

Guide for Election Board Officials in Philadelphia County

A supplement to the election seminars conducted by the
City Commissioners



POLLS ARE OPEN FROM 7:00 AM TO 8:00 PM

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ELECTION DAY CHECKLIST

Election Officers report to their respective polling places by 6:30 AM on Election Day. If a polling place isn't open, call **215-686-1523**.

- ☐ Check Ward and Division tag on the Voting Machines. The Ward and Division should match the Ward and Division on the Election Materials Box.
- ☐ Election Officers are sworn in and sign the Oath of Office. The Judge of Elections assigns the officers to specific duties.
- ☐ Prepare the polling place for opening. This includes setting up the table and hanging posters on the walls.
- ☐ Set up the Electronic Voting Machines.
- ☐ Make temporary modifications for accessibility – place ramps, prop open doors, place mats over thresholds, etc. (where needed)
- ☐ Open the polls promptly at 7:00 AM.
- ☐ Begin voting procedures.
- ☐ Close the polls at 8:00 PM.
- ☐ Conduct machine tabulation of election results.
- ☐ Close and seal Voting Machines.
- ☐ Wait for police officer to pick up colored, vinyl Cartridge Results Bag.
- ☐ Return Election Materials Box and Payroll to Voter Registration Office by 2:00 AM.

IMPORTANT PHONE NUMBERS

If you have any questions or problems on Election Day, call the appropriate number:

Locked Polling Places

- **215-686-1523**
- **215-686-1520**

Voting Machine problems

- **215-686-7800**

Missing Materials, Provisional Ballots, Poll Watcher Certificates

- **215-686-1530**

Absentee Ballot Issues

- **215-686-3469**

All other questions, registration status, poll locations, etc

- **215-686-1590**
- **215-686-1500**
- **215-686-1509**

ELECTION BOARD JOB DESCRIPTIONS AND PROCEDURES

- **Judge of Election** (Elected to office or appointed by Court of Common Pleas)
- **Majority Inspector** (Elected to office or appointed by Court of Common Pleas)
- **Minority Inspector** (Elected to office or appointed by Court of Common Pleas)
- **Clerk** (Appointed by Minority Inspector)
- **Machine Inspector** (Appointed by City Commissioners)
- **Bilingual Interpreter** (Appointed by City Commissioners for qualifying divisions)

In some cases when a Judge of Elections, Majority Inspector, or Minority Inspector position is vacant the Court of Common Pleas, upon receiving a petition, may appoint an Election Board Official. The newly appointed individual will receive a court order with their appointment.

Below is a brief job description and overview of procedures for each Election Board position. For more detailed procedural information, refer to the appropriate section of this guide.

JUDGE OF ELECTIONS

Job Description

The Judge of Elections is responsible for overseeing the entire election process and voter activities for his or her Division. Each Judge is charged with conducting the Division's polling place in accordance with Federal and State election laws.

Overview of Procedures

Prior to Election Day:

1. Contact Election Board Officials to remind them of the Election Board training dates.
2. Attend scheduled Election Board Training.
3. Contact Election Board Officials and arrange for them to meet at the polling place no later than 6:30 AM on Election Day.
4. Pick up the Election Materials Box and all other election materials the weekend before the election at the designated location and store them in a secure, safe place until Election Day, or designate someone with the consent of the Minority Inspector, to do so.

On Election Day:

1. Meet all Election Board Officials at the polling place at 6:30 AM. If all members are not present, contact the missing Officials immediately.
2. Once assembled, all Election Board Officials must be sworn in by the Judge. The Judge is sworn in FIRST by the Minority Inspector. The form with the printed Oath of Office is inside the Election Materials Box. Immediately after being sworn in, all Election Board members sign the Oath of Office form in their respective spot. The Judge must return the original Oath form with all other election materials, to our Office at Delaware Ave. & Spring Garden St.; the Minority Inspector retains the carbon copy of the Oath.
3. Prepare the polling place for 7:00 AM opening.
4. Appoint Election Board Officials to specific duties.
5. Open the polling place at 7:00 AM.

6. Throughout Election Day:
 - a. Instruct voters in the use of Voting Machines.
 - b. Enforce voting regulations and procedures.
 - c. Assign relief periods and fill vacancies as required.
7. Close the polling place at 8:00 PM.
8. Make sure that the following items are placed in the colored, vinyl Cartridge-Results Bag for pickup by a Police Officer:
 - a. The FIRST (longest) results receipt from each machine which contains the Opening Zero Count, the Election Board Officials' Opening Certification signatures, and any Write-In votes.
 - b. The memory cartridge from each machine
 - c. Absentee Voters Lists (if any delivered by a police officer in the morning)
9. Wait for the Police Officer to pick up the vinyl Cartridge-Results Bag.
10. Repack ALL other materials into the Election Materials Box.
11. Return the Elections Materials Box to Riverview Place at Delaware Ave. & Spring Garden St. no later than 2:00 AM after the close of the polls.

MAJORITY INSPECTOR, MINORITY INSPECTOR, AND CLERK

Job Description

The Majority Inspector, Minority Inspector, and Clerk assist the Judge of Elections in overseeing the election process at a particular polling place. They receive assignments from the Judge of Elections and help enforce voting regulations and procedures.

Overview of Procedures

On Election Day:

1. Report to polling place no later than 6:30 AM.
2. Be sworn into office by the Judge of Elections and sign the Oath of Office.
3. Prepare the polling place for 7:00 AM opening.
4. Receive assignments from the Judge of Elections.
5. Close the polling place at 8:00 PM.
6. Sign all printed copies of the election results receipts printed by each voting machine.

MACHINE INSPECTOR

Job Description

The Machine Inspector sets up the Voting Machine, resets the machines after each voter, and instructs voters in the use of Voting Machines.

Overview of Procedures

On Election Day:

1. Report to the polling place no later than 6:30 AM.
2. Be sworn into office by the Judge of Elections and sign the Oath of Office.
3. Set-up the Voting Machines.
4. Reset the Voting Machine(s) after each voter has finished casting his/her ballot so that it is ready for the next voter.

- a. For Primary Elections: obtain the party of each voter from the official in charge of the poll book, and set the machine for each visually-able voter by pressing BOTH the Party button and Officer's Control button on the Operator's Panel in the back of the Voting Machine.
- b. For General Elections: set the machine for each visually-able voter by pressing ONLY the Officer's Control button.

BILINGUAL INTERPRETERS (IF ANY)

Job Description

Bilingual Interpreters are appointed and assigned by the Office of the City Commissioners to provide bilingual interpretation services in polling places where voters have a limited proficiency in English. Bilingual Interpreters are provided training, have their language skills assessed, and are certified.

The Office of the City Commissioners provides telephonic interpretation services in approximately 120 languages, including Spanish, at polling places in addition to the appointed Bilingual Interpreters.

Upon request by communities of other languages, where voters have limited English proficiency, an accommodation for Bilingual Interpreter services may be granted by the Office of the City Commissioners.

Overview of Procedures

On Election Day:

1. Report to the polling place no later than 6:30 AM.
2. Assist voters with language interpretation when assistance has been requested.

RELIEF PERIODS

Relief Periods (Breaks)

It is the responsibility of the Judge of Elections to assign brief relief periods to Election Board Officials during the course of Election Day. The Judge should schedule these relief periods so that only one member of the Election Board is absent at any one time.

These relief periods should be scheduled at off-peak hours so that the remaining Board members can fill in for the duties of the absent member until he or she returns.

It is a violation of the Election Code for any unauthorized person to assist in the conduct of an election, during relief periods or at any other time during the course of an election.

However, the Judge may designate, and oversee, an individual to assist with moving and positioning the Voting Machines prior to opening the polls, if necessary.

ELECTION BOARD VACANCIES

If any of the following Election Board members fail to appear by 7:00 AM, the vacancy must be filled in the following manner:

- **Judge of Elections** - The Majority Inspector appoints a Judge of Elections.
- **Majority Inspector** - The Judge appoints a Majority Inspector.
- **Minority Inspector** - The defeated candidate for Judge at the last election in which officers were voted upon shall serve, if available. To find out who this individual is you can call the County Board of Elections at **215-686-3469**.
- **Clerk** - The Minority Inspector appoints a Clerk.
- **Machine Inspector** - This position is appointed by the City Commissioners. In the event of a vacancy on Election Day, notify the County Board of Elections by calling **215-686-3469**.

NOTE: If any vacancies in the above positions have still not been filled, the qualified voters of the Division present at the polling place shall hold a vote (curbside election) to fill the office(s).

PREPARING FOR ELECTION DAY

CHECKLIST

- ☐ **Contact Election Board officials.** About three months before the Election, Judges of Elections contact Election Board Officials to determine if everyone is going to be available to work on Election Day.
- ☐ **Attend a training seminar.** Election Board Training Seminars usually start in early March for the Primary Election and early September for the General Election. Election Board Officials who were elected, or else appointed by the Philadelphia Court of Common Pleas or the City Commissioners will receive notice of the Training Seminar dates and times for their Ward/Division approximately two weeks in advance. Judges of Elections should contact Election Board Officials to remind them of the training date. Election Board Officials may also call the Voter Registration Office at **215-686-1501** to inquire about training dates, or check our website, www.philadelphiavotes.com.
- ☐ **Review the training guide.** Election Board Officials will be provided with a copy of this Election Board Official Training Guide at the Training Seminar. Read the Guide carefully before Election Day.
- ☐ **Watch the Voting Machine training video.** The Office of the City Commissioners has copies of the video available for interested Election Board Officials.
- ☐ **Pick up the Election Materials Box.** Election Materials Boxes are distributed the Saturday, Sunday, and Monday before Election Day. Materials may be picked up on Saturday or Sunday from 8:00 AM to 8:00 PM. Materials **MUST** be picked up by 4:30 PM on Monday. The Judge of Elections, or someone designated by the Judge with the consent of the Minority Inspector, must pick up the Election Materials Box containing all needed documents and supplies for conducting the election. Distribution locations for each Ward can be found in this Election Board Official Training Guide.
- ☐ **Check the polling place and Voting Machines.** The Judge of Elections with the assistance of the other Election Board Officials should check the Division's polling place the weekend before Election Day to ensure that the correct Voting Machines have been delivered for the Ward and Division. There is a Ward and Division Number Card in the vinyl pocket located near the handle on each machine in the Division. If the wrong machines were delivered, or none were delivered, contact the Voting Machine Warehouse at **215-686-3944**.

OPENING THE POLLING PLACE

CHECKLIST

- ☐ **Arrive at the polling place on time.** The entire District Election Board must meet at the Polling Place by 6:30 AM. If the Polling Place building is not open, call the Voter Registration Office at **215-686-1523**.
- ☐ **Check that the Division has the correct Voting Machines.** Check the Ward and Division Number Card in the vinyl pocket located near the handle on each Voting Machine in the Division. If the machines are designated for a different Division, and there are other Divisions with polling places in the same building, check the Card on the machines in the other Divisions' polling places. If the correct machines were not delivered to the building, call the Voting Machine Warehouse at **215-686-3944**.
- ☐ **Organize the Election Board.** Before the opening of the polls, all Election Board Officials MUST take and sign the Oath of Office found in the Election Materials Box. If any Election Board Official fails to report to the polling place, the vacancy must be filled according to the procedures outlined in this Guide.
- ☐ **Open and prepare the Voting Machines.** Set up the Voting Machines in a clearly defined, enclosed area, within plain sight of the rest of the room. Make sure to open all voting machines provided to your division. Complete instructions for the preparation of Voting Machines may be found in this Guide.
- ☐ **Make the polling place accessible.** See "Accessibility for Disabled and Elderly Voters" section of this Guide.
- ☐ **Open and check Election Materials Box.** The Judge of Elections must open the sealed Election Materials Box and remove the materials. Election Board Officials must check to confirm that all required materials for the Division have been provided in the Election Materials Box. If you are missing any materials, call **215-686-1530**.
- ☐ **Turn on the Cell Phone.** Each Election Board is offered a cell phone to be used for language interpretation services and communication with the County Board of Elections. It must be turned on at the beginning of the day.
- ☐ **Post All Notices and Signs.** Federal and State Laws require that District Election Officials post certain Bilingual English/Spanish Notices both within and outside the polling place so that voters can see them before they begin the voting process. All of the notices that are required to be posted at each polling place are bilingual, with English on one side and Spanish on the other side. Many of the items may be found in a large gold envelope with red text on the front, with the heading "Attention: Judge of Election." The

Absentee Voters List (if any) will be brought to the polling place by a police officer. These signs must be posted BEFORE the polls open, and in locations where all voters can easily view them.

- Post language Interpretation Service Instruction Sheet (blue) at the table.
- Post Absentee Voters List (if any) at the table.
- Post one Bilingual English/Spanish Sample Ballot (large pink paper) outside near entrance of polling place and one inside polling place.
- Post one “General Information and Instructions Re: Voting Rights and Responsibilities of Election Officials” (large blue paper) inside the polling place with the ENGLISH side facing out.
- Post one “General Information and Instructions Re: Voting Rights and Responsibilities of Election Officials” (large blue paper) inside the polling place with the SPANISH side facing out.
- Post one ENGLISH/SPANISH “Language Interpretation Services for Voters” notice (yellow) both outside and inside the polling place.
- Post one Language Line “Language ID Poster” inside the polling place.
- Post one “Information Statement on Access to the Election Process for People with Disabilities in the City of Philadelphia” (white) both inside & outside the polling place with the ENGLISH side facing out.
- Post one “Information Statement on Access to the Election Process for People with Disabilities in the City of Philadelphia” (white) both inside & outside the polling place with the SPANISH side facing out.
- Post one “Notice of Voters’ Rights” (pink) both inside and outside the polling place with the ENGLISH side facing out.
- Post one “Notice of Voters’ Rights” (pink) both inside and outside the polling place with the SPANISH side facing out.
- Post “Vote Here/Vote Aqui” sign outside the polling place.
- Post plain English statements for ballot questions (if applicable) inside the polling place.
- Post plain Spanish statements for ballot questions (if applicable) inside the polling place.

