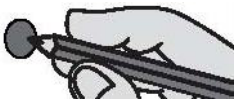
Erie County
Board of Elections
2017 Election Day Instruction Manual

Mark it.

Scan it.



Make your vote count.

Ralph M. Mohr
Commissioner

Jeremy J. Zellner
Commissioner

ERIE COUNTY
BOARD OF ELECTIONS
134 West Eagle Street
Buffalo, New York 14202
www.elections.erie.gov
(716)-858-8891

Dear Election Inspector:

Thank you for your interest in serving as a poll worker in Erie County. Election Inspectors play a vital role in the democratic process and are key to the success of any election.

The Erie County Board of Elections would like to thank you for your community service, your commitment to your neighbors as they exercise their freedom to vote, and your dedicated efforts to provide fair and accurate elections for all Erie County voters.

There have been many changes in the laws relating to elections and the machinery of democracy that will require your careful attention. We have discovered that our Election Inspectors are more than capable of learning new procedures, maintaining a helpful attitude and increasing the security and accuracy of an election.

This handbook, your training course, and other aids supplied to you will describe your responsibilities in detail.

Again, thank you for your efforts to give every registered Erie County voter the opportunity to cast a vote in confidence.

Ralph M. Mohr
Commissioner

Jeremy J. Zellner
Commissioner

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VOTING HOURS

Erie County polls are open from 6:00 am to 9:00 pm.

All Election Inspectors are scheduled to begin work at 5:30 a.m. sharp on Primary and General Election days. **All polls in Erie County MUST be open and operational by 6:00 a.m.**

If your location is properly set up and ready before 6:00 am, you **MUST NOT ALLOW** any voting to take place prior to 6:00 am.

Election law mandates that voters who are in line at the close of polls (9:00 p.m.) shall be allowed to vote.

This book belongs to: _____

NOTES

NOTES

Election Inspector Information

Inspector Qualifications

There are several qualifications you must meet in order to become a certified Inspector.

You must be:

- A resident of Erie County;
- Registered to vote in Erie County;
- Able to speak, read and write the English language; and
- You must attend an annual training class, receive a passing grade on the evaluation test and have been administered the Oath for Appointive Election Officer.

You may not be:

- A publicly elected official or candidate in the district where you work; and/or
- The spouse, parent or child of a candidate who is running for office in the district where you work.

Chairperson Responsibilities

The Chairperson is the team leader who supervises all Election Day activities. Therefore, it is imperative that the **Chairperson be elected FIRST** thing in the morning. If chosen Chairperson, you will be paid an additional amount to reflect the additional duties required.

The Chairperson will have specific duties throughout the day to ensure everything runs smoothly and efficiently. These duties include, but are not limited to:

- Delegating Inspector assignments first thing in the morning such as:
  - Opening the scanner and AutoMARK (2 Inspectors, one from each political party);
  - Opening white supply box(es) and properly setup sign-in table
  - Display all appropriate posters and set up the 100 foot markers outside
- Making sure the room is set up properly with voter privacy the main objective.
- Accounting for and distributing all the day's election supplies.
- Ensuring that all required forms are filled out completely and accurately. For example, the pay voucher is signed by all Inspectors; Affidavit Oath Envelopes are completed properly by the voter and Inspector.
- Scheduling of Inspectors lunch and dinner breaks. Please make an effort to have all Inspectors back from their lunch by 12:00 pm and from their dinner break by 5:00 pm. This will ensure a full staff of Inspectors during peak voting times.
- Ensure there is a team of bipartisan Inspectors present at all times.
- Announcing voting results to the public.
- Reporting voting results to the Board of Elections after the Canvass Sheet and Press Report have been completed.

CITY OF BUFFALO – Return Brown Tabulation Folder directly to the Board of Elections after the close of polls.

ALL TOWNS, CITY OF LACKAWANNA AND CITY OF TONAWANDA – Return Brown Tabulation Folder to site designated by the Board of Elections.

NOTES

Inspector Assignments

The Chairperson is responsible for delegating the following responsibilities. These assignments should be rotated periodically during the day.

Operating the Poll Book – This post entails locating voters in the poll book and recording all pertinent information therein.

Issuing Ballots – This position requires the Inspector to carefully remove ballots from the ballot booklet and issue all voters a privacy folder.

Supervision of Privacy Area – This Inspector must ensure the privacy area is secure, quiet and may assist voters, if asked.

Supervision of the Scanner – While maintaining a reasonable distance, this Inspector may assist voters, if necessary, and is responsible for collecting the privacy folders and returning them to the sign-in table.

Greeting the Voter – All polling locations with two or more Election Districts MUST have a greeter(s) with a Street Listing at the door. (See page 21 for instructions). The greeter's responsibility is to direct voters to their correct Election District within your location or direct them to their proper polling location.

Every vote counts, including your own!

As an Inspector, you are encouraged to vote in one of the following ways:

- Vote on your lunch or dinner break.
- Vote by special ballot prior to Election Day.

If there is a chance you will be working a polling location other than your own, please contact the Board of Elections 858-7819 for a special ballot application and deadlines for submission.

Inspectors cannot use an Affidavit Oath to vote. According to NYS Election Law, you must vote in the district where you live.

Keeping the Polling Location Professional

Working as an Election Inspector makes you the "Face of Democracy." It is important to keep this in mind as you greet and assist voters. It is also critical that you treat your fellow Inspectors with respect at all times.

What you wear helps set the professional tone that should be present in your polling location at all times. Please keep this in mind when selecting clean, comfortable, yet appropriate attire.

Election Day is a long day and we understand that there may be times when no voters are in your location. **However, it is never permissible to consume food or drink while seated at the sign-in table.** Be sure to maintain a clean and professional workspace at all times throughout the day. The sign-in table should remain free of all food, drinks, and debris and personal belongings.

PRIVACY OF THE VOTER

NOTES

It is of the utmost importance to respect the privacy of the voter at all times. To ensure voters privacy, proper room set-up for your location is essential. Please refer to Pages 5 and 6 for examples.

In order to facilitate a secure voting area, please follow these regulations carefully.

YOU MUST:

- Set-up the voting area in a manner that best maintains voter privacy at all times.
- Position the AutoMARK with the screen facing a wall, yet still providing a 5 foot turning radius around the unit. The AutoMARK should never be positioned next to the scanner.
- Keep a reasonable distance (10 to 12 feet, space permitting) from the scanner, AutoMARK and the privacy area.
- Ensure pens are located in the privacy area and the area is kept clean at all times;
- Maintain a quiet and orderly polling location.

YOU MUST NEVER:

- Touch or view a voter's ballot without permission from the voter; or
- Approach the scanner or privacy area without permission from the voter.

If a voter asks for assistance you should not hesitate to help. However, prior to approaching a voter you must ask the voter to insert the ballot into a privacy folder. Furthermore, you must ask permission from the voter to view his/her ballot. When assisting a voter, there must be a two Inspectors present, one of each political party

ROOM LAYOUT

NOTES

One of the most important aspects to ensuring a successful and smooth running Election Day is to have your polling location properly set up.

Room set-up is **YOUR** responsibility as Inspectors. You must ensure there is a clear path of travel for the voters throughout the entire voting process.

When determining room set-up, you **MUST** consider:

- Privacy of the voter at the privacy booths and while casting his/her ballot;

- Allowing enough room for lines to form during peak voting hours at both the sign-in table(s) and the scanner(s), and

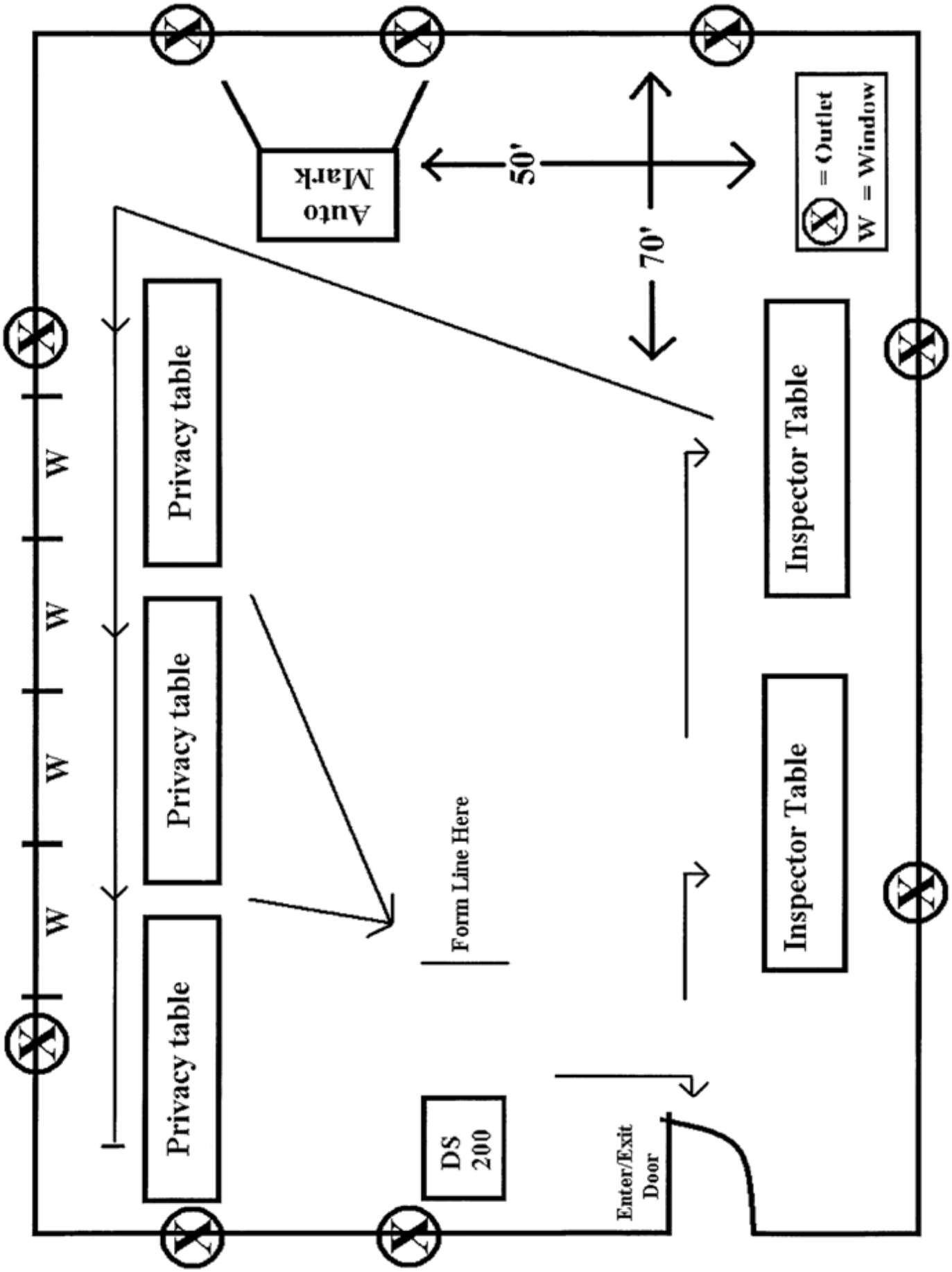
- Establishing a clear path of travel to the proper scanner in locations with multiple scanners. Room set-up is essential to ensure voters are directed to the scanner for their district.

