

JUDGE TRAINING

for November 5, 2024
General Election



Basics

Type of
Polls

Judge Table,
PBC & ADA

Setup

Electioneers,
Challengers,
& Watchers

Provisional,
Curbside,
& Closing

Trainer: Carl Falco
cfalco@jcebmo.org



- Please silence or turn off phones
- Ballots in hand?
- Two hour training, maybe longer
- We will cover questions at the end
- Welcome new people!



I pledge allegiance to the flag
Of the United States of America
And to the republic, for which it stands.
One nation, under God, indivisible,
With liberty and justice for all.



Absentee Voting

The Election Board encourages those judges working the election to take advantage of Absentee Voting so their full attention on Election Day can be to assist voters.

Absentee Voting Hours

Monday-Friday 8:30 am - 5:00 pm

**INDEPENDENCE ABSENTEE OFFICE
110 N. Liberty St
Independence, MO 64050**

&

**FLEMING HALL ABSENTEE OFFICE
21906 SW Woods Chapel Rd
Blue Springs, MO 64015**

What is this election?

- General Election
- President/Vice President
- US Senator, Governor, Lt. Governor, Attorney General, Secretary of State, Auditor, Treasurer, US Representative, State & Senate Rep., MO Constitutional Amendments, Sheriff, Prosecutor, County Question
- 75-85% turnout is expected



What to Bring:

- Food
- Drinks
- Snacks
- Prescriptions
- Jacket
- Cushion to sit on

Please take a few minutes to eat something...



What to Wear.

- **Look Professional**
- **Jeans/Slacks**
- **Nice shirt/Polo**
- **JCEB Apparel**

***NO ELECTIONEERING ITEMS
REPRESENTING POLITICAL
PARTIES, CANDIDATES, OR
ISSUES ON THE BALLOT***



Shirts are available for purchase
at JCEB Office
215 N Liberty St.

(Not required to work)

NOT ALLOWED!



- JCEB had lanyards made!
- We will use these instead of name tags
- Use sharpie to write name
- Found in Blue Supply Box (in Grey Security Cage)
- FROM THE ELECTION BOARD!!!!!!





Election Day Timeline



4:55 AM- Arrive at the polling location you are assigned to

5:00 AM- Walking in & setting up equipment

BIPARTISAN TEAM!! 1 DEMOCRAT + 1 REPUBLICAN

6:00 AM- Polls OPEN

7:00 PM- Polls CLOSE

(Everyone in line at 7:00 PM has the right to vote)

Election Day Team

Supervisory Judges- Judges in charge of the poll. Bring TM, ballots, and other supplies to drop off location after closing the poll.

Judges- Hand out ballots and assist voters in the poll.

E-judges- Specifically trained on tablets to process voter check-in.

Deputies- Bipartisan team who make rounds during the day to check on the judges and their poll.

Bipartisan Team- When working on election day, the judges must accomplish several tasks as a bipartisan team. This means that the judges working together to assist the voters must have two judges- one from each of the major political parties when assisting.

Judge Oath

Township: _____ Precinct: _____

**JACKSON COUNTY ELECTION BOARD
ELECTION JUDGE OATH & PAYROLL SHEET**

Each Judge **MUST print AND sign** their name on this payroll sheet & election judge oath. Enclose the sheet in the return payroll envelope and place inside the ballot carrier with the ballot cards.

I solemnly swear that I will impartially discharge the duties of judge according to law, to the best of my ability and that I will not disclose how any voter has voted, unless I am required to do so as a witness in a proper judicial proceeding. I also affirm that I will not allow any person to vote who is not entitled to vote and that I will make no statement nor give any information of any kind tending in any way to show the state of the count prior to the close of the polls on Election Day. I certify that my name or the name of a relative within the second degree, by consanguinity or affinity, is not on the ballot at this polling place. I further certify that I am not related to the members of the Jackson County Board of Election Commissioners: Michael K. Whitehead, Colleen M. Scott, Henry R. Carner, and Lyle K. Query within the fourth degree of consanguinity or affinity.

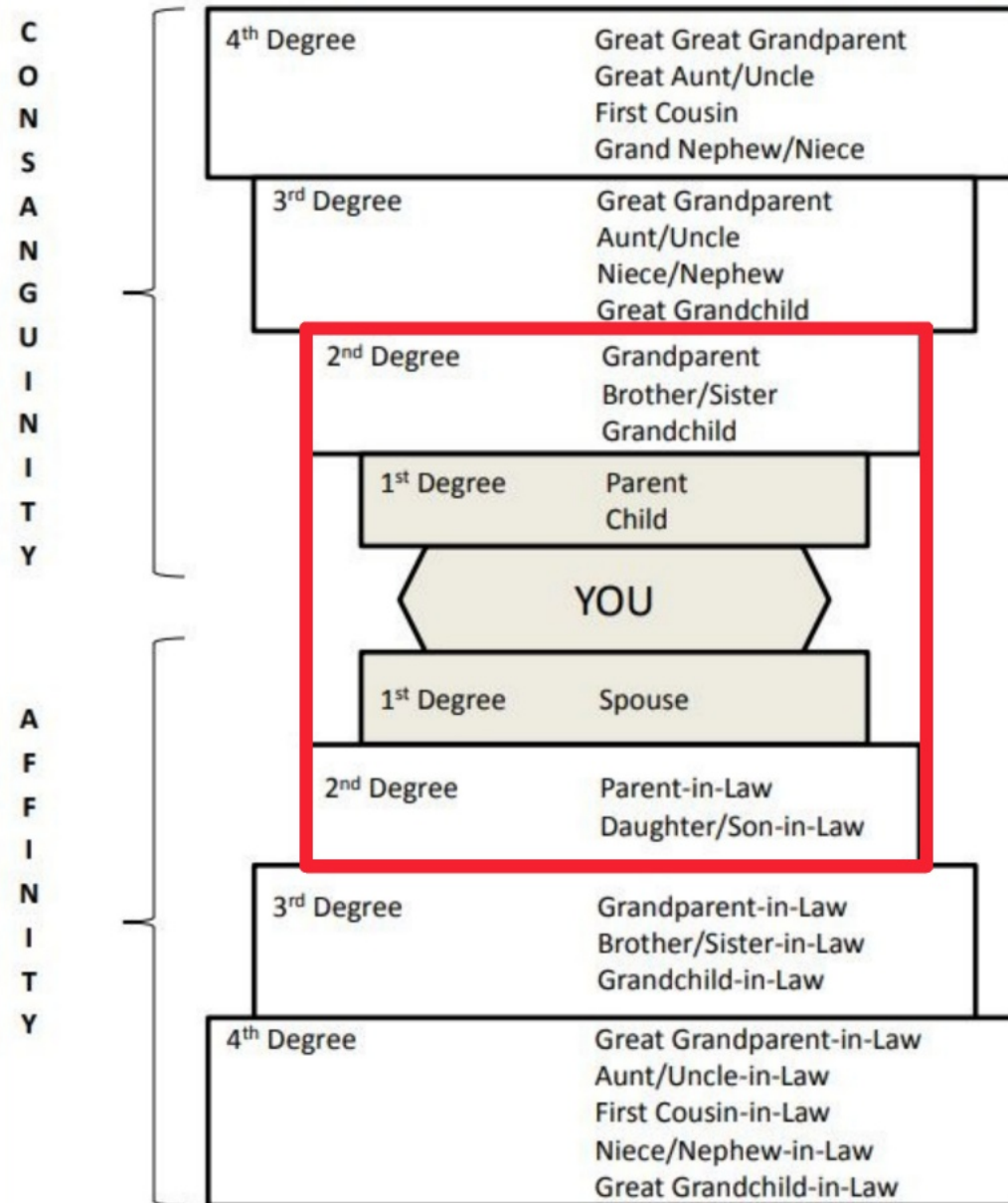
Sworn and subscribed to before me

this _____ day of _____, _____

(Republican) Poll Worker Print Name _____ Signature _____	(Democrat) Poll Worker Print Name _____ Signature _____
(Republican) Poll Worker Print Name _____ Signature _____	(Democrat) Poll Worker Print Name _____ Signature _____
(Republican) Poll Worker Print Name _____ Signature _____	(Democrat) Poll Worker Print Name _____ Signature _____
(Republican) Poll Worker Print Name _____ Signature _____	(Democrat) Poll Worker Print Name _____ Signature _____
(Republican) Poll Worker Print Name _____ Signature _____	(Democrat) Poll Worker Print Name _____ Signature _____
(Republican) Poll Worker Print Name _____ Signature _____	(Democrat) Poll Worker Print Name _____ Signature _____

- Judge Oath will be at the top of the payroll form at the polling location
- Please read the oath before signing the payroll form
- Found in the Red Folder on Election Day
- Fill out your Township and Precinct in the top left corner

IMMEDIATE FAMILY MEMBERS



Note: Step relationships (step-brother, step-father, etc.) are considered to be the same as blood relationships.

EQUIPMENT SECURITY CAGE



Equipment Security Cage



Step 1

Enter Code that was sent to Supervisor Judges

Take out key and slide silver rectangle left to unlatch top of lock box.

Step 2



Step 3

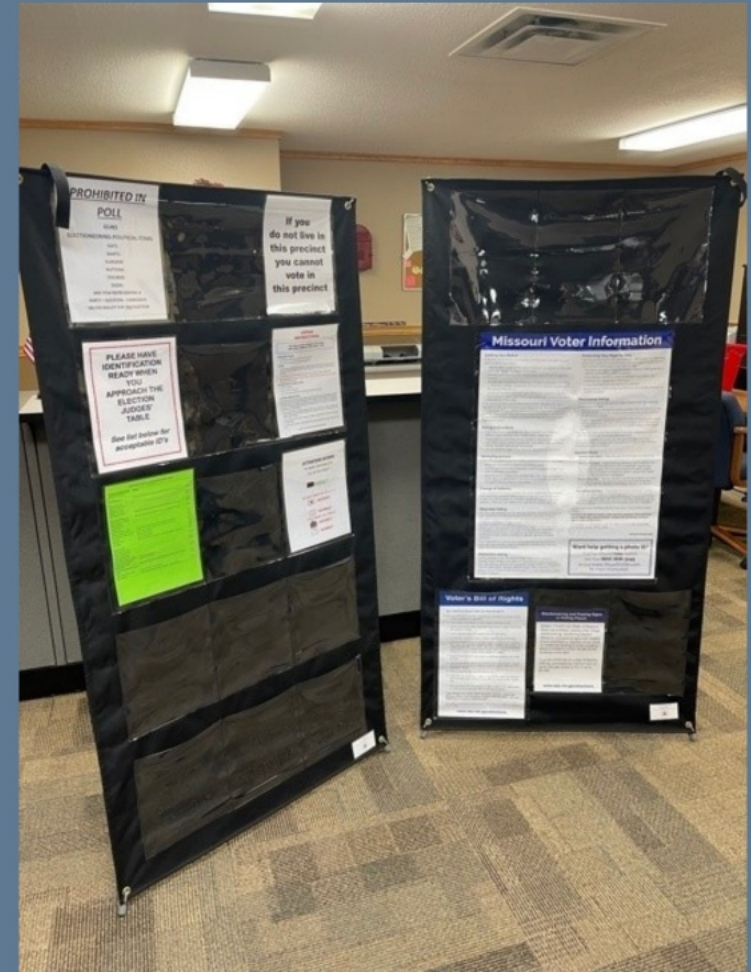
Use the key to unlock the padlock.

Lock key back inside lock box to use at the end of the day

SIGN DISPLAY

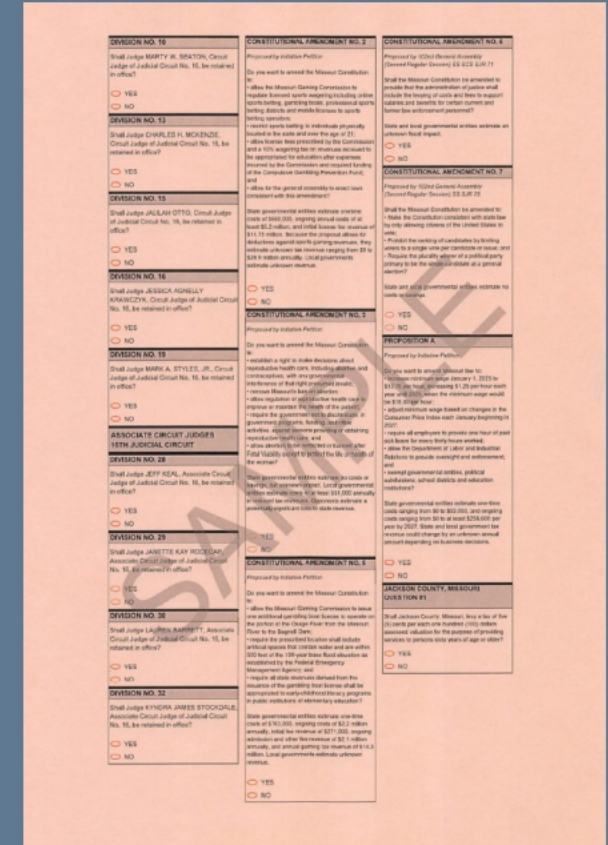
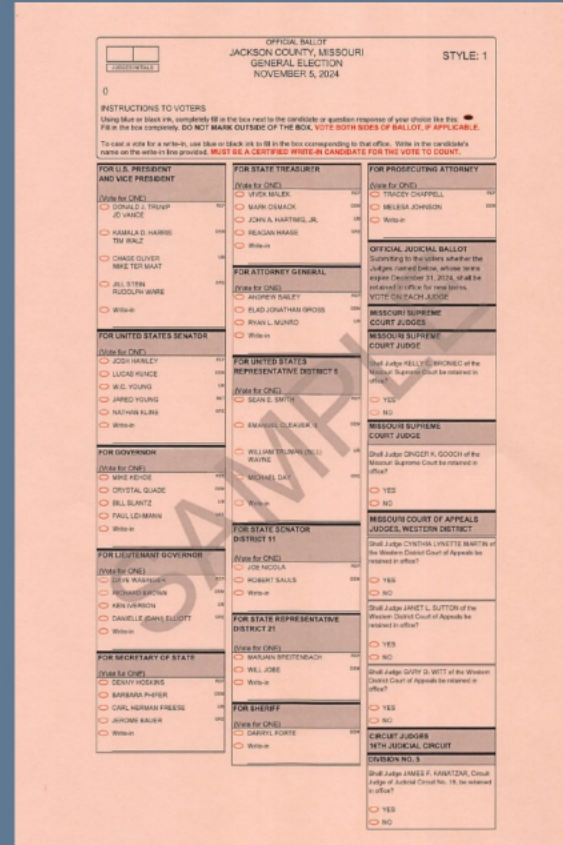
You will need to post **SAMPLE BALLOTS** in empty sleeves

Remove **SAMPLE BALLOTS ONLY** at the end of the day.