ACCESSIBILITY FOR DISABLED AND ELDERLY VOTERS

The City Commissioners have entered into Settlement Agreements in Federal Court with the US Department of Justice and private plaintiffs. The Agreement required that the US Department of Justice (USDOJ) and a vendor survey all of the City’s polling places and submit recommendations for temporary Election Day modifications to provide independent access for disabled voters or relocation where modifications are not feasible. The Office of the City Commissioners is required to have these accessibility modifications implemented and in place at the specified polling places before the polls open on Election Day.

Portable Ramps

Portable aluminum ramps will be delivered with the Voting Machines to specific polling places that require them. The ramp must be set up when the polls open in the morning and remain in place until the polls close, so it is available to voters who use wheelchairs. Upon closing the

polling place at the end of day, place the ramp with the Voting Machines for pickup where they were in the morning before the polls opened.

If you were notified that your Division requires a portable ramp but a ramp was not delivered with the Voting Machines, the ramp may have been delivered with the machine for another Division. Check other Divisions with polling places in the same building. If the ramp was not delivered to the building, call **215-686-1523** immediately.

Door Stops

A polling place may have a heavy steel door, a door with knobs or hardware that make it difficult for elderly voters or voters with disabilities to open, or a door without any handles or hardware. These Divisions will receive doorstops, which can be found in the bottom of the odd numbered Voting Machine. Upon closing the polling place at the end of day, please return the doorstops to the bottom of the Voting Machine.

Door Threshold Mats

The entrance to a polling place building may have a door threshold that is higher than ½” that must be modified. The threshold mats will be given to the polling place proprietor prior to Election Day. Please work with the other Election Board Officials to place the rubber mat across door thresholds for which they are necessary. The rubber mat must be in place when the polls open in the morning and remain in place until the polls close. Upon closing the polling place at the end of day, please place the rubber mat on the floor next to the Voting Machines for pickup where they were in the morning before the polls opened.

Doorbells

If it has been determined that a doorbell is required at your polling place, one will be packed in the Election Materials Box of one of the divisions located at your polling place. Please follow the instructions included with the doorbell to ensure the doorbell is attached to the door at the proper location. Please test the doorbell in the morning when you are setting up the polling place. If it does not work please contact our office at **215-686-1523** and we will send a replacement doorbell out to the polling place.

Alternative Entrance

During the weekend immediately prior to Election Day department personnel will post “Alternative Accessible Entrance” signs at the main entrance of all polling place facilities where an Alternative Entrance is designated to provide access for the disabled. All Divisions with a designated alternative entrance will receive extra posters in the Election Materials Box. The Elections Materials Boxes in these Divisions will also contain extra “Alternative Accessible Entrance” door signs in case they are needed.



Please check with facility personnel to make certain that the alternative entrance is unlocked and available for use. Additionally, check to ensure that the signs posted by department personnel are still affixed to the wall at the main entrance and any alternative entrances. If these signs have been removed, please affix the spare Alternative Entrance signs in the Election Materials Box where necessary. Signs must be clearly visible, and at a reasonably low height, so that a person in a wheelchair can easily see and read them.

VOTING PROCEDURES

Election Board Officials must adhere to the following procedures for each voter who arrives at the polls to vote on Election Day:

1. **Check the poll book.** The Election Board officer in charge of the poll books must locate
2. the voter's name in the poll book and call out the person's name so that others in the polling place can hear it.
 - a. If the person's voter registration record **IS** listed in the Division's poll book, then they are registered and eligible to vote. Proceed to step #2.
 - b. **Check supplemental poll book pages (if any).** Election Officials should check any supplemental poll book pages. Supplemental poll book pages are located in a manila envelope that was provided along with the Election Materials Box. If you cannot locate the supplemental poll book pages, call **215-686-1530**. If the person's voter registration record is listed in the supplemental poll book pages, then they are registered and eligible to vote. Proceed to step #2.
 - c. If the person's voter registration record **IS NOT** listed in the Division's poll book, proceed to step #4.

For voters whose names ARE listed in the poll books:

3. **Check the voter's poll book signature box.** Check the voter's signature box to determine if the voter is required to provide identification or complete an Affirmation of Elector form before signing the poll book. Check for the following messages:
 - a. **No message** - If the box is empty, with no messages, this means the voter is an active voter. An Election Board Official shall enter his or her own initials and the voter's Admission Number in the appropriate boxes on the voter's record in the poll book. The voter must then sign the signature box. Once the voter has signed the poll book, an Election Board Official may direct the voter to the next available Voting Machine.
 - b. **"No Signature on File"** – If the box says "No Signature on File," this means the Voter Registration Office was unable to capture an image of the voter's signature from the voter's registration application. However, the voter is eligible and **MUST** be permitted to vote. Election Board Officials should follow the procedures for eligible voters in the "No message" section above.
 - c. **"Affirmation Required"** - If the box says "Affirmation Required," this means the voter is an inactive voter. The voter must complete an "Affirmation of Elector" form **BEFORE** signing the poll book. The voter must print his or her name and date of birth at the top of the form, complete Section A or B (whichever is applicable), and complete and sign Section C. An Election Board Official shall then enter his or her own initials and the voter's Admission Number in the

appropriate boxes on the voter's record in the poll book. The voter must then sign the signature box. Once the voter has signed the poll book, an Election Board Official may direct the voter to the next available Voting Machine. The department will use the information on the Affirmation of Elector forms to update the voter's registration record after Election Day.

- d. **"ID Required"** - If the box says "ID Required," then this voter is voting in that Division for the first time. Federal and State laws require that first time voters provide identification before voting. The voter must provide one of the approved forms of identification BEFORE signing the poll book. The approved forms of identification are listed in this guide. Once the voter has provided an approved form of identification, an Election Board Official shall enter his or her own initials and the voter's Admission Number in the appropriate boxes on the voter's record in the poll book. The voter must then sign the signature box. Once the voter has signed the poll book, an Election Board Official may direct the voter to the next available Voting Machine.
 - i. NOTE: If a voter whose signature box is marked "ID Required" is unable or unwilling to provide one of the approved forms of identification listed in this guide but still desires to vote, that voter MUST vote by Provisional Ballot.
- e. **"Affirmation & ID Required"** - If the box says "Affirmation & ID Required," the voter must complete and sign the "Affirmation of Elector" form AND produce an approved form of identification, in accordance with the procedures in items (c) and (d) above.

4. **Make a record of the voter in the yellow Number 2 and Number 4 books.** An Election Board Official must write the name and party affiliation of each voter casting a ballot on the voting machines, and the associated Admission Number, in BOTH the yellow Number 2 and Number 4 books, beginning on the first page. The Admission Number should be entered into the "Order of Voting" column. Names should be entered into the yellow Number 2 and Number 4 books according to the order in

PLACE IN No. 2 ENVELOPE WARD DIVISION	PLACE IN No. 4 ENVELOPE WARD DIVISION
PRIMARY ELECTION AND SPECIAL ELECTION (IF ANY)	PRIMARY ELECTION AND SPECIAL ELECTION (IF ANY)
Where Voting Machines Are Used	Where Voting Machines Are Used
LIST OF VOTERS and Party Enrollment MAY 21, 2013	LIST OF VOTERS and Party Enrollment MAY 21, 2013
At the Time Voter Casts his or her Vote on the Machine, the Clerk must enter in this Book the Name and Party Enrollment of the Voter, together with the order of his or her voting.	At the Time Voter Casts his or her Vote on the Machine, the Clerk must enter in this Book the Name and Party Enrollment of the Voter, together with the order of his or her voting.
Special Notice This book shall be placed in the JUDGE'S ENVELOPE No. 2	Special Notice This book shall be placed in the Envelope No. 4 marked "MINORITY INSPECTOR"
And returned to the office of the COUNTY BOARD OF ELECTIONS Riverside Place Delaware Ave. & Spring Garden St.	And retained by the Minority Inspector.

which voters signed the poll books (i.e. the voter Admission Number 1 should be the first name in the Number 2 and Number 4 books, Admission Number 2 is the second name, etc.) The Number 2 and Number 4 books should contain identical information.

For all persons who cast a Provisional Ballot, an Election Board Official must write the name and the abbreviation PROV, instead of a number, in the appropriate spaces in the BACK of both the Number 2 and Number 4 books.

For all voters listed on the Division Absentee Voters List, an Election Board Official must write the name and the abbreviation AB, instead of a number, in the appropriate spaces in the BACK of both the Number 2 and Number 4 books.

For voters whose names ARE NOT listed in the poll books:

5. **Re-check the poll book and supplemental poll book sheets (if any) carefully to ensure that the voter's name is not listed.** If the voter's name is not listed in the Division's poll book or on the supplemental sheets, Election Board Officials should do the following:
 - a. **Ask for the voter's Voter Registration Card.** Election Board Officials should ask to see the voter's Voter Registration Card to ensure that the voter is at the right Division polling place.
 - b. **Check under the voter's prior last name or alternate spellings.** If the voter was recently married or has otherwise had his or her name changed, Election Board Officials should check the poll book to see if the voter is listed under a prior last name. If the voter has a hyphenated last name, or has more than one last name, check all variations of the name, (i.e., for Smith-Doe, check both Smith and Doe).
 - c. **Call the voter registration office.** If the voter's name cannot be located in the poll book or supplemental poll book pages under any variation of the voter's name, an Election Board Official or the voter should call the Voter Registration office at any of these numbers:
 - **215-686-1590**
 - **215-686-1500**
 - **215-686-1509**
 - **215-686-1505**

Department staff will check the central computer files to determine the voter's eligibility and to inform the voter of his or her correct polling place.

6. **Provide the Voter with a Provisional Ballot.** If Election Board Officials are unable to locate the voter's name in the poll book or supplemental poll book pages under any variation of the voter's name, and the Voter Registration office cannot locate the voter's record in the central computer files, then the person **MUST** be afforded the opportunity to vote by Provisional Ballot. Detailed information regarding the procedures for voting by Provisional Ballot may be found in this guide.

NOTE: Election Board Officials are NOT PERMITTED to grant an individual the right to vote on the Voting Machines if the voter's name is not listed in the poll book or supplemental sheets, even if the Election Board Officials believe the registration records to be in error.

COURT ORDERS

Voters who appear at a polling place with a court order **MUST** vote by Provisional Ballot **UNLESS** the voter's registration record is found in the Division's poll book. Election Board Officials must check the poll book **BEFORE** providing the voter with a Provisional Ballot.

Election Board Officials must adhere to the following procedures for each voter who arrives at the polls with a court order to vote on Election Day:

1. *Check the poll book.* If a person appears at the polling place with a court order, check the poll book **before** providing the voter with a Provisional Ballot.
 - a. If the voter's name **IS** listed in the poll book, write "In Book" on the court order, and follow the procedures outlined in this guide for voters whose names are listed in the poll book.
 - b. If the voter's name **is not** listed in the poll book, then the voter must vote by Provisional Ballot. Detailed information regarding the procedures for voting by Provisional Ballot may be found in this guide.

FIRST-TIME VOTERS AND APPROVED FORMS OF IDENTIFICATION

If a voter's signature box says "ID Required" in light grey, then this person is voting in the Division for the first time since registering at their address. Federal and State laws require that first time voters provide identification before voting. The voter must provide one of the following approved forms of identification **BEFORE** signing the poll book:

Approved forms of photo identification (must be **valid**):

- PA Driver's License or ID card issued by PennDOT
- ID issued by U.S. Government
- ID issued by any Commonwealth of Pennsylvania Agency
- U.S. Passport
- U.S. Armed Forces ID
- Student ID
- Employee ID

If the first time voter does not have any of the above forms of approved photo identification, then the voter may provide any of the following approved forms of non-photo identification.

Approved forms of non-photo identification (must include the voter's **name** and **address of registration**):

- Voter Registration Card issued by the Voter Registration Office
- Non-Photo ID issued by the Commonwealth of Pennsylvania
- Non-Photo ID issued by the U.S. Government
- Current bank statement
- Current utility bill
- Current paycheck

- Government check

Note: If a voter whose signature box is marked “ID Required” is unable or unwilling to provide one of the approved forms of identification listed above, that voter **MUST** be permitted to vote by Provisional Ballot.

REPORTING NECESSARY POLL BOOK CHANGES

Each Division’s poll book contains three pages of Discrepancy Sheets. The Discrepancy Sheets may be found in the beginning of each poll book. Election Board Officials should use the Discrepancy Sheets to inform the City Commissioners of any changes that should be made to voter registration records. If Election Board Officials need to provide more detailed information about a record listed on the Discrepancy Sheet page, the additional information may be written near the voter’s record in the poll book.

The City Commissioners will use this information to:

- Correct errors to voters’ name or date of birth information
- Confirm and remove records of voters who are reported as deceased
- Begin the Voter Removal Program by designating records as “Inactive” and mailing Address Verification Notices to registrants that Election Board Officials report as having moved out of a Division

Inactive Voters

Federal and State laws require that the City Commissioners conduct a Voter Removal Program once a year and mail a forwardable Address Verification Notice (AVN) or Five Year Notice to the address listed in the voter’s registration record. These notices include a response form and a postage-paid, pre-addressed return envelope for the voter’s response. The department uses information from the United States Post Office, PennDot, and poll book Discrepancy Sheets to trigger the mailing of an AVN or Five Year Notice. Voters who have not voted in any election for at least five years also receive such mailings.

