is 1,2,3,4,5,6,7,8,ENTER



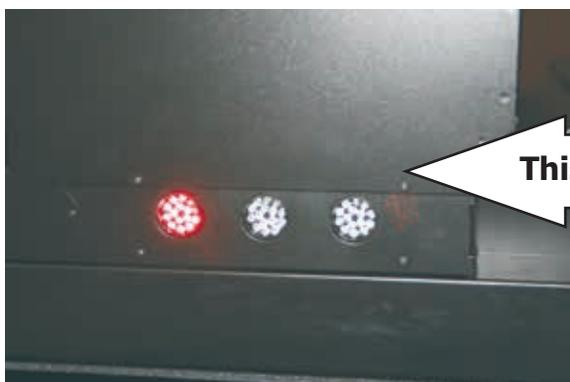
**WHILE WAITING FOR THE GREEN LIGHT TO COME ON,
CONTINUE TO SET UP**

Cortland County Board of Elections Inspector Manual



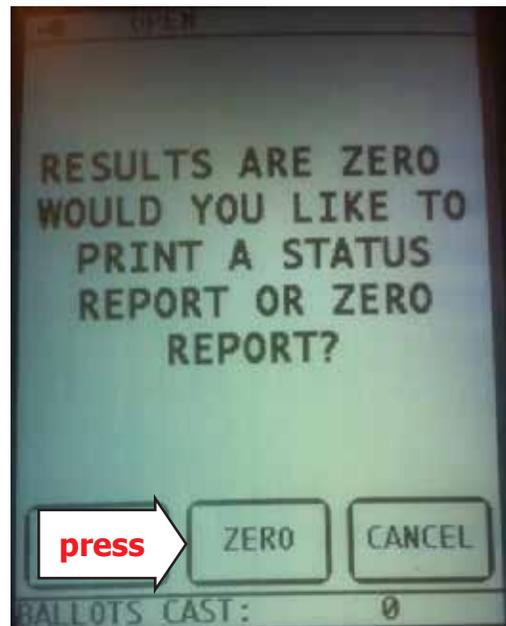
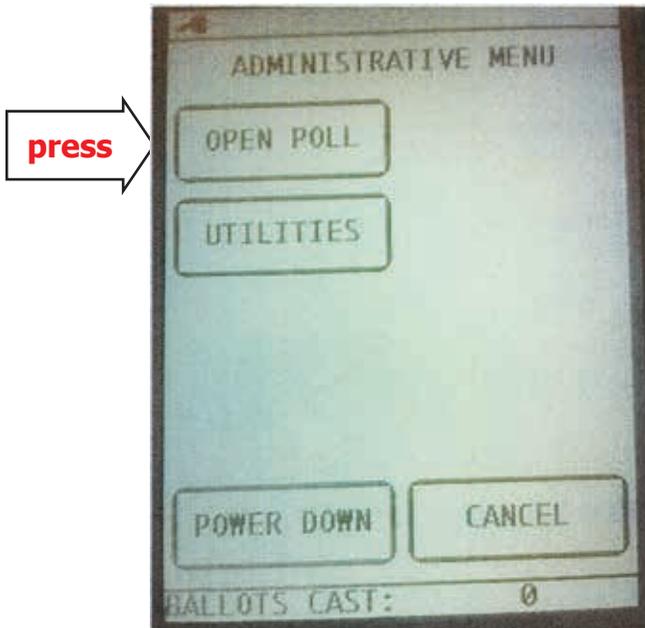
No need to press next

**WAIT FOR THE GREEN LIGHT TO COME ON BEFORE PROCEEDING.
CONTINUE TO SET UP.**

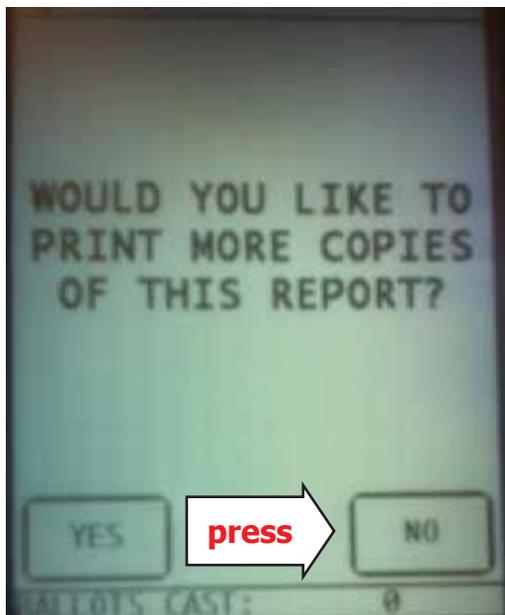


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After the green light comes on, at the menu prompt press "Open Polls"



This menu will appear – Always use iButton (Security Key) to activate the menu. DO NOT USE YOUR FINGERS.



CHECK:

- Tape reads all zeros
- Tape heading reads Cortland County
- Election date is correct
- Tabulator name is your polling place
- Precinct is your election district(s)

All inspectors must sign zero tape, results tape and canvass report.

Cortland County Board of Elections Inspector Manual

CORTLAND COUNTY
CORTLAND General 2008
Tuesday, November 04, 2008

Cortland County and the date of election

Tabulator Name
08000035002 Charles F Johnson
School - Tabulator

Poll place name

Tabulator ID:
12

Voting Location
Charles F Johnson School

Precinct
Union#42#14, Union#35#14

Your election district

Total Scanned : 0
Total Voters : 0

Total scanned

Unit Model : ICP (Rev 103)
Unit Serial : NYJAC8K1137
Protective Counter: : 5
Software Version : 1.24.0

Certification

Elizabeth Hawver

Name

Elizabeth Hawver

Signature

James Crane

Name

James Crane

Signature

**All Inspectors
Sign**

Results are zero. Unit ready.
Tue Nov 4 06:29:24 2008



5. Compare zero report with Return of Canvass, Sample Ballot and paper ballots to make sure they all agree. If there are any discrepancies, Call the Board of Elections right away **753-5032**

Cortland County Board of Elections Inspector Manual

6. Take off the seal from the ATI port. Record ATI seal number on the "Security Seals/Tag Report" and place seal on the reverse side of the report (see pp. 9-10), plug one end of the ATI cord (the cord that looks like the telephone cord) into machine, and the other into the ATI (remote control).



7. Plug headphones into ATI - See page 70 for picture of ATI.

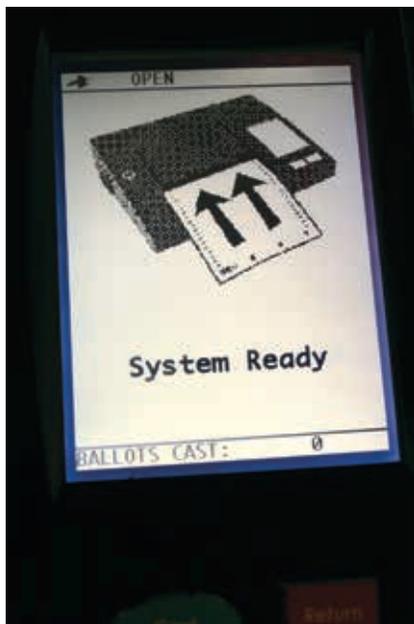


8. Attach black monitor cover to monitor and black scanner cover over scanner.



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9. This will now appear on your screen.



10. An inspector from each party needs to put the ibutton, that's on the "necklace", on so it doesn't get lost.



IF THERE ARE ANY PROBLEMS, PLEASE CALL US **753-5032**

CHECKING SUPPLIES

1. Go through the entire supplies list. This will also help you so you know where everything is when you need it.
2. If you are missing any supplies, call us at: **753-5032**
3. **Please don't skip this part, you don't want to have a voter standing in front of you and then realize you are missing a supply.**
4. Organize your materials being careful to place them away from voters.
5. Ballot booklets must be kept in sequential order away from voters.
6. Ballot booklet stubs must be kept and returned in the blue bag at end of the evening.

See lists for blue bag contents, red bag contents, and write-in section contents.

At closing PLEASE **re-pack** blue bag, red bag, and write-in section neatly. Refer to **contents lists** at closing, found BOTH in the manual and on the inside door of the ballot box.

Cortland County Board of Elections
Primary and General Election Supplies

BLUE BAG CONTENTS:

6-24 ENVELOPES (6 per district)

- Regular Ballots
- Write-In Ballots
- Affidavits
- Voids
- Miscellaneous
- Rejected Emergency Ballots

1-2 clipboards with handwritten lists and large rubber bands

clear security pouch containing:

- ibuttons
- seals

RED FOLDER

- seals/tags report
- ballot transmittal sheet
- canvass reports
- pay vouchers

poll books

ballots

blank ballots for disabled voters

affidavits and envelopes

SIP 'N PUFF CASE WILL BE FOUND ON TOP OF SEALED BLUE BAG AT OPENING.

WRITE-IN SECTION CONTENTS AT OPENING:

- RED BAG
- 2 large black privacy folders

RED BAG CONTENTS AT OPENING (bag located in write-in section):

ATI

4 to 8 yellow "Make sure vote counts" for the voting booths

all signs-all rubber-banded

- small white "Help voters..."
- salmon "Notice to voters..."
- yellow "Notice to voters..."
- "Today is Primary or General..."
- white "Forms of ID"
- 2 yellow "Distance Markers"
- white "Vote Here Today"
- orange "Polling Place"
- white "No Smoking"
- 2 large yellow "Polling Place"
- large white "Make sure..."

CITY ONLY-STREET POSTERS TO PUT UP AND SMALL ONES FOR INSPECTOR TABLE

street finder

poster

privacy sleeves (4-8)

table talkers

ruler

tapes-blue/duct/masking

string

extension cord

magnifying glass

flag

sample ballot

YELLOW INSPECTORS FOLDER

- challenge lists
- white pad "Removal..."
- yellow pad "Notice..."
- small white/yellow pad
- registration forms
- map

CLEAR SUPPLY BAG

- 4 to 8 pens
- 4 to 8 ballot marking pens
- 8 name tags
- scissors
- paper clips
- rubber bands
- tacks
- scotch tape
- "I voted" stickers
- sanitizer
- first aid kit

Cortland County Board of Elections Inspector Manual

BALLOT BOOKLET TRANSMITTAL SHEET

To be filled in by Board of Elections

CITY/TOWN: _____	District # _____	District # _____
ELECTION DISTRICT(s): _____		
NUMBER OF BOOKLETS: _____		
BOOKLET SEQUENTIAL NUMBERS: _____		
SEAL NUMBER: _____		
PACKED BY: _____		

To be filled in by Inspectors

NUMBER OF BOOKLETS RECEIVED: _____	District # _____	District # _____
BOOKLET SEQUENTIAL NUMBERS: _____		
NUMBER OF BOOKLETS USED: _____		
BALLOT NUMBERS USED: _____		
NUMBER OF FULL BOOKLETS UNUSED: _____		
FULL BOOKLET BALLOT NUMBERS UNUSED: _____		
RECEIVED BY: (all Inspectors Must sign)	_____	_____
	_____	_____
	_____	_____
	_____	_____

- a. Fill out number of booklets received
- b. Booklet sequential numbers
- c. All of you sign

Before the Polls Opened

(To be filled out and signed by the Board of Inspectors as indicated below, **BEFORE THE OPENING OF THE POLLS.**)

**(Located in
Canvass Report)**

WE HEREBY CERTIFY

That, this day, before the polls were opened, we carefully examined each of the candidate and question counters and the public counter of the voting machine, and found that each registered 000.

BMD

**Refer to page 5
for seal location.**

Ballot Box seal _____

ATI seal _____

Printer seal _____

Printer CF Card _____

Memory Card (Administrator) seal _____

Memory Card (Poll Worker) seal _____

Thermal Tape Seal _____

That the keys were delivered to us in a sealed envelope; and that the machine number, protective counter number, and seal number, written on said envelope, corresponded to numbers found on the voting machine as above set forth, respectively.

1..... Chmn.

2.....

3.....

4.....

5.....

6.....

7.....

8.....