Sample Ballots

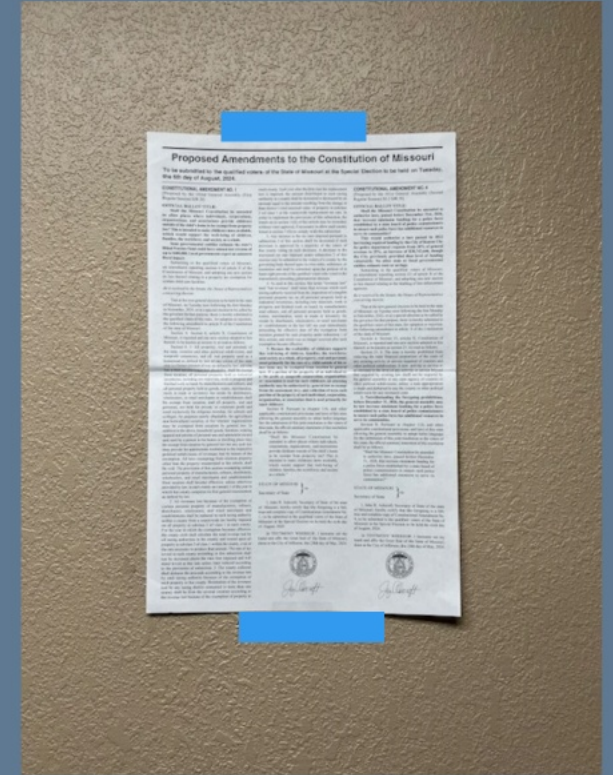
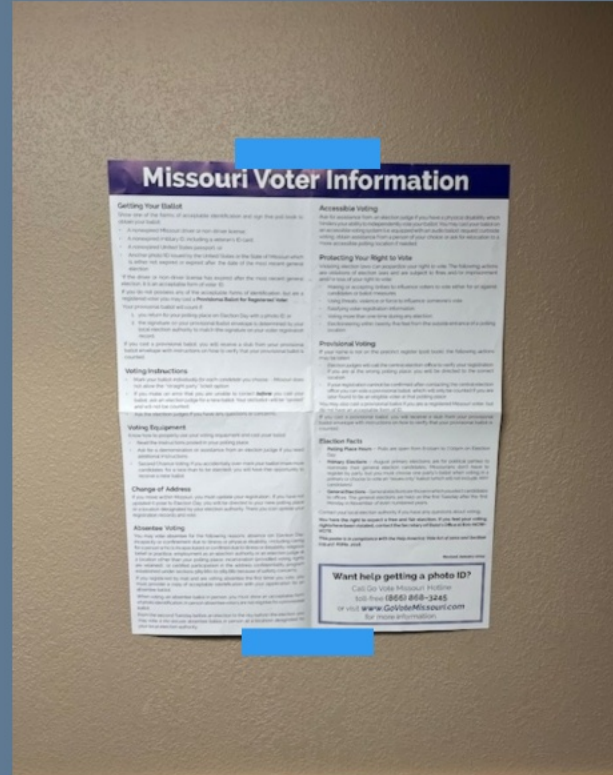
- Found in **RED** Folder
- Color = Tan
- Place in sign board at eye-level
- Remove at the end of the day



Missouri Voter Information Posters



JCEB is sending out blue masking tape. Please tape posters to a wall outside of polling room in the hallway so that it is visible

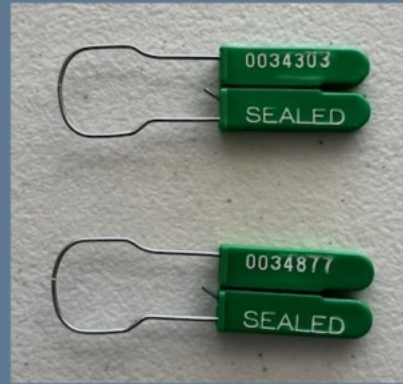


Posters are in **Blue** Folders

Seal Check



- Form will be in the Header Ballot Envelope
- Only **LEAD POLL** will have a seal check form
- Write down the seal numbers
- Place broken seals in your Blue Supply Box



JCEB Security

Seal Check

Please write down the numbers on each of the following security seals.

Once completed please place in Completed Forms Envelope.

PBC Case (Split Seal)	# _____
ADA Case (Split Seal)	# _____
Equipment Cage (Tape Seals) 2 Seal Numbers	# _____ # _____

Republican Supervisor Signature

Democrat Supervisor Signature

Township-Precinct

JUDGE TRAINING

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General Election



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cfalco@jcebmo.org

Different Types of Polls

ALWAYS CALL IF YOU ARE CONFUSED WHEN SETTING UP.

Regular Poll

- One set of judges
- One set of ballots
(Per Party)

Split Poll

- One set of judges
- Different ballots
- Different 5 digit
ballot ID #s
- 1 Split Poll

Multiple Poll

- Multiple sets of
judges
- Different ballots
- Different 5 digit
ballot ID #s
- 16 Multiple Polls

103 Buildings
126 Total Polls

Regular Poll

- One set of judges
- One set of ballots
(Per Party)

Poll

Judges

Ballots

Findings

1 Poll

Split Poll

- One set of judges
- Different ballots
- Different 5 digit ballot ID #s
- 1 Split Poll

Multi

- Multiple judges
- Different
- Different ballot ID
- 16 Multi

Split Poll

t of judges

nt ballots

nt 5 digit

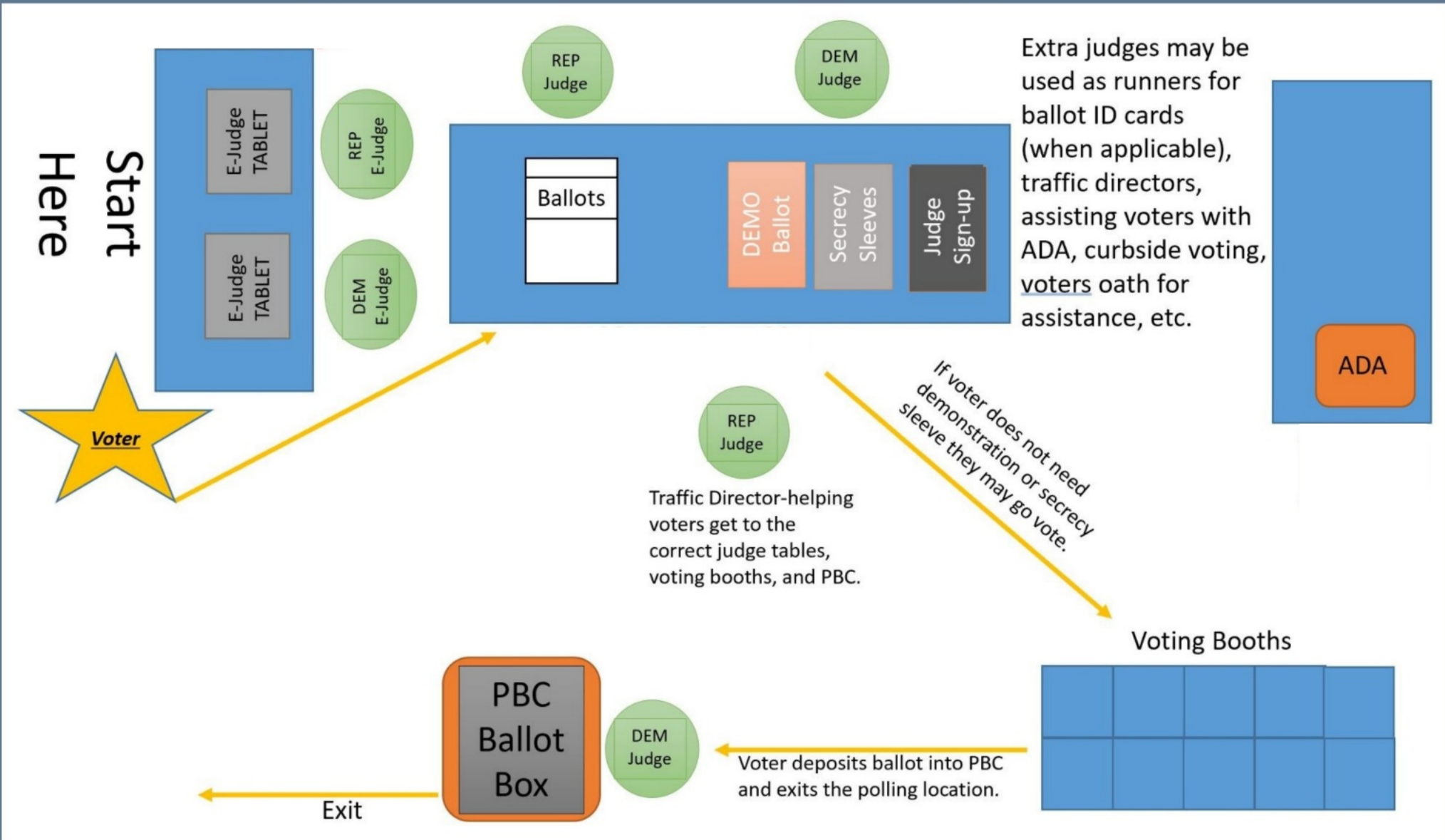
ID #s

Poll

Multiple Poll

- Multiple sets of judges
- Different ballots
- Different 5 digit ballot ID #s
- 16 Multiple Polls

Regular Poll Layout



Ballot Check-In

CHECKING IN

- Unpack ALL ballots
- Check in your ballots by counting and placing a check mark in the box next to the number of ballots issued
- Add number of ballots together and place number in "Total Ballots Received"
- Initial on correct party after ballots have been checked in

BOTTOM HALF FILLED OUT AFTER POLLS CLOSE

- Lines A-G need to be filled out before signing the bottom portion of Certification
- Write down Grey Ballot Carrier seal number(s) on left side

Ballot Certification			
Jackson County Board of Election Commissioners Independence, Missouri			
We hereby certify at the <u>GENERAL ELECTION</u> held in Jackson County, Missouri on <u>NOVEMBER 5, 2024</u> in <u>PR 28</u> Township and Precinct(s) that the information on this sheet is correct. We further certify that all election judges were properly sworn-in. The ballots and the sample ballots received at this poll contain the same information.			
BALLOT COLOR	BALLOT ID #	CHECK IF CORRECT	
Color WHITE	00610	<input checked="" type="checkbox"/>	3020 Total
Color		<input type="checkbox"/>	Total
Color		<input type="checkbox"/>	Total
Color		<input type="checkbox"/>	Total
Color		<input type="checkbox"/>	Total
INITIALS OF JUDGES		TOTAL BALLOTS RECEIVED 3020	
Rep. _____	Rep. _____	Dem. _____	Dem. _____
Rep. _____	Rep. _____	Dem. _____	Dem. _____
Election Evening Grey Ballot Carrier Seal Number(s) _____ _____	(A) PBC Closing Report (Pages Cast)	(A)	
	(B) Total number of Voters Checked In (Ask E-Judge)	(B)	
	(C) Number of Spoiled Ballots	(C)	
	(D) ADA Ballots - YES or NO	(D)	
	(E) Number of Unused Ballots	(E)	
	(F) Write-In Ballots - YES or NO	(F)	
	(G) Number of Provisional Envelopes (If applicable)	(G)	
SIGNATURES OF JUDGES			
Rep. _____	Dem. _____	Rep. _____	Dem. _____
Rep. _____	Dem. _____	Rep. _____	Dem. _____
Rep. _____	Dem. _____	Rep. _____	Dem. _____
Rep. _____	Dem. _____	Rep. _____	Dem. _____
Sworn Statement of judges (use only if you have a problem with this certification)			

Ballot Certification

Jackson County Board of Election Commissioners Independence, Missouri

We hereby certify at the GENERAL ELECTION held in Jackson County, Missouri on NOVEMBER 5, 2024 in PR 28 Township and Precinct(s) that the information on this sheet is correct. We further certify that all election judges were properly sworn-in. The ballots and the sample ballots received at this poll contain the same information.

BALLOT COLOR		BALLOT ID #	CHECK IF CORRECT	
Color	WHITE	00610	<input checked="" type="checkbox"/>	3020 Total
Color			<input type="checkbox"/>	Total
Color			<input type="checkbox"/>	Total
Color			<input type="checkbox"/>	Total
Color			<input type="checkbox"/>	Total

INITIALS OF JUDGES

Rep. _____	Rep. _____	Dem. _____	Dem. _____
Rep. _____	Rep. _____	Dem. _____	Dem. _____

TOTAL BALLOTS RECEIVED **3020**

Rep. _____ Rep. _____ Dem. _____ Dem. _____

RECEIVED _____

Election Evening

Grey Ballot Carrier Seal Number(s)

- (A) PBC Closing Report (Pages Cast)
- (B) Total number of Voters Checked In (Ask E-Judge)
- (C) Number of Spoiled Ballots
- (D) ADA Ballots - YES or NO
- (E) Number of Unused Ballots
- (F) Write-In Ballots - YES or NO
- (G) Number of Provisional Envelopes (If applicable)

- (A)
- (B)
- (C)
- (D)
- (E)
- (F)
- (G)

SIGNATURES OF JUDGES

Rep. _____ Dem. _____

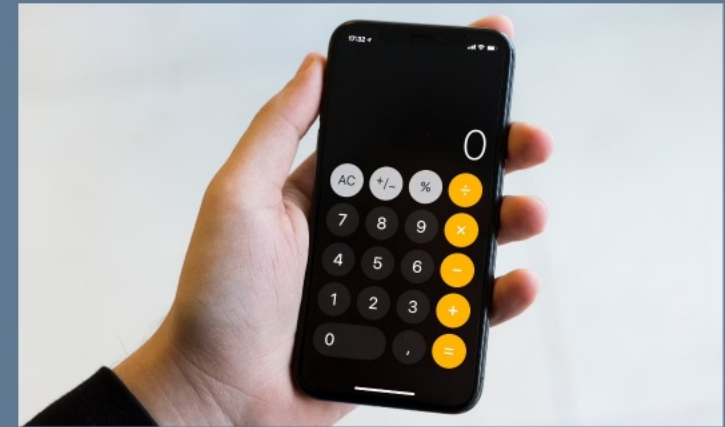
Rep. _____ Dem. _____

Rep. _____ Dem. _____

Rep. _____ Dem. _____

Sworn Statement of judges (use only if you have a problem with this certification)

- **JCEB has ordered 110% ballots for each poll**
- **Ballots come in packages of 100**
- **Only open the packages as you need them**
- **If there are 12 packages of ballots, how many ballots do you have? ($12 \times 100 = 1,200$)**



No Red Ballot Bags

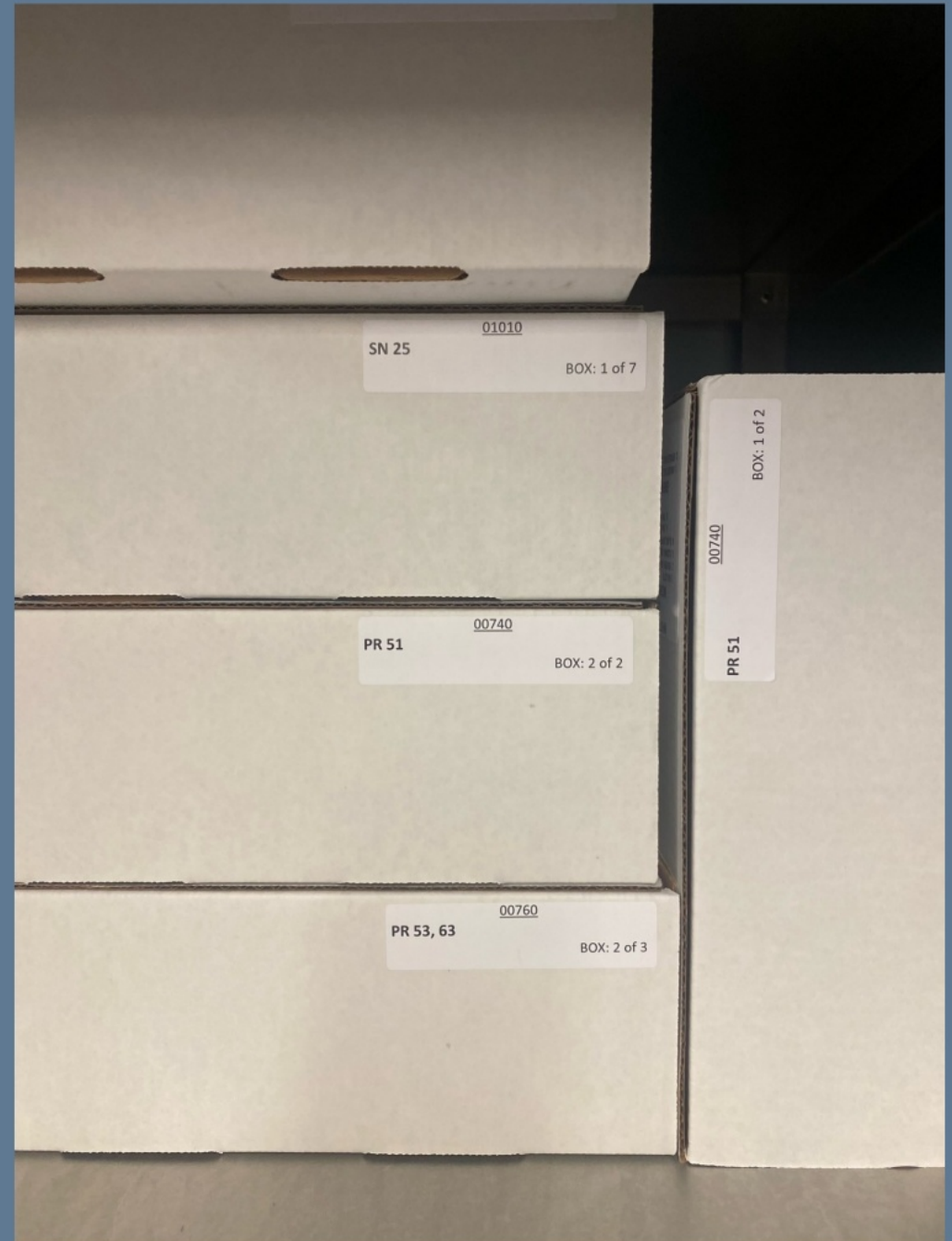


Back to White Ballot Boxes



Multiple Poll Ballots

Organized in white ballot boxes and labeled "Box 1 of 3" with township and precinct



POLL #1

MULTIPLE

POLL #2

POLLS

Ballot Certification

Jackson County Board of Election Commissioners
Independence, Missouri

We hereby certify at the GENERAL ELECTION held in Jackson County, Missouri on NOVEMBER 5, 2024 in PR 40 Township and Precinct(s) that the information on this sheet is correct. We further certify that all election judges were properly sworn-in. The ballots and the sample ballots received at this poll contain the same information.