Voters who do not respond to the notices are designated as “Inactive.” Inactive voters’ registration records will be updated to reflect a new address, if this information can be obtained from the Post Office. An asterisk will precede each inactive voter’s name on the Division Street List, and the inactive voter’s signature box in the Division’s poll book will say “Affirmation Required.” Detailed information on receiving inactive voters at the polls on Election Day can be found in this guide. The department will use the information on the Affirmation of Elector forms to update the voter’s registration record after Election Day.

Cancellation of Records

Federal and State laws require that the department follow certain procedures before canceling the registration of a voter who has moved. Voters who do not respond to the AVN or Five Year Notice form, fail to contact our office, and do not vote by the 2nd Federal General Election after the mailing of the notice, will have their registration record cancelled. Inactive voters whose registrations are cancelled will be removed from Division poll books and street lists after the

expiration of the prescribed time period, which always falls in December of each even numbered year.

Affirmation of Electors

If a registered elector has **moved**, without notifying the Commission, the **voter must be permitted to vote at their former polling place** where their name should remain in the poll book. The voter should inform polling place officials of the address change by **completing Sections A and C** of an **Affirmation of Elector** form (Illustrated above). After the election, the Voter Registration Office will use the Affirmation information to update the registration record and transfer it to the elector's new division poll book, if necessary.

AFFIRMATION OF ELECTOR
PHILADELPHIA COUNTY BOARD OF ELECTIONS

Please complete Part A or B of this form, whichever is applicable, and sign and date Part C of this form before the election official. Please PRINT all information except your signature.

Voter's Name: _____ Voter's Date of Birth: _____

A. CHANGE OF ADDRESS: I HAVE CHANGED MY ADDRESS OF RESIDENCE AND MOVED

FROM _____ CITY _____ STATE _____ ZIP CODE _____

AND I CURRENTLY RESIDE AT:

TO _____ CITY _____ STATE _____ ZIP CODE _____

If my new address is in the area covered by this polling place, I wish to continue to vote here.

If my new address is within Philadelphia, but in an area covered by a different polling place, I wish to vote at this polling place one last time.

If my new address is in another county, outside of Philadelphia, I wish to vote here one last time. Please cancel my registration in Philadelphia County.

B. NO CHANGE OF ADDRESS: I HAVE NOT CHANGED MY ADDRESS, AS I STILL RESIDE AT:

CITY _____ STATE _____ ZIP CODE _____

AND I WISH TO REMAIN REGISTERED TO VOTE IN THIS DISTRICT.

C. AFFIRMATION

I hereby certify or affirm that the information that appears above is true and correct to the best of my knowledge under the penalty of perjury.

Signature of Voter: _____ Date: _____

On the above date, the voter came before me and affirmed the information contained herein to be true and correct.

Signature of Election Official: _____ Ward: _____ Precinct: _____

QUESTIONS? CALL ELECTION DAY HOTLINE AT (215) 686-1530

10/2017 (Use other side for Spanish)

PROVISIONAL BALLOTS

Provisional voting is a fail-safe voting process mandated by Federal law, to ensure that registered voters are not denied the right to vote. A provisional ballot is a paper ballot that is printed in the same format as other paper ballots or Absentee Ballots.

Provisional ballots may be used by voters under many circumstances, such as if they are not listed in a Division's poll book, are unable to provide an approved form of identification when required, or are incorrectly told they are ineligible to vote by Election Board Officials.

If you have questions about Provisional Voting or are running low on Provisional Ballots on Election Day, call **215-686-1530**.

PROVISIONAL BALLOT SUPPLIES

The Division's supply of paper provisional ballot packages and the provisional ballots are in a large green envelope, marked "Provisional Ballot Materials Envelope D," in the Elections Materials Box. This envelope should contain:

1. Provisional Ballot Packages
2. Provisional Ballots (white paper with a green stripe)
3. One (1) Provisional Voting Return Envelope C
4. Yellow "Machine Down" Stickers

A Provisional Ballot Package contains the following:

1. One (1) Secrecy Envelope

2. One (1) Provisional Ballot Affidavit Envelope B (green)
3. One (1) Provisional Ballot Instruction Card (white)
4. One (1) Provisional Ballot Receipt
5. One (1) Pen

The Provisional Ballots are printed on white paper with a green stripe across the top of the page, and they are packaged separately from Provisional Ballot Packages.

ELIGIBILITY FOR VOTING BY PROVISIONAL BALLOT

An individual who wants to vote in a polling place but who cannot vote on the machine **MUST** be provided the opportunity to cast a Provisional Ballot. A voter must be offered a provisional ballot under the following circumstances:

1. **A voter's name does not appear in the Division's poll books or supplemental poll book pages.** If an individual claims to be properly registered and eligible to vote in a Division, but the voter's name and voter registration record is not found in the Division's poll books or supplemental poll book pages.
 - a. **NOTE:** If a voter's name does not appear in the Division's poll books or supplemental pages, the voter may be at the wrong polling place. Before providing this person with a provisional ballot, Election Board Officials should call, or else have the voter call, the central Voter Registration Office at **215-686-1590** to determine the person's registration status and proper polling place location. The Election Board should encourage the voter to go to his or her proper polling place but must provide the voter with a Provisional Ballot if he or she insists on staying.
2. **The voter is a first-time voter without proper identification.** Federal and State laws require that a voter appearing to vote in a polling place for the first time must provide an approved form of identification before being permitted to vote on the Voting Machines. A list of approved forms of identification may be found in this guide. If the voter's name is listed in the Division's poll books with "ID REQUIRED" printed in the signature box, but the individual is unable or unwilling to show a form of identification as required by the Election Code, or the Judge of Election challenges the elector's identification, this voter may be provided with a provisional ballot.
3. **There is a question regarding a voter's eligibility to vote.** If an Election Official asserts that the individual is not eligible to vote in the Division, the voter may be provided with a provisional ballot. In a Primary Election, this includes an individual who claims to be registered for a particular political party, but whom the general register lists as registered as a member of another political party or no political party.
4. **Half or more of the Voting Machines in the Division are not working.** If half or more of the Voting Machines in the Division are not working, the voter has the right to vote by provisional ballot if he or she doesn't want to wait to vote on a Voting Machine. This provisional ballot will be considered an **emergency ballot** and the Judge of Elections

should place a yellow label which reads “machines down” on the #2 section of the provisional ballot affidavit Envelope B.

There are some circumstances under which voters may **ONLY** vote by provisional ballot, and may **NOT** cast a vote on the Voting Machine. A voter may **ONLY** vote by provisional ballot if:

1. **The individual has a Federal or State court order.** If a person appears at your polls with a court order, check the Division’s poll books and supplemental poll book pages for his or her name **BEFORE** providing the voter with a provisional ballot.
 - a. If the voter’s name **IS FOUND** in the Division’s poll book or supplemental poll book pages, the person must be permitted to vote on the Voting Machine.
 - b. If the voter’s name **IS NOT FOUND** in the Division’s poll book or supplemental poll book pages, the voter may only vote by provisional ballot.
2. **There is a court ordered extension of a polling place closing time.** If an individual is voting as a result of a court order extending the time established for closing the polls by State law, which is in effect 10 days before an election, the voter may only vote by provisional ballot. This is only in cases of an emergency when the Courts have ordered the polls to remain open later than 8:00 PM.
 - a. **NOTE:** Voters who are inside the polling place, or in line to enter the polling place by the normal 8:00 PM closing time, are required to vote on the Voting Machines unless prohibited by reasons 1 and 2 above.
3. **FOR PRIMARY ELECTIONS ONLY: Incorrect political party.** Voters who believe that their political party affiliation as listed in the poll book is incorrect may vote by provisional ballot for the party with which they believe they should be registered.
 - a. **NOTE:** The Voter Registration Office will review either the voter’s original registration application, or images of the original registration application, to determine the political party of record. If the voter casts a provisional ballot for a party with which he or she is not registered, then the provisional ballot will be **REJECTED** as ineligible and not counted for any elective offices. If there are questions on the ballot, then the votes cast for the questions **WILL** still be counted.

PROVISIONAL BALLOT VOTING PROCEDURES

If the Judge of Elections, or Inspectors of Election, determine that a voter is eligible or required to vote by provisional ballot, the Judge of Elections shall adhere to the following procedures:

1. **Enter the voter’s name into the Number 2 and Number 4 Books.**
A voter who is voting by provisional ballot may **NOT** sign the District poll book. The Clerk must write the voter’s name in the back of the Number 2 and Number 4 Books, writing “PROV” instead of an admission number.

A sample of a provisional ballot form. The form is titled "Vote Both Sides" and "Vote en Ambos Lados de la Págin". It contains two main columns of checkboxes for voting. The left column is for "DEMOCRATIC PARTY" and the right column is for "REPUBLICAN PARTY". Each column has a list of candidates and their corresponding party affiliations. The form also includes a section for "Ballot Number" and "Date".

- a. NOTE: The Judge of Election MUST verify that the individual is not listed on the Absentee Voters List (if any) delivered by the Police in the morning. If the individual is listed on the Absentee Voters List for the Division, the Judge of Elections must write “VOID-Voted by Provisional” on the Absentee Voters List next to the individual’s name.
2. **Provide the voter with a Provisional Ballot Package and a Provisional Ballot.** The Judge of Elections shall provide the individual with BOTH a Provisional Ballot Package and a Provisional Ballot.

A Provisional Ballot Package contains the following:

- a. One (1) Secrecy Envelope
- b. One (1) Provisional Ballot Affidavit Envelope B (green)
- c. One (1) Provisional Ballot Instruction Card (white)
- d. One (1) Provisional Ballot Receipt
- e. One (1) Pen

The Provisional Ballots are printed on white paper with a green stripe across the top of the page, and they are packaged separately from Provisional Ballot Packages.

3. **Witness proper completion of Section #1 of the Provisional Ballot Affidavit Envelope B.** The Judge of Elections and the Minority Inspector must witness the voter complete and sign Section #1 of the Provisional Ballot Affidavit Envelope B.

4. **Complete Section #2 of the Provisional Ballot Affidavit Envelope B.** BEFORE the ballot is marked by the voter, the Judge of Elections and the Minority Inspector must complete and sign Section #2 of the Provisional Voter Affidavit Envelope B.

5. **The voter completes the Provisional Ballot.** The voter should be directed to an area within the polling place where he or she may complete the ballot in private. The voter follows the instructions on the Provisional Ballot Instruction Card in completing the ballot.

The image shows a sample of the Provisional Ballot Affidavit Envelope B form. It is a multi-section document with a green header. The sections include:

- Section 1: FOR THE VOTER** - Contains fields for the voter's name, address, and signature.
- Section 2: FOR THE ELECTION OFFICIALS** - Contains fields for the election official's name, address, and signature.
- Section 3: FOR THE VOTER** - Contains fields for the voter's signature and date.
- Section 4: FOR THE ELECTION OFFICIALS** - Contains fields for the election official's signature and date.

The form also includes a barcode and a green stripe at the top.

6. **The voter returns the Provisional Ballot.** After sealing the ballot and Secrecy Envelope in the Provisional Ballot Affidavit Envelope, the voter must return the completed ballot to the Election Board Official table. The voter must sign and date Section #4 of the Provisional Ballot Affidavit Envelope B in the presence of the Judge of Elections or Inspector.
 - a. NOTE: The Judge of Elections and Minority Inspector MUST witness the voter sign and date the Affidavit in Section #4 of the Provisional Ballot Affidavit Envelope B. In doing so, the voter confirms that he or she claims to be properly registered and eligible to vote at the Division where he or she has appeared to vote.

- b. **NOTE:** The Judge of Elections **MUST** check to make certain the voter has completed all information, and signed both Section #1 and Section #4 of the Provisional Voter Affidavit Envelope B.
7. **Affix the Ballot Identification Number to the Provisional Ballot Envelope.** The Judge of Elections must affix the adhesive Ballot Identification Number, found on the Provisional Ballot Receipt, to the space provided on the bottom right hand corner of Provisional Ballot Affidavit Envelope B.
8. **Provide the voter with a receipt.** The Judge of Elections must give the receipt with the corresponding Ballot Identification Number to the voter, and inform the voter of the website and toll free number where the individual can learn whether the Provisional Ballot was counted, partially counted, or not counted, as well as the reasons for partially counted or not counted ballots. The website and phone number are printed on the Provisional Ballot Number receipt.
9. **Place the voted Provisional Ballot in Provisional Voting Return Envelope C.** All voted and sealed Provisional Ballots will be returned in Provisional Voting Return Envelope C at the end of Election Day.

ABSENTEE BALLOTS

You will receive an Absentee Voters List which will contain the name, address, date of birth, and political party affiliation of all electors who have returned an Absentee Ballot to the County Board of Elections by the legal deadline. **(If any Absentee Ballots were cast in your division)**

Election Board Officials must use the Absentee Voters List to record the names of:

1. All voters who appeared at the polling place, voided their Absentee Ballot by signing the green duplicate copy of their Absentee Ballot application, and voted in person on the Voting Machines or by Provisional Ballot.
2. All voters whose Absentee Ballot has been challenged by any district Election Board member or certified Poll Watcher.