(Signed) *Board of Inspectors.*

Cortland County Board of Elections Inspector Manual

SIGNS – Hang all signs

CITY ONLY –

**LARGE STREET SIGNS POSTED FOR VOTERS TO SEE.
SMALLER STREET SIGNS PLACED ON INSPECTOR TABLE.**



The 100' Distance Markers are placed 100' from the door to your polling place. As there is not a tree exactly 100' from everyone's door to their polling place, you hang your signs on whatever you have close to 100'.

The 100' Distance Markers mark the spot from where no more electioneering can take place. So no one can come into the poll site with pamphlets, buttons or T-shirts.

Make sure you post your sample ballot in a place where someone in a wheelchair will be able to read it easily. Don't hang it too high.

When setting up your room, you want to set it up so that it flows smoothly. So the first thing the voter should come to is the inspector who is managing the book, then the inspector keeping the handwritten list.

TABLE TALKERS: Use your Table Talkers to assist voters.



Use Blue Painters Tape to direct flow of room.

PREPARING FOR VOTING/VOTING INSTRUCTIONS

1. Greet the voter and ask them their name.
2. Find the voter's name in the book. If you don't find their name, have the voter spell it and have another inspector look for it.



3. After you find the voter's name, ask the voter for their address. We ask the voter for their address to make sure they haven't moved.
4. After you have verified the address, have them sign.



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If a voter is unable to sign, NO ONE can sign for them (not even a Power of Attorney). The voter can make a mark, or an X if they can. That is acceptable. If someone is unable to sign or make a mark for themselves, you, the inspector will write UNABLE TO SIGN in the box where the voter would sign. (See "Assisting Voters")

YOU ONLY WANT AS MANY VOTERS SIGNING IN AS YOU HAVE VOTING BOOTH SPACE.

5. After the voter has signed, you tear off the next ballot on your ballot booklet and place the ballot in a privacy sleeve, hand it to the voter, direct the voter to a privacy booth and instruct the voter to place his/her ballot back in the privacy sleeve when he/she has marked the ballot. The voter then walks his/her ballot in the privacy sleeve to the machine where he/she will be instructed to feed the ballot into the scanner. The inspector needs to collect the privacy sleeve and return it to the table to be reused. Markers should be located in the privacy booths. Remember that only one ballot booklet can be out at a time, the rest are kept in a safe location away from the voters.



6. After the voter signs in, record the stub number onto the STUB line of the poll book. This number is also the number that should be recorded on the handwritten list of voters. **Emergency ballot voters will now have a number on the handwritten list.** If the voter is an Emergency ballot voter, you will write the stub number down, with an E or EM for emergency. You also will check the emergency box on the ballot stub for emergency ballot voters.

The voter will then proceed to the voting booth to mark their ballot.



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7. If the voter brings back the ballot and says they have made a mistake, have the voter fold it, and in large letters write **VOID**. Have the voter place his/her voided ballot in the VOID envelope. Write the next ballot number on your handwritten list and re-write the voter's name. Next to the ballot number that you voided, write VOID on the list, and make a note on your notepad. Remember to write VOID (V) in the poll book above the PCN (STUB number).
8. After the voter has filled in their ballot, they will proceed to the voting machine to cast their ballot. An inspector will be "standing guard", but not so close as to invade the voter's privacy. This inspector will direct traffic to the voting machine. This is especially important if you have more than one district and only one machine.



THE USE OF THE PRIVACY SLEEVE IS IMPERATIVE IN PROTECTING THE VOTER'S PRIVACY.

WHAT ***NOT*** TO DO

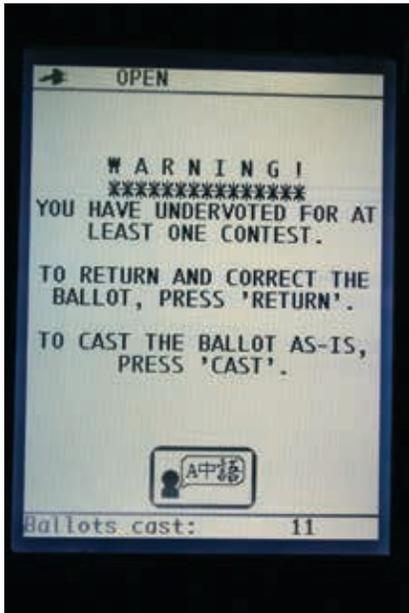
DO NOT TAKE THE BALLOT FROM THE VOTER!



DO NOT STAND AT THE MACHINE

Cortland County Board of Elections Inspector Manual

9. The voter will put their ballot in the scanner, and the voting machine will read their ballot. It will give the voter a warning if their ballot has an undervote, overvote, or blank contest.



If no warning message appears it will say ballot successfully cast. THE VOTER DOES NOT NEED TO PRESS THE GREEN CAST BUTTON.

If there is a warning (undervote, overvote or blank contest) the voter then has options.

If the voter wishes to cast their ballot as is, they will press the green **CAST** button. If the voter would like to correct their ballot, they press the red **RETURN** button and the ballot will come back out of the scanner. They can then either fix their ballot, or they can request a new one from the inspectors.



If a voter leaves a ballot in the voting booth, one of each inspector will retrieve it, fold it in half and in large letters write VOID, and place the ballot in the VOID envelope.

If the warning says "ambiguous marks" the ballot will need to be voided. Follow steps for VOID.

MAKE SURE YOUR VOTE COUNTS

INSTRUCTIONS:

- (1) Mark only with a writing instrument provided by the Board of Elections.
- (2) To vote for a candidate whose name is printed on this ballot fill in the oval above or next to the name of the candidate, like: ●
- (3) To vote for a person whose name is not printed on this ballot write or stamp his or her name in the space labeled "Write-In" that appears (at the bottom of the candidate names) for such office.
- (4) To vote yes or no on a proposal if any, that appears on the back of the ballot, fill in the oval that corresponds to your vote.

OFFICE	1 BEST FLAVOR ICE CREAM (Vote for ONE)	2 BEST MOVIE (Vote for ONE)
RED  A	RED VANILLA 1A <input type="radio"/>	RED GONE WITH THE WIND 2A <input checked="" type="radio"/>
GREEN  B	GREEN CHOCOLATE 1B <input type="radio"/>	GREEN WIZARD OF OZ 2B <input type="radio"/>
BLUE  C	BLUE BUTTER PECAN 1C <input checked="" type="radio"/>	BLUE THE BUCKET LIST 2C <input type="radio"/>
YELLOW  D	YELLOW COOKIES & CREAM 1D <input type="radio"/>	YELLOW ONE FLEW OVER THE CUCKOOS NEST 2D <input type="radio"/>

1. Use only the writing instrument provided by the election inspectors in your poll site.
2. To vote for a candidate whose name is printed on this ballot, fill in the oval above the name of the candidate you want to vote for.
3. To vote for a person whose name is not printed on this ballot, write or stamp his or her name in the space labeled "write-in" that appears at the bottom of the column for that office.
4. To vote on any proposal which is located on the reverse side of this ballot, fill in the oval that corresponds to your "YES" or "NO" vote.
5. Do not overvote. You may vote only for the maximum number of candidates allowed for each contest. The maximum number of candidates you may vote for in each contest appears at the top of the column for that office. Casting more votes than the maximum number allowed in any contest will void your votes for that contest only.
6. Any other mark or writing, or any erasure made on this ballot outside the ovals or blank spaces provided for voting will void this entire ballot.
7. If you tear, deface or wrongly mark this ballot, return it to an election inspector to obtain another ballot. Do not try to correct mistakes on your ballot by making erasures or cross outs. Erasures or cross outs may invalidate all or part of your ballot. Before you scan your ballot, if you have made a mistake in completing the ballot or wish to change your ballot choices, you may obtain and complete a new ballot. You have a right to a replacement ballot upon the return of your original ballot, for a total of three (3) ballots.
8. After completing your ballot, be sure to review it carefully, to confirm that you have cast your votes as you intended, and that you have not exceeded the number of votes permitted per contest. Then, insert it into the ballot scanner and wait for the message that tells you your ballot has been successfully scanned. If you do not see that message, ask an election inspector for assistance.

IDENTIFICATION REQUIREMENTS

One of the new requirements of H.A.V.A. (Help America Vote Act) is that certain voters have to show I.D. in order to vote on the machine. The types of I.D. that are acceptable are on the following page. Only voters that have ID REQUIRED in the box where they would sign their name actually have to show I.D.

RD	IND	F	07/24/1987	09/25/2006
ID REQUIRED				
SIGNATURE OF VOTER -			GAYNOR, MALLORY	

If a voter has to show you ID, you look at the ID they give you, and if it matches the information from the Election office, THE VOTER IS GIVEN A BALLOT TO VOTE. You make a note that they showed you ID, but we don't need any numbers or info recorded.

If a voter does not have Identification, they must vote AFFIDAVIT BALLOT (see pages 43-45)

Cortland County Board of Elections Inspector Manual

FORMS OF IDENTIFICATION TO BE ACCEPTED AT THE POLLING PLACE

Identification to be accepted at the polling place must be either:

(1) A current and valid photo identification with the voter's name and picture

EXAMPLES INCLUDE, BUT ARE NOT LIMITED TO:

PASSPORT	PISTOL OR FIREARM PERMIT
DRIVER'S LICENSE	PILOT'S LICENSE
NON-DRIVERS ID CARD	MILITARY IDENTIFICATION
STUDENT IDENTIFICATION CARD	GOVERNMENT IDENTIFICATION

OR

(2) A copy of a current utility bill, bank statement, government check, paycheck, or government document that shows the name and address of the voter

EXAMPLES INCLUDE, BUT ARE NOT LIMITED TO:

"A current Utility Bill" would include

GAS, TELEPHONE, ELECTRIC, WATER OR OTHER UTILITY BILL

"Bank Statement" would include:

STATEMENT FROM A BANKING INSTITUTION OR CREDIT UNION

"Government Check or Paycheck" would include:

SOCIAL SECURITY ADMINISTRATION CHECK STATEMENTS

A GOVERNMENT OR MILITARY PAYCHECK OR PAYCHECK STUB

"Other Government Document" would include:

- √ HUNTING, FISHING OR TRAPPING LICENSE
- √ ELECTRONIC BENEFIT TRANSACTION (EBT) CARDS
- √ PUBLIC HOUSING LEASE AND RENT STATEMENTS AND AGREEMENTS, OR RENT STATEMENT AGREEMENTS PROVIDED PURSUANT TO SUBSIDIZED HOUSING PROGRAMS
- √ PUBLIC HOUSING IDENTIFICATION CARDS
- √ TUITION STATEMENTS OR BILLS FROM PUBLIC COLLEGES AND UNIVERSITIES
- √ BILLS FROM A FEDERAL, STATE, OR LOCAL GOVERNMENT
- √ DISCHARGE CERTIFICATES, PARDONS, OR OTHER OFFICIAL DOCUMENTS ISSUED IN CONNECTION WITH THE RESOLUTION OF A CRIMINAL CASE, INDICTMENT, SENTENCE OR OTHER MATTER, IN ACCORDANCE WITH STATE LAW
- √ GOVERNMENT HOMELESS SHELTER IDENTIFICATION CARD

POLL WATCHERS

We don't require poll watcher's certificate for people who just come in and out getting their lists. But if they do want to stay, THEY MUST HAVE A POLL WATCHER'S CERTIFICATE. You can have them call our office at 753-5032 and we will instruct them on how to obtain one.