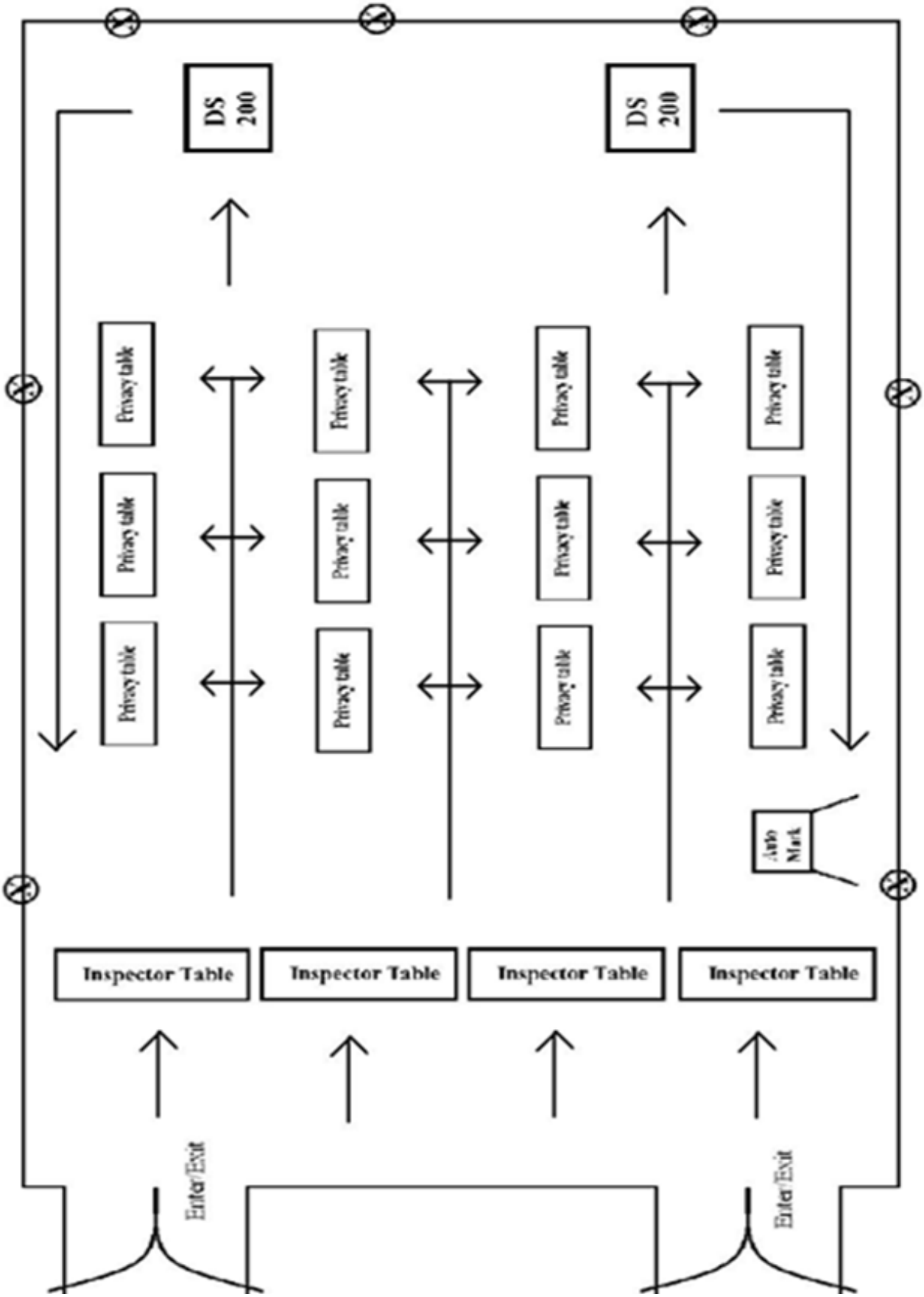
Please keep in mind that tables and chairs are set out for you by the facilities personnel. The Board of Elections informs each location how many tables and chairs are needed. Our office does not instruct them as to how to set up the room. Regardless of where the tables and chairs are found upon the opening of the location, you must ensure the room is set up properly.

NOTE: Some locations are set up by Board of Elections employees prior to Election Day. If your location has been set up by this office, there will be a note informing you as such. Please do not make any changes.

IMPORTANT NOTE: When a Board of Elections Site Coordinator visits your location and instructs you on how the room set-up should be changed, you **MUST** make those changes at the first possible opportunity.

See the following two pages for examples on how your location should be set up.


Auto Mark
50'
70'
= Outlet
W = Window
Privacy table
Privacy table
Privacy table
W
W
W
W
Form Line Here
Inspector Table
Inspector Table
DS 200
Enter/Exit Door


DS 200
DS 200
Privacy table
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Privacy table
Privacy table
Privacy table
Privacy table
Privacy table
Privacy table
Privacy table
Auto Mark
Inspector Table
Inspector Table
Inspector Table
Inspector Table
Enter/Exit
Enter/Exit

ELECTION DAY
MORNING PROCEDURES

The opening of supplies and machines may NOT commence until two Inspectors (one from each political party) are present. Call the Board of Elections if you do not have enough people to open by 5:40am The Chairperson is to ensure that all necessary forms and the pay voucher are properly completed.

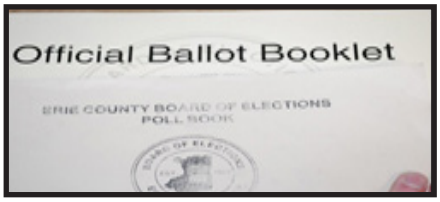
1. Locate the white supply box(es) on top of the gray AutoMARK cart. These boxes contain the ballot booklets, poll book(s) and all other supplies for each election district.

All ballot booklets and poll book(s) along with other supplies are election district specific.

2. Cut the seal(s) from the white supply box(es). **You are responsible for bringing your own scissors.**

3. Remove poll book(s), ballot booklets and all other supplies. Keep poll book(s) on sign-in table. Make sure to start with the first ballot booklet and use in consecutive order.

4. Check the poll book(s), ballot booklet(s) along with all other supplies to verify that you have the correct supplies for your district. Verify the ballots in your Official Ballot Booklet against the sample ballot.



5. Review the “Instructions, Important Documents – Review Before Polls Open” folder first. In this folder will be additional instructions specifically for that election. Review all other material. If you have any questions or concerns, call the Board of Elections.he 100 Foot Marker signs, 100 feet

NOTES

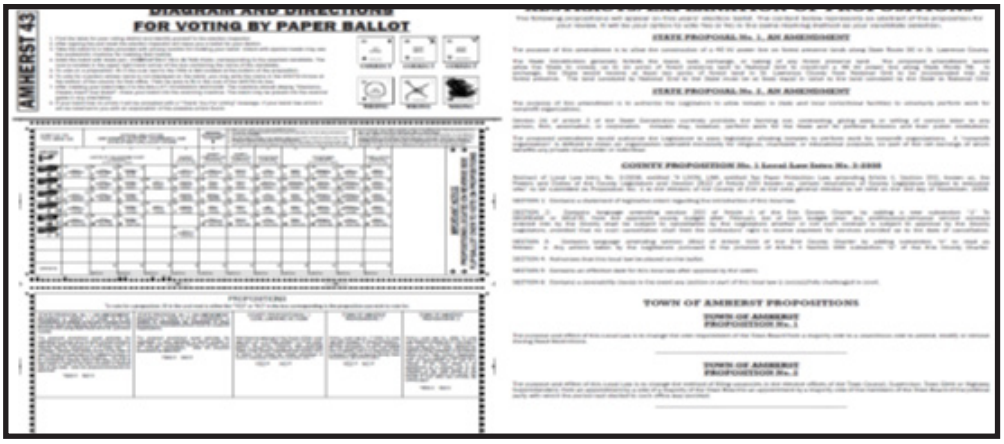
ELECTION DAY
MORNING PROCEDURES

NOTES

6. Post the Polling Place Entrance Sign on the exterior door.

7. Place the 100 Foot Marker signs, 100 feet from the **entrance** of the polling location.

8. Post the Sample Ballot and the Voter's Bill of Rights in a location for the voters to review prior to voting. These posters are found in the supply box.



9. Remove privacy booths from the AutoMARK cart. Set up booths on table(s) and position free standing booth next to a table.

10. Distribute black pens to the privacy booth table(s). Be sure to check the privacy booth area periodically throughout the day to ensure pens are present and no debris has been left.

11. All Inspectors **MUST** wear an identification badge so voters can identify an Inspector if they need assistance.

AUTOMARK OPENING PROCEDURES CHECKLIST

NOTES

NOTE: Depending on the size of the ballot, the AutoMARK may take up to 20 minutes to boot up.

1. Locate the black magnetic box located under the AutoMARK.

2. The AutoMARK keys are found on the yellow key ring.

3. Unlock the back of cart with the silver skate key.

4. Open the back door of the cart to remove the accessories bin. Place bin on top of the AutoMARK cart.

5. Make sure the ballot bin is secured.

6. Verify the power cord is plugged into the AutoMARK unit and fed through the hole on the side of the AutoMARK cart.

AUTOMARK OPENING PROCEDURES CHECKLIST

NOTES

7. Plug the AutoMARK unit into a wall outlet, using an extension cord, if necessary.

NOTE: Added to the power cord is a light indicator. This will enable you to know if the outlet is working.

8. Close and lock the rear doors of the AutoMARK.

9. Open the front of the cart with the silver key. Remove privacy booths and the Brown Tabulation Folder.

10. Secure Velcro straps to hold front doors open.

11. Lift and fold the top lid to rest on the cart.

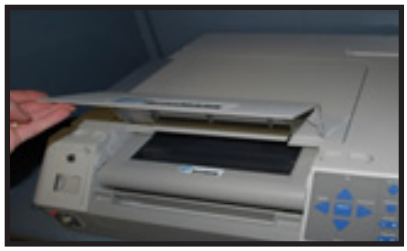
AUTOMARK OPENING PROCEDURES CHECKLIST

NOTES

12. Open the AutoMARK unit:

- Slide plastic clips apart from each other to unlock lid.

- Lift lid and pull the screen out of machine.



- Lay lid down behind the screen and position the screen for the best visibility.

- Lift the ballot feed tray up and pull out for operation.

13. Turn ON the AutoMARK unit by turning the gold Key to the center ON position.

GREEN light: Receiving electrical power
AMBER light: Running on battery power

AUTOMARK OPENING PROCEDURES CHECKLIST

NOTES

AutoMARK Welcome Screen will read - “Please Insert your Ballot”

14. Remove keys and return to the black magnetic key box. Store key box in the Brown Tabulation Folder. Keys **MUST** remain on premise at all times in case there are machine problems.

NOTE: The AutoMARK should never be positioned near a scanner. It should be positioned, when possible, near the privacy area. It should face a wall and have a 5 foot diameter around it for wheelchair accessibility.

DS200 OPENING PROCEDURES CHECKLIST

All Inspectors present MUST complete Certificate No. 1 on the Canvass Sheet.

PRIMARY ELECTION

CERTIFICATE No. 1
BEFORE POLL OPENS

1. On this 10th day of September, 2013, before the opening of the poll, we carefully compared the ballot sample with the ballot booklet(s) and found that they were identical.
2. Prior to the opening of the poll, each side of the scanner device was secured with a blue seal. **Contact the Board of Elections if seals are broken or missing.**
3. Prior to the opening of the poll, the black security tape over the scanner access door was secured with a security seal. **Contact the Board of Elections if seal is broken or missing or states "VOID".**
   The black security tape seal number is 007004.
4. The polling place displayed on the screen is correct. The Public Count displayed on the screen is **0**.
   The Protected Count displayed on the screen is 495.
5. The Configuration/Zero Tape which has been signed by all inspectors present was locked in the ballot bin and secured with a red wire seal.
   The seal number of the red wire seal placed on the Ballot Bin is _____.
6. The number of ballots, by party, found in the cardboard supply case are:

	Democratic (green)	Republican (cherry)	Conservative (granite)	Working Families (tan)	Independence (canary)
Number of Booklets	2	2	1	1	1
Total Number of Ballots	200	200	100	50	10
(if applicable) Number of Spanish Booklets					
(if applicable) Total Number of Spanish Ballots					

We certify that the above statements are true and correct in every particular.

x Dale Smith x John E Jones x _____

x _____ x _____ x _____

Board of Inspectors

Certificate No. 1 – Before the polls open, Inspectors need to write in:

- The number on the black security tape seal;
- The Protected Count number;
- The number of the red security seal placed on the scanner ballot bin;
- The total number of ballot booklets and total number of ballots, by **PARTY** affiliation, received; and
- Sign the certificate to certify all the information is correct.

Store Canvass Sheet in Brown Tabulation Folder.

NOTES

All Inspectors present MUST complete Certificate No. 1 on the Canvass Sheet.

GENERAL ELECTION

CERTIFICATE No. 1
BEFORE POLL OPENS

1. On this 5th day of November, 2013, before the opening of the poll, we carefully compared the ballot sample with the ballot booklet(s) and found that they were identical.
2. Prior to the opening of the poll, each side of the scanner device was secured with a blue seal. **Contact the Board of Elections if seals are broken or missing.**
3. Prior to the opening of the poll, the black security tape over the access door was secured with a security seal. **Contact the Board of Elections if seal is broken or missing or states "VOID".**
   The black security tape seal number is 001004.
4. The polling place displayed on the screen is correct. The Public Count displayed on the screen is **0**.
   The Protected Count displayed on the screen is 2495.
5. The Configuration/Zero Tape which has been signed by all inspectors present was locked in the ballot bin and secured with a red wire seal.
   The seal number of the red wire seal placed on the Ballot Bin is 0125159.
6. The number of ballots found in the cardboard supply case are:

Number of English Booklets	3	Number of Spanish Booklets	1
Total Number of English Ballots	250	Total Number of Spanish Ballots	10

We certify that the above statements are true and correct in every particular.

x John E Jones x Dale Smith x

x x x

Board of Inspectors

Certificate No. 1 – Before the polls open, Inspectors need to write in:

- The number on the black security tape seal;
- The Protected Count number;
- The number of the red security seal placed on the scanner ballot bin;
- The total number of ballot booklets and total number of ballots; and
- Sign the certificate to certify all the information is correct.