BALLOT COLOR	BALLOT ID #	CHECK IF CORRECT	Total
Color WHITE	00670	<input checked="" type="checkbox"/>	1310
Color		<input type="checkbox"/>	Total
Color		<input type="checkbox"/>	Total
Color		<input type="checkbox"/>	Total
Color		<input type="checkbox"/>	Total

INITIALS OF JUDGES
 Rep. _____ Dem. _____
 Rep. _____ Dem. _____

TOTAL BALLOTS RECEIVED **1310**

Election Evening	(A) PBC Closing Report (Pages Cast)	(A)
Gray Ballot Carrier Seal Number(s)	(B) Total number of Voters Checked In (Ask E-Judge)	(B)
_____	(C) Number of Spoiled Ballots	(C)
_____	(D) ADA Ballots - YES or NO	(D)
	(E) Number of Unused Ballots	(E)
	(F) Write-In Ballots - YES or NO	(F)
	(G) Number of Provisional Envelopes (If applicable)	(G)

SIGNATURES OF JUDGES
 Rep. _____ Dem. _____
 Rep. _____ Dem. _____
 Rep. _____ Dem. _____
 Rep. _____ Dem. _____

Sworn Statement of judges (use only if you have a problem with this certification)

Ballot Certification

Jackson County Board of Election Commissioners
Independence, Missouri

We hereby certify at the GENERAL ELECTION held in Jackson County, Missouri on NOVEMBER 5, 2024 in PR 41 42 Township and Precinct(s) that the information on this sheet is correct. We further certify that all election judges were properly sworn-in. The ballots and the sample ballots received at this poll contain the same information.

BALLOT COLOR	BALLOT ID #	CHECK IF CORRECT	Total
Color WHITE	00680	<input checked="" type="checkbox"/>	2680
Color		<input type="checkbox"/>	Total
Color		<input type="checkbox"/>	Total
Color		<input type="checkbox"/>	Total
Color		<input type="checkbox"/>	Total

INITIALS OF JUDGES
 Rep. _____ Dem. _____
 Rep. _____ Dem. _____

TOTAL BALLOTS RECEIVED **2680**

Election Evening	(A) PBC Closing Report (Pages Cast)	(A)
Gray Ballot Carrier Seal Number(s)	(B) Total number of Voters Checked In (Ask E-Judge)	(B)
_____	(C) Number of Spoiled Ballots	(C)
_____	(D) ADA Ballots - YES or NO	(D)
	(E) Number of Unused Ballots	(E)
	(F) Write-In Ballots - YES or NO	(F)
	(G) Number of Provisional Envelopes (If applicable)	(G)

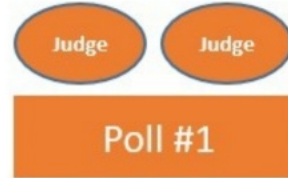
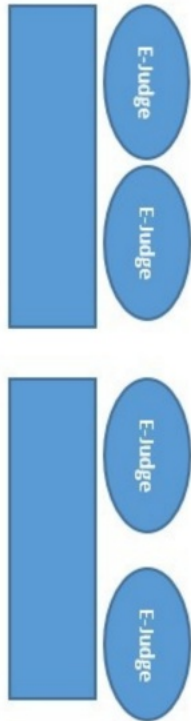
SIGNATURES OF JUDGES
 Rep. _____ Dem. _____
 Rep. _____ Dem. _____
 Rep. _____ Dem. _____
 Rep. _____ Dem. _____

Sworn Statement of judges (use only if you have a problem with this certification)

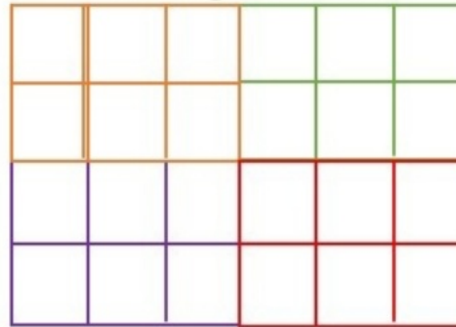
Multiple Poll - Supervisors assigned to LEAD POLL

5 Digit Ballot ID # corresponds with which poll the voter needs to vote at.

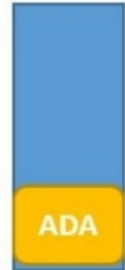
GYM
ENTRANCE



Voting Booths



Once the voter receives the correct ballot from the correct Judge Table then they may vote in ANY booth. ALL ballots will be deposited into ONE PBC Unit.



Multiple Poll Buildings

- Van Horn High School
- Abraham Mallinson Elementary
- North Independence Library
- George Caleb Bingham High School
- Truman High School
- New Hope Baptist Church
- Indian Trails Elementary
- First Baptist Church- Blue Springs
- Lee's Summit Christian Church
- Blue Springs Christian Church
- Cordill-Mason Elementary
- Mason Elementary
- Brittany Hill Middle School
- Blue Springs Assembly
- Harvest Baptist Church
- Chapel Hill Presbyterian Church

Blue Springs Christian Church

POLL #	TWN/PCT	REG VOTERS	SUPERVISORS	JUDGES
1 (LEAD)	PR-51	897	2	2
2	PR-53, 63	932	0	4
3	SN- 25	2,902	0	6


JUDGES INITIALS	

OFFICIAL BALLOT
 JACKSON COUNTY, MISSOURI
 GENERAL ELECTION
 NOVEMBER 5, 2024

STYLE: 1

0

INSTRUCTIONS TO VOTERS

Using blue or black ink, completely fill in the box next to the candidate or question response of your choice like this: .
 Fill in the box completely. **DO NOT MARK OUTSIDE OF THE BOX. VOTE BOTH SIDES OF BALLOT, IF APPLICABLE.**

To cast a vote for a write-in, use blue or black ink to fill in the box corresponding to that office. Write in the candidate's name on the write-in line provided. **MUST BE A CERTIFIED WRITE-IN CANDIDATE FOR THE VOTE TO COUNT.**

FOR U.S. PRESIDENT AND VICE PRESIDENT

(Vote for ONE)

DONALD J. TRUMP
 JD VANCE REF

KAMALA D. HARRIS
 TIM WALZ DEM

CHASE OLIVER
 MIKE TER MAAT LIB

JILL STEIN
 RUDOLPH WARE ORE

Write-in

FOR UNITED STATES SENATOR

(Vote for ONE)

JOSH HAWLEY REF

LUCAS KUNCE DEM

W.C. YOUNG LIB

JARED YOUNG BET

NATHAN KLINE ORE

Write-in

FOR GOVERNOR

(Vote for ONE)

MIKE KEHOE REF

CRYSTAL QUADE DEM

BILL SLANTZ LIB

PAUL LEHMANN ORE

Write-in

FOR LIEUTENANT GOVERNOR

(Vote for ONE)

DAVE WASINGER REF

RICHARD BROWN DEM

FOR STATE TREASURER

(Vote for ONE)

VIVEK MALEK REF

MARK OSMACK DEM

JOHN A. HARTWIG, JR. LIB

REAGAN HAASE ORE

Write-in

FOR ATTORNEY GENERAL

(Vote for ONE)

ANDREW BAILEY REF

ELAD JONATHAN GROSS DEM

RYAN L. MUNRO LIB

Write-in

FOR UNITED STATES REPRESENTATIVE DISTRICT 5

(Vote for ONE)

SEAN E. SMITH REF

EMANUEL CLEAVER, II DEM

WILLIAM TRUMAN (BILL) WAYNE LIB

MICHAEL DAY ORE

Write-in

FOR STATE SENATOR DISTRICT 11

(Vote for ONE)

JOE NICOLA REF

ROBERT SAULS DEM

Write-in

FOR PROSECUTING ATTORNEY

(Vote for ONE)

TRACEY CHAPPELL REF

MELESA JOHNSON DEM

Write-in

OFFICIAL JUDICIAL BALLOT
 Submitting to the voters whether the Judges named below, whose terms expire December 31, 2024, shall be retained in office for new terms.
 VOTE ON EACH JUDGE

MISSOURI SUPREME COURT JUDGES

MISSOURI SUPREME COURT JUDGE

Shall Judge KELLY C. BRONIEC of the Missouri Supreme Court be retained in office?

YES

NO

MISSOURI SUPREME COURT JUDGE

Shall Judge GINGER K. GOOCH of the Missouri Supreme Court be retained in office?

YES

NO

MISSOURI COURT OF APPEALS JUDGES, WESTERN DISTRICT

Shall Judge CYNTHIA LYNETTE MARTIN of the Western District Court of Appeals be retained in office?

YES

NO

name on the write-in line provided. **MUST BE A CERTIFIED WRITE-IN CANDIDATE**

FOR U.S. PRESIDENT AND VICE PRESIDENT
(Vote for ONE)

- DONALD J. TRUMP
JD VANCE REP
- KAMALA D. HARRIS
TIM WALZ DEM
- CHASE OLIVER
MIKE TER MAAT LIB
- JILL STEIN
RUDOLPH WARE GRE
- Write-in

FOR UNITED STATES SENATOR
(Vote for ONE)

- JOSH HAWLEY REP

FOR STATE TREASURER
(Vote for ONE)

- VIVEK MALEK
- MARK OSMACK
- JOHN A. HARTWIG, JR.
- REAGAN HAASE
- Write-in

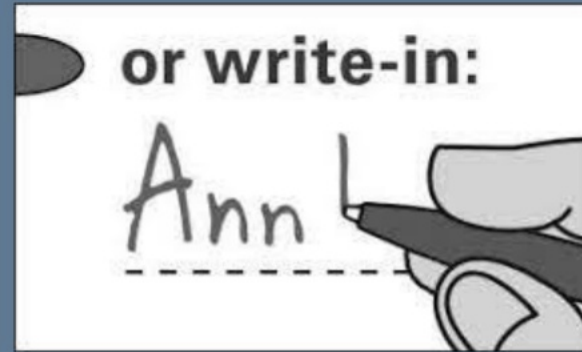
FOR ATTORNEY GENERAL
(Vote for ONE)

- ANDREW BAILEY
- ELAD JONATHAN GROSS
- RYAN L. MUNRO
- Write-in

FOR UNITED STATES REPRESENTATIVE DISTRICT 5



There are write-ins



- Paperwork will be in RED folder
- Only show it to voters if they ask, do not advertise it
- At the end of the night when closing PBC, print the write-in report

JUDGE TRAINING

for November 5, 2024
General Election



Basics

Type of
Polls

Judge Table,
PBC & ADA

Setup

Electioneers,
Challengers,
& Watchers

Provisional,
Curbside,
& Closing

Trainer: Carl Falco
cfalco@jcebmo.org

Opening Checklist

USE IT!!!!

**Found in Judge's
Red Folder and
given in training**

*PBC & ADA Setup Video can be
found on YOUTUBE*

OPENING CHECKLIST 5:00AM-6:00AM

Open Equipment Security Cage- Supervisory Judges

- Remove all red ballot bags
- Red ballot bags will be numbered to open (1 of 3, 2 of 3, 3 of 3, etc.)
- Open red ballot bag labeled 1 FIRST
- Remove and open HEADER BALLOT ENVELOPE
 - Check Header Ballot Envelope for the following items:
 - Header Ballot(s)
 - Ballot Certification
 - JCEB Seal Check Form
- Remove Black Clear Zipper Pouch, take out Seal Bag
 - TM key pouch- **PLACE THE TM KEY POUCH WHERE YOU CAN FIND IT AT THE END OF THE DAY!**
- Remove Closing Ballot Envelope, **place in secure location for later use**

Black Ballot Box and PBC- Supervisory Judges

- Arrange room and tables. **PLACE BLACK BALLOT BOX IN THE APPROPRIATE LOCATION**
- Open Black Ballot Box to make sure it is empty
- Seal Black Ballot Box lid with zip tie seal (small hole between handles of the Black Ballot Box)
- Break green split seal on PBC case
- Place the PBC on top of the Black Ballot Box. (Make sure handle is down) (Slide front end in first, then drop back end)
DO NOT MOVE BALLOT BOX AFTER PBC HAS BEEN PLACED ON TOP (BALLOT BOX WILL TIP OVER EASILY)
- USE GOLD KEY TO LOCK PBC IN PLACE IN THE BACK BEHIND PBC.*** (Keys are in the TM key pouch)
- Unlock PBC case with silver key, open the PBC lid and fold open the black privacy shields (There will be a notch on each side of the PBC for them to rest on)
- Lift PBC screen up and tilt it forward towards you
- Check paper in PBC printer (Open printer, pull piece of paper out and then close printer)
- Check that printer lid is closed (Press down on both sides of printer)
- Plug power cord into the back of PBC
- Plug power cord into power outlet
- Turn on the PBC (Switch on back near power cord)
- "Machine Info" report will print. Place in Black Clear Zipper Pouch

Opening the Election on the PBC- Supervisory Judges

- Open Header Ballot Envelope
- Remove ALL the header ballot(s). (There will be only one header ballot unless you are a split or multiple poll)
- Check to see if screen on PBC says "Insert the header ballot into the Ballot Reader Slot"
- Insert first header ballot (When light is green) into the PBC and wait for the Zero Report to print
- Compare Zero Report to Sample Ballots (in the red folder) to ensure all races are listed on the Zero Report.
- ALL judges sign the Zero Report and place inside of Black Clear Zipper Pouch
- Place header ballot back in Header Ballot Envelope
- When ALL header ballots have been run, press "Done" (Bottom left of PBC screen)

ONLY if you have more than one header ballot

- Place 2nd header ballot into the PBC
- Wait for Zero Report to print and place in Black Clear Zipper Pouch. Place header ballot back in envelope
- Repeat if you have a 3rd or 4th header ballot

PBC & ADA SETUP



PBC & ADA SETUP



Make sure PBC is on ballot box correctly!