If you have a poll watcher, they must stay on the other side of the table. They can not interfere with your running of the polls at all. They can not speak about anything that has to do with the ballot. They are there simply to observe the voting process (that's why they are called poll watchers)

WATCHER CERTIFICATE FOR USE ON ELECTION DAY Section 8-500, Election Law	
I/We, the undersigned, being _____ <small>(chair/candidates)</small>	
of the _____ party, do hereby appoint <small>(political party/independent body)</small>	
_____ county of _____ <small>(watcher's name)</small>	
to be a watcher for the election to be held on _____ in the <small>(date of election)</small>	
_____ election district, in the _____ ward (if applicable) of the town, city, or village of _____, or the _____ Assembly District in Cortland County.	
_____ Signature	_____ Title
<u>GUIDELINES</u>	
<ul style="list-style-type: none">* Watchers shall be appointed by the chair of any party committee or independent body whose candidates names appear on the ballot or any two or more candidates in a primary election.* Each watcher must be a qualified voter of the city or county in which he/she is to serve.* Watcher certificates must be delivered to an inspector at the election district.* Not more than three watchers for any party committee or independent body or candidates whose names appear on the ballot may be appointed to serve at the same election district.* Watchers may be present at the polling place at least fifteen minutes before the unlocking and examinations of any voting machine or ballot box at the opening of the polls, until after the signing of the inspectors' returns and proclamation of the result.* Not more than one watcher appointed by each party committee or independent body or candidates whose names appear on the ballot may be within the guard rail at any one time.	
<small>(394) c:\files\forms\watcher2</small>	

DRAFT - FORM #1

Poll Watchers

Poll Watchers are appointed by a political party or candidate. In a Primary, General or Special Election any party whose candidates are on the ballot are entitled to have a Poll Watcher. Poll watchers will likely come in to get a list of those that have already voted and return periodically throughout the day. They may also appear at the end of the day to gather election results.

Poll Watchers MUST:

- Show the Inspector a "POLL WATCHER'S CERTIFICATE."
- Be a qualified voter in the County in which he/she is to serve.
- Be afforded the same rights as other voters.

Poll Watchers MAY:

- Witness the opening of the ImageCast Ballot Voting machines
- Observe proceedings
- Be given information as to who has voted
- Observe the canvass and tally at the end of the day

Poll watchers MAY NOT:

- Sit at the Inspector table. They do not represent the Board of Elections
- Electioneer
- Disrupt daily proceedings
- Cannot remove the poll book from the table

Candidates

Candidates MAY:

- Observe the opening of the polling site
- Observe the canvass and tally at the end of the day
- Be a poll watcher

Candidates MAY NOT:

- Disrupt proceedings
- Electioneer within 100 feet of the polling site

Only the inspectors can sit at the table and have access to the poll book.

Electioneering...

Is when any advertisement, display, or speech, containing a political party or candidate's name appears within 100 ft of the polling site.

Examples:

- Name Badges
- Buttons
- Name on a label attached to food
- Bumper Stickers
- Memorabilia (Pencils, rulers, etc.)
- Advertisements (newspapers, TV, brochures)

ASSISTING VOTERS

Along with the handwritten lists is a form called the ASSISTANCE PROVIDED. If a voter does not want to use the ballot marking part of the machine and prefers to vote with assistance, they can. They can have anyone of their choice except their Employer or their Union Official help them. So a spouse, parent, child, grandchild, grandparent, aunt, uncle, third cousin twice removed..... **As long as it is not their Employer or Union Official.** This form is filled out for any voter that needs assistance. You fill in the voter's name and address and if you can, the registration number which is found to the left of the voter's name in the book. You record the reason they need assistance. For example they have had a stroke, they have Parkinson's, they have an injury that prevents them, whatever the reason that they cannot go in the voting booth and vote without assistance. Then you are going to write the person providing the assistance and their relationship to the voter. If a voter has no one to assist them and asks for inspectors help, **ONE FROM EACH PARTY MUST ASSIST!** There is never an exception to this rule!! Make sure you note both inspectors names on your ASSISTANCE PROVIDED Sheet.

ASSISTANCE PROVIDED

VOTER NAME _____ ADDRESS _____ _____ REG # _____ REASON FOR ASSISTANCE _____ _____ PERSON PROVIDING ASSISTANCE NAME _____	VOTER NAME _____ ADDRESS _____ _____ REG # _____ REASON FOR ASSISTANCE _____ _____ PERSON PROVIDING ASSISTANCE NAME _____
VOTER NAME _____ ADDRESS _____ _____ REG # _____ REASON FOR ASSISTANCE _____ _____ PERSON PROVIDING ASSISTANCE NAME _____	VOTER NAME _____ ADDRESS _____ _____ REG # _____ REASON FOR ASSISTANCE _____ _____ PERSON PROVIDING ASSISTANCE NAME _____
VOTER NAME _____ ADDRESS _____ _____ REG # _____ REASON FOR ASSISTANCE _____ _____ PERSON PROVIDING ASSISTANCE NAME _____	VOTER NAME _____ ADDRESS _____ _____ REG # _____ REASON FOR ASSISTANCE _____ _____ PERSON PROVIDING ASSISTANCE NAME _____

REMOVING A VOTER'S NAME FROM THE ELECTION ROLLS

For every election, you are given a small tablet for notes.

REMOVAL OF VOTER'S NAME TO THE CORTLAND COUNTY BOARD OF ELECTIONS	
PLEASE REMOVE THE PERSON'S NAME LISTED BELOW FROM THE BOARD OF ELECTIONS ACTIVE VOTER REGISTRATION FILES:	
<hr/>	
FIRST NAME	LAST NAME
DATE OF BIRTH: _____	
<hr/>	
HOUSE #	STREET ADDRESS
_____NY_____	
MUNICIPALITY	ZIP CODE
REASON FOR REMOVAL OF NAME:	
___ MOVED OUT OF CORTLAND COUNTY	
___ DECEASED	
OTHER: (STATE REASON) _____	
SIGNED BY: _____	
RELATIONSHIP TO VOTER: _____	
DATE: _____	
AFTER COMPLETING THE ABOVE, RETURN TO AN INSPECTOR AT POLLING SITE or MAIL TO:	
CORTLAND COUNTY BOARD OF ELECTIONS 112 RIVER STREET, STE. 1 CORTLAND, NY 13045-2828	

If a voter comes into the polling place and tells you that someone has moved out of Cortland County, you are provided a form in your colored folder that they need to fill out. We must have a family member's signature, not an inspector's, on the form in order to remove someone from our records. The voter should be encouraged to fill the form out right there and leave it with you to return in your bag to us. They can also take it and mail it in. Please make sure they understand that if they do not return the form to us, the family member's name will still be in the book.

Cortland County Board of Elections Inspector Manual

NAME CHANGES

If a voter has changed their name, BUT HAS NOT MOVED, they do NOT need to update their registration with the Board of Elections before being allowed to vote on the machine.

They will sign their old name above their pre-printed signature, and then sign their new name in the signature box.

POLL BOOK REPORT FOR GENERAL ELECTION
CORTLAND, NY
A THRU L

VOTER NO	NAME	ADDRESS	AFFIL	GENDER	DOB	REG DATE	
4017870	EDDY, DENISE R	1324 HAWLEYTON RD	BLK	F	04/17/1975	05/11/2004	STUB <u>629</u> NOVEMBER 7, 2006
	<i>Denise R. Eddy</i> <i>Denise Eddy</i>						<i>Denise Davis</i> SIGNATURE OF VOTER - EDWARDS DENISE R
4008033	EDDY, DOUGLAS G	1324 HAWLEYTON RD	IND	M	10/23/1970	08/18/2002	STUB <u>54</u> NOVEMBER 7, 2006
	<i>Doug G Eddy</i>						<i>Doug G Eddy</i> SIGNATURE OF VOTER - EDDY DOUGLAS G
4005945	EDWARDS, CHARLENE M	2917 WEBB RD	REP	F	02/25/1972	08/15/2002	STUB _____ NOVEMBER 7, 2006
	<i>Charlene Edwards</i> <i>Charlene Edwards</i>						<i>Charlene Davis</i> SIGNATURE OF VOTER - EDWARDS CHARLENE M
788206	EDWARDS, JENNIFER N	2948 WEBB RD	DEM	F	12/31/1973	09/30/1996	STUB <u>626</u> NOVEMBER 7, 2006
	<i>Jennifer N. Edwards</i>						<i>Jennifer Edwards</i> SIGNATURE OF VOTER - EDWARDS JENNIFER N
111203	EDWARDS, MARY L	2947 WEBB RD	REP	F	02/18/1926	10/04/1958	STUB _____ NOVEMBER 7, 2006
	THIS ELECTION DISTRICT? YES <input type="checkbox"/> NO <input type="checkbox"/> NO STATEMENTS ARE TRUE -JURY- <i>Mary L Edwards</i>						<i>Mary L Edwards</i> SIGNATURE OF VOTER - EDWARDS MARY L
229278	EDWARDS, RONALD E	2982 WEBB RD	DEM	M	03/01/1948	01/05/1958	STUB <u>547</u> NOVEMBER 7, 2006
	<i>Ronald Edwards</i>						<i>Ronald Edwards</i> SIGNATURE OF VOTER - EDWARDS RONALD E

You need to make sure you leave us a note on your note tablet from what old name to what new name.

Make sure you have the correct spelling for any name changes.

Cortland County Board of Elections Inspector Manual

CHAIRMAN

The Chairman is picked by all the inspectors.

1. You get a \$25.00 more for the day!!!
2. You will need to make sure all paperwork, Canvass Report, is filled out properly and all requested information is reported accurately.
3. You are responsible for keeping the polling place running smoothly.
4. You will be "orally proclaiming" the vote counts at the end of the night.
5. And finally, you need to call in the results after the polls close to the Board of Elections.
6. You need to make sure the Blue Bag is sealed and packed properly and neatly and returned to Board of Elections, along with the sealed security pouch. (Security pouch is not to be placed in the Blue Bag.)
7. Red Bag and Write-In section of the machine properly and neatly packed.

Just a note about calling in the results, the team of inspectors is just that, you work as a team. No one person can do it all that's why we have several of you. So the only fair thing is for all of you to stay until every last task is done, including calling in election results.

Numbers and signatures of inspectors must be legible!

STREET FINDER/CITY STREET LISTS

The STREET FINDER is a very important tool at your polling place. It is so important that you use it so that voters are in the correct polling place.

The STREET FINDER is in alphabetical order by street and then by zip code. The zip code is what tells us where that street is so that we can determine the proper election district. You also need to pay attention to the evens and odds in the house range column. For example, some streets, even numbered houses are in a different election district than odd numbered houses. After the house range column is the polling place information and all the way to the right will tell you what election district it is. This is where you will verify if they are in the correct polling place and at the right table.

05/29/2009
12:53 pm

Cortland County Board of Elections
Street Finder w/Polling Place Address
Town of Nanticoke
Ordered by Street (Town & Polling Place)
Street Name: ANDERSON RD to HENRY M BALDWIN ST

