

# INSTRUCTION MANUAL FOR POLL WORKERS



*Jackson County Board of Election Commissioners*

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## INTRODUCTION

This **Instruction Manual for Poll Workers** is produced by the staff of the Jackson County Board of Election Commissioners (JCEB) for the benefit and use of their Poll Workers.

The effective date of this manual is **January 1, 2022**, and it shall be used until replaced by the JCEB. Each Poll Worker issued a copy of this manual shall read it upon receipt and refer to it on Election Days.

Any questions about the information contained in this manual should be referred to the JCEB staff at 816-325-4600.

## MESSAGE TO THE JACKSON COUNTY ELECTION BOARD POLL WORKERS

- *All Jackson County Election Board (JCEB) Election Judges, E-Judges, Regular Judges and Supervisory Judges are trained judges, under oath, and are expected to uphold the laws and maintain order and decorum in each polling location.*
- *All judges are expected to work together as a team.*
- *No judge shall leave the polling location until all judges exit together after properly closing the polling location and ensuring the poll is left in the manner in which the judges found the poll.*
- *All judges will help each other when questions arise, stay calm, and treat other judges and voters with the utmost respect.*

*The Jackson County Board of Election Commissioners thanks you for your service.*

## **Requirements of Election Judges on Election Day**

On Election Day, you are working for and contracted with the Jackson County Election Board. You are serving your country, state, county, cities, and school districts by fulfilling a vital role in our democracy.

The Election Board staff and the citizens you will see throughout your day at the polls are grateful and appreciate your service.

It is important that you attend a training session before each election to address any changes in procedures or in Missouri State Law. On Election Day, you are given the responsibility, by the Jackson County Election Board, to follow every procedure to the letter of the law. Ensuring the fairness and equality of the election process and protecting each American citizen's right to vote is paramount.

You are an important part of the team of judges at the poll. At all times, every Election Judge must maintain order in their poll and serve all voters impartially.

If, at any time, you are confronted with questions or issues of which you are unsure, if judges are unable to resolve issues among themselves or if you perceive that correct procedures are not being followed – you should contact the Election Board for guidance and direction. On Election Day, each poll has a cell phone and special election day phone numbers (provided to you in your training handouts and in your folder delivered to the poll). These phone numbers are only available to our judges and are to be used in situations noted above. Teams of election workers are standing by to assist any judge at the poll on these special election day phone numbers. These phone numbers should never be given to voters.

At each polling location, state election law provides for two Supervisory Judges, one from each of the two major political parties. Supervisory Judges should have outstanding behavior and set the example for serving the voters. These judges are the leaders in a poll.

An important responsibility of the Supervisory Judges is the transport of the ballots and other materials to the proper ballot delivery location at the end of the day. BOTH Supervisory Judges MUST travel together - in the same vehicle – with the supplies listed in your handouts to the designated ballot delivery location. Supervisory Judge duties are not complete until all necessary items are transferred to the Deputies or Election Officials at their assigned “delivery” location.

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***OPENING AND CLOSING CHECKLISTS CAN BE FOUND IN THE APPENDIX***



# Basics

## Timeline

**4:55 AM**- Arrive at the poll you are working.

Start setting up equipment as soon as the first BI-PARTISAN (see below) team arrives.

**6:00 AM**- Polls open.

DO NOT TURN ANY VOTER AWAY BECAUSE YOU ARE NOT READY. CALL JCEB IF YOU ARE HAVING PROBLEMS.

**7:00 PM**- Polls close.

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

After the last voter leaves the poll you can take down signs, voting booths, and SIGNS OUTSIDE.

## Election Day Team

**Supervisory Judge**- Judges who work the poll and bring TM, ballots and supplies to drop off location after closing the poll.

**Judge**- Judges who hand out the ballots and assist voters in the poll.

**E-Judge**- Judges who are specifically trained on tablets to process voter check-in.

**Deputies**- Bi-Partisan team who make 4 rounds during the day to check on the judges and their poll.

**Bi-Partisan Teams**-When working on Election Day the Judges must accomplish several tasks as a “Bi-Partisan Team”. This means that the judges who are working together to assist the voters must have two judges-one from each of the major political parties when assisting.

# Election Day Equipment

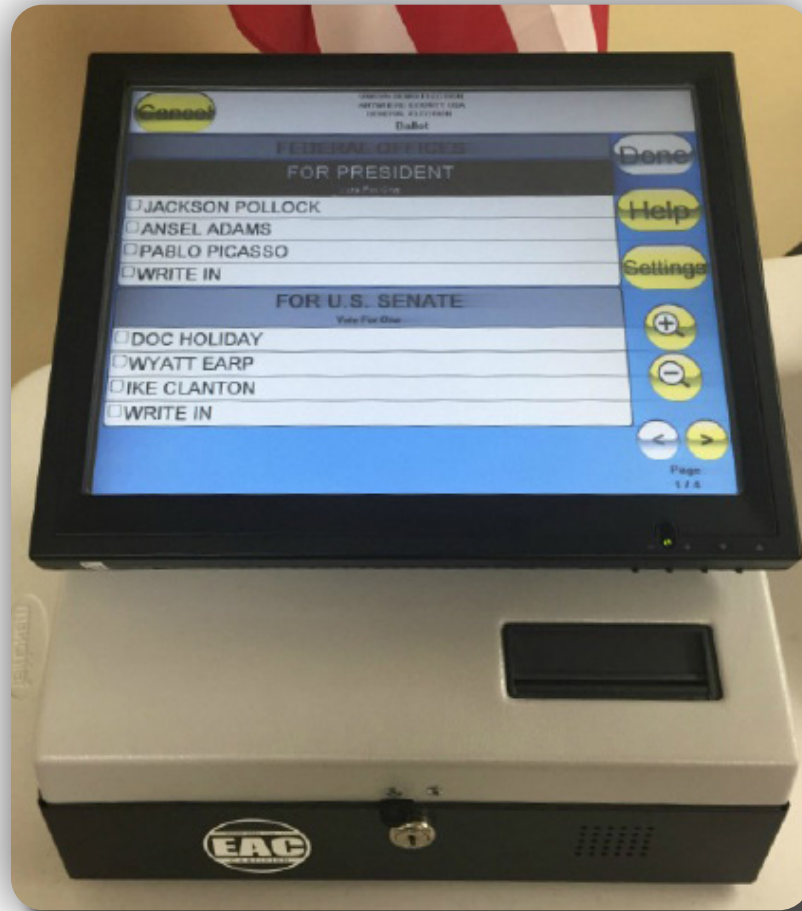
## PBC- Precinct Ballot Counter



The Precinct Ballot Counter (PBC) counts all of the ballots for the polling location and tabulates the results for each contest.

*PBC's are tested by bi-partisan teams before and after every election to ensure that the machine is tabulating and reading every ballot correctly.*

# 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's are tested by bi-partisan teams before and after every election to ensure that the machine is marking ballots correctly.*

# E-Poll Book- Electronic Poll Book (Tablet)



The Electronic Poll Book is used by E-Judges to check in voters before voters receive a ballot and to ensure all voter information is up to date.

*Electronic Poll Books are loaded the night before the election with the most current voter information that JCEB has on record. Reports are extracted to ensure voter information was updated and uploaded correctly after the election.*



# SETTING UP THE PBC AND THE ADA UNITS

The PBC - Precinct Ballot Counter and the ADA –Americans with Disabilities Act Unit- must be set up immediately upon entering the poll. **IT DOES NOT MATTER IF YOUR POLL HAS NEVER HAD AN ADA VOTER, IT IS REQUIRED BY LAW TO HAVE THE ADA UNIT READY TO GO.** Follow the instructions on the Opening Checklist and on the PBC screen. When the screen on the PBC instructs, you may insert the header ballot (or multiple header ballots in split & multiple polls) *one time only* and return it to the header ballot envelope in the white ballot box. The printed zero report (after both Supervisory Judges and Judges sign it) goes in black clear zipper pouch.

If the PBC fails to boot up or the PBC fails to print a zero report, first check that it is plugged in and the power switch is turned on. If it fails to print a zero report, check to make sure the printer paper is not jammed and is inserted correctly.

**If the problem is not the power cord or the printer paper, CALL THE PBC EQUIPMENT HELP PHONE NUMBER IMMEDIATELY!**

If help desk personnel cannot immediately fix the problem, field tech personnel will be sent to assist in getting your PBC working as soon as possible. **Judges must call and report any problems immediately, in the event that new equipment must be urgently dispatched to your location.**

## LAYOUT OF THE POLL

The PBC and ADA requires electricity. Your poll layout must begin where the electrical outlet is located. Each location has been reviewed prior to acceptance as a poll location. If there is any question regarding the layout of the poll, call the Election Board.

## POLLS DEFINED

A precinct is a geographical boundary of voters who are qualified to vote on the same issues or candidates.

A poll is a location in which one or more precincts may be assigned to vote.