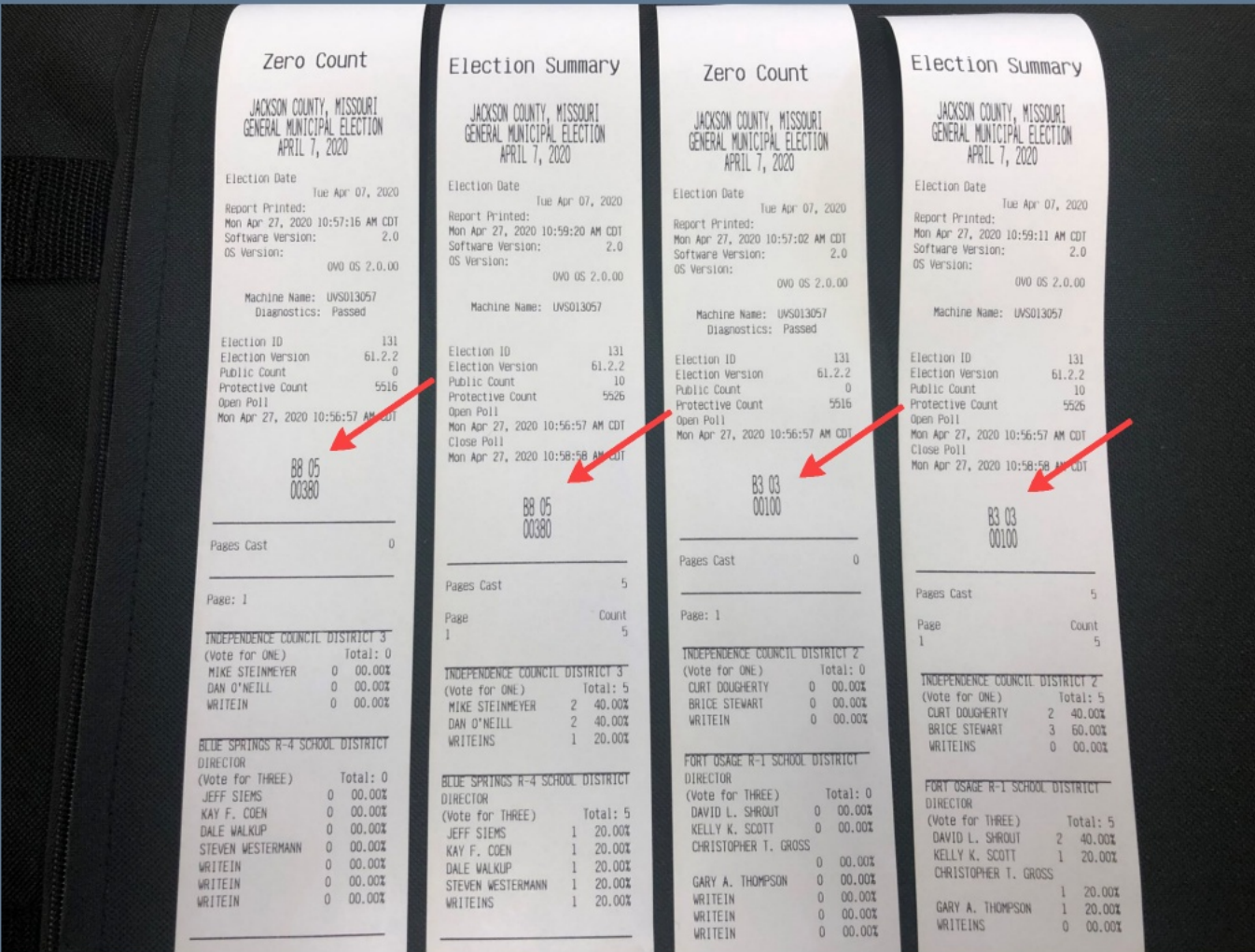
If first voted ballot jams on PBC, it is not on ballot box correctly.

Header Ballots

ALL Header Ballots will be in the lead poll's envelope. The 2 Supervisor Judges will run ALL header ballots for entire polling location.

When opening PBC with header ballots there will be a Zero Report for every header ballot.

When closing, only 1 closing ballot will need to be run through PBC to get reports. Pay attention to the Township/Precinct when the Election Summary prints to make sure you have the correct summary to fill out your certification.



Zero Count

JACKSON COUNTY, MISSOURI
GENERAL MUNICIPAL ELECTION
APRIL 7, 2020

Election Date Tue Apr 07, 2020
Report Printed: Mon Apr 27, 2020 10:57:16 AM CDT
Software Version: 2.0
OS Version: OVO OS 2.0.00

Machine Name: UVS013057
Diagnostics: Passed

Election ID 131
Election Version 61.2.2
Public Count 0
Protective Count 5516
Open Poll
Mon Apr 27, 2020 10:56:57 AM CDT

B8 05
00380

Pages Cast 0

Page: 1

INDEPENDENCE COUNCIL DISTRICT 3
(Vote for ONE) Total: 0
MIKE STEINMEYER 0 00.00%

Election Summary

JACKSON COUNTY, MISSOURI
GENERAL MUNICIPAL ELECTION
APRIL 7, 2020

Election Date Tue Apr 07, 2020
Report Printed: Mon Apr 27, 2020 10:59:20 AM CDT
Software Version: 2.0
OS Version: OVO OS 2.0.00

Machine Name: UVS013057

Election ID 131
Election Version 61.2.2
Public Count 10
Protective Count 5526
Open Poll
Mon Apr 27, 2020 10:56:57 AM CDT
Close Poll
Mon Apr 27, 2020 10:58:58 AM CDT

B8 05
00380

Pages Cast 5

Page Count
1 5

INDEPENDENCE COUNCIL DISTRICT 3

Zero Count

JACKSON COUNTY, MISSOURI
GENERAL MUNICIPAL ELECTION
APRIL 7, 2020

Election Date Tue Apr 07, 2020
Report Printed: Mon Apr 27, 2020 10:57:02 AM CDT
Software Version: 2.0
OS Version: OVO OS 2.0.00

Machine Name: UVS013057
Diagnostics: Passed

Election ID 131
Election Version 61.2.2
Public Count 0
Protective Count 5516
Open Poll
Mon Apr 27, 2020 10:56:57 AM CDT

B3 03
00100

Pages Cast 0

Page: 1

INDEPENDENCE COUNCIL DISTRICT 2
(Vote for ONE) Total: 0

Election Summary

JACKSON COUNTY, MISSOURI
GENERAL MUNICIPAL ELECTION
APRIL 7, 2020

Election Date Tue Apr 07, 2020
Report Printed: Mon Apr 27, 2020 10:59:11 AM CDT
Software Version: 2.0
OS Version: OVO OS 2.0.00

Machine Name: UVS013057

Election ID 131
Election Version 61.2.2
Public Count 10
Protective Count 5526
Open Poll
Mon Apr 27, 2020 10:56:57 AM CDT
Close Poll
Mon Apr 27, 2020 10:58:58 AM CDT

B3 03
00100

Pages Cast 5

Page Count
1 5

INDEPENDENCE COUNCIL DISTRICT 2

Please do not call JCEB for every minor thing during setup...

During your opening process, if something happens that **KEEPS** you from opening up on time, call JCEB.

If not, wait until polls are up and running, and then give us a call and we will take care of it.

****MORNING PRIORITIES****

- Making sure all Judges are accounted for
- Ballots are checked in
- Tablets are up and running
- PBC is up and running

ADA is not urgent at 5AM. Please wait before calling JCEB.

JUDGE TRAINING

for November 5, 2024
General Election



Basics

Type of
Polls

Judge Table,
PBC & ADA

Setup

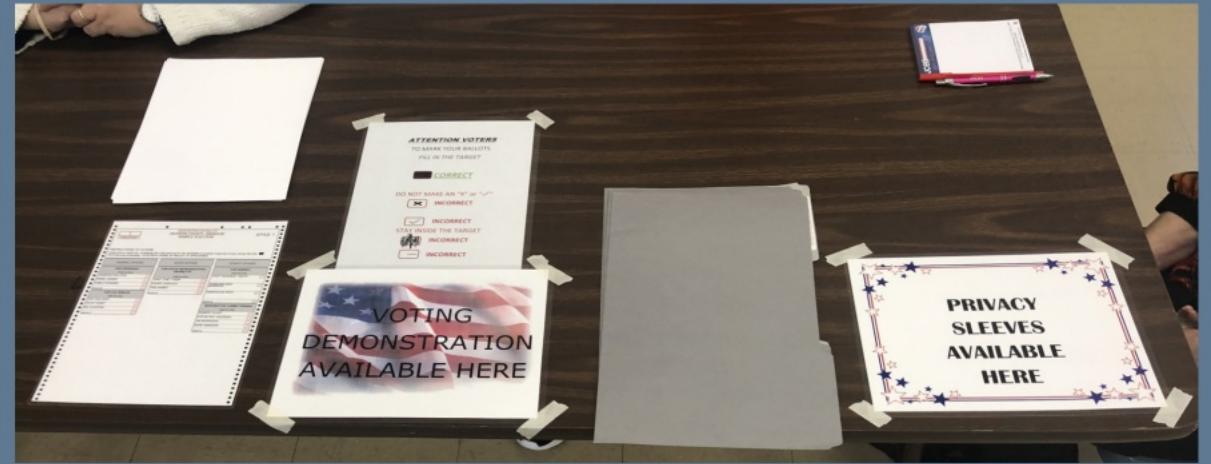
Electioneers,
Challengers,
& Watchers

Provisional,
Curbside,
& Closing

Trainer: Carl Falco
cfalco@jcebmo.org

Judge Table Duties

- Bi-Partisan team needs to initial top left corner of Ballot **IN RED PEN!**
- Take Laminated Card from the voter
- Give voter correct ballot that matches the 5 Digit Ballot ID # on Laminated Card
- Give voter demonstration on how to vote (*remind voter to check the back of their ballot*)
- Direct voter to voting booth



OFFICIAL BALLOT	
JACKSON COUNTY, MISSOURI	
GENERAL MUNICIPAL ELECTION	
APRIL 7, 2020	
VB 10, 11, 19 - 0 (01200)	STYLE: 65
INSTRUCTIONS TO VOTERS	
Using blue or black ink, completely fill in the box next to the candidate or question response of your choice like this: <input type="checkbox"/> . Fill in the box completely. DO NOT MARK OUTSIDE OF THE BOX. VOTE BOTH SIDES OF BALLOT, IF APPLICABLE.	
To cast a vote for a write-in, use blue or black ink to fill in the box corresponding to that office. Write in the candidate's name on the write-in line provided. MUST BE A CERTIFIED WRITE-IN CANDIDATE FOR THE VOTE TO COUNT.	
CITY OF LONE JACK, MISSOURI	QUESTION
FOR MAYOR (UNEXPIRED TERM)	Shall the Board of Education of the Lone Jack C-6 School District, Missouri, without an estimated increase in the current debt service property tax levy, borrow money in the amount of Four Million Five Hundred Thousand Dollars (\$4,500,000) for

OFFICIAL BALLOT

JACKSON COUNTY, MISSOURI
GENERAL MUNICIPAL ELECTION
APRIL 7, 2020

STYLE: 65

CF TB

JUDGES INITIALS

VB 10, 11, 19 - 0
(01200)

INSTRUCTIONS TO VOTERS

Using blue or black ink, completely fill in the box next to the candidate or question response of your choice like this:
Fill in the box completely. **DO NOT MARK OUTSIDE OF THE BOX. VOTE BOTH SIDES OF BALLOT, IF APPLICABLE.**

To cast a vote for a write-in, use blue or black ink to fill in the box corresponding to that office. Write in the candidate's name on the write-in line provided. **MUST BE A CERTIFIED WRITE-IN CANDIDATE FOR THE VOTE TO COUNT.**

CITY OF LONE JACK,
MISSOURI

**FOR MAYOR
(UNEXPIRED TERM)**

QUESTION

Shall the Board of Education of the Lone Jack C-6 School District, Missouri, without an estimated increase in the current debt service property tax levy, borrow money in the amount of Four Million Five Hundred Thousand Dollars (\$4,500,000) for

OFFICIAL BALLOT

JACKSON COUNTY, MISSOURI
GENERAL MUNICIPAL ELECTION
APRIL 7, 2020

STYLE: 65

CF	TB
JUDGES INITIALS	



VB 10, 11, 19 - 0
(01200)

INSTRUCTIONS TO VOTERS

Using blue or black ink, completely fill in the box next to the candidate or question response of your choice like this:
Fill in the box completely. **DO NOT MARK OUTSIDE OF THE BOX. VOTE BOTH SIDES OF BALLOT, IF APPLICABLE.**

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CITY OF LONE JACK,
MISSOURI

**FOR MAYOR
(UNEXPIRED TERM)**

QUESTION

Shall the Board of Education of the Lone Jack C-6 School District, Missouri, without an estimated increase in the current debt service property tax levy, borrow money in the amount of Four Million Five Hundred Thousand Dollars (\$4,500,000) for

IT ALL STARTS WITH THE LAMINATED CARD!!

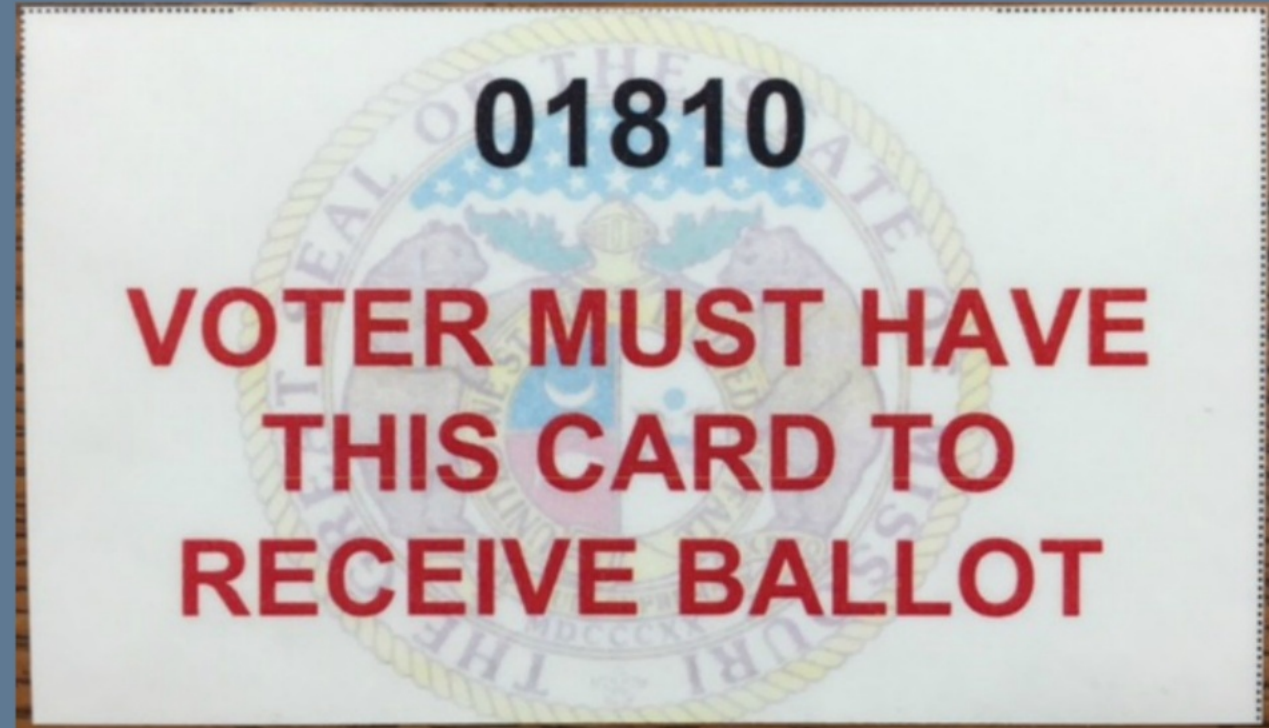
This is their ticket to vote!!