Page 1

Zip	Street Name	House Range		Polling Place Name	Polling Place Address	Town/Ward/District
13862	ANDERSON RD	6-350	ALL	NANTICOKE TOWN HALL	755 CHERRY VALLEY HILL ROAD TOWN OF	NANTICOKE / DISTRICT 1
13797	CALDWELL HILL RD	4-538	ALL	NANTICOKE TOWN HALL	755 CHERRY VALLEY HILL ROAD TOWN OF	NANTICOKE / DISTRICT 1
13797	CHERRY VALLEY	13-783	ALL	NANTICOKE TOWN HALL	755 CHERRY VALLEY HILL ROAD TOWN OF	NANTICOKE / DISTRICT 1
13802	CHERRY VALLEY	13-783	ALL	NANTICOKE TOWN HALL	755 CHERRY VALLEY HILL ROAD TOWN OF	NANTICOKE / DISTRICT 1
13797	CHURCH ST	3-44	ALL	NANTICOKE TOWN HALL	755 CHERRY VALLEY HILL ROAD TOWN OF	NANTICOKE / DISTRICT 1
13777	COUNTRY ESTATES	0-0	EVEN	NANTICOKE TOWN HALL	755 CHERRY VALLEY HILL ROAD TOWN OF	NANTICOKE / DISTRICT 1
13777	CROFT ST	6-46	ALL	NANTICOKE TOWN HALL	755 CHERRY VALLEY HILL ROAD TOWN OF	NANTICOKE / DISTRICT 1
13777	DAVIS RD	8-8	EVEN	NANTICOKE TOWN HALL	755 CHERRY VALLEY HILL ROAD TOWN OF	NANTICOKE / DISTRICT 1
13777	DEL CAR DR	3-48	ALL	NANTICOKE TOWN HALL	755 CHERRY VALLEY HILL ROAD TOWN OF	NANTICOKE / DISTRICT 1
13862	DRISCOLL RD	10-157	ALL	NANTICOKE TOWN HALL	755 CHERRY VALLEY HILL ROAD TOWN OF	NANTICOKE / DISTRICT 1
13862	DRISCOLL RD	159-195	ALL	NANTICOKE TOWN HALL	755 CHERRY VALLEY HILL ROAD TOWN OF	NANTICOKE / DISTRICT 1
13862	DRISCOLL RD	197-225	ALL	NANTICOKE TOWN HALL	755 CHERRY VALLEY HILL ROAD TOWN OF	NANTICOKE / DISTRICT 1
13862	DRISCOLL RD	227-284	ALL	NANTICOKE TOWN HALL	755 CHERRY VALLEY HILL ROAD TOWN OF	NANTICOKE / DISTRICT 1
13777	DUNHAM HILL RD	1429-1536	ALL	NANTICOKE TOWN HALL	755 CHERRY VALLEY HILL ROAD TOWN OF	NANTICOKE / DISTRICT 1
13905	DUNHAM HILL RD	1280-1348	ALL	NANTICOKE TOWN HALL	755 CHERRY VALLEY HILL ROAD TOWN OF	NANTICOKE / DISTRICT 1
13797	EDWARDS HILL RD	9-48	ALL	NANTICOKE TOWN HALL	755 CHERRY VALLEY HILL ROAD TOWN OF	NANTICOKE / DISTRICT 1
13797	FAIRBANKS RD	6-100	ALL	NANTICOKE TOWN HALL	755 CHERRY VALLEY HILL ROAD TOWN OF	NANTICOKE / DISTRICT 1
13777	FLINT RD	121-121	ALL	NANTICOKE TOWN HALL	755 CHERRY VALLEY HILL ROAD TOWN OF	NANTICOKE / DISTRICT 1
13797	GEORGE ST	16-40	ALL	NANTICOKE TOWN HALL	755 CHERRY VALLEY HILL ROAD TOWN OF	NANTICOKE / DISTRICT 1
13797	GREENWOOD RD	208-348	ALL	NANTICOKE TOWN HALL	755 CHERRY VALLEY HILL ROAD TOWN OF	NANTICOKE / DISTRICT 1
13811	GREENWOOD RD	10-50	ALL	NANTICOKE TOWN HALL	755 CHERRY VALLEY HILL ROAD TOWN OF	NANTICOKE / DISTRICT 1
13797	HENRY M BALDWIN	6-41	ALL	NANTICOKE TOWN HALL	755 CHERRY VALLEY HILL ROAD TOWN OF	NANTICOKE / DISTRICT 1
13802	HENRY M BALDWIN	6-6	EVEN	NANTICOKE TOWN HALL	755 CHERRY VALLEY HILL ROAD TOWN OF	NANTICOKE / DISTRICT 1
13797	HOWLAND HILL RD	3-9	ALL	NANTICOKE TOWN HALL	755 CHERRY VALLEY HILL ROAD TOWN OF	NANTICOKE / DISTRICT 1

_r_postreet

TEAM SQL Version 5.4.1 Copyright © NTS Data Services, LLC.

User: KAD17568

Station: 65535

CITY ONLY –

It is important that you POST and USE LARGE street lists for voters to see and find their correct ward and election district.

- Smaller street lists are to be kept on the inspector table for reference.

AFFIDAVIT BALLOTS

The Affidavit Ballot and the Street Finder go hand in hand. If someone comes into your polling place and you do not find their name in the book, you have had the voter spell it and you have had another inspector check for you, the very next step you are going to take is to refer to your STREET FINDER. It is so important that you check the STREET FINDER to make sure that the voter is in the correct polling place and AT THE RIGHT TABLE. If you have more than one district at your polling place, DO NOT JUST HAND THE VOTER AN AFFIDAVIT BALLOT. Most voters do not have an understanding of the process and think just because they are in the correct building they can just jump in the shortest line and vote.



Cortland County Board of Elections Inspector Manual

Check the STREET FINDER to make sure they just don't belong at a different table. If after you check the STREET FINDER, the voter belongs at another poll place, tell them where it is. If they are in the correct poll and the correct table, call the office at 753-5032 to confirm that you need to do an Affidavit Ballot.

1. Reassure the voter that doing an Affidavit Ballot is not the kiss of death. Most voters feel that doing a paper ballot is a waste of time and that it won't count anyway so a little reassurance can go a long way.
2. Have the voter fill out the Affidavit Ballot Envelope.
3. Make sure that the voter dates and signs it.
4. Hand the voter a PEN and the ballot (the folded ballot that comes separate in your poll bag **NOT A MACHINE BALLOT**).
5. An Affidavit Ballot voter may vote his/her ballot in the voting booth.
6. The voter will place his/her ballot in the Affidavit Ballot Envelope and seal it.
7. Put the voted Affidavit Ballot Envelope in the LARGE envelope labeled AFFIDAVIT BALLOTS.

AFFIDAVIT BALLOT ENVELOPE

AFFIDAVIT OATH

A Please provide the following required information

Your name

Last name _____ Suffix _____

First name _____ Middle Initial _____

The address where you live

Address (not P.O. Box) _____

Apt. Number _____ Zip code _____

City/Town/Village _____

New York State County _____

Date of birth _____ / _____ / _____
MM DD YYYY

Party Enrollment _____

B Please check each box that applies to you and fill in the appropriate blanks

- I have been informed by the inspectors that my registration **record is not available** to them, however I have duly registered to vote in this election district from the address given at left, and I remain a duly qualified voter in this district.
- I have **moved** within _____ (insert County or New York City) since my last registration, and my previous address was: _____
- I was required to present **identification** when I voted today, but I did not do so.
- For Primary Elections Only:** I am **enrolled** in the political party stated in the section at left, but the poll book does not reflect my correct enrollment.

C Additional information to register to vote in the event that you do not have a valid voter registration on file

Qualifications

Are you a citizen of the U.S.? Yes No

If you answer *No*, you cannot register to vote.

Will you be 18 years of age or older on or before election day? Yes No

If you answer *No*, you cannot register to vote unless you will be 18 by the end of the year.

More information

Telephone (optional) (_____) _____ - _____

Sex M F

The address where you receive mail

Skip if same as above

Address or P.O. Box _____

P.O. Box _____ Zip code _____

City/Town/Village _____

Voting history

Have you voted before? Yes No What year? _____

Voting information that has changed

Skip if this has not changed or you have not voted before

Your name was _____

Your address was _____

Your previous state or New York State County was _____

Identification You must make 1 selection

- New York State DMV Number _____
- Last four digits of your Social Security Number xxx-xx-_____
- I do not have a New York State Driver's License or a Social Security Number.

Political party You must make 1 selection

- Democratic party Working Families party Other _____
- Republican party Independence party I do not wish to enroll in a party
- Conservative party Green party

To vote in a primary election, you must be enrolled in one of these listed parties — except the Independence Party, which permits non-enrolled voters to participate in certain primary elections.

D All voters must date and sign the oath below

It is a crime to procure a false registration or to furnish false information to the Board of Elections

Affidavit: I swear or affirm that

- I am a citizen of the United States.
- I will have lived in the county, city or village for at least 30 days before the election.
- I meet all requirements to register to vote in New York State.
- This is my signature or mark in the box below.
- The above information is true, I understand that if it is not true, I can be convicted and fined up to \$5,000 and/or jailed for up to four years.

Date

Sign

For Board Use Only

COUNTY OF:

CITY/TOWN _____ **LEG/WARD#** _____ **ED#** _____ **AD#** _____

EMERGENCY BALLOTS

If your machine breaks down, **NO**, you do not shut the polling place down as tempting as it may be. We never tell the voter that the machine is broken so they will have to come back to vote, **NEVER**. What you do is this:

1. **CALL THE ELECTION OFFICE 753-5032.** We will contact the custodian and get them to you as soon as humanly possible.
2. The voters still have to go through all the motions just as if they were voting on the machine. You ask their name, their address, turn the book to them and they sign.
3. The voter is then handed a ballot, the ballot number is recorded on the STUB Number line, and on the handwritten list the number is recorded with an E or EM before it to mark it as an emergency ballot and don't forget to check the Emergency ballot box on the ballot stub.
4. Unlock the emergency ballot slot on the front of the machine.

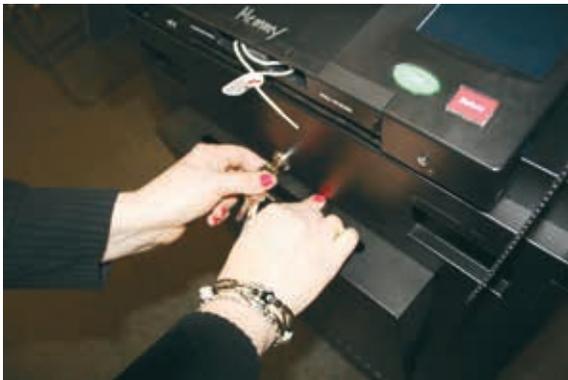


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5. After the voter is done filling out the ballot, they slide the ballot in the emergency ballot slot.



6. After Technicians repair the machine, ONE OF EACH INSPECTOR will then remove the ballots from the emergency ballot slot and scan them through.



*****REJECTED EMERGENCY BALLOTS MUST BE HANDCOUNTED AT THE POLL SITE AND INCLUDED IN RESULTS AT THE CLOSE OF POLLS. KEEP REJECTED EMERGENCY BALLOTS IN THE "REJECTED EMERGENCY BALLOT" ENVELOPE.**

PRIMARY ELECTIONS

Primary elections are a little like a qualifying round. It's an elimination process. Only voters registered in the party having the primary vote on primary election day. **A voter cannot vote in any primary contest. They have to vote in the party in which they are registered.**

When a voter comes into the polling place in addition to asking them their name and address, you will also need to ask them their party.

After the voter signs the book, you hand them the appropriate ballot according to the voter's enrollment and record that stub number for the STUB Number.

Remember to place ballot in privacy sleeve before handing ballot to the voter.

PRIVACY

PRIVACY

PRIVACY

WRITE-INS

AT EVERY ELECTION, VOTERS CAN DO A WRITE-IN

No matter if it is a Primary or General Election, a voter can do a write-in vote. At the bottom of every race on the ballot, there is a spot for a voter to write in a name. All the voter has to do is write in their candidates name in the box and the machine will automatically scan it as a write in.