**Regular polls** must have a minimum of four (4) judges. Judges are divided equally representing the two major political parties. The number of judges and equipment assigned to a poll is based on the number of registered voters within the poll.

**Multiple polls** are large locations in which several polls are in the same building. These polls may share equipment or each have separate equipment and judge teams. Each poll works independent of the others.

**Split Poll** is a situation in which all or part of **TWO** or more subdivisions-- typically municipal, school, fire, and water districts exists geographically within a poll boundary and have ballot issues before the voters. These polls have multiple ballot styles available for the voters.



# Poll Set-up

Once one Election Judge from each party arrives, the Election Judges should quickly unpack the equipment and check for all supplies.

1. The equipment (ballot box, PBC, and ADA) will be locked inside the equipment security cage. Supervisors will have to use the code that JCEB has texted to them the night before Election Day to unlock the lock box holding keys to the cage. Unpack the equipment security cage.

2. Check all seals and equipment for any appearance that it may have been tampered with. If there is a problem, call the Election Board immediately.

**3. Set up the Precinct Ballot Counter (PBC) and ADA units as outlined in the “Opening Checklist”.**

4. Follow the “OPENING CHECKLIST” to ensure that all procedures are completed before the poll(s) open. This checklist is found in the red judge’s folder and in the Header Ballot Envelope.

5. A team of Election Judges (one from each political party) should check the Ballot Certification to see that the correct number of ballots match the total amount of ballots in the white ballot box. All judges will initial in the appropriate spaces to verify the ballot count at the beginning of the day is true and correct.

6. A team of Election Judges (one from each political party) must initial the upper left corner of each ballot -with a **RED** ballpoint pen only.

## HINTS FOR ARRANGING THE VOTING BOOTHS

Voting booths should be placed to maximize privacy for the voters, create the best flow of voters through the poll, and where the Election Judges can view all of the booths at all times.

- Place the booths in a line, one or two feet apart, or back-to-back when possible.
- When the booths are placed along the walls, leave sufficient room at the corners so a voter will not be able to watch the voter at the next booth.
- Do not allow the electrical cords to be on the floor where any voter might walk.

## CELL PHONES

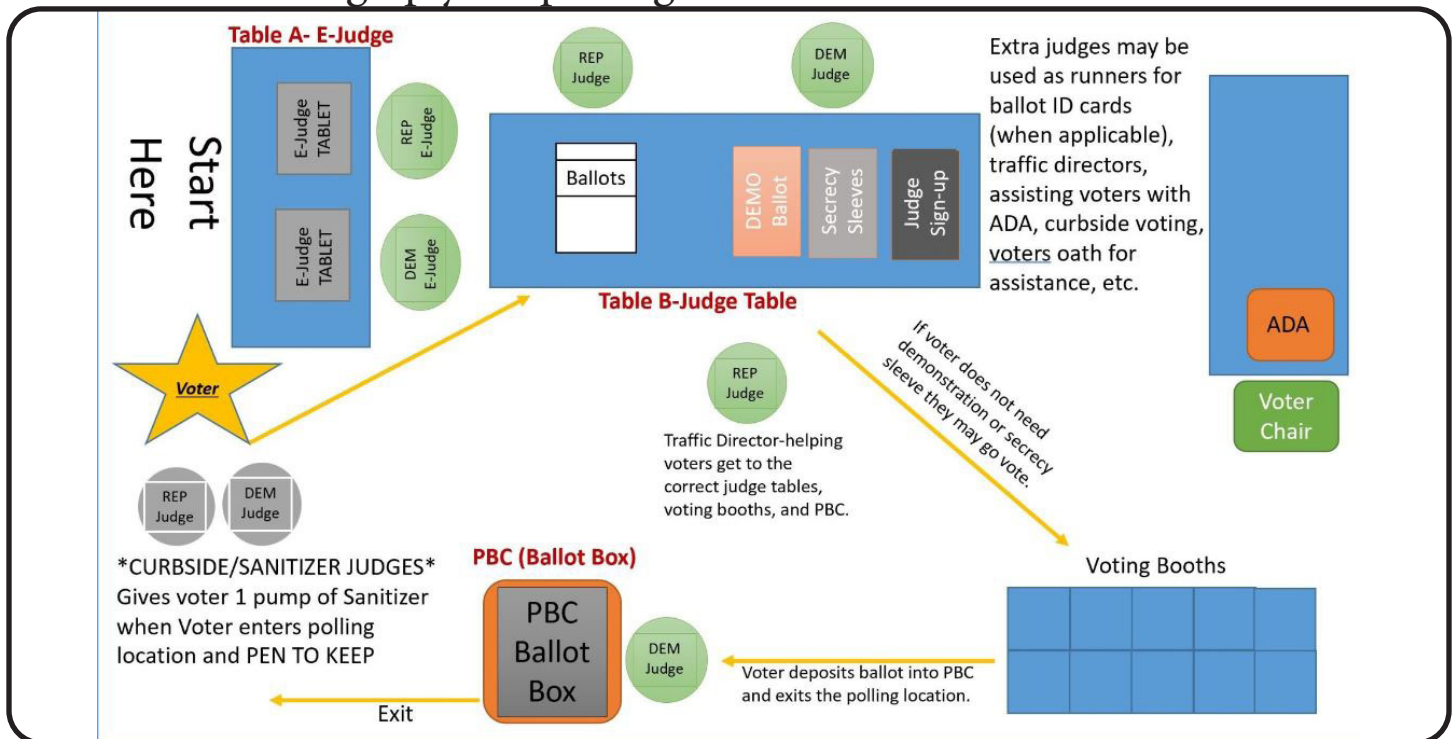
Each poll is issued a cell phone which can be found in the blue supply box. Special Election Day phone numbers have been given to judges in training class and can be found in the judge folders.

## VOTING BEGINS

At exactly 6:00 a.m., the Election Judges should make sure the door is unlocked and open the door to the poll. A judge should exit the poll and reenter to ensure accessibility.

# Poll Set-up

Every polling location is different due to the space and room layout available. When setting up the polling location, judges should arrange equipment and tables in a manner where voters can move around the polling location with ease. Voters should not have to cross paths with other voters when trying to cast their ballot. Please keep the example below in mind when setting up your polling location.



There is one E-Judge table, one judge table, and one PBC at every poll. All judges (Regular and Supervisory) must know how to perform each task at every position.

Every two to four hours, the judges are encouraged to rotate through each of the positions at each poll. E-Judges will **NOT** rotate. It is the responsibility of every judge to be sure that the positions are rotated. The Election Board should be notified if any Election Judge is unwilling or unable to perform the tasks at any position.

On their rounds, Deputies are instructed to monitor rotation of duties in each polling place.

In polls with six or more judges, additional judges will work alongside assisting in each of the positions. Whenever there are two judges at one table, those judges must be of different political parties.

An additional judge can also become a "traffic control judge," directing voters, assisting in any busy area, or calling the Election Board when questions arise.

# Election Day Positions

## Table A-E-Judge

- Ask Voter for valid ID  
(Refer to current ID chart for a list of valid IDs)
- Look up voter
- Verify current address of voter
- Make changes to voter's address (IF NEEDED)
- Fill out Supplemental Book (when applicable)
- Have voter sign tablet confirming address is correct.
- Complete Check-In on tablet.
- Hand voter ID and BALLOT CARD (when applicable). Direct them to judge table to receive a ballot.

### **SUPPLEMENTAL BOOK** *SEE APPENDIX FOR EXAMPLE*

When a Voter needs to change their address, vote a provisional ballot or vote curbside;

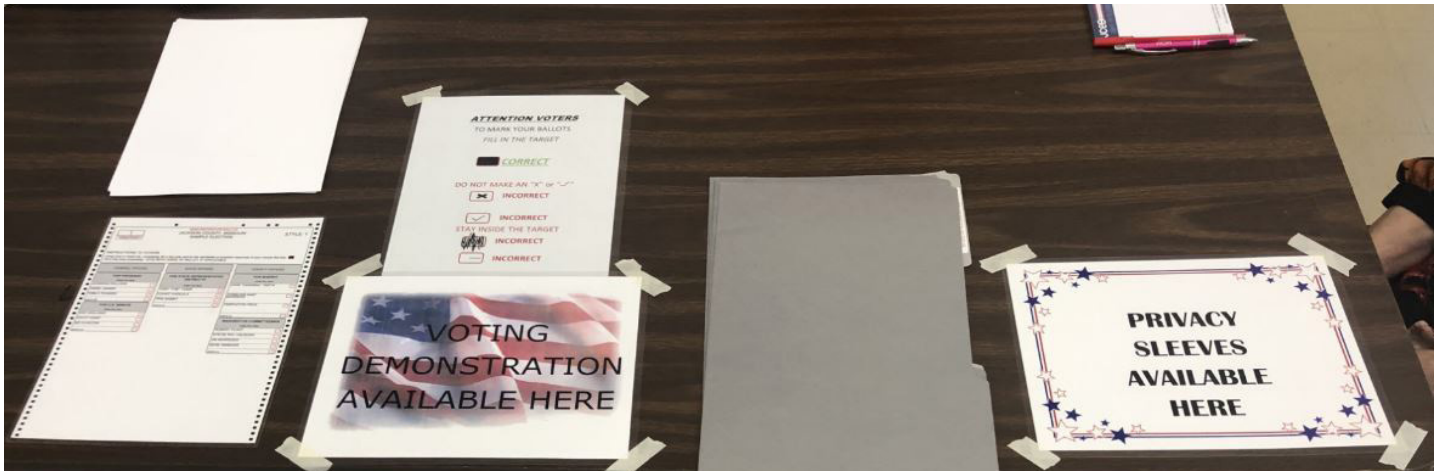
- Hand write the voter's information in the Supplemental Book.
- Have the voter sign in the Supplemental Book.
- Judges will initial in "Judges Initials" box and check "Address Change, or Provisional"