Store Canvass Sheet in Brown Tabulation Folder.

NOTES

OPENING THE DS200 BALLOT SCANNER

NOTES

1. Verify the blue seals on the side of the scanner are properly fastened. DO NOT REMOVE THE BLUE SEALS.

2. The scanner keys are found on the green key ring.

3. With the silver key, unlock the back door of the scanner unit.

4. Unfold the power cord and plug into a standard wall outlet. The scanner will emit a BEEP when it is plugged in and receiving power. A blinking amber light will be reflected in the plastic window located in the back of the scanner.

If you do not hear a beep or see the blinking light, check the connection to the power supply and/or the outlet you are using.

5. Keep the back door of the scanner open.

IMPORTANT: THE SCANNER MUST BE PLUGGED IN BEFORE PROCEEDING.

OPENING THE DS200 BALLOT SCANNER

NOTES

6. Using the silver key, unlock the top cover of the scanner. Release and unhook both latches. The top cover usually opens automatically. If not, lift cover to open position.

7. The scanner MUST BE plugged in and receiving power. **DO NOT LIFT THE TOUCH SCREEN UNTIL YOUR POWER SUPPLY HAS BEEN VERIFIED.**

NOTE: If the touch screen has been lifted prior to verification of power, you must close the screen and plug in the scanner before proceeding to Step 8.

DO NOT CLOSE SCREEN UNTIL THE CLOSE OF POLLS.

NOTE: If the scanner does not boot up properly, call the Board of Elections immediately and go to Emergency mode. (See Page 32 for instructions.)

8. Verify that the Black Security Tape is located over the scanner access door.

DO NOT REMOVE THIS SEAL UNTIL THE CLOSE OF POLLS (9:00 PM.)

Record the security tape number on Certificate No. 1 of the Canvass Sheet.

If the "**VOID**" watermark is visible on the Security tape, call the Board of Election before proceeding.

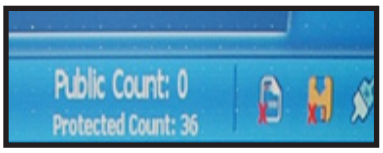
A series of screens will appear during the boot-up process. If, after approximately 60 seconds, you do not hear the beep or the screens do not appear, call the Board of Elections immediately at 858-8891.

OPENING THE DS200 BALLOT SCANNER

NOTES

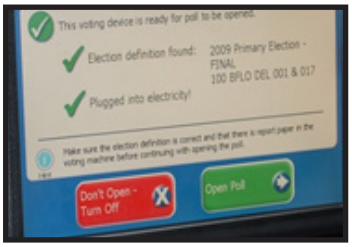
NOTE: If you see this message on the scanner screen "Cannot Mount ESS Memory Device", please refer to Page 31 for instructions.

Verify that the screen reads "**Public Count: 0**" If the Public Count is anything other than '0', call the Board of Elections immediately.



9. Record the **"Protected Count"** on Certificate No. 1 on the Canvass Sheet.

Verify the information on the Election Definition screen is correct. If the screen says "Election Definition Not Found", call the Board of Elections immediately.



10. Press the OPEN POLL button on the screen. The scanner will begin to print the Zero Tape. If the Zero Tape fails to print, call the Board of Elections immediately. Remove the Configuration/Zero Tape by tearing.

11. Verify on the tape that the count is zero ('0') for all contests.

NOTE: If there are two or more election districts voting on one scanner, multiple election districts zero reports will print on one continuous tape. You will see a line between each election district.

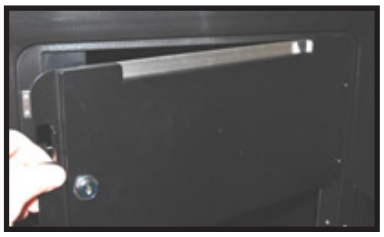
The Zero Tape will only print signature lines at the end of the tape. **Only those Inspectors who verified the Zero Tape need to sign the tape (using the back, if necessary).**

12. Unlock the upper Emergency Bin door with the silver key.

OPENING THE DS200 BALLOT SCANNER

NOTES

13. Visually verify that the Emergency Bin is empty. Ensure the metal cover of the Emergency Bin is in the upright position to prevent ballots from being inserted.

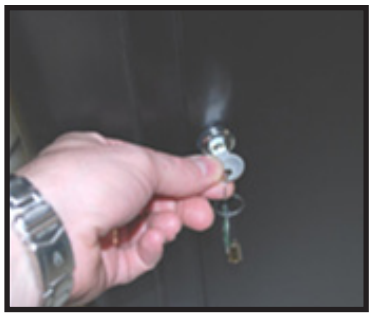


14. Close and lock the upper Emergency Bin door.

15. Unlock the lower Ballot Bin door with the silver key.
16. Verify that the Blue Ballot Transfer box is empty. **DO NOT REMOVE FROM SCANNER.**
17. Place the SIGNED ZERO TAPE(s) IN THE BLUE BALLOT TRANSFER BOX.

Ensure the doors of the Ballot Transfer Box are in the upright/open position.

18. Lock the lower Ballot Bin with the silver key.



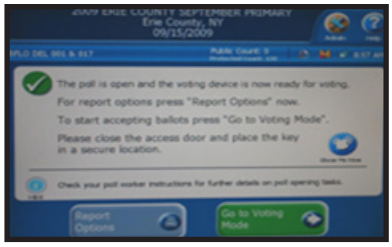
19. Locate a RED WIRE SEAL in the clear plastic box found your supplies.

OPENING THE DS200 BALLOT SCANNER

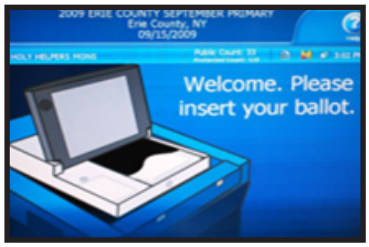
NOTES

20. Seal the lower Ballot Bin with a Red Wire Seal. Record the seal number on Certificate No. 1 on the Canvass Sheet.

21. Press GO TO VOTING MODE on the screen.



22. The scanner is ready for voting.



NOTE: If during the opening of the scanner you encounter a problem, call the Board of Elections immediately. If your problem could not be solved over the phone, go to Emergency Mode. **See Page 31 for instructions.**

Ballot Distribution

NOTES

Follow these procedures for proper ballot distribution.

1. Identify the voter's name and confirm his/her address (and party affiliation in a Primary Election ONLY) with the information in the poll book. If voter is not in the poll book see Voting by Affidavit Oath Guidelines (See Page 29-30 for instruction.)

Party Affiliation Primary Colors

All supplies pertaining to the:

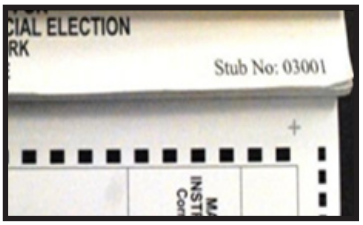
* DEMOCRATIC Party are GREEN
* REPUBLICAN Party are CHERRY
* CONSERVATIVE Party are GRANITE
* GREEN Party are PEACH
* WORKING FAMILIES Party are TAN
* INDEPENDENCE Party are CANARY
* Women's Equality Party are ORCHID
* Reform Party are GOLDENROD

2. Have voter sign the poll book.

3. Locate proper ballot booklet (same coloring as poll book).

4. Carefully remove the ballot from booklet.

5. Record ballot stub number in the poll book.

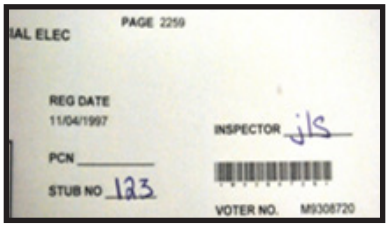


NOTE: This is the only place that the stub number should be documented. DO NOT PUT STUB NUMBERS ON AFFIDAVIT OATH ENVELOPES OR BALLOTS.

Ballot Distribution

NOTES

6. The Inspector is to initial on the specified line.



7. Give the ballot to voter in a privacy folder.

8. Direct the voter to a privacy booth.

9. An Inspector should be available to assist voters, if necessary.

Please keep in mind that is the Inspectors responsibility to keep the sign-in table free of all food, drinks, debris and personal belongings.

The only items permitted on the sign-in table are:

- Poll book(s)
- Ballot booklet (only the one you are currently using). The remainder should be stored in the white supply box.
- Affidavit Oath Envelopes and the Affidavit stamp.
- Street Listing(s) if your location has only one district

All other supplies should be stored in the white supply box. The only poster that should be taped on your sign-in table is your election district sign.

NOTE: There is a notice in the ballot booklet to call the Board of Elections and request additional ballots when the ballot supply is running low.

Special Situations

NOTES

Any situation that necessitates using an Election Day Activity form dictates the completion of the Inspector Certification of Election Day Activity form, located in the back of the poll book. (See Pages 50 and 51 for samples.)

Spanish Ballots

A limited number of districts receive Spanish ballots in addition to English ballots only if the number of Spanish-speaking residents is above five percent of the total district. Spanish ballots and instructions will be in a folder marked “Spanish Materials”.

Name Change

A voter who has had a change of name since the last election may still vote without having to re-register, as long as he/she still resides within your district. Have the voter sign his/her name as it appears on the roster and then sign the new name above it. Then, note the name change in the appropriate place on the Election Day Activity form and offer the voter a Voter Registration Form. (See Page 51 for a sample.)

Not In Poll Book

If a voter is not in the poll book, see Voting by Affidavit Oath Guidelines. (See Page 30 for instructions.)

Change of Address/Voters Who Have Moved

Any person who is currently registered to vote in Erie County and who has moved to a different election district within the county without re-registering from that new address should be directed go to his/her new polling place and vote by completing an Affidavit Oath Envelope.

Moved or Deceased Voters

If you are informed by a voter that a person has moved or is deceased, please do not put the words “moved” or “deceased” on the signature line in the poll book. Please use the Election Day Activity Sheet for moved or deceased voters or write the voter’s name and ID number (located under the Inspector initial line in the poll book) on the front of the poll book. (See Page 52 for a sample.)

Fled Voters

Casting a Ballot for a Voter who Fails to Deposit the Ballot in the Scanner.

If a voter leaves a ballot (marked or unmarked) in a privacy booth without casting the ballot in the scanner, the ballot is deemed **VOID** and is to be deposited into the SPOILED/VOIDED ballot envelope.

However, if a voter leaves the ballot at the scanner, with an Election Inspector or in a privacy folder, a bipartisan team of Inspectors shall, without examining the ballot, deposit the ballot into the Emergency Bin.

Special Situations

NOTES

Poll Watchers

In order to be permitted to remain within a polling location a Poll Watcher must be a registered voter in Erie County and present a Certificate of Appointment signed by the Chairman or Secretary of a political party, independent body, or any of the candidates.

A Poll Watcher may be present at the polling site at least fifteen minutes before the unlocking and examination of the scanner and remain until after the votes are counted. Every political party, independent body and candidate may have Poll Watchers present during these times.

A Poll Watcher shall not in any way interfere with the voting process or handle any ballots or supplies. If the person causes a disturbance, the Inspectors should ask the person to leave the premises. If they refuse, call the Board of Elections to report the disturbance. If the situation requires immediate attention call the local police departmen

Electioneering

While the polls are open no person shall do any electioneering within the polling location or within a 100 foot radius of the building. Electioneering also pertains to conversations within the polling location, campaign buttons, and campaign ads that may be broadcast on the radio or television.

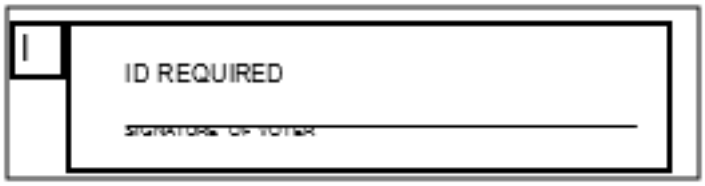
Special Situations

NOTES

Identification Requirements

Voters, who registered by mail after January 1, 2003 and have not previously voted in a Federal election in Erie County or provided the Board of Elections with ID, must present identification before signing the poll book and voting in accordance with the Help America Vote Act (HAVA) of 2002.