Take laminated card from voter and issue the voter a ballot

Return Laminated Cards back to E-Judge Table

1 ballot per voter!


Check to make sure ballots are not sticking together



01810

VOTER MUST HAVE
THIS CARD TO
RECEIVE BALLOT

MATCH
THE
NUMBERS

OFFICIAL BALLOT		STYLE: 65
JACKSON COUNTY, MISSOURI		
GENERAL MUNICIPAL ELECTION		
APRIL 7, 2020		
<input type="text"/> <input type="text"/> JUDGES INITIALS		
VB 10, 11, 19 - 0 (01810)		
INSTRUCTIONS TO VOTERS		
Using blue or black ink, completely fill in the box next to the candidate or question response of your choice like this: <input type="checkbox"/> Fill in the box completely. DO NOT MARK OUTSIDE OF THE BOX. VOTE BOTH SIDES OF BALLOT, IF APPLICABLE.		
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OFFICIAL BALLOT

JACKSON COUNTY, MISSOURI
GENERAL MUNICIPAL ELECTION
APRIL 7, 2020

STYLE: 65

--	--

JUDGES INITIALS

VB 10, 11, 19 - 0
(01810)



INSTRUCTIONS TO VOTERS

Using blue or black ink, completely fill in the box next to the candidate or question response of your choice like this: Fill in the box completely. **DO NOT MARK OUTSIDE OF THE BOX. VOTE BOTH SIDES OF BALLOT, IF APPLICABLE.**

To cast a vote for a write-in, use blue or black ink to fill in the box corresponding to that office. Write in the candidate's name on the write-in line provided. **MUST BE A CERTIFIED WRITE-IN CANDIDATE FOR THE VOTE TO COUNT.**

CITY OF LONE JACK,
MISSOURI

**FOR MAYOR
(UNEXPIRED TERM)**

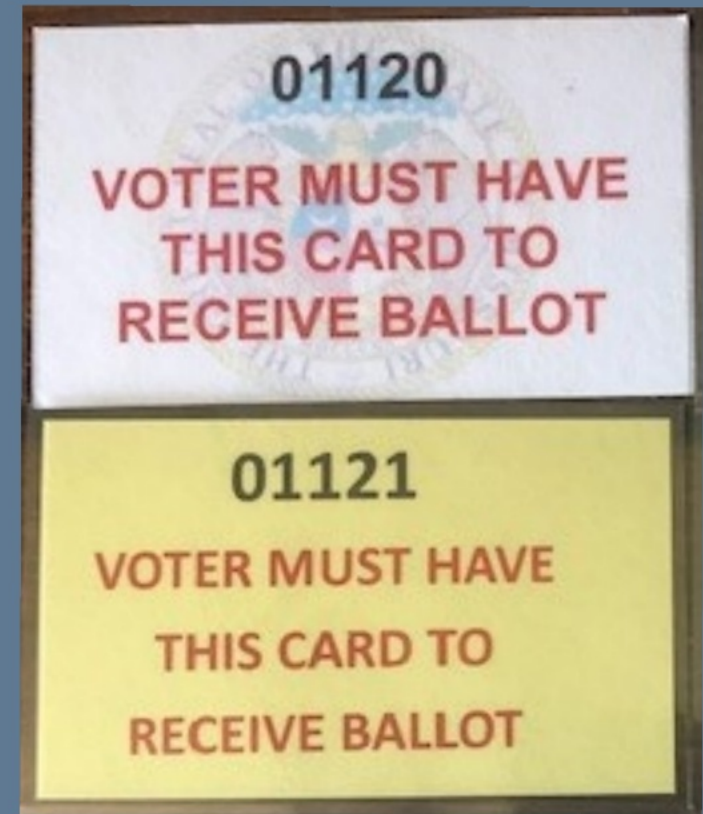
QUESTION

Shall the Board of Education of the Lone Jack C-6 School District, Missouri, without an estimated increase in the current debt service property tax levy, borrow money in the amount of Four Million Five Hundred Thousand Dollars (\$4,500,000) for

Double Check Every Number!

SPLIT POLLS

- *All laminated cards will go to the same table.*
- *Check the 5 digit ballot ID #*
- *Issue the correct BALLOT with the same 5 digit ballot ID number that is on the laminated card*

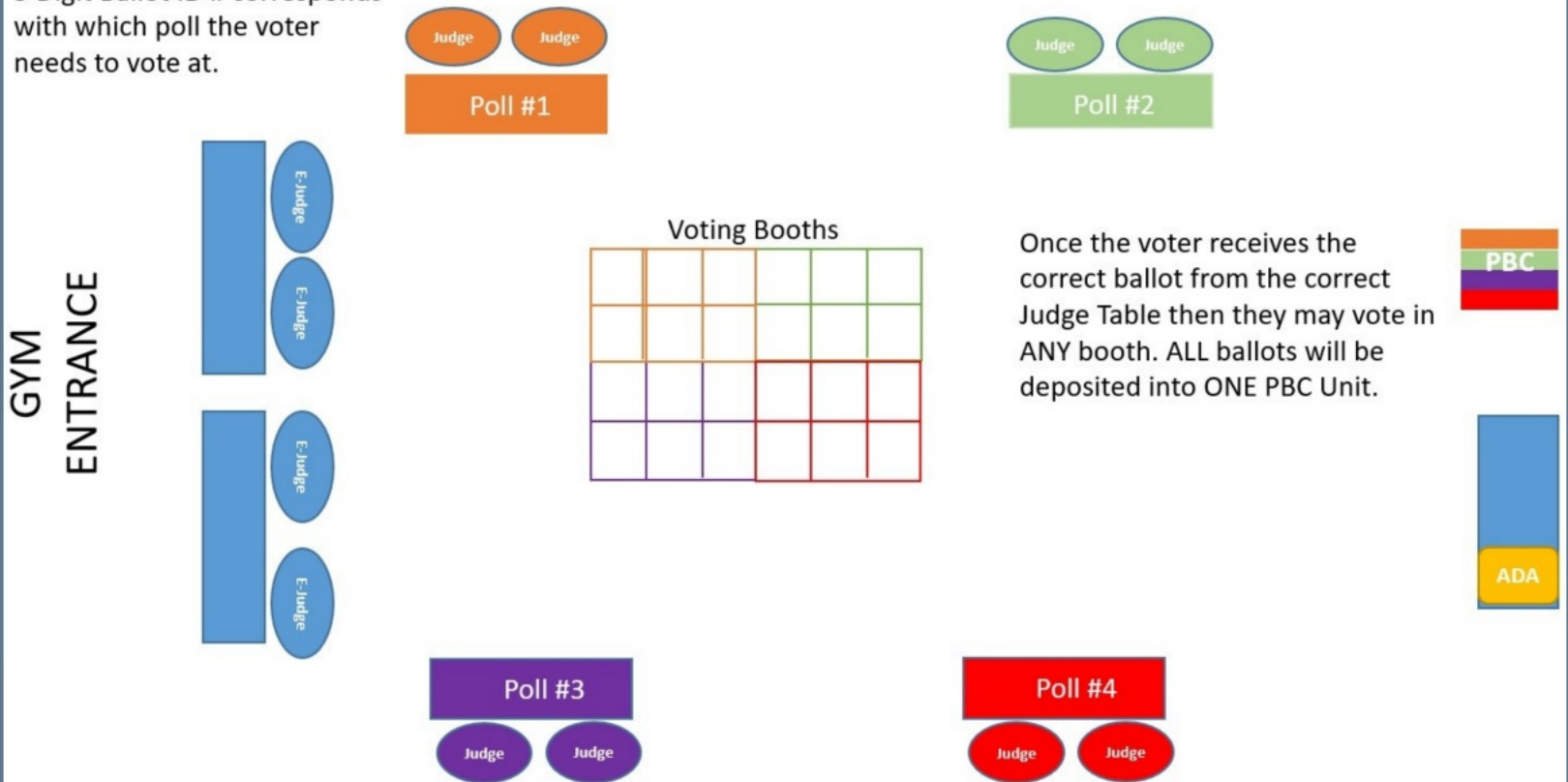


Double Check Every Number!

Multiple Poll

- Each poll will have different 5 digit ballot ID #'s
- Make sure voter came to correct table

5 Digit Ballot ID # corresponds with which poll the voter needs to vote at.



Voter's Oath of Assistance

ONLY filled out if a voter needs help *reading or marking* the ballot

Voters can only help 1 person

Judges as a bi-partisan team can assist however many voters need assistance

VOTER'S OATH OF ASSISTANCE In Voting Ballot According to MISSOURI STATE STATUTE 115.445

(Violation of this statute is a class one election offense and is deemed a felony connected with the exercise of the right of suffrage. Conviction for any of these offenses shall be punished by imprisonment of not more than five years or by fines of not less than two thousand five hundred dollars but not more than ten thousand dollars or both such imprisonment and fine.)

If any voter declares under oath to the election judges that he or she cannot read or write, is blind or has any other physical disability and cannot vote his or her ballot, they may be assisted by the election judges or by any person of their own choice other than a judge. If the voter asks for the assistance of election judges, two judges of different political parties shall go to the voting booth and cast his or her vote as the voter directs. If the voter asks for the assistance of someone other than election judges, the assistant shall go to the voting booth with the voter and cast his or her vote as the voter directs. No person, other than election judges and members of such voter's immediate families, shall assist more than one voter at one election.

I, _____ do solemnly swear (or affirm) that I need assistance to mark my ballot for the following checked reason.

- I cannot read or/and write
- I am blind
- I have a physical disability that prevents me from marking my ballot.

Signature of Voter (or mark) _____

Address of Voter _____

Number Street City Zip

ASSISTANCE BY ELECTION JUDGES

Election Judges complete this section only if they personally assist the voter.

Democratic Judge Signature

Republican Judge Signature

ASSISTANCE BY PERSON DESIGNATED BY VOTER

I, _____, declare under penalty of perjury that (1) I am related to the person(s) I am assisting and the relationship is thus _____; or (2) I am not related to this person and I am assisting only this one unrelated person in voting in this election.

Witness:

(Signature)

(Address)

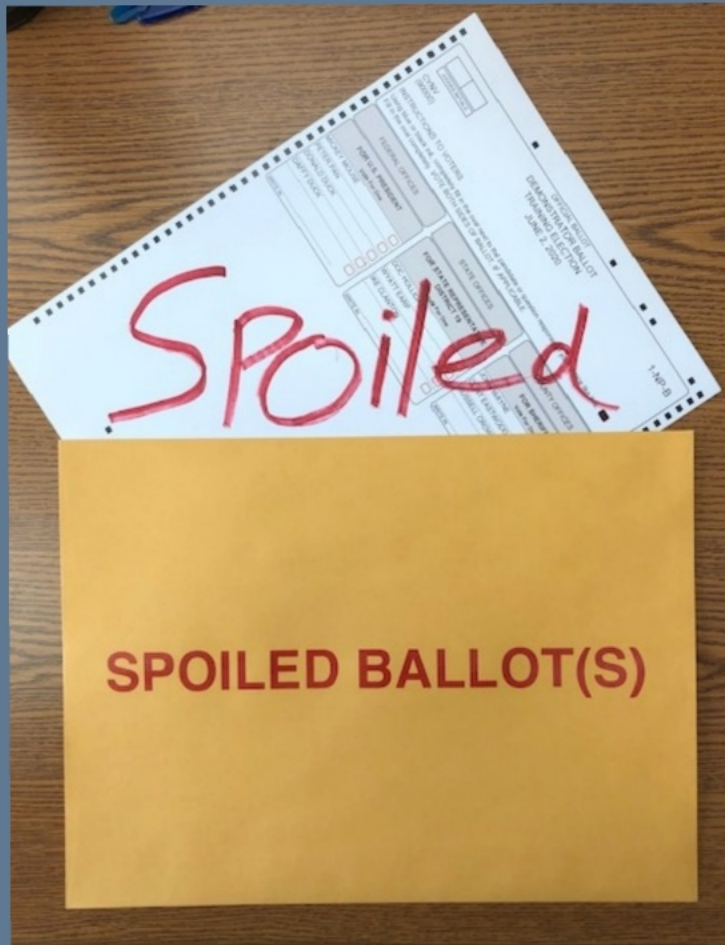
Democratic Judge Signature

Republican Judge Signature

COMPLETE ONE SECTION

COMPLETE ONE SECTION

Spoiled Ballot Procedure



When a voter makes a mistake on a ballot

- Write SPOILED on the ballot and place in SPOILED BALLOT envelope.
- Retrieve ballot with correct 5-Digit Ballot ID # from Judge table.
- Give demonstration to the voter. (Explain their error)
- Give voter NEW ballot to try again.
- ALWAYS retrieve and “spoil” first ballot before giving the voter a new ballot.



PBC

PBC (Precinct Ballot Counter)-
Counts all of the ballots for the polling location and tabulates the results for each contest. There should always be a Judge stationed at the PBC.

Do not look at the voter's ballot...



- **Stand 2-3 feet away from the PBC**
- **"Insert your ballot any way you wish"**
- **There is no reason a Judge should be looking at ANYONE'S BALLOT!!**
- **Let the voter deposit the ballot themselves**
- **After the ballot has been cast successfully, hand them an I VOTED sticker and direct them to the exit.**



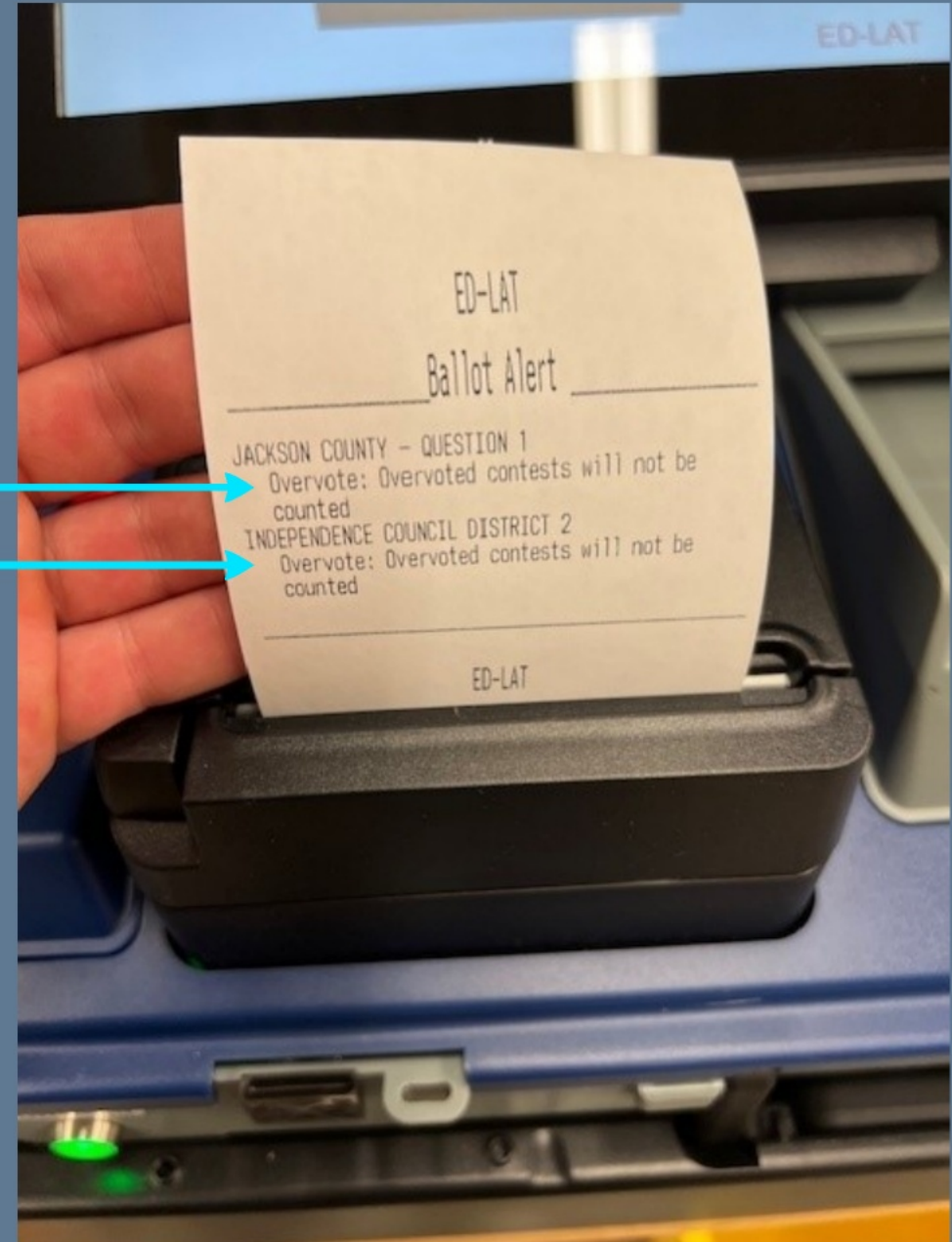
BALLOT ALERTS "OVERVOTE"



PROBLEM-Voter voted for more than what was allowed in that contest

SOLUTION- Voter may spoil ballot and try again or cast that ballot as is. Contests that have an overvote will not count.