**Due to changes in the laws regarding what constitutes a proper and usable form of identification, you must refer to the most current I.D. Chart provided by the Election Board. This will be found on Election Day in the E-Judge's blue folder and on the sign board set up inside the poll.**

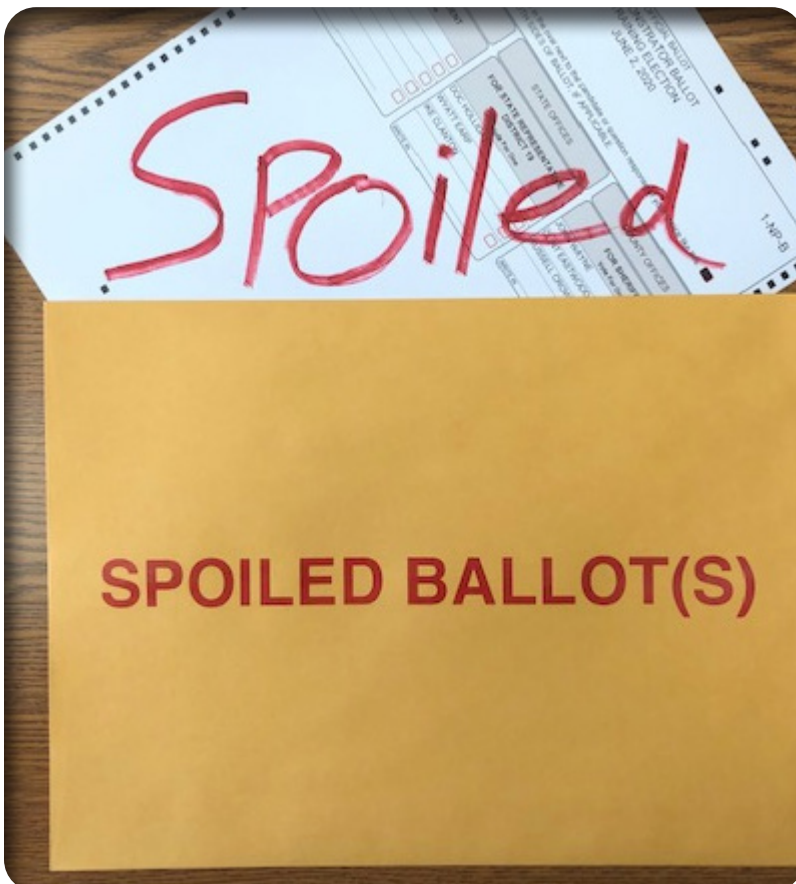
If the voter has no acceptable identification, as presented on the most recent I.D. Chart, ***under no circumstance are you to send him or her away.*** Immediately call the Election Board office on the special election day phone number for further instructions.

# Table B-Judge Table

- Make sure ballots are initialed in the top left corner in “Judges Initials” box by a bi-partisan team.
- Give ballot to voters who have been checked in at the E-Judge table.
- Give demonstrations on how to vote to the voters and offer secrecy sleeves to the voters.
- Sign voters up to become Election Workers.



## 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 BALLOT STYLE from Table B-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.



# GIVING A DEMONSTRATION USING A DEMO BALLOT ONLY!

1. “Sir or Ma’am this is an example of the JCEB ballot you have received.” (Showing the laminated DEMO BALLOT to the voter)
2. “It is very easy to see the categories you are voting on today.” (Point to the different contests)
3. “When voting, please pay attention to if the category says Vote for One, Vote for Two, etc. this tells you how many candidates you may select in that contest”
4. “You may vote for as much or as little as you want on your ballot as long as you do not go over the number you are allowed to vote for in each contest. You do not have to vote for every item on your ballot.”
5. “Once you are finished, please take your ballot to our PBC/ Ballot Box where the judge may assist you further. If you make a mistake and want to change your vote on your ballot please ask a judge for assistance to spoil your ballot with the incorrect vote to receive a new ballot.”
6. “Please check to see if there are questions on the backside of your ballot”
7. “Thank You”

## **ATTENTION VOTERS**

TO MARK YOUR BALLOTS

FILL IN THE TARGET



DO NOT MAKE AN “X” OR “✓”



STAY INSIDE THE TARGET







# BY-PASS BALLOT(S)

Should a PBC (Precinct Ballot Counter) fail to work for any reason, 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 reader.
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 Supervisors 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 working.

# CURBSIDE VOTING

*SEE APPENDIX FOR EXAMPLE*

Curbside voting is available for disabled voters. Two Election Judges (different political parties) must work together.

- 1) Check voter in on tablet using valid form of ID.
- 2) When checking in voter write “Curbside Voter” or “C-V” on signature line in tablet.
- 3) Judges will copy information from ID to the CURBSIDE VOTING BOOK.
- 4) Retrieve correct BALLOT STYLE from E-Judge and ballot from Judge Table.
- 5) Judges walk CURBSIDE VOTING BOOK and BALLOT out to the voter’s car.
- 6) Have voter sign CURBSIDE VOTING BOOK and return voter’s ID
- 7) Give the voter a demonstration, if needed.
- 8) STEP AWAY from the car and let the voter vote.
- 9) Retrieve the ballot from the voter and assure the voter that you (the two judges) will cast their ballot.
- 10) Give them an “I VOTED” sticker (when applicable) and thank them for voting.



## VOTER ASSISTANCE

If a voter is at the voting booth and asks for additional help, a Bi-Partisan team (two Election Judges of different political parties) shall provide the additional instruction. The judges shall not approach the voting booth unless they cannot help the voter without doing so. If the judges must approach the booth, care must be taken to ensure the secrecy of the voter's ballot.

Voter assistance is NOT to include any interpretation or explanation of any issue on the ballot. If there is additional information given to Election Judges by the Election Board, it may be given to the voter to read (i.e., write-in candidates who have filed). No further explanation may be given at the poll by any Election Judge or any other person assisting a voter.

Any voter who cannot read or is visually impaired may choose to use the ADA device. Judges will enter the correct corresponding 5 digit ballot ID number for that voter to use the ADA device to vote. When the ADA Ballot is completed and printed, one judge must assist the visually-impaired voter in placing his or her ballot into the PBC unit.

Any voter must declare under oath that he or she cannot read or write, is blind, or has any other physical disability and cannot mark the ballot. That voter may be assisted by the Election Judges (different political parties) or by any person the voter chooses. If the voter asks for the assistance, two Election Judges, (different political parties), shall go to the voting booth and cast the vote as directed by the voter. A "Voters Oath for Assistance" form must be filled out and signed or a mark made by the voter.



## PERSONS AUTHORIZED TO BE IN THE POLL

Only authorized persons are allowed in the poll on Election Day. This includes Election Judges, challengers or watchers with proper credentials, law enforcement officers at the request of the JCEB, minor children under the age of eighteen accompanying an adult who is in the process of voting, members of the news media who have been approved to enter the poll by JCEB Directors, Election Board personnel and voters in the act of voting. State Law is specific about who can be in the poll, and this law is to be strictly enforced. **NO UNAUTHORIZED PERSON IS ALLOWED TO LOITER IN THE POLL.**