If the poll book indicates “ID Required” in the signature line, the voter must produce a physical form of ID before they can vote on the scanner, or else the voter can vote by affidavit ballot.



A voter whose name is denoted in the poll book must present one of the following forms of identification:

- Current/Valid Photo ID
  Examples include but are not limited to:
  - Passport
  - Driver’s license
  - Non-driver’s ID
  - Student ID card
  - Firearms permit
  - Pilot license
  - Military ID
  - Government ID
  - Discount cards issued to senior citizens or persons with disabilities by a public authority
  - Employee ID card
- Utility Bill
- Bank Statement
- Government check/Paycheck
- Other Government Document – see form in supplies for complete list

Once the voter presents a form of identification you must allow the voter to sign the poll book and vote in the normal manner. Write “ID PRESENTED” next to your initials in the poll book.

If a voter does not have an acceptable form of identification he/she is NOT permitted to vote in the normal manner unless they return with proper identification. If the voter refuses to return with proper identification he/she must be permitted to vote using an Affidavit Oath Envelope.

NOTE: If you do not see “ID required” on the signature line you DO NOT ask for identification from the voter. This is in accordance with New York State Election Law.

OATHS AND FORMS

NOTES

An important aspect of working as an Election Inspector is administering various oaths and providing voters with a variety of forms. This section will illustrate the different oaths and forms you may need on Election Day.

Registration Form

.

New York State Voter Registration Forms can be found in your supplies. This form can be used to:

- Register to vote in New York State;
- Change your name and/or address; and/or
- Change your party enrollment (see below).

In order to register to vote in New York State you must:

- Be a U.S. citizen;
- Be 18 years old by the end of the year;
- Not be in jail or on parole for a felony conviction; and
- And not claim the right to vote elsewhere.

In order to be eligible to vote in a Primary or General Election, Voter Registration forms must be received by the county Board of Elections no later than 25 days prior to the election in which you wish to vote.

Change of Enrollment

The term “change of enrollment” refers to a registered voter:

- Already enrolled in one party wishes to enroll in a different party; or
- To delete his/her enrollment in any party; or
- If not enrolled in a party to enroll in a particular party.

A change of enrollment will become effective after the current year’s General Election in November provided such change of enrollment is received by the Board of Elections 25 days prior.

Example: A voter changes his/her enrollment from the Conservative Party to the Independence Party in April, 2014. The change of enrollment will not be processed by the Board of Elections until AFTER the General Election in November, 2014.

The voter is eligible to vote in any Conservative Party Primary Election until the change of enrollment takes effect. In the 2015 Primary Election, the voter will be eligible to vote in an Independence Party Primary.

If a voter’s change of enrollment is not received in a timely fashion, as outlined above, their change of enrollment will not become effective until after the 2014 General Election.

NOTE: Voters who are not enrolled with any party are considered Blanks and are not generally eligible to vote in any Primary Elections.

OATHS AND FORMS

NOTES

Be sure to enter the voter's name and address in Election Day Activity Forms found in the back of the poll book. (See Page 52 for a sample.)

A person, other than an Inspector, who assists an individual in voting, must affirm the following oath before being issued a ballot. **NOTE:** The Inspector must ask if the person offering assistance is his/her union representative or employer. If the answer is yes, the union official or employer attempting to offer assistance must not be permitted to do so.

The Inspector will ask that person to swear or affirm the following:

"Do you solemnly swear or affirm that you will not in any manner request, or seek to persuade or induce the voter to vote any particular ticket or for any particular candidate, and that you will not make or keep any memorandum or entry of anything occurring in the voting booth, and that you will not, directly or indirectly, reveal to any person the name of any candidate or proposal voted for by the voter, or which ticket he or she had voted, or anything occurring within the voting booth, except when required pursuant to law to give testimony as to such a matter in a judicial proceeding?"

If the person answers yes, then he/she can assist the voter (Election Law §8-306.5). Be sure to enter the voter's name and address and the name and address of the person providing assistance of the Election Day Activity Forms found in the back of the poll book. (See page 50 for a sample.)

Challenge Oath and Report

Any voter whom you know or suspect is not entitled to vote in the district may be challenged by an Inspector, a duly appointed Poll Watcher or by any other registered voter properly in the polling place. To administer a Challenge Oath you should:

1. Locate the Challenge Oath and Report found in your supplies;
2. Administer the PRELIMINARY OATH contained on the Challenge Oath;
3. If the voter refuses to take this oath he/she is not permitted to vote in the normal manner and may be so permitted to vote by Affidavit Oath;
4. Ask the challenged voter the questions listed on the Challenge Oath ; and
5. If the voter answers all questions satisfactorily, permit him/her to vote in the normal manner

If the voter refuses to answer any questions listed he/she shall not be permitted to vote in the normal manner and may be permitted to vote an affidavit ballot

If the voter answered all questions, but a majority of the Inspectors still feel the voter is ineligible, the QUALIFICATION OATH must be administered. If the voter refuses to take this oath he/she is not permitted to vote in the normal manner and may be permitted to vote by affidavit ballot. If the voter is issued an affidavit ballot be sure to mark "CHALLENGED" across the top of the affidavit envelope and record the information on the Election Day Activity form located in the back of the poll book. (See Page 52 for a sample.)

NOTES

Absentee Ballot Application

Absentee Ballot applications can be found in your supplies. Any qualified voter may apply for an Absentee Ballot if he/she will be unavoidably absent (due to work, vacation or studies) from Erie County on Election Day or has a disability or illness that prevents them from voting in person. Any completed Absentee Ballot applications are to be returned in the Brown Tabulation Folder.

Voters Bill of Rights

This form is included in your supplies and must be posted within the polling location.

Street Listing

STREET	LOW	HIGH	ODD/EVEN	DISTRICT	LOCATION	ADRESS
E. PLEASANT AVE	320	432	EVEN	EVNS 017	LAKE ERIE BEACH FIRE HALL	9483 LAKE SHORE RD
E. SMITH RD	1773	1773	ODD	EVNS 002	JOHN T WAUGH SCHOOL	100 HIGH ST
EASTWOOD AVE	237	317	BOTH	EVNS 012	LAKE ERIE BEACH FIRE HALL	9483 LAKE SHORE RD
EDEN EVANS CENTER RD	1011	1263	BOTH	EVNS 014	EVANS CENTER FIRE HALL	8298 ERIE RD
EDEN EVANS CENTER RD	1305	1394	BOTH	EVNS 015	MOST PRECIOUS BLOOD SCHOOL	22 PROSPECT ST
EDGEWOOD DR	1407	1414	BOTH	EVNS 005	HIGHLAND HOSE VOLUNTEER FIRE HALL	1 GEORGE NABLO PKWY
ERIE RD	6613	6851	ODD	EVNS 010	NORTH EVANS FIRE HALL	6988 VERSAILLES PLANK RD

This is an important tool for all Inspectors to ensure that we direct the voter to their proper polling location.

Included in your supplies are two (2) street listings. One list is an alphabetical listing of the streets within your election district. The other is a listing of all the streets within your municipality and includes correlating election districts and polling location information.

NOTE: Always refer to the Street Listing **BEFORE** issuing an Affidavit Oath Envelope to ensure the voter is in the correct election district and polling location. You may tell the voter that if they do not vote in the district where they live, their vote may not count.

Appointed Officials Oath

If, at any time during an election, a vacancy in the Board of Inspectors needs to be filled, the appointed person must be administered The Oath for Appointive Election Officers (found in your supplies). This only applies to new Inspectors that have not been administered the oath previously.

Assistance Oaths §8-306

A voter may be assisted after informing the Inspector that they:

- Cannot read or write;
- Do not speak or read English and need assistance or an interpreter (in some districts, Spanish supplies are assigned as needed);
- Cannot see, even with eyeglasses, the names on the ballot;
- Are physically disabled such that he/she cannot operate the voting system, or complete a paper ballot; and/or
- Cannot enter the voting system without assistance from another person

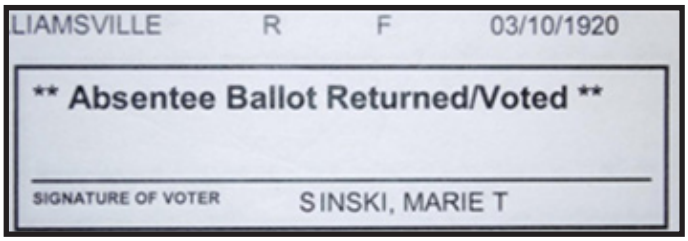
The Inspector will ask the voter: “Do you solemnly swear or affirm that the statements you just made are true?”

If the voter answers “yes”, assistance may be provided by two Election Inspectors of different political affiliations.

Handling of Absentee Ballots

NOTES

All voters who were issued an absentee ballot will have a notation in the signature line of the poll book. If the Board of Elections received the absentee ballot prior to the printing of the poll books, “Absentee Ballot Returned/Voted” will be printed in the signature line.



If an absentee ballot was issued, but not yet returned, “Absentee Ballot Mailed/ Issued” will be printed in the signature line.

If any of these voters appear at your polling place on Election Day, they must be allowed to vote. Have the voter sign in the remaining space in the poll book and proceed to vote in the usual manner. (Call the Absentee Department – 858-7818 or 858-7819 as soon as possible.)

Report any voter who voted at your polling site with “Absentee Ballot Returned/ Voted” or “Absentee Ballot Mailed/Issued” printed in the signature line. The Board of Elections will then pull and void the ballot.

Inspectors must accept absentee ballots directly from a voter. These ballots remain sealed and are returned to the Board of Elections in the Brown Tabulation Folder. Absentee Ballots are not counted at the polling site.

NOTE: You must accept any Absentee Ballot turned in at your polling location. Absentee Ballots turned in at polling locations **NEED NOT BE ELECTION DISTRICT SPECIFIC.**

Voting by Affidavit Oath Guidelines

NOTES

AFFIDAVIT OATH

- All sections of the Affidavit Oath must be completed in pen.
- Do not insert voted ballot in scanner. Place ballot in this envelope and seal.

A Please provide the following required information

Your Name
Last Name: Carey
First Name: Kathryn
Suffix:
Middle Initial: L

The Address Where You Live
Address (not P.O. box): 327 McKinley Ave
Apartment Number:
Zip Code: 14217
City/Town/Village: Kenmore
County: Erie

More Information
Date of Birth: 12/15/1940
Sex: ☐ M ☒ F
Party Enrollment: Independence

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

☐ I have been informed by the inspectors that my registration **record is not available** to them; however, I have duly registered to vote in this election district from the address given above, and I remain a duly qualified voter in this district.

☒ I have moved within Erie County since my last registration, and my previous address was: 48 St James Place, Buffalo, NY 14217

☐ I was required to present **identification** when I voted today, but I did not do so.

☐ ***For Primary Elections Only***: I am **enrolled** in the political party stated in the section above, but the poll book does not reflect my correct enrollment.

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

Qualifications
Are you a citizen of the U.S.? ☒ Yes ☐ No — If *No*, you cannot register to vote.
Will you be 18 years of age or older on or before election day? ☒ Yes ☐ No — If *No*, you cannot register to vote unless you will be 18 by the end of the year.

Optional
Telephone:
Email:

The Address Where You Receive Mail
Skip if same as above
Address: Same as above
P.O. Box:
Zip Code:
City/Town/Village:

Voting History
Have you voted before? ☐ Yes ☐ No If *Yes*, what year?

Voting Information That Has Changed
Skip section if this has not changed or you have not voted before
Your name was
Your address was
Your previous state or New York State County was

Identification
You must make 1 selection
☐ New York State DMV number
☐ Last four digits of your Social Security number x x x x 0932
☐ I do not have a New York State driver's license or a Social Security number.

Political Party
You must make 1 selection
☐ Democratic party
☐ Republican party
☐ Conservative party
☐ Working Families party
☒ Independence party
☐ Green party
☐ Other
☐ I do not wish to enroll in a party

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

D All voters MUST date and sign the oath below

It is a crime to procure a false registration or to furnish false information to the Board of Elections
Affidavit: I swear or affirm that

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

Date: 11/4/14
Signature or Mark: Kathryn L Carey

Election Inspectors
Complete Town/Ward/District and Sign Below
Town/~~City~~: Tonawanda
Ward:
Election District: 7
Signature of Inspector: Barbara Jozepa

Instructions on following page >

1. A voter's poll record may be missing from the poll book for various reasons. If a voter cannot be located in the poll book, verify that the voter is in the proper polling location by using the Street Listing located in your supplies. For a Primary Election, also verify the voter's party affiliation.

2. If more than one district votes at the same polling location, check with the other election districts within the same building to be sure the voter goes to the correct district.