Record these names in the yellow Number 2 and Number 4 books. Election Board Officials must write the name of each voter who has cast a vote by Absentee Ballot, and whose name therefore appears on the Absentee Voter List, in **both** the yellow Number 2 and Number 4 books, beginning on the **last** page. Officials should write “AB” instead of an Admission Number in the “Order of Voting” column at the end of the day.

NOTE: After the polls have closed, **place the Absentee Voter List into the Cartridge-Results Bag for police pickup**; place the **green** duplicate copies into your Election Materials Box; and return any **cash** deposits and a copy of the **receipt** to the County Board of Elections in the Number 2 Envelope which should be placed inside the Election Materials Box.

VOIDING ABSENTEE BALLOTS

Absentee Ballots must be voided under the following circumstances:

1. **The voter voted in person on a Voting Machine on Election Day.** If a voter whose name is listed on the Absentee Ballot List appears at the polling place and wants to void their Absentee Ballot and vote on the Voting Machines, an Election Board Official must do the following before allowing the person to vote:
 - a. Have the voter sign the Void section of the **green** duplicate copy of their Absentee Ballot application. These green duplicates were provided to each Election Board in a manila envelope with the Election Materials Box.
 - b. Write “VOID-Voted in Person” next to the voter’s name on the Absentee Voters List.
2. **The voter voted by Provisional Ballot.** If a voter whose name is listed on the Absentee Ballot List appears at the polling place and wants to void their Absentee Ballot and vote in person, and if for any reason the voter must vote by Provisional Ballot, an Election Board Official must do the following before allowing the person to vote:
 - a. Have the voter sign the Void section of the **GREEN** duplicate copy of their Absentee Ballot application. These green duplicates were provided to each Election Board in a manila envelope with the Election Materials Box.
 - b. Write “VOID-Voted by Provisional” next to the voter’s name on the Absentee Voters List.
3. **The voter is deceased.** If it is known that a voter on the Absentee Voter List has died before the opening of the polls, an Election Board Official may do the following to void the deceased voter’s Absentee Ballot:
 - a. Write “VOID–Deceased” in the Void section of the **GREEN** duplicate copy of the voter’s Absentee Ballot application.
 - b. Write “VOID–Deceased” next to the voter’s name on the Absentee Voters List.

CHALLENGES TO ABSENTEE VOTERS

At the beginning of the day, announce the name of each voter listed on the Absentee Voters Lists (if any) to give any certified Poll Watcher present the opportunity to challenge. Challenges to Absentee Ballots may **ONLY** be accepted for any of the following circumstances:

1. The Absentee Voter is not a qualified elector of the Division.
2. The Absentee Voter who has claimed a necessary absence was in fact present within the municipality of residence during the time when the polls were open.
3. The Absentee Voter who has claimed illness or physical disability was in fact physically able to appear at the polls (**EXCEPTION:** elderly and handicapped voters assigned to an inaccessible polling place and who therefore voted by Alternative Ballot).

Challenge Procedures:

If any Absentee Voters are challenged, an Election Board Official must do the following:

1. Write “CHALLENGED” in the Void section of the **green** duplicate copy of the voter’s absentee application. These green duplicates were provided to each Election Board in a manila envelope with the Election Materials Box if anyone applied for an Absentee Ballot.
2. Write “CHALLENGED” next to the voter’s name on the Absentee Voters List.
3. A deposit of Ten Dollars (\$10.00) in **cash** must be submitted by the Poll Watcher for EACH Absentee Voter challenge. The challenger must be provided with a deposit receipt (found in the Election Materials Box).

CHALLENGES TO IN-PERSON VOTES ON ELECTION DAY

This section contains information regarding challenges of in-person voters on Election Day. For information on challenging Absentee Ballots, see the Absentee Ballot section of this guide.

Any Election Board Official, certified Poll Watcher, or voter present at the polls has the right to challenge an individual's right to vote on the grounds of identity, even if the voter's registration record appears in the Division's poll book.

For voters who have moved outside of a Division - A voter whose registration is found in a Division's poll book may NOT be challenged on the grounds that the voter has moved to a residence outside of that Division. Voters who have moved out of the Division, and whose registration record appears in the poll book for that Division, are permitted to return to their former polling place to vote one last time, provided they affirm their new address by completing the Affirmation of Elector form. After Election Day, the Voter Registration Office will transfer the voter's registration to the correct Division for the voter's current address.

For first-time voters – A voter who is voting in a Division for the first time since registering, and whose name is listed in the Division's poll books with "ID REQUIRED" printed in the signature box, may NOT be challenged. These voters CANNOT be required to produce a qualified elector of the Division as a witness. A first time voter whose name is listed in the Division's poll books with "ID REQUIRED" printed in the signature box merely needs to provide one of the approved forms of identification

Challenge Procedures

A challenge does not, in itself, preclude an individual from voting at the polls on Election Day. However, the following steps must be taken before a voter whose eligibility has been challenged may be permitted to vote:

1. *The voter must take an Oath and sign a Challenge Affidavit.* A voter whose eligibility has been challenged must be put under Oath by the Judge of Elections. The voter must also sign the Challenge Affidavit. Any individual under Oath who fails to tell the truth commits perjury, and is subject to any and all penalties provided for in the Election Code.
2. *The voter must produce a qualified voter as a witness.* The voter whose eligibility has been challenged then must produce one qualified voter from the Division who shall serve as a witness. The qualified voter must swear under oath that the voter in question is in fact eligible to vote in the Division. The witness must also sign the Challenge Affidavit.
3. *The voter must be permitted to vote.* Once a voter whose eligibility has been challenged completes and signs the Challenge Affidavit and produces a qualified voter from the Division as a witness, the voter must be permitted to vote.

The form is titled "CHALLENGE AFFIDAVIT AS TO IDENTITY AND RESIDENCE (TO BE MADE BY PERSON CHALLENGED)". It contains several sections for the challenged voter, the judge of elections, and a witness. The challenged voter section includes fields for name, date of birth, address, and reason for challenge (identity or residence). The judge of elections section includes fields for name, address, and signature. The witness section includes fields for name, address, and signature. There are also oaths for both the voter and the witness. An important note at the bottom states that a voter whose name remains listed in the Division's Register Pollbook who has moved CANNOT be challenged on the basis of residence or required to complete this Challenge Affidavit unless the voter has already returned to vote in a prior election since moving, or is challenged on identity. Federal and State election laws require that a voter who has moved out of their Division and who has failed to re-register at their new address MUST be permitted to return vote at the polling place for their former address this time, provided the voter's name remains listed in the Division's Register Pollbook and the voter completes an AFFIRMATION OF ELECTOR form before voting. Additionally, a voter whose record is marked ID REQUIRED does not have to complete this Challenge Affidavit but merely has to show one of the Approved Forms of Identification unless the voter is challenged on the basis that the voter is not the individual listed in the Division's Register or on the provided Identification.

ILLEGAL OR INAPPROPRIATE BEHAVIOR ON ELECTION DAY

It is a violation of the Pennsylvania Election Code to:

1. Permit Election Board officials to serve without having been sworn in.
2. Permit illegal voting assistance.
3. Make false entries on official documents.
4. Destroy or alter registration affidavits, results receipts/tapes, or any other official records.
5. Permit ineligible voters to cast a vote.
6. Bribe or attempt to bribe voters.
7. Tamper with Voting Machines.
8. Intimidate, harass, or otherwise deter Poll Watchers from working at a polling place.
9. Permit a voter to see his or her signature on the registration record before signing the poll book.
10. Assault anyone at a polling place.

The above list covers only a few of the possible violations of the Election Code which could occur at the polls on Election Day. The Elections Materials Box contains a Penalties card with a complete list of violations and penalties. Election Board Officials should be familiar with election procedures and the different types of inappropriate or illegal behavior so as to avoid unknowingly violating the law.

The best way for Election Board Officials to become familiar with the Election Code is by attending both an Election Seminar and thoroughly studying this guide. The City Commissioners hold seminars for Election Board Officials in different sections of Philadelphia prior to each election. These instructional sessions are also open to the general public.

Election Board officials may also review the blue “General Information and Instructions Re: Voting Rights and Responsibilities of Election Officials” poster found in the Election Materials Box, and which must be posted in the polling place on Election Day.

ELECTIONEERING

Electioneering is not allowed within 10 feet of the polling place (the entrance to the room in which the voting machines are located.) Electioneering includes, but is not limited to:

- Handing out campaign materials
- Placing campaign materials on the same table where the Election Board is sitting
- Telling voters which candidates to support
- Wearing a t-shirt or button supporting a candidate, campaign, or political party (except voters in the act of voting)

VOTING ASSISTANCE

ASSISTANCE FROM ANOTHER PERSON

Eligibility

No persons shall be entitled to voting assistance unless:

1. It is indicated in the voter's registration record in the Division's poll book that the voter is entitled to assistance.
2. The voter completes and signs an Assistance Declaration at the polling place, prior to entering the Voting Machine booth.

A registered voter may obtain assistance from anyone he or she chooses. However, the following individuals are NOT permitted to provide voting assistance:

1. The Judge of Elections
2. The voter's employer or an agent of that employer
3. An officer or agent of the voter's union

Voting Assistance Procedures

1. *Check the poll book to determine if the voter is eligible for voting assistance.* If a voter requests voting assistance, and Election Board Officials have already determined that the voter is eligible using the information in the "Voting Assistance Eligibility" section above, Election Board officials must then review the Assistance Permitted portion of the voter's registration information in the poll book.
 - a. If the "Assistance Permitted" section in the poll book is marked **YES**, then the voter is entitled to voting assistance. Voters unable to sign must still make a mark in the poll book.
 - b. If the poll book is not marked **YES**, but a voter requests assistance to vote because of disability, blindness, or inability to read or write English, then the voter is entitled to assistance, but must complete an Assistance Declaration form. The Assistance Declaration forms are printed on white paper and are in the Election Materials Box. Once the voter, the individual providing assistance, and the Judge of Elections have completed and signed the Assistance Declaration, the voter is entitled to voting assistance from a person of his or her own choosing (see exceptions above). Voters unable to sign must still make a mark in the poll book. This procedure also relates to the language assistance provisions on Page 29 and 30 of this Guide.
2. *Complete Record of Assisted Voters form.* The "Record of Assisted Voters" form must be completed by an Election Board Official. It must include the name of the voter receiving assistance, the name of the person providing assistance, and the reason for the assistance.

3. *The voter may cast a vote.* If the voter has been determined as eligible to vote on the Voting Machine the person the voter has selected to provide assistance may enter the Voting Machine booth with the voter. If the voter is required to vote by Provisional Ballot, then the assisting individual may assist the voter in completing the Provisional Ballot and Provisional Ballot Affidavit Envelope B.
4. *Return the Record of Assisted Voters.*

AUDIO KEYPAD/HEADPHONE DEVICES

The Help America Vote Act (HAVA) requires that all states and counties use Voting Machines that are equipped to afford individuals with disabilities the opportunity to privately and independently cast a ballot. Philadelphia County's Voting Machines are wheelchair accessible, and are also equipped with a handheld Audio Keypad/Headphone Device for visually impaired voters. The Audio Keypad/Headphone Device is designed to accommodate visually impaired voters that are physically unable to vote using the visual full face ballot sheet, lights, and numbered buttons.

Each Voting Machine with a serial number ending with an odd digit is programmed to provide audio voting for the visually impaired. The audio-enabled machines have an Audio Keypad/Headphone Voting Device, located at the bottom of the machine in a blue bag.

An Election Board Official must connect the Audio Device to the audio-enabled machine, before it is powered up, in the morning before the polls open. Election Board officials may not discourage visually impaired voters from using the Keypad/Headphone Audio Voting Device.

EMERGENCY ALTERNATIVE VOTING PROCEDURES

If a disabled voter is unable to enter a polling place due to accessibility barriers, that voter may apply for an Emergency Alternative Ballot at any time while the polls are open on Election Day. Election Board officials should advise the voter that he or she may travel to the County Board of Elections, Room 142 City Hall, which has been designated as the city's Alternative Election Day Voting Center, to apply for, and vote by, Alternative Ballot. The "Information Statement on Access to the Election Process for People with Disabilities in the City of Philadelphia" notice in the Election Materials Box, which must be posted in the polling place, has additional information about Emergency Alternative Voting for disabled voters. The disabled voter may fill out a "Designation of Agent" form to designate someone to obtain the application and alternative ballot for them if they are unable to get to Room 142, City Hall.

Election Board officials should advise the voter to call **215-686-3469** for more information about alternative voting procedures.

LANGUAGE INTERPRETATION SERVICES

Federal law requires that the City and Philadelphia County Board of Elections make available various means for providing voters with written and oral language assistance in English and Spanish.

Printed Information and Materials

All materials needed to enable voters to vote on Election Day are available in both English and Spanish.

Personal Oral Language Assistance

The City Commissioners will test, certify, train, and assign Interpreters to provide in-person English/Spanish language assistance in a number of Divisions across the City. Some Divisions in the City may have Interpreters assigned for other languages. In order to serve, or be paid, as a Bilingual Interpreter, an individual must be tested, certified, and trained before the election. All certified Interpreters will bring an Appointment Letter from the City Commissioners to the polling place, listing their assigned Ward/Division. If an Election Board Official is sufficiently proficient in Spanish, they may be eligible for appointment by telephone, to fill a vacancy on Election Day. If an Interpreter has not been assigned to your division, and you need one, call Timothy Dowling at 215-686-3469.