OFFICE	Justice of the Supreme Court for 5th Judicial District (Vote for SIX)						County Court Judge (Vote for ONE)	District Attorney (Vote for ONE)	County Legislator for 2nd District (Vote for ONE)	Supervisor (Vote for C)
DEMOCRATIC A ★	★ DEMOCRATIC 1A John JJ Sullivan	★ DEMOCRATIC 2A Jerome B Mathews	★ DEMOCRATIC 3A Neal P. O'Donnell	★ DEMOCRATIC 4A F Dana Pierson	★ DEMOCRATIC 5A Milton P. Booker	★ DEMOCRATIC 6A Michael J Castle	★ DEMOCRATIC 7A Stephen A Davidson	★ DEMOCRATIC 8A Patrick Kevin Hammond	★ DEMOCRATIC 9A George G Johnston	★ DEMOCRATIC Tony Knight
REPUBLICAN B ★	★ REPUBLICAN 1B W Bromley Squire	★ REPUBLICAN 2B Robert W Murray	★ REPUBLICAN 3B Gerald Tillman	★ REPUBLICAN 4B Sandra J Edwards	★ REPUBLICAN 5B Geoffrey J Cummings	★ REPUBLICAN 6B Joseph A Albright	★ REPUBLICAN 7B Alfred C Crawford	★ REPUBLICAN 8B James M Tompkins	★ REPUBLICAN 9B William C Abbott	★ REPUBLICAN Leonard W Hamilton
CONSERVATIVE C f	f CONSERVATIVE 1C W Bromley Squire	f CONSERVATIVE 2C Robert W Murray	f CONSERVATIVE 3C Gerald Tillman	f CONSERVATIVE 4C Sandra J Edwards	f CONSERVATIVE 5C Geoffrey J Cummings	f CONSERVATIVE 6C Joseph A Albright	f CONSERVATIVE 7C Alfred C Crawford	f CONSERVATIVE 8C James M Tompkins	f CONSERVATIVE 9C Margaret A Thompson	f CONSERVATIVE Leonard W Hamilton
INDEPENDENCE D f	f INDEPENDENCE 1D W Bromley Squire	f INDEPENDENCE 2D Thomas J Tooley	f INDEPENDENCE 3D Gerald Tillman						f INDEPENDENCE 8D Robert W Russman	
LIBERAL E ★	★ LIBERAL 1E W Bromley Squire	★ LIBERAL 2E Jerome B Mathews	★ LIBERAL 3E Neal P. O'Donnell	★ LIBERAL 4E F Dana Pierson	★ LIBERAL 5E Milton P. Booker	★ LIBERAL 6E Michael J Castle				
RIGHT TO LIFE F f ²							f ² RIGHT TO LIFE 7F Stephen A Davidson	f ² RIGHT TO LIFE 8F Patrick Kevin Hammond		
WRITE-IN G ★	WRITE-IN	WRITE-IN	WRITE-IN	WRITE-IN	WRITE-IN	WRITE-IN	WRITE-IN	WRITE-IN	WRITE-IN	WRITE-IN

Write name in here

OFFICIAL BALLOT FOR THE GENERAL ELECTION - NOVEMBER 4, 2008 STATE OF NEW YORK, COUNTY OF Cortland

INSTRUCTIONS:

- (1) Mark only with a pen having blue or black ink or with a pencil having black lead.
- (2) To vote for a candidate whose name is printed on this ballot fill in the square to the right of his or her name, like:
- (3) To vote for a person whose name is not printed on this ballot write or stamp his or her name on a blank "Write-In" area under the names of the candidates for that office.
- (4) To vote yes or no on a proposal fill in the square opposite your vote.
- (5) Any other mark or writing, or any erasure made on this ballot outside the voting squares or blank spaces provided for voting will void this entire ballot.
- (6) Do not overvote. If you select a greater number of candidates than there are vacancies to be filled, your ballot will be void for that public office or party position.
- (7) If you tear, or deface, or wrongly mark this ballot, return it and on the ballot by making erasures or cross outs. Erasures or cross to submitting your ballot, if you make a mistake in completing the may obtain and complete a new ballot. You have a right to a ref

Write-in Votes

Inspectors-

When instructing a voter on 'how to do a write-in,' be careful not to influence the voter on whose name to write-in.

If a voter inquires on doing a write-in you may:

- Explain that the write-in has to be under the correct office.
- The write-in will not be counted unless it is a legitimate name.

If the voter inquires as to the spelling of a name:

- You may tell them the spelling *after* the voter gives you the name. Please do not give the voter the names of write-in candidates, just the spelling when asked.

When counting the write-in votes:

- The vote will count if the name is easily recognizable, it does not have to be spelled perfectly.
- The write-in has to be written under the correct office.

MISCELLANEOUS

COURT ORDERS

It rarely happens, but every once in a while a voter will go to a Judge and get a court order to vote. If a voter comes into the polling place with a court order, you take the court order, write their name on the numbered list, give them a ballot and they **VOTE ON THE MACHINE**. They won't be in your book, that's why they needed the court order. All Court Orders need to be placed in the Miscellaneous Folder.

ABSENTEE VOTERS

Two things on absentee voters:

First, if someone comes in and tells you that they thought they would be out of town or not able to come for whatever reason, and that they voted by an absentee ballot, **THEY VOTE ON THE MACHINE!!!!** We will not let a person vote twice. All voted absentee ballots are compared to the book to make sure they didn't vote in person. If they did, their ballot is pulled out and not counted.

Second, you **CANNOT** take a voted ballot that someone brings in for someone else. It will get to us too late to be counted. Tell them to bring "Aunt Sophie's or Grandma's" ballot to the Board of Elections before 9:00 p.m. If they insist that they are not going to bring it to us and just leave it anyway, make sure you make a note that you told them you could not take it, but they left it anyway.

VOTING ABSENTEES FOR INSPECTORS

If you do not work at the same poll site that you vote in, you can come in person to the Board of Elections and vote by absentee ballot. You have to come in person to the Board of Elections two weeks before an election, up to the day before the election. This will save you the hassle of trying to get away from the poll site you're working to vote, as well as trying to grab a bite to eat.

Cortland County Board of Elections Inspector Manual

Voucher for payment

In your red folder you will find vouchers. Each inspector needs to complete a voucher. If you are the Chairperson, please indicate that as well. You should be receiving your check in approximately one month from the Election date. Failure to complete the voucher will further delay your payment. Please do not wait until the end of the year to notify this office of non payment!

POLL INSPECTOR PAY FORM

CLAIMANT: _____

ADDRESS: _____

CHECK ONE: PRIMARY _____ GENERAL _____ VILLAGE _____

PER RESOLUTION NO. 143-09 POLL INSPECTORS - PLEASE FILL OUT THIS FORM. YOUR CHECK CANNOT BE PROCESSED WITHOUT IT.	
DATES: _____ _____	
FLAT RATE: \$100.00 - PRIMARY _____	
\$160.00 - GENERAL _____	
\$100.00 - VILLAGE _____	
CHAIRPERSON ONLY - \$25.00 _____	
INSP. TRAINING CLASS - \$25.00 _____	
TOTAL REQUESTED:	

CLAIMANT'S SIGNATURE

DATE

CLOSING OF THE POLLS/SHUTTING DOWN MACHINE

THE POLLS STAY OPEN UNTIL 9:00PM!!! NO EXCEPTIONS!!

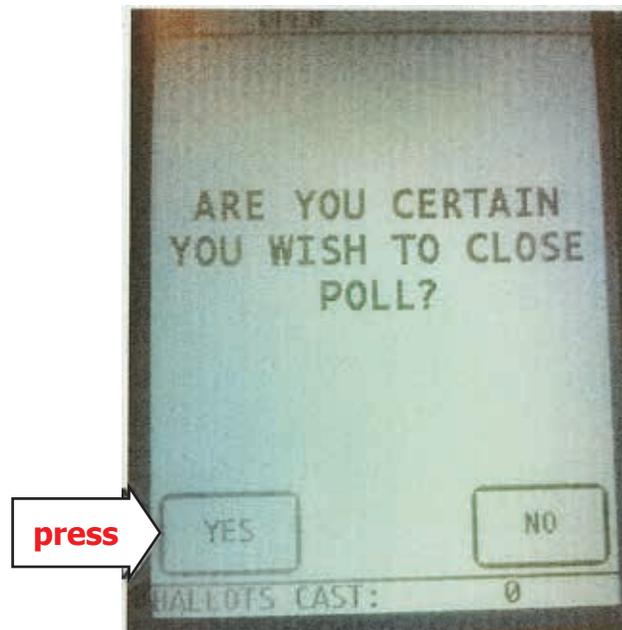
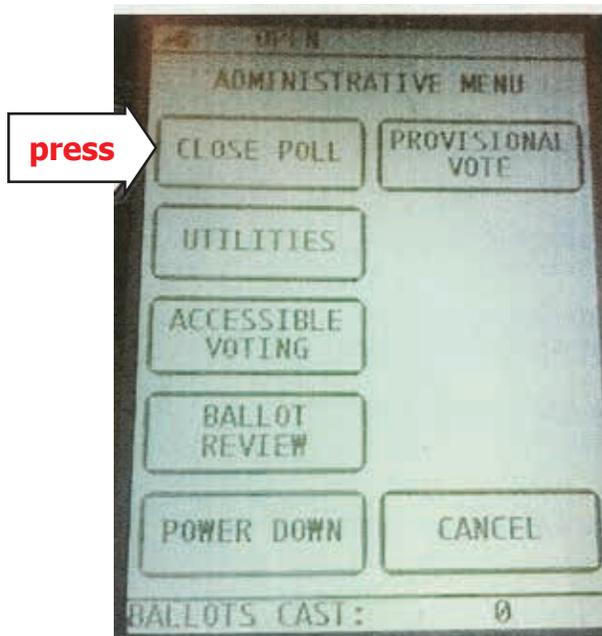
No matter how tempting it will be to close up a little early even if the only votes you have had all day long are you inspectors.

SHUTTING DOWN MACHINE

1. You put the ibutton on the security pad.



2. On the menu, press close polls. The report automatically starts printing.

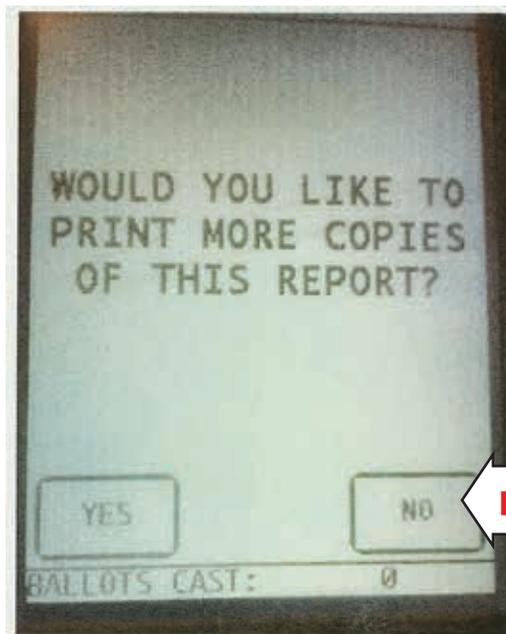


3. **POLLING PLACES WITH MORE THAN ONE DISTRICT:**
Print only ONE tape and cut apart each district.

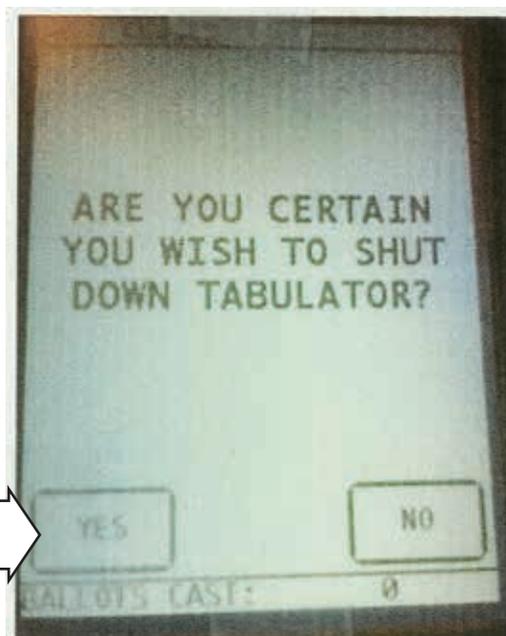
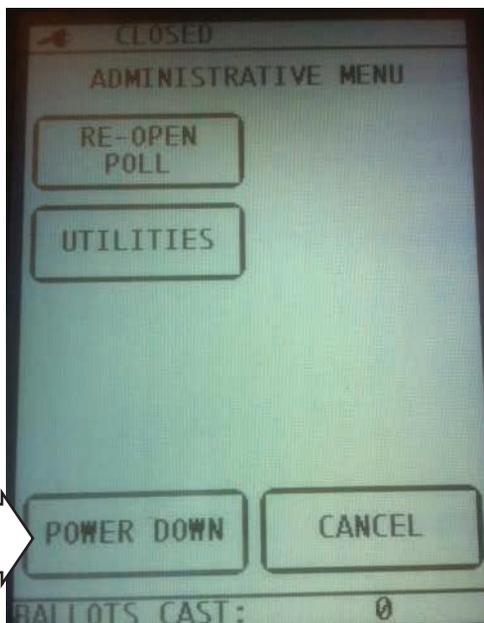
REMINDER:

All inspectors NEED to sign this ONE tape.