3. If the voter appears to belong in your district, but his/her poll record is missing, he/she should be given an Affidavit Oath Envelope.

4. Provide the voter with the next ballot in the booklet.

Stamp "*AFFIDAVIT*" on the ballot in a **NON-VOTING AREA** with the stamp provided in your supplies. **THIS IS THE ONLY PLACE YOU USE THIS STAMP.**

5. Have the **voter** complete the Affidavit Oath Envelope, including all necessary information regarding the voter's qualifications. **Any information left off the envelope may prevent the Board of Elections from counting the ballot.**

6. Make sure the voter signs the Affidavit Oath Envelope or his/her vote will **NOT** be counted.

7. After the voter has **sealed** the envelope, an Inspector **MUST** sign the Affidavit Oath Envelope in the space provided. Be sure the town/city, ward and district information is completed.

8. Enter the voter's name and address on the designated page of the Election Day Activity Forms, found in the back of the poll book. (See page 50 for a sample.)

9. Place the **sealed** Affidavit Oath Envelope in the Brown Tabulation Folder to be returned to the Board of Elections or designated location.

Affidavit Oath Envelopes are **not opened** on election night. The Board of Elections must complete additional research before determining if the voter is eligible to vote.

****PLEASE NOTE**** An Affidavit is NOT to be issued in the event of an AutoMark breakdown. Please see pg 35 for details.

Court Orders

If a voter refuses to fill out an Affidavit Oath Envelope he/she may obtain a court order requiring that he/she be permitted to vote in the normal manner. Present the voter with the Notice to Voters (located in your supplies) and instruct the voter to contact the Board of Elections. Any person voting by court order must be recorded on the Election Day Activity Form. (See Page 51 for a sample.)

Troubleshooting

NOTES

If the scanner displays:

Cannot Mount ESS Memory Device

This message will appear when there is a USB error during the open polls process. You will need to manually reboot the system.

- Take the black skate key on the scanner's green key ring, remove the black seal and open the access door;
- Hold down the power button for 60 seconds; and
- Wait another 30 seconds, and then press the power button to turn the scanner back ON.

If the same error message comes back up on the screen, please call the Board of Elections immediately. Then go to Emergency Mode. (See instructions on below.) The Configuration Report will print automatically. **Do NOT remove Configuration Report until the Zero Tape prints.**

NOTE: Verify that the black seal number is documented on Certificate No. 1 of the Canvass Sheet. Once verified, it can be discarded.

Zero Tape or Results Tape Fail to Print

- Call the Board of Elections immediately - 858-8891 and go into Emergency Mode as outlined below.

Using the Emergency Bin/Emergency mode

If the Board of Elections determines the scanner can no longer be used, a voter has two options:

- He/she may place the marked ballot into the Emergency Bin, or
- He/she may wait until the Board of Elections arrives with a replacement scanner

To open the Emergency Bin:

- Unlock the upper Emergency Bin with the silver key
- With the door open, fold the metal cover of the Emergency Bin door DOWN
- Close and lock the Emergency Bin door
- Instruct voters to insert marked ballots into the slot of the Emergency Bin

To process voters during an emergency situation:

- Follow the normal ballot distribution procedures

NOTE: The Ballot Stub number must still be recorded in the poll book

Once the Emergency situation has been resolved:

- Unlock the upper Emergency Bin with the silver key
- With the door open, fold the metal cover of the Emergency Bin door UP
- Close and lock the Emergency Bin door

Troubleshooting

NOTES

Touch Screen

Do Not close the Touch Screen at any time while the polls are open.

If the screen is left closed for longer than 3 minutes, the scanner will automatically shut down and you must call the Board of Elections to reactivate the unit. If this occurs, go to Emergency mode (See Page 31 for instructions.)

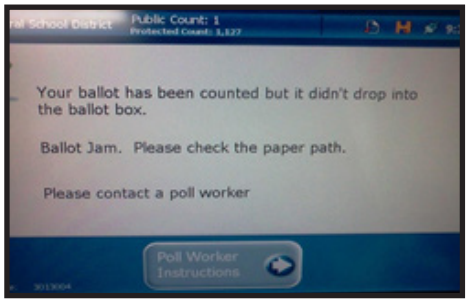
Ballot Jam DS-200

If you can see the ballot and are able to pull the ballot from the scanner, do so. Wait for the screen to read “Welcome, Please insert your ballot” and have the voter reinsert the ballot. If a ballot is inserted before the Welcome screen appears the ballot will jam again.

If the ballot is jammed inside the scanner you must call the Board of Elections and follow the procedures for using the Emergency Bin (See Page 31 for instructions.)

NOTE: If the ballot has been damaged (ripped or crumpled) you will have to issue a replacement ballot to the voter. The damaged ballot is to be marked as VOID and placed in the Spoiled/Voided Ballot Envelope which should be on your sign-in table.

This is a new screen you may encounter. Normally, when this screen appears, the ballot jammed temporarily and then cleared. Press the Poll Worker Instructions button and it should take you back to the Welcome screen. If it does not, call the Board of Elections.



NOTE: If a ballot jam occurs, it is never permissible for an Inspector to open the scanner. Only Board of Elections personnel are permitted to clear jams. Please do not hit, bang or shake the machine. We understand that you may have been instructed to do this in the past, but please do not do this in the future.
If a Ballot Becomes Jammed in the AutoMark

• Call the Board of Elections at 858-8891 IMMEDIATELY. It is imperative for us to know if a voter is waiting to vote.
• Inform voter the BOE has been contacted and a technician is en route to fix the AutoMark
• Once the BOE has been contacted, a voter has two options:
- He/she may wait until the Board of Elections arrives to repair the AutoMark, or
- if a voter determines he/she is not able to wait, a new ballot is to be issued to the voter in accordance with the Spoiled/Voided Ballot Procedures on page 33.

Troubleshooting

NOTES

Ballot Insertion Problems

Over-Voted Ballot

Scanner Displays: You filled in too many ovals in 1 contest.

This message is to alert the voter that he/she has over-voted in one or more races. To assist a voter that has received this message you should:

- Ask the voter to press "Correct Your Ballot" on the touch screen. Please step away from the scanner to allow voters in line to scan their ballots.
- Explain to the voter what the message means.
- If the voter wishes to correct the ballot, the over-voted ballot must be marked VOID and the voter is to be issued a replacement ballot.
- Or if the voter wishes to accept the ballot as is, have the voter reinsert the ballot into the scanner. When the "Contest Has Too Many Votes" message appears, instruct the voter to press "Accept".

DS-200 Spoiled/Voided Ballot Procedures

In the event a voter makes a mistake on the ballot, a new ballot can be requested. A voter may also receive a replacement ballot if there is a problem or an error while scanning the ballot.

1. Due to ballot control we must account for every ballot issued.
2. Before a new ballot is issued the voter MUST RETURN the spoiled ballot. (unless jammed in AutoMARK and AutoMARK screen indicates the ballot is stuck in the machine, see pg35)
3. Mark the returned ballot VOID and deposit into the Spoiled/Voided Ballot Envelope.
4. Locate the voter's name and signature in the poll book again.
5. Cross-out, with a single stroke, the original stub number.

Example: Stub #: ~~71~~

(Do NOT completely obscure the original number.)

6. Record the new Ballot Stub number of the reissued ballot underneath the original crossed-out stub number.
7. Issue new ballot to voter

Blank Ballot

Scanner Displays: *"You have made no selections on this ballot."*

This message will alert the voter that the scanner is reading the ballot as blank (no votes detected). To assist a voter that has received this message you should:

- Ask the voter press "Correct Your Ballot" on the touch screen. Please step away from the scanner to allow voters in line to scan their ballots.
- Ask the voter if the ballot was intentionally left blank. If so, have the voter reinsert the ballot into the scanner. When the "You have made no selections on this ballot" message appears, instruct the voter to press "Cast Blank Ballot."
- If the voter did not intentionally leave the ballot blank ask the voter to review the manner in which he/she marked the ballot. Have the voter ensure that the selection oval is completely filled in. An underlined or circled selection will not be detected by the scanner.
- Once the selections have been made and correctly marked, the voter may reinsert the ballot into the scanner.

Troubleshooting

NOTES

Ballot Not Inserted Far Enough

If a voter hesitates when placing the ballot into the scanner, the above message will appear. To assist a voter that has received this message you should:

- Ask the voter to remove the ballot from the scanner; and
- Instruct the voter to wait until the screen displays the "Welcome, Please Insert Your Ballot" screen before reinserting the ballot.

Ballot Not Recognized & Other Scanner Messages

Most scanner messages are due to an improperly inserted ballot. In most cases reinserting the ballot with a different orientation will rectify the problem.

The most important thing to remember is to WAIT for the "*Welcome, Please Insert Your Ballot*" screen to appear BEFORE reinserting the ballot.

If the scanner continuously jams or displays error messages, contact the Board of Elections 858-8891 immediately.

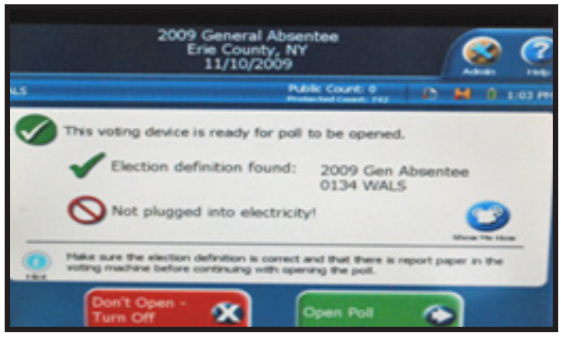
Invalid Ballot ID – 7003009

This message will appear if the wrong ballot style is inserted into the scanner. It is possible that a polling location received ballots that cannot be voted at that location. If you received the wrong ballots you must call the Board of Elections immediately because the scanner cannot accept ballots it is not programmed to read.

If you are working at a location that has more than one scanner it is possible that a voter may inadvertently attempt to scan their ballot into the wrong scanner. The scanner cannot accept ballots it is not programmed to read and the voter should take his/her ballot to the correct scanner within the polling location.

Not Receiving Electrical Power/Voltage Too Low

The scanner will emit a series of beeps every 60 seconds and display a green or red battery symbol in the upper right corner of the screen if it's being powered by battery only. Check the power cord to ensure it is properly plugged into a wall outlet or surge protector. If this does not correct the problem contact the Board of Elections immediately.



Not plugged in and receiving power

Plugged in and receiving power

Troubleshooting

NOTES

AutoMark Troubleshooting

If the Automark will not turn on:

- Ensure the gold key is turned to the center “ON” position
- Confirm the AutoMark is plugged into a working outlet. The electricity indicator will emit an orange light when it is plugged into a working outlet. Ensure the gold key is turned to the center ON position.

Green Light=Receiving Power
Amber Light= Running on Battery Power (please plug in)

If a Ballot Becomes Jammed in the AutoMark

- Call the Board of Elections at 858-8891 IMMEDIATELY. It is imperative for us to know if a voter is waiting to vote.
- Inform voter the BOE has been contacted and a technician is en route to fix the AutoMark
    - Once the BOE has been contacted, a voter has two options:
    - He/she may wait until the Board of Elections arrives to repair the AutoMark, or
    - if a voter determines he/she is not able to wait, a new ballot is to be issued to the voter in accordance with the Spoiled/Voided Ballot Procedures on page 33.

Voiding and Reissuing a Ballot in the event of Jammed AutoMark

In the event a ballot becomes jammed in the AutoMark and the voter is not able to wait for a technician, a new ballot is to be issued. The voter may be assisted by two inspectors –one Republican and one Democrat – or by a companion of his/her choosing. The voter is NOT to be issued an affidavit nor is the new ballot to be placed in the emergency bin. Follow the instructions below for issuing a new ballot.

1. Due to ballot control we must account for every ballot issued.
2. Inform BOE technician the original ballot remains in the AutoMark.
3. Locate the voter’s name and signature in the poll book again.
4. Cross-out, with a single stroke, the original stub number.

Example: Stub #: ~~71~~
(Do NOT completely obscure the original number.)

5. Record the new Ballot Stub number of the reissued ballot underneath the original crossed-out stub number.
6. A Bipartisan team if inspectors or any individual of the voters choosing shall assist the voter in marking a ballot
7. As soon as the original (jammed) ballot is removed from the AutoMark, it is to be marked VOID and deposited into the Spoiled/Voided Ballot Envelope.

NOTES

EMERGENCY EVACUATION PROCEDURES

In the unlikely event that an emergency occurs on Election Day, a fire, gas leak, power outage, etc., which requires the evacuation of the polling location, the Chairperson must quickly assess the situation and determine the safest course of action for all voters and Inspectors.