Telephone Oral Language Assistance

Telephone Language Assistance Services are available in the event that a voter requires language assistance and oral language assistance is unavailable at a polling place. This service may be used if there is no Interpreter assigned to a voter's Division or to another Division located in the same facility, or if none of the Election Board Officials are sufficiently proficient in the required language.

Each Election Board is offered a cell phone for Election Day. The phone may be obtained when Election Board Officials pick up the Division's Election Materials Box. A blue "Quick Reference Guide-Election Day Phone Interpretation" instruction card, and instructions for operating the cell phone, may be found in the envelope containing the cell phone. The cell phone battery will be fully charged, and the phone is programmed to automatically go out of service the day after the election. The City has contracted with a Telephone Language Interpretation Service to provide Election Day interpretation in 173 different languages. If a voter requires Telephone Language Assistance Services, Election Board Officials should use the cell phone and the blue instruction sheet to assist the voter in obtaining language services.

There is a list of languages printed on the back of the instruction card. If Election Board Officials are unable to determine which language a voter speaks, the voter should point to the correct language on the list. This cell phone may also be used to contact the County Board of Elections for any reason.

Language Assistance from a Child, Relative, Friend, Neighbor, or another Voter

Under Federal and State law, a voter who is disabled or who cannot adequately read or write English can select anyone the voter chooses, including the voter's minor children, to provide oral language assistance. A voter may NOT receive assistance from the voter's employer or an agent

of that employer, or from an officer or agent of the voter's union. State law also prohibits the Judge of Elections from providing assistance in voting. However, the Judge may be permitted to provide language assistance if:

1. There is no one else available to provide oral language assistance
2. AND, the Judge speaks Spanish or any other required language proficiently
3. AND, the voter chooses the Judge to provide language assistance. If the voter's record in the poll book is not marked "Assistance Permitted," then the voter, the person the voter chooses to assist them, and the Judge of Elections, will have to complete and sign an "Assistance Declaration" form which is available at the polls. The Judge of Elections must also complete the "Record of Assisted Voters" form.

Election Board Officials should check the poll book to determine if the voter is eligible for voting assistance. Refer to the "Voting Assistance Procedures" in this guide for detailed information about Voting Assistance procedures and forms.

AUTHORIZED AND UNAUTHORIZED POLLING PLACE INSPECTORS AND VISITORS

No person is to be permitted in the polling place except:

- Division Election Board Members
- Voters in the act of voting
- Persons providing authorized voter assistance or language translations
- Certified Poll Watchers
- County election personnel
- Law enforcement personnel summoned by the Judge

Poll Watchers

Official Poll Watchers are issued Watcher Certificates by the City Commissioners, as requested by candidates or political parties, after a review of the potential Poll Watchers' voter registration files. Watchers do not have to live in the Division in which they watch, but they must be registered electors in Philadelphia. The primary responsibility of Poll Watchers is to WATCH the election process as representatives of their candidate or political party.

Primary Election Poll Watchers

During Primary Elections, each candidate is entitled to request two (2) Watcher Certificates per Division for his or her district. Parties may not request Watcher Certificates during the Primary Election.

General Election Poll Watchers

Each political party is entitled to request three (3) Watcher Certificates per Division AND each candidate is entitled to request two (2) Watcher Certificates per Division in his or her district.

Watchers are only permitted to be issued one Certificate for one Election District, but are permitted to use that Certificate to watch in ANY Ward/Division in Philadelphia. Each Watcher Certificate will have the Watcher's name, address, and the Ward and Division in which the Watcher has requested to work listed on the certificate. Certified Watchers are permitted to be present in ANY polling place during Election Day and during the tabulation of results after the polls close at 8:00 PM, in accordance with the following requirements of the Election Code:

1. All Watchers must have a valid Watchers Certificate, issued by the City Commissioners' County Board of Elections. Each Watcher must carry the Certificate on his/her person at all times during the course of the election. Watchers must show these Certificates upon request to members of the Election Board.
2. During voting hours (opening of polls to closing of polls), only one Watcher for each party or candidate, is to be permitted in the polling place room at any given time.
3. After the polls close, ALL Watchers are permitted inside the polling place to watch the Division vote tabulation.
4. Only when there are NO voters present in the polling place, a Certified Poll Watcher, upon request and presentation of their Certificate to a Poll Official, may inspect the Voting Check List (poll book), ask for the public count from each EVM, and inspect the Number Two and

Number Four books during voting hours (7:00 AM- 8:00 PM). Once a voter enters the polling place the Poll Official must stop the inspection. Inspection of the voting materials DOES NOT mean the Certified Poll Watcher may handle the materials or remove them from the table where the Election Board Officials are sitting.

5. Watchers MUST remain OUTSIDE the enclosed area – the area directly in front of, beside or behind the voting machines – while in the polling place.
6. Watchers MAY NOT INTERFERE with the voting process. If they believe something to be wrong or irregular in the election procedure, they should report it to their candidate or party.

Commonwealth of Pennsylvania
COUNTY OF PHILADELPHIA
WATCHER'S CERTIFICATE
THIS CERTIFICATE AUTHORIZES THE INDIVIDUAL TO WATCH IN ANY
WARD / DIVISION IN PHILADELPHIA

THIS WILL CERTIFY That....., residing at
....., has been regularly appointed as a WATCHER in
the Ward for the Election of Philadelphia, representing
..... Candidate for
on the **DEMOCRATIC BALLOT** to serve at the Primary Election to be held April 24, 2012.

Witness our hand and official seal

Note - Each candidate is entitled to two Watchers per Division in his or her District, but no
Candidate or party shall be represented by more than one Watcher in the same voting booth at
any time.

COUNTY BOARD OF ELECTIONS

.....
County Clerk

.....
County Board of Elections

10-00 (New 2/12) DEMOCRATIC

CLOSING THE POLLS

CARTRIDGES, TAPES, AND ABSENTEE VOTERS LIST

Cartridge-Results Bag

Each Division has a vinyl Cartridge-Results Bag located in the bottom of one of the Electronic Voting Machines. The bag will be picked up by the Philadelphia Police Department at the end of Election Day. The following items must be placed in the Cartridge-Results Bag for pickup:

1. **Machine Memory Cartridges.** The memory cartridge from each EVM in a Division's polling place, whether the machine was used or not, must be placed in the vinyl Cartridge-Results Bag. The cartridge is located in the right hand side of the printer compartment. Remove it by pulling up and out.
2. **Printed Machine Tape.** The white RTC Envelope containing the printed result tapes must be placed in the vinyl Cartridge-Results Bag for Police pickup. This is the FIRST (longest) results receipt from each machine which contains the Opening Zero Count, the Election Board Officials' Opening Certification signatures, and any Write-In votes.
3. **Absentee Voters List (if any).** Place the Absentee Voters List, which has been marked for any voided or challenged ballots, into the Cartridge-Results Bag.

After placing all of the above items into the vinyl Cartridge-Results Bag, zipper it closed and wait for the Police to arrive for pickup.

NOTE: The phone number for the police district responsible for picking up the vinyl Cartridge-Results Bag is printed on the Ward/Division card located in the bag's back pocket. If the police do not arrive to pick up the bag by 9:00 PM on Election Day, notify the Office of the City Commissioners by calling **215-686-1530**

Extra Copies of Results Tapes

Each EVM prints six copies of the results receipt tapes, (labeled "Extra Copies"). Pennsylvania law requires that Official Returns be signed and disposed of as follows:

1. One signed copy of the results receipt from each machine must be placed in the large goldenrod **Number 2** envelope, labeled "Primary Election and Special Election (If Any)," and returned to Delaware Avenue & Spring Garden Street in the Election Materials Box.
2. One signed copy of the results receipt from each machine must be posted on the exterior door or wall of the polling place for public inspection.
3. One signed copy of the results receipt from each machine must be placed into the large goldenrod **Number 4** envelope, labeled "Give to Minority Inspector." The Minority Inspector must take this envelope home for safekeeping for one year.

4. The three other Extra Copies are for the Major political party representatives and must be distributed of as follows:
 - a. One signed copy of the results receipt is to be given to one of the Democratic Committee persons for the Division (if present)
 - b. One signed copy of the results receipt is to be given to one of the Republican Committee persons for the Division (if present)
 - c. One signed copy of the results receipt is to be given to any representative of minor party candidates (if present)

IDENTIFICATION AFFIDAVIT

The Board of Elections has supplied each Election Board with an Affidavit that must be signed, after the close of the polls, by all Election Board Officials who have examined voters' identifications any time during the course of Election Day. The Identification Affidavit is printed on the front of the poll book containing voters with last names beginning with letters A through M. In signing the Affidavit, Election Board Officials are swearing under oath that they have examined the approved forms of identification presented by voters for whom the Election Board Official has affixed his or her initials in the poll book.

PROVISIONAL BALLOTS AND MATERIALS

ALL Provisional Ballot Materials MUST be returned to the County Board of Elections according to the following procedures:

1. *Prepare return envelopes.* The Judge of Elections and Minority Inspector complete and sign the Provisional Voting Return Envelope C and Provisional Ballot Materials Envelope D. After the polls close, the Judge of Elections must count the number of voted, sealed Provisional Ballots and write the number where indicated on the front of Provisional Voting Return Envelope C and Provisional Ballot Materials Envelope D.
2. *Separate voted ballots.* Sealed, voted Provisional Ballot Affidavit Envelopes B MUST be separated into two groups and placed into the green Provisional Voting Return Envelope C. The two groups are:
 - a. Provisional Ballot Affidavit Envelopes B completed as a result of a Federal or State court order, or those completed as a result of any order extending the time established for closing the polls by State law in effect ten days before an Election, as discussed in this guide.
 - b. All other completed Provisional Ballot Affidavit Envelopes B
3. *Package unused Provisional Ballot materials.* Unused or spoiled Provisional Ballot materials should be placed in the Provisional Ballot Materials Envelope D.
4. *Return Provisional Ballot materials.* Once the Provisional Voting Return Envelope C and the Provisional Ballot Materials Envelope D are properly packaged and signed by the

Judge of Elections and Minority Inspector, seal them and place them in the Elections Materials Box to be returned at the end of Election Day.

NOTE: Election Board Officials are NOT permitted to count the votes cast on Provisional Ballots, nor are they permitted to open a voted Provisional Ballot Affidavit Envelope B. These materials must remain sealed and must be returned to the County Board of Elections.

**PROVISIONAL BALLOT
MATERIALS ENVELOPE - D**
PHILADELPHIA COUNTY BOARD OF ELECTIONS
PRIMARY AND SPECIAL ELECTION (IF ANY) - MAY 21, 2013

All unused, or spoiled Provisional Ballot Materials MUST be returned to the County Board of Elections in this envelope. The Judge must complete part B of the chart below to account for the Division's Provisional Ballots.

Voted Provisional Ballots must be returned in a separate envelope (the Provisional Ballot - Return Envelope C).

PART A - TO BE COMPLETED BY COUNTY BOARD OF ELECTIONS OFFICIALS OR EMPLOYEES	
1. Number of Blank Provisional Ballots originally included in this envelope.....	No. _____
2. Any additional blank Provisional Ballots received from the County Board of Elections on Election Day (Place merge in this envelope).....	No. _____
3. Total Provisional Ballots provided to this Election Division.....	No. _____

PART B - TO BE COMPLETED BY THE JUDGE OF ELECTION	
1. Total Blank Provisional Ballots received.....	No. _____
2. All voted Provisional Ballots sealed in the Provisional Ballot-Return Envelope (Envelope C).....	No. _____
3. All spoiled Provisional Ballots sealed in this envelope.....	No. _____
4. All Blank Provisional Ballots sealed in this envelope.....	No. _____
5. Total of all Provisional Ballots (Part B - Lines 2,3,4,5)..... (The numbers entered for Part A #3, Part B #1, 4, 5 must be the same.)	No. _____

Signed _____ Signed _____
(Judge of Election) (Minority Inspector)

Ward _____ Division _____

SEAL SECURELY AND DELIVER TO COUNTY BOARD OF ELECTIONS WITHIN YOUR DIVISION ELECTION MATERIALS BOX.

**PROVISIONAL VOTING
RETURN ENVELOPE - C**
PHILADELPHIA COUNTY BOARD OF ELECTIONS
PRIMARY AND SPECIAL ELECTION (IF ANY) - MAY 21, 2013

ENCLOSE ONLY VOTED PROVISIONAL BALLOTS IN THIS ENVELOPE.

YOU ARE NOT PERMITTED TO OPEN OR COUNT A VOTED PROVISIONAL BALLOT AT THE POLLING PLACE. RETURN THEM TO THE COUNTY BOARD OF ELECTIONS AS SEALED BY THE VOTER.

All unused, or spoiled Provisional Ballot Materials MUST be returned to the Philadelphia County Board of Elections in a separate envelope (Envelope D).

A1 FOR THE JUDGE OF ELECTION	
1. Total of Blank Provisional Ballots received from the Elections Board.....	No. _____
2. Total of all voted Provisional Ballots in this envelope.....	No. _____
3. Individual who delivered the Provisional Ballots to the Elections Board	

Print _____
(Individual's Full Name)

I hereby attest, in accordance with the Philadelphia Election Code, that the information provided in this section is accurate and complete.

Signed _____
(Judge of Election)

A2 FOR THE MINORITY INSPECTOR	
Signed _____	(Minority Inspector)

Ward _____ Division _____
PHILADELPHIA COUNTY

SEAL SECURELY AND DELIVER TO COUNTY BOARD OF ELECTIONS WITH OTHER RETURNS SEPARATE FROM ALL OTHER ELECTION MATERIALS.