Cortland County Board of Elections Inspector Manual



4. Power Down

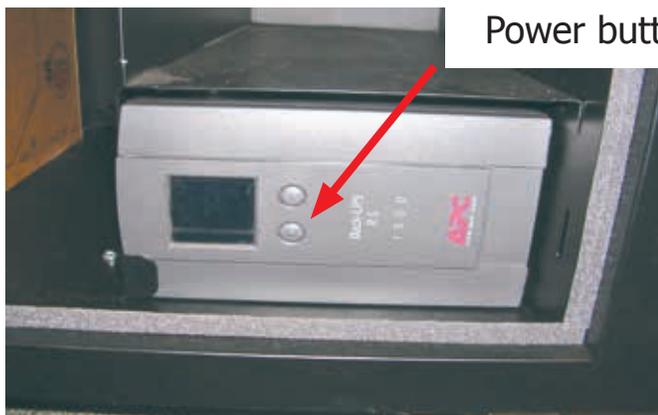


Cortland County Board of Elections Inspector Manual



Wait until the screen goes black.
Turn the machine off by pressing
the power button.

5. Using your key, open the Ballot Box door and turn the machine off by pressing the power button.



Power button

Cortland County Board of Elections Inspector Manual

6. Unplug the machine from wall outlet and put the plug with the extension cord back in clamp on machine.



7. Take headphones out of ATI.

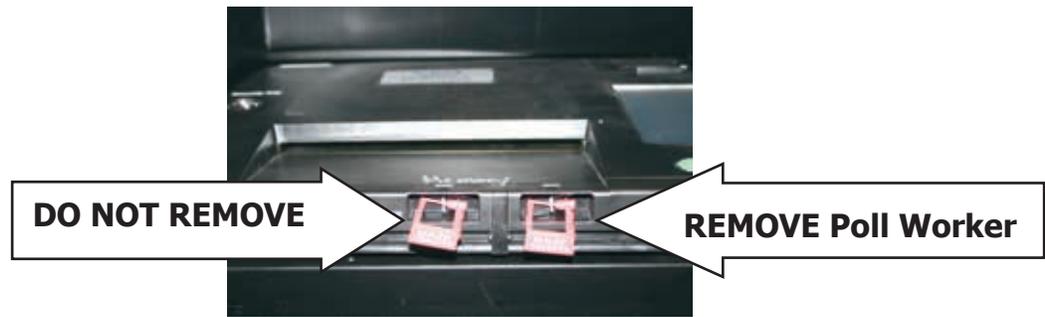


8. Take ATI cord out of machine and ATI.



Cortland County Board of Elections Inspector Manual

9. Snap off the Red seal that is on the Poll Worker door on the scanner. Leave on the seal that is on the Administrator side.



10. Remove the memory card: press the black button to the right of the card to release it, then pull the card from the machine.



Cortland County Board of Elections Inspector Manual

11. Place the **memory card** and the **ibutton** in the security pouch.



Cortland County Board of Elections Inspector Manual

12. Also place machine printouts – Zero Report and Final Results, in the security pouch.



Contents:

- Memory Card (Poll Worker Door on Scanner, see pp. 5)
- Memory Card Seal - Opening Pouch Seal
- iButton
- Zero Report Tape
- Final Results Tape

13. Zip and lock the bag, seal it ONLY after all paperwork (Canvass Report) is completed.

RETURN SEALED SECURITY POUCH SEPARATELY WITH SEALED BLUE BAG, NOT INSIDE THE BLUE BAG.

CARE OF BALLOTS

Regular Ballots:

1. Remove blue bag from ballot box.
2. Separate ballots if you have more than one district.
3. Place ballots (according to district) in LARGE ENVELOPE labeled REGULAR BALLOTS. Use the large rubber bands found on the handwritten lists clipboard to attach ballots that do not fit inside the envelope.

Write-In Ballots:

1. Remove ballots from WRITE-IN SLOT.
2. Separate ballots if you have more than one district.
3. Place ballots (according to district) in LARGE ENVELOPE labeled WRITE-IN BALLOTS. Use the large rubber bands found on the handwritten lists clipboard to attach ballots that do not fit inside the envelope.

**Ballot ID located
lower right hand
corner of ballot**

**CALLING IN RESULTS/PACKING BAGS/
PAPERWORK AFTER POLLS CLOSE**

The Chairperson now gets to “orally proclaim” the results. As they are “proclaiming”, one inspector is filling in the voting machine line on the Return of Canvass. **Read results from Canvass Book - not tape.**

Anyone can be there for the closing of the polls. They don't need a poll watchers certificate. Everyone has the right to watch the closing, but they have to stay behind the “guard rail” as the State puts it. That means that they can be there but cannot come around the table where you are doing your paperwork. Most of the time, they want results, so have an inspector go to one of the sample ballots and write the results on it as the chairperson is “orally proclaiming”.

The chairperson now calls the numbers to report your results. 753-5032

YOU HAVE TO CALL IN YOUR NUMBERS!!

If you don't have a phone in your polling place, and none of the inspectors have a cell phone you can use, please notify the Election office so we can make arrangements for a cell phone for your polling place.

Now it's time to **pack your bags** and the machine. The bags should be repacked as neatly as they came to you. See **"Blue Bag Contents at Closing"** pp. 63 and **"Machine Contents at Closing"** pp. 64.

Replace the two foam pieces back on machine.



Return manual at end of the evening to its original location.

Put cover back on.

THAT'S IT, YOU'RE DONE!!!! You can all go home now and pat yourselves on the back for a **JOB WELL DONE!**

After the Polls Closed

**(Located in
Canvass Report)**

(To be filled out and signed by the Board of Inspectors
as indicated below, **AFTER THE CLOSING OF THE POLLS.**)

WE HEREBY CERTIFY

BMD

Ballot Box seal _____

ATI seal _____

Printer seal _____

Printer CF Card _____

Memory Card (Administrator) seal _____

Memory Card (Poll Worker) seal _____

Thermal Tape Seal _____

That the Chairman of the Board of Inspectors, under the
scrutiny of another member representing a different political
party, called off the vote for each candidate as shown on the
counters of the machine, and that such vote was recorded on
this Returns of Canvass sheet by an inspector and the poll
clerks.

That the vote as recorded on this Returns of Canvass was then
compared with the figures on the machine by being called
therefrom by an inspector of a different political party than the
one who first announced the vote.

That the machine is closed and locked.

We do hereby certify that the above is a true and correct
Statement of the votes received by each candidate in this
election district.

1..... Chmn.

2.....

3.....

4.....

5.....

6.....

7.....

8.....

(Signed)

Board of Inspectors.

BLUE BAG CONTENTS AT CLOSING

The following items need to be placed in the BLUE BAG after the polls have been closed at 9:00 pm and brought back to the Board of Elections by the chairman.

- all full unused ballot booklets (don't forget to record number unused on transmittal sheet in your report)
- all partially used ballot booklets (record numbers on transmittal sheet)
- all ballot stubs
- all unused blank paper used for handicapped voters
- all unused affidavit ballots and envelopes
- all poll books
- handwritten lists
- **6 envelopes for each district**
 - regular ballots envelope (separate ballots according to district and place in envelope)
 - write-in ballots envelope (separate ballots according to district and place in envelope)
 - affidavit envelope (separate according to district and place in envelope)
 - voids envelope (separate according to district and place in envelope)
 - miscellaneous envelope (separate according to district)
 - rejected emergency ballots envelope (separate according to district and place in envelope)

- Red Folder Containing:

- canvass reports-double check if you have more than one district
- security seals/tags report
- ballot booklet transmittal sheet
- payment voucher



Place on top in Blue Bag before attaching proper seal.

CHAIRMAN RETURNS ABOVE ITEMS IN BLUE BAG TO THE BOARD OF ELECTIONS WITH PROPER SEAL AFTER YOU HAVE CALLED IN THE RESULTS AND CLOSED YOUR POLLING PLACE.

REMINDER: RETURN SEALED SECURITY POUCH SEPARATELY WITH SEALED BLUE BAG, NOT INSIDE THE BLUE BAG!!!!

MACHINE CONTENTS AT CLOSING

The following items need to be placed in the ballot box (voting machine) after the polls have been closed at 9:00 pm (locked in the machine).

RED BAG (to be placed on floor of ballot box at closing):

- ALL SIGNS: RUBBER-BANDED

- CITY ONLY-STREET POSTERS TO PUT UP AND SMALL ONES FOR INSPECTOR TABLE

- 4 to 8 ballot privacy sleeves
- flag
- poster
- table talkers
- blue painters tape/duct tape/masking tape
- clear supply bag
- ruler
- magnifying glass
- string
- yellow election folder containing forms
- street finder
- extension cord

- return keys after you have locked the ballot box back to the machine where you found them wrapped around the **arm of the monitor**

WRITE-IN SECTION:

- sip and puff case
- plastic container with ATI
- 2 large black privacy folders for machine

REMEMBER: THE RED BAG SHOULD CONTAIN THOSE ITEMS THAT WILL NOT BE NEEDED TO VALIDATE ELECTION RESULTS AND PLACED IN MACHINE.

RED BAG AND WRITE-IN SECTION SHOULD BE PACKED NEATLY!

MANUAL TO BE RETURNED TO ITS ORIGINAL LOCATION.

TO PREPARE MACHINE FOR A DISABLED VOTER:

1. Put blank ballot paper in the printer slot and attach privacy sleeve



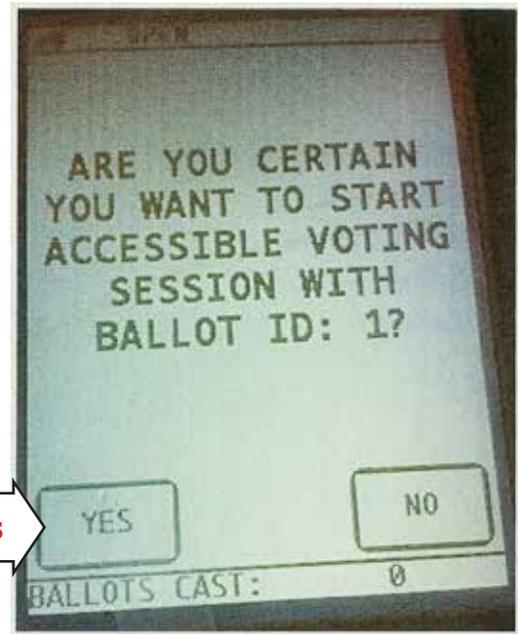
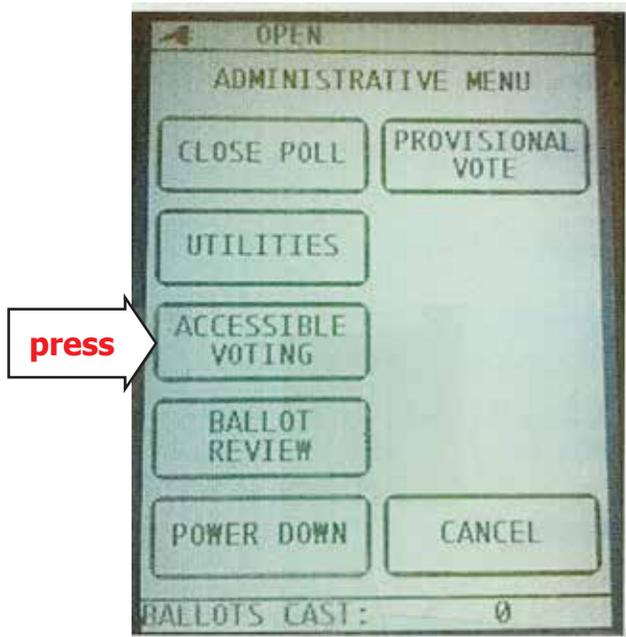
2. Put button on "SECURITY KEY"



3. Hand voter the headphones, ATI (remote control) and attach the privacy sleeve to the printer. Give the voter some basic instructions as to what is going on. The machine will give them specific instructions.

Cortland County Board of Elections Inspector Manual

- When menu comes up, press "ACCESSIBLE VOTING", the administrator's screen will prompt you for a code (**CHECK THE LIST OF CODES INSIDE THE POCKET OF THE FRONT COVER OF YOUR MANUAL FOR YOUR POLLING PLACE**).