Voters should be informed of the emergency and asked to quickly leave the premises. Again, with safety in mind and time permitting, Inspectors shall also exit the premises as soon as possible and take with them:

- Poll books
- Ballot booklets
- Spoiled/Voided ballot envelope
- Brown Tabulation Folder, including
    - Machine keys in black magnetic key box
    - Voted Affidavit Oath envelopes, if any
    - Voted Absentee ballots, if any
    - Canvass Sheet
    - Pay Voucher

Once all voters and Inspectors have evacuated the polling location, the Chairperson should immediately call the Board of Elections and inform them of the situation. The Board of Elections will then give instructions of what to do. A Board of Elections Site Coordinator will be immediately dispatched to assist you.

AutoMARK Closing Procedures Checklist

NOTES

PLEASE NOTE: ALL INSPECTORS ARE TO LEAVE AT THE SAME TIME.

1. Turn OFF AutoMARK unit by turning the gold key to the left (OFF position).

2. Close AutoMARK unit:

   - Fold the ballot feed tray up.

   - Lift the lid and fold screen into machine.

   - Close the lid and slide plastic clips toward the center to secure the lid.

AutoMARK Closing Procedures Checklist

NOTES

3. Close the top lid of AutoMARK cart and return all of the privacy booths.

4. Close and lock the front doors of cart with silver skate key.

5. Open back door of the cart.

6. Place the bin of accessories into the cart.

7. Unplug and return the extension cord to cart.

8. Close and lock the rear doors with silver skate key.

9. Return the AutoMark keys to the black magnetic box and place box in the Brown Tabulation Folder.

Scanning of Emergency Ballot Procedures

(if necessary)

NOTES

Ballots placed in the Emergency Bin during the course of an election are required to be tabulated on Election Night. After the close of polls, Inspectors must scan ballots that are found in Emergency Bin.

- Ballots found in the Emergency Bin **MUST** be scanned **BEFORE** the scanner is powered down.

- A bi-partisan team of Inspectors must be present during the handling and scanning of all ballots.

- Remove, separate into Election Districts, if necessary, and count all ballots found in the Emergency Bin. Record the total number of ballots on Certificate No 2 of the Canvass Sheet.

NOTE: For Primary Elections, you must separate ballots by PARTY affiliation also.

- A team of Inspectors shall scan the ballots found in the Emergency Bin.

- If any alert message, (over-vote, blank ballot, etc.) appears on the scanner screen, or if an Inspector objects to the scanning of a particular ballot (due to errant marks, a signature on a ballot, etc.), the ballot is to be returned to the Emergency Bin.

- The number of ballots that could not be scanned are to be recorded on Certificate No. 2 of the Canvass Sheet.

- Once all ballots have been scanned or returned to the Emergency Bin as unscannable, you may proceed with the scanner closing procedures.

DS 200 Closing Procedures Checklist

All Inspectors present are to complete Certificate No. 2 on the Canvass Sheet.

PRIMARY ELECTION

NOTES

CERTIFICATE No. 2
AFTER POLL CLOSES

1. (if applicable) The number of additional ballots, by party, delivered to the poll site during the day are:

	Democratic (green)	Republican (cherry)	Conservative (granite)	Working Families (tan)	Independence (canary)
Total Number of Additional Booklets	0	0	0	0	0
Total Number of Additional Ballots					
(if applicable) Total Number of Additional Spanish Booklets	0	0	0	0	0
(if applicable) Total Number of Additional Spanish Ballots					

2. (if applicable) The total number of Emergency Ballots are 3.

	Democratic (green)	Republican (cherry)	Conservative (granite)	Working Families (tan)	Independence (canary)
Total Number of Emergency Ballots	2	1			
Number of Emergency Ballots Scanned	1	1			
Number of Unscannable Emergency Ballots	1				

3. On this 10th day of September, 2013, after the close of the poll, the black security tape over the scanner access door was removed and the close poll button was pressed.
The Public Count displayed on the screen is 328.
The Protected Count displayed on the screen is 823.

4. The scanner was turned off and the top cover was closed and secured with a red wire seal. **The seal number of the red wire seal placed on the closed scanner cover is** 8296739.

5. If unscannable ballots were deposited in the Emergency Bin, the metal cover was folded up and the ballots were locked in the Emergency Bin and secured with a red wire seal. **If the Emergency Bin was not used do not seal.**
(if applicable) **The seal number of the red wire seal placed on the Emergency Bin is** _____.

6. The stub number of the last ballots used, by party, are:

	Democratic (green)	Republican (cherry)	Conservative (granite)	Working Families (tan)	Independence (canary)
Stub Number of Last Ballot Used	175	112	2	38	7
(if applicable) Stub Number of Last Spanish Ballot Used					

7. **The white security seal number placed on the vinyl pouch (attached to the Brown Folder) to secure the Election Data Stick is** 55789.
8. **Number of affidavit envelopes used is** 5.
9. The Results Tape(s) which has been signed by all inspectors present is inserted in attached plastic bag below.

We certify that the above statements are true and correct in every particular.

x John E Jones x Jane Fuller x Dale Smith

x Beth Jones x _____ x _____

Board of Inspectors

Certificate No. 2 - After the polls close, Inspectors need to write in:

- The number of additional booklets and the number of additional ballots, per PARTY affiliation delivered during the day, if applicable;
- The total number of Emergency Ballots and the number of scanned and unscanned Emergency Ballots, per PARTY affiliation, if applicable;
- The Public Count and the Protected Count;
- The seal number of the Red Seal placed on the scanner cover;
- The seal number of the Red Seal placed on the Emergency Bin, if applicable;
- The number of the last USED Ballot Stub;
- The number of used Affidavit Oath Envelopes; and
- Sign the certificate to certify all of the information is correct.

Finally, insert the scanner Result Tape in the plastic bag attached to the Canvass Sheet.

NOTES

CERTIFICATE No. 2
AFTER POLL CLOSES

1. (if applicable) The number of additional ballots delivered to the poll site during the day are:

Number of Additional English Booklets	1	Number of Additional Spanish Booklets	0
Total Number of Additional English Ballots	100	Total Number of Additional Spanish Ballots	0

2. (if applicable) The total number of Emergency Ballots are 4.

Number of Emergency Ballots Scanned	3	Number of Unscannable Emergency Ballots	1

3. On this 5th day of November, 2013, after the close of the poll, the black security tape over the scanner access door was removed and the close poll button was pressed.
The Public Count displayed on the screen is 357.
The Protected Count displayed on the screen is 2852.

4. The scanner was turned off and the top cover was closed and secured with a red wire seal. **The seal number of the red wire seal placed on the closed cover is** 800.

5. If unscannable ballots were deposited in the Emergency Bin, the metal cover was folded up and the ballots were locked in the Emergency Bin and secured with a red wire seal. **If the Emergency Bin was not used do not seal.**
(if applicable) The seal number of the red wire seal placed on the Emergency Bin is 543215.

6. **The stub number of the last ballot used**

Stub Number of Last English Ballot Used	360	**Stub Number of Last Spanish Ballot Used**	8

7. **The white security seal number placed on the vinyl pouch (attached to the Brown Folder) to secure the Election Data Stick is** 12345.

8. **Number of affidavit envelopes used is** 10.

9. The Results Tape(s) which has been signed by all inspectors present is inserted in attached plastic bag below. ↓

We certify that the above statements are true and correct in every particular.

x John E Jones x Dale Smith x Jane Fuller

x_____ x_____ x_____

Board of Inspectors

Certificate No. 2 - After the polls close, Inspectors need to write in:

- The number of additional booklets and the number of additional ballots delivered during the day, if applicable;
- The total number of Emergency Ballots and the number of scanned and unscanned Emergency Ballots, if applicable;
- The Public Count and the Protected Count;
- The seal number of the Red Seal placed on the scanner cover;
- The seal number of the Red Seal placed on the Emergency Bin, if applicable;
- The number of the last USED Ballot Stub;
- The number of used Affidavit Oath Envelopes; and
- Sign the certificate to certify all of the information is correct.

Finally, insert the scanner Result Tape in the plastic bag attached to the Canvass Sheet.

DS200 Scanner Closing Procedures Checklist

NOTES

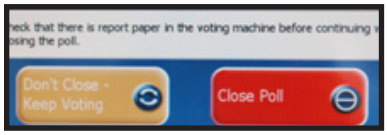
Please Note: Before closing the scanner, please refer to Page 39 first to make absolutely sure you do not have any ballots in the Emergency Bin to be scanned.

1. Remove or break the BLACK security tape located over the access door of the scanner.

2. Using the Black Tabulator key, unlock the access door of the scanner to reveal the “Close Poll” button.

3. Press the “Close Poll” button. Leave the access door open.

4. A prompt will appear when you have chosen to close the poll.



To close the poll press the red “Close Poll” button in the lower right corner of the screen.

DS200 Scanner Closing Procedures Checklist

NOTES

5. The scanner will automatically print a Results Tape. When it's finished printing, remove by tearing.

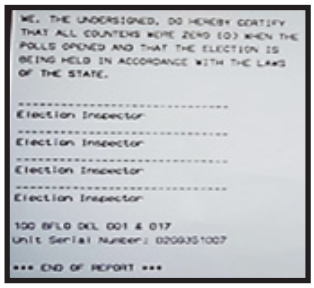
It will take longer to process and print the Results Tape if there is high voter turnout. The more scanned ballots, the longer the process time.

Approximate wait times for printing:

- 500+ scanned ballots = 5 minutes
- 800+ scanned ballots = 5-10 minutes
- 1000+ scanned ballots = 10-15 minutes
- 1500+ scanned ballots = 15-20 minutes

Only the bipartisan Inspectors who verified the results must sign the Results Tape on the signature lines at the bottom of the tape. If the tape has printed without these lines, Inspectors must sign the back of the Results Tape.

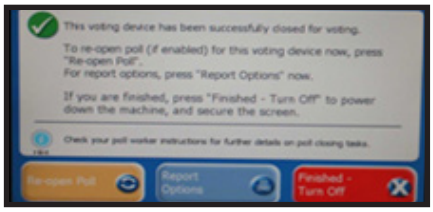
NOTE: If there are two or more election districts voting on one scanner, multiple election district results reports will print on one continuous tape. The Results Tape will only print signature lines at the end of the tape and those Inspectors who verified the Results Tape must sign the tape using the back, if necessary.



The votes from the Results Tape are to be recorded on the Press Report.

6. Record the Public Count and the Protected Count on Certificate No. 2 of the Canvass Sheet.

7. Turn off the scanner by pressing "Finished-Turn Off" on the touch screen.



Perform these steps AFTER the scanner is completely shut down

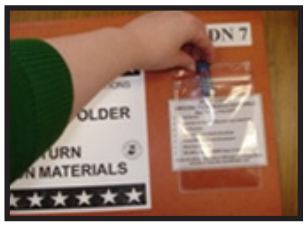
DS200 Scanner Closing Procedures Checklist

NOTES

Upon closing the scanner and waiting for the unit to completely power down (the light on the POWER button goes out when the unit is entirely off) locate the ***Election Data Stick*** (EDS) under the access door.

8. Once the light on the POWER button goes out, remove the blue EDS from Port B.

9. Place the blue EDS in the vinyl pouch found on the front of the Brown Tabulation Folder.



10. Seal the vinyl pouch with a White Security Seal and record the seal number on Certificate No. 2 of the Canvass Sheet.

11. Close and lock the access door.

12. Fold the touch screen down.

13. Lower the top cover of the scanner and hook both latches. Seal with a RED WIRE SEAL located in your clear plastic box located the white supply box.

DS200 Scanner Closing Procedures Checklist

NOTES

Record the Seal number on Certificate No. 2 of the Canvass Sheet.

14. If the Emergency Bin was not used, ensure again that it is empty and do not seal.

If applicable, after the emergency ballots have been counted and scanned (Page 38), any ballots that were not scanned should be returned to the Emergency Bin.

Seal the Emergency Bin with a RED WIRE SEAL located in your supplies.

Record the seal number on Certificate No. 2 of the Canvass Sheet.