ELECTION BOARD PAYROLL

Please pay special attention in making sure that the payroll form for the Division's Election Board Officials is filled out completely and properly. Failure to do so can cause delays in payment and confusion for every member of the affected Election Board.

Each Division should have one Judge of Elections, one Majority Inspector, one Minority Inspector, one Clerk and at least one Machine Inspector for a total of five officials per Division. When it gets busy the Judge of Elections is to help the Machine Inspector operate the second machine. If the Division has three machines, then the law allows a second Machine Inspector.

If a position on the Election Board was vacant on Election Day, please write "none" across the space provided for that official on the payroll form. This will help avoid delays in processing the payroll.

Each Official working on the Election Board must print their name, full address, date of birth, email, Social Security number, and telephone number in a clear and legible manner in the designated spaces on the payroll form.

Each official must also place their signature on the line below their printed name. Failure to sign may result in delayed payment.

OTHER MATERIALS

Number 2 and Number 4 Books

The Number 2 and Number 4 books should be placed in the Number 2 and Number 4 envelopes respectively. The Number 2 envelope should be returned to Delaware Avenue & Spring Garden Street in the Election Materials Box and the Number 4 envelope must be taken home by the Minority Inspector for safekeeping for one year.

All other materials should be placed in the Election Materials Box and returned to Delaware Avenue and Spring Garden Street.

VOTING MACHINES

For Voting Machine questions on Election Day call **215-686-7800**. Please have the following information on hand for the operator.

1. Ward/Division
2. Machine Serial Number
3. Service Code Number (displayed as EXXX in the illuminated “Public Count Display: on the Officer’s Control Panel)

Check the Ward/Division Cards on the machines to make sure you have the correct machines for your division.

Make sure to open all voting machines provided to your division.

OPENING AND SET-UP OF THE VOTING MACHINES

There is one Counter/Seal Card in the bottom of the odd numbered Voting Machine. If this card, along with the audio keypad bag, isn’t in the bottom of the machine double check to make sure you have the correct machine. Election Board members **MUST** write the following numbers on the Card:

- ☐ Write the Serial Number of each machine and the machine case Seal Number of each machine on the Counter Seal.
- ☐ Break the machine case seal and open the machines.
- ☐ Write the Seal Number from the white Open Polls Seal from each machine in the appropriate blocks on the Counter Seal Card.
- ☐ Write the Protective Counter Number for each machine in the appropriate blocks on the Counter Seal Card.

1. **Position the EVM** in the desired location, providing enough space on the sides and rear for election officer access. Two election officers must take a firm grasp on the EVM handle and carefully lower the EVM to its horizontal position.



CAUTION: Do not drop the EVM to its horizontal position. Be sure the floor space in front (handle side) of the EVM is smooth and clear of all obstructions to allow the handle to extend during setup.

2. **Connect the EVM to power.** At the back (opposite handle side) of the EVM perform the following:
 - Pull out the power cord and plug it into a live 115 VAC outlet.
 - Each EVM offers a socket on the left side of the case to plug in additional EVMs up to the limitations listed below:

AC Socket Power Limitations

6 AMPS MAX / 115 VAC/60HZ

6 EVMs MAX - Operating Mode

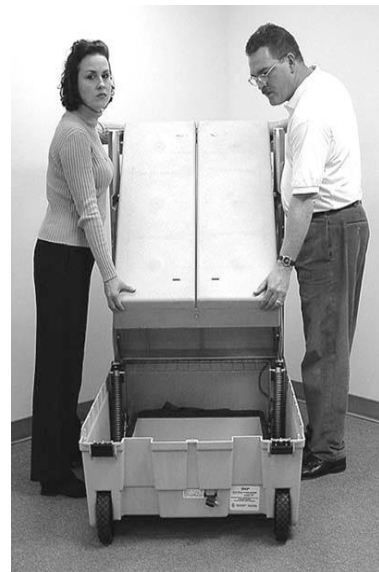
15 EVMs MAX - Charging Mode

Adapters for different types of outlets will be provided in the ADA bag in the bottom of the off numbered machines.



3. **Remove the Seal and Release the two black latches** by breaking the machine case seal and then pulling the latches out and up, away from the protruding lip (similar to a tackle box), and lift the cover and ballot box to its full upright position and is locked in place.

4. **Position the ballot box.** Grasp the ballot box at the top and bottom and carefully rotate to its operating position. Push down on the ballot box door latch button located on the top of the ballot box and swing both doors open. The ballot box is spring balanced for ease of opening. Use two hands and hold it firmly to avoid allowing the box to swing open or closed too quickly.



CAUTION: When rotating the ballot box to its operating position, do not hold the box by the "ears" at the corners to avoid pinching your fingers

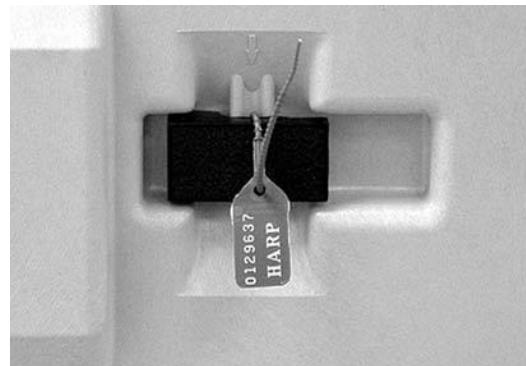
5. **Push down** on the ballot box **door latch** button located on the top of the ballot box and **swing both doors open.**

DO NOT RAISE THE CURTAIN RODS YET –

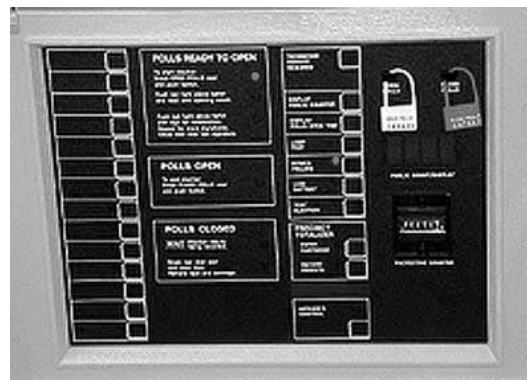
6. **Check the EVM Serial Number** to ensure it matches the ballot number visible through the window in the lower corner of the ballot face cover.



7. **Record the Rear Door Latch Seal Number.** Ensure the rear door latch is sealed and write the seal number on the Counter/Seal Card provided in your Election materials. This door latch is located on the uppermost portion of the back of the ballot box.



8. **Record Open Polls and Closed Polls Seal Numbers.** Ensure the seals are secured on the open polls and closed polls buttons on the Officer's Control panel, and write both seal numbers on the Counter/Seal Card.



NOTE: Do NOT remove the seals.

9. **Record the Protective Counter Number**, located on the Officer's Control panel on the Counter/Seal Card.



Audio Keypad/Headphone Installation

Each Division has one EVM that is equipped with an Audio Keypad/Headphones Device. Please complete the following steps to install the Audio keypad.

The Audio Keypad/Headphones Device is to be installed BEFORE the curtain rods are raised.

1. *Locate the Audio Keypad/Headphone Device.* BEFORE raising the curtain rods, remove the Audio Keypad/Headphone Device from the blue storage pouch located in the bottom of one the voting machines where the curtain is stored.



2. *Connect the Audio Keypad/Headphone Device.* Locate the connector at the end of the Keypad cable and the corresponding connector plate located directly above the large Serial Number on the back of the EVM. Carefully insert the Keypad cable connector into the connector jack and SLOWLY tighten the thumb screws until the unit is firmly attached to the port on the back of the EVM.



3. *Position the Audio Keypad/Headphone Device so it is available for voters.* Attach the Audio Keypad to the Velcro strips located on the back of the EVM and hang the Headphones at the top of the keypad until they are needed.

Curtain Installation

The curtains are to be installed AFTER Audio Keypad/Headphones Device is installed.

1. *Position the curtain support rods.* AFTER the Audio Keypad/Headphones Device has been connected to the EVM, raise the curtain support rods and position them in the notches on the support brackets.
 - a. NOTE: Raising the left support rod turns on the EVM power.
2. *Hang the privacy curtain.* Remove the privacy curtain

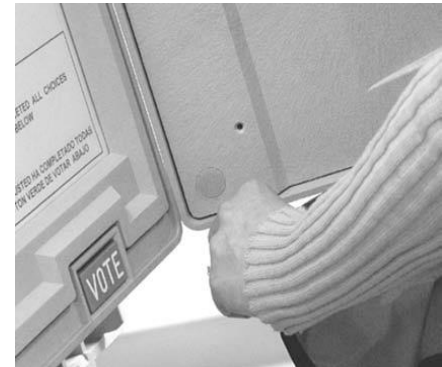


from its storage compartment in the EVM base. Unfold the curtain and slide the right flared end of the curtain rod onto the right support rod holding the remainder of the curtain with your left hand. Then, while standing outside the curtain, unfold the left side of the curtain rod, and slide its flared end onto the left support rod, then into the support bracket.



NOTE: It may be easier to install the curtains with the EVM in the lowered position.

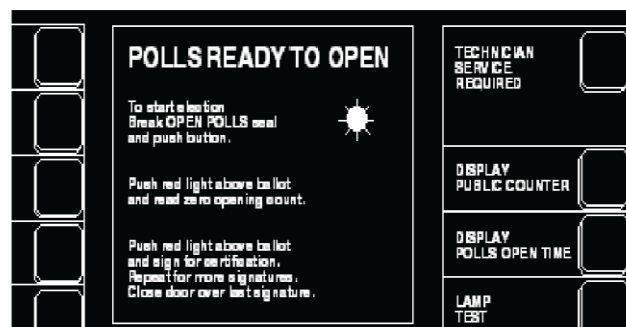
3. *Fasten the curtain.* Fasten the curtain to the edge of the right-hand ballot box door by inserting the bottom of the roped edge on the side of the curtain into the top of the slot in the ballot box door and pulling down until the entire roped edge slides into the slot and is drawn tight. Repeat this on the left side. Secure the bottom of the curtains to the bottom of the ballot box doors by attaching the Velcro strips to the Velcro dots.



Opening the Polls

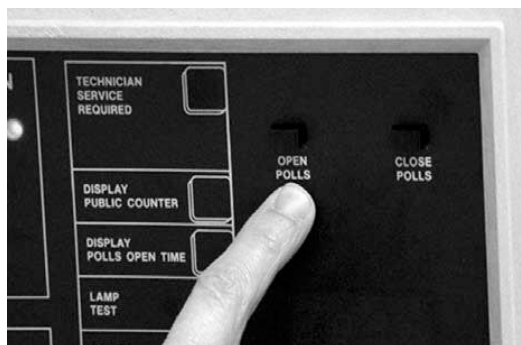
Step-by-step instructions for opening the polls appear on the Officer's Control panel, located on the back of the ballot box.

The Red light indicators on the Officer's Control Panel located on the back of the EVM will move through the steps of the poll opening procedure, one step at a time. As each step is completed, the instruction light will move to the next step.



The first line in the “Polls Ready to Open” box will be illuminated with the red instruction light at the start of setup. There are three steps below “Polls Ready to Open” in this box.

1. *Push the "Open Polls" button.* Remove the seal on the "Open Polls" button and push the button. The red instruction light will move down to the next step on the Officer's Control panel.



2. *Print the EVM Serial Number and Memory Cartridge Number.* Press the blinking red button located at the top right on the front of the EVM next to the Write-In window. The window will open, exposing the paper tape, and the printer will start printing.



3. *Verify the EVM Serial Number and Memory Cartridge Number.* When the printer stops and the paper tape is stationary, the EVM number and memory cartridge number will be displayed as follows:

ELECTronic 1242
MACHINE # NNNNNN
CARTRIDGE # NNNNNN

IMMEDIATELY verify that these numbers match the EVM Serial Number shown through the window in the lower left corner of the ballot frame.

NOTE: These numbers will only remain exposed for a short time before the printer starts again. Check the numbers IMMEDIATELY.



NOTE: DO NOT CLOSE THE WRITE-IN WINDOW - THE PRINTER WILL START AGAIN.

4. *Print the poll opening count.* The printer will start working again. The tape will go through each candidate and question and show the poll opening counts for each item on the ballot. After completing the count check, the printer will stop again. The write-in window will

display the message “All Counters = Zero.” All observed counts MUST be zero. If the counts are not zero, call the Voting Machine Hotline immediately. If all counters are zero, the red instruction light will move down to the next step in the “Polls Ready to Open” box on the Officer's Control panel.

NOTE: DO NOT CLOSE THE WRITE-IN WINDOW - THE PRINTER WILL START AGAIN.

5. *Election Board Officials sign to certify the poll opening count.* The square red button next to the write in window above the ballot face on the front of the EVM will start blinking. Each election officer must sign to certify the poll opening count, pressing the blinking red button once to advance the tape and then signing his or her name in the blank space on the paper tape.



6. *Close the write-in window.* Once all Election Board Officials have signed the tape, close the write-in window by pulling the cover down. After the write-in window is closed and the printer stops, a bell-chime will sound to indicate that the machine is ready for use. The “Polls Open” line will be illuminated with the red instruction light.



7. *Verify that the Public Counter is at zero.* Check the Public Counter located on the Officer's Control panel and make sure it is at zero. If the Public Count is not zero call the Voting Machine Hotline immediately.

OPERATING THE VOTING MACHINE

Each time an authorized voter approaches the EVM, Election Board Officials must follow certain operating procedures. These procedures are different for Primary and General Elections, as well as for sighted and visually impaired voters.