OVERVOTE



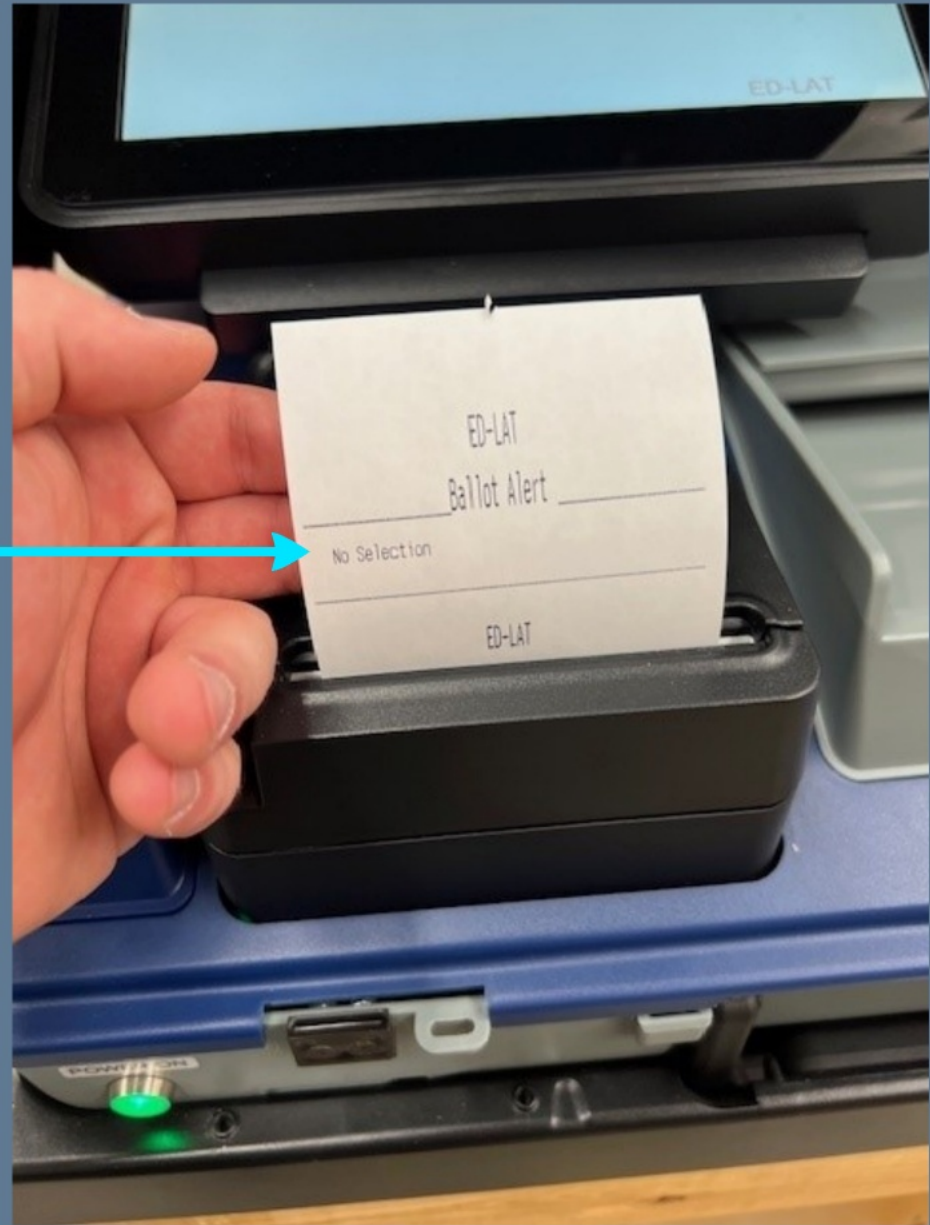


BALLOT ALERTS "NO SELECTION"

PROBLEM-Voter is casting a blank ballot.

SOLUTION- Voter may spoil ballot and try again or cast that ballot as is.

NO SELECTION



By-Pass Ballots

These instructions
are in your packet

BY-PASS BALLOT(S)

Should a PBC (Precinct Ballot Counter) fail to work, whether it be mechanical or electrical, the Election Judges should utilize the By-Pass Ballot Envelopes included in the Blue Supply Box.

STEPS TO FOLLOW – SHOULD THE PBC FAIL

1. First, check the monitor for an error message.
2. Check to see if the printer printed an error message.
3. Call the HELP DESK for assistance.
4. Give the voters waiting in line the option of waiting to place their ballot in the PBC when the problem is fixed or provide them with the By-Pass Envelope.
5. Once the voter has placed their ballot in the By-Pass Envelope, the voter should place the By-Pass Envelope into the By-Pass ballot slot of the PBC located on the back of the ballot box.
6. Under no circumstances should the Ballot Box Judge allow the By-Pass Envelope near the PBC.
7. If your PBC is operational after the polls close, the two Supervisory Judges will open the By-Pass ballot door and remove the By-Pass envelopes. One at a time, the Supervisory Judges should remove each ballot from the By-Pass Envelope and place them through the reader on the PBC, counting each By-Pass ballot.
8. If you have questions – contact the Jackson County Election Board.

If you have By-Pass Ballots at the end of the day, please start at the **VERY TOP** of your **CLOSING CHECKLIST**. By-Pass Ballots will be run by the Supervisory Judges at the end of the day as long as your PBC is properly working.

By-Pass Ballot Slot



*Break blue tape seal and
place By-Pass envelopes
WITH ballot through the slot*

ADA



ADA (Americans with Disabilities Act)-

The ADA is a ballot marking device that can be used to help any voter mark their ballot. Ballots can be marked on the ADA by using the touch screen or with a controller that has headphones attached. When voting is completed the ADA will produce (print) a paper ballot which will then be run through the PBC for tabulation.

ADA



You may also use the ADA for any ballot style or party that you may run out of on Election Day.

1. Retrieve orange half-sheet and enter Election Day password (found in Red & Blue Folders)
2. Type in the 5-digit ballot ID # that corresponds with the voter's Laminated Card.
3. Leave voter to vote their ballot.
(Directions on orange half-sheet)

ADA Orange Half-Sheet

Found in RED & BLUE Folders

Disregard the barcode reader message

1. Press "Manual Entry"
2. Enter Election Day password: A B C 1 2 3 (Enter)
3. Enter 5-Digit Ballot ID # (Enter)

JUDGE TRAINING

for November 5, 2024
General Election



Basics

Type of
Polls

Judge Table,
PBC & ADA

Setup

Electioneers,
Challengers,
& Watchers

Provisional,
Curbside,
& Closing

Trainer: Carl Falco
cfalco@jcebmo.org

Challengers & Watchers

Who are they?

People appointed by the chairpersons of each political party to sit inside and make sure you're following all of the rules/laws/regulations of the elections.

Challengers/Watchers

- Sit next to E-Judge and listens for name of the voter. (They can know WHO is voting but not HOW they are voting)
- Do not give out any information besides name of the Voter
- Do not tell them how many voters you have checked in
- Do not show them your tablet screen
- If Challenger "Challenges" a voter, call JCEB

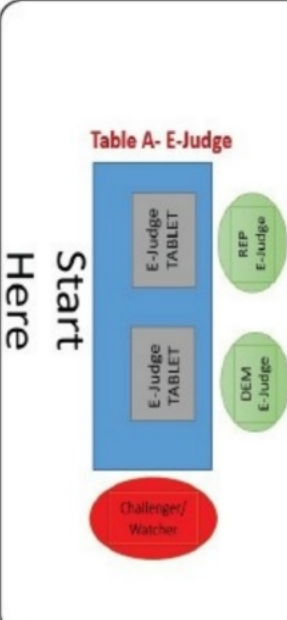
CHALLENGERS

A challenger is a person with credentials signed by the county chairman of the political party or ballot question committee as well as authorized signatures of the Jackson County Election Board Directors. The credentials will identify the township and precinct authorized for the challenger. The challenger and a Supervisory Judge must complete the oath found at the bottom of the credential. The bottom half of the signed oath must be filed in the "Completed Forms" envelope.

A challenger must be a qualified registered voter within the jurisdiction of the Jackson County Election Board. The judges should check the challenger's identification against their credentials to ensure it is the same person approved by JCEB.

Only one challenger from each political party is allowed in a poll. The challengers sit next to Table A and may keep a list of the names of those who have voted. However, the Election Judges are prohibited from sharing the voter's actual piece of identification with the challenger.

If a challenger challenges a voter's right to vote, the Election Judge should contact the Election Board Office immediately for further instructions. All challengers must leave when the last voter exits the poll. Watchers may remain inside the polling location until judges exit.

	<u>CHALLENGERS- ONLY ALLOWED TO SIT NEXT TO E-JUDGE TABLE TO LISTEN FOR THE NAMES OF THE VOTERS WHEN THEY ARE BEING CHECKED IN.</u>	<u>WATCHERS- ONLY ALLOWED TO SIT NEXT TO E-JUDGE TABLE TO OBSERVE THE POLLING LOCATION.</u>
 <p>Table A- E-Judge</p> <p>Start Here</p> <p>E-Judge TABLET</p> <p>REP E-Judge</p> <p>DEM E-Judge</p> <p>Challenger/ Watcher</p>	<ul style="list-style-type: none">• Must have credentials signed by both directors of JCEB.• May be substituted throughout the day.• Challenges may only be made when the challenger believes the election laws of this state have been or will be violated and must report the violation to the judges or election authority.• Prior to the close of the polls, challengers may list and give out the names of those who have voted.• May remain in poll until last voter has voted.• Must leave when the last voter leaves the poll.	<ul style="list-style-type: none">• Must have credentials signed by both directors of JCEB.• Watchers are to watch the counting of the votes and present any complaint of irregularity or law violation to the election judges or election authority.• Watchers may NOT be substituted with another watcher on Election Day.• Watchers may not report the name of any person who has or has not voted.• Watchers are allowed to remain present until all ballots are packed and sealed, equipment taken down, and election materials are packed and returned to the designated collection place for a polling location.

Electioneering

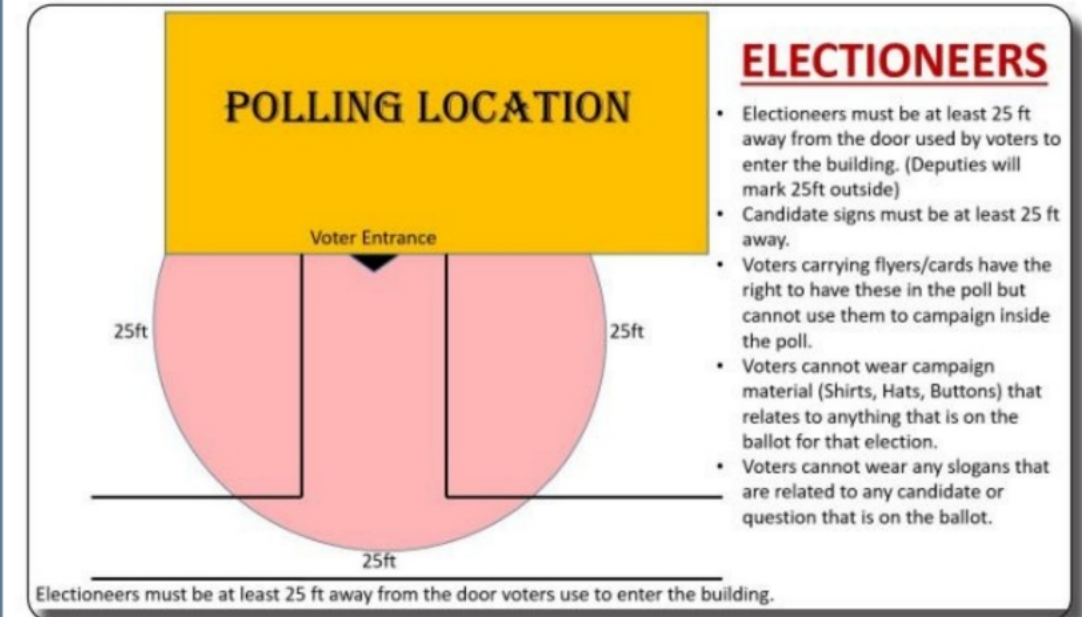
- 25 ft outside from the door voters enter
- Deputies will monitor this
- Flyers and Sample Ballots are allowed inside polling location as long as voter does not use it to Electioneer inside

ELECTIONEERING

Missouri State Law states that anyone passing out literature, talking to voters, or otherwise trying to influence voters must be at least 25 feet from the outside entrance to the poll. Election Judges should report any infractions to the Deputies or the Election Board staff.

ELECTIONEERING BY VOTERS

- Voters carrying flyer's/cards have the right to have these in the poll but cannot use them to campaign inside the poll.
- Voters cannot wear campaign material (Shirts, Hats, Buttons) that relates to anything that is on the ballot for that election.
- Voters cannot wear any slogans that are related to any candidate or question that is on the ballot.



ELECTIONEERING BY JUDGES

Judges who are working inside the polling locations may not be wearing any electioneering items that represents any political party, candidate, or issues on the ballot for any election. This includes Hats, shirts, buttons, etc. This includes TALKING ABOUT ANYTHING POLITICAL on Election Day. If you notice any political conversations between judges on Election Day, please call and report the problem to JCEB.

It is the Election Judges responsibility to allow each and every voter to come into the polling location, vote however they want and leave the location knowing that their vote was counted.

JUDGE TRAINING

for November 5, 2024
General Election



Basics

Type of
Polls

Judge Table,
PBC & ADA

Setup

Electioneers,
Challengers,
& Watchers

Provisional,
Curbside,
& Closing

Trainer: Carl Falco
cfalco@jcebmo.org

ID REQUIREMENTS

Lime Green ID Chart will be in the E-Judge Blue Folder on Election Day

Blue Folder can be found in the LEAD POLL Blue Pouch the Deputies deliver on their 1st Round

ACCEPTABLE FORMS OF PHOTO IDENTIFICATION FOR VOTING

<u>TYPES OF IDENTIFICATION</u>	<u>NOTES</u>	
NON-EXPIRED MISSOURI DRIVER'S LICENSE	CURRENT. OKAY TO USE IF ADDRESS IS INCORRECT.	VALID
NON-EXPIRED OR NON-EXPIRING MISSOURI NON-DRIVER'S LICENSE	CURRENT. OKAY TO USE IF ADDRESS IS INCORRECT.	VALID
NON-EXPIRED PHOTO ID ISSUED BY THE UNITED STATES OR THE STATE OF MISSOURI	EXAMPLE: PASSPORT, MISSOURI NATIONAL GUARD, UNITED STATES ARMED FORCES, INCLUDING THE SPACE FORCE OR THE UNITED STATES DEPARTMENT OF VETERAN AFFAIRS.	VALID
	IF ANY OF THE ABOVE IDS ISSUED BY THE UNITED STATES GOVERNMENT OR THE STATE OF MISSOURI ARE EXPIRED, THE DOCUMENT EXPIRES AFTER THE DAY OF THE MOST RECENT GENERAL ELECTION.	VALID

CALL ICEB WITH ANY QUESTIONS OR ISSUES 816-325-4600

Updated 10-20-22

Provisional Voting

ALWAYS CALL JCEB PROVISIONAL HOTLINE BEFORE OPENING PROVISIONAL BAG!