- Voter marks the ballot using the ATI



- After Voter is done with voting, the ballot will print and come out of the same slot you put the blank ballot paper in. This takes several minutes (so don't panic 😊). Voter needs to place his/her printed ballot in the privacy folder provided.
- Voter then takes the ballot and proceeds to the scanner.

SIP/PUFF INSTRUCTIONS

1. Remove the Sip/Puff from the plastic folder.



2. Attach the little black box on the device with the black connector cord,

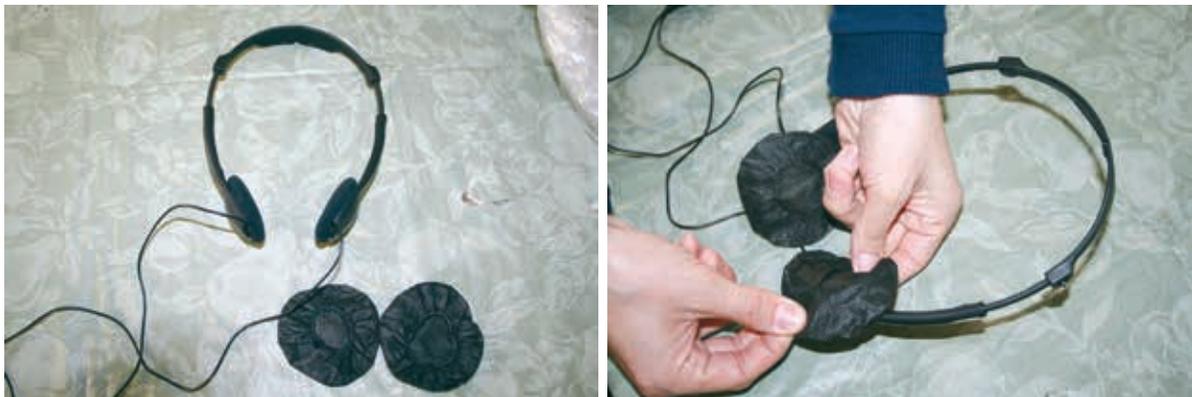


to the Sip 'n puff port on the ATI (remote control, under the yellow arrows). The headphones stay connected under the blue arrows.



Cortland County Board of Elections Inspector Manual

3. Put the earphone covers on the headphones.



4. The straw with the green filter attaches to the top of the device by screwing it in.



Remember to use the gloves that are in the plastic folder individually wrapped!



This part

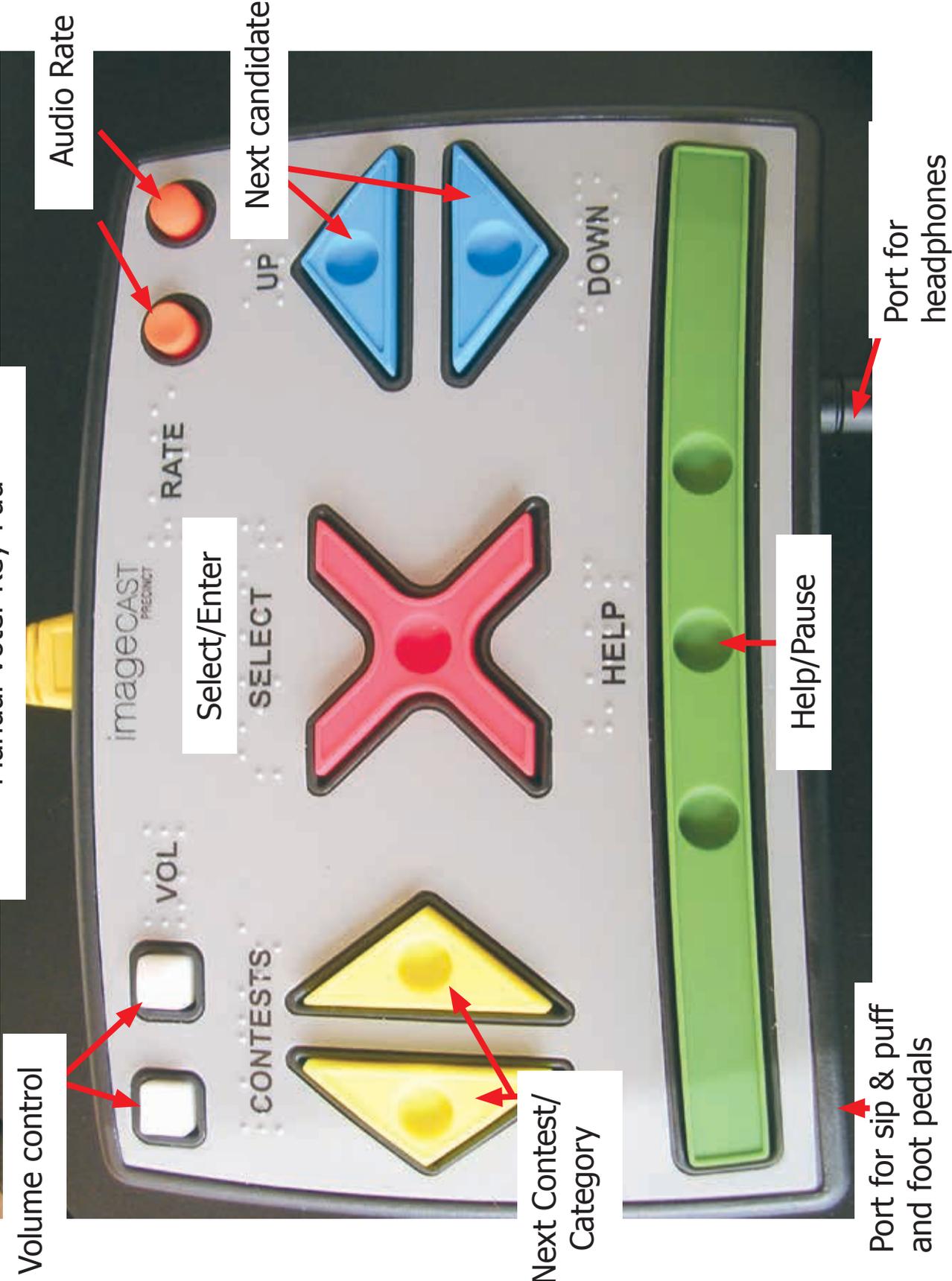
It attaches to a wheelchair by screwing into where the armrest comes out of the wheelchair (on the back of the armrest).

Connects here



- a. A voter using the Sip/Puff device only has two options, sip is the same as the red X, it makes selections, and puff is the same as the blue down arrow, it lets you go to next candidate.
- b. After a voter is done, throw away the piece that went into their mouth, the rest of the unit gets placed back into the plastic bag, depending on which device your poll site has.

ATI (remote control)
Manual Voter Key-Pad



Cortland County Board of Elections Inspector Manual

Election Inspectors Oath:

“I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New York and will faithfully discharge the duties of the office of Election Inspector according to the best of my ability.”

Voter Assistance Oath:

Oath is sworn by a person, other than an Inspector, who assists an individual to vote. This must be taken before the person rendering assistance provides that assistance.

Ask the proposed assistant if he or she swears or affirms the following:

“I will not in any manner request, or seek to persuade or induce the voter to vote any particular ticket or for any particular candidate, and that I will not keep or take any memorandum or entry of anything occurring within the booth, and that I will not, directly or indirectly, reveal to any person the name of any candidate voted for by the voter, or which ticket he had voted, or pursuant to law to give testimony as to such matters in a judicial proceeding.” (Election Law 8-306.5)

Preliminary Challenge Oath:

For an individual who has been challenged and who is about to be questioned by the Board of Inspectors as to his or her voting qualifications swears:

“You do solemnly swear (or affirm) that you will make true answers to such questions as may be put to you concerning your qualifications as a voter.”
(Election Law 8-504.1)

Qualification Challenge Oath:

For an individual who has been challenged and has responded to questions from the Inspectors as to his or her voting qualifications swears:

“You do swear (or affirm) that you are eighteen years of age, that you are a citizen of the United States and that you have been a resident of this state, and of Chemung County for thirty days next preceding this election, that you reside at the same address at which you have been duly registered in this election district, that you have not voted in this election, and that you do not know of any other reason why you are not qualified to vote at this election. You do further declare that you are aware that it is a crime to make any false statement. That all the statements you have made to the board have been true and that you understand that a false statement is perjury and you will be guilty of a misdemeanor.” (Election Law 8-504.3)

NEW YORK STATE BOARD OF ELECTIONS

Glossary of Terms

Term	Definition
absentee ballot	A ballot marked by a registered voter and mailed or otherwise delivered to a Board of Elections before the date of an election.
affidavit ballot	A special paper ballot, which once voted, goes into a special envelope that must be accurately and completely filled out by the voter. This type of ballot is sometimes referred to as a <i>provisional ballot</i> and will need to be researched at Election headquarters. It is returned with election supplies, unopened.
Board of Elections	The primary group responsible for the conduct of elections. The Board of Elections is also known as the <i>county board</i> .
Board of Inspectors	A group of four Inspectors who operate the polling site on election day. Each board appoints a Chairperson to lead the team of Inspectors. Boards of Inspectors are appointed by the Board of Elections.
canvassing	The process of determining the validity of votes and processing ballots for results.
Chairperson	The Board of Inspector's polling site team leader who supervises election day activities.
challenge	Calling into question the eligibility of a voter to vote.
Challenge Report	Form that Inspectors complete to record voter challenges on election day.
election district	A geographical area set off from another in the same municipality for voting purposes. Also called a <i>voting district or precinct</i> .
emergency ballot	Ballots used when voting machines break down.
guardrail	Area established by the Election Inspectors, which encompasses the voter sign-in area and the election equipment.
general election	An election wherein voters are allowed to vote for candidates and issues without restriction due to party affiliation (in contrast to primary elections).
Inspector	Poll worker who sets up the polling site, processes voters, and canvasses votes. Also called an <i>Election Inspector</i> or poll worker.
Notice to Voters	A statement given to voters who are precluded from voting on a voting machine that outlines the voter's legal options.



NEW YORK STATE BOARD OF ELECTIONS

Glossary of Terms, Continued

Term	Definition
oath	A legal statement read aloud to confirm willingness to perform the duties and obligations associated with a certain role. Types of oaths include the Inspector Oath, Voter Requesting Assistance Oath, Person Other Than Inspector Providing Assistance Oath, Preliminary Challenge Oath, and the Qualification Oath.
poll book	A computerized list of voters, containing digitized signatures and important registration information.
Poll Clerk	For polling sites that require more help than the four appointed Inspectors, additional poll workers called Poll Clerks are assigned.
polling site	The physical location where voters go to cast their ballots during an election. Also called an <i>election district site</i> , <i>poll site</i> , or <i>polling place</i> .
pollwatcher	A person appointed by political party chairs, candidates, and/or other officials to observe the election day procedures at a polling site.
poll worker	A general term for Inspectors and other workers who work at a polling site on election day.
primary election	An election in which voters in a jurisdiction select their respective party candidates for a subsequent election. The process by which a political party nominates candidates for the next general election.
roster	List of voters appearing in the poll book.
special ballot	Ballot issued to a voter who is unable to vote in person at his or her designated polling place for one of a set of specific reasons.
Voter's Bill of Rights	A list of the rights of registered voters.
voter's registration record	The information shown in the poll book about a voter, such as name, address, and party affiliation.
voting system	The set of all the machines and other equipment used in the voting process.
write-in	A candidate in an election whose name does not appear on the ballot, but for whom voters may vote by writing in the person's name.