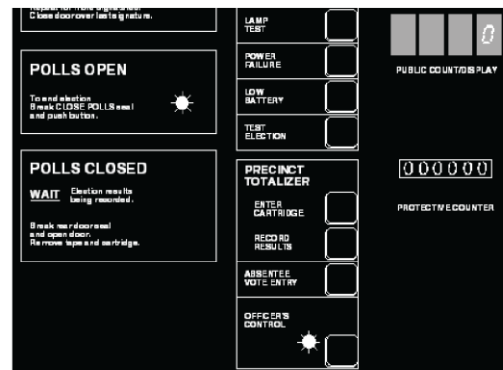
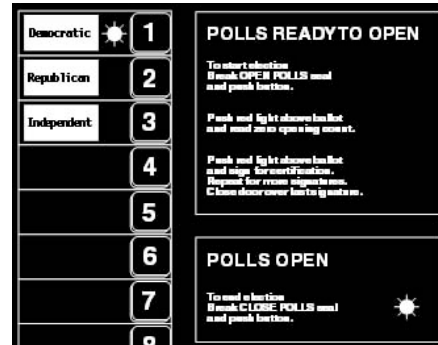
Do not press the PARTY, ADA AND / OR OFFICER'S CONTROL buttons until the next authorized voter approaches the Voting Machine, and you know which buttons must be pressed for each voter.

Activating the Voting Machine for Each Voter – Primary Elections

Visual Ballot Use for Sighted Voters

The Machine Inspector or Judge of Elections must follow the procedures below to activate the EVM for sighted voters in PRIMARY Elections:

1. *Enter the lockout selection for the appropriate party ballot.* Press the political party affiliation lockout button for the Party in which the voter is registered. The party buttons are located in the first left hand column of the Officer Control Panel. The light next to the party lockout selection will illuminate. **(for Independent, non-affiliated, or minor party voters, skip this step)**
 - a. NOTE: A lockout selection may be canceled by pressing its button a second time.
2. *Press the Officer's Control button.* Press the Officer's Control button on the bottom center of the Officer's Control Panel. The light next to the Officer's Control button and the lights on the Voting Machine ballot box doors will turn on; two bell-chimes will sound when the machine is ready for voting.
 - a. NOTE: Independent, non-affiliated, and minor party voters are ONLY permitted to vote on ballot questions in Primary Elections. For Independent, non-affiliated, and minor party voters, the machine operator should ONLY press the Officer's Control button. If there are no Questions on the ballot, then Independent, non-affiliated, and minor party voters are not eligible to vote.



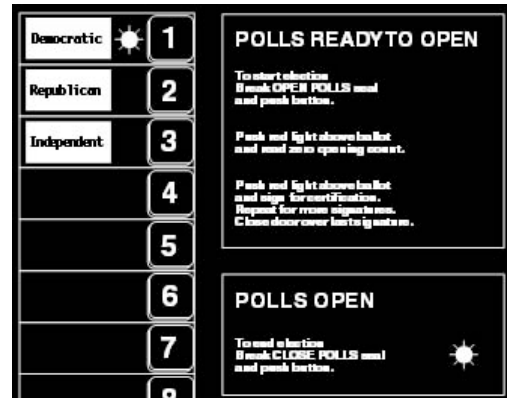
Audio Keypad/Headphone Device Use for Visually Impaired Voters

If a voter is visually impaired, and is physically unable to read the visual full face ballot sheet, then Election Board Officials can direct the voter to the Division's one EVM that is equipped with an Audio Keypad/Headphone Device. The Machine Inspector or Judge of Elections must follow the procedures below to prepare and activate the EVM for a voter requiring the use of the Audio Keypad/Headphone Device.

NOTE: A visually impaired voter is NOT required to use the Audio Keypad/Headphone Device if the voter chooses to have an individual provide voting assistance. However, if a visually

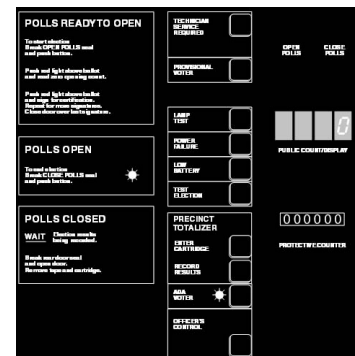
impaired voter desires to vote without any assistance, Election Board Officials must afford the voter the opportunity to use the Audio Keypad/Headphone Device:

1. *Enter the lockout selection for the appropriate party ballot.* Press the political party affiliation lockout button for the Party in which the voter is registered. The party buttons are located in the first left hand column of the Officer Control Panel. The light next to the party lockout selection will illuminate. **(for Independent, non-affiliated, or minor party voters, skip this step)**

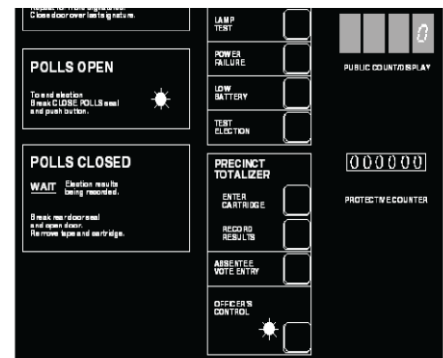


NOTE: If a wrong lockout was selected, the Officer's Control button must be deactivated by pushing it a second time. If the voter has already made selections to the ballot but has not yet pushed the Vote button, the lockouts can be changed by having the voter undo all of the selections. Then, press the Officer's Control button to deactivate the ballot lockout selection. The counters will not advance. Reselect the proper Lockout button and press the Officer's Control button again. This procedure will function even if the voter has used the write-in function since the machine will print a "Write-in Cancelled" message on tape for that write-in.

2. *Press the ADA Voter button.* Press the ADA Voter button on the Officer's Control panel on the back of the EVM. The ADA Voter button is second from the bottom in the center of the Control Panel. The light next to the ADA Voter button will illuminate.



3. *Press the Officer's Control button.* Press the Officer's Control button on the bottom center of the Officer's Control Panel. The light next to the Officer's Control button will illuminate, and the lights on the voting machine ballot box doors will blink; two bell-chimes will sound when the machine is ready for voting.



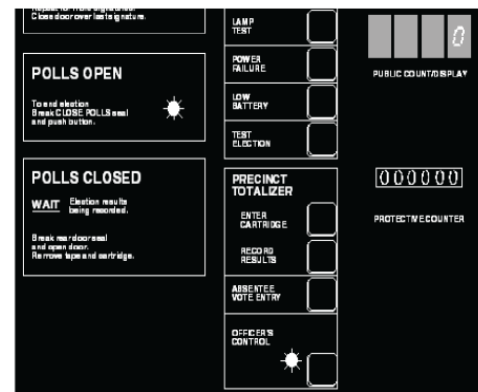
NOTE: Independent, non-affiliated, and minor party voters are ONLY permitted to vote on ballot questions in Primary Elections. For Independent, non-affiliated, and minor party voters, the machine operator should ONLY press the Officer's Control button. If there are no Questions on the ballot, then Independent, non-affiliated, and minor party voters are not eligible to vote.

NOTE: Normally, the blinking Office Category Indicators on the ballot will flash when the EVM is activated for a voter. For visually impaired voters using the Audio Keypad/Headphone Device, these ballot indicators are turned off and will not blink.

Activating the Voting Machine for Each Voter – General Elections

Visual Ballot Use for Sighted Voters

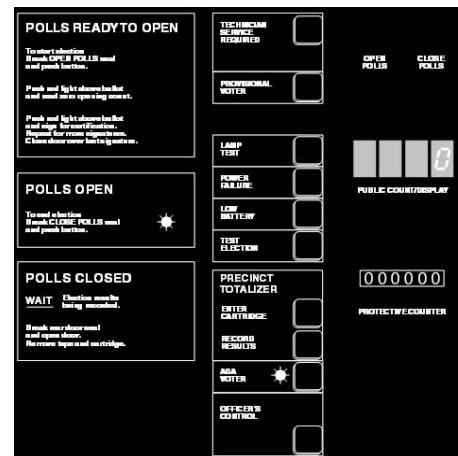
If a voter is NOT visually impaired, and is physically able to read the visual full face ballot sheet, then Election Board Officials can direct the voter to any of the Division's EVMs. The Machine Inspector or Judge of Elections must follow the procedures below to activate the EVM for sighted voters in GENERAL Elections:



1. *Press the Officer's Control button.* Press the Officer's Control button on the bottom center of the Officer's Control Panel. The light next to the Officer's Control button will illuminate, and the lights on the voting machine ballot box doors will blink; two bell-chimes will sound when the machine is ready for voting.

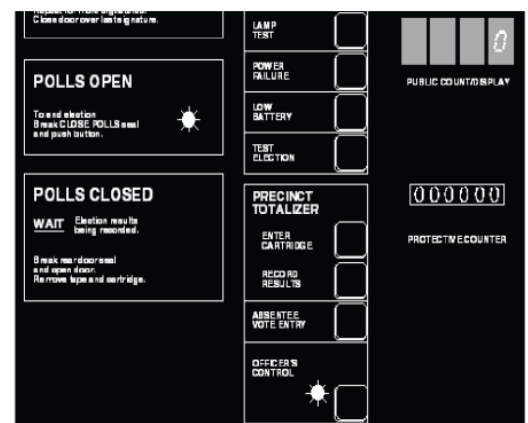
Audio Keypad/Headphone Device Use for Visually Impaired Voters

If a voter is visually impaired, and is physically unable to read the visual full face ballot sheet and use the numbered buttons and lights to select candidates and ballot question choices, then Election Board Officials can direct the voter to the Division's one upgraded EVM equipped with an Audio Keypad/Headphone Device. The Machine Inspector or Judge of Elections must follow the procedures below to prepare and activate the EVM for a voter requiring the use of the Audio Keypad/Headphone Device:



1. *Press the ADA Voter button.* Press the ADA Voter button on the Officer's Control panel on the back of the EVM. The ADA Voter button is second from the bottom in the center of the Control Panel. The light next to the ADA Voter button will illuminate.

NOTE: A visually impaired voter is NOT required to use the Audio Keypad/Headphone Device if the voter chooses to have an individual provide voting assistance. However, if a visually impaired voter desires to vote without any assistance, Election Board Officials must afford the voter the opportunity to use the Audio Keypad/Headphone Device.



2. *Press the Officer's Control button.* Press the Officer's Control button on the bottom center of the Officer's Control Panel. The light next to the Officer's Control button will illuminate, and the lights on the voting machine ballot box doors will blink; two bell-chimes will sound when the machine is ready for voting.

NOTE: Normally, the blinking Office Category Indicators on the ballot will flash when activated for a voter. For visually impaired voters using the Audio Keypad/Headphone Device, these ballot indicators are turned off and will not blink.

Machine Voting Procedures

Once the EVM has been activated, instruct the voter to enter the booth, close the privacy curtain, and cast his or her ballot. When the voter has finished making all of his or her selections and has pressed the green Vote button to cast the ballot, the ballot face lights, ballot door lights, and the light next to the Officer's Control button on the back of the EVM will turn off and a single bell-chime will sound. Both the Public Count and Protective Counter on the back of the Voting Machine will advance one count. If the Officer's Control button light on the back panel and the red ballot door lights are still illuminated when a voter exits the booth, the voter may not have pressed the Vote button. In this case, the Election Board Official should ask the voter if he or she pressed the green Vote button before exiting the booth.

Write-In Vote Procedures

Voters should NOT cast a Write-In vote for a candidate whose name appears on the ballot for that office. This vote will NOT be counted. Pennsylvania election laws PROHIBIT counting Write-In votes for candidates whose names appear printed on the ballot face for the SAME office, nomination, or election.

1. *Press the appropriate Write-In button on the visual face ballot.* In PRIMARY ELECTIONS, the Write-In button for each office is located below the name of the last candidate for that office. In GENERAL ELECTIONS, the Write-In buttons for each office will be located in the rightmost column, in the same row as the Office name box.
2. *Press the red square button at the top right of the machine.* Once a Write-In button is pressed, the red square button next to the Write-In window at the top right of the machine will begin blinking. Press the button to open the black shutter on the Write-In window to expose the paper.



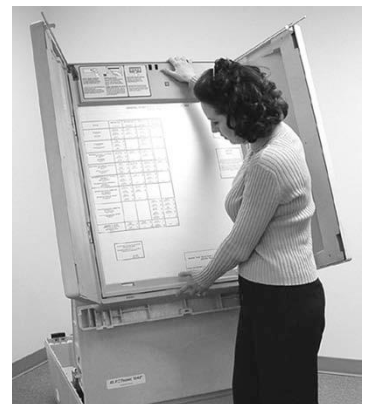
- a. NOTE: Once the voter has pressed the blinking square button and opened the Write-In window, the Write-In option CANNOT be deselected.
3. *Write or stamp the name of the write-in candidate.* Write or stamp the name of the Write-In candidate on the paper within the Write-In window.
4. *Close the Write-In window.* Pull down the black shutter, closing it over the written or stamped name.
5. Repeat steps 1-4 for each Write-In candidate.
 - a. NOTE: The voter cannot continue making selections or cast the ballot until the write-in window has been closed.

Lowering the Ballot Box for Handicapped Voters

The EVM is designed to accommodate the needs of voters who use wheelchairs or who otherwise have difficulty reaching the entire ballot while the EVM is in its full upright position. Election Board Officials must follow the procedures below to lower the EVM for handicapped voters:

Make sure the voter is standing at least six feet away from the EVM while it is being lowered.