YELLOW

Provisional Voting-

Offered in
Federal/State
Elections for
Voters who do
not appear on
Voter
Registration.

PROVISIONAL BALLOT INSTRUCTIONS

(DO NOT OPEN PROVISIONAL BAG UNTIL YOU CONTACT THE JCEB OFFICE)

A provisional ballot is provided for the voter who cannot be found in the e-pollbook at the poll but does present a valid I.D. The provisional voter is entitled to vote on the full ballot but the ballot must be enclosed in the **YELLOW** provisional envelope and then given to the Supervisory Judges and sealed in orange provisional bag. A provisional ballot is only counted contingent upon verification of that voter's eligibility.

If the voter enters your poll and you are unable to find them in the e-pollbook or by text message, call the Election Board offices. The e-judge will be able to determine if the voter is in the correct polling location. If the voter is not in the correct polling location, please send the voter to their correct poll.

The Election Board will either find a registration, in which case they will give you further directions, or they will not find a registration. If they do not find a registration and the voter wants to vote, please follow instructions as outlined below.

PREPARE THE PROVISIONAL BALLOT ENVELOPE – SUPERVISORY JUDGES' DUTIES

- 1) Have voter present I.D.;
- 2) Complete a registration card, have the voter sign the card;
- 3) Put completed registration card in completed forms envelope;
- 4) Read provisional ballot statement to voter and give it and the 14 days after card to voter;
- 5) Complete all information on the YELLOW provisional ballot envelope (print legibly) and have the voter sign the YELLOW provisional ballot envelope;
- 6) Supervisory Judges' complete and sign the YELLOW provisional envelope;
- 7) Add the voter's name and address to the supplemental book and check the provisional box;
- 8) Have the voter sign next to their name in the supplemental book;

ISSUE BALLOT, ALERT BALLOT BOX JUDGE THAT THE VOTER IS A PROVISIONAL VOTER AND THE VOTER MUST RETURN COMPLETED BALLOT IN ENVELOPE TO THE SUPERVISORY JUDGES -

VOTE THE BALLOT

- 1) Issue appropriate ballot, initial and mark a **"P" with red ink** under the judge's initials on the front of the ballot;
- 2) Hand voter the ballot with their I.D. & the YELLOW provisional ballot envelope and direct them to the voting booth;
- 3) When the voter has finished voting, have the voter place the ballot in the YELLOW provisional ballot envelope;
- 4) Remove the YELLOW provisional ballot envelope stub and give to the voter;
- 5) Secure YELLOW provisional ballot envelope in the orange provisional bag and reseal with RED seal contained in orange provisional bag.

EVENING COUNT

- 1) IF orange provisional bag has a red seal, open and count completed, sealed provisional envelopes, return envelopes to provisional bag and reseal bag - **DO NOT OPEN** Provisional Ballot envelopes;
- 2) Enter information regarding provisional ballots on separate line of Ballot Certification Form. If you have no provisional voters, enter "0" and return the Ballot Certification in the black clear zipper pouch.

If you cannot connect with the Election Board by phone, advise the voter that their best opportunity to have their ballot counted is to go to the Election Board. However, if they wish to cast a provisional ballot at the poll they have the right to do so. If they wish to vote at the poll follow the above outlined procedures.

JUNE 10, 2019

NO I.D. PROVISIONAL BALLOT INSTRUCTIONS

(DO NOT OPEN PROVISIONAL BAG UNTIL YOU CONTACT THE JCEB OFFICE)

A provisional ballot is provided for the voter who does not possess any I.D. or does not meet the acceptable I.D.'s on your I.D. chart. The provisional voter is entitled to vote on the full ballot. The ballot must be enclosed in the BLUE provisional envelope and then given to the supervisory judges and sealed in orange provisional bag. A provisional ballot is only counted contingent upon verification of that voter's eligibility.

Please encourage the voter to retrieve a proper I.D. and return with it, but if the voter wants to vote, please follow instructions as outlined below AFTER contacting JCEB's provisional hotline. The BLUE PROVISIONAL envelope is only used if the voter has NO I.D. and IS registered to vote at your polling location.

The e-judge will be able to determine if the voter is eligible and at the correct polling location. If the voter is not in the correct polling location, please send the voter to their correct poll.

PREPARE THE PROVISIONAL BALLOT ENVELOPE - SUPERVISORY JUDGES' DUTIES

- 1) Retrieve the orange provisional bag from the blue supply box
- 2) Read blue I.D. provisional ballot statement to voter and give it and the 14 days after card to voter;
- 3) Complete all information on the BLUE provisional ballot envelope (print legibly) and have the voter sign the BLUE provisional ballot envelope;
- 4) Supervisory Judges' complete and sign the BLUE provisional envelope;
- 5) Add the voter's name and address to the supplemental book and check the provisional box;
- 6) Have the voter sign next to their name in the supplemental book;

ISSUE BALLOT, ALERT BALLOT BOX JUDGE THAT THE VOTER IS A PROVISIONAL VOTER AND THE VOTER MUST GIVE HIS/HER BALLOT TO THE SUPERVISORY JUDGES

VOTE THE BALLOT

- 1) Issue appropriate ballot, initial in "Judge Initials" boxes and mark a **"P" WITH RED INK** under the judge's initials on the front of the ballot;
- 2) Hand voter the ballot & the BLUE provisional ballot envelope and direct them to the voting booth;
- 3) When the voter has finished voting, have the voter place the ballot in the BLUE provisional ballot envelope;
- 4) Remove the BLUE provisional ballot envelope stub and give to the voter;
- 5) Secure BLUE provisional ballot envelope in the orange provisional bag and reseal with RED seal contained in orange provisional bag.

EVENING COUNT

- 1) IF orange provisional bag has a red seal, open and count the completed sealed provisional envelopes, return envelopes to provisional bag and then reseal bag - **DO NOT OPEN** Provisional Ballot envelopes;
- 2) Enter information regarding provisional ballots on separate line of Ballot Certification Form. If you have no provisional voters, enter "0" and return the Ballot Certification in the black clear zipper pouch.

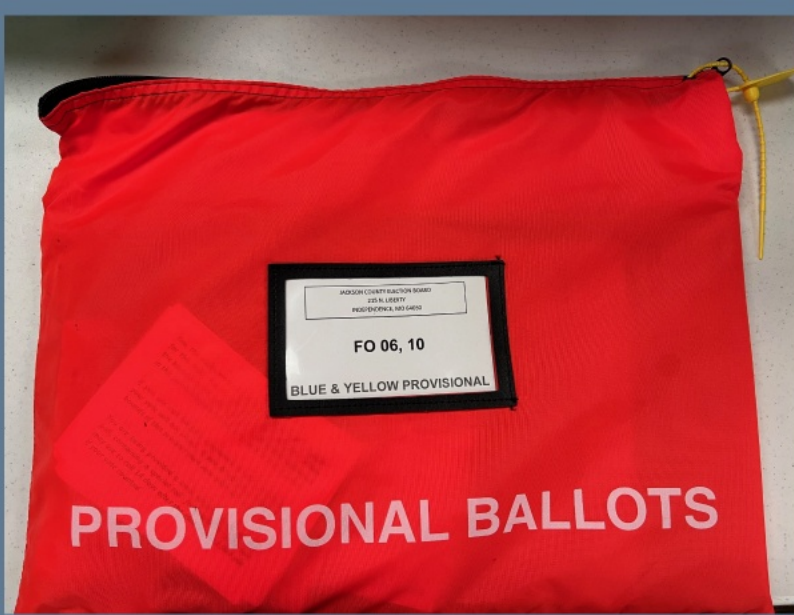
If you cannot connect with the Election Board by phone, advise the voter that their best opportunity to have their ballot counted is to go to the Election Board. However, if they wish to cast a provisional ballot at the poll they have the right to do so. If they wish to vote at the poll follow the above outlined procedures.

June 10, 2019

BLUE

Provisional Voting-

Offered every
election for
voters who
are registered
but do not
have a valid
ID.



- This needs to be completed by **both Supervisors**
- Every line on Provisional Envelope needs to be filled out by the Supervisors then signed by the voter

PIN #: 036572 **This section to be filled out by voter**
Provisional Ballot for Registered Voter

Enclose your Provisional Ballot in this envelope

1	Last Name	First Name	Middle Name
2	Residential Address (No PO Boxes)	City	Zip Code Daytime Telephone (optional)
3	Mailing Address (if different from above)	City	State Zip Code
4	Date of Birth (month/day/year)	Last 4 digits of SSN (if exists)	

I do solemnly swear that I am the person identified above and the information provided is correct.

I understand that my vote will not be counted unless:

- I return to the polling place today between 6 a.m. to 7 p.m. and provide one of the following forms of identity:
 - None-expired Missouri driver's license;
 - None-expired or non-expiring Missouri non-driver's license;
 - A document that satisfies all of the following requirements:
 - contains the name of the individual to whom the document was issued, and the name substantially conforms to the most recent signature in the voter registration record;
 - shows a photograph of the individual;
 - includes an expiration date, and is not expired, or expired after the date of the most recent general election; and
 - was issued by the United States or the state of Missouri; or
 - Identification containing a photograph of the individual issued by the Missouri National Guard, the U.S. Armed Forces, or the U.S. Department of Veteran Affairs to a member or former member, that has not expired or has no expiration date.

or

- The election authority verifies my identity by comparing my signature on this envelope to the signature on file with the election authority and determines that I was eligible to cast a ballot at this polling place;

and

- The provisional ballot otherwise qualifies to be counted under law.

Signature of voter _____ Date _____

This section to be filled out by the election judges

Pursuant to Sec. 115.427, RSMo, of Missouri election laws, this voter has been allowed to cast a provisional ballot by the judges of elections at this polling place because the voter's identity was not verified.

Print name of voter _____ Election date _____ Polling place number _____

Democrat Election Judge Signature _____ Republican Election Judge Signature _____

PIN #: 0020470114 **This section to be filled out by voter**
Voter's Affidavit for a Provisional Ballot

Enclose your Provisional Ballot in this envelope

I do solemnly swear or affirm the following:

1	Last Name	First Name	Middle Name
2	Residential Address (No PO Boxes)	City	Zip Code Daytime Telephone (optional)
3	Mailing Address (if different from above)	City	State Zip Code
4	Date of Birth (month/day/year)	Last 4 digits of SSN (if exists)	Cross's Number (if exists)

- I am registered to vote on _____ at _____ Place or Agency (if known)
- I am a registered voter in _____ County, or the City of St. Louis or the City of Kansas City
- I am a qualified voter in said county.
- I am eligible to vote at this polling place.
- I am a citizen of the United States of America.
- I am 18 years of age.
- I have not voted in this election.

I understand if the above-provided information is not correct and the election authority determines I am not registered and eligible to vote, my vote will not be counted. I further understand knowingly providing false information is a violation of law and subjects me to possible criminal prosecution.

I hereby certify that I am a citizen of the United States and a resident of Missouri; I have not been adjudged incapacitated by any court of law; if I have been convicted of a felony or a misdemeanor connected with the right of suffrage, I have had the voting disabilities from such conviction removed pursuant to law; I swear under penalty of perjury that all statements made on this affidavit envelope are true to the best of my knowledge and belief.

Signature of Voter _____ Date _____

Subscribed and affirmed before me this _____ day of _____, 20____

Democrat Election Judge Signature _____ Republican Election Judge Signature _____

This section to be filled out by the election judges

Pursuant to Sec. 115.430, RSMo, of Missouri election laws, the aforesigned does apply to the election authority to have his/her ballot counted for the election held this day. This voter has been allowed to cast a provisional ballot by the judges of elections at this polling place for the following reason:

- Voter not in precinct register. Election office called but no record was found.
- Voter not in precinct register. Couldn't get through to election office by phone.
- Voter requests absentee ballot but no record found.
- Voter determined to be eligible at another polling place-voter directed to correct or central polling place and voter refused.

Print name of voter _____ Election date _____ Polling place No. _____

Democrat Election Judge Initials _____ Republican Election Judge Initials _____

Check here if Application for Missouri Voter Registration is completed.

- Voter votes the ballot & places it in envelope
- Voter seals the envelope, supervisor places in **Orange** Provisional Bag located in **Blue** Supply Box & reseals **Orange** bag.

If Voter Comes Back with ID



- Supervisors need to pull the Blue Provisional Envelope out of Provisional Bag
- Match the information on the ID with the information on the envelope
- E-Judge looks up voter and checks-in voter
- Have voter take ballot out of envelope and cast through PBC
- SPOIL Blue Provisional Envelope and place in White Ballot Box

Surrendering Absentee Ballots to Poll & Voting

PBC'S cannot accept absentee ballots unless voter decides to spoil ballot and vote there.

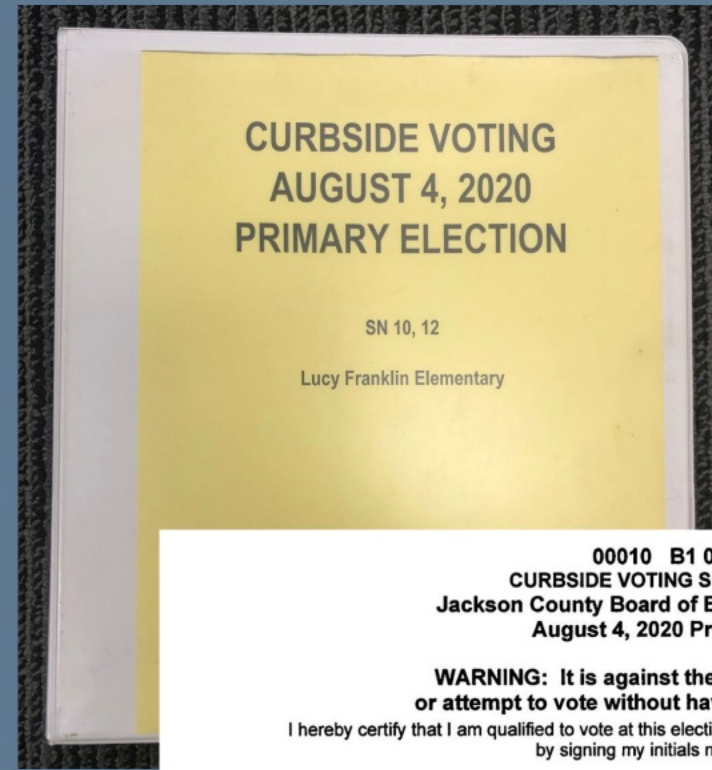
- 1. E-judge verifies ID of voter**
- 2. Have voter open absentee envelope & confirm the ballot is there**
- 3. Write "SPOILED" on the ballot & envelope**
- 4. Place in WHITE BALLOT BOX with unused ballots**
- 5. Does not get added to the count at the end of the day**
- 6. Check voter in and issue them a ballot**

The image shows a Missouri absentee ballot envelope. At the top, the election date is written as 08/06/24 and the town/pct as SN-47/A. The state is Missouri, and the county is Jackson. A signature is written in the 'Signature of Voter (REQUIRED)' field. A red stamp in the center reads 'YOUR SIGNATURE IS REQUIRED HOWEVER, NO NOTARY IS NEEDED'. A white box on the right side of the envelope contains the text: 'I declare under the penalties of perjury that I expect to be prevented from going to the polls on election day due to the following checked reason (check one):' followed by several options, with the first one checked: 'I am on an election day from the jurisdiction of the election authority in which I am registered, or I am incapacitated or confined due to illness or disability and reside at the same address;'. Below this, there is a section for 'PERSONS PROVIDING ASSISTANCE' with a table for recording the assisting person's name, residence, and home city or town. The table has four rows and three columns.