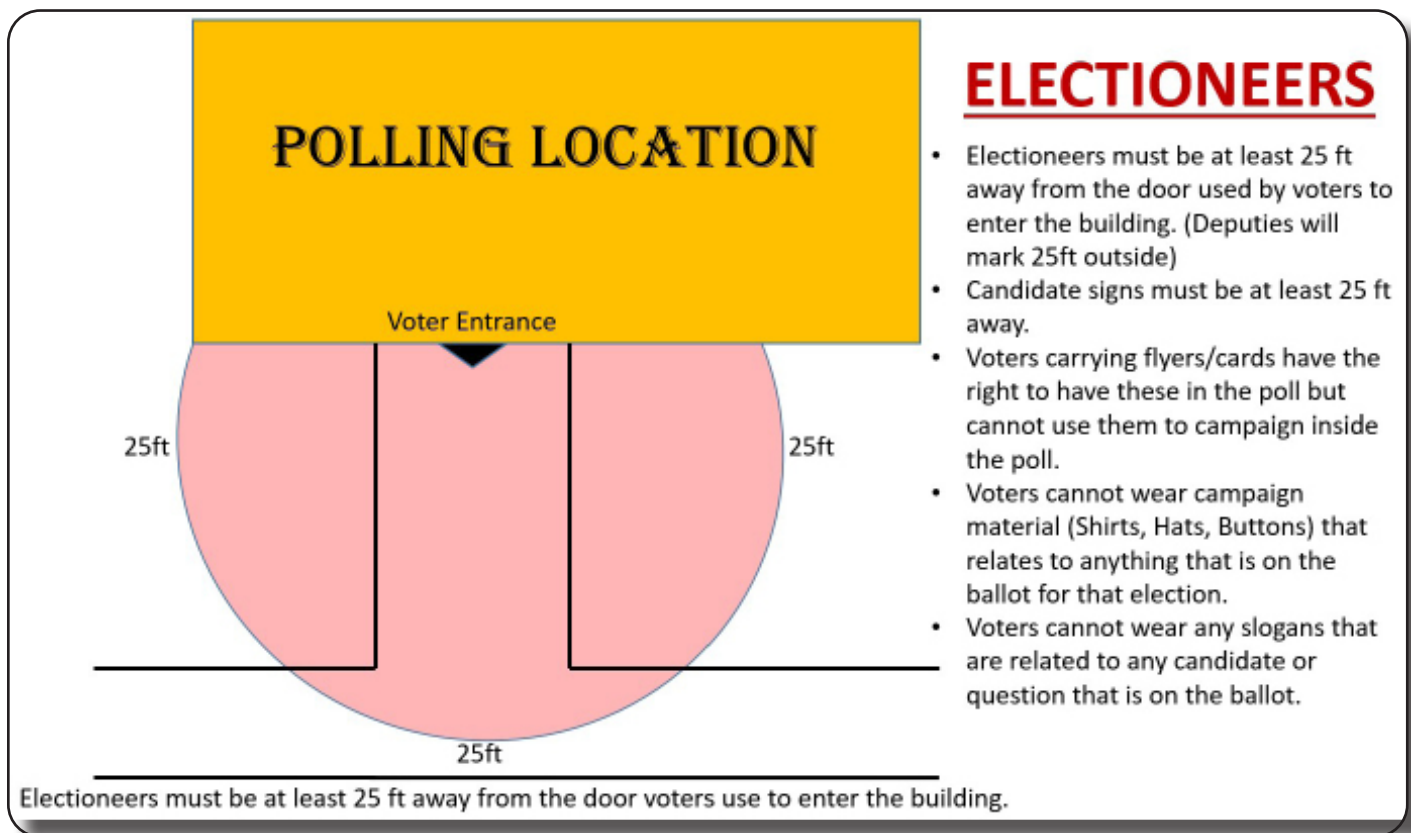


# ELECTIONEERING

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.



# 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.

Here  
Start

Table A- E-Judge

E-Judge  
TABLET

E-Judge  
TABLET

Challenger/  
Watcher

REP  
E-Judge

DEM  
E-Judge

**CHALLENGERS- ONLY ALLOWED TO SIT NEXT TO E-JUDGE TABLE TO LISTEN FOR THE NAMES OF THE VOTERS WHEN THEY ARE BEING CHECKED IN.**

- 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.

**WATCHERS- ONLY ALLOWED TO SIT NEXT TO E-JUDGE TABLE TO OBSERVE THE POLLING LOCATION.**

- 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.

# CLOSING THE POLL

## CLOSING PROCEDURES

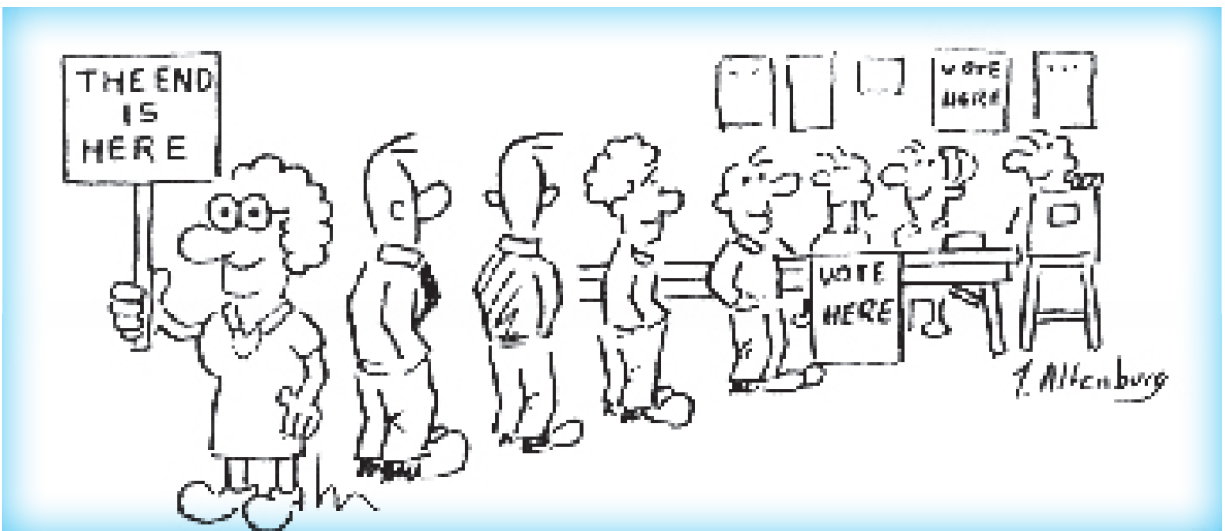
Immediately after the last voter has left the poll, the Election Judges should complete the closing procedures as outlined on the closing checklist located in the “Red Folder”. Make sure both Supervisory Judges run ALL By-Pass ballots after the poll is empty and secured before you shut down the PBC. After completing ALL PBC closing procedures, begin collecting your ballots and filling out your Ballot Certification form.

### **REMOVE THE TM (MEMORY STICK).**

YOU MUST return the TM (memory stick) in the clear plastic pouch that is in the clear black zipper pouch in the grey ballot carrier with the ballots.

Closing procedures must be completed quickly and accurately. Everything needs to be taken to the ballot delivery location as quickly as possible. Many people are waiting for the election results. Any time the Supervisory Judges are late in delivering the ballots, there is a concern that there is a problem at their poll.

Use the judge’s “CLOSING CHECKLIST” found in the red folder to ensure that all procedures have been completed at the close of the day.



**REMEMBER TO LEAVE THE POLL  
CLEAN, REPACK ALL SUPPLIES AND EQUIPMENT FOR  
RETURN TO THE ELECTION BOARD AND DISPOSE OF  
ANY TRASH PROPERLY.**

## RETRIEVING THE BALLOTS

Before the PBC is shut down and ballot box is opened, all voters, challengers and all persons except the Election Judges, technicians, deputies and watchers must leave the poll.

Judges need to perform the following tasks:

1. Open the By-Pass door and take out all the By-Pass envelopes if any were cast.
2. Supervisory Judges will run all the By-Pass ballots through the PBC.
3. Once all By-Pass ballots have been run, you may start the closing procedure.  
Instructions are on the “Closing Checklist” in the “Red Folder”
4. Break all seals and unlock the PBC to lift the PBC unit off of the ballot box.
5. Cut the ZIP TIE seal to lift the lid from the ballot box.
6. Unlock the back doors on the Black Ballot Box and carefully remove all ballots by hand – do not count ballots. Place voted ballots into the Grey Ballot Carrier.

## FOR SUPPLIES NEEDED TO BE RETURNED TO THE BALLOT DELIVERY LOCATION, REFER TO APPENDIX.

***ANYTHING THAT IS NOT ON THE RETURN LIST, PLEASE LEAVE IN THE EQUIPMENT SECURITY CAGE AT THE POLL!***

## AT LAST

All Election Judges should make sure the Supervisory Judges leave for the location indicated on the current Election Ballot Delivery Schedule (**in the same vehicle**) with all of the specified items.

Please check for anything utilized during the day and still left turned on – i.e., coffee pots and lights. Please leave the facility in the condition you found it. When all judges leave (all at the same time), the building should be secure. The doors are locked per the instructions for that particular building.

Remember: We are guests in all poll facilities. We cannot afford to be evicted from a site because of judges’ lack of respect for our host’s property.

# Emergency Plan

Your safety is very important to us. Please follow the instructions below in case of an emergency at any Jackson County Election Board polling location.

- ***Fire & Tornado***

If there is no immediate danger to you and time allows, please take the following to a safe/secure location until you receive the all clear.

- 1) Retrieve PBC/Ballot Box (unplug – two judges roll to safety)
- 2) Retrieve Unused Ballots
- 3) E-Judge Tablets
- 4) Supplemental Book

Once all poll workers and equipment are in a safe/secure place, please call the Election Board to report the situation.