1. *Extend the stabilizer handle.* Stand directly in front of the EVM and extend the stabilizer handle at the bottom front of the machine by hooking your heel inside it and pulling outward and up. It will move approximately 6 inches.
2. *Lower the ballot box.* Once the handle has been extended, grasp the top and bottom of the ballot box and carefully pull the EVM to lower the height of the ballot box. The rear of the base will lift into the air and the stabilizer handle will stop the EVM at the proper vertical position. This lowers the ballot box by more than six inches.
3. *Activate the machine and instruct the voter to enter the booth and cast a vote.* Once the EVM is in its lowered position, follow the procedures already outlined in this guide.
4. *Return the ballot box to its original height.* After the voter has finished casting his or her ballot, grasp the ballot box at the top and bottom and gently move it back to its original position. The stabilizer handle will automatically withdraw to its original position.



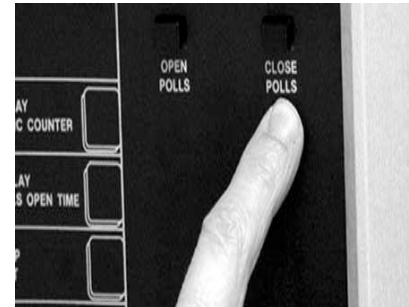
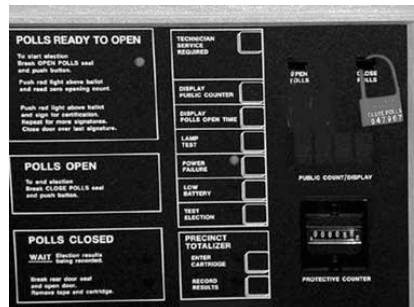
CLOSING THE POLLS

Once the polls have officially closed and the last authorized voter has voted, Election Board Officials must follow the procedures below for each EVM in order to close the polls and retrieve election results:

Do not remove the privacy curtain, or lower the curtain support rods, until AFTER ALL of the steps in this section have been completed. Doing so will disconnect the EVM from power and stop the reporting process. If this happens, raise the left rod again and reinitiate ALL steps within this section.

1. *Press the Officer's Control button.* Press the Officer's Control button on the bottom center of the Officer's Control Panel. The light next to the Officer's Control button will turn off.

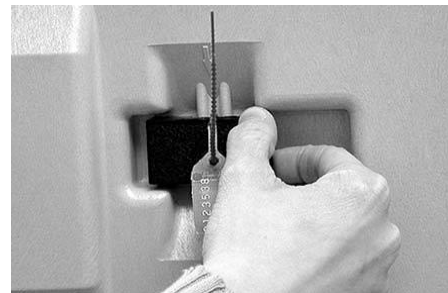
2. *Push the "Close Polls" button.* Remove the seal on the "Close Polls" button and push the button. The red indicator light will move to the upper position in the "Polls Closed" box of the Officer's Control panel.



Make sure that the seal number is written on the Counter/Seal Card located in the bottom of one of the Division's EVMs, as per the Opening the Polls instructions in this guide.

3. *Print the election results.* The EVM will copy the election results into the memory cartridge and begin printing results on the paper tape. When the printer stops and the red indicator light moves to the lower position in the "Polls Closed" box, the recording of votes cast is complete.

- a. NOTE: The Write-In window must remain closed. The results cannot be viewed while they are being printed.



4. *Open the rear door.* Make sure that the rear door latch seal number is written on the Counter/Seal Card located in the bottom of one of the Division's EVMs, as per the Opening the Polls instructions in this guide. Remove the rear door latch seal and release the latch by pulling out and lowering the door downward. This will open the rear compartment.



5. *Remove the memory cartridges from ALL voting machines.* The memory cartridge is located in the right hand side of the rear compartment. Remove

the cartridge by pulling up on it, and place it in the vinyl Cartridge-Results Bag for Police pickup.

6. *Remove the printed election results.* Once the cartridge has been removed, remove the paper tape containing the printed election results from the spool. Place a finger on the tip of the take up spool and turn the spool towards the top of the machine until the paper tape on the spool loosens. Grasp one edge of the paper tape and carefully tear across the width of the take up spool. This will result in two sections of tape protruding from the top printer spool. Grasp the lower end, which is located within the take up spool. Carefully pull out tape and let it fall into the machine base until all of the tape is removed from the take up spool. The end of the tape that comes off the spool last should be the top of the FIRST result tape. The EVM prints multiple copies of the election results as required. The machine will print 7 copies of the election results.

NOTE: Only tear the tape at lines marked “Cut Here”

Place the longest printed Election Results Receipt /Tape from each Voting into the RTC Envelope, and then place the RTC Envelope into the vinyl Cartridge-Results Bag. The longest Official Returns printed results receipt contains the Opening Zero Count, the Election Board Officials’ Opening Certification signatures, any Write-In votes, any machine repair activity that may have occurred during voting process, the Closing Election Results for each candidate, and the Election Board Officials’ Closing Certification Signatures.

7. ***Place the first tape from each machine in the RTC envelope. The first tape from each machine, which contains the opening zero count, Write-In votes, if any, and the machine results must be placed in the white RTC Envelope and then the RTC Envelope must be placed in the vinyl Cartridge-Results Bag for Police pickup.***
8. *Sign the machine tapes.* All Election Board Officials MUST sign the bottom of each tape in the provided signature blocks.
9. *Close the rear door and seal the compartment.* A section of the tape will remain exposed at the top of the rear compartment after the results tapes have been removed. Close the rear door and seal the rear compartment.
10. *Remove the Audio Keypad/Headphone Device.* Carefully unscrew and remove the Audio Keypad cable from the back of the EVM. Place the Audio Keypad/Headphone Device into the blue cushioned bag in which they were delivered. Place the blue bag in the bottom of the EVM.

CLOSING AND SEALING THE VOTING MACHINES

Once the election results tapes and memory cartridges have been removed from the EVMs, the EVMs may be closed in preparation for return transport to the City's warehouse. Election Board Officials must follow the procedures



below for each EVM in order to close and seal the machines:

1. *Detach Velcro strips from the curtains.* Detach the Velcro strips at the bottom of the curtains.
2. *Unfasten the curtain.* Unfasten the curtain from the edge of the ballot box doors by pulling the roped edge of the curtain up and out of the top of the slot.

NOTE: It may be easier to remove the curtains with the machine in the lowered position.



3. *While standing outside the curtain, remove the flared end of the curtain rod from the left curtain support rod.*



4. *Swing the left side of the curtain rod down and while holding it in your left hand fold it toward the center.* Grasp the right side of the curtain rod with your right hand and slide it off its support rod. Fold the right side of the curtain rod toward the center and neatly roll the curtain around the rods and place in its storage compartment in the machine base.



5. *Lower both curtain support rods and close both ballot box doors.*
Lowering the left curtain rod shuts off the power to the machine.

6. *Disconnect the ADA Device before lowering the Ballot Box.*

NOTE: If the rear door is closed before the curtain support rods are lowered, the bell-chime will sound and E001 will be displayed on the Officer's Control Panel. This indicates the memory cartridge has been removed. Ignore it and close the machine.

CAUTION: The Voting Machine is spring balanced for ease of closing. It is important to use two hands and hold it firmly to avoid allowing the box to swing open or closed too quickly.



7. Grasp the top and bottom of the ballot box and rotate it downward to its vertical position. Grasp the cover of the machine in the proper hand relief spots and ease it downward until the cover is closed.

CAUTION: Be sure to grasp the cover in the proper locations, as shown in the photograph, to avoid pinching your fingers as the cover is closed!



8. Fasten the plastic latches and secure the machine case with the new seal as provided in your Election Officer materials.
9. Disconnect the power cord and retract it into the base.

VOTING MACHINE TROUBLESHOOTING

When a problem is detected with an Electronic Voting Machine ("EVM"), a bell-chime will ring repeatedly and the problem will be identified on the Officer's Control panel. When the continuous bell-chime rings, check the Officer's Control Panel on the back of the EVM. A light will be on next to one of the following control buttons:

1. **TECHNICIAN SERVICE REQUIRED.** If the **TECHNICIAN SERVICE REQUIRED** light is on, **stop** using the machine. Direct voters to a different machine or provide emergency ballots, if appropriate. Press the **TECHNICIAN SERVICE REQUIRED** button to stop the bell chime and call the City Commissioners Office for assistance at **215-686-7800**. Be ready to provide the EVM serial number and the numeric service code, which will be displayed as **EXXX** in the illuminated "Public Count Display" on the Officer's Control Panel. This code helps to determine corrective action.
2. **POWER FAILURE.** If the **POWER FAILURE** light is on, either the power cord has been unplugged or the power to the outlet has been interrupted. Press the button next to the **POWER FAILURE** light to stop the bell-chime. Check the power cord and plug it in if it has become unplugged. If the cord is plugged in notify the City Commissioners Office by calling **215-686-7800**.
3. **LOW BATTERY.** If the machine is operating on its internal battery and the **LOW BATTERY** light comes on, press the button next to the **LOW BATTERY** light to stop the bell-chime. Direct voters to another machine or provide emergency ballots, if appropriate. If battery becomes too low, the machine will automatically close and the results will still print when the machine is opened at the close of the polls. Notify the City Commissioners Office by calling **215-686-7800**.

VOTING MACHINE FAQs

During Election Day, voters may ask questions about operating the EVMs. Below are answers to some of the most frequently asked questions. For other Voting Machine questions on Election Day, call **215-686-7800**.

1. **QUESTION:** How do I select a candidate or answer a question?
ANSWER: Press the number in box next to the candidate or response of your choice. A red light will turn on next to the numbered box you pressed, indicating your choice. To change a selection, press the same button next to your original choice again and the light will go out. Then, make a new selection.
2. **QUESTION:** If I press the VOTE button before I complete all my selections, can I finish?
ANSWER: No; once the VOTE button has been pressed, the ballot is cast and no additional selections and/or changes may be made.
3. **QUESTION:** Do I have to vote for every candidate or answer every question on the ballot?
ANSWER: No. You may vote for only those candidates that you desire. However, you must make at least one selection on the ballot before pressing the VOTE button in order to cast your ballot.
4. **QUESTION:** How do I cast a write-in vote?
ANSWER: Press the appropriate Write-In button on the visual face ballot. Press the red square button at the top right of the machine. Write or stamp the name of the write-in candidate. Close the Write-In window.
5. **QUESTION:** What are the blinking red lights on the ballot?
ANSWER: Blinking red lights next to offices and/or referenda indicate those for which you are authorized to vote. Once all selections have been the blinking lights will go out.
6. **QUESTION:** How can I tell if I have made all possible selections on the ballot?
ANSWER: All the flashing red lights in the office/referenda boxes will be off on the ballot face.
7. **QUESTION:** How do I cast my ballot?
ANSWER: Make all desired selections on the ballot and press the green VOTE button located on the lower right hand corner of the ballot box. When the voting booth lights turn off and one bell-chime sounds, your ballot has been recorded.
8. **QUESTION:** I tried to select something and the EVM would not respond when I pushed the box containing a candidate number on the ballot.
ANSWER: If a voter complains that a button does not work, check to make sure that the voter is qualified to select that button. If it appears that the button or candidate light isn't working properly, call **215-686-7800**.

NOTE: If a wrong lockout was selected for a voter and he or she has not yet pushed the Vote button, the lockouts can be changed by having the voter undo all of the selections. Then, press the Officer's Control button to deactivate the ballot lockout selection. The counters will not

advance. Reselect the proper Lockout button and press the Officer's Control button again. This procedure will function even if the voter has used the write-in function since the machine will print a "Write-In Cancelled" message on tape for that write-in.

WHERE TO PICK UP YOUR ELECTION MATERIALS

You are required to pick up your election materials the weekend before the election. City Commissioners personnel will be available at distribution centers the weekend before the election:

Saturday and Sunday- 8:00 AM through 8:00 PM

Monday- 8:00 AM through 4:30 PM

If your polling place is in this ward	Pick up your election materials at this location
Wards 26, 30, 36, and 48	1 st District Police Station 24 th and Wolf Streets
Wards 23, 35, 41, 53, 54, 55, and 62	2 nd / 15 th District Police Station Harbison Avenue and Levick Street
Wards 1, 2, and 39	3 rd / 4 th District Police Station 11 th and Wharton Streets
Ward 21	5 th District Police Station Ridge Avenue and Cinnaminson Street
Wards 5, 8, 14, 15, 18, 19, 25, and 31	Voter Registration Office 520 N Columbus Boulevard, 5 th Floor
Wards 56, 58 and 63	7 th District Police Station Bustleton Avenue and Bowler Street
Wards 57, 64, 65, and 66	8 th District Police Station Academy and Red Lion Roads
Wards 3, 40, and 51	12 th District Police Station 65 th Street and Woodland Avenue
Wards 9, 12, 22, and 59	14 th District Police Station Haines Street west of Germantown Avenue
Wards 46 and 60	18 th District Police Station 55 th and Pine Streets
Wards 4, 34, and 52	19 th District Police Station 61 st and Thompson Streets
Wards 20, 29, 32, 37, and 47	22 nd /23 rd District Police Station 17 th and Montgomery Streets
Wards 7, 33, 42, 43, and 45	24 th /25 th District Police Station Whitaker Avenue north of Erie Avenue
Wards 10, 17, 49, 50, and 61	35 th District Police Station Broad Street and Champlost Avenue
Wards 11, 13, 16, 28, and 38	39 th District Police Station 22 nd Street and Hunting Park Avenue
Wards 6, 24, 27, 44	A.M.E. Baptist Church 41 st and Spring Garden Streets

*Times and locations accurate as of September 2015