Cortland County Board of Elections Inspector Manual

SAMPLE RESULTS TAPE

Cortland County
2012 Federal Primaries
Tuesday, June 26, 2012

Tabulator Name
010008001002 SR. CITIZENS -
Tabulator

Tabulator ID:
20

Voting Location
SR. CITIZENS

Precinct:
Cortland P.O. Cortland 2 8

8 = WARD

Total Scanned : 27
Total Voters : 27

Ballot ID : 15
Ballots Cast : 21

Ballot ID : 16
Ballots Cast : 6

ELECTION DISTRICT #1

Ballot ID : 15
Ballots Cast : 21

UNITED STATES SENATOR
(1)

Randy Long (REP)	: 16	} RECORD
Bob Turner (REP)	: 4	
George Haragos (REP)	: 0	} DO NOT RECORD
Write-in	: 1	
Total Votes	: 21	
Number of Overvotes	: 0	
Number of Undervotes	: 0	

REPRESENTATIVE IN
CONGRESS 22nd
District,
Congressional District
22, Republican (1)

Michael J. Kicinski, Sr. (REP)	: 7	} RECORD
Richard L. Hanna (REP)	: 13	
Write-in	: 0	} DO NOT RECORD
Total Votes	: 20	
Number of Overvotes	: 0	
Number of Undervotes	: 1	

ELECTION DISTRICT #2

Ballot ID : 16
Ballots Cast : 6

UNITED STATES SENATOR
(1)

Randy Long (REP)	: 6	} RECORD
Bob Turner (REP)	: 0	
George Haragos (REP)	: 0	} DO NOT RECORD
Write-in	: 0	
Total Votes	: 6	
Number of Overvotes	: 0	
Number of Undervotes	: 0	

REPRESENTATIVE IN
CONGRESS 22nd
District,
Congressional District
22, Republican (1)

Michael J. Kicinski, Sr. (REP)	: 4	} RECORD
Richard L. Hanna (REP)	: 2	
Write-in	: 0	} DO NOT RECORD
Total Votes	: 6	
Number of Overvotes	: 0	
Number of Undervotes	: 0	

TOTALS for all Ballots
Total Scanned : 27
Total Voters : 27

UNITED STATES SENATOR
(1)

Randy Long (REP)	: 22
Bob Turner (REP)	: 4
George Haragos (REP)	: 0
Write-in	: 1
Total Votes	: 27
Number of Overvotes	: 0
Number of Undervotes	: 0

REPRESENTATIVE IN
CONGRESS 22nd
District,
Congressional District
22, Republican (1)

Michael J. Kicinski, Sr. (REP)	: 11
Richard L. Hanna (REP)	: 15
Write-in	: 0
Total Votes	: 26
Number of Overvotes	: 0
Number of Undervotes	: 1

Unit Model : ICP (Rev 1031)
Unit Serial : HWJNCBI 2295
Protective Counter : 1362
Software Version : 1.30.7

Certification

DO NOTHING WITH THESE NUMBERS - FOR OFFICE USE ONLY.

BALLOT ID LOCATED LOWER RIGHT OF BALLOT

WHEN CALLING IN RESULTS :
READ RESULTS FROM CANVASS
REPORT NOT THIS TAPE!

INSPECTORS' RETURN
AND
Statement of Canvass

Of Votes Cast at the

VILLAGE ELECTION
HELD
March 16TH, 2010

Voting Machine No. _____

Village of: MCGRAW

County of Cortland

Sheet No. 1
County of Cortland
Village of McGraw



SAMPLE CANVASS REPORT

STATEMENT OF CANVASS
of Votes Cast at the Village Election Held March 16TH, 2010
County of Cortland, State of New York

Village of McGraw

_____ Ward _____ District

Located at

Before the Polls Opened

(To be filled out and signed by the Board of Inspectors as indicated below, **BEFORE THE OPENING OF THE POLLS.**)

WE HEREBY CERTIFY

That, this day, before the polls were opened, we carefully examined each of the candidate and question counters and the public counter of the voting machine, and found that each registered 000.

BMD

Ballot Box seal _____

ATI seal _____

Printer seal _____

Printer CF Card _____

Memory Card (Administrator) seal _____

Memory Card (Poll Worker) seal _____

Thermal Tape Seal _____

TO INSPECTORS

If two machines are used in this district, enter all machine numbers, all seal numbers, and all protector counter numbers on this sheet; and enter the vote registered on the candidate and question counters in two columns on the following sheet(s), under the heading "Vote on Machines." When only one machine is used in this district make all entries under machine column heading "No. 1" Make all entries on the dotted lines provided. Solid lines underneath the dotted lines are for use during the recanvass only.

That the keys were delivered to us in a sealed envelope; and that the machine number, protective counter number, and seal number, written on said envelope, corresponded to numbers found on the voting machine as above set forth, respectively.

1..... Chmn.

2.....

3.....

4.....

5.....

6.....

7.....

8.....

(Signed)

Board of Inspectors.

TOTAL NUMBER OF VOTES

INSPECTORS – Make entries on dotted lines only. RECANVASS – Make entries on solid lines only.

Total Votes on Machine
No. 1

Total Absentee-
Military Votes

Total Special
Federal Votes

Total E.D. Votes
(Add Columns 1 through 3)

.....

.....

.....

.....

1

2

3

4

BOARD OF ELECTION USE ONLY

CENTRAL COUNTING

Absentee-
Military Votes

Special
Federal Votes

Affidavit
Votes

Total All Votes
(Add Columns 4 through 7)

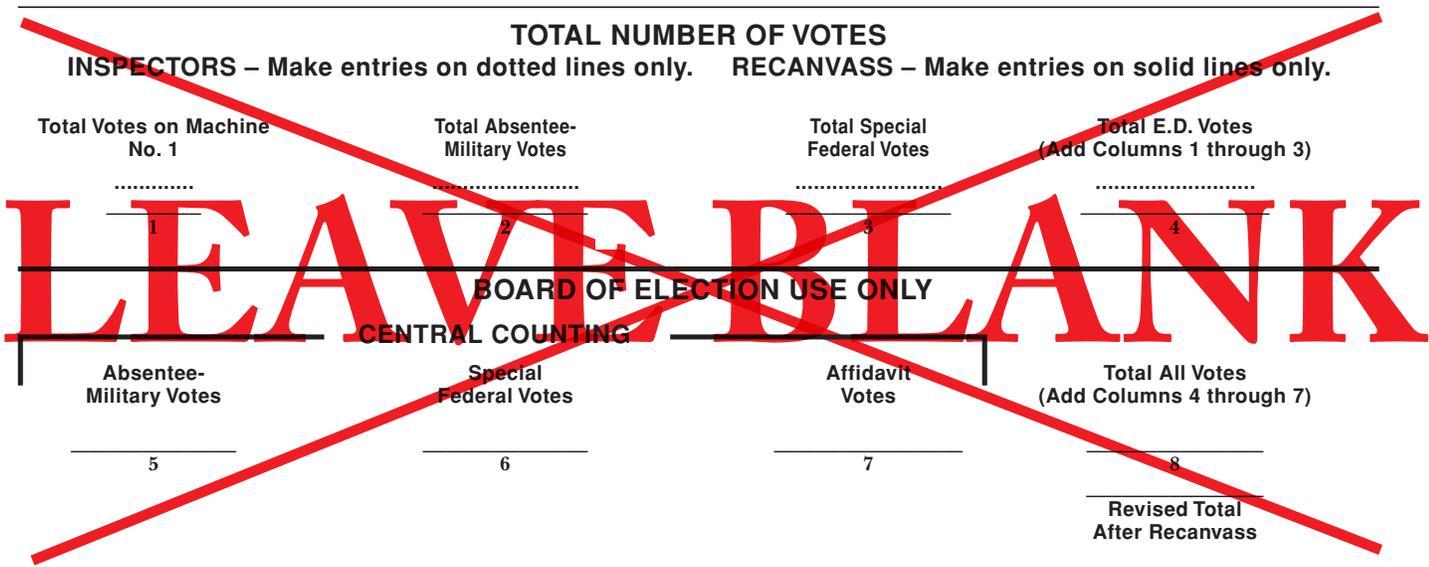
5

6

7

8

Revised Total
After Recanvass



STATEMENT OF CANVASS
of Votes Cast at the Village Election Held March 16TH, 2010
County of Cortland, State of New York

Village of McGraw

_____ Ward _____ District

Located at
.....

After the Polls Closed

(To be filled out and signed by the Board of Inspectors as indicated below, **AFTER THE CLOSING OF THE POLLS.**)

WE HEREBY CERTIFY

BMD

Ballot Box seal _____

ATI seal _____

Printer seal _____

Printer CF Card _____

Memory Card (Administrator) seal _____

Memory Card (Poll Worker) seal _____

Thermal Tape Seal _____

TO INSPECTORS

If two machines are used in this district, enter all machine numbers, all seal numbers, and all protector counter numbers on this sheet; and enter the vote registered on the candidate and question counters in two columns on the following sheet(s), under the heading "Vote on Machines." When only one machine is used in this district make all entries under machine column heading "No. 1" Make all entries on the dotted lines provided. Solid lines underneath the dotted lines are for use during the recanvass only.

That the Chairman of the Board of Inspectors, under the scrutiny of another member representing a different political party, called off the vote for each candidate as shown on the counters of the machine, and that such vote was recorded on this Returns of Canvass sheet by an inspector and the poll clerks.

That the vote as recorded on this Returns of Canvass was then compared with the figures on the machine by being called therefrom by an inspector of a different political party than the one who first announced the vote.

That the machine is closed and locked.

We do hereby certify that the above is a true and correct Statement of the votes received by each candidate in this election district.

1..... Chmn.

2.....

3.....

4.....

5.....

6.....

7.....

8.....

(Signed)

Board of Inspectors.

Cortland County Board of Elections Inspector Manual

Sheet No. 1 - County of Cortland

VILLAGE OF MCGRAW

ELECTION DISTRICT

INSPECTORS RETURN

The candidates named below received the number of votes set opposite their respective names. **NOTE: Make entries on dotted line ONLY.**

BOARD OF ELECTION USE ONLY

INSPECTORS FILL IN

VILLAGE TRUSTEE
(Two Year Term)
(Vote for any TWO)

	Counters	Vote on Machine No. 1
ROBERT J. MARTIN 1A REP
WRITE-IN-VOTE

	Absentee-Military, Special Federal, Emergency Vote
.....
.....

	Absentee-Military, Affidavit and Special Federal Central Counting	ADJUSTED TOTAL
.....
.....

VOID
BLANK
TOTALS

.....
.....
.....

DO NOT WRITE IN THE SPACES WITH AN "X"

***REJECTED EMERGENCY BALLOTS MUST BE HANDCOUNTED AT THE POLL SITE AND INCLUDED IN RESULTS AT THE CLOSE OF POLLS. KEEP REJECTED EMERGENCY BALLOTS IN THE "REJECTED EMERGENCY BALLOT" ENVELOPE.

Cortland County Board of Elections Inspector Manual

RECORD OF ABSENTEE—MILITARY—EMERGENCY

Total number of envelopes received

Number of envelopes unopened

Number of envelopes opened

Number of ballots missing from envelopes

(Deduct Number of Ballots Missing from Number of Envelopes Opened and Record on Line Below.)

.....

Number remaining to be accounted for in the ballot box

Names of Persons who were Challenged, and the Challenge not withdrawn

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Names of Persons who received assistance on account of Physical Disability

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Votes Cast for Persons Not Nominated (Write-in Votes)

Title of Office	Persons Voted for	Machine Vote	Absentee- Military Emergency	TOTAL
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.....
.....
.....

CENTRAL COUNTING

Title of Office	Persons Voted for	Affidavit Votes	Absentee- Military Votes	TOTAL
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.....
.....

GRAND TOTALS

Title of Office	Persons Voted for	Total Voters
.....
.....
.....
.....
.....

REMEMBER TO SIGN

State of New York



ss:

County of _____

We, the undersigned, the Inspectors of Election of the within named election district hereby certify that we have separately canvassed the vote cast for the aforesaid candidates and all questions submitted and that the foregoing is a full, true and correct statement thereof.

.....
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.....
.....
Inspectors of Election	Inspectors of Election

.....
Date

FOR COUNTY OFFICE ONLY
FOR CENTRAL BOARD OF ELECTIONS INSPECTORS USE

State of New York



ss:

County of _____

We, the undersigned, hereby certify that we have recanvassed the vote cast for the aforesaid candidates and have noted all additions, deletions or corrections to the inspectors canvass including those absentee votes counted at the Board of Elections, and that the foregoing is a full, true and correct statement thereof.

.....
Name	Name
.....
Title	Title
.....
Date	

(All corrections, deletions or additions to inspectors tally should be recorded on solid lines)