Your safety is more important to us than the equipment, if there is not enough time to gather the items listed above, please assist voters and other judges to the designated safe area.

- ***Angry Person in Polling Location***

In the event of disgruntled person(s) please call the Election Board so we can get personnel to your location to assist in removal of that person(s). (This includes voters, challengers and watchers, building staff, poll worker or strangers).

The Election Board will determine on the phone if the Police need to be contacted and dispatched to your location.

- ***Weapons***

Weapons are not allowed in the polling location. This goes for the Election Judges and Voters. If you notice there is a weapon in the polling location please politely ask the person to take it back to their vehicle. If the voter has already waited in line and exits to place their weapon in their vehicle that voter may come back to the front of the line to check in.

Law enforcement personnel are permitted a weapon in the polling location while voting. Law enforcement are not permitted in the polling area unless they are voting or have been called to the location by the Jackson County Election Board.

**FOR ANY CONCERNS NOT ADDRESSED ABOVE PLEASE CALL THE ELECTION BOARD  
816-325-4600**

# APPENDIX

- TOWNSHIPS
- OPENING CHECKLIST
- CLOSING CHECKLIST
- ADA AND PBC ON ELECTION DAY
- VOTERS OATH OF ASSISTANCE
- SUPPLEMENTAL BOOK
- CURBSIDE VOTING BOOK
- PROVISIONAL INSTRUCTIONS
- REGISTERING A VOTER
- BALLOT CERTIFICATION
- MORNING SUPPLIES LIST
- EVENING RETURN SUPPLIES LIST
- CELL PHONE INFORMATION
- EQUIPMENT SECURITY CAGE
- SEAL CHECKLIST
- QUICK QUESTIONS



Many of the things done by Election Judges on Election Day need to be documented and, as a result, there are a number of forms to be completed. These forms are shown throughout this Appendix.

Please make sure to print neatly on everything so that the Election Board Staff can read the information accurately.

**REMEMBER:** The Jackson County Election Board is here to help if you are unsure of how to fill out any forms or have any questions. Make sure to call the correct phone number listed on your specific election day phone number card.

## ***TOWNSHIPS*** ***(Abbreviations)***

Blue Subdistrict's 1 - 8

Brooking (BR)

Fort Osage (FO)

Prairie (PR)

Sni-A-Bar (SN)

Van Buren (VB)

Washington (WA)

## OPENING CHECKLIST 5:00AM-6:00AM

### Open Equipment Security Cage- Supervisory Judges

- \*Remove all white ballot boxes
- \*Ballot boxes will be numbered in order to open. (1 of 3, 2 of 3, 3 of 3, etc.)
- \*Open white ballot box 1 of 3 FIRST
- \*Remove and open "HEADER BALLOT" ENVELOPE
  - Check Header Ballot Envelope for the following items: Check each one to make sure you have each item
    - 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)
- \*Open the PBC bag and place the PBC on top of the Black Ballot Box. **DO NOT MOVE BALLOT BOX AFTER PBC HAS BEEN PLACED ON TOP (BALLOT BOX WILL TIP OVER EASILY)**
- \***USE KEY TO LOCK PBC IN PLACE.** Key is in the TM key pouch
- \*Seal PBC to Black Ballot Box (front left corner) with hammer lock seal
- \*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)
- \*Tilt screen of PBC up
- \*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
- \*Place header ballot in header ballot envelope and zero report inside "Black Clear Zipper Pouch"
- \*When ALL header ballots have been run press **"DONE"** bottom left of PBC screen

**ONLY** if you have more than one header ballot

- \*Place 2<sup>nd</sup> 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 3<sup>rd</sup> or 4<sup>th</sup> header ballot

## **ADA Unit -Supervisory Judges**

- \*Unpack the ADA
- \*Set ADA on a table near power outlet
- \*Tilt screen up
- \*Plug ADA power cables into the ADA. (2 total power cables. One under screen, one on backside near power switch)
- \*Plug both power cables into power source. (Extra power strips have been added to every poll)
- \*Turn on ADA unit (Switch on back near power cord)
- \*“Machine Info” will print. Place in “Black Clear Zipper Pouch”
- \*Unwrap the ADA keypad behind the ADA to test ADA
- \*Plug headphones into the headphone port on the side of keypad (Left side with picture of headphones)
- \*Put on headphones and use keypad to test ADA. Listen to the ballot. At the end of the ballot press cancel. If ballot prints, write **OPENING ERROR** on it and place in spoiled ballot envelope (place ADA keypad back in holster)
- \*Unplug Headphones (Only plug them in when testing or when voter needs to listen to the ballot)
- \*Set up cardboard station around ADA for privacy

**PLACE ALL PBC & ADA “MACHINE INFO” and ZERO REPORTS IN BLACK CLEAR ZIPPER POUCH**

## **Ballot Certification -Supervisory Judges**

- \*Check to make sure you received all the ballots (open all boxes to count sealed packages of ballots.)
- DO NOT OPEN ALL OF THE PACKAGES! Open new package when needed**
- \*Take out first set of sealed ballots. Open the package with “USE THIS PACKAGE 1<sup>ST</sup>” sticker
- \*ONLY OPEN ONE SET OF BALLOTS AT A TIME! Ballots are sealed in packs of 100
- \*Check the box next to total if correct
- \*Write number of ballots in “Total Ballots Received” box
- \*Initial the top part of Ballot Certification and place in safe place to use later after polls close
- \*Initial ballots with a red ball point pen as needed. (Top left corner of ballots)

## **Setting up the Poll- Judges and E-Judges**

- \*ONE E-Judge should stand at entrance to get equipment from Deputy
- \*Set up Voting Booths
- \*Set up sign display where it is visible to voters before they check in
- \*Place Sample Ballot(s) in sign display
- \*Open Blue Pouch Deputies delivered on their first round
- \*Take out Supplemental Book and Curbside Voting Book
- \*Take out Laminated Demonstrator Ballot which can be found in the Red Folder
- \*Open 1<sup>st</sup> package of ballots which is marked with “Use this package 1<sup>ST</sup>” sticker
- \*Place a Black Pen in each voting station unless voters are being supplied with “I Voted” pens

After everything is set up and turned on and you are ready for the first voter, then you can sign the payroll form and place it in the “payroll envelope”. Payroll envelope will be placed in the Black Clear Zipper Pouch.

**Everything should be set up at the end of the checklist. PBC and ADA should now be on and ready for the first voter. ANY questions or problems use the assigned Election Day phone numbers given at training.**

## **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 seal and unlock the By-Pass door. (Lock is on the right) (Key to ballot box is in TM pouch)

\***Take out** By-Pass ballots, **run ALL By-Pass** ballots through the PBC!

- 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 polls.

\*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

\*Closing report(s) prints. **Write PBC closing report total on Ballot Certification. ("Pages Cast" on closing report)**

\*"Voting has been closed" Press "Done"

\*Do you want to print Write-In report? Press "Yes" (**only when write-ins are available**)

\*"Process and print Write-In report" Press "Continue" to Print (**only when write-ins are available**)

\*Write-In report prints. **Circle YES or NO on Ballot Certification indicating if there are write-ins.**

\*Press "Shut Down"

\*"Are you sure" Press "Yes"

\*ALL judges sign the closing report

\*Place closing report and Write-In report into the Black Clear Zipper Pouch

\*Wait until the screen of the PBC says "NO SIGNAL" to flip switch to power off PBC

\*Fold down the PBC screen

\*Press screen release button to raise PBC screen to get to the TM door (button next to PBC screen)

\*Break TM hammer lock seal next to PBC screen and open TM door using the barrel key in the TM pouch

\*Take out TM and place in the TM pouch, relock TM door with barrel key, lock PBC screen back down

\*Unplug the PBC from power outlet and back of PBC

\*Unlock the PBC from the Black Ballot Box and place keys back in pouch

\*Break hammer lock seal that connects PBC to Black Ballot Box. (Front left corner)

\*Slide PBC off of Black Ballot Box and place back in PBC bag with power cord

\*Seal bag with Split Seal

## **Shutting down the ADA**

\*Press the "Secret Button" (tap the bottom left corner of ADA screen)

\*Enter Password specific to that election. Deputies dropped off password in their last round

\*Press "Close Voting" , Re-Confirm "Close Voting", "Close Voting" (Place report in "Black Clear Zipper Pouch")

\*Press "Back" then press "Shut Down" twice and wait until screen says "no signal"

\*Flip power switch in back

\*Unplug 2 power cords from power source and back of ADA

\*Wrap the ADA keypad cord back around the back of ADA and place keypad back in holster (if unwrapped)

\*Place ADA and power cords back into the ADA bag with headphones (behind the screen)

\*Seal bag with Split Seal

**Retrieving Ballots-** Break all seals on back of Ballot Box. (Fingernail clippers in bag with pens will cut Zip tie seals)