PERSONS PROVIDING ASSISTANCE		
The voter needed assistance in marking the ballot and signing above, because of blindness, other physical disability, or inability to read or to read English. I marked the ballot enclosed in this envelope at the voter's direction, when I was alone with the voter, and I had no other communication with the voter as to how he or she was to vote. The voter swore or affirmed the voter affidavit above and I then signed the voter's name and completed the other voter information above.		
Signed under the penalties of perjury, Reason why voter needed assistance:		
ASSISTING PERSON SIGN HERE		
1. _____	(signature of assisting person)	
2. _____	(assisting person's name printed)	
3. _____	(assisting person's residence)	
4. _____	(assisting person's home city or town)	

Curbside Voting

- Curbside Voting Judges will go outside to retrieve voter's ID
- Look-up Voter on Tablet
- Change address if needed
- On tablets signature line write "Curbside or C-V"
- Curbside Voting Judges will have a Curbside ONLY Supplemental Book to get voter's signature
- E-Judge will give the correct Laminated Card to retrieve ballot from Judge Table to take outside



00010 B1 01, 02, 04
CURBSIDE VOTING Supplemental Book
Jackson County Board of Election Commissioners
August 4, 2020 Primary Election

WARNING: It is against the law for anyone to vote, or attempt to vote without having a lawful right to vote.

I hereby certify that I am qualified to vote at this election by signing my name and verifying my address by signing my initials next to my address

CHECK APPROPRIATE BOX

CURBSIDE

LEGIBLY PRINT VOTER INFORMATION BELOW

VOTER ID: _____	<u>Voter Initials</u>	<u>Judges Initials</u>
NAME: _____		
ADDRESS: _____	DOB: _____	
MAILING ADDRESS: _____ (If DIFFERENT)	PHONE # _____	
SIGNATURE: _____		

<input type="checkbox"/> CURBSIDE	VOTER ID: _____	<u>Voter Initials</u>	<u>Judges Initials</u>
	NAME: _____		
	ADDRESS: _____	DOB: _____	
	MAILING ADDRESS: _____ (If DIFFERENT)	PHONE # _____	
	SIGNATURE: _____		

Polls Close at 7:00 PM

Or after the last voter has voted



You cannot leave until the entire team
leaves the polling location together

Choose a bi-partisan team to stand at the end of the line

SUPERVISORS: FOLLOW YOUR CLOSING CHECKLIST!

CLOSING CHECKLIST AFTER 7:00PM

By-Pass Ballots (When Applicable)- After the last voter has left the poll and doors are closed and secured the two Supervisory Judges will run the By-Pass ballots before closing the PBC.

- Break red seal and unlock the By-Pass door. (Lock is on the right) (Silver key to ballot box is in TM pouch)
- Take out** By-Pass ballots, run **ALL By-Pass** ballots through the PBC – Place **EMPTY** By-Pass envelopes back in blue supply box
 - If ballot is not accepted by PBC. CALL JCEB PBC & ADA HELP DESK

Closing the PBC- Only ONE Closing Ballot will need to be run. Even if you are working a split or multiple poll.

- Open "Closing Ballot" envelope and take out closing ballot
- Insert the closing ballot into the PBC
- Follow steps on the PBC screen
 - Do you want to close voting? "Yes"
 - Are you sure you want to close voting? "Yes"
- "Election Summary" prints. **Write PBC closing report total on Ballot Certification. ("Pages Cast" on Closing Report)**
- "Voting has been closed" Press "Continue"
- "Do you want to print Write-in Report?" Press "Yes" (only when write-ins are available)
- "Write-In Report" prints. Press "Continue" **Circle YES or NO on Ballot Certification indicating if there are write-ins.**
- Press "Shut Down"
- "Do you want to shut down the system" Press "Yes"
- ALL judges sign "Election Summary." Place "Election Summary" & "Write-in Report" into Black Clear Zipper Pouch
- Flip switch to power off the PBC (Switch in back near power cord)
- Tilt PBC screen down so it lies flat, press red button underneath PBC screen to release & lower it
- Fold in black privacy PBC shields and let the PBC lid tilt back
- Break red TM hammer lock seal in front of PBC screen and open TM door using the barrel key in the TM pouch
- Take out TM and place in the TM pouch, then relock TM door with barrel key
- Unplug the PBC from power outlet and back of PBC, fold up cord and store next to PBC screen
- Latch lid and lock PBC case with silver key
- Unlock the PBC from the Black Ballot Box with gold key
- Seal PBC case with green Split Seal (Hole is next to handle)
- Lift PBC off of the Black Ballot Box and place in the Security Equipment Cage

Shutting down the ADA

- Press "Manual Entry" and enter Election Day password (Found on orange half-sheet in red folder)
- Press "Admin" (Upper right corner) Press "Close Voting" (Upper left) Press "Close Voting" (Upper right)
- "Confirm close voting" Press "Yes" "Reconfirm close voting?" Press "Yes"
- "Close Report" will print. "Do you want to reprint the report" Press "No"
- Place "Close Report" in Black Clear Zipper Pouch
- Flip switch to power off (Switch in back near power cord)
- Unplug power cord from power source and from back of ADA
- Place power cord back into the back cubby with headphones
- Place the ADA keypad and keypad cord in the back cubby (if unwrapped)
- Pull silver pin out from back of ADA screen and slide bracket out. ADA screen should now lay flat
- Retrieve ADA lid, line up hinges in the back, close and latch lid
- Lock ADA case with silver key
- Seal ADA case with green Split Seal (Next to handle) and place in Security Equipment Cage

Ballot Drop Off

The Supervisors will take all of the supplies to the drop off location for all the polls in their building.

-**Blue Pouches** (Deputies delivered in 1st round)

-**Black E-Judge Equipment Case**
(1 Case per 2 E-Judges)

-**ALL White Ballot Boxes** (Every Poll will have UNUSED BALLOTS)

-**ALL Grey Ballot Carriers**
(All poll reports go in one Black Zipper Pouch)

BALLOT DELIVERY SCHEDULE
GENERAL ELECTION
TUESDAY, NOVEMBER 5, 2024

(Where 2 Supervisory Judges take the ballots at the end of the day, in the same car)

TOWNSHIP	PRECINCTS	DELIVERY LOCATION
PRAIRIE	01	Midwest Genealogy Center 3440 S Lees Summit Rd
PRAIRIE	02, (13,14), (15,16,17,62), 18, 19, 20, (21,22)	First Presbyterian Church 1625 NW OBrien Rd
PRAIRIE	03, 09, (33,34), 40, (41,42)	Lee's Summit Christian Church 800 NE Tudor Rd
PRAIRIE	(05,06,43), 39, 44, (45,46), (47,48), (54,55,57,59,60)	Richardson Elementary 800 NE Blackwell Rd
PRAIRIE	(07,08), 10, 11, 23, 24, 49, 50	Trailridge Elementary 3651 SW Windemere Dr
PRAIRIE	(26,27), 28, (29,32), (30,31), (37,38)	Delta Woods Middle School 4401 NE Lakewood Way
PRAIRIE	51, 52, (53,63)	Franklin Smith Elementary 1609 SW Clark Rd
PRAIRIE	(56,64)	Mason Elementary 27600 E Colbern Rd
SNI-A-BAR	01, 02	Midwest Genealogy Center 3440 S Lees Summit Rd
SNI-A-BAR	03, 06	Fire Prairie Upper Elementary 24810 E US Hwy 24
SNI-A-BAR	04, 05, 07, 08, 09, 10, 11, 15, 17	Paul Kinder Middle School 3930 NW R D Mize Rd
SNI-A-BAR	(12,14,29), 13, 16, 19, 20, 21, 22, 23, 26 (34,35,36)	Blue Springs High School 2000 NW Ashton Dr
SNI-A-BAR	24, 25, 27, 30, 31, (32,37)	Franklin Smith Elementary 1609 SW Clark Rd

THESE ITEMS COME TO BALLOT DELIVERY LOCATION

**NOT ON THIS LIST
STAYS IN
EQUIPMENT
SECURITY CAGE**

RETURN THESE ITEMS TO THE BALLOT DELIVERY LOCATION:

- A. BLUE POUCH CONTAINING:**
 - 1. SUPPLEMENT BOOK(S)
 - 2. CURBSIDE VOTING BOOK
 - 3. COMPLETED FORMS ENVELOPE
 - 4. POLL KEY IN RED POUCH (WHEN APPLICABLE)

- B. BLACK E-JUDGE EQUIPMENT CASE**
 - 1. TABLETS – 2 PER CASE
 - 2. CHARGERS – 2 CHARGER BOXES AND 2 CHARGER CORDS
 - 3. STYLUS – 4 PER CASE
 - 4. MICROFIBER CLOTH & CLEAR SUPPLY POUCH

- C. WHITE BALLOT BOXES CONTAINING:**
 - 1. UNUSED BALLOTS
 - 2. SPOILED BALLOT ENVELOPE

- D. GREY BALLOT CARRIER(S) CONTAINING:**
 - 1. VOTED BALLOTS (ON BOTTOM OF GREY CARRIER)
 - 2. ORANGE PROVISIONAL BAG
 - 3. HEADER BALLOT ENVELOPE
 - HEADER BALLOT
 - 4. CLOSING BALLOT ENVELOPE
 - WITH CLOSING BALLOT ENCLOSED
 - 5. PLACE ITEMS BELOW IN BLACK CLEAR ZIPPER POUCH
 - PBC TM & KEYS IN CLEAR BROWN POUCH
 - BALLOT CERTIFICATION FORM
 - PAYROLL ENVELOPE
 - ALL REPORTS FROM MACHINES: MACHINE INFO, OPENING REPORTS, & CLOSING REPORTS
 - WRITE-IN REPORT (WHEN APPLICABLE)

DO NOT FORGET THE TM!!!



Your Closing Checklist will walk you through closing down your PBC unit and how to pull the TM out.

SIGNS

JCEB would appreciate if someone would collect all signs on poll property after closing...

Please place near or against Grey Security Equipment Cage

(This has been added to your Closing Checklist)



Know where you are going...



FALCO, CARL
R SUP
SN-20 CALVARY BAPTIST CHURCH

NOVEMBER 5, 2024 ELECTION DAY PHONE NUMBERS

PBC OR ADA ***EQUIPMENT HELP (ONLY)***
(816-325-4632)

ALL OTHER PROBLEMS CALL
(816-325-4690)

Standbys

- You are on **STANDBY**
- Be up and ready by 5:00am (food packed, clothes picked out)
- 5am-7pm
- Be home or around the area in which you live
- You will be paid the full amount if sent out
- If you are **NOT** called out, you will receive \$125
- If we **CANNOT** get ahold of you, you will **NOT** be paid!!!!
- Phone call will come from 816-325-????



Thank you, Standbys





Angry Voters & De-Escalation



TONE: Speak calmly & demonstrate empathy

VOLUME: Monitor your volume & avoid raising your voice

LANGUAGE: Speak slowly because it's more understandable

SPACE: Respect personal space & avoid touching the voter

TRY:

"I can see you are upset..."

"I want to help. What can I do?"

"I understand how you feel..."

"May I speak with you over here?"

If you think it would help the situation by calling JCEB, we would happily talk to the voter and discuss the issue and how it will be resolved.

Urgent Situations:



If the situation is urgent enough and you feel threatened, please call 911.

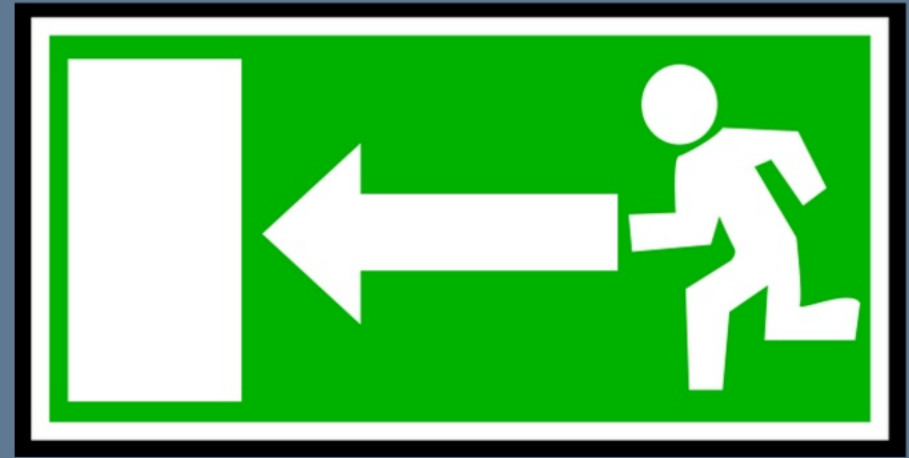
This includes:

- Fires**
- Suspicious People**
- Health Emergencies**
- Any threats**

If you think it would help the situation by calling JCEB, we would happily try to defuse or de-escalate the situation OR we could send out JCEB Deputies.

JCEB has sent all Eastern Jackson County Law Enforcement and Fire Departments a list of all polling locations.

Should an evacuation occur :



- **Do I really need to evacuate? Maybe a false alarm?**
- **Secure ballots and ballot box**
- **Secure equipment including tablets, ADA, and PBC**
- **Stand outside together**
- **Supervisors should be the main point of contact for first responders**
- **Wait for instructions from JCEB, the poll, or first responders**

Judge Clerks



Republicans

Jessica Johnson

jjohnson@jcebmo.org



Democrats

Chuck Harris

charris@jcebmo.org



GET ALONG

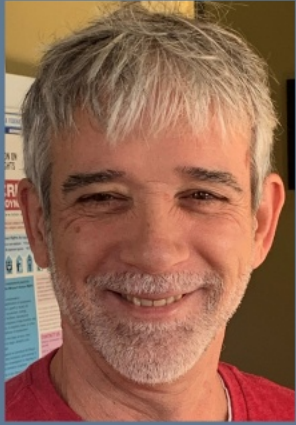


It is important that all of our judges put their best foot forward when it comes to helping voters.

This includes getting along with fellow judges you are working with throughout the day. If you are working with someone new, help them and show them the ropes! It will be a busy and hectic day so be patient with everyone!

JCEB's #1 goal is to conduct safe, free, fair, and transparent elections! Please be careful and watch the comments you make...

DO NOT TALK ABOUT ANYTHING POLITICAL ON ELECTION DAY!!!



Chuck & Jessica Reminders:



- Cage Code will be texted to the **SUPERVISORS** Monday, November 4th, **AFTERNOON** (or a phone call if you do not get texts)
- List of who is assigned to the poll will be emailed to the **SUPERVISORS** Monday, November 4th, **AFTERNOON**

- Do not try calling or emailing **CARL** cancelations. Those need to go to your Judge Clerk.
- Please give us **TWO WEEKS** to send checks out.
- Daylight savings time is **SUNDAY**- don't forget to change your clocks
- Next election- February? Definitely April.
- Availability emails will go out at the beginning of the new year



Acknowledging the JCEB Staff



QUESTIONS?

Email: cfalco@jcebmo.org



This presentation can be found on our
website under "Election Workers"

jcebmo.org

**THE JACKSON
COUNTY
ELECTION BOARD
THANKS YOU!**

JUDGE TRAINING

for November 5, 2024
General Election



Basics

Type of
Polls

Judge Table,
PBC & ADA

Setup

Electioneers,
Challengers,
& Watchers

Provisional,
Curbside,
& Closing

Trainer: Carl Falco
cfalco@jcebmo.org