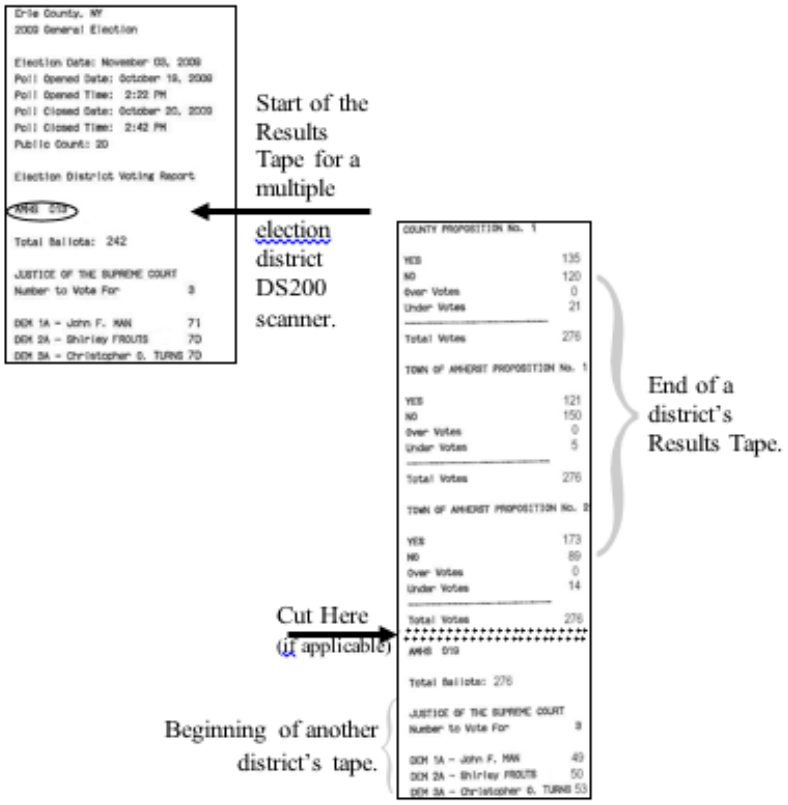
15. Ensure that the lower Ballot Bin is locked and sealed with the RED WIRE SEAL applied during the opening of the polls.

THE LOWER BALLOT BIN IS TO REMAIN SEALED AND BALLOTS ARE NOT TO BE REMOVED.

16. Insert the signed Results Tape in the plastic bag attached to the Canvass Sheet. If there are two or more districts voting on one scanner, the Results Tape must be cut at the end of each Election District and affixed to the appropriate Canvass Sheet.

The start of a district's election report states the name and number of the election district followed by the number of total ballots cast.

NOTES



17. Unplug the scanner and put the plug into the back of the scanner and lock door.

Press Report

NOTES

Instructions:

- At the close of the poll write the results from the Results Tape on the Press Report.
- Results are listed by office NOT by row on the Results Tape.
- Read the results (including zero results) from the tape and place the total on the Press Report in the square with the matching ballot position number and letter.
- Every open box on the Press Report must have a number reported even if it is a zero ("0").
- Do Not open Affidavit Oath Envelopes that have been issued.
- Do Not open Absentee Ballots turned in at your poll location.
- Write-in votes, if any, are not reported on election night.

CITY OF BUFFALO - The Chairperson is responsible for returning the results to the Board of Elections before 10:00 p.m. in the Brown Tabulation Folder.

ALL TOWNS, AND THE CITY OF LACKAWANNA AND THE CITY OF TONAWANDA - MUST CALL 858-2100 with the results before 10:00 p.m.. If the lines are busy, you must continue to call until you get through.

The Chairperson for all **TOWNS ONLY** - When you call in your Press Report, an operator will answer by saying "Election Central" and ask for your ID number and election district ID number.

Your ID number 6 digit number on the top of the Results Report. Your Election District is - the Town/City and election below the ID number.

Items to be Returned

The Chairperson is responsible for transporting the Brown Tabulation Folder to either the Board of Elections, City of Buffalo only, or to a pre-determined location where an Election Clerk will be awaiting to return them to the Board of Elections.

Items to be returned in the Brown Tabulation Folder are:

- Canvass Sheet with Results Tape inserted in plastic bag attached
- Poll book(s)

  Note: All Poll books are to be returned on Election night. If they all do not fit in the Brown Tabulation Folder, leave the reminder on top.
- Voted Affidavit Oath Envelopes
- Absentee ballots
- Pay voucher
- Spoiled/Voided Ballot Envelope
- Machine keys in the black magnetic key box
- EDS in sealed vinyl pouch on the Brown Tabulation Folder

White Supply Box

Everything else is to be stored in the white supply box.

The white supply box is to be sealed with a red plastic zip tie and placed on top of the AutoMARK cart.

Primary Election Canvass Sheet

NOTES

STATEMENT OF CANVASS of the PRIMARY ELECTION held September 13, 2012 in the State of New York, County of Erie, CTON 1-1

DEMOCRATIC PARTY

REPUBLICAN PARTY

CONSERVATIVE PARTY

WORKING FAMILIES PARTY

INDEPENDENCE PARTY

Inspectors

Complete Certificates No. 1 and No. 2 ONLY.

Make NO other entries on this Canvass Sheet.

BOARD OF ELECTIONS USE ONLY

WRITE-IN VOTES CAST FOR PERSONS NOT ON BALLOT

PARTY	COLUMN	OFFICE	PERSONS VOTED FOR	IN FIGURES

BOARD OF ELECTIONS USE ONLY

TOTAL VOTES CAST / BALLOTS ISSUED

	Total Scanned Ballots	Unscanned Emergency Ballots	BMD Ballots	Absentee Ballots	Valid Affidavit Ballots	TOTAL	Invalid Affidavits	Spoiled	Missing
Democratic									
Republican									
Conservative									
Working Families									
Independence									

Board of Elections Officials who canvassed the Sept. 13, 2012 election

Signature

Signature

INSPECTORS: ONLY COMPLETE CERTIFICATES No. 1 and No. 2 and place RESULTS TAPE in the attached bag

CERTIFICATE No. 1

BEFORE POLL OPENS

1. On this 13th day of September, 2012, before the opening of the poll, we carefully compared the ballot sample with the ballot booklet(s) and found that they were identical.
2. Prior to the opening of the poll, each side of the DS-200 scanner device was secured with a blue seal. **Contact the Board of Elections if seals are broken or missing.**
3. Prior to the opening of the poll, the black security tape over the DS-200 access door was secured with a security seal. **Contact the Board of Elections if seal is broken or missing or states "VOID".**
   The black security tape seal number is _____.
4. The polling place displayed on the screen is correct. The Public Count displayed on the screen is **0**
   The Protected Count displayed on the screen is _____.
5. The Configuration/Zero Tape which has been signed by all inspectors present was locked in the ballot bin and secured with a red wire seal.
   The seal number of the red wire seal placed on the Ballot Bin is _____.
6. The number of ballots, by party, found in the cardboard supply case are:

	Democratic (green)	Republican (cherry)	Conservative (granite)	Working Families (tan)	Independence (canary)
Number of Booklets					
Total Number of Ballots					

We certify that the above statements are true and correct in every particular.

X_____ X_____ X_____

X_____ X_____ X_____

Board of Inspectors

CERTIFICATE No. 2

AFTER POLL CLOSES

1. (If applicable) The number of additional ballots, by party, delivered to the poll site during the day are:

	Democratic (green)	Republican (cherry)	Conservative (granite)	Working Families (tan)	Independence (canary)
Total Number of Additional Booklets					
Total Number of Additional Ballots					

2. (If applicable) The total number of Emergency Ballots are _____.

	Democratic (green)	Republican (cherry)	Conservative (granite)	Working Families (tan)	Independence (canary)
Total Number of Emergency Ballots					
Number of Emergency Ballots Scanned					
Number of Unscannable Emergency Ballots					

3. On this 13th day of September, 2012, after the close of the poll, the black security tape over the DS-200 access door was removed and the close poll button was pressed.
   The Public Count displayed on the screen is _____.
   The Protected Count displayed on the screen is _____.
4. The DS-200 was turned off and the top cover of the DS-200 scanner was closed and secured with a red wire seal.
   The seal number of the red wire seal placed on the closed DS-200 cover is _____.
5. If unscannable ballots were deposited in the Emergency Bin, the metal cover was folded up and the ballots were locked in the Emergency Bin and secured with a red wire seal. **If the Emergency Bin was not used do not seal.**
   (If applicable) **The seal number of the red wire seal placed on the Emergency Bin is** _____.
6. The stub number of the last ballots used, by party, are:

	Democratic (green)	Republican (cherry)	Conservative (granite)	Working Families (tan)	Independence (canary)
Stub Number of Last Ballot Used					

7. **The white security seal number placed on the vinyl pouch (attached to the Brown Folder) to secure the Election Data Stick is** _____.
8. **Number of affidavit envelopes used is** _____.
9. The Results Tape(s) which has been signed by all inspectors present is inserted in attached plastic bag below.

We certify that the above statements are true and correct in every particular.

X_____ X_____ X_____

X_____ X_____ X_____

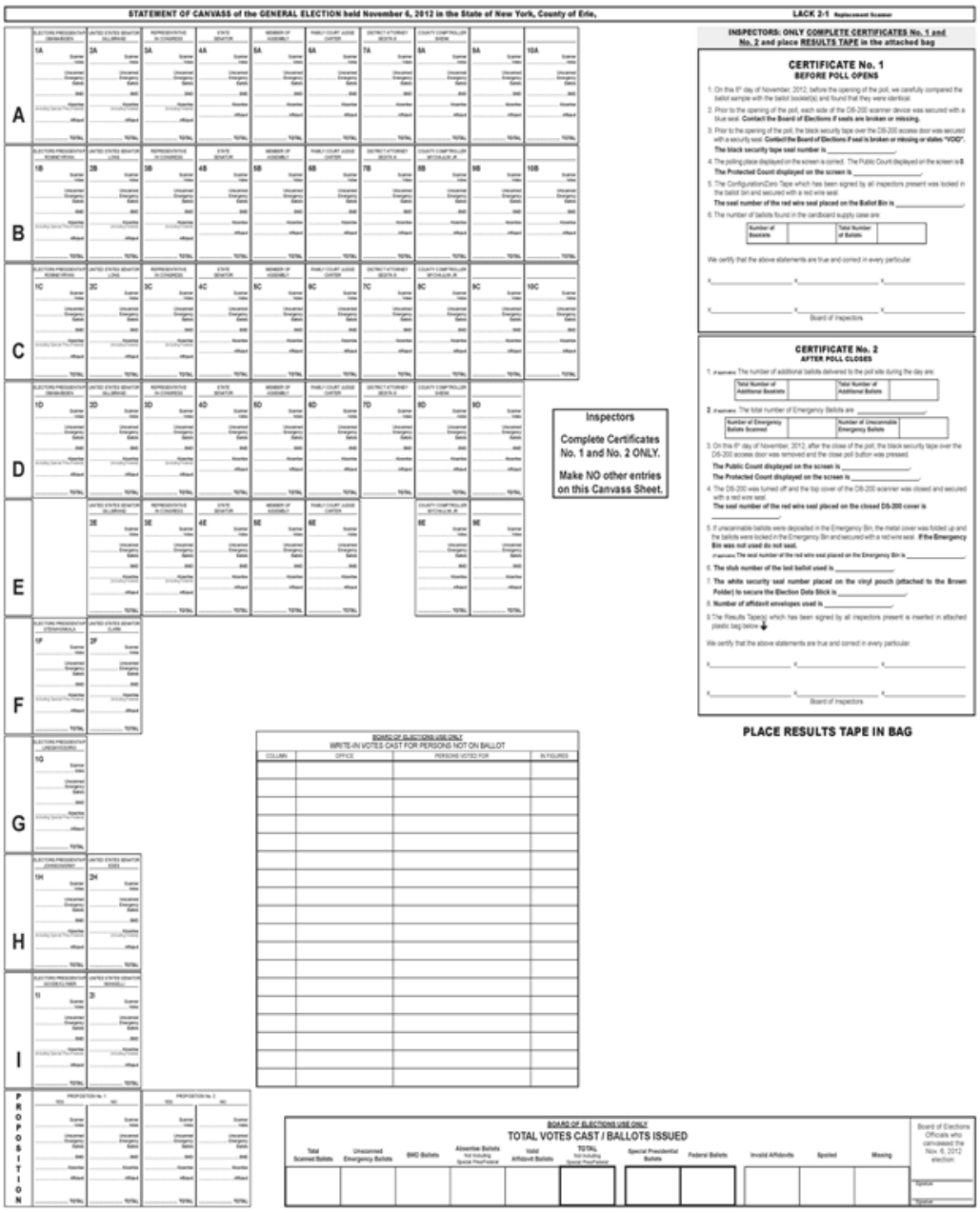
Board of Inspectors

PLACE RESULTS TAPE IN BAG

No. 1 and 2 and insert the Results Tape in the plastic pouch attached to the Brown Tabulation Folder. **DO NOT FILL IN ANY RESULTS FROM THE RESULTS TAPE.**

General Election Canvass Sheet

NOTES


STATEMENT OF CANVASS of the GENERAL ELECTION held November 6, 2012 in the State of New York, County of Erie,

LACK 2-1 Replacement Scanner

INSPECTORS: ONLY COMPLETE CERTIFICATES No. 1 and No. 2 and place RESULTS TAPE in the attached bag

CERTIFICATE No. 1
BEFORE POLL OPENS

CERTIFICATE No. 2
AFTER POLL CLOSES

Inspectors
Complete Certificates No. 1 and No. 2 ONLY.
Make NO other entries on this Canvass Sheet.