- \*Use key to unlock the back door of the ballot box
- \*Open ballot box and collect ballots-**DO NOT** count the ballots.
- \*Fill out the rest of Ballot Certification
  - Total Number of Voters Checked In (Ask E-Judge)
  - Number of Spoiled Ballots
  - ADA Ballots Cast (**YES or NO**)
  - Number of Unused ballots (take total you started with and subtract total voted ballots (Pages cast))
  - Number of Provisional Ballots (when applicable)
  - Write-Ins (Yes or No)

\*Place Voted ballots into the Grey Ballot Carrier

**\*Place keys back in TM pouch with TM and place in Black Clear Zipper Pouch.**

## **RETURN THESE ITEMS TO THE BALLOT DELIVERY LOCATION:**

### **Blue Pouch Containing:**

- Supplemental Book(s)
- Curbside Voting Book
- Completed Forms Envelope
- Poll Key In Red Bag (when applicable)

### **Black E-Judge Equipment Case:**

- Tablets- 2 per case
- Chargers- 2 charger boxes and 2 charger cords
- Stylus- 4 per case
- Microfiber Cloth and Clear supply pouch

### **White Ballot Box:**

- Unused Ballots
- Spoiled Ballot Envelope

### **GREY BALLOT CARRIER – Seal carrier with Zip tie seal after items listed below are INSIDE carrier**

- Voted Ballots (on bottom of Grey Carrier)
- Orange Provisional Bag
- Header Ballot Envelope
  - Header Ballot
- Closing Ballot Envelope
  - Closing Ballot
- Black Clear Zipper Pouch
  - **PBC TM & PBC KEYS IN CLEAR BROWN POUCH**
  - Ballot Certification Form
  - Payroll Sheet
  - ALL REPORTS FROM MACHINES: MACHINE INFO, OPENING REPORTS, & CLOSING REPORTS
  - Write-In Report (If Applicable)

**DO NOT FORGET THE TM!!!!**

**PACK MACHINES AND EQUIPMENT BACK INTO CAGE. LOCK THE DOORS AND LEAVE THE CAGE KEYS IN THE LOCK BOX ATTACHED TO CAGE. MAKE SURE TO CLOSE AND LOCK THE LOCK BOX. SET COMBINATION TO - 0000**



## ADA and PBC on Election Day

### ADA/Ballot Marking Device-

The ADA can be used for blind or visually impaired voters to listen to the ballot or any voter that wishes to use it to mark their ballot. Follow the steps below to start the ADA for any voter.

- Write down the 5 digit ballot ID number before going to the ADA device. **(Split polls need to double check which ID# to use)**
- Type in the 5 digit ballot ID# on the main screen and tap enter.
- Show the voter how to use the ADA ballot marking device.
- After they have completed their selections, they will review their ballot.
- Make sure the voter knows that they will press "PRINT" when they are finished voting and it will print their ballot.
- They will then take their ballot to the PBC unit to cast their vote.

ADA voters who are blind use the keypad that is connected to the ADA. Make sure headphones are plugged into keypad.

- Type in 5 digit ballot ID#- ballot should start reading through headphones and voter may follow instructions to vote.

If you have a blind voter: Make sure poll is completely quiet. Be ready to assist the voter along with a judge of the opposite party to help the voter deposit their ballot in the PBC.

### PBC- after the PBC is open

- Voters deposit their full page ballot into the PBC. There are 4 different ways the voter may place their ballot for acceptance by the PBC.
- **DO NOT ATTEMPT TO VIEW HOW ANY VOTER HAS VOTED.**
- If the ballot is not accepted into the PBC and comes back out. Read the PBC print out. There could be 3 different problems with FULL PAGE BALLOTS:
  - Over vote- The voter voted for more in that contest than what is allowed. Example: Vote for 1 candidate and the voter voted for 2 in that race.
  - No Selection- The voters ballot is blank or not filled out correctly. Voters may vote a blank ballot if they wish.
  - **INVALID PRECINCT NOTIFICATION (on screen of PBC)- CALL PBC AND ADA HELP DESK**
- Spoil/problem ballot, put spoiled ballot in "Spoiled Ballot" envelope and give voter a new ballot. If the voter wishes to cast his/her ballot with an over vote or it is blank press "Override" box and deposit ballot again.
- ADA will not allow voters to over vote and will prompt voters if they have under voted or missed a candidate race or issue on the ballot. Deposit ADA ballots between red arrows on PBC.

# VOTERS OATH OF ASSISTANCE

If someone needs voting assistance, use the “Voter’s Oath for Assistance” form.

Remember to use only one of the options—either the “Assistance by Election Judges” section or the “Assistance by Person Designated by Voter” section.

Once completed by Bi-Partisan team, this form is placed in the “Completed Forms” envelope before the judges assist that voter.

If you need additional help in completing this form, contact the Election Board office.

## 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 \_\_\_\_\_

# SUPPLEMENTAL BOOK EXAMPLE

00010 B1-01, 02, 04  
Supplemental Book  
Jackson County Board of Election Commissioners  
November 8, 2022 General 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

**IMPORTANT: THIS INFO IS FOUND ON YOUR TABLET**  
**COMPLETELY AND LEGIBLY PRINT VOTER INFORMATION BELOW**

ADDRESS CHANGE	<input type="checkbox"/>
PROVISIONAL	<input type="checkbox"/>
OTHER	<input type="checkbox"/>
<hr/>	
<hr/>	

VOTER ID NUMBER: _____
NAME: _____
ADDRESS: _____
MAILING ADDRESS: _____ (If Different)
SIGNATURE: _____

<u>Voter Initials</u>	<u>Judges Initials</u>	

DOB: _____
PHONE # _____

ADDRESS CHANGE	<input type="checkbox"/>
PROVISIONAL	<input type="checkbox"/>
OTHER	<input type="checkbox"/>
<hr/>	
<hr/>	

VOTER ID NUMBER: _____
NAME: _____
ADDRESS: _____
MAILING ADDRESS: _____ (If Different)
SIGNATURE: _____

<u>Voter Initials</u>	<u>Judges Initials</u>	

DOB: _____
PHONE # _____

When a Voter needs to change their address, vote a provisional ballot or other as instructed by the Election Board:

- Hand write the voter's information: Voter ID, Phone #, Date of Birth, Name, Address and Mailing Address (if different than registered address) in the first available space in the Supplemental Book.
- Have the voter sign on the signature line and initial in the "Voter Initials" box.
- Bi-Partisan Judges will initial in "Judges Initials" box.
- Check "Address Change, Provisional or Other"

# CURBSIDE VOTING BOOK EXAMPLE

00010 B1-01, 02, 04  
CURBSIDE VOTING Supplemental Book  
Jackson County Board of Election Commissioners  
November 8, 2022 General 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

**LEGIBLY PRINT VOTER INFORMATION BELOW**

CURBSIDE <input type="checkbox"/>
-----------------------------------

VOTER ID NUMBER: _____
NAME: _____
ADDRESS: _____
MAILING ADDRESS: _____ (IF DIFFERENT)
SIGNATURE: _____

<u>Voter Initials</u>	<u>Judges Initials</u>	

DOB: _____
PHONE # _____

CURBSIDE <input type="checkbox"/>
-----------------------------------

VOTER ID NUMBER: _____
NAME: _____
ADDRESS: _____
MAILING ADDRESS: _____ (IF DIFFERENT)
SIGNATURE: _____

<u>Voter Initials</u>	<u>Judges Initials</u>	

DOB: _____
PHONE # _____

When a Voter needs to vote curbside:

- Hand write the voter's information: Voter ID, Phone #, Date of Birth, Name, Address and Mailing Address (if different than registered address) in the first available space in the Supplemental Book.
- Have the voter sign on the signature line and initial in the "Voter Initials" box.
- Bi-Partisan Judges will initial in "Judges Initials" box.
- Check "Curbside" box

Follow the instructions outlined previously listed in the Judge Manual



# **PROVISIONAL BALLOTS**

**FOR VOTERS WHO DO NOT HAVE A VALID FORM OF ID  
PLEASE FOLLOW THE INSTRUCTIONS BELOW.**

## **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.



# PROVISIONAL BALLOTS

FOR VOTERS WHO HAVE A VALID FORM OF ID BUT CAN NOT BE FOUND IN THE E-POLLBOOK  
PLEASE FOLLOW THE INSTRUCTIONS BELOW.

## 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.

# FILLING OUT REGISTRATION CARDS

## THE AFFIDAVIT

Are you a citizen of the United States of America?		<input type="checkbox"/> Yes <input type="checkbox"/> No		Will you be 18 years of age on or before election day?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
IF YOU CHECKED "NO" IN RESPONSE TO EITHER OF THE ABOVE QUESTIONS, DO NOT COMPLETE THIS FORM.							
Last Name				First Name		Middle Initial	
Legal Address				Township		Precinct	
House Number		Street or Road		Apt.		City	
Mailing Address (if Different)				Zip			
S.S. # (Last Four Digits Required)				Date of Birth		Place of Birth	
				Month Day Year		City & State or County	
County of previous registration:							
What Address:							
House #		Street		City		State Zip	
What Name:							
Remarks:				DRIVERS LICENSE REQUIRED (State Issued & Number)			
				Identification (Required)			
Election Official Signature				Home Telephone			
Registration Site				Work Telephone			
<p>I am a citizen of the United States and am a resident of the state 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 rights of suffrage, I have had the voting disabilities resulting from such conviction removed pursuant to law. I do solemnly swear that all statements made on this card are true to the best of my knowledge and belief. I UNDERSTAND THAT IF I REGISTER TO VOTE KNOWING THAT I AM NOT LEGALLY ENTITLED TO REGISTER I AM COMMITTING A CLASS ONE ELECTION OFFENSE AND MAY BE PUNISHED BY IMPRISONMENT OF NOT MORE THAN FIVE YEARS OR BY A FINE BETWEEN TWO THOUSAND FIVE HUNDRED DOLLARS AND TEN THOUSAND DOLLARS OR BY BOTH SUCH IMPRISONMENT AND FINE.</p> <p>Date</p> <p>Signature of Voter</p> <p><input type="checkbox"/> Check here if you would like to work as an Election Judge.</p>							

**Name Change:** If someone needs to change their name because of their marital status or maybe they want to be registered under a different name, fill out a registration card. Fill out the name the voter wishes to be registered as on the top line of this card. Complete the voter's address on the line under their New\* name. Make sure to get the voter's last four digits of their Social Security number and their Date of Birth so the Election Board can verify the change for the correct voter. Near 2/3 of the way down on the left side of the card it says, "What Name". Fill out the voter's old name where it says "What Name" that is "What Name" the Election Board needs to look up in order to find the voter and change their name to their New\* name. You are the Election Official, make sure to sign this card where it says, "Election Official Signature". Write down the voter's phone number in the correct box so the Election Board can contact the voter with any questions. Last, you will have the voter sign and date this card after they have read the oath. Once the card is filled out, place completed registration card in the judges "Completed Forms" envelope.

Refer to next page for registering  
a new voter.



# REGISTERING A VOTER

The letters on the sample affidavit correspond with the lettered steps below.

Begin by asking the applicant if he/she is a United States Citizen and 18 years of age on or before the next Election Day.

If YES, mark the appropriate boxes. If NO, do not complete the affidavit.

When an applicant is previously registered, complete items a-c. If he or she has not been registered before, begin with item d.

- a) Fill in the county where the applicant was previously registered.
- b) Complete the address of the previous registration, including mailing address, city, state and zip code.
- c) Ask if the applicant was registered under a different name. If so, fill in this name. This is particularly important if they were registered in Jackson County under a different name (for example, a married or maiden name.)
- d) **NAME.** Ask the applicant how he/she signs his/her name; and print the name that way. For example, a person's name could be Joseph William Smith, and he could sign his name any of the following ways: Joseph William Smith, Joseph Wm. Smith, Joseph W. Smith, Joe W. Smith, J.W. Smith, Joe Smith, Joseph Smith, J. Smith, Joey Smith, J. William Smith, J. Wm. Smith, and Joey W. Smith.
- e) **LEGAL ADDRESS.** Ask the applicant for the address at which he/she resides. Do NOT use the address on the identification, as it may not be current. NOTE: Applicants must give a legal address. We cannot register someone with only a P.O. Box address.
- f) **MAILING ADDRESS.** Ask the applicant if he/she has a mailing address different from his/her legal address. This could be a post office box, or other address at which he/she receives mail.
- g) **SOCIAL SECURITY NUMBER.** Enter the applicant's Social Security Number. The law now requires an applicant to furnish at least the last four digits of their Social Security Number in order to be a registered voter.
- h) **DATE OF BIRTH.** Enter the applicant's date of birth. Use the numerical format of 1/1/97. NOTE: Applicants who are 17-1/2 years of age may register.
- i) **PLACE OF BIRTH.** Enter the applicant's city and state of birth. If born outside the USA, enter the country.
- j) **HOME TELEPHONE.** Enter the applicant's home telephone number (if available).
- k) **WORK TELEPHONE.** Enter the applicant's work telephone number (if available). This is very helpful if we need to contact the applicant during business hours.
- l) **DATE.** Enter date.
- m) **SIGNATURE OF APPLICANT.** Ask the applicant to raise his/her right hand. Read the oath to the applicant. Then ask the applicant to verify the information on the card before signing his/her name. Check to see that the signature matches the way the name was printed at the top of the card. If the applicant is unable to write, have him/her sign by making an "X" while you watch. Print the name of the applicant next to the "X" and write "Witnessed by" in the remarks area above your signature.
- n) **IDENTIFICATION.** Enter the type of identification checked.
- o) **MISSOURI DRIVERS LICENSE.** Enter the Applicant's Current and Valid Missouri Driver's License or State Identification number.
- p) **ELECTION OFFICIAL.** Sign your name.
- q) **REGISTRATION SITE.** Enter the site where registration is taking place. If registration is at a special event, please name the event (Example: Santa Cali-Gon).

# EXAMPLE OF BALLOT CERTIFICATION

## Ballot Certification

### Jackson County Board of Election Commissioners Independence, Missouri

We hereby certify at the \_\_\_\_\_ SPECIAL ELECTION \_\_\_\_\_ held in Jackson County, Missouri on  
August 3, 2021 In B8-04,05,06,07,08, PR-01, SN-01,02 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  
Color WHITE  
Color \_\_\_\_\_  
Color \_\_\_\_\_  
Color \_\_\_\_\_  
Color \_\_\_\_\_

BALLOT ID#  
00010

CHECK IF CORRECT  
☒ 1270 Total  
☐ \_\_\_\_\_ Total  
☐ \_\_\_\_\_ Total  
☐ \_\_\_\_\_ Total  
☐ \_\_\_\_\_ Total

#### INITIALS OF JUDGES

Rep. \_\_\_\_\_ Rep. \_\_\_\_\_ Dem. \_\_\_\_\_ Dem. \_\_\_\_\_  
Rep. \_\_\_\_\_ Rep. \_\_\_\_\_ Dem. \_\_\_\_\_ Dem. \_\_\_\_\_

TOTAL  
BALLOTS  
RECEIVED

Election  
Evening

Grey Ballot Carrier  
Seal Number

\_\_\_\_\_

- (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. \_\_\_\_\_  
REP. \_\_\_\_\_ DEM. \_\_\_\_\_

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

# COMPLETING THE BALLOT CERTIFICATION

In order to properly prepare this Ballot Card Certification, the following steps must be taken:

5:00 a.m.

Three items need to be handled before you open the poll.

1. Before the poll opens, verify the number of ballots received by counting packages of ballots and checking the box next to "Total" if correct. If not correct, change the number to the correct number of ballots for that style. **CALL JCEB to inform that the number of ballots received was wrong.**
2. Add all ballots received together and place number in "Total Ballots Received"
3. Place initials in the proper box on the top half of the certification.

7:00 p.m.

Complete the **ELECTION EVENING** section.

Record the number on the Zip-tie seal on the left side of the ballot card certification before you seal the grey carrier.

- (A) Enter the PBC Closing Report Total **(Pages Cast)**.
- (B) Enter total number of VOTERS-  
(Ask E-Judge- number of check-ins on the tablet.)
- (C) Enter number of SPOILED ballots.
- (D) Answer Yes or No if you have any ADA ballots and place in box D. (Do not count number of ADA ballots)
- (E) Enter number of UNUSED ballots.
- (F) Answer Yes or No if you have any Write-In ballots and place in box F.
- (G) Number of Provisional Envelopes (when applicable)
- (F) WRITE THE GREY BALLOT SEAL NUMBER WHERE INSTUCTED (LEFT SIDE)

If PBC Closing Report and Total Number of Voters match, the judges shall sign the bottom of the Certification. Please make a note at the bottom of the certification of any problems with the certification. Make sure no voter leaves the polling location with a ballot.