PLACE RESULTS TAPE IN BAG

BOARD OF ELECTIONS USE ONLY
WRITE-IN VOTES CAST FOR PERSONS NOT ON BALLOT

BOARD OF ELECTIONS USE ONLY
TOTAL VOTES CAST / BALLOTS ISSUED

For the General Canvass Sheet, Inspectors only need to complete Certificates No. 1 and 2 and insert the Results Tape in the plastic pouch attached to the Brown Tabulation Folder. **DO NOT FILL IN ANY RESULTS FROM THE RESULTS TAPE.**

Election Day Activity Forms

NOTES

INSPECTOR CERTIFICATION OF ELECTION DAY ACTIVITY

City/Town_____ Ward_____ Election District_____
(if applicable)

We, the undersigned, Election Inspectors do hereby certify that we have completed the **INSPECTOR CERTIFICATION OF ELECTION DAY ACTIVITY FORMS.** They contain a list of:

- persons with name and address changes
- people who are claimed to be deceased
- persons challenged, and the same were administered the required oath
- voters who voted either by affidavit ballot or court order
- voters who have sworn that they needed assistance, as well as those sworn persons who rendered that assistance

All entries are true and an accurate record of our proceedings on this Election Day.

X _____ Inspector Signature X _____ Inspector Signature X _____ Inspector Signature

X _____ Inspector Signature X _____ Inspector Signature X _____ Inspector Signature

If necessary, use this space for additional notes:

_____

_____

_____

PLEASE PRINT (except for signature)
ALL INFORMATION MUST BE LEGIBLE

ELECTION DAY ACTIVITY FORM

NAME AND/OR ADDRESS CHANGE

Voter No. From Poll Book Must Be Included

Name_____ **Address**_____ **Voter No.**_____
New Name_____ **New Address**_____ **ZipCode**_____

Name_____ **Address**_____ **Voter No.**_____
New Name_____ **New Address**_____ **ZipCode**_____

Name_____ **Address**_____ **Voter No.**_____
New Name_____ **New Address**_____ **ZipCode**_____

Name_____ **Address**_____ **Voter No.**_____
New Name_____ **New Address**_____ **ZipCode**_____

Name_____ **Address**_____ **Voter No.**_____
New Name_____ **New Address**_____ **ZipCode**_____

Name_____ **Address**_____ **Voter No.**_____
New Name_____ **New Address**_____ **ZipCode**_____

Name_____ **Address**_____ **Voter No.**_____
New Name_____ **New Address**_____ **ZipCode**_____

Name_____ **Address**_____ **Voter No.**_____
New Name_____ **New Address**_____ **ZipCode**_____

Name_____ **Address**_____ **Voter No.**_____
New Name_____ **New Address**_____ **ZipCode**_____

Use Back of This Sheet If More Space Is Needed

Election Day Activity Forms

NOTES

ELECTION DAY ACTIVITY FORM

AFFIDAVIT BALLOTS

Name_____ Address_____

Name_____ Address_____

Name_____ Address_____

Name_____ Address_____

Name_____ Address_____

Name_____ Address_____

Name_____ Address_____

Name_____ Address_____

Name_____ Address_____

Name_____ Address_____

Name_____ Address_____

Name_____ Address_____

Name_____ Address_____

Name_____ Address_____

Name_____ Address_____

Name_____ Address_____

Name_____ Address_____

Name_____ Address_____

Use Back of This Sheet If More Space Is Needed

ELECTION DAY ACTIVITY FORM

COURT ORDERS, DECEASED, ASSISTANCE PROVIDED AND CHALLENGES

COURT ORDERS

Name_____ Address_____

Name_____ Address_____

Name_____ Address_____

DECEASED (Do not write *deceased* in signature box of Poll Book)

Name_____ Address_____ Voter No._____

Name_____ Address_____ Voter No._____

Name_____ Address_____ Voter No._____

Name_____ Address_____ Voter No._____

Name_____ Address_____ Voter No._____

ASSISTANCE PROVIDED

Name_____ Address_____ Voter No._____

Reason for Assistance_____ Person Providing Assistance_____

Name_____ Address_____ Voter No._____

Reason for Assistance_____ Person Providing Assistance_____

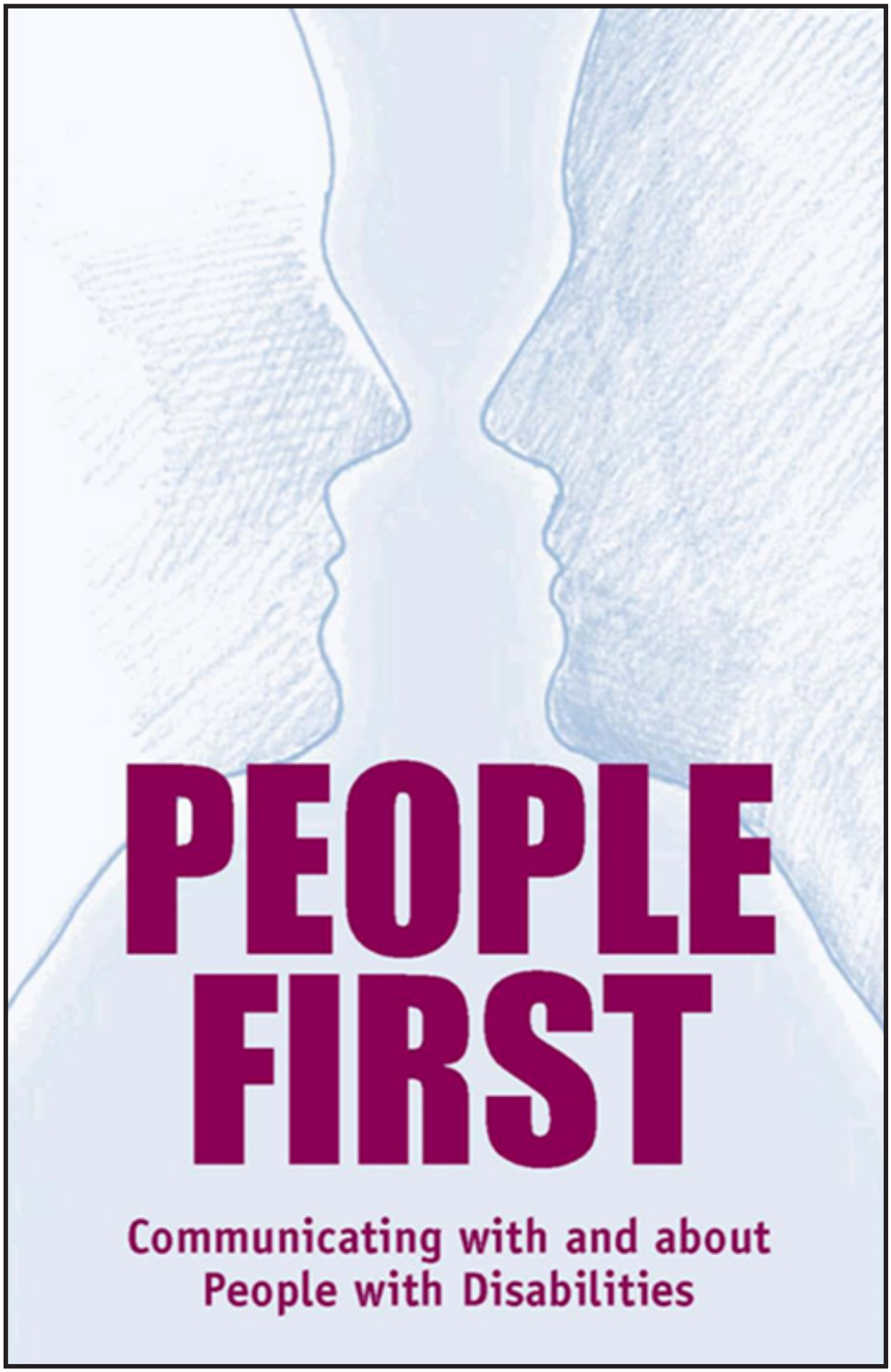
CHALLENGES

Name_____ Address_____ Voter No._____

Reason for Challenge_____

Use Back of This Sheet If More Space Is Needed

NOTES


PEOPLE
FIRST
Communicating with and about
People with Disabilities

NOTES

You notice a person who is blind and
needs help. How do you make your
presence known? What assistance do you offer?
You meet someone who uses a wheelchair.
Where should you stand while talking?
You have a question for a person with a
disability, who is with a friend. To whom
should you address the question?

We all find ourselves in situations in which we don't know what to say or do. We may meet someone who acts or moves differently, and wonder how we should react. When interacting with people with disabilities, it's important to remember that they are people first. They want to be appreciated, respected and productive.
Recent changes in civil rights laws have helped people with disabilities pursue employment, recreation and educational opportunities in the mainstream of community life.
As a result, attitudes toward people with disabilities have also begun to change. This is a start toward creating a truly integrated society; one in which people of all abilities live and work together.

Communicating with People with Disabilities

1. If you offer assistance to a person with a disability, wait until the offer is accepted and then listen or ask for instructions.

   If you are asked to assist a person who uses a wheelchair up or down a curb, ask if the person prefers to be facing forward or backward. Hold the handles securely and keep the chair tilted back when ascending or descending.
   When guiding a person who has a visual impairment, walk alongside and slightly ahead. Let the person hold your arm so that you body's motion lets the person know what to expect. On stairs, guide the person's hand to the banister or handrail. When seating, place the persons hand on the back of the chair or arm. Avoid escalators and revolving doors, which may be disorienting and dangerous. Never distract a "seeing eye" or service dog.

2. When speaking for a length of time to a person who uses a wheelchair or crutches, place yourself at eye level with that person.

   It is not polite to talk down to that person.

3. When talking to a person with a disability, speak directly to that person rather than through a companion or sign language interpreter.

NOTES

4. When introduced to a person with a disability, it is appropriate to offer to shake hands.

A person with limited hand use or who wears an artificial limb can usually shake hands. Shaking hands with the left hand is also an acceptable greeting.

5. When meeting or speaking to someone who is visually impaired always identify yourself before speaking.

When in a group, remember to identify the person to whom you are speaking, as well as introducing yourself.

6. Treat as adults

Address people with disabilities by their first names only after they have given permission or when extending the same familiarity to others. Also, never patronize people who use wheelchairs by patting them on the head or shoulder.

7. Avoid leaning on or hanging onto a person's wheelchair.

It's similar to leaning or hanging onto a person. The chair is part of the personal space of the person who uses it.

8. Listen attentively when you're talking with a person who has difficulty speaking

Be patient and wait for the person to finish, rather than correcting or speaking for that person. If necessary, ask short questions that require short answers, or a nod or shake of the head. Don't pretend to understand if you are having difficulty. Instead, repeat what you understand, and allow the person to elaborate.

9. To get the attention of a person who is deaf, tap the person on the shoulder or wave your hand.

Look directly at the person, and speak clearly, slowly and expressively to determine if the person can read your lips. For those people who do read lips, place yourself in their direct view and keep hands and food away from your mouth when speaking. If a person has a hearing impairment, avoid shouting. Hearing aids make sounds louder not clearer.

10. Relax. Don't be embarrassed if you happen to use accepted common phrases such as "See you later," or "Did you hear about that?", which seem to relate to a person's disability.

Chances are that person will understand.

IMPORTANT ELECTION DAY PHONE NUMBERS

Contact numbers:

For all scanner and AutoMARK machine problems, location concerns or voter inquiry questions or concerns	858-8891
To request additional ballots or any other ballot issues	858-8891
Absentee Ballot Questions\Issues	858-7818 \ 7819
To report election results	858-2100

If you have an inspector missing, please call one of the following:
(Please wait until 5:40 a.m. before calling.)

Republican Inspector Department:

Cities of Buffalo, Lackawanna, and Tonawanda	858-4982
All Towns	858-4982

Democratic Inspector Department:

Cities of Buffalo, Lackawanna, and Tonawanda	858-2986
All Towns	858-7822

Primary Election Day September _____, 2017

General Election Day November _____, 2017

Erie County Board of Elections
134 West Eagle Street, Buffalo, New York, 14202
www.elections.erie.gov
2017

ErieCountyNYBOE

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