# MORNING LIST OF SUPPLIES

Where to find items in the MORNING on  
Election Day

## Blue Supply Box-

- Orange Provisional Bag
- Judge Manual
- Forms Envelope
- Flashlight & Magnifier
- Flag and Stand
- Clipboard
- Extension Cord
- Power Strip(s)
- By-Pass Envelopes
- "I Voted" Stickers or Pens
- Cell Phone
- Privacy Sleeves

## Judges Red Folder-

- Opening Checklist
- Closing Checklist
- Demo Ballot
- Payroll Envelope
- Spoiled Ballot Envelope
- Sample Ballots
- Start Here Sign
- Vote Here Sign
- Demo/Privacy Sleeve Sign
- Misc. Information

## White Ballot Box-

- Ballots
- Opening Envelope
  - Header Ballot(s)
  - Ballot Certification
  - JCEB Seal Check Form
- Closing Envelope
  - Closing Ballot
- Clear Black Zipper Pouch
  - Key Pouch with Keys
  - Seal Bag

## E-Judges Blue Folder-

- ID Chart
- Provisional Information
- Cell Phone Information
- Text Log
- Tablet Receipt
- Misc. Information

# EVENING LIST OF SUPPLIES TO BE RETURNED TO BALLOT DELIVERY LOCATION

- A. BLUE POUCH CONTAINING:
  - 1. SUPPLEMENT BOOK(S)
  - 2. CURBSIDE VOTING BOOK
  - 3. COMPLETED FORMS ENVELOPE
  - 4. POLL KEY IN RED BAG (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 TOWEL
  
- C. WHITE BOX CONTAINING:
  - 1. UNUSED BALLOTS
  - 2. SPOILED BALLOT ENVELOPE
  
- D. GREY BALLOT CARRIER 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 & PBC KEY IN CLEAR PLASTIC BAG
    - BALLOT CERTIFICATION FORM
    - PAYROLL SHEET
    - ALL REPORTS FROM MACHINES: MACHINE INFO, OPENING REPORTS, & CLOSING REPORTS
    - WRITE-IN REPORT (WHEN PROMPTED)

# JCEB Cell Phones

- For JCEB election purposes only.
- Do not click on any updates.
- Ignore any pop ups that are not texts from JCEB or phone calls from JCEB.
- Do not download anything to phone.
- Do not connect to wifi.
- Turn the phone on first thing in the morning and power off at the end of the night.



←  
Volume Buttons

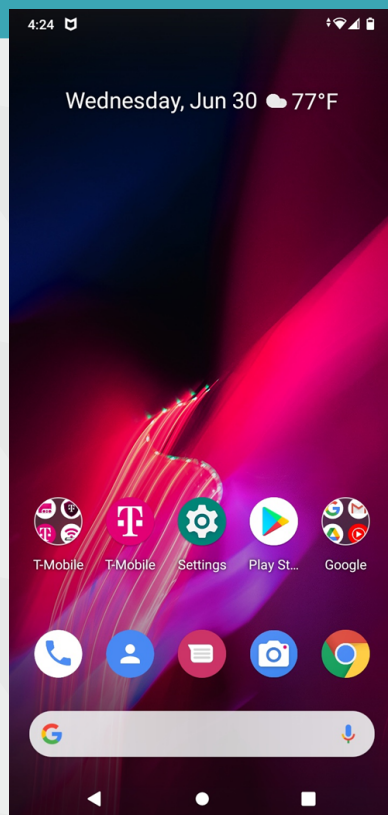
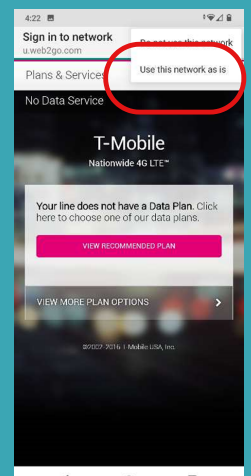
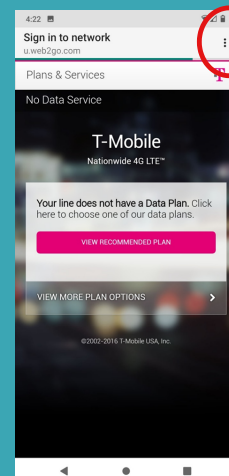
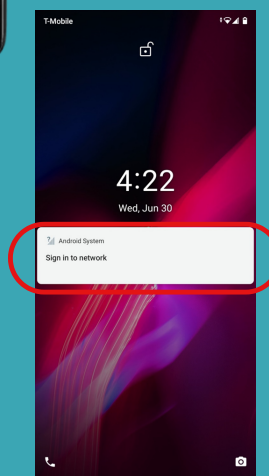
←  
Power ON/OFF Button

Remember you can always use your own personal cell phone to call JCEB when you need assistance.

## Sign Into Network

If you do not sign into the network quickly enough you may need to restart phone to get the sign in option to reappear.

1. Touch Sign in to network text box.
2. Touch menu icon (3 dots).
3. Touch Use this network as is.



## Making Phone Calls and Receiving Texts

Call JCEB- phone icon

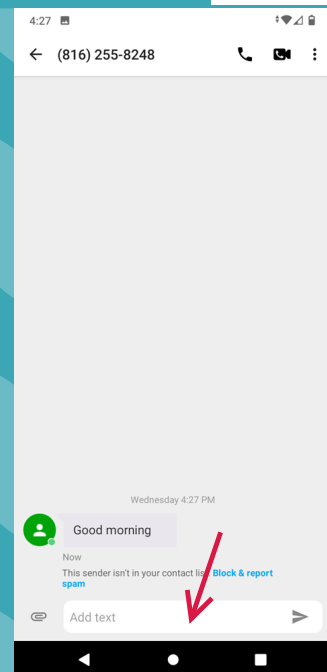


To dial JCEB touch pink circle.

After the phone icon



View Text- text icon



The white circle will return you to the home screen.

# Text Message Log Instructions

1. Record time of message
2. Check box Can Vote or Can Not Vote (If Applicable)
3. Record Township & Precinct
4. Record Name, Address and Voter ID Number (If Applicable)
5. Record any other special messages in "Other" Column
6. Record **only** text messages received on the Text Message Log

B1 01

Jackson County Election Board Text Message Log Election Day							
Time	Can Vote	Not Vote	Twp/Pct	Name	Address	Voter ID Number	Other
6:00				SAMPLE			Good Morning everybody! Have a great day!
10:00	X		B1 01	John Smith	123 Main St IN 64050	123456	
10:00		X	B1 02	John Smith		123456	
3:00	X		B1 01	Jane Smith	123 Main St IN 64050	654321	
3:00		X	B1 02	Jane Smith		654321	
6:30				JUDGES			Do you remember where to take your ballot carrier?
6:55				JUDGES			Do not forget to remove the TM from the PBC for delivery to JCEB.

03/07/2019

# Equipment Security Cage

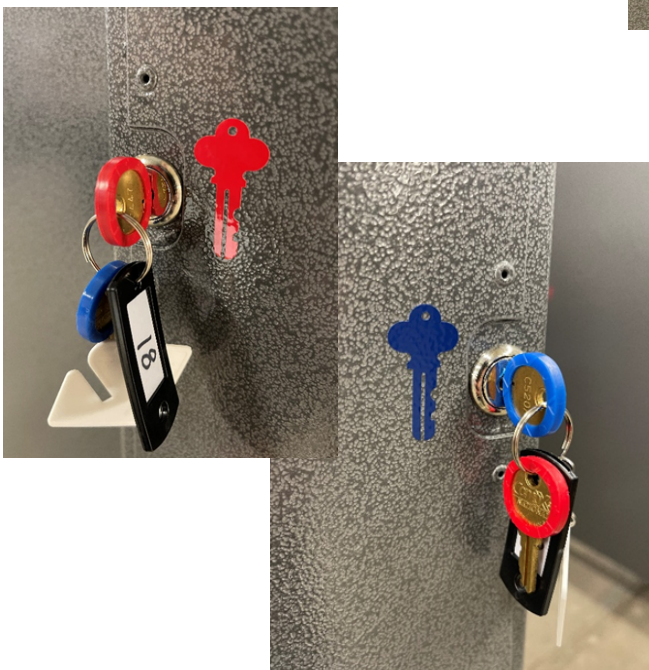


Step 1

Enter Code that was sent to Supervisor Judges

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

Step 2



Step 3

Use the Red Key to unlock the door with red key lock and that Blue Key for the blue key lock.

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



## Step 4

When packing back up at the end of the day follow the signs on the inside of the doors to tell you what equipment goes where.



### **Once all equipment is inside Equipment Security Cage**

1. Lock the doors
2. Lock the lock box back on latch
3. Place keys inside lock box
4. Close lock box and set the combination to **0000**

1 YES NO

2 YES NO

3 YES NO

4 YES NO

**CHECK ALL  
THE SEALS**



YES

NO

5

6 YES NO

7 YES NO



YES

NO

8





# Quick Questions

*These should be answered before you leave the poll!*

1. Did you get the PBC TM?
2. Is your poll clean and in the same condition you found it? Coffee pots turned off? Lights turned off?
3. Is the equipment packed in the cage where and how you found it?
4. Is the cage locked, cage keys in lock box and the combination on the lock box set to **0000**?





Please make sure that polling location is left how you found it. All of the equipment should be packed and locked inside the cage exactly how you found it. Double check to make sure that the Supervisor Judges have pulled the TM (Memory Stick) from the PBC. The two Supervisor Judges have to ride IN THE SAME CAR to the specific ballot delivery location that is assigned for their polling location. If you have any questions, please make sure to contact JCEB.



**The Jackson County Election Board  
would like to THANK YOU for your help  
in running successful